

Note: If the Selection response is No or N/A for a Checklist Identifier Line Item, then please provide an explanation as to why the selection is No or N/A in the respective line item comment section. The comments provided herein are for information and should not be considered the product of a comprehensive review. The Engineer of Record retains full responsibility for the overall quality and accuracy of the final deliverable(s).

30% PRELIMINARY PLAN & DESIGN CHECKLIST					
Checklist Identifier	Designer Selection	Designer Comments	General	Reviewer Selection	Reviewer Comments
030.001.001			Are the title blocks filled out on each sheet with correct JP information? Are stamps in the upper right hand corner correspond to the correct plan submittal (<i>Preliminary Plans</i>)?		
030.001.002			Using the DEQ GIS Portal with Topo or USGS layer (Water Data) (https://gis.deq.ok.gov/maps/), does the project area cross a blue line? If so, a 404 Permit Application is required.		
030.001.003			Using the FEMA flood map , is the project area within a regulatory floodway? If so, an OWRB permit is needed. To convert GPS coordinates to longitude latitude coordinates, the following website can be used " Coordinate Converter ", and remember to make longitude a negative number.		
030.001.004			Is there an existing Railroad within the project footprint and has the coordination begun? https://fragis.fra.dot.gov/GISFRASafety/		
030.001.005			Using requirements contained in FAA Permit 7460-1 , is a FAA permit for Airports needed for any permanent structures?		
030.001.006			Using estimates located in ProjectWise, is the variance between the Initiation Construction Estimate and the 30% Construction Estimate less than 10%? If not, please explain in Comments.		
030.001.007			Is the design within the boundaries of the Environmental Study Footprint?		
030.001.008			Does the design avoid/minimize impacts to identified environmental constraints shown in the Initiation Report (parallel streams, wetlands, hazmat areas, historic/public/tribal properties, etc.)?		
030.001.009			Is an Access Justification Report (AJR) needed? An AJR is needed when interstate access points are significantly changed. A full list of AJR scenarios can be found on the FHWA website (Section 3.3.1). Traffic Engineering Division should be contacted if there are questions. (https://www.fhwa.dot.gov/design/interstate/pubs/access/access.pdf)		
030.001.010			Is there a Traffic Analysis/Preliminary Engineering/Intersection Control Evaluation Report included in the correspondence folder in ProjectWise?		

Checklist Identifier	Designer Selection	Designer Comments	Design	Reviewer Selection	Reviewer Comments
030.002.001			Are design exceptions required and has the documentation been provided?		
030.002.002			Are retaining walls included in the project? Has it been discussed during initiation?		
030.002.003			Check NEPA report, are sound walls included in the project? Has it been discussed during initiation?		
030.002.004			Has the bridge geotechnical borings been initiated?		

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Checklist Identifier	Designer Selection	Designer Comments	Title Sheet	Reviewer Selection	Reviewer Comments
030.003.001			For the Title Block, are the following items shown: Highway Type (<i>State Highway, US Highway, Interstate Highway, etc.</i>), Work Type (<i>Grading, Drain, & Surface, etc.</i>), Highway Number, County, Control Section Number, Project Number, State Job Piece Number?		
030.003.002			For the Title Block with a project containing a Bridge, are the following items shown: Location Number, Existing NBI Number(s), New NBI Number(s)?		
030.003.003			For the Layout Map Block, are the following items shown: Highways, Township, Range, Sections, North Arrow, Bridge Name, Bridge Length, Begin Incidental Station, Begin Station, End Station, End Incidental Station, Scale 1"=5,280'?		
030.003.004			Are project numbers shown on sheet header and signature block?		
030.003.005			Are city limits shown?		
030.003.006			Are scales, line styles, and conventional symbols key shown?		
030.003.007			Is the standard specifications note shown?		
030.003.008			For Project Lengths based on CRL or PGL, are equations or exceptions shown?		
030.003.009			Does Total Project Length equal Roadway Length plus Bridge Length? Project length should be written to nearest 0.01 feet and 0.001 miles. "No Rounding"		
030.003.010			Do roadway stations agree with Plan and Profile Sheets and do bridge stations agree with the bridge sheets and Plan and Profile Sheets?		
030.003.011			Is design traffic data shown for each roadway (<i>DHV, lane factor, flex esal calc. etc.</i>)? AADT should be based on bid year and forecast year should be 20 years from bid year. [AADT, Truck % (T & T3), D Value, K Value will be provided by Traffic Division upon request]		
030.003.012			Are airports and railroads labeled and shown?		

