# Reference Documents

1. [Guidance for Electronic and Hard Copy Submittals](https://www.njta.com/media/7828/guidance-for-electronic-and-hard-copy-submittals.pdf)
2. Sample Stakeholder Outreach Plan (provided by NJTA liaison)
3. [Outside Agency Coordination Log Template](https://www.njta.com/media/7831/outside-agency-coordination-log.pdf)
4. [Design Decision Report Template](https://www.njta.com/media/7829/design-communication-report.pdf)
5. [Risk Register Template](https://www.njta.com/media/7832/risk-register-template.pdf)
6. [Design Exception Guidance](https://www.njta.com/media/7830/design-exception-guidance.pdf)
7. [Concept Development Report Template](https://www.njta.com/media/7834/cd-report-toc.pdf)
8. [Preliminary Design Report Template](https://www.njta.com/media/7835/pd-report-toc.pdf)
9. [Preliminary Design Report Template (Maintenance Repair)](https://www.njta.com/media/7836/pd-report-toc-maintenance.pdf)
10. [Shop Drawing Review Guidelines](https://www.njta.com/media/7838/shop-drawing-review-guidelines.pdf)
11. [CapEx & Specifications Design Guidelines](https://www.njta.com/media/7600/capex-specifications-design-guidelines.pdf)
12. [Sample Engineer’s Estimate](https://www.njta.com/media/7837/sample-engineers-estimate.pdf)
13. Engineer’s Estimate Update Guidance (provided by NJTA liaison)
14. [As-Built Plan Preparation Guidelines](https://www.njta.com/media/7839/as-built-plan-preparation-guidelines.pdf)
15. [Utility Contact Letter Template](https://www.njta.com/media/1401/initial-contact-letter-template-001.pdf)
16. [Summary of Permit Requirements](https://www.njta.com/media/7841/summary-of-permit-requirements.pdf)
17. [Utility Status Schedule Template](https://www.njta.com/media/1402/utility-status-schedule-template-001.pdf)
18. [Traffic Impact Notices template](https://www.njta.com/media/7842/traffic-impact-notice-template.pdf)
19. [Road User Cost Manual & Worksheets](https://www.njta.com/doing-business/professional-services/publications/manuals/road-user-cost-manual-worksheets)
20. [Load Rating Manual](https://www.njta.com/media/7601/spec_njta-load-rating-manual.pdf)

1. [Highway](https://www.nj.gov/dep/dwq/pdf/HA%20Post%20Construction%20Checklist.pdf) Agency Stormwater General Permit “Phase D” Checklist (provided by NJTA liaison)
2. [Materials Acceptance Review Matrix template](https://www.njta.com/media/7843/material-acceptance-review-matrix.pdf)
3. [CADD Standards Manual](https://www.njta.com/media/7602/njta_cadd-standards.pdf)
4. [Fiber Optic Cable Design Review Certification Form](https://www.njta.com/media/1760/fiberoptic-cable-certification-design.pdf)
5. [QPL Design Review Template](https://www.njta.com/media/7858/njta-qpl-pilot-form.xlsx)

[NJTA Design Manual](https://www.njta.com/media/7848/njta-design-manual_2023-11-03.pdf)

1. – Structures Design (SECTION 3)
2. – Drainage Design (SECTION 5)
3. – Geotechnical Engineering (SECTION 6)
4. – Signing and Striping (SECTION 7)
5. – Lighting and Power Distribution Systems (SECTION 8)
6. – Traffic Control During Construction (SECTION 10)
7. – Facility Buildings / Toll Plazas (SECTION 12)
8. – Environmental Engineering (SECTION 13)

[NJTA Procedures Manual](https://www.njta.com/media/7599/njta-procedures-manual-master.pdf)

1. – Design Surveys (SECTION 4)
2. – Geotechnical Engineering (SECTION 5)
3. – Roadway Plan Preparation (SECTION 6)
4. – Structures Plan Preparation (SECTION 7)
5. – Utility Installation, Relocations and Adjustments (SECTION 8)
6. – Right of Way (SECTION 9)
7. – Traffic Noise Analysis and Abatement (SECTION 10)
8. – Constructability Review (SECTION 11)

# Major Milestone Submission ChecklistConcept Development (CD)

**Instructions:** Designer to complete the Major Milestone Submission Checklist to indicate which deliverables are required (complete the “Req’d” column), to be reviewed with the Authority Project Manager for concurrence prior to the Concept Development MMS. Designer to affirm included deliverables (complete the “Incl.” column) and include a copy of this checklist with the Concept Development MMS. An editable version is available here: <link>. Deliverable modifications or other information can be noted in the column labeled “Designer Notes”. Additional deliverables can be added to the bottom of the list. Use the general notes area to indicate update dates and any important information regarding this checklist.

| CD Deliverable | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Stakeholder Outreach Plan
 | 2 |[ ] [ ]   |  |  |
| 1. Project Risk Register
 | 5 |[ ] [ ]   | Update throughout the project lifecycle |  |
| 1. Environmental Screening
 | 33 |[ ] [ ]   |  |  |
| 1. Utility Contact Letters
 | 15 |[ ] [ ]   | To be sent to each utility company impacted by the project |  |
| 1. Environmental Justice Assessment
 |  |[ ] [ ]   |  |  |
| 1. Geotechnical Desk Study
 | 28, 35 |[ ] [ ]   |  |  |
| 1. Survey Control Report
 | 0 |[ ] [ ]   |  |  |
| 1. Crash Diagrams
 |  |[ ] [ ]   |  |  |
| 1. Project Purpose and Need Statement
 |  |[ ] [ ]   | Submit CRS within 2 weeks of draft review comments |  |
| 1. Alternatives Comparison Matrix
 |  |[ ] [ ]   |  |  |
| 1. Preliminary Preferred Alternative Conceptual Plans
 |  |[ ] [ ]   |  |  |
| 1. Preliminary ROW Impact Plan
 | 39 |[ ] [ ]   |  |  |
| 1. Preliminary Cost Estimate
 |  |[ ] [ ]   |  |  |
| 1. Geometric Review Package
 | 6 |[ ] [ ]   |  |  |
| 1. Concept Development Report
 | 7 |[ ] [ ]   | Submit CRS within 2 weeks of draft review comments |  |
| 1. Design Decision Report
 | 4 |[ ] [ ]   | Update throughout the project lifecycle |  |
| 1. Preliminary Design Scope Statement
 |  |[ ] [ ]   |  |  |
| 1. Outside Agency Coordination Log
 |  |[ ] [ ]   | Update throughout the project lifecycle |  |
| 1. Transmittal Letter
 |  |[ ] [ ]   | Include list of every deliverable transmitted |  |
| 1. Completed MMS Checklist
 |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |

| CD Task | Ref # | Complete | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- |
| 1. Update all deliverable dates in CapEx
 | 11 |[ ]  Dates to be entered in CapEx if a Contract number is issued. Otherwise provide updated deliverable dates to the Authority |  |
| 1. Update EE in CapEx
 | 11 |[ ]  See commentary above |  |
| 1. Request NJTA License to Cross Utility Information
 |  |[ ]  Should be requested as early as possible |  |
|  |  |[ ]   |  |
|  |  |[ ]   |  |
|  |  |[ ]   |  |

| General Notes: |
| --- |
|  |