

# Reclamation Manual

## Directives and Standards

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### Suggested Final Design Project Checklist

Project Name: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_ Design Team Leader: \_\_\_\_\_  
 Funding Source: \_\_\_\_\_

Proposed Schedule (Milestone definitions can be found in the Final Design Process Guidelines.  
 Fill out only those that apply):

Start:  
 30% Final Design Stage or Concept C: \_\_\_\_\_  
 Value Engineering Study: \_\_\_\_\_  
 60% Final Design Stage or Design C: \_\_\_\_\_  
 90% Final Design Stage or Spec D: \_\_\_\_\_  
 Review C: \_\_\_\_\_  
 100% Final Design Stage or Spec B: \_\_\_\_\_  
 Book Published: \_\_\_\_\_  
 Award: \_\_\_\_\_  
 Construction Complete: \_\_\_\_\_

Proposed Budget: \_\_\_\_\_  
 Authorized Amount for Project: \_\_\_\_\_  
 Estimate for Design Activities (if available): \_\_\_\_\_

Activity	Due Date	Responsibility	Comment
1. Sign Checklist	_____	_____	_____
2. Initiate Service Agreement (includes budget, schedule, peer review requirements, and client approval)	_____	_____	_____
3. Formalize Project-Specific Criteria/Requirements	_____	_____	_____
4. Prepare Design Data Request (DDR)	_____	_____	_____
5. Receive DDR Data	_____	_____	_____
6. Prepare Field Exploration Request (FER)	_____	_____	_____
7. Receive FER Data	_____	_____	_____
8. Evaluate/Perform Value Engineering	_____	_____	_____

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Activity	Due Date	Responsibility	Comment
9. Determine Procurement Method	_____	_____	_____
10. Perform Real Estate Acquisition	_____	_____	_____
11. Perform Utility Relocations	_____	_____	_____
12. Perform Environmental Compliance	_____	_____	_____
13. Perform Cultural Compliance	_____	_____	_____
14. Obtain Permits	_____	_____	_____
15. Prepare Final Designs/Specifications	_____	_____	_____
16. Prepare Final Design Documentation	_____	_____	_____
17. Prepare Prevalidation Estimate	_____	_____	_____
18. Prepare Independent Government Cost Estimate (IGCE)	_____	_____	_____
19. Award Contract	_____	_____	_____
20. Construction Management (substantially complete)	_____	_____	_____
21. Prepare Designers' Operating Criteria (DOC), Standard Operating Procedures (SOP), As-Builts, Completion Reports, Construction Report	_____	_____	_____
22. Perform Final Inspections	_____	_____	_____
23. Transfer Facilities to Operation and Maintenance	_____	_____	_____
24. Submit Closeout/Final Payment	_____	_____	_____

\_\_\_\_\_  
Construction Engineer/Construction Manager

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Design Team Leader