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Checklist Identifier	Designer Selection	Designer Comments	Typical Sections	Reviewer Selection	Reviewer Comments
030.004.001			Where preliminary pavement design is not included, does the typical section match the as-built plans?		
030.004.002			Are dimensioned lane widths correct?		
030.004.003			Are typical sections consistent with the design criteria? If shoulder widths do not match design standards, are they consistent with initiation report. If preliminary pavement design available, do number of pavement lifts consistent with preliminary pavement design?		
030.004.004			Is the initial grading width dimensioned?		
030.004.005			Are slopes labeled rise:run?		
030.004.006			Are all numbered notes tied to a typical section?		
030.004.007			Are CRL or PGL locations shown on typicals and are they consistent with the Plan and Profiles and Cross Sections? CL must be referenced for every typical section. If CRL or PGL used for construction alignment, Geometric Data Sheets are required to be included.		
030.004.008			For curb and gutter sections, is edge drain included? If not, can subbase be drained?		
030.004.009			Does ditch depth meet the design criteria and is it dimensioned correctly?		
030.004.010			Are all stations in the project covered by a typical section? (Make sure there are no gaps or overlaps)		
030.004.011			For typical sections with depth variations, are pavement tapers needed? 1" elevation change per 100' length is preferred.		
030.004.012			For typical sections with variable widths, are taper tables included?		
030.004.013			Is the rounding detail included where necessary?		
030.004.014			Is the stationing consistent with the Title Sheet and Plan and Profile Sheets?		
030.004.015			Are typical sections included for-driveways, widening, detours/shooflys, etc.?		

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Checklist Identifier	Designer Selection	Designer Comments	Bridge - General Plan	Reviewer Selection	Reviewer Comments
030.005.001			Is begin approach slab station, begin bridge station, end bridge station, and end approach slab station shown?		
030.005.002			Is horizontal alignment geometry data shown?		
030.005.003			Is C/L Survey identified? If C/L Survey is not used for construction control, is CRL or PGL included?		
030.005.004			Is the existing structure shown, with piers and abutments?		
030.005.005			Are the existing contours shown (at 1' or 2' intervals)?		
030.005.006			Is the name of the intersected feature shown? For a channel, is the flow of direction shown?		
030.005.007			Using the submitted Hydraulics Conference Report, is the hydraulic data shown in a summary?		
030.005.008			For grade separation, include point of minimum clearance (<i>Station, Elevation, and Offset</i>).		
030.005.009			Are existing utilities shown?		
030.005.010			Is north arrow shown and correct?		
030.005.011			Are the rip rap extents shown?		
030.005.012			Is benchmark or iron pin/magnetized nail information shown? Benchmark boxes should contain benchmark number, description, offset, station, and elevation. Iron Pin/Magnetized Nail boxes should show Iron Pin/Magnetized Nail number, description, offset, station, elevation, and X and Y coordinates.		

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Checklist Identifier	Designer Selection	Designer Comments	Bridge - Elevation	Reviewer Selection	Reviewer Comments
030.006.001			Is begin approach slab station and elevation, begin bridge station and elevation, end bridge station and elevation, and end approach slab station and elevation shown?		
030.006.002			Are elevations shown for top of bridge seat, top of pier cap, and top/bottom of drilled shaft?		
030.006.003			Fixed, Expansion or Continuous Expansion Joint locations are to be indicated by the use of "FIX.", "EXP." or "CONT. EXP." at the locations determined by the Designer.		
030.006.004			Does the proposed vertical geometry match the roadway profile? Is there a note indicating that tie-ins are even or match at the same point? (Smooth Transition)		
030.006.005			For grade separation, is the vertical clearance clearly shown? (<i>Minimum grade separation is 16'9" and minimum railroad grade separation is 23'10"</i>)		
030.006.007			For new construction, were as-built plans reviewed to ensure that in place structural elements (such as footings) will not negatively impact new structural elements?		
030.006.008			Have preliminary pier locations been determined from the bridge hydraulics conference?		

Checklist Identifier	Designer Selection	Designer Comments	Bridge - Miscellaneous	Reviewer Selection	Reviewer Comments
030.007.001			In Title Block, include bridge description (<i>Span or box length, roadway width, skews, parapet/railing type, and centerline station</i>) .		
030.007.002			Is vertical curve data shown?		
030.007.003			In or around the Title Block, include location information (<i>Bridge Name, Intersecting features, and County</i>).		

