

**SOUTHEASTERN CONNECTICUT
COUNCIL OF GOVERNMENTS**

**LOCAL TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM
GUIDELINES**

Approved on 6 October 2014 by the
Southeastern Connecticut Council of Governments
Executive Committee

INTRODUCTION

This document presents the Southeastern Connecticut Council of Governments' (SCCOG) Local Transportation Capital Improvement Program (LOTICIP) guidelines. If any information within this document conflicts with Connecticut Department of Transportation's (CTDOT) LOTICIP guidelines, the CTDOT guidelines will dictate and take precedent over these guidelines. The LOTICIP program is new and its policies are evolving as the program succeeds and generates greater numbers of applications.

GENERAL LOTICIP PROCESS OVERVIEW

The LOTICIP process established by CTDOT is intended to primarily address regional transportation priorities through capital improvement projects endorsed by the SCCOG and is not intended to fund maintenance type projects. The SCCOG may allow a maximum of 15% of its LOTICIP funding, or \$500,000 of the total project cost, whichever is greater, to fund pavement preservation, pavement rehabilitation, and standalone sidewalk projects covered by these guidelines. However, the SCCOG has been encouraged by CTDOT to limit funding for transportation enhancement and alternative transportation mode projects to a reasonable level. All LOTICIP projects must have a minimum construction cost of \$300,000 to qualify for LOTICIP funding. Additionally, all proposed projects must meet the eligibility requirements of the Federal STP-Urban Program. The STP-Urban Program is primarily for roads or highways functionally classified as a collector or higher within a designated urban area. Functional class maps for each town are available on CTDOT's website and on the SCCOG website.

SCCOG municipal projects selected for, but not yet receiving STP-Urban funding, may be prioritized and transferred to the LOTICIP program. Approved STP-Urban projects that have begun drawing down federal funds, or involve State roadways, will likely remain in the STP-Urban Program.

Future LOTICIP projects will be identified by SCCOG via project solicitations of its member municipalities. This process will likely involve an annual solicitation and competitive project selection held under a similar process to previous SCCOG STP-Urban solicitations. Any changes to schedules, procedures, criteria, selection policies would be identified well in advance by the SCCOG Executive Committee prior to any solicitation. During each solicitation SCCOG will select projects and reserve the appropriate LOTICIP funding based on CTDOT's guidance and the respective CTDOT LOTICIP Guidelines. Selected projects will be prioritized and forwarded to CTDOT for their review, approval, and commitment to fund. A copy of CTDOT's LOTICIP Application Form is contained in Appendix A.

SCCOG will prioritize projects after a solicitation and will inform a recipient municipality of CTDOT's commitment to fund and the anticipated construction funding year. The anticipated construction funding year will be dictated by the LOTICIP program status. SCCOG and the municipality will then determine a date when preliminary design is expected to commence. The municipality will contact SCCOG when design commencement is imminent, or has just begun. SCCOG will then assign a design submission reviewer to the project and hold an initial meeting. It is anticipated that this meeting will involve a review and determination of project challenges, critical path items, LOTICIP processes, reporting requirements, design submission phases, and schedule future delivery dates.

LOTICIP PROJECT DESIGN REVIEW - PROCESS AND SUBMISSION REQUIREMENTS

SCCOG is requiring interim submissions for review in order to effectively manage and minimize any potential problems within the region's LOTICIP program. SCCOG will coordinate the review of each interim (Preliminary Design, Intermediate Design, and Final Design) submission. Several review meetings will be held at various stages during each interim submission phase to discuss and review comments. Review comments will be submitted in writing to municipalities as quickly as possible after each review meeting and after project design vetting at each interim submission stage. Reviewers will provide comments using SCCOG standard review form included in Appendix B.

