WEST VIRGINIA DIVISION OF HIGHWAYS
DESIGN REPORT FIELD REVIEW SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

General Plan Requirements

_____ Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown

Plan and Profile Sheets

_____ Alignment, Curve Data, and Superelevation Rate Shown for Mainline and all Sideroads
_____ Stationing Shown for Mainline and all Sideroads
_____ Prel. Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads
_____ Proposed Construction Limits Shown
_____ Property Lines from Tax Maps Shown
_____ Disposition of all Crossroads, Railroads, and Streams or Rivers
_____ Channel Change Requirements Incorporating Natural Channel Design Features Shown
_____ Major Drainage Requirements, Shown (DD-706)
_____ Proposed and Existing R/W Limits Shown (DD-301)
_____ Existing & Private Major Utilities, Including Gas Fields, Sewer, and Water Facilities Shown

Typical Sections

_____ Mainline Typicals
_____ Sideroad Typicals

Cross Sections

_____ Mainline Sections at 500 foot Spacing and at Critical Locations
_____ Sideroad Sections at 500 foot Spacing and at Critical Locations
_____ Existing Topography, Including R/W, Streams, Roads, Utilities, etc., Shown

Miscellaneous Sheets

_____ Title Sheet with Proposed Sheet Index (DD-701)
_____ Mass Diagram
_____ Traffic Sketch Map (DD-802)
_____ Conceptual Maintenance of Traffic Scheme, Including Detours
_____ Ownership Index (May be submitted as a separate report on large projects involving a significant number of parcels)

Field Review Report

_____ Design Criteria Listing for Mainline and all Sideroads
_____ Listing of Proposed Design Exceptions
_____ Listing of Advantages and Disadvantages of Each Alignment Under Study
_____ Table of Physical Characteristics (curvature, grades, construction costs, right-of-way costs, displacements, length, etc.) of Each Alignment
_____ Access Point Analysis Including type, location, etc.
_____ Access Point Cost Analysis (DD-307)
_____ Geotechnical Overview

Miscellaneous Reports

_____ Major Drainage Calculations (Two Separately Bound Sets)
_____ Total Project Construction Cost Estimate of Each Alignment Under Study

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager
2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS

DESIGN REPORT OFFICE REVIEW SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

General Plan Requirements

_____ Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown

Plan and Profile Sheets

_____ Alignment, Curve Data, and Superelevation Rate Shown for Mainline and all Sideroads
_____ Stationing Shown for Mainline and all Sideroads
_____ Prel. Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads
_____ Proposed Construction Limits Shown
_____ Property Lines from Tax Maps Shown
_____ Disposition of all Crossroads, Railroads, and Streams or Rivers
_____ Channel Change Requirements Incorporating Natural Channel Design Features Shown
_____ Major Drainage Requirements, Shown (DD-706)
_____ Proposed and Existing R/W Limits Shown (DD-301)
_____ Existing & Private Major Utilities, Including Gas Fields, Sewer, and Water Facilities Shown

Typical Sections

_____ Mainline Typicals
_____ Sideroad Typicals

Cross Sections

_____ Mainline Sections at 500 foot Spacing and at Critical Locations
_____ Sideroad Sections at 500 foot Spacing and at Critical Locations
_____ Existing Topography, Including R/W, Streams, Roads, Utilities, etc., Shown

Miscellaneous Sheets

_____ Title Sheet with Proposed Sheet Index (DD-701)
_____ Mass Diagram
_____ Traffic Sketch Map (DD-802)
_____ Conceptual Maintenance of Traffic Scheme, Including Detours (If Required)
_____ Ownership Index (May be submitted as a separate report on large projects involving a significant number of parcels)

Office Review Report

_____ Design Criteria Listing for Mainline and all Sideroads
_____ Listing of Proposed Design Exceptions
_____ Listing of Advantages and Disadvantages of Each Alignment Under Study
_____ Table of Physical Characteristics (curvature, grades, construction costs, right-of-way costs, displacements, length, etc.) of Each Alignment
_____ Access Point Analysis Including type, location, etc.
_____ Access Point Cost Analysis (DD-307)
_____ Geotechnical Overview
_____ Listing of Design Report Field Review Comments and Action Taken on Each Comment

