



APPENDIX D

PROJECT STATUS AND DOCUMENT CHECKLIST
FEDERAL PROCESS

PROJECT NO.: _____ TRACS NO.: _____
PROJECT NAME: _____ TERMINI: _____
LOCAL AGENCY: _____ DISTRICT: _____ FY: _____ Length: _____
LOCAL AGENCY CONTACT: _____ PHONE: _____

_____ Project Request received from Local Agency
_____ Project Scoping Meeting (Kick-off)/Field Review with Local Agency
_____ Route Classification and Eligibility from TPD
_____ TRACS and Project No. request form Submitted. Returned _____
_____ Safety Project Eligibility Request Rec'd (Traffic/Accident Study). FHWA Approval _____

If Federal Funds for Design:

_____ Design Consultant Selection Process submitted by Local Agency to ECS (Carrie Satterlee)
_____ Consultant Selection Process approved by ECS. Approval to Local Agency _____
_____ Signed contract between Local Agency and Consultant received
_____ Federal Obligation (1240). Approved _____. Notice to Proceed to Local Agency _____
_____ Initial DCR Received. Distributed in ADOT _____. Comments to Local _____
_____ Project Determination Form to Environmental Planner (Alisa) with 4 copies of DCR
_____ Project Development Schedule from Local Agency
_____ Final DCR Received. Approval Letter sent to Local Agency _____
_____ Environmental Clearance from EP (Alisa). Can not proceed past 30% without environ. clearance.
_____ Right of Way Clearance Letter
_____ Utilities Clearance Letter
_____ IGA request to ECS. IGA executed _____
_____ Receive Local Agency Matching Funds

Table with 7 columns: Item, 30% (Stage II) REC, 30% (Stage II) RET, 60% (Stage III) REC, 60% (Stage III) RET, 95% (Stage IV) REC, 95% (Stage IV) RET. Rows include PLANS, SPECIFICATIONS, ESTIMATE, SPECIAL PROVISIONS, GEOTECHNICAL REPORT, MATERIALS DESIGN MEMO, STRUCTURAL SELECTION REPORT, STRUCTURAL CALCULATIONS, DRAINAGE REPORT, DRAINAGE CALCULATIONS, EARTHWORK CALCULATIONS.

_____ PS&E Approval Letter from C&S to Local Agency. From Local Agency to C&S _____
_____ Federal Obligation requested (1240). Approved _____. Local Agency notified _____
_____ Field Review _____. Office Review _____. FACE Sheet to Local Agency _____
_____ Original Plans and Specs received from Local Agency. Cross Sections received _____
_____ Control Desk Submittal
_____ Bid Advertisement. Bid Opening _____. Bid Award _____. Notice to Proceed _____

COMMENTS _____

