# Introduction

The purpose of the Project Checklist is to define guidance criteria using reference documents and to list the manner in which the project is delivered through different submissions and documents.

# Checklists

Each phase of a project culminates in one or more major milestone submissions (MMS). The MMS is initially submitted as draft and is later delivered as final after a comment resolution phase. The MMS is typically comprised of various deliverables and in most cases undergoes a full review by the appropriate Authority departments and engineering groups.

Some deliverables may not be part of the MMS. These include documents that are updated and reviewed several times throughout the project lifecycle, such as the Project Risk Register, and others that are required for review and approval prior to the MMS, such as the Design Exception Report. These deliverables are typically reviewed and processed by limited Authority departments and engineering groups. These documents can be included as part of the MMS as an appendix to the phase report, where applicable, or as individual documents.

# Instructions

The Project Checklists are customizable and allow for the designer and the Authority to add deliverables as necessary. The checklists are intended to allow for consistent documentation of the anticipated deliverables.

Prior to each MMS, the corresponding Checklist is to be completed by the designer to document the deliverables to be included in each MMS (complete the “Req’d” column) and reviewed with the Authority Project Manager for concurrence. This checklist shall be submitted with the MMS with each included deliverable affirmed in the checklist (complete the “Incl” column). The checklist will include the number of hard copies required for each deliverable, as directed by the Authority Project Manager, and reminders for other tasks to be completed to meet related Authority requirements.