Miscellaneous Reports

_____ Major Drainage Calculations (Two Separately Bound Sets)
_____ Total Project Construction Cost Estimate of Each Alignment Under Study

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager
2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS
PRELIMINARY FIELD REVIEW SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

General Plan Requirements

_____ Construction Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown

Field Review Preparation

_____ Mainline Centerline Flagged at Sufficient Intervals for Field Review
_____ RW-1 Plans or RW-1 & RW-2 Combined Plans Submitted (DD-301)
_____ Value Engineering Review Required (DD-816)

Plan and Profile Sheets

_____ Alignment, Curve Data, and Superelvation Shown for Mainline and all Sideroads
_____ Stationing Shown for Mainline and all Sideroads
_____ Prel. Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads
_____ Proposed Construction Limits Shown
_____ Property Lines Shown
_____ Disposition of all Crossroads, Railroads, and Streams or Rivers
_____ Channel Change Requirements Incorporating Natural Channel Design Features Shown
_____ Major Drainage Requirements, Including Pipe Profiles, Shown (DD-706)
_____ Major Erosion and Sediment Control Features on Plans and Cross Sections
_____ Proposed and Existing R/W Limits Shown
_____ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for Residences, Shown (DD-303)

Typical Sections

_____ Mainline Typicals
_____ Sideroad Typicals
_____ Temporary Detour Typicals

Cross Sections

_____ Mainline Sections at 200 foot Spacing and at Critical Locations
_____ Sideroad Sections at 200 foot Spacing and at Critical Locations
_____ Earthwork Based on Assumed Slopes
_____ Existing Topography, Including R/W, Utilities, Bldg.'s, etc., Shown

Environmental Requirements

_____ Type of 404 Permit Documented (Individual or Nationwide)
_____ Certification of Familiarity with Environmental Documents
_____ List of Required Environmental Mitigations (DD-206)
_____ Listing and Explanation of Deviations to Design Report and Env. Documents

Miscellaneous Sheets

_____ Title Sheet with Proposed Sheet Index (DD-701)
_____ Mass Diagram
_____ Interchange Geometric Layout
_____ Traffic Sketch Map (DD-802)
_____ Conceptual Maintenance of Traffic Scheme, Including Detours (DD-681)
_____ Traffic Routing Contingency Plan for Bridge/Structure Projects
_____ Property Maps, Ownership and Utility Index from R/W-1 Plans (DD-301)

Boring Layout and Documents

_____ Boring Layout Shown on a Set of Topographic Plans
_____ Boring Bid Documents (Submitted after Preliminary Field Review) (DD-401)
_____ Boring Tabulation Showing all Pertinent Information (Submitted after Preliminary Field Review)

Preliminary Field Review Report

_____ Design Criteria Listing for Mainline and all Sideroads
_____ Access Point Cost Analysis (DD-307)
_____ Draft of required Design Exceptions

Miscellaneous Reports

_____ Major Drainage Calculations (Two Separately Bound Sets)
_____ Geometric Calculations (Two Separately Bound Sets)
_____ Total Project Construction Cost Estimate

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager
2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS
SLOPE REVIEW SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

General Plan Requirements

_____ Construction Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown

Plan and Profile Sheets

_____ Alignment, Curve Data, and Superelvation Shown for Mainline and all Sideroads
_____ Stationing Shown for Mainline and all Sideroads
_____ Prel. Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads
_____ Proposed Construction Limits Shown
_____ Property Lines Shown
_____ Disposition of all Crossroads, Railroads, and Streams or Rivers
_____ Channel Change Requirements Incorporating Natural Channel Design Features Shown
_____ Major Drainage Requirements, Including Pipe Profiles, Shown (DD-706)
_____ Proposed and Existing R/W Limits Shown
_____ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for Residences, Shown (DD-303)
_____ Boring Layout Plotted on All Plan Sheets
_____ Borings Plotted on Profile Sheets
_____ Preliminary Layout of all Structures, Including Bridges, Culverts, and Walls

Typical Sections

_____ Mainline Typicals
_____ Sideroad Typicals
_____ Temporary Detour Typicals

Cross Sections

_____ Cross Sections with Recommended Cut Slopes, Fill Slopes and Associated Fill Benches, and Select Embankment Placement
_____ Earthwork Based on Assumed Slopes and Recommended Shrink and Swell Factors
_____ Borings Plotted on all Applicable Sections