Responses will only be required for comments identified by the SCCOG as *critical*. Comments are anticipated to be identified as *critical* only if they potentially involve safety or liability issues, or are in conflict with the project's stated purpose and need. The SCCOG is also anticipated to be tasked with identifying design flaws, errors, and omissions, identifying items at risk for change orders, providing value engineering suggestions, and independently assessing the project's anticipated design schedule and construction costs. Also, the SCCOG will determine the adequacy of any design exceptions to the controlling design criteria. In the absence of written municipal standards, the applicable AASHTO design criteria will be utilized. The municipality should retain fully documented rationale and engineering reasoning for any controlling design criteria exceptions that cannot be brought into conformance with the municipality's design standard or the AASHTO design criteria.

Application Phasing Guidelines

Application phasing will generally consist of the following steps. A copy of CTDOT's LOTICIP Application Form is contained in Appendix A. SCCOG highly recommends and is available at any time for a pre-application sketch review of possible municipal projects.

1. SCCOG announces a competitive solicitation for municipal projects to be funded under LOTICIP.
2. Municipality submits a completed LOTICIP application along with any other appropriate and required information as detailed in the CTDOT's *LOTICIP Guidelines*. SCCOG will at the time of LOTICIP project solicitation email to all SCCOG municipalities and have available for download at their website an approved CTDOT LOTICIP application form.
3. SCCOG reviews, rates, selects, and reserves sufficient funding for projects.
4. SCCOG submits to CTDOT the selected and approved LOTICIP project applications for their review and approval.
5. CTDOT, coordinating with SCCOG and the applying municipality, determines if the project is to advance under the LOTICIP guidelines, or is to be administered by CTDOT. CTDOT project administration is mainly for projects involving extension alterations along a state highway facility.
6. CTDOT provides to the applying municipality a Commitment of Funding Letter and any results of an Environmental Screening.
7. SCCOG informs the applying municipal of the anticipated funding year. SCCOG and the applying municipality determines a date when the Preliminary Design activities are expected to begin.

Conceptual and Sketch Review

A conceptual or sketch review is an optional step. A conceptual submission or pre-application sketch review is recommended for all projects and can be made to the SCCOG at any time without regard to any LOTCIP solicitation. SCCOG's role during a conceptual and sketch review is to assist and facilitate successful future municipal LOTCIP submissions. Additionally, this effort is to eliminate errors or ineligible projects prior to a community expending funds on preparing a full LOTCIP application. The following items are the minimum required for a typical conceptual and sketch design review.

- Two copies of sketch plans consisting of: a basic outline of the project location and draft typical sections, plans, proposed new roadway cross-sections, signing, and proposed pavement markings.
- Two copies of the draft construction cost estimate.
- Two copies of a list of anticipated permits, right-of-way acquisitions, and utility coordination efforts.

Preliminary Design Submission

The Preliminary Design submission is the first step and initial application to the LOTCIP program. The following items are the minimum required for a typical LOTCIP Preliminary Design submission:

- Four copies of a half scale plan consisting of:
Title sheet;
Typical Sections;
Plans and Profiles;
Critical Cross-sections;
Critical Details sheets, and;
Signing and Pavement Marking sheets.
- Two copies of any non-standard design specifications that the applying municipality would like reviewed by CTDOT and to prevent any possible project delays or exclusions later in the project design process.
- Two copies of the Maintenance and Protection of Traffic Specifications.
- Two copies of the Construction Cost Estimate that details all construction activities and local match requirements.¹
- Two copies of the Projected Design Schedule with Critical Milestones.
- Two copies of a list of all required and or anticipated permits, right-of-way acquisitions, and utility coordination efforts.

The submission should clearly depict the following items, as applicable:

- topographic survey and mapping including property ownership of parcels and all rights-of-way;

¹ Construction cost estimates shall be based upon unit prices and procedures provided by the CTDOT Cost Estimating and Estimator application or another widely accepted professional project estimating and costing source.

