

WFLHD SUPPLEMENT 9.6.4-1

9.6.4 REVIEWS

Add the following:

WFLHD Design Review Procedures

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

1. Reviews

A first level review will be performed on the PS&E by a Senior Designer or Highway Design Manager (HDM). This review will incorporate the [Design QA/QC Checklist](#) which will be completed by the reviewer and filed in the design book. The first level review focuses on the technical soundness of the work and appropriate application of design and drafting standards. A second level review will be performed after revisions to the first level review have been completed, unless otherwise noted in the Project Management Plan. This review is performed by the CFT and partner agency with the intent of:

- Evaluating how all work products of each function fit within the PS&E package as a whole,
- Ensuring that the package conforms to the overall project scope, and
- Ensuring that the package incorporates commitments made to partners and regulatory agencies.

2. Special Contract Requirements

Special Contract Requirements are expected deliverables at Plan-in-Hand and Final Review phases. The designer will assemble the SCR's using the track changes function within Microsoft Word. The initial set of SCR's reviewed during the First Level Review should show all changes made to the standard boiler plate SCR (the Library of Specifications). Instructions to the designer should be left in. Subsequent reviews may show tracked changes to the extent the Designer deems appropriate. Prior to distribution to outside agencies for review, all current changes should be accepted and the SCR's should be properly formatted by Office Automation. Send only one complete package of SCR's to Office Automation for formatting, for each design phase review. Do not send piecemeal or multiple sets to Office Automation.

3. Submittal of PS&E Package for Review

The designer will create a PDF set of the current plans, cost estimate, and Special Contract Requirements. Place the plans in one PDF file and the specifications in another. Cross-sections or other project specific items may also be included as applicable. Place these in

the ...\\Development\CADD\Plan_Sheets\ folder in Projectwise. If there are external reviewers the files may also be placed on the FTP server; however because the estimate is sensitive information, do not post the cost estimate in a location visible to the general public. If an outside party needs to see the estimate, send it to them directly. Provide paper copies to the Construction Branch reviewers and other reviewers who request them.

Send an e-mail message to the internal reviewers using the following general format:

It is time for the <Insert Phase> Review of <Project Name and/or Number>. Please review the PS&E package and provide comments by <Date>. Please coordinate with <Project Manager> if you are unable to meet this review timeline.

The PS&E Documents are located in ProjectWise at <Location>. <Include the following if applicable: They are also located on the FTP server at Location.>

We are trying to do our part to save paper by reducing the number of printed copies distributed; however if you need a paper copy and are unable to print one, please let me know and I will have a copy made for you. As requested paper copies will be sent to <Construction Reviewers and others who have requested paper copies>.

Please use the Review Comment Spreadsheet located at I:\Project_Dev\Teams\PSE_Reviews\Location\ for submitting your comments.

<Place other special instructions here>

Please direct your questions to <Project Manager name>, <HDM name>, or <Designer name>.

<Designer name for Project Manager name>

For external reviews, the designer or HDM will notify the Project Manager (PM) when the package is ready for the review. The PM will provide a cover memo or transmittal letter, indicating the type of review, review deadline, location of the PS&E Comment Spreadsheet, and a distribution list.

4. Review Comments

The designer will copy the [PS&E Comment Spreadsheet](#) to the appropriate folder under ...\\Development\Review_Comments\ in ProjectWise. Update the tabs as appropriate, then export the file (using a managed copy) to the appropriate folder under I:\Project_Dev\Teams\PSE_Reviews\ and provide the I:\ Drive location to the CFT and other reviewers. CFT members will document their review comments in the PS&E Comment Spreadsheet. If necessary, with advance notice, additional comments may also be made on the plans, SCR's, or in a supplemental narrative. It will be the Project Manager's responsibility to enter these and other comments into the PS&E Comment Spreadsheet. CFT members will draft responses to comments in their respective technical areas within the time frame set up in the project plan. Conflicting comments and comments requiring a

decision affecting project scope, schedule, or budget, will be resolved by the PM and appropriate CFT and partner agency representatives. CFT reviewers are responsible to assure the PS&E package was changed according to the comments on the PS&E Comment Spreadsheet. Once the review is complete re-import the PS&E Comment Spreadsheet back into ProjectWise.

5. Field Review

The CFT members and Project Manager should ensure that comments from field reviews are documented and addressed. Document proposed changes, action items, and discussion points in the format defined in the Project Management Plan. Document proposed changes affecting scope, schedule, or budget on a Change Request to be submitted to the PM.