Miscellaneous Sheets

_____ Title Sheet for Boring Logs Showing Geologic Symbols (DD-402)
_____ Mass Diagram

Geotechnical Report

_____ Discussion of Recommended Slopes
_____ Discussion of Recommended Culverts and Retaining Walls
_____ Discussion of Project Soils and Geologic Conditions, Including Subsurface Conditions (DD-402)
_____ Discussion and Justification for Recommended Shrink and Swell Factors (DD-406)
_____ Laboratory Testing & Soil/Rock Analysis
_____ Engineer's Written Field Boring Logs
_____ Total Project Construction Cost Estimate

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager
2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL FIELD REVIEW SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

General Plan Requirements

_____ Construction Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown
_____ All Phases of Work Included in a Bid Item

Plan and Profile Sheets

_____ Alignment, Curve Data, and Superelvation Shown for Mainline and all Sideroads
_____ Stationing Shown for Mainline and all Sideroads
_____ Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads
_____ Construction Limits Shown
_____ Property Lines Shown
_____ Disposition of all Crossroads, Railroads, and Streams or Rivers
_____ Channel Change Requirements Incorporating Natural Channel Design Features Shown
_____ All Drainage Requirements Including Pipes, Pipe Profiles, Ditches, and Underdrains Shown (DD-706)
_____ Major Erosion and Sediment Control Features on Plans and Cross Sections
_____ Proposed and Existing R/W Limits Shown
_____ Utility Dispositions Shown (If Available)
_____ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for Residences, Shown (DD-303)
_____ Pavement/Surface Limits for All Roads
_____ Site Plans for All Structures

Typical Sections

_____ Mainline Typicals
_____ Sideroad Typicals
_____ Pavement Edge/Shoulder Details
_____ Pavement Design with Legend Including all Related Details
_____ Temporary Detour Typicals

Miscellaneous Sheets

_____ Title Sheet with Proposed Sheet Index (DD-701)
_____ Summary of Quantities Showing List of Items Separated by Categories with Alternates at the End of Each Category (BAMS Format) (DD-705)
_____ General Note Sheets (DD-704)
_____ Quantity Tables without Quantities except Earthwork (DD-705)
_____ Mass Diagram
_____ Reference Point Sheet
_____ Geometric Layout Sheet with Coordinates
_____ Benchmarks Shown on Ref. Pt. Sheet, Geometric Layout Sheet, or Profile Sheet
_____ Superelevation Shown for all Curves (DD-603)
_____ Interchange Geometrics Shown
_____ Intersection Layout Including Joint Layout
_____ Complete Maintenance of Traffic Scheme Including Sequence of Construction (DD-681)
_____ Traffic Routing Contingency Plan for Bridge/Structure Projects
_____ Prel. Pavement Marking Layout (DD-682)
_____ Preliminary Sign Layout (DD-683)
_____ Preliminary Signal Layout
_____ Preliminary Lighting Layout (DD-684)
_____ All Required Ret. Wall and Culvert Details Shown
_____ Any Required Special Detail Sheets
_____ Property Maps, Ownership and Utility Index from R/W-2 Plans (DD-301)
_____ Completed Set of Soil Plans and Profiles Including Title Sheet (DD-402)

Cross Sections

_____ Complete Set of Mainline Cross Sections Showing Templates, Earthwork, Borings, R/W Limits. Guardrail & Barriers
_____ Complete Set of Sideroad Cross Sections Showing Templates, Earthwork, Borings, R/W Limits. Guardrail & Barriers
_____ All Drainage Features Shown
_____ Quantity Tables Completed

WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL FIELD REVIEW SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

Final Field Review Report

_____ Listing of Preliminary Field Review and Slope Review Comments and Action Taken on Each Comment

_____ Preliminary Calculations for Turning Lane Lengths and Tapers, Intersection Sight Distances, Interchange Ramp Lengths

