

**SOUTHEASTERN CONNECTICUT
COUNCIL OF GOVERNMENTS**

**LOCAL TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM
(LOTICIP) GUIDELINES**

Southeastern Connecticut Council of Governments

Approved September 21, 2016

INTRODUCTION

This document contains the Southeastern Connecticut Council of Governments' (SCCOG) Local Transportation Capital Improvement Program (LOTICIP) guidelines. These guidelines should be used, jointly with the Connecticut Department of Transportation (CTDOT) LOTICIP Guidelines, in making application into the SCCOG's LOTICIP program (both documents are available at www.seccog.org). All costs associated with preparing a LOTICIP application and the requisite plans and other supporting documents shall be borne by the municipality. If selected for LOTICIP funding, a member municipality will receive 100% of their project's estimated construction cost plus contingencies and incidentals (both fixed at 10% of a project's estimated construction cost) with no local match requirement.

LOTICIP PROGRAM OVERVIEW

The LOTICIP process established by CTDOT and SCCOG focuses on capital improvement projects containing structural road improvements with a minimum design life of 20 years and is not intended to fund ordinary road maintenance activities. SCCOG may allow a maximum of 15% of its LOTICIP funding, or \$500,000 of a total project's cost, whichever is greater, to fund pavement preservation, multi-use/bicycle pathways, or standalone sidewalk projects covered by these guidelines. All LOTICIP projects must have a minimum construction cost of \$300,000 to qualify for funding. Additionally, all proposed projects must meet the eligibility requirements of the Federal STP-Urban program. The STP-Urban program is primarily for roads or highways functionally classified as a collector or higher within a designated urban area. Functional class maps for each town are available on the SCCOG website and a list of all eligible roads within each community is available from SCCOG.

Future LOTICIP projects will be identified by SCCOG via solicitations of its member municipalities. This process will involve an annual solicitation and competitive project selection held under a similar process to previous SCCOG requests. Any changes to schedules, procedures, criteria, selection policies will be identified well in advance by the SCCOG Executive Committee prior to any solicitation. During each solicitation SCCOG will select projects and reserve the appropriate LOTICIP funding based on CTDOT's respective LOTICIP Guidelines. Endorsed and prioritized projects will be forwarded to CTDOT for their review, approval, and commitment to fund.

SCCOG will inform a recipient municipality of CTDOT's commitment to fund and the anticipated construction funding year. The anticipated construction funding year will be dictated by the LOTICIP program status. SCCOG and the municipality will then determine a date when design is expected to commence. The municipality will contact SCCOG when project design commencement is imminent, or has just begun. SCCOG will then hold an initial design meeting. It is anticipated that this meeting will involve a review and determination of project challenges, critical path items, LOTICIP processes, reporting requirements, various design submission phases, a review of any critical findings in CTDOT's Environmental Screening report, and schedule future delivery dates.

LOTICIP PROJECT DESIGN REVIEW – PROCESS AND SUBMISSION REQUIREMENTS

SCCOG is requiring phased submissions for review in order to effectively manage and minimize any potential problems within the region's LOTCIP program. SCCOG will coordinate the review of each interim (Project Application, Intermediate Design, and Final Design) submission. Several review meetings will be held at various stages during each submission phase to discuss and review comments. Review comments will be submitted in writing to municipalities as quickly as possible after each review meeting and after project design vetting at each interim submission stage.

Responses will be required for all comments identified by the SCCOG. The SCCOG is also tasked with identifying design flaws, noting items at risk for change orders, suggesting value engineering ideas, and independently assessing the project's anticipated design schedule and construction costs. Also, the SCCOG will determine the adequacy of any design exceptions to the controlling design criteria. In the absence of a CTDOT-approved municipal road design standard, the applicable AASHTO design criteria will be utilized in all projects. A municipality should retain fully documented rationale and engineering reasoning for any controlling design criteria exceptions that cannot be brought into conformance with the existing CTDOT-approved municipal road design standards or the AASHTO design criteria.