- proposed roadway/sidewalk/trail features, including lane configurations and approximate slope limits;
- peak period turning movement counts at impacted signalized and significant unsignalized intersections;
- proposed pavement structure;
- locations and summaries of bridge, culvert, and retaining wall requirements;
- right-of-way, environmental, railroad, and any other anticipated significant impacts;
- preliminary drainage designs, bridge layout, construction phasing, and road closure schedules;
- reference to or actual source documentation for the design criteria is being utilized, if a non-standard design criteria will be utilized by the applying municipality;
- indication on the appropriate plans of proposed values for the following:
 1. Roadway functional classifications
 2. Design speeds
 3. Travel lane and shoulder widths
 4. Bridge widths
 5. Structural capacity
 6. Horizontal and Vertical alignments
 7. Grades
 8. Stopping sight distances
 9. Cross-slopes and Super-elevations
 10. Vertical and horizontal clearances (for any underpasses or other likely and possible obstructions)
 11. Dimensions related to ADA accessibility
 12. Roadside clear zones
 13. Intersection sight distances at impacted unsignalized intersections, excluding residential and minor commercial driveways.

Intermediate Design Submission

The Intermediate Design submission is the second step in the LOTCIP program process. Intermediate Design submissions can only be made after CTDOT approval and SCCOG endorsement for a project to proceed within the LOTCIP program. The following items are the minimum required for an Intermediate Design Submission. An Intermediate Design Submission is permitted only after submission, review, and completion of the Preliminary Review Submission. **An Intermediate Design Submission is required for all projects.**

- Four copies of plans consisting of all anticipated sheets.
- Two copies of the construction cost estimate for all the information detailed on the Intermediate Design Submission and that confirms the information supplied during the Preliminary Review Submission.²

² Construction cost estimates shall be based upon unit prices and procedures provided by the CTDOT Cost Estimating and Estimator application or another widely accepted professional project estimating and costing source.

- Two copies of a Soils and Foundation Report with boring logs for structures and as applicable for certain features and other components.
- Two copies of the projected construction schedule that identifies critical paths and milestones.
- Two copies of documentation of progress made on permits, right-of-way acquisitions, and utility coordination.

The submission should clearly depict the following items:

- All items recommended for depiction in the Preliminary Design Submission.
- Significant project alterations or changes since the Preliminary Design Submission stage not required or recommended by CTDOT.
- Progression of the drainage design per hydraulic analysis, including any necessary water handling.
- Progress on the maintenance and protection of traffic and construction phasing plans, if necessary.
- Advancement of the traffic signal phasing/timing/ structure plans based on calculations.
- Advancement of the structural plans based on the boring logs, structural, and geo-technical analyzes.
- A full set of cross sections, including all significant features and design constraints.

Final Design Submission

CTDOT guidelines specify and require a Final Design Submission to CTDOT through the SCCOG. SCCOG and CTDOT will only review submissions, at this point, for the presence of all required items. The content of the Final Design Submission will not be thoroughly reviewed and CTDOT and SCCOG will not perform a detailed technical review at the Final Design Submission phase. The Final Design Submission materials will be used to confirm that the project plans and cost estimate are consistent with the project scope and cost approved as part of the Preliminary Design and Intermediate Design phases or as subsequently revised and approved.

During the Preliminary Design Submission and Intermediate Design Submission phases, CTDOT guidelines clearly specify that if there is a change in project scope and or a 20% or greater increase in cost above the initial project approval amount, municipalities are required to submit justifying documentation to CTDOT, through SCCOG, for approval. **However, all Final Design Submission costs above the CTDOT grant payment amount are the sole responsibility of the municipality.** Notwithstanding the prior statements, CTDOT and SCCOG do recognize that if significant and extenuating circumstances arise, collectively, and in consultation with the municipality, reasonable and legitimate cost increases and overages above the project cap may be considered to be eligible for future LOTCIP funding subject to SCCOG approval.

