# 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 Final Design (FD) - 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 Phase B MMS. Designer to affirm included deliverables (complete the “Incl.” column) and include a copy of this checklist with the Phase B 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.

| Phase B 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. General Legend |  |  |  |  |  |  |
| 1. Estimate of Quantities |  |  |  |  |  |  |
| 1. Plan Reference and Boring |  |  |  |  |  |  |
| 1. Tie Sheets |  |  |  |  |  |  |
| 1. Alignment Data Sheet |  |  |  |  |  |  |
| 1. Maintenance and Protection of Traffic Schematics |  |  |  |  |  |  |
| 1. Typical Sections |  |  |  |  |  |  |
| 1. Construction Plan |  |  |  |  |  |  |
| 1. Utility Construction Plan |  |  |  |  |  |  |
| 1. Drainage and Grading Plan |  |  |  |  |  |  |
| 1. Drainage Tabulation Sheet |  |  |  |  |  |  |
| 1. Soil Erosion and Sediment Control Plan |  |  |  |  |  |  |
| 1. Landscape Plan |  |  |  |  |  |  |
| 1. Profile |  |  |  |  |  |  |
| 1. Signing and Striping |  |  |  |  | T |  |
| 1. Roadway Lighting |  |  |  |  |  |  |
| 1. Site Lighting |  |  |  |  |  |  |
| 1. Intelligent Transportation System |  |  |  |  |  |  |
| 1. Construction Details |  |  |  |  |  |  |
| 1. Cross Sections |  |  |  |  |  |  |
| 1. Structures |  |  |  |  |  |  |
| 1. Boring Logs |  |  |  |  |  |  |
| 1. Detour Plans |  |  |  |  | Including written approval from local jurisdictions, as needed |  |
| 1. Fencing and Construction Access Details |  |  |  |  | Include proposed contractor staging areas and construction access on plans |  |
| 1. List of Standard Drawings and Reference Drawings |  |  |  |  |  |  |
| 1. ROW Submission |  |  |  |  | Draft IPPMs, Draft Metes and Bounds Descriptions, Updated ROW Impact Matrix, Draft Jurisdictional Limit Map |  |
| 1. Updated GIS shapefiles |  |  |  |  | As requested |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

| Phase B Deliverable (Reports/Other) | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Preliminary Stormwater Management and Drainage Calculations | 27 |  |  |  |  |  |
| 1. Preliminary Hydrologic & Hydraulic Calculations |  |  |  |  |  |  |
| 1. Sign Lighting and Roadway Lighting Calculations | 29 |  |  |  |  |  |
| 1. Computed Horizontal and Vertical Alignment data |  |  |  |  |  |  |
| 1. Earthwork Quantities |  |  |  |  |  |  |
| 1. Preliminary Geotechnical Engineering Report | 28, 35 |  |  |  | Including design calculations |  |
| 1. Traffic Impact Report | 31 |  |  |  |  |  |
| 1. Constructability Review Report | 41 |  |  |  | Include future maintenance considerations |  |
| 1. Construction Sequence |  |  |  |  |  |  |
| 1. Scour Report | 27 |  |  |  |  |  |
| 1. Non-Standard Bearing Report |  |  |  |  |  |  |
| 1. Updated Design Exception Report | 6 |  |  |  | If additional Design Exceptions have been identified since approval in PD |  |
| 1. Engineer’s Estimate | 11, 12, 13 |  |  |  |  |  |
| 1. Construction Schedule |  |  |  |  |  |  |
| 1. Approved Utility Checklist and schemes with Preliminary Cost Estimates | 38 |  |  |  |  |  |
| 1. Environmental Permit Applications | 33 |  |  |  | Maintain the Environmental Permit Log |  |
| 1. Pre-Phase B Comment Resolution Summary |  |  |  |  |  |  |
| 1. Stakeholder Outreach Plan | 2 |  |  |  |  |  |
| 1. Design Decision Report | 5 |  |  |  |  |  |
| 1. Project Risk Register | 4 |  |  |  | Updated as needed |  |
| 1. Outside Agency Coordination Log | 3 |  |  |  | Updated as needed |  |
| 1. QPL Pilot Form | 25 |  |  |  | If not submitted at Phase A |  |
| 1. Transmittal Letter |  |  |  |  | Include list of every deliverable transmitted |  |
| 1. Completed MMS Checklist |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

| 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: |
| --- |
|  |