Application Phasing Guidelines

Application phasing will generally consist of the following steps and submission schedule. A copy of CTDOT's LOTCIP Application Form is contained in Appendix A. SCCOG highly recommends and is available at any time for a pre-application sketch review of possible municipal projects (please see page 4 for more information).

1. SCCOG announces a competitive solicitation for projects to be funded under LOTCIP.
2. Municipality submits a complete LOTCIP application, which at a minimum includes all the information required within these guidelines under the Project Application Submission section, in addition to the required information as detailed in the CTDOT's LOTCIP Guidelines along with any other supplemental or helpful information.
3. SCCOG reviews, rates, selects, and reserves sufficient LOTCIP funding for projects.
4. SCCOG submits to CTDOT the selected and endorsed LOTCIP project applications for their review and funding commitment.
5. CTDOT, coordinating through SCCOG to the applying municipality, determines if the project is to advance under the LOTCIP guidelines, or is to be administered by CTDOT. CTDOT project administration is mainly for projects involving extensive alterations along a state highway facility.
6. CTDOT provides to the SCCOG and the applying municipality a Commitment of Funding Letter and results of an Environmental Review Memorandum.
7. SCCOG informs the applying municipality of the anticipated funding year. SCCOG and the applying municipality determines when the Intermediate Design activities are expected to begin.

Pre-Application Sketch Review

The pre-application sketch review is an optional step. A pre-application sketch review is strongly

recommended for all projects and can be made to the SCCOG at any time without regard to the LOTCIP solicitation schedule. SCCOG's role during sketch review is to assist and facilitate successful future municipal LOTCIP submissions. Additionally, this effort is to eliminate errors or ineligible projects prior to a municipality expending funds on preparing a full Project Application Submission LOTCIP application. The following items are the minimum required for a typical pre-application sketch review.

- ⑩ Two copies of sketch plans consisting of a basic outline of the project location with roadway reconstruction plans, existing roadway cross sections, proposed new roadway cross-sections, existing signing, and proposed pavement markings.
- ⑩ Two copies of the construction cost estimate.
- ⑩ Two copies of a list of anticipated permits, right-of-way acquisitions, and utility coordination efforts.

Project Application Submission

The Project Application Submission is the opening step and the initial application to the SCCOG's LOTCIP program. The following items are the minimum required for a complete LOTCIP Project Application Submission:

- ⑩ Four (4) copies of all plan sheets (minimum paper size of 24" x 36") consisting of:
 - Roadway reconstruction plans;
 - Existing roadway cross section(s);
 - Proposed roadway cross-section(s);
 - Existing road centerline profile(s);
 - Proposed road centerline profile(s)
 - Existing drainage detail;
 - Proposed drainage detail;
 - Existing signing and pavement marking;
 - Proposed signing and pavement marking; and,
 - Other necessary existing or proposed project details.
- ⑩ Two copies of any non-standard design specifications that an applying municipality would like to use within this LOTCIP application. All non-standard design specifications must be reviewed by CTDOT and approved to prevent any possible project delays or exclusions later in the project design process. If a municipality does not have existing CTDOT-approved design specifications on record with CTDOT, this is required information. Additionally, municipal subdivision and zoning regulations generally do not provide the road design standards that are specifically used during a municipal road reconstruction or rehabilitation project.
- ⑩ Two copies of the maintenance and protection of traffic specifications either in descriptive form or as part of the plan sheets mentioned earlier.
- ⑩ Two copies of the construction cost estimate that details any and all construction activities and other expenses. All construction cost estimates shall be based upon unit prices and procedures provided in CTDOT's Cost Estimating information or other widely accepted professional project estimating and costing source. All applicants should recognize that, during the **Final Design Submission phase, any costs above the approved CTDOT grant payment amount are the sole responsibility of the applying municipality.**
- ⑩ Two copies of a project design schedule/timeline with critical milestones.
- ⑩ Two copies of a list of all required and or anticipated permits, right-of-way acquisitions, and utility coordination efforts.