_____ Completed Design Exception Reports

_____ Discussion of Construction Sequence Utilized in Plan Development

_____ Listing of Proposed Project Specific Special Provisions

_____ Discussion of Need for Incentive/Disincentive Contract Provisions (DD-708)

Miscellaneous Reports

_____ Complete Drainage Calculations (Two Separately Bound Sets) (Three Sets if FHWA Involved)

_____ Geometric Calculations (Two Separately Bound Sets) (Three Sets if FHWA Involved)

_____ Geotechnical Report (Draft)

_____ Total Project Construction Cost Estimate

Final Field Review Preparation

_____ RW-2 Plans Submitted (DD-301)

Environmental Requirements

_____ Type of 404 Permit Documented (Individual or Nationwide)

_____ List of Required Environmental Mitigations (DD-206)

_____ Certification and Listing of Adherence to Environmental Documents

_____ Listing and Explanation of Deviations to Design Report and Env. Documents

_____ Completed NPDES Registration Form

Value Engineering Report (If Applicable)

_____ Listing of Comments From Value Engineering Review (DD-816)

_____ Discussion of Actions Taken on Each Comment

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager

2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL OFFICE REVIEW SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

General Plan Requirements

_____ Construction Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown
_____ All Phases of Work Included in a Bid Item

Plan and Profile Sheets

_____ Alignment, Curve Data, and Superelvation Shown for Mainline and all Sideroads
_____ Stationing Shown for Mainline and all Sideroads
_____ Grades and Vertical Curve Data, Including K-Value, Shown for Mainline and all Sideroads
_____ Construction Limits Shown
_____ Property Lines Shown
_____ Disposition of all Crossroads, Railroads, and Streams or Rivers
_____ Channel Change Requirements Incorporating Natural Channel Design Features Shown
_____ All Drainage Requirements Including Pipes, Pipe Profiles, Ditches, and Underdrains Shown (DD-706)
_____ Major Erosion and Sediment Control Features on Plans and Cross Sections
_____ Drainage and Guardrail Limits/Data Noted on Plan and Profile Sheets
_____ Proposed and Existing R/W Limits Shown
_____ Utility Dispositions Shown for all affected Utilities (If Available)
_____ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for Residences, Shown (DD-303)
_____ Pavement/Surface Limits for All Roads
_____ Site Plans for All Structures

Typical Sections

_____ Mainline Typicals
_____ Sideroad Typicals
_____ Pavement Edge/Shoulder Details
_____ Pavement Design with Legend Including all Related Details
_____ Temporary Detour Typicals

Miscellaneous Sheets

_____ Title Sheet with Proposed Sheet Index (DD-701)
_____ Summary of Quantities Showing List of Items Separated by Categories with Alternates at the End of Each Category (BAMS Format) (DD-705)
_____ General Note Sheets (DD-704)
_____ Quantity Tables with all Quantities Completed (DD-705)
_____ Mass Diagram
_____ Reference Point Sheet
_____ Geometric Layout Sheet with Coordinates
_____ Benchmarks Shown on Ref. Pt. Sheet, Geometric Layout Sheet, or Profile Sheet
_____ Superelevation Tables and Diagrams Completed for all Curves (DD-603)
_____ Interchange Geometrics Shown
_____ Intersection Layout Including Joint Layout
_____ Complete Maintenance of Traffic Scheme Including Sequence of Construction (DD-681)
_____ Traffic Routing Contingency Plan for Bridge/Structure Projects
_____ Pavement Marking Layout (DD-682)
_____ Sign Layout (DD-683)
_____ Signal Layout
_____ Lighting Layout (DD-684)
_____ All Required Ret. Wall and Culvert Details Shown
_____ Any Required Special Detail Sheets
_____ Property Maps, Ownership and Utility Index from R/W-3 Plans
_____ Completed Set of Soil Plans and Profiles Including Title Sheet (DD-402)

Cross Sections

_____ Complete Set of Mainline Cross Sections Showing Templates, Earthwork, Borings, R/W Limits. Guardrail & Barriers
_____ Complete Set of Sideroad Cross Sections Showing Templates, Earthwork, Borings, R/W Limits. Guardrail & Barriers
_____ All Drainage Features Shown
_____ Quantity Tables Completed

WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL OFFICE REVIEW SUBMISSION CERTIFICATION

State Project No.	Enter State Project #	Consultant	Enter Consultant's Name
Federal Project No.	Enter Federal Project #	Project Manager	Enter Project Manager's Name
Project Name	Enter Project Name	Submission Date	Enter Submission Date
County	Enter County Name		

Final Office Review Report

_____ Listing of Final Field Review Comments and Action Taken on Each Comment
_____ Final Calculations for Turning Lane Lengths and Tapers, Intersection Sight Distances, Interchange Ramp Lengths
_____ Approved Design Exception Reports
_____ Discussion of Construction Sequence Utilized in Plan Development
_____ Completed Copies of All Project Specific Special Provisions (Word Format) (DD-105, DD-820)
_____ Complete Incentive/Disincentive Provisions
_____ Letters Approving Proposed Relocations From Utility Companies

Environmental Requirements

_____ List of Required Environmental Mitigations (DD-206)
_____ Certification and Listing of Adherence to Environmental Documents
_____ Listing and Explanation of Deviations to Design Report and Env. Documents
_____ Copy of Transmittal Letter From DDT Submitting NPDES Registration to DEP
_____ Completed NPDES Registration Form with all Attachments sent to DEP

Miscellaneous Reports

_____ Complete Drainage Calculations (Two Separately Bound Sets) (Three Sets if FHWA Involved)
_____ Computations Including Horizontal/Vertical Geometry and Quantity Calculations (Two Separately Bound Sets) (Three Sets if FHWA Involved)
_____ Final Geotechnical Report (DD-402)

Corps of Engineers Permit Requirements

_____ Plan View of all Project Areas Requiring a 404 Permit
_____ Profile View of all Project Areas Requiring a 404 Permit
_____ Cross Section View of all Project Areas Requiring a 404 Permit
_____ Quantity of Material to be Placed Below "Ordinary High Water" Shown on Appropriate Sheets
_____ Temporary Fills, Causeways, Bridges, Pipes, etc. Shown For Proposed Construction Scheme
_____ Copy of Section 106 "Historical Clearance Document" Included
_____ Copy of "Rare, Threatened, and Endangered Species Clearance Letter" Included
_____ Copy of Letter Submtting Plans to Resource Agencies for Review
_____ Copy of All Comments Received from Resource Agencies
_____ Copy of FEMA Clearance Letter (If Applicable)
_____ Two Copies of Completed 404 Permit Application Package Included

Supplemental Contract Information

_____ Estimated Contract Time Chart (DD-803)
_____ Total Project Construction Cost Estimate

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager
2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS
SPAN ARRANGEMENT SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

Struc. No. or Wall Sta. Enter Structure # or Wall Station

General Plan Requirements

_____ Construction Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown
_____ Bridge Number Shown on All Applicable Documents and Plan Sheets

Plan and Profile Sheets

_____ Plan and Profile Sheet for Each Span Arrangement Studied
_____ Proposed Grading for Each Alternative Shown
_____ Alignment and Curve Data Shown for Each Alternative
_____ Prel. Grades and Vertical Curve Data Shown for Each Alternative
_____ Stationing Shown for Each Alternative
_____ Boring Locations Shown for Each Span Arrangement
_____ Hydraulic Data Plotted on Profile
_____ Clearance Envelope for Any Railroads Highways, or Associated Structures
_____ Proposed and Existing R/W Limits Shown
_____ Traffic Data Shown on Plan Sheets
_____ Profile of All Crossroads or Intersecting Features Shown
_____ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for Residences, Shown (DD-303)
_____ Schematic Profile of Underpassing Railroad or Roadway

Typical Sections

_____ Roadway Typicals
_____ Bridge Typicals Shown, Including Staging Requirements
_____ Temporary Detour Typicals

Miscellaneous Sheets

_____ Conceptual Maintenance of Traffic Scheme
_____ Traffic Routing Contingency Plan for Bridge/Structure Projects
_____ Location and Elevation of Existing Structure Showing Clearances, Waterway Opening, and Appropriate Storm Frequency Elevations

Boring Layout and Documents

_____ Boring Layout
_____ Boring Bid Documents (Submitted after Span Arrangement Review) (DD-401)
_____ Boring Tabulation Showing all Pertinent Information (Submitted after Span Arrangement Review)

