**SAN ANTONIO DISTRICT DESIGN REVIEW TEAM (DDRT)**

**60% Review**

**Date:**

**CSJ:**

**Highway:**

**Limits:**

DDRT members present:

Design Team representatives**:**

Meeting Agenda

1. Review Project Development Schedule (P6) –
   * 90% milestone?
   * 100% milestone (submit to District Plan Review)?
   * Ready to Let (RTL)?
   * Let date?
   * Target Let date (if different from Let date)?
2. Is the project on Schedule?
   * If the project is not on schedule, list the reasons why
   * If the project is not on schedule, provide a detailed recovery plan
     1. Does the recovery plan allow for the project to Let as originally scheduled
3. Follow through from 30%
   * Review project scope –
   * Did the Project Manager place the plans, schedule, and cross sections in the FTP folder (T:\EVERYONE\FTP Preliminary Plans) with the watermark?
   * Current construction estimate –
   * Authorized construction funds -

* Force account estimate (excluding joint bid force account) –
  + Incentive estimate for accelerated construction -
  + Funding and STIP/TIP information -
* Typical sections & Form 1002 (Page 3) APPROVED?
* Pavement design APPROVED?
* Is alternative pavement design included in the PS&E?
* Has coordination with VIA been completed?
* Design exceptions APPOVED?
* FAA coordination and notification completed (Form 7460-1)?
* Has Form 2440 - Design Summary Report been updated?
* Form 2502 – Executive Decision Summary (VE Team Recommendation) completed?
* Has a safe and adequate location along the project been determined for Commercial Vehicle Enforcement (CVE) Station Widening?

3. Roadway Design

* Roadway design issues –
* Sidewalks & ADA concerns –
* Pedestrian facility type?
* Pedestrian facility length (see TxDOTCONNECT definitions)?
* Pedestrian facility estimated cost (see TxDOTCONNECT definitions)?
* Are there deficiencies identified in the Pedestrian Accessibility Inventory within the project limits? (For inventory start with Texas Comprehensive Accessibility Program (TCAP) Data).
* Are all identified deficiencies being addressed with this project? (Coordinate with district ADA liaison, area office and planning section for assistance with TCAP prioritization tools.)
* Are non-compliant conditions documented with justification for non-compliance?
* Bicycle Accommodations –
* Bicycle facility type?
* Bicycle facility length (see TxDOTCONNECT definitions)?
* Bicycle facility estimated cost, including shoulders (see TxDOTCONNECT definitions)?
* Have approved landscape and architectural treatments been incorporated into the project?
* Are changes to any driveways being proposed? If yes, have the property owners been notified?
* Who will be responsible for notifying the property owners of the changes?
* Are there any control of access issues that need to be documented in the plans?
* Project Safety Score (Initial and Final)?

4. Traffic Control Plan & Sequence of Work

* Sequence of Construction –
* Have you considered safe operations for pedestrians and bicycles?
* Form 2229 “Significant Project Procedures”
  + Form 2229 completed?
  + Significant project?
  + Schedule 60% DSRT?
* Curing facilities and strength testing equipment required (add or delete from General Notes Item 421) -
* Furnish field office (coordinate Type and size with Area Office) -
* Definition of work day (See Standard Specifications Item 8) -
* Lane closure restrictions –
* Accelerated Construction Procedures –
* Form 2699 – Determination of Additional Project – Specific Liquidated Damages completed?
* Selection for Scheduling Specification (CPM or bar chart) –
* Estimated contract time determination –
* Is a delayed start special provision to Item 8 required (Refer to SOP: Item 8 Delayed Start Provisions in Construction Contracts)?
* Form 1204 – Request for Regulatory Construction Speed Zone -
* Smart work zone systems
  + On major projects have you completed the Go-No-Go decision tool?
  + What smart work zone systems are proposed?

5. Bridge and Retaining Wall Design

* Bridge Layouts and Design –
* Retaining Wall Layouts and Design –

6. Major Drainage Issues

* Identify all major and minor culvert crossings -
* Preliminary layouts for all bridge class culverts –
* Scour analysis, Form 2605 and/or Form 2606 completed?

7. Traffic Engineering –

* Lane/Approach configuration at intersections –
  + ADA concerns (pedestrian ramps, audible pedestrian signal, pedestrian push buttons, crosswalks, etc.) –
  + Signing Issues (standards, special signs, etc) –
  + Pavement Marking and Delineation Issues –
  + Bicycle signing and pavement markings –
  + Traffic Signal Issues (existing and proposed) **–**
* Do plans need to be sent to city for review and concurrence?
* Speed Zoning/School Zone Issues –
* Status of railroad agreements -
* Permanent and Temporary Illumination –
* Were required upgrades to the existing illumination from the 30% DDRT checklist identified and incorporated in the PS&E?
* Do plans need to be sent to city for review and concurrence?
* Agreement Attachment No. request to District Design Engineer (required for quotation on title sheet)?

8. Traffic Management

* Existing -
* Proposed System -
* Design Issues -

9. Right of Way (identify existing and proposed)

* + Follow up on MAPO?
  + Status of ROW map instruments (retracement, acquisition or utility reimbursement) -
  + Temporary or Permanent Easements –
  + Encroachments -

10. Utilities –

* + Has utility conflict matrix been finalized with all existing utilities and conflicts identified?
  + Utility impacts to project?
  + Are existing and proposed utilities in compliance with the Utility Accommodation Policy or are there any required Utility Exception Variances or Abandonment Requests?
  + Reimbursable utilities?
  + U-Numbers and Utility agreements?
  + Discuss intentions for joint-bidding –
  + U-Numbers and Utility AFAs?
  + Utility CSJs?
  + Is a Construction Management Plan required?

11. Environmental Questionnaire

* Project type –
* Environmental Management System Advance Planning and Development (AP&D) Stage Gate Checklist completed?
* Status of Agency Coordination –
* Status of permits from Corps of Engineers? Others?
  + Outstanding activities to complete –
  + Complete EPIC sheet –
  + Status of Public Involvement –

12. BMP’s (for COE permits)

* + Temporary (construction) -
  + Permanent (post-construction) -

13. Maintenance Issues Noted for Further Consideration –

* Have items identified in the bridge inspection record and bridge inspection follow-up action worksheet been addressed in the PS&E?