All Project Application Submissions must clearly and completely depict all the following items, as applicable and within the project's extent using available GIS data and or other source:

- ⑩ topographic survey and mapping including property ownership of parcels and all rights-of-way;
- ⑩ proposed roadway/sidewalk/trail features, including lane configurations and approximate slope limits;
- ⑩ recent traffic count data and peak period turning movement counts at signalized and unsignalized intersections, within the project's extent, including percent of heavy vehicles for each movement;
- ⑩ geo-technical information and mapping portraying the existing soils and groundwater within the roadway's right-of-way and the project's extent;
- ⑩ information reviewing the roadway's existing sub-base, base, and pavement structures;
- ⑩ explanation and details for all prior construction, rehabilitation, repaving, and or repair activities

over the prior 10 years;

- ⑩ estimation of the proposed new materials, gravel fill, sub-base, base, and pavement structures;
- ⑩ locations, descriptions, dimensions, and summaries of all existing drainage systems, bridges, culverts, and retaining walls, as needed;
- ⑩ rights-of-way, environmental, archeological, cultural, railroad, and any other anticipated impacts and or permitting that may be required;
- ⑩ preliminary drainage designs and bridge layout, as needed;
- ⑩ construction phasing and road closure schedules;
- ⑩ indication on the appropriate plans of the existing and proposed values for the following, as needed and within the project's limits: roadway functional classifications; posted speed limits; proposed roadway design speeds; travel lane, paved shoulder, and gravel shoulder widths; culvert dimensions and lengths, if affected or changed by project; bridge lengths, widths, and heights, if affected or changed by project; roadway centerline grades; stopping sight distances at all intersections, excluding residential and minor commercial driveways; cross-slopes and super-elevations, if affected or changed by project; vertical and horizontal clearances for any possible obstructions; and, sidewalks and other features that may relate to ADA accessibility.

Intermediate Design Submission

The Intermediate Design Submission is the second step in the LOTCIP program application process. Intermediate Design Submissions will only be accepted after (1) submission, review, and completion of a Project Application Submission, (2) receipt of CTDOT's Commitment to Fund letter, and (3) SCCOG's signed endorsement. The following items are the minimum required for an Intermediate Design Submission which has a for all plan sheets.

- ⑩ All plan sheets and items required within a Project Application Submission;
- ⑩ Four (4) copies of plan sheets (minimum paper size of 24" x 36") consisting of all anticipated Final Design sheets.
- ⑩ Two (2) copies of the construction cost estimate for the information detailed on the Intermediate Design Submission plan sheets that confirms the information supplied during the Project Application Submission.
- ⑩ Two (2) copies of soils and foundation reports with boring logs for structures and as applicable for certain features and all road surface components.
- ⑩ Two (2) copies of the projected construction schedule that identifies critical paths and milestones.
- ⑩ Two (2) copies of documentation of progress made on permits, right-of-way acquisitions, and utility coordination.

The submission should clearly depict the following items:

- ⑩ All items recommended for depiction in the Project Application Submission phase including responses for comments identified by the SCCOG.
- ⑩ Significant project alterations or changes since the Project Application Submission phase not required or recommended by CTDOT.
- ⑩ Progress on the drainage design per a hydraulic analysis, including any necessary water handling, if necessary.
- ⑩ Progress on the maintenance and protection of traffic and construction phasing plans, if necessary.
- ⑩ Advancement of the traffic signal phasing/timing/structure plans based on calculations and all appropriate intersection traffic analyzes, as necessary.
- ⑩ Advancement of the structural plans based on the information provided through sub-surface and soil borings for structural and other appropriate geo-technical analyzes.
- ⑩ A full set of cross sections, including all significant features and design constraints.

Final Design Submission

CTDOT guidelines specify and require a Final Design Submission to CTDOT through the SCCOG. SCCOG and CTDOT will only review Final Design Submissions for the presence of all required items. The content of the Final Design Submission will not be thoroughly reviewed by CTDOT and SCCOG. The Final Design Submission materials will be used to confirm that the project plans and cost estimate are consistent with the project scope and cost approved as part of the Project Application Submission and Intermediate Design phases or as subsequently revised and approved.