A single copy each item below is required for CTDOT and SCCOG resulting in the following Final Design Submission requirements:

- Two copies of complete set of Final Project Plans, Specifications, and Contract Documents, including the signature and seal of the Professional Engineer preparing the project documents (Designer of Record).
- Two copies of the Construction Cost Estimate³ for all the information detailed in the Final Design Submission and that confirms and details the information supplied during the Final Design Review Submission.
- Two copies of Final Design Submission Documentation.
- Two copies of the Completed Certification Forms.

QUARTERLY REPORTING REQUIREMENTS

Municipalities with projects active in the Intermediate Design and Final Design phases will be required to submit quarterly updates to SCCOG. Updates should be provided by September 30th, December 31st, March 31st, and June 30st. Updates will include information needed for SCCOG to compile and submit to CTDOT the Regional Quarterly Status Report. Municipal reporting requirements and format will be reviewed at an initial Intermediate Design phase meeting.

3 Construction cost estimates shall be based upon unit prices and procedures provided by the CTDOT Cost Estimating and Estimator application or another widely accepted professional project estimating and costing source.

APPENDIX A
CTDOT LOTCIP Application Form
(To be submitted to SCCOG)



Connecticut Department of Transportation



Local Transportation Capital Improvement Program Application

Municipality:

RPO:

Route/Road:

Project Title:

Roadway Functional
Classification (if
applicable):

RPO Contact
Information:

Name

Title

Phone Number

Email

Municipal Contact
Information:

Name

Title

Phone Number

Email

The applicant must answer the questions below which are intended to address basic issues about existing conditions, project management, project costs, impacts on private property, utilities, wetlands, etc. **You may provide your answer in the space provided below or submit separate answer sheets. It is important that the application be as thorough as possible as missing information will delay the review process. All project-related sections must be completely filled out or the application will be returned and will require resubmittal.**

The intent of the application is to establish eligibility, service life, and to ensure the municipality is considering all pertinent aspects associated with major infrastructure improvements consistent with the purpose and need of the project.

(A) Project Information

1. Select the type of proposed improvement (select all that apply):

Please note: The entire application must be completed for all projects in addition to any necessary supplemental sections (K through P) as determined by the type of project.

- Roadway Geometric Improvement
- Stand-Alone Sidewalk Construction
- Bicycle/Pedestrian Improvement, including Multi-Use Trail Facilities
- Intersection Improvement

Provide additional information as required in section K

- Bridge Rehabilitation/Replacement

Provide additional information as required in section L

- Major Drainage Improvement

Provide additional information as required in section M

- Pavement Structure Improvement

Provide additional information as required in section N

- Traffic Signal Replacement/Upgrade/New Installation/Coordination

Provide additional information as required in section O

- Other (please specify): _____

Provide additional information as required in section P

2. Describe the purpose and need of the project. Please include specific information and describe in enough detail for those unfamiliar with the project. Provide a range of digital photographs to document the existing conditions and support the purpose and need.

3. Provide a project description and specifically describe how the proposed improvements address the purpose and need. What alternates were considered?

4. Provide concept plans of the proposed improvement. The plans must be sufficiently developed and provide enough detail on a scaled drawing (including aerial photography base mapping if possible) to identify the following:
 - a. Project location
 - b. Limits of project
 - c. Approximate limits and extent of any pavement widening or realignment
 - d. Proposed number of lanes, widths, and arrangements
 - e. Approximate limits and extent of any anticipated ROW acquisitions (based on available ROW information from Assessors maps, GIS data, etc.)
 - f. Structures (i.e. Retaining walls, bridges)
 - g. Watercourses
 - h. Typical Cross Section including lane and shoulder widths, pavement structure, etc.

