



### 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

	30% (Stage II)		60% (Stage III)		95% (Stage IV)	
	REC	RET	REC	RET	REC	RET
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 \_\_\_\_\_

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