During the Project Application Submission and Intermediate Design phases, CTDOT guidelines clearly specify that if there is a change in project scope and or a 20% or greater increase in cost above the initial project approval amount, municipalities are required to submit justifying documentation to CTDOT, through SCCOG, for approval. **However, all Final Design Submission costs above the CTDOT grant payment amount are the sole responsibility of the municipality.** Notwithstanding the prior statements, CTDOT and SCCOG do recognize that if significant and extenuating circumstances arise, collectively, and in consultation with the municipality, reasonable and legitimate cost increases and overages above the project cap may be considered to be eligible for future LOTCIP funding subject to SCCOG approval.

Each item below is required for CTDOT and SCCOG resulting in the following Final Design Submission requirements which has a for all plan sheets:

- ⑩ Two (2) copies of a complete set of Final Project Plans (minimum paper size of 24" x 36"), Specifications, and Contract Documents, including the signature and an embossed seal of the Professional Engineer preparing the project documents (Designer of Record).
- ⑩ Two (2) copies of the construction cost estimate for all the information detailed in the Final Design Submission that confirms and details the information supplied during the Project Application Submission and Intermediate Design phases, or as subsequently revised and approved.
- ⑩ Two (2) copies of Final Design Submission documentation.
- ⑩ Two (2) copies of the completed certification forms.

QUARTERLY REPORTING REQUIREMENTS

Municipalities with projects active in the Intermediate Design, Final Design, and construction phases will be required to submit quarterly updates to SCCOG. Updates should be provided by September 30th, December 31st, March 31st, and June 30th. Updates will include information needed for SCCOG to compile and submit to CTDOT the Regional Quarterly Status Report. Municipal reporting requirements and format will be reviewed at an Intermediate Design phase meeting.

APPENDIX A
CTDOT LOTCIP Application Form
(To be submitted to SCCOG)



Connecticut Department of Transportation



Local Transportation Capital Improvement Program Application

Municipality:

COG:

Route/Road:

Project Title:

Roadway Functional Classification (if applicable):

COG Contact Information:

Name

Title

Phone Number

Email

Municipal Contact Information:

Name

Title

Phone Number

Email

The applicant must answer the questions below which are intended to address basic issues about existing conditions, project management, project costs, impacts on private property, utilities, wetlands, etc. **You may provide your answer in the space provided below or submit separate answer sheets. It is important that the application be as thorough as possible as missing information will delay the review process. All project-related sections must be completely filled out or the application will be returned and will require resubmittal.**

The intent of the application is to establish eligibility, service life, and to ensure the municipality is considering all pertinent aspects associated with major infrastructure improvements consistent with the purpose and need of the project.

(A) Project Information

1. Select the type of proposed improvement (select all that apply):

Please note: The entire application must be completed for all projects in addition to any necessary supplemental sections (K through P) as determined by the type of project.

- Roadway Geometric Improvement
- Stand-Alone Sidewalk Construction
- Bicycle/Pedestrian Improvement, including Multi-Use Trail Facilities
- Intersection Improvement

Provide additional information as required in section K

- Bridge Rehabilitation/Replacement

Provide additional information as required in section L

- Major Drainage Improvement

Provide additional information as required in section M

- Pavement Structure Improvement

Provide additional information as required in section N

- Traffic Signal Replacement/Upgrade/New Installation/Coordination

Provide additional information as required in section O

- Other (please specify): _____

Provide additional information as required in section P

2. Describe the purpose and need of the project (i.e what are the problems to be corrected?). Please provide adequate detail to clearly convey the nature of the problem(s) to be corrected. Provide photographs to document the existing conditions and support the purpose and need.

3. Provide a project description which specifically describes how the proposed improvements will correct the problem(s) identified in the purpose and need. Describe what alternative(s) were considered?