# Reference Documents

1. Project Checklist without Samples
2. [Project Checklist\_June2024\_MMS-CD](https://www.njta.com/media/8574/00a_project-checklist_june2024_mms-cd.docx)
3. [Project Checklist\_MMS-PD\_Phase A](https://www.njta.com/media/8575/00b_project-checklist_mms-pd_phasea.docx)
4. [Project Checklist\_June2024\_MMS\_FD\_Pre-Phase B](https://www.njta.com/media/8576/00c_project-checklist_june2024_mms-fd_pre-phaseb.docx)
5. [Project Checklist\_June2024\_MMS-FD\_Phase B](https://www.njta.com/media/8577/00d_project-checklist_june2024_mms-fd_phaseb.docx)
6. [Project Checklist\_MMS-FD\_Pre-PhaseC](https://www.njta.com/media/8578/00e_project-checklist_mms-fd_pre-phasec.docx)
7. [Project Checklist\_MMS-FD\_PhaseC](https://www.njta.com/media/8579/00f_project-checklist_mms-fd_phasec.docx)
8. [Project Checklist\_June2024\_MMS-FD\_PhaseD](https://www.njta.com/media/8580/00g_project-checklist_june2024_mms-fd_phased.docx)
9. [Project Checklist\_June2024\_MMS-FD\_Post-PhaseD](https://www.njta.com/media/8581/00h_project-checklist_june2024_mms-fd_post-phased.docx)
10. [Guidance for Electronic and Hard Copy Submittals](https://www.njta.com/media/7828/guidance-for-electronic-and-hard-copy-submittals.pdf)
11. Sample Stakeholder Outreach Plan (provided by NJTA liaison)
12. [Outside Agency Coordination Log Template](https://www.njta.com/media/7831/outside-agency-coordination-log.pdf)
13. [Design Decision Report Template](https://www.njta.com/media/7829/design-communication-report.pdf)
14. [Risk Register Template](https://www.njta.com/media/7832/risk-register-template.pdf)
15. [Design Exception Guidance](https://www.njta.com/media/7830/design-exception-guidance.pdf)
16. [Concept Development Report Template](https://www.njta.com/media/7834/cd-report-toc.pdf)
17. [Preliminary Design Report Template](https://www.njta.com/media/7835/pd-report-toc.pdf)
18. [Preliminary Design Report Template (Maintenance Repair)](https://www.njta.com/media/7836/pd-report-toc-maintenance.pdf)
19. [Shop Drawing Review Guidelines](https://www.njta.com/media/7838/shop-drawing-review-guidelines.pdf)
20. [CapEx & Specifications Design Guidelines](https://www.njta.com/media/7600/capex-specifications-design-guidelines.pdf)
21. [Sample Engineer’s Estimate](https://www.njta.com/media/7837/sample-engineers-estimate.pdf)
22. Engineer’s Estimate Update Guidance (provided by NJTA liaison)
23. [As-Built Plan Preparation Guidelines](https://www.njta.com/media/7839/as-built-plan-preparation-guidelines.pdf)
24. [Utility Contact Letter Template](https://www.njta.com/media/1401/initial-contact-letter-template-001.pdf)
25. [Summary of Permit Requirements](https://www.njta.com/media/7841/summary-of-permit-requirements.pdf)
26. [Utility Status Schedule Template](https://www.njta.com/media/1402/utility-status-schedule-template-001.pdf)
27. [Traffic Impact Notices template](https://www.njta.com/media/7842/traffic-impact-notice-template.pdf)
28. [Road User Cost Manual & Worksheets](https://www.njta.com/doing-business/professional-services/publications/manuals/road-user-cost-manual-worksheets)
29. [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. [Fiber Optic Cable Design Review Certification Form](https://www.njta.com/media/1760/fiberoptic-cable-certification-design.pdf)
4. [NJTA QPL Pilot Form](https://www.njta.com/media/7858/njta-qpl-pilot-form.xlsx)
5. [Bridge Inspection Program](https://www.njta.com/doing-business/njta-bridge-inspect-program)
6. [Fiber Optic Cable Contract Documents Review Certification](https://www.njta.com/media/1759/fiber-optic-cable-certification-contract-documents.pdf)
7. [Fiber Optic Cable Design Review Certification](https://www.njta.com/media/1760/fiberoptic-cable-certification-design.pdf)
8. [Guidance for Electronic NJDEP DLRP Applications](https://www.njta.com/media/6493/11-24-21-njdep-electronic-submission-requirements.pdf)
9. [Guidelines For Use Of VMS Systems For Construction](https://www.njta.com/media/5641/njta-guidelines-for-vms-system-use-within-construction-work-zones-september-2020.pdf)
10. [License to Cross Application](https://www.njta.com/media/7660/standard-license-to-cross-9-12-23.pdf)
11. [Multipliers for Professional Services](https://www.njta.com/media/1758/buss-multiplier-info.pdf)
12. [Sign Request Form](https://www.njta.com/media/1763/njta-sign-application.pdf)
13. [Stimulus Reporting](https://www.njta.com/media/1766/stimulus-reporting-notice.pdf)
14. [Supplemental Sign Policy](https://www.njta.com/media/1764/njta-sign-guide.pdf)
15. [Traffic Permit Application](https://www.njta.com/about/traffic-permit-applications)
16. [Load Rating](https://www.njta.com/media/7240/spec_njta-load-rating-manual_ver98_final.pdf)
17. [CapEx & Specifications Designer Guidelines](https://www.njta.com/media/6355/capex-specifications-design-guidelines-2021-12-15.pdf)
18. [Supplementary Products List (SPL Form)](https://www.njta.com/media/5558/_njta-qpl-spl-form-2020-09.xlsx)
19. [Sample Addendum Files](https://www.njta.com/media/7415/sample-addendum-files.zip)
20. [Utility Checklist](https://www.njta.com/media/1400/utility-checklist-template-001.pdf)
21. [Initial Contact Letter](https://www.njta.com/media/1401/initial-contact-letter-template-001.pdf)
22. [Utility Status Schedule](https://www.njta.com/media/1402/utility-status-schedule-template-001.pdf)
23. [Sample Utility Checklist](https://www.njta.com/media/1405/sample-utility-checklist-001.pdf)
24. [Supplemental Utility Order](https://www.njta.com/media/5372/utility-order-supplement-form-template-6-2020.pdf)
25. [Utility Order](https://www.njta.com/media/5373/utility-order-template-6-2020.pdf)
26. [Standard Voltage Drop Computation Form](https://www.njta.com/media/1592/njta-dm-standard-voltage-drop-form.xls)
27. [Approved Luminaires, Model Numbers and Photometric Requirements](https://www.njta.com/media/1593/njta_photometrics_001.zip)
28. [Sample Design Plans](https://www.njta.com/media/3419/sample-design-plans.zip)
29. [Road User Cost Manual & Worksheets](https://www.njta.com/doing-business/professional-services/publications/manuals/road-user-cost-manual-worksheets)