5. Have the improvements at this location been submitted to the Department previously for funding? No Yes
If yes, when? _____

6. Does the project impact any State-owned Facilities (i.e. roads, bridges, etc.)?
 No Yes
If yes, describe the impacts:

7. In the area of the project, are there any known proposed developments?

No Yes

If yes, describe the proposed developments:

8. Design Standards to be used:

Established municipal standards

AASHTO Policy on Geometric Design of Highways and Streets

Connecticut Department of Transportation Highway Design Manual

AASHTO LRFD Bridge Design Specifications and Connecticut Department of Transportation Bridge Design Manual

Other, please specify: _____

(B) Rights of Way

1. Are any Right of Way (ROW) impacts anticipated? No Yes

If yes, describe the nature, extent, and type of impacts:

2. If ROW acquisitions will be required, who does the municipality plan to have perform acquisition activities?

Municipal staff Consultant hired by municipality State

3. If ROW acquisitions are to be performed by the Municipality's staff or their consultant, will the municipality be seeking reimbursement for ROW costs?

No Yes

(C) Utilities

1. List all utilities within the project area, including their owners.

<u>Overhead</u>	<u>Underground</u>

2. Are any utility impacts anticipated? No Yes

If yes, explain the nature and extent of the impacts:

Note: Costs associated with utility betterments/upgrades that are not required to accommodate the proposed transportation improvement are not eligible project costs.

3. Have the utility companies identified any plans to expand or improve existing utilities that would that would compromise the service life of the proposed improvements?

No Yes

If yes, describe any proposed improvements and their schedule:

(D) Storm water drainage system and under drains

1. Do any existing storm water drainage problems exist? No Yes

If yes, describe the problem(s):

2. Is any storm water drainage system work anticipated, including any new or modified drainage outlets? No Yes

If yes, explain the nature and extent of the improvements:

3. Are there any existing watercourse crossings that are proposed to be modified, rehabilitated, or replaced as part of the project? No Yes

If yes, indicate the type of improvement needed and the reason for it. Please also indicate if any existing watercourse crossings have inadequate hydraulic capacity:

(E) Rail Crossings

1. Are there any railroad crossings that are likely to be impacted as part of the project?

No

Yes

At-grade

Grade separated

If yes, describe impacts and any necessary modifications:

(F) Pedestrian/Bicycle Safety and Mobility

1. Complete and attach the Department's Bicycle and Pedestrian Needs Assessment Form to this application (a copy of this form is included in Appendix C). In accordance with Connecticut General Statutes, Section 13a – 153f, and the Department's focus on accommodating non-motorized travel modes, accommodation of all users shall be a routine part of the planning, design, construction, and operating activities of all highways. The need for inclusion of accommodations for bicyclists and pedestrians, including those with disabilities, must be reviewed for every project, regardless of funding source.

(G) Traffic

The information below needs to be provided or reviewed (as specified) by the designer for all project types except for stand-alone sidewalk projects and bicycle/pedestrian improvements, and multi-use trail facilities that do not involve pedestrian crossings

1. Volumes

Provide existing and 20-year Projected ADTs and Turning Volumes. Refer to the Preliminary Engineering/Preliminary Design section for guidance on traffic volumes.

2. Accident Experience

Provide a summary of accident experience (most current three years data. An accident diagram is preferred.)

3. Traffic Signals

Review the existing traffic signal plans for projects involving signalized intersections

4. Speed Data

Provide 85th percentile speeds in the project area

Provide all posted speed limits in the project area

(H) Environmental Resource Involvement

Refer to Application Process/Preliminary Project Submittals - Information Provided by the Department for more information.

1. Parks, Cemeteries, Historic Structures

- a. Are there any parks, cemeteries, or historic structures that are likely to be affected by the project? No Yes

If yes, describe the type and extent of the anticipated impact.

2. Wetlands

a. Are there any wetlands that are likely to be affected by the project?

No Yes

If yes, describe the type and extent of the anticipated impact.

3. Hazardous or Contaminated Sites

a. Has the potential for hazardous or contaminated sites and materials in the project area been investigated? No Yes

If yes, describe the type and extent of the anticipated impact.