4. Provide concept plans of the proposed improvement. The plans must be sufficiently developed and provide enough detail on a scaled drawing (including aerial photography base mapping if possible) to identify the following:

Inc. N/A

- Project location
 - Limits of project
 - Approximate limits and extent of any pavement widening or realignment
 - Proposed number of lanes, widths, and arrangements
 - Approximate limits and extent of any anticipated ROW acquisitions (based on available ROW information from Assessors maps, GIS data, etc.)
 - Structures (i.e. Retaining walls, bridges)
 - Watercourses
 - Typical Cross Section including lane and shoulder widths, pavement structure, etc.
5. Have the improvements at this location been submitted to the Department previously for funding? No Yes

If yes, when and under what program?

6. Does the project impact any State-owned Facilities (i.e. roads, bridges, etc.)?
 No Yes

If yes, describe the impacts:

7. In the area of the project, are there any known proposed developments?

No Yes

If yes, describe the proposed developments:

8. Design Standards to be used:

Established municipal standards

AASHTO Policy on Geometric Design of Highways and Streets

Connecticut Department of Transportation Highway Design Manual

AASHTO LRFD Bridge Design Specifications and Connecticut Department of Transportation Bridge Design Manual

Other, please specify: _____

(B) Rights of Way

1. Are any Right of Way (ROW) impacts anticipated? No Yes

If yes, describe the nature, extent, and type of impacts:

2. If ROW acquisitions will be required, who does the municipality plan to have perform acquisition activities?

Municipal staff Consultant hired by municipality State

3. If ROW acquisitions are to be performed by the municipality's staff or their consultant, will the municipality be seeking reimbursement for ROW costs?

No Yes

(C) Utilities

1. List all utilities within the project area, including their owners.

| <u>Overhead</u> | <u>Underground</u> |
|-----------------|--------------------|
| | |
| | |
| | |
| | |

2. Are any utility impacts anticipated? No Yes

If yes, explain the nature and extent of the impacts:

Note: Costs associated with utility betterments/upgrades that are not required to accommodate the proposed transportation improvement are not eligible project costs.

3. Have the utility companies been contacted to identify any plans to expand or improve existing utilities that would that would compromise the service life of the proposed improvements?

No Yes

If yes, describe any proposed improvements and their schedule:

(D) Storm water drainage system and under drains

1. Do any existing storm water drainage problems exist? No Yes

If yes, describe the problem(s):

2. Is any storm water drainage system work anticipated, including any new or modified drainage outlets? No Yes

If yes, explain the nature and extent of the improvements:

3. Are there any existing watercourse crossings that are proposed to be modified, rehabilitated, or replaced as part of the project? No Yes

If yes, indicate the type of improvement needed and the reason for it. Please also indicate if any existing watercourse crossings have inadequate hydraulic capacity:

(E) Rail Crossings

1. Are there any railroad crossings that are likely to be impacted as part of the project?

No

Yes

At-grade

Grade separated

If yes, describe impacts and any necessary modifications:

(F) Pedestrian/Bicycle Safety and Mobility

1. Complete and attach the Department's Bicycle and Pedestrian Needs Assessment Form to this application (a copy of this form is included in Appendix D). In accordance with Connecticut General Statutes, Section 13a – 153f, and the Department's focus on accommodating non-motorized travel modes, accommodation of all users shall be a routine part of the planning, design, construction, and operating activities of all highways. The need for inclusion of accommodations for bicyclists and pedestrians, including those with disabilities, must be reviewed for every project, regardless of funding source.

(G) Traffic

The information below needs to be provided or reviewed (as specified) by the designer for all project types except for stand-alone sidewalk projects and bicycle/pedestrian improvements, and multi-use trail facilities that do not involve pedestrian crossings

1. Volumes

Provide existing and 20-year Projected ADTs and Turning Volumes. Refer to the Preliminary Engineering/Preliminary Design section for guidance on traffic volumes.

2. Accident Experience

Provide a summary of accident experience (most current three years data. An accident diagram is preferred.)

3. Traffic Signals

Review the existing traffic signal plans for projects involving signalized intersections

4. Speed Data

Provide 85th percentile speeds in the project area

Provide all posted speed limits in the project area

(H) Environmental Resource Involvement

Refer to Application Process/Preliminary Project Submittals - Information Provided by the Department for more information.