Span Arrangement Report

_____ Alignment, Grades, Typical Sections, and Superelevation of Bridge Matches Those used in the Prel. Field Review and are Documented in the Report
_____ Preliminary Hydraulic Study Submitted (Three Separately Bound Sets) (Four Sets if FHWA Involved)
_____ Freeboard Documented
_____ Navigational Clearance Requirements Documented
_____ Roadway or Railroad Clearance Requirements Documented (DD-303)
_____ Maintenance of Traffic Requirements Documented
_____ Constructablility and Staging Requirements Discussed and Accounted for in Proposed Layout
_____ Description of Proposed Superstructure Depth, Type, and Span Length for Each Alternate
_____ Listing of Proposed Computer Software
_____ Listing of Deck Drainage Requirements
_____ Listing of Joint and/or Bearing Requirements
_____ Listing of Environmental, Aesthetic, and Utility Requirements
_____ Description of Assumed Foundation Type
_____ Preliminary Total Structure Cost for Each Span Arrangement, Listed by Item and Separated by Super and Sub Structure
_____ Recommended Layouts for TS&L
_____ Copy of Minutes from Pre-Span Arr. Meeting
_____ Total Project Construction Cost Estimate

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager
2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS
COMBINED TS&L SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

Struc. No. or Wall Sta. Enter Structure # or Wall Station

General Plan Requirements

_____ Construction Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown
_____ Bridge Number Shown on All Applicable Documents and Plan Sheets

Plan and Profile Sheets

_____ Plan and Profile Sheet for Each Alternative Studied
_____ Proposed Grading for Each Alternative Shown
_____ Alignment and Curve Data Shown for Each Alternative
_____ Grades and Vertical Curve Data Shown for Each Alternative
_____ Stationing Shown for Each Alternative
_____ Boring Locations Shown for Each Alternative
_____ Hydraulic Data Plotted on Profile
_____ Clearance Envelope for Any Railroads Highways, or Associated Structures
_____ Proposed and Existing R/W Limits Shown
_____ Existing Public & Private Utilities, Including Gas, Water, Septic, and Leach Fields for Residences, Shown (DD-303)
_____ Schematic Profile of Underpassing Railroad or Roadway

Boring Layout and Documents

_____ Completed Geotechnical Report (Five copies)
_____ Bearing Capacities Documented
_____ Foundation Depth Shown
_____ Scour Depths Shown
_____ External Stablility Calculations of MSE Walls Included

Typical Sections

_____ Roadway Typicals
_____ Bridge Typicals Shown, Including Staging Requirements
_____ Temporary Detour Typicals (If Applicable)

Combined TS&L Report

_____ Alignment, Grades, Typical Sections, and Superelevation of Bridge Matches those Currently Approved and are Documented in the Report
_____ Final Hydraulic Study Submitted (Three Separately Bound Sets) (Four Sets if FHWA Involved)
_____ Scour Analysis Including Completed DS-34
_____ Freeboard Documented
_____ Navigational Clearance Requirements Documented
_____ Roadway or Railroad Clearance Requirements Documented (DD-303)
_____ Maintenance of Traffic Requirements Documented
_____ Constructablility and Staging Requirements Discussed and Accounted for in Proposed Layout
_____ Conceptual Deck Drainage Design for Each Alternate
_____ Conceptual Design of Joint and/or Bearing Requirements
_____ Listing of Environmental, Aesthetic, and Utility Requirements
_____ Lighting and Signing Requirements Documented
_____ Inspection Access Requirements Documented
_____ Description of Superstructure Types Considered
_____ Description of Substructure and Foundation Types Considered
_____ Detailed Discussion of the Advantages and Disadvantages of each Type and a Recommended Superstructure/ Substructure Combination
_____ Total Structure Cost for each Appropriate Superstr./Substr. Combination Listed by Item and Separated between Superstructure and Substructure
_____ Total Project Construction Cost Estimate
_____ Listing of all Project Specific Special Provisions
_____ Listing of Span Arr. Review Comments and Action Taken on Each Comment

