



# Illinois Department of Transportation

## Memorandum

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To:	Studies & Plans Squads	PPM 10-05
From:	Dave Bayler	Revised by: Scott Neihart
Subject:	Checklists	
Date:	August 18, 1994	Revision Date: July 27, 2016

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### PLAN PREPARATION MEMORANDUM 10-05

This memorandum updates Plan Preparation Memorandum 10-05 and supplements Section 63-6 and Section 12-3 of the BDE Manual by providing a Plan Preparation Checklist and by identifying Checklists for Phase I Reports. This memorandum also provides the expected timeline for plan completion relative to the PS&E date.

A Plan Preparation Checklist is included and should be utilized in conjunction with Chapter 63 of the BDE Manual to improve quality and consistency of plans. Forms D5 PD0305 and D5 PD0306 are district checklists for 3R and 3P project reports respectively. These should be used as a resource in conjunction with Chapter 12 of the BDE Manual.

Plans and contract documents should be completed six weeks prior to the PS&E date. This allows two weeks of review time each for squad leader review, project engineer review, review by other bureaus, and review by the District estimator. The project engineer review will be done concurrently with the review by other bureaus. Complex projects may require multiple reviews or completion in advance of six weeks prior to PS&E. Coordinate review times with the project engineer.

#### PLAN PREP INITIATION CHECKLIST

##### PROGRAM DEVELOPMENT

1. What is the scope of the job? SMART, 3R, Reconstruction? This will govern how many other questions are viewed.
2. What Agreements, Letters of Understanding are required? (Allow 3 months for Agreements).
  - Local Participation?
  - Jurisdictional Transfer
  - Extraordinary maintenance?
  - Work on Locals sideroad or right of way?

3. What Railroad Agreements are required? (Allow 1 year or more!)  
Are we causing them to do work? (Spend \$)  
Are we wiring into their signal system?  
We need railroad insurance if we are working on their property.
4. What Utility Agreements are required? What Utility relocations are required?  
Have you checked all permits?  
Have you checked microfilm plans?  
Early coordination with Utilities Sections is the best policy!
5. What are the job commitments? (Put a copy in R.E. file). (Let Project Engineer know any commitments that you make).
- \*6. Have all of the drainage structures been addressed? Are there any potential hang-ups in getting structural plans? Have all necessary hydraulics been run for across road culverts or extension of 40% or more?
- \*7. Do you need a soils report? Ask for it early!
- \*8. Do you need a pavement analysis/selection? Ask for it early.
- \*9. What are the right of way needs? (Have to allow Land Acquisition sufficient time to buy).
10. Environmental concerns are triggered when a project requires additional right-of-way. Notification should be made to Environmental Coordinator early in the project stage, since some clearances can take up to a year or more.
11. Can you build guardrail on the existing embankments (supposed to be 2' behind the posts)? If not, let all concerned know so that a formal decision can be made.
- \*12. Does any of the work encroach into a flood plain? Are permits needed?
13. Are there are any special time constraints for construction? What do they mean to your plan prep schedule?
14. Are you, the designer, proposing work that is beyond the scope of work determined earlier which has set the funding in the program? Is that added work necessary?
15. Is survey required? requested? complete? (Have to allow time for survey).
16. Has a Planning Field Check been held for the Study? If not, other Bureaus may have unresolved concerns and should be contacted as needed.

17. Water lines, sewer lines will require EPA permits. This will require 6-8 weeks approval time.
18. Well filling now requires early submittal of information to geologist in Bridges and Structures.
19. Are you removing any buildings? If so, coordinate with Land Acquisition and Project Engineer, so we can assure that Asbestos Abatements procedures are done as early as possible.
20. When must the plans, special provisions, summary of quantities be done to allow the plans to be reviewed by the Project Engineer, plans to be reviewed by other bureaus prior to the Estimator receiving the plans.  
Plans must be done six weeks before PS&E.
21. Check to see if an intersection design study has been prepared for any of the intersections within the project limits. If so, plan details shall conform to the approved IDS.
22. Any unusual geometric conditions that are not correctable with normal design procedures should be brought to the attention of the Geometrics Engineer.

**\*These items should have been done during study phase. Verify to assure their completion.**

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