1. Parks, Cemeteries, Historic Structures

- a. Are there any parks, cemeteries, or historic structures that are likely to be affected by the project? No Yes

If yes, describe the type and extent of the anticipated impact.

2. Wetlands

- a. Are there any wetlands that are likely to be affected by the project?

No Yes

If yes, describe the type and extent of the anticipated impact.

3. Hazardous or Contaminated Sites

- a. Has the potential for hazardous or contaminated sites and materials in the project area been investigated? No Yes

If yes, describe the type and extent of the anticipated impact.

(I) Public Involvement

Refer to Preliminary Engineering/Project Design - Public Involvement section for more information.

1. Has public involvement been conducted? No Yes

If yes, was there significant public opposition to the project? Describe below:

(J) Cost Estimate

1. Attach a preliminary cost estimate identifying:
 - a. Approximate quantities and assumed unit prices of the major contract items
 - b. An allowance for minor items (percentage of a)
 - c. Standard lump sum items (i.e. clearing and grubbing, mobilization, construction staking, maintenance and protection of traffic) as applicable (percentages of a + b)
 - d. Total contract items (a + b + c)
 - e. Contingencies (10% of d)
 - f. Incidentals to construction, (i.e. construction inspection, materials testing) (10% of d)
 - g. Rights of way costs

- h. Eligible utility relocation costs (in accordance with CGS13a-98f)
Note: Costs associated with utility betterments/upgrades that are not required to accommodate the proposed transportation improvement are not eligible project costs
- i. Total project costs (d + e + f + g + h)

Sample cost estimate form provided in Appendix M

Refer to the Department's most current Cost Estimating Guidelines for cost estimate guidance or use town generated unit prices. The anticipated costs for each phase of the project shall be well documented and based on reasonable anticipated costs.

The guidelines are located at: <http://www.ct.gov/dot/cwp/view.asp?a=3194&q=484094>

ADDITIONAL INFORMATION TO BE PROVIDED BASED ON IMPROVEMENT TYPE SELECTED IN SECTION (A)1:

(K) Intersection Improvements

Capacity Analyses (For build and no-build conditions using existing and projected traffic volumes).*

(L) Bridge Rehabilitation/Replacement

Latest Condition Report

(M) Major Drainage Improvement

Material, Age, Hydraulic adequacy assessment of existing drainage system (Condition Report, post-cleaning is preferred)

(N) Pavement Structure Improvement

The level of investigation will be dependent upon the proposed improvements. Cores or test pits must be performed such that a representative sample of the existing roadway condition is obtained. If varying pavement conditions exist along the roadway indicating the possibility of different pavement conditions, a test pit should be performed in each roadway section. Pavement thickness and type, sub-base thickness and type, and the presence of fines and/or groundwater should be noted. Attach the data obtained. If full depth reconstruction is proposed, cores or test pits are not required.

Approximate percentage of heavy vehicles: _____

What is the existing pavement type, condition, and thickness?

What is the anticipated pavement design? Describe the type and depth of each course including the base that is suitable for the ADT and percentage of heavy vehicles. Does it meet current design standards? Describe the cross-section (i.e. lanes and shoulder widths, etc.).

Describe how the service life requirement for the proposed pavement design was determined:

(O) Traffic Signal Replacement/Upgrade/New Installation/Coordination

Who is/will be responsible for ownership, maintenance, and electrical costs

Age of existing signals

Capacity Analyses (For build and no-build conditions using existing and projected traffic volumes).*

Warrant Analysis for new signals

Systems Engineering Analysis Form (SEAFORM) for Intelligent Transportation Systems (ITS) projects

(P) Other

To be determined based on type of improvement proposed

***Capacity Analysis:** For the purposes of this application, a simplified analysis may be performed for signalized intersections that do not require detailed assumptions, proprietary software or specialized traffic engineering skills. The “Quick Estimation Method” is described in detail in the 2010 Highway Capacity Manual, with accompanying worksheets that can be completed by hand. A brief description of the method is also described in Section 3.3.6 of the FHWA Signal Timing Manual, where it is referred to as a “Critical Movement Analysis.” The relevant section of the FHWA publication can be accessed at: <http://ops.fhwa.dot.gov/publications/fhwahop08024/chapter3.htm#3.3>. This simplified analysis will yield an approximate critical volume/capacity ratio that can be used to assess overall operation of the intersection. The build and no-build conditions should be analyzed for the existing and projected traffic volumes.