[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 Concept Development (CD)

**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 Concept Development MMS. Designer to affirm included deliverables (complete the “Incl.” column) and include a copy of this checklist with the Concept Development MMS. An editable version is available here: [Project Checklist\_June2024\_MMS-CD](https://www.njta.com/media/8574/00a_project-checklist_june2024_mms-cd.docx). 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.

| CD Deliverable | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Stakeholder Outreach Plan | 2 |  |  |  |  |  |
| 1. Project Risk Register | 5 |  |  |  | Update throughout the project lifecycle |  |
| 1. Environmental Screening | 33 |  |  |  |  |  |
| 1. Utility Contact Letters | 15 |  |  |  | To be sent to each utility company impacted by the project |  |
| 1. Environmental Justice Assessment |  |  |  |  |  |  |
| 1. Geotechnical Desk Study | 28, 35 |  |  |  |  |  |
| 1. Survey Control Report | 0 |  |  |  |  |  |
| 1. Crash Diagrams |  |  |  |  |  |  |
| 1. Project Purpose and Need Statement |  |  |  |  | Submit CRS within 2 weeks of draft review comments |  |
| 1. Alternatives Comparison Matrix |  |  |  |  |  |  |
| 1. Preliminary Preferred Alternative Conceptual Plans |  |  |  |  |  |  |
| 1. Preliminary ROW Impact Plan | 39 |  |  |  |  |  |
| 1. Preliminary Cost Estimate |  |  |  |  |  |  |
| 1. Geometric Review Package | 6 |  |  |  |  |  |
| 1. Concept Development Report | 7 |  |  |  | Submit CRS within 2 weeks of draft review comments |  |
| 1. Design Decision Report | 4 |  |  |  | Update throughout the project lifecycle |  |
| 1. Preliminary Design Scope Statement |  |  |  |  |  |  |
| 1. Outside Agency Coordination Log |  |  |  |  | Update throughout the project lifecycle |  |
| 1. Transmittal Letter |  |  |  |  | Include list of every deliverable transmitted |  |
| 1. Completed MMS Checklist |  |  |  |  |  |  |
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| CD Task | Ref # | Complete | NJTA Commentary | Designer Notes |
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| 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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# 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: [Project Checklist\_MMS-PD\_Phase A](https://www.njta.com/media/8575/00b_project-checklist_mms-pd_phasea.docx). 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 |
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| 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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# Major Milestone Submission Checklist Final 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: [Project Checklist\_June2024\_MMS\_FD\_Pre-Phase B](https://www.njta.com/media/8576/00c_project-checklist_june2024_mms-fd_pre-phaseb.docx). 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 |  |  |  |  |  |  |
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| Pre-Phase B Task | Ref # | Complete | NJTA Commentary | Designer Notes |
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| 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 |  |
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| General Notes: |
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# 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: [Project Checklist\_June2024\_MMS-FD\_Phase B](https://www.njta.com/media/8577/00d_project-checklist_june2024_mms-fd_phaseb.docx). 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 |  |
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| 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 |  |  |  |  |  |  |
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| Phase B Task | Ref # | Complete | NJTA Commentary | Designer Notes |
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| 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 |  |
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| General Notes: |
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# Major Milestone Submission Checklist Final Design (FD) - Pre-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 Pre-Phase C Submission(s). Designer to affirm included deliverables (complete the “Incl.” column) and include a copy of this checklist with the Pre-Phase C Submission(s). An editable version is available here: [Project Checklist\_MMS-FD\_Pre-PhaseC](https://www.njta.com/media/8578/00e_project-checklist_mms-fd_pre-phasec.docx). 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 C Deliverable (Reports/Other) | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Utility Orders | 38 |  |  |  |  |  |