(I) Public Involvement

Refer to Preliminary Engineering/Project Design - Public Involvement section for more information.

1. Has public involvement been conducted? No Yes

If yes, was there significant public opposition to the project? Describe below:

(J) Cost Estimate

Attach a preliminary cost estimate identifying:

1. Rights of Way
2. Approximate quantities and assumed unit prices of the major contract items
3. An allowance for minor items

4. Standard lump sum items (i.e. clearing & grubbing, mobilization, construction staking, maintenance & protection of traffic) as applicable
5. Eligible Utility Relocation Costs (in accordance with CGS13a-98f)
6. Incidentals to Construction, i.e. construction inspection, materials testing (10% of items 2, 3, and 4 above)
7. Contingencies (10% of items 2, 3, 4 above)

Refer to the Department's most current Cost Estimating Guidelines for cost estimate guidance or use town generated unit prices. The anticipated costs for each phase of the project shall be well documented and based on reasonable anticipated costs.

The guidelines are located at: <http://www.ct.gov/dot/cwp/view.asp?a=3194&q=484094>

ADDITIONAL INFORMATION TO BE PROVIDED BASED ON IMPROVEMENT TYPE SELECTED IN SECTION (A)1:

(K) Intersection Improvements

Capacity Analyses (For build and no-build conditions using existing and projected traffic volumes).*

(L) Bridge Rehabilitation/Replacement

Latest Condition Report

(M) Major Drainage Improvement

Material, Age, Hydraulic adequacy assessment of existing drainage system (Condition Report, post-cleaning is preferred)

(N) Pavement Structure Improvement

The level of investigation will be dependent upon the proposed improvements. Cores or test pits must be performed such that a representative sample of the existing roadway condition is obtained. If varying pavement conditions exist along the roadway indicating the possibility of different pavement conditions, a test pit should be performed in each roadway section. Pavement thickness and type, sub-base thickness and type, and the presence of fines and/or groundwater should be noted. Attach the data obtained. If full depth reconstruction is proposed, cores or test pits are not required.

Approximate percentage of heavy vehicles: _____

What is the existing pavement type, condition, and thickness?

What is the anticipated pavement design? Describe the type and depth of each course including the base that is suitable for the ADT and percentage of heavy vehicles. Does it meet current design standards? Describe the cross-section (i.e. lanes and shoulder widths, etc.).

Describe how the service life requirement for the proposed pavement design was determined:

(O) Traffic Signal Replacement/Upgrade/New Installation/Coordination

Who is/will be responsible for ownership, maintenance, and electrical costs

Age of existing signals

Capacity Analyses (For build and no-build conditions using existing and projected traffic volumes).*

Warrant Analysis for new signals

(P) Other

To be determined based on type of improvement proposed

***Capacity Analysis:** For the purposes of this application, a simplified analysis may be performed for signalized intersections that do not require detailed assumptions, proprietary software or specialized traffic engineering skills. The “Quick Estimation Method” is described in detail in the 2010 Highway Capacity Manual, with accompanying worksheets that can be completed by hand. A brief description of the method is also described in Section 3.3.6 of the FHWA Signal Timing Manual, where it is referred to as a “Critical Movement Analysis.” The relevant section of the FHWA publication can be accessed at: <http://ops.fhwa.dot.gov/publications/fhwahop08024/chapter3.htm#3.3>. This simplified analysis will yield an approximate critical volume/capacity ratio that can be used to assess overall operation of the intersection. The build and no-build conditions should be analyzed for the existing and projected traffic volumes.