APPLICATION SUBMISSION

This application and supporting documents must be submitted by the municipality to their COG. At such time when the application is to be forwarded to the Department of Transportation by the COG, it must be addressed to:

Mr. Hugh H. Hayward, P.E.
Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546
Newington, CT 06131-7546

Prepared by: _____ Date: _____

Name, Title and stamp of Responsible P.E. (Municipal or Consultant)

Signature

(Stamp)

Reviewed/Recommended by: _____ Date: _____

Name & Title of Municipal Chief Administrative Officer

Signature

Endorsed/Recommended by: _____ Date: _____

Name & Title of COG Executive Director

Signature

APPENDIX B
SCCOG LOTCIP Project Design Review Checklist

**Southeastern Connecticut Council of Governments
LOTICIP Project Design Review Checklist
6 October 2012**

| PROJECT INFORMATION | | | |
|--|--|--|--|
| LOTICIP Project Number: | | | |
| Type of Submission: Preliminary Intermediate Final | | | |
| Municipality: | | | |
| Project Name: | | | |
| Description of Improvements: | | | |
| Reviewer: | | | |
| Review Completion Date: | | | |

Introduction

This checklist is intended to assist in the review of LOTICIP submissions during each stage of the review process. The reviewer is to provide the municipality with this completed checklist prior to a scheduled review meeting. If additional comments or details are needed to address a question or satisfy a requirement, please provide attachments as necessary. If any comments are to be provided on plan sheets, please provide them in the form of red-lined mark ups.

Responses to comments will only be required for those identified by the SCCOG as *critical*. Comments are anticipated to be identified as *critical* only if they potentially involve safety or liability issues, or are in conflict with the project's stated purpose and need. The SCCOG is also anticipated to be tasked with identifying design flaws, errors, and omissions, identifying items at risk for change orders, providing value engineering suggestions, and independently assessing the project's anticipated design schedule and construction costs. Also, the SCCOG will determine the adequacy of any design exceptions to the controlling design criteria. In the absence of written municipal standards, the prospective AASHTO design criteria will be utilized.

DESIGN CRITERIA

The SCCOG is to prepare and has attached a listing that details project design deficiencies to the appropriate and controlling AASHTO and or CTDOT design criteria values within the project.

