# 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 ChecklistFinal Design (FD) - Pre-Phase B

**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 Pre-Phase B Submission(s). Designer to affirm included deliverables (complete the “Incl.” column) and include a copy of this checklist with the Pre-Phase B Submission(s). 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.

NOTE: Pre-Phase Submissions are deliverables that are required before the major Phase Submission and may not be submitted at the same time as one MMS. If the deliverables are submitted over multiple submissions, include a copy of this MMS Checklist with each submission.

| Pre-Phase B Deliverable  | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Plans and report for each new structure and wall within the contract
 |  |[ ] [ ]   |  |  |
| 1. Condition Assessment Reports
 |  |[ ] [ ]   | Reports used to determine limits of work and repair to be advanced in FD |  |
| 1. Utility Checklists
 | 38 |[ ] [ ]   |  |  |
| 1. Utility Scheme of Accommodation Plans
 | 38 |[ ] [ ]   |  |  |
| 1. Utility Owner Preliminary Cost Estimates
 | 38 |[ ] [ ]   |  |  |
| 1. Preliminary Signing Layout
 | 29 |[ ] [ ]   |  |  |
| 1. Preliminary MPT Coordination Report
 |  |[ ] [ ]   |  |  |
| 1. Draft Constructability Review Report
 | 41 |[ ] [ ]   | Submit at least 4 weeks prior to Phase B submission |  |
| 1. Stakeholder Outreach Plan
 | 2 |[ ] [ ]   |  |  |
| 1. Project Risk Register
 | 5 |[ ] [ ]   | Updated from PD phase as needed |  |
| 1. Design Decision Report
 | 4 |[ ] [ ]   |  |  |
| 1. Outside Agency Coordination Log
 | 3 |[ ] [ ]   | Update throughout the project lifecycle |  |
| 1. Transmittal Letter
 |  |[ ] [ ]   |  |  |
| 1. Completed MMS Checklist
 |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |

| Pre-Phase B 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 |  |
|  |  |[ ]   |  |
|  |  |[ ]   |  |
|  |  |[ ]   |  |

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