WEST VIRGINIA DIVISION OF HIGHWAYS
COMBINED TS&L SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

Struc. No. or Wall Sta. Enter Structure # or Wall Station

Miscellaneous Sheets

_____ Title Sheet with Proposed Sheet Index
_____ Conceptual Maintenance of Traffic Scheme
_____ Traffic Routing Contingency Plan for Bridge/Structure Projects
_____ Location and Elevation of Existing Structure Showing Clearances, Waterway Opening, and Appropriate Storm Frequency Elevations
_____ Proposed Framing Plan of All Alternates
_____ Outline Drawings of All Alternate Substructure Units Showing Major Dimensions
_____ Jacking Point Concepts Shown
_____ Proposed Architectural Treatments Shown
_____ Deck Drainage Requirements Shown
_____ Proposed Expansion Dams Shown
_____ Proposed Bridge Bearings Shown

Coast Guard Permit Requirements

_____ Coast Guard Sketches for Recommended Alternate Included
_____ List of Adjoining Property Owners
_____ Quantity of Material to be Removed and Replaced Below the 100 Year Flood Level. Separated by Excavation, Backfill, and Concrete for Each Substructure Unit

Corps of Engineers Permit Requirements

_____ Plan View of all Areas Requiring a 404 Permit
_____ Profile View of all Areas Requiring a 404 Permit
_____ Cross Section View of all Areas Requiring a 404 Permit
_____ Quantity of Material to be Placed Below "Ordinary High Water" Shown on Appropriate Sheets
_____ Temporary Fills, Causeways, Bridges, Pipes, etc. Shown For Proposed Construction Scheme
_____ Copy of Section 106 "Historical Clearance Document" Included
_____ Copy of "Rare, Threatened, and Endangered Species Clearance Letter" Included
_____ Copy of FEMA Clearance Letter (If Applicable)
_____ Two Copies of Completed 404 Permit Application Package Included

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager
2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS
BRIDGE RATING SUBMISSION CERTIFICATION

State Project No.	Enter State Project #	Consultant	Enter Consultant's Name
Federal Project No.	Enter Federal Project #	Project Manager	Enter Project Manager's Name
Project Name	Enter Project Name	Submission Date	Enter Submission Date
County	Enter County Name		

General Requirements - Rating by District Bridge Eng.

_____ Title Sheet with Proposed Sheet Index (DD-701)
_____ Complete Set of Superstructure Plans with All Dimensions, Thicknesses, and Material Specifications Shown
_____ Complete Set of Substructure Plans with All Dimensions, Thicknesses, and Material Specifications Shown
_____ Horizontal Roadway Alignment Including Curve Data Shown
_____ Vertical Roadway Grade Shown
_____ Bridge Layout Dimensions Shown
_____ Foundation Elev. And Low Bearing Elevation Shown
_____ Plan View of Deck Showing All Dimensions, Including Span Lengths Widths, Skew Angles, etc.
_____ Typical Sections Showing Deck Width, Overhang, Parapet Location, Deck Thickness, Overlay Thickness (If applicable), Reinforcing, and Reinforcing Clearances
_____ Complete Set of Bridge Superstructure Calculations

General Requirements - Rating by Design Engineer

_____ Title Sheet with Proposed Sheet Index (DD-701)
_____ Complete Set of Superstructure Plans with All Dimensions, Thicknesses, and Material Specifications Shown
_____ Complete Set of Substructure Plans with All Dimensions, Thicknesses, and Material Specifications Shown
_____ Horizontal Roadway Alignment Including Curve Data Shown
_____ Vertical Roadway Grade Shown
_____ Bridge Layout Dimensions Shown
_____ Foundation Elev. And Low Bearing Elevation Shown
_____ Plan View of Deck Showing All Dimensions, Including Span Lengths Widths, Skew Angles, etc.
_____ Typical Sections Showing Deck Width, Overhang, Parapet Location, Deck Thickness, Overlay Thickness (If applicable), Reinforcing, and Reinforcing Clearances
_____ Complete Set of Bridge Rating Calculations with All Members Rated by the "Manual for Condition Evaluation of Bridges", Latest Edition, Published by AASHTO and the "Standard Specifications for Highway Bridges", Sixteenth Edition, Published by AASHTO
_____ Completed WVDOH DS-25 "Bridge Safe Load Capacity-Analysis and Justification Report"
_____ Completed WVDOH DS-34 "Scour Evaluation Summary"

