# 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 Checklist Preliminary Design (PD) (Phase A)

**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 Preliminary Design (Phase A) MMS. Designer to affirm included deliverables (complete the “Incl.” column) and include a copy of this checklist with the Preliminary Design (Phase A) 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.

| PD (Phase A) Deliverable (Plans) | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| **PLANS** | 36, 37, 39 |  | | \_\_\_ | Enter number of Plan Set hard copies |  |
| 1. Title Sheet |  |  |  |  |  |  |
| 1. Preliminary Roadway Plans |  |  |  |  | Showing horizontal geometry and ROW lines |  |
| 1. Profiles |  |  |  |  |  |  |
| 1. Typical Sections |  |  |  |  |  |  |
| 1. Boring Logs and Special Soils Treatment Recommendation |  |  |  |  |  |  |
| 1. Preliminary ROW Plans |  |  |  |  | GPPMs, ETMs, sample IPPMs, ROW Impact Matrix, sample Jurisdictional Limit Map, Tax Maps and Records, CADD and GIS files |  |
| 1. Conceptual Lighting Plans |  |  |  |  |  |  |
| 1. Conceptual ITS Plans |  |  |  |  |  |  |
| 1. Conceptual Drainage Plans |  |  |  |  | Include inventory of system and schematics of inlets, etc. |  |
| 1. Utility Conflict Plans |  |  |  |  | Utility Base Maps with conflicts identified |  |
| 1. Structure Sketches |  |  |  |  | For new and major bridges |  |
| 1. Conceptual Structural Plans |  |  |  |  |  |  |
| 1. Toll Plaza Building Preliminary Plans |  |  |  |  |  |  |
| 1. Conceptual Signing and Striping Layouts |  |  |  |  |  |  |
| 1. Maintenance Building Layout and Recommendations |  |  |  |  |  |  |
| 1. Preliminary Environmental Plans |  |  |  |  |  |  |
| 1. Conceptual Noise Wall Locations |  |  |  |  |  |  |
| 1. Conceptual Construction Sequence |  |  |  |  |  |  |
| 1. Schematics for Maintenance and Protection of Traffic |  |  |  |  |  |  |
| 1. Conceptual Staging Plans |  |  |  |  |  |  |
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| PD (Phase A) Deliverable (Reports/Other) | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Preliminary Design Stakeholder Outreach Plan | 2 |  |  |  |  |  |
| 1. Project Plan | 36 |  |  |  | Submit CRS within 2 weeks of draft review comments |  |
| 1. Traffic Noise Analysis and Abatement Report | 40 |  |  |  | Include with the Environmental Document |  |
| 1. Environmental Document | 16, 33 |  |  |  | *Indicate anticipated type of Environmental Document*  Submit CRS within 2 weeks of draft review comments |  |
| 1. Design Exception Report | 6 |  |  |  | Submit CRS within 2 weeks of draft review comments |  |
| 1. Utility Status Schedule | 17 |  |  |  |  |  |
| 1. Utility Orders |  |  |  |  |  |  |
| 1. Preliminary Design Report | 8, 9 |  |  |  | Submit CRS within 2 weeks of draft review comments |  |
| 1. Preliminary Stormwater Management Report |  |  |  |  |  |  |
| 1. Design Decision Report | 4 |  |  |  |  |  |
| 1. Preliminary Lighting Report | 30 |  |  |  |  |  |
| 1. Geotechnical Engineering Report | 28, 35 |  |  |  |  |  |
| 1. Pavement Recommendation |  |  |  |  | Only required with NJTA standard pavement is not recommended or as required by other agencies |  |
| 1. Final Design Scope Statement |  |  |  |  |  |  |
| 1. Initial ROW Estimate | 39 |  |  |  |  |  |
| 1. Preliminary Construction Cost Estimate | 12, 13 |  |  |  |  |  |
| 1. Preliminary Construction Schedule |  |  |  |  |  |  |
| 1. Project Risk Register | 5 |  |  |  | Updated from CD Phase as needed |  |
| 1. Outside Agency Coordination Log | 3 |  |  |  | Update throughout project lifecycle |  |
| 1. QPL Pilot Form | 25 |  |  |  |  |  |
| 1. Transmittal Letter |  |  |  |  | Include list of every deliverable transmitted |  |
| 1. Completed MMS Checklist |  |  |  |  |  |  |
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| PD (Phase A) 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 |  |
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| General Notes: |
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