# 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 D

**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 D MMS. Designer to affirm included deliverables (complete the “Incl.” column) and include a copy of this checklist with the Phase D 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 D Deliverable (Plans) | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| **PLANS** | 36, 37, 39 |  | | \_\_\_ | Enter number of Plan Set hard copies, signed and sealed |  |
| 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. Final CADD Contract Deliverable | 23 |  |  |  |  |  |
| 1. Final ROW Plans |  |  |  |  | All ROW documents, updated ROW Impact Matrix, updated Tax Maps and Records, updated CADD & GIS files |  |
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| Phase D Deliverable (Reports/Other) | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Phase D advertisement Packet | 1 |  |  |  | Signed Plans, Supplementary Specifications, Engineer’s Estimate, Reference Drawings and/or Reference Material, Standard Drawings |  |
| 1. Final Supplementary Specifications | 11 |  |  |  | A Volume 2 specs to cover building trades that is not adequately covered in Volume 1 based on industry standards is required |  |
| 1. Construction Schedule |  |  |  |  |  |  |
| 1. Fiber Optic Cable Design Review and Certification Form | 24 |  |  |  |  |  |
| 1. Stakeholder/Outside Agency Coordination Log | 3 |  |  |  |  |  |
| 1. Written Approval from Local Jurisdictions for Roadway Closures |  |  |  |  | For closure of non-State highways not under Authority jurisdiction in excess of 48 hours |  |
| 1. Phase C Comment Resolution Summary |  |  |  |  |  |  |
| 1. Final Constructability Review Report | 41 |  |  |  | Include future maintenance considerations |  |
| 1. Approved Environmental Permits |  |  |  |  | Confirm all required Environmental Permits are obtained prior to advertisement |  |
| 1. Final Quantity Calculations |  |  |  |  |  |  |
| 1. Final Load Rating Report | 20 |  |  |  | Include load rating analysis calculations |  |
| 1. Materials Acceptance Review Matrix | 22 |  |  |  |  |  |
| 1. Risk Register | 5 |  |  |  |  |  |
| 1. Engineer’s Estimate | 11, 12, 13 |  |  |  | Signed, without rounding or contingencies |  |
| 1. Transmittal Letter |  |  |  |  | Include list of every deliverable transmitted |  |
| 1. Completed MMS Checklist |  |  |  |  |  |  |
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| Phase D 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. Upload Phase D Plans and Specifications in CapEx | 11 |  |  |  |
|  |  |  |  |  |
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| General Notes: |
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