

Project TIP No.: \_\_\_\_\_  
 County: \_\_\_\_\_  
 Project Engineer: \_\_\_\_\_  
 Division Contact: \_\_\_\_\_

### **DIVISION DESIGN RALEIGH LET CHECKLIST**

Project plans, prepared by Division personnel or private engineering firms, to be let to contract through the State Contract Officer shall perform functions as follows:

1. \_\_\_\_\_ Make sure plans are prepared in accordance with the “Review List for Final Construction Plans”.  
<https://connect.ncdot.gov/resources/Specifications/2012RevisionsRoadwayDrawings/2018%20Review%20List%20for%20Final%20Construction%20Plans%20--%20FINAL.pdf>
  
2. \_\_\_\_\_ Any environmental concerns should be resolved through coordination with the Project Development and Environmental Analysis Branch **prior** to plan completion. Make sure all necessary permits have been applied for and approved.
  
3. \_\_\_\_\_ All TIP projects will need to be set up on Sharepoint prior to submitting the plans to *Contract Standards and Development*. If there is not already a set of folders set up for the project on project store, send an email to the help desk ([dothelp@ncdot.gov](mailto:dothelp@ncdot.gov)) and ask for a project store to be set up for this TIP.
  
4. \_\_\_\_\_ Geotechnical recommendations, retaining wall designs, and any subsurface investigations should be coordinated through the regional office of the Geotechnical Engineering Unit prior to turning in the project plans to *Contract Standards and Development*. All geotechnical recommendations should be incorporated into the project design, and if applicable, subsurface plans should be submitted with the project plans.

5. \_\_\_\_\_ Traffic management plans should be coordinated with the *Work Zone Traffic Control Section* and turned in with the project plans.
6. \_\_\_\_\_ Utility plans should be coordinated with the *Utilities Unit* prior to turning in the project plans to *Contract Standards and Development*. Any utility construction (UC) and/or utility by others (UO) plans should be turned in with the project plans.
7. \_\_\_\_\_ Coordinate with the *Roadside Environmental Unit*, prior to turning in the project plans to *Contract Standards and Development*. All erosion control information (plans, special provisions, estimates, etc.) should be submitted with the project plans.
8. \_\_\_\_\_ Coordinate all pavement designs with *Pavement Management* prior to turning in the project plans to *Contract Standards and Development*. Final pavement designs prepared by *Pavement Management* will be sealed by the Pavement Design Engineer. Any pavement design not coordinated with *Pavement Management* will need to be sealed by Division personnel or the PEF firm.
9. \_\_\_\_\_ Pavement Marking and Signing Plans should be coordinated with the *Signing and Delineation Section* and turned in with the project plans.
10. \_\_\_\_\_ Signal plans should be coordinated with the *Signal Design Section* prior to turning in the project plans to *Contract Standards and Development*.
11. \_\_\_\_\_ Structure plans should be coordinated with the *Structure Management Unit* early in the design process. All structure plans (bridges, culverts, walls, etc.) should be submitted to the *Structure Management Unit* at the same time the roadway plans are submitted to *Contract Standards and Development*.
12. \_\_\_\_\_ Submit project files (bound file and loose file) in accordance with section 13-1 in part II, chapter 13 of the Roadway Design Manual.

13. \_\_\_\_\_ Estimates should be in the proper format and include all pay items necessary to let the project. A .csv file or pay items entered into there surfacing program (.est file) should be submitted for all projects prepared by Division personnel. A .csv file should be submitted if the plans are prepared by a private engineering firm.

14. \_\_\_\_\_ Once the plans have been reviewed and approved by a Plan Review Engineer, electronically signed and sealed PDFs of the final plans will need to be placed in the applicable TIP folders on project store. Individual PDF files of each plan sheet are required. Please follow the “Final Plan Submittal Changes” policy from the Roadway Design Unit. See link below.

<https://connect.ncdot.gov/site/preconstruction/Pages/Best%20Practices.aspx?Order=61>

Some problem areas on plans that may warrant a second look by the designer are:

1. \_\_\_\_\_ Are thru lane tapers long enough to satisfy the design speed of the facility?

2. \_\_\_\_\_ Is the proposed construction properly tied to the survey line?

3. \_\_\_\_\_ Use the “calculation of quantities” sheets found on the *Contract Standards and Development* web page. Submit copies of all applicable calculation sheets with the project plans.

<https://connect.ncdot.gov/resources/Specifications/Pages/Contracts-Resources.aspx>

4. \_\_\_\_\_ Are summaries included in the plans for drainage, earth work, pavement removal and guardrail?

5. \_\_\_\_\_ Are Geotechnical Summary tables needed?

<https://connect.ncdot.gov/projects/Roadway/RoadwayDesignAdministrativeDocuments/Geotech%20Summary%20Tables.pdf>

6. \_\_\_\_\_ If the project has a pay item for “Grading Lump Sum,” does it fit within the guidelines specified in section 11-7 in part I of the Roadway Design Manual.
7. \_\_\_\_\_ Has all special construction been covered by any needed special provisions, special details, and pay items? The provisions and details shall be sealed by a Professional Engineer. Special details prepared by the Plans and Standards Section of *Contract Standards and Development* shall be sealed by the Standards Squad Leader.
8. \_\_\_\_\_ Please provide a list of contacts of all NCDOT unit personnel that have reviewed and approved individual project plans.
9. \_\_\_\_\_ Are there any Design Exceptions? See Design Exception Preparation Guidelines.  
<https://connect.ncdot.gov/projects/Roadway/RoadwayDesignAdministrativeDocuments/Design%20Exception%20Guidelines.pdf>
10. \_\_\_\_\_ Has a Pre-Let or Combined Field Inspection been scheduled? Please have the Division Construction Engineer fill out the Combined or Pre-Let Field Inspection questions (Combined for Bridge Replacement Projects and Pre-Let for all other TIP projects). The questions can be found in the Roadway Design Resources web site under “Forms, Guidelines, Manual” and “Resource Type: Forms”.  
<https://connect.ncdot.gov/projects/Roadway/Pages/Guidelines--Standards.aspx>
11. \_\_\_\_\_ Have you obtained Right of Way authorization and has all Right of Way been acquired?

If you have any questions regarding this checklist, please contact Joel S. Howerton, PE at (919) 707-6950 or [jhowerton@ncdot.gov](mailto:jhowerton@ncdot.gov)