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Checklist Identifier	Designer Selection	Designer Comments	Roadway - Plan and Profile	Reviewer Selection	Reviewer Comments
030.008.001			Does the scale match what is shown on the title sheet (1:50 scale equates to 1,500' of plan and profile length)?		
030.008.002			Are utility owners and contact information for the project listed on the first sheet?		
030.008.003			Are existing utility sizes and types shown and annotated?		
030.008.004			Are the existing horizontal grade, existing vertical grade, proposed horizontal grade, and proposed vertical grade shown?		
030.008.005			Can the proposed horizontal alignment and proposed vertical alignment be adjusted to allow major utilities to not be moved?		
030.008.006			Is north arrow shown and correct?		
030.008.007			Do the plan and profile stationing match?		
030.008.008			Is matchline stationing shown and does it match corresponding sheets?		
030.008.009			Are profile elevations for existing grade shown?		
030.008.010			Are profile elevations for proposed grade shown?		
030.008.011			Are Section, Township, and Range labeled?		
030.008.012			Are sections lines shown and annotated?		
030.008.013			Is benchmark or iron pin/magnetized nail information shown? Benchmark boxes should contain benchmark number, description, offset, station, and elevation. Iron Pin/Magnetized Nail boxes should show Iron Pin/Magnetized Nail number, description, offset, station, elevation, and X and Y coordinates. Are there at least 3 GPS control points with X and Y coordinates with elevations shown for construction surveying?		
030.008.014			Are city corporate limits shown?		
030.008.015			Are beginning and ending stationing shown and labeled with arrows?		
030.008.016			Are beginning and ending incidental stationing shown and labeled with arrows?		
030.008.017			Is horizontal geometry shown and labeled?		
030.008.018			Are K-values shown and consistent with the design criteria? Recalculate crest and sag curves to ensure design compliance.		
030.008.019			Do vertical grades meet the design criteria for the functional class of the highway?		
030.008.020			Is proposed superelevation shown?		

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Checklist Identifier	Designer Selection	Designer Comments	Roadway - Plan and Profile (Continued)	Reviewer Selection	Reviewer Comments
030.008.021			Are station exceptions shown?		
030.008.022			Is the bridge information in the profile consistent with the bridge elevation sheets?		
030.008.023			Are ditches shown and labeled?		
030.008.024			Is the special ditch information consistent between the plan and profile?		
030.008.025			Are all alignments labeled in the plan and profile views?		
030.008.026			Are the top of cut and toe of slopes annotated?		
030.008.027			Is the existing right of way shown and annotated?		
030.008.028			Is existing fencing shown and annotated?		
030.008.029			Are existing buildings/structures shown and annotated? Closest corner offset and station must be shown.		
030.008.030			Are the existing drainage structures shown and annotated by intention (i.e. Extend, Remove, Leave, or Plug and Fill)? Are existing drainage structure elevations, lengths, and grades shown?		
030.008.031			Are existing driveways shown and annotated? Compare existing drives provided in survey to aerial imagery.		
030.008.032			Are mainline and detour/shoo-fly pavement edges shown?		
030.008.033			Use survey to confirm if project has limits of no access. If so, are limits of no access shown in the plan?		
030.008.034			Looking at proposed toes, is the need for retaining walls identified?		
030.008.035			If new capacity will be added to project, is the need for sound walls identified?		
030.008.036			Is an existing Railroad shown on the plans? If so, has coordination began with the Railroad owner?		

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Checklist Identifier	Designer Selection	Designer Comments	Survey	Reviewer Selection	Reviewer Comments
030.009.001			Are the Survey Sheets included and numbered correctly?		
030.009.002			Do the Survey Sheets include the correct JP number?		
030.009.003			Are alignment reports, coordinate point lists, level loop, and SD11 sheets (survey control points) included with Survey Sheets? See Engineering Resources\Survey Resources file for examples.		
030.009.004			Are the Survey Sheets consistent with what Survey Division approved?		

Checklist Identifier	Designer Selection	Designer Comments	Cross Sections	Reviewer Selection	Reviewer Comments
030.010.001			Are cross sections included? This check is to ensure that a discussion on sequencing can take place at the 30% meeting, if necessary.		