APPLICATION SUBMISSION

This application and supporting documents must be submitted by the municipality to their RPO. At such time when the application is to be forwarded to the Department of Transportation by the RPO, it must be addressed to:

Mr. Hugh H. Hayward, P.E.
Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546
Newington, CT 06131-7546

Prepared by: _____ Date: _____

Name & Title of Responsible P.E. (Municipal or Consultant)

Signature

Reviewed/Recommended by: _____ Date: _____

Name & Title of Municipal Chief Administrative Officer

Signature

Endorsed/Recommended by: _____ Date: _____

Name & Title of RPO Executive Director (or equivalent)

Signature

APPENDIX B
SCCOG LOTCIP Project Design Review Checklist

**Southeastern Connecticut Council of Governments
LOTICIP Project Design Review Checklist
6 October 2012**

PROJECT INFORMATION			
LOTICIP Project Number:			
Type of Submission: Preliminary Intermediate Final			
Municipality:			
Project Name:			
Description of Improvements:			
Reviewer:			
Review Completion Date:			

Introduction

This checklist is intended to assist in the review of LOTICIP submissions during each stage of the review process. The reviewer is to provide the municipality with this completed checklist prior to a scheduled review meeting. If additional comments or details are needed to address a question or satisfy a requirement, please provide attachments as necessary. If any comments are to be provided on plan sheets, please provide them in the form of red-lined mark ups.

Responses to comments will only be required for those identified by the SCCOG as *critical*. Comments are anticipated to be identified as *critical* only if they potentially involve safety or liability issues, or are in conflict with the project's stated purpose and need. The SCCOG is also anticipated to be tasked with identifying design flaws, errors, and omissions, identifying items at risk for change orders, providing value engineering suggestions, and independently assessing the project's anticipated design schedule and construction costs. Also, the SCCOG will determine the adequacy of any design exceptions to the controlling design criteria. In the absence of written municipal standards, the prospective AASHTO design criteria will be utilized.

DESIGN CRITERIA

The SCCOG is to prepare and has attached a listing that details project design deficiencies to the appropriate and controlling AASHTO and or CTDOT design criteria values within the project.