| 1. Final approval from State, County, and Municipal agencies (as required) |  |  |  |  |  |  |
| 1. Utility Service to Authority Facilities | 38 |  |  |  |  |  |
| 1. Jurisdiction and Maintenance Agreements | 39 |  |  |  |  |  |
| 1. Lighting and ITS Pre-Phase C Submission | 30 |  |  |  |  |  |
| 1. Initial Submission to NJ Department of Community Affairs Division of Codes and Standards, if applicable | 32 |  |  |  |  |  |
| 1. 95 percent complete MPT Plans |  |  |  |  | Preliminary submission for Operations to review and provide comments |  |
| 1. MPT Supplementary Specifications | 11 |  |  |  |  |  |
| 1. Draft Traffic Impact Notices | 18 |  |  |  |  |  |
| 1. Construction Schedule |  |  |  |  |  |  |
| 1. Constructability Review Report | 41 |  |  |  | Updated as needed from prior submission |  |
| 1. Stakeholder Outreach Plan | 2 |  |  |  |  |  |
| 1. Project Risk Register | 5 |  |  |  | Updated as needed |  |
| 1. Design Decision Report | 4 |  |  |  |  |  |
| 1. Outside Agency Coordination Log | 3 |  |  |  | Update as needed |  |
| 1. Transmittal Letter |  |  |  |  | Include list of every deliverable transmitted |  |
| 1. Completed MMS Checklist |  |  |  |  |  |  |
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| Pre-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. QPL Pilot Form | 25 |  | If not submitted earlier |  |
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| General Notes: |
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# Major Milestone Submission Checklist Final 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: [Project Checklist\_MMS-FD\_PhaseC](https://www.njta.com/media/8579/00f_project-checklist_mms-fd_phasec.docx). 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 |  |
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| 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 changes  For 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 |  |  |  |  |  |  |
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| 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 |  |
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| General Notes: |
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# 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: [Project Checklist\_June2024\_MMS-FD\_PhaseD](https://www.njta.com/media/8580/00g_project-checklist_june2024_mms-fd_phased.docx). 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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# Major Milestone Submission Checklist Final Design (FD) - Post-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 Post-Phase D Submission(s). Designer to affirm included deliverables (complete the “Incl.” column) and include a copy of this checklist with the Post-Phase D Submission(s). An editable version is available here: [Project Checklist\_June2024\_MMS-FD\_Post-PhaseD](https://www.njta.com/media/8581/00h_project-checklist_june2024_mms-fd_post-phased.docx). 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: These are deliverables that are required after Phase D and are not typically submitted at the same time as one MMS.

| Post-Phase D Deliverable | Ref # | Req’d | Incl. | # HC | NJTA Commentary | Designer Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Addenda | 11 |  |  |  | As needed |  |
| 1. Final Signed Engineer’s Estimate | 12 |  |  |  |  |  |
| 1. Bid Analysis |  |  |  |  |  |  |
| 1. Letter of Recommendation for Award |  |  |  |  |  |  |
| 1. Final CADD Submission/Post-Bid Documents | 11, 23 |  |  |  | To be submitted before the pre-construction conference. |  |
| 1. Conformed Submission |  |  |  |  |  |  |
| 1. Changes of Plans | 11 |  |  |  |  |  |
| 1. Completed MMS Checklist |  |  |  |  |  |  |
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| Post-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. Prepare Agenda for Design Construction Hand-off Meeting | 11 |  |  |  |
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| General Notes: |
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# Revision Summary

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| **Revision** | **Date** | **Revised by** | **Summary** |
| 0 | September 2024 |  | Original document |
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