

February 5, 2004

**INSTRUCTIONAL BULLETIN NO. 2004-2**

**SUBJECT:** Quality Assurance of Design Field Review Plans

**EFFECTIVE DATE:** February 2, 2004

**SUPERSEDES:** None

**RE:** None

The procedure below describes the quality assurance (QA) review of Design Field Review Plans prepared by Road Design for all projects with the exception of 'C' funded or partly funded projects.

Design Field Review (DFR) Plans are to be reviewed by the Design Services Group for design and compliance with guidelines, policies, and procedures as adopted by the Department. A copy of the QA review checklist is attached.

Design Field Review Plans are to be delivered by the Design Group to the Design Services Group five (5) working days prior to the date of the scheduled design field review. Upon completion of the Design Services Group's review of the Design Field Review Plans, the Design Services Group's comments will be returned to the Design Groups for revisions, if any, that may need addressing.

The review of the DFR plans will be done during the same time the DFR is being performed. The QA review of the DFR is not to delay or interfere with the scheduling and/or completing the DFR.

Approved: \_\_\_\_\_

E. S. Eargle  
Road Design Engineer

ESE:afg

Attachment

cc:

Mark C. Lester, Prog. Dev. West  
Rocque Kneece, Prog. Dev. East  
Doug McClure, Bridge Design Engr.  
Clem Watson, Director of CRM Operations  
Charles K. Smoak, Hydraulic Engineer

CRM East  
CRM West  
Al Barwick, CRM Manager  
Jim Frick, Contract Document Facilitator

**Index:**  
**HDM – Highway Design Manual**  
**IB – Instructional Bulletins**  
**PPG – Plan Preparation Guide**

**DESIGN FIELD REVIEW PLANS**  
**(30% COMPLETE)**

**QUALITY ASSURANCE REVIEW**

County: \_\_\_\_\_ Road/Route: \_\_\_\_\_ PIN: \_\_\_\_\_

Design Group No.: \_\_\_\_\_ - Secondary/Primary (Circle one)

Consultant: \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_  
                                Initials                          Begin Date                          End Date                          Let Date

**I. CHECK PPMS DATA**

- A. Project Identification Number (PIN)
- B. County
- C. File Number
- D. Project Number
- E. Road/Route Number(s)

**II. TITLE SHEET**

- A. Correct Reference Title Sheet for Project (dfrts2.dgn PER IB 2003-2)
- B. Location / Description
  - 1. Check Map against Description.
  - 2. North Arrow
  - 3. Location Map Labels (.....County or Town/City of.....)
- C. Traffic Data (year 2002)
- D. Check Beginning and Ending Stations Notes on Location Map Agree with:
  - 1. Plans/ Profiles
  - 2. Project area clearly highlighted on map.

**III. DESIGN EXCEPTIONS**

- A. Pre-Construction Report Items
  - 1. Design Speed (HDM 11.2.5)
  - 2. Horizontal Alignment (HDM CHP. 11)
  - 3. Vertical Alignment (HDM CHP. 12)
  - 4. Vertical Clearance (HDM 19.3.2)
  - 5. Grade (HDM CHP. 12)
  - 6. Bridge width (HDM 13.5.1)
  - 7. Superelevation (HDM CHP. 11)
  - 8. Cross Slope (HDM 13.2.3)
  - 9. Lane width (HDM 13.2.2)
  - 10. Shoulder width (HDM 13.2.6)

Design Field Review Plan  
Revised January 28, 2004

- 11. Stopping sight distance (HDM 10.1.3)
- 12. Structural Capacity of Bridges (HDM 9.2.2)
- 13. Horizontal clearance (HDM 11.2.7)
- B. Copy of "Request for Approval of Design Exceptions", if applicable (HDM 9.2.3)