# 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) - Phase C

**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 C MMS. Designer to affirm included deliverables (complete the “Incl.” column) and include a copy of this checklist with the Phase C 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 C 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
 |  |[ ] [ ]   |  |  |
| 1. Typical Section
 |  |[ ] [ ]   |  |  |
| 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
 |  |[ ] [ ]   |  |  |
| 1. Roadway Lighting
 |  |[ ] [ ]   |  |  |
| 1. Site Lighting
 |  |[ ] [ ]   |  |  |
| 1. Intelligent Transportation System
 |  |[ ] [ ]   |  |  |
| 1. Construction Details
 |  |[ ] [ ]   |  |  |
| 1. Cross Sections
 |  |[ ] [ ]   |  |  |
| 1. Structures
 |  |[ ] [ ]   |  |  |
| 1. Boring Logs
 |  |[ ] [ ]   |  |  |
| 1. ROW Submission
 |  |[ ] [ ]   | Draft Final GPPM/ETM Sheet Set, remaining Final IPPMs and Metes & Bounds Descriptions |  |
|  |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |

| Phase C Deliverable (Reports/Other) | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Roadway and Structure Quantity Calculations
 |  |[ ] [ ]   |  |  |
| 1. Road User Cost Calculations & Lane Occupancy Charge Report
 | 19 |[ ] [ ]   |  |  |
| 1. Liquidated Damages Calculations
 |  |[ ] [ ]   |  |  |
| 1. Lighting and Electrical Calculations
 |  |[ ] [ ]   |  |  |
| 1. Constructability Review Report
 | 41 |[ ] [ ]   | Include future maintenance considerations |  |
| 1. Final Geotechnical Report
 | 28, 35 |[ ] [ ]   | Including design calculations |  |
| 1. Draft Load Rating Report
 | 20 |[ ] [ ]   | Include load rating analysis calculations |  |
| 1. Shoulder Pavement Assessment Report
 |  |[ ] [ ]   |  |  |
| 1. Phase C Request for Unit Codes
 | 11 |[ ] [ ]   |  |  |
| 1. Supplementary Specifications
 | 11 |[ ] [ ]   | Including Appendix Q, use track changesFor Facilities Projects: include Volume 2: specs to cover building trades that can’t adequately be covered in Volume 1 |  |
| 1. OSC Supplementary Specifications Submission
 | 11 |[ ] [ ]   | Submission for approval by the Office of the State Comptroller for Contracts over $12.5M |  |
| 1. Utility Service to Authority Facilities
 | 38 |[ ] [ ]   |  |  |
| 1. Engineer’s Estimate
 | 11, 12, 13 |[ ] [ ]   | Without rounding or contingencies |  |
| 1. Summary of Environmental Permit Status
 | 16 |[ ] [ ]   |  |  |
| 1. Highway Agency Stormwater General Permit “Phase D” Checklist
 | 21 |[ ] [ ]   |  |  |
| 1. Construction Schedule
 |  |[ ] [ ]   |  |  |
| 1. Stakeholder/Outside Agency Coordination Log
 | 3 |[ ] [ ]   |  |  |
| 1. Final Traffic Impact Notices
 | 18 |[ ] [ ]   |  |  |
| 1. Materials Acceptance Review Matrix
 | 22 |[ ] [ ]   |  |  |
| 1. Phase B and Pre-Phase C Comment Resolution Summary
 |  |[ ] [ ]   |  |  |
| 1. Risk Register
 | 5 |[ ] [ ]   |  |  |
| 1. Transmittal Letter
 |  |[ ] [ ]   | Include list of every deliverable transmitted |  |
| 1. Completed MMS Checklist
 |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |
|  |  |[ ] [ ]   |  |  |

| Phase C 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 for Unit Codes
 | 11 |[ ]   |  |
| 1. QPL Pilot Form
 | 25 |[ ]   |  |
| 1. Supplemental Products List
 | 11 |[ ]  If required |  |
|  |  |[ ]   |  |
|  |  |[ ]   |  |
|  |  |[ ]   |  |

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