| | |
|--|--|
| | |
|--|--|

Project Information

| DESIGNS, PLANS, AND SPECIFICATIONS | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|---|--|--|---|--------------------------------------|---|---|--|--|--|---|---|--|--|---------------------------------------|--|--------------------------|--------------------------|--|--|
| Checklist Items | Yes | No | Not Applicable | Comments | | | | | | | | | | | | | | | | | | |
| <p>1. Are the design plans free from design flaws, errors, and or omissions? Please identify any attached plan sheets that red mark-up comments are provided on?:</p> <table border="0"> <tr> <td><input type="checkbox"/> Title Sheet</td> <td><input type="checkbox"/> Traffic Control Plans</td> </tr> <tr> <td><input type="checkbox"/> Typical Sections</td> <td><input type="checkbox"/> Signing Plans</td> </tr> <tr> <td><input type="checkbox"/> Summary of Quantities</td> <td><input type="checkbox"/> Lighting Plans</td> </tr> <tr> <td><input type="checkbox"/> Plan Sheets</td> <td><input type="checkbox"/> Traffic Signal Plans</td> </tr> <tr> <td><input type="checkbox"/> Profile Sheets</td> <td><input type="checkbox"/> Special Detail Sheets</td> </tr> <tr> <td><input type="checkbox"/> Drainage Sheets</td> <td><input type="checkbox"/> Structure Plans</td> </tr> <tr> <td><input type="checkbox"/> Cross Sections</td> <td><input type="checkbox"/> Utility Relocation Plans</td> </tr> <tr> <td><input type="checkbox"/> Landscaping Plans</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other: _____</td> <td></td> </tr> </table> | <input type="checkbox"/> Title Sheet | <input type="checkbox"/> Traffic Control Plans | <input type="checkbox"/> Typical Sections | <input type="checkbox"/> Signing Plans | <input type="checkbox"/> Summary of Quantities | <input type="checkbox"/> Lighting Plans | <input type="checkbox"/> Plan Sheets | <input type="checkbox"/> Traffic Signal Plans | <input type="checkbox"/> Profile Sheets | <input type="checkbox"/> Special Detail Sheets | <input type="checkbox"/> Drainage Sheets | <input type="checkbox"/> Structure Plans | <input type="checkbox"/> Cross Sections | <input type="checkbox"/> Utility Relocation Plans | <input type="checkbox"/> Landscaping Plans | | <input type="checkbox"/> Other: _____ | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| <input type="checkbox"/> Title Sheet | <input type="checkbox"/> Traffic Control Plans | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Typical Sections | <input type="checkbox"/> Signing Plans | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Summary of Quantities | <input type="checkbox"/> Lighting Plans | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Plan Sheets | <input type="checkbox"/> Traffic Signal Plans | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Profile Sheets | <input type="checkbox"/> Special Detail Sheets | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Drainage Sheets | <input type="checkbox"/> Structure Plans | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Cross Sections | <input type="checkbox"/> Utility Relocation Plans | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Landscaping Plans | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Other: _____ | | | | | | | | | | | | | | | | | | | | | | |
| 2. Does the project involve any State Roadways (If so note if an encroachment permit has been obtained.) | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| 3. Does the project conform to the appropriate design standards (State standards for state roadways, written municipal design standards for municipal roadways, or AASHTO standards where municipal standards do not exist.)? If not, list non-conforming items & values. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| 4. Are design exception justification statements required (by the municipality for their files)? If so, list the items they are required for. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| 5. Are Right-of-Way, easement, property impacts, and property easement/acquisition information sufficiently shown on the plans? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| 6. Are all temporary and permanent traffic control devices consistent with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| 7. Are existing traffic operations issues and safety issues appropriately addressed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| 8. Are the highway clear zone and safety appurtenances in accordance with the current edition of the AASHTO Roadside Design Guide? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| 9. Are appropriate accommodations provided for bicyclists and pedestrians? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| 10. Are pedestrian facilities and all appurtenances designed in accordance with Americans with Disabilities Act requirements? (www.access-board.gov) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| 11. If involving State roadways, does the project utilize the current version of the CTDOT Standards and Specifications (Form 815)? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| 12. Do contract documents include a specification and method of payment for bid items as appropriate for this design submission? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| 13. Does the project sufficiently address its stated purpose and need? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| 14. Are there plan elements that need additional detail in order to minimize the risk of change orders? Please identify any and all at-risk elements. | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| 15. Are any value engineering suggestions provided? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| 16. Have any project elements been identified that are design exceptions to the controlling design criteria and are recommended for change or re-evaluation in the next submission review level? | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |

DESIGNS, PLANS, AND SPECIFICATIONS: Additional Comments and Materials

List and additional comments or attached review materials provided:

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |

ESTIMATED CONSTRUCTION COSTS AND PROPOSED PROJECT SCHEDULE

Please attach detailed supporting documentation regarding the project's estimated construction cost and proposed construction schedule. All construction cost estimates shall be based upon unit prices and procedures provided by the CTDOT Cost Estimating and Estimator application or another widely accepted professional project estimating and costing source.

| | | | |
|--|---------------------------|------------------------------|-------------------|
| Construction Phase Cost: (including 10% for contingencies and an additional 10% for other incidental costs) | | | |
| | SCCOG Approved Funds | Designer Estimate | Reviewer Estimate |
| Advertising Date: | | | |
| | Schedule within SCCOG TIP | Designer's Proposed Schedule | |

REVIEWER SIGNATURE

| | |
|---------|--------------|
| Signed: | Print Name: |
| Title: | Review Date: |