--	--

Project Information

DESIGNS, PLANS, AND SPECIFICATIONS																						
Checklist Items	Yes	No	Not Applicable	Comments																		
<p>1. Are the design plans free from design flaws, errors, and or omissions? Please identify any attached plan sheets that red mark-up comments are provided on?:</p> <table border="0"> <tr> <td><input type="checkbox"/> Title Sheet</td> <td><input type="checkbox"/> Traffic Control Plans</td> </tr> <tr> <td><input type="checkbox"/> Typical Sections</td> <td><input type="checkbox"/> Signing Plans</td> </tr> <tr> <td><input type="checkbox"/> Summary of Quantities</td> <td><input type="checkbox"/> Lighting Plans</td> </tr> <tr> <td><input type="checkbox"/> Plan Sheets</td> <td><input type="checkbox"/> Traffic Signal Plans</td> </tr> <tr> <td><input type="checkbox"/> Profile Sheets</td> <td><input type="checkbox"/> Special Detail Sheets</td> </tr> <tr> <td><input type="checkbox"/> Drainage Sheets</td> <td><input type="checkbox"/> Structure Plans</td> </tr> <tr> <td><input type="checkbox"/> Cross Sections</td> <td><input type="checkbox"/> Utility Relocation Plans</td> </tr> <tr> <td><input type="checkbox"/> Landscaping Plans</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other: _____</td> <td></td> </tr> </table>	<input type="checkbox"/> Title Sheet	<input type="checkbox"/> Traffic Control Plans	<input type="checkbox"/> Typical Sections	<input type="checkbox"/> Signing Plans	<input type="checkbox"/> Summary of Quantities	<input type="checkbox"/> Lighting Plans	<input type="checkbox"/> Plan Sheets	<input type="checkbox"/> Traffic Signal Plans	<input type="checkbox"/> Profile Sheets	<input type="checkbox"/> Special Detail Sheets	<input type="checkbox"/> Drainage Sheets	<input type="checkbox"/> Structure Plans	<input type="checkbox"/> Cross Sections	<input type="checkbox"/> Utility Relocation Plans	<input type="checkbox"/> Landscaping Plans		<input type="checkbox"/> Other: _____		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Title Sheet	<input type="checkbox"/> Traffic Control Plans																					
<input type="checkbox"/> Typical Sections	<input type="checkbox"/> Signing Plans																					
<input type="checkbox"/> Summary of Quantities	<input type="checkbox"/> Lighting Plans																					
<input type="checkbox"/> Plan Sheets	<input type="checkbox"/> Traffic Signal Plans																					
<input type="checkbox"/> Profile Sheets	<input type="checkbox"/> Special Detail Sheets																					
<input type="checkbox"/> Drainage Sheets	<input type="checkbox"/> Structure Plans																					
<input type="checkbox"/> Cross Sections	<input type="checkbox"/> Utility Relocation Plans																					
<input type="checkbox"/> Landscaping Plans																						
<input type="checkbox"/> Other: _____																						
<p>2. Does the project involve any State Roadways (If so note if an encroachment permit has been obtained.)</p>	<input type="checkbox"/>	<input type="checkbox"/>																				
<p>3. Does the project conform to the appropriate design standards (State standards for state roadways, written municipal design standards for municipal roadways, or AASHTO standards where municipal standards do not exist.)? If not, list non-conforming items & values.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
<p>4. Are design exception justification statements required (by the municipality for their files)? If so, list the items they are required for.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
<p>5. Are Right-of-Way, easement, property impacts, and property easement/acquisition information sufficiently shown on the plans?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
<p>6. Are all temporary and permanent traffic control devices consistent with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
<p>7. Are existing traffic operations issues and safety issues appropriately addressed?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
<p>8. Are the highway clear zone and safety appurtenances in accordance with the current edition of the AASHTO Roadside Design Guide?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
<p>9. Are appropriate accommodations provided for bicyclists and pedestrians?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
<p>10. Are pedestrian facilities and all appurtenances designed in accordance with Americans with Disabilities Act requirements? (www.access-board.gov)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
<p>11. If involving State roadways, does the project utilize the current version of the CTDOT Standards and Specifications (Form 815)?</p>	<input type="checkbox"/>	<input type="checkbox"/>																				
<p>12. Do contract documents include a specification and method of payment for bid items as appropriate for this design submission?</p>	<input type="checkbox"/>	<input type="checkbox"/>																				
<p>13. Does the project sufficiently address its stated purpose and need?</p>	<input type="checkbox"/>	<input type="checkbox"/>																				
<p>14. Are there plan elements that need additional detail in order to minimize the risk of change orders? Please identify any and all at-risk elements.</p>	<input type="checkbox"/>	<input type="checkbox"/>																				
<p>15. Are any value engineering suggestions provided?</p>	<input type="checkbox"/>	<input type="checkbox"/>																				
<p>16. Have any project elements been identified that are design exceptions to the controlling design criteria and are recommended for change or re-evaluation in the next submission review level?</p>	<input type="checkbox"/>	<input type="checkbox"/>																				

DESIGNS, PLANS, AND SPECIFICATIONS: Additional Comments and Materials

List and additional comments or attached review materials provided:

1.	
2.	
3.	
4.	
5.	
6.	
7.	

ESTIMATED CONSTRUCTION COSTS AND PROPOSED PROJECT SCHEDULE

Please attach detailed supporting documentation regarding the project's estimated construction cost and proposed construction schedule. All construction cost estimates shall be based upon unit prices and procedures provided by the CTDOT Cost Estimating and Estimator application or another widely accepted professional project estimating and costing source.

Construction Phase Cost: (including 10% for contingencies and an additional 10% for other incidental costs)			
	SCCOG Approved Funds	Designer Estimate	Reviewer Estimate
Advertising Date:			
	Schedule within SCCOG TIP	Designer's Proposed Schedule	

REVIEWER SIGNATURE

Signed:	Print Name:
Title:	Review Date: