

New Jersey Department of Transportation QUALITY IMPROVEMENT ADVISORY

QIA No. QIA 048

CAPITAL PROGRAM SUPPORT

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Approved: W. McGrosky

Date: Feb. 6, 2009

Subject: Stimulus Design Review Guidelines

Process Affected:

Scope Design Right of Way Utilities Environmental Historic Construction

Bureaus Affected: In-house Design, Project Management, Traffic Engineering, Construction Management, Environmental Solutions, Consultants

Procedure(s) Affected:

Nature of Issue(s): The need to accelerate the delivery, processing, and start of construction for projects in conjunction with the Federal and State Stimulus Infrastructure Investment Plan.

Recommendation(s): In order to meet accelerated durations for processing projects, Final Design Submissions must be 100% complete when submitted. Reviews will be a verification of technical reviews completed during final design and design element agreements described within the Design Communication Report (DCR). The new QA Process will be in effect, all procedures contained within the Capital Project Delivery Website shall be utilized, and a DCR is required. It is imperative that the Interactive Communications Procedure be used for all Stimulus projects. All design element agreements shall be recorded within the DCR. Final Design Submissions shall include 100% complete Plans and Special Provisions.

- **Checklists:**

Contract Meeting, Preliminary, and Final Design Submission Quality Checklists are required.

- **Team Quality Assurance Reviews:**

Team consists of Value Management, Environmental Solutions, Construction Management, Traffic Engineering, and FHWA.

Duration of reviews will vary from 1 to 10 days, or longer (full 20 day review) depending on project complexity, size, and risk.

Shorter duration reviews can be held at DOT in the Plan Assessment Review Center across from Training Room A.

Project presentation should be given by Designer / PM at start of the review.

Comment Resolution meeting is required and can be held at DOT.

For scheduling purposes, a 5-10 day turnaround should be scheduled; however, review timeframes may be less.

One day Presentation/Comment Resolution for smaller less complex projects may be scheduled upon concurrence of QA Review Team and Project Manager.

Project Managers should contact Value Management to coordinate review and reserve the room.

- **Technical Submissions:**

Geotechnical, drainage, permits, traffic signal and lighting, traffic impact reports, etc., should be submitted prior to design submissions to allow for calculation reviews, longer review times can also be utilized.

- **Full Oversight Projects:**

Pre-PS&E Requirements.

Schedule full 20 day reviews for complex projects.

Schedule 5-10 day reviews for routine projects (possible one day on board review with proper scheduling and concurrence from SME'S)

FHWA may waive Pre-PS&E submission if FDS is complete.

Implementation: Immediate

Impact Assessment:

Schedule Quality Cost Scope

Cost Impact: None