

## CFLHD SUPPLEMENT 9.6.4-1

### 9.6.4 REVIEWS

Add the following:

#### CFLHD DESIGN REVIEW PROCEDURES

This supplement describes the procedures for submitting a project package of plans, specifications, and cost estimate (PS&E) for review at project milestones listed in the project specific Project Delivery Plan.

#### 9.6.4.1 Submittal of PS&E Package for Review

##### 9.6.4.1.1 Peer Review for Internal Projects

The Lead Designer completes an initial review using the [Development Checklists](#). This review is the designer's acknowledgment that a PS&E package is ready for peer review. The Lead Designer assembles all the required documents and supporting information and distributes the package according to the [PS&E Internal Distribution Forms](#).

An independent designer performs the Design Peer Review according to the [CFLHD Design Peer Review Procedures and Guidelines](#). The Design Peer Review focuses on the technical soundness of the work and appropriate application of design and drafting standards.

##### 9.6.4.1.2 Pre-submittal /Quality Control (QC) Review for A/E projects

As described in each task order scope of work, the A/E ensures that all work is performed in accordance with the established quality assurance/quality control (QA/QC) plan, as supplemented by the project-specific Quality Plan, prior to release of any documents or supporting calculations. The A/E assembles all the required documents and supporting information and distributes the package to the Project Manager according to the task order.

##### 9.6.4.1.3 PS&E Reviews

After the Design Peer Review (internal projects) or pre-submittal/QC review (A/E projects) has been completed and all issues have been addressed and corrected, the package is ready for distribution to the Cross Functional Team (CFT) and to external customers and partners.

The Lead Designer (internal projects) or A/E design team (A/E projects) assembles all the required documents and supporting information and distributes the package according to the [PS&E Internal Distribution Forms](#) and to external customers and partners as appropriate.

#### 9.6.4.2 Review Comments

The CFT provides comments to the Lead Designer and Project Manager (PM) using the [CFLHD PS&E Review Comment Sheet](#). If necessary, the CFT may show additional comments

on the plan sheets. CFT members (internal projects) or A/E design team members (A/E projects) provide responses to comments within their respective technical areas. The Lead Designer (internal projects) or A/E design team (A/E projects) resolves any conflicting comments; if a resolution is not found quickly, the issue is escalated to the CFLHD PM. Comments with a significant impact on project scope, schedule or budget will be resolved by the CFLHD PM and appropriate CFT and partner agency representatives.

### **9.6.4.3 Field Review**

Prior to the field review, a pre-meeting is held to discuss any issues that need to be resolved during the field review and to identify issues/features that need further investigation or clarification during the site visit. The PM and CFT are included in this pre-meeting set up by the Lead Designer.

The CFT ensures that comments from field reviews are documented and addressed. The CFT (internal projects) or A/E design team (A/E project) documents the site visit in the Field Trip Report.