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager
2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL DETAIL BRIDGE PLAN SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

Struc. No. or Wall Sta. Enter Structure # or Wall Station

General Plan Requirements

_____ Construction Project Numbers Shown
_____ Line Weights Legible
_____ Contours Screened and Legible
_____ Adequate Spot Elevations Shown
_____ North Arrow Shown on all Layout Sheets
_____ Bridge Number Shown on All Applicable Documents and Plan Sheets
_____ AASHTO Material Designations Utilized
_____ Designer and Checker Have Initialed All Sheets
_____ Index to Bridge Sheets Included
_____ Index to Abbreviations Included

Notes and Quantity Sheets

_____ Governing Specification Note
_____ Design Criteria and Methodology Note Included
_____ Material Notes Including Concrete, Reinforcing Steel, Prestressing Strands, Structural Steel, Piling, Drilled Shafts, etc.
_____ Maintenance of Traffic
_____ Temporary Structure Requirements Shown
_____ Dismantling Structure Requirements Shown
_____ Erection Notes
_____ Charpy V-Notch Note Included
_____ Piling Notes Included
_____ Minimum Reinforcing Lap Note Included
_____ Minimum Reinforcing Cover Note Included
_____ Scour Protection Material Size Noted
_____ Lead Paint Notes if Paint Removal or Dismantling Structure Required
_____ Containment Criteria Shown for Cleaning & Painting
_____ Railroad Requirements Shown (DD-303)
_____ Miscellaneous Required Notes to Describe Nonstandard Items of Work
_____ Quantity Table Identifying Pay Items with Quantities, Units, and Totals Shown (BAMS Format)
_____ Table for Lump Sum Items Showing Breakdown of Material Included
_____ All Work Included in an Appropriate Pay Item
_____ Quantities Split per Corporation Limits or Border State Agreements
_____ Columnar Breakdown of Quantities per Substructure Unit and Superstructure Included

Substructure Units

_____ Elevation, Plan, and Sections of Substructure Unit Shown
_____ North Arrow and Orientation Shown
_____ Workpoint and Centerline Bearing Shown
_____ Skew of Substructure Unit Shown
_____ Dimensions of All Components of Each Unit Shown
_____ Bridge Seat and Foundation Elevations Shown
_____ Anchor Bolt Layout Shown in Plan and Section
_____ Limits of Select Material for Backfilling Shown
_____ Limits of Structure Excavation and/or Wet Excavation Shown
_____ Paving Notch Shown as Appropriate
_____ Underdrains Shown
_____ Weep Holes for Abutments and Wingwalls
_____ Reinforcing Steel with Bar Marks Shown
_____ Existing and Finished Grade Shown on Each Substructure Unit
_____ Allowable and Actual Foundation Stresses/ Loads Shown
_____ Quantity Table for Substructure Unit Shown

Miscellaneous Sheets

_____ Foundation Layout Sheet with Workpoints and Adequate Dimensions for Overall Layout Included
_____ Table of Deck Elevations Showing Deflections for Construction Phases
_____ Reinforcing Bar Sheet Included
_____ Railing Details Shown
_____ Fencing or Screening Details Shown
_____ Deck Drainage Details Shown, Including Scuppers, Deck Inlets, Piping System, and Location and Details of Discharge Points
_____ Approach Slabs Competely Detailed with Quantity Table Showing Items Included in Approach Slab Pay Item
_____ Utility Accomodation Details Shown
_____ Lighting Details Shown
_____ Navigational Lighting Details Shown
_____ Architectural Treatment Details Shown
_____ Parapet Transition Details Shown
_____ Drilled Shaft Details Shown
_____ Existing Bridge Plans Included (If Required by the Project Manager)

WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL DETAIL BRIDGE PLAN SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

Struc. No. or Wall Sta. Enter Structure # or Wall Station

Plan and Profile Sheets

_____ Horizontal Roadway Alignment Including Curve Data Shown
_____ Vertical Roadway Grade Shown
_____ Stationing Shown and Matching Roadway Plans
_____ Centerline Bearing Station Shown on All Substructure Units
_____ Bridge Length Shown (paving notch to paving notch)
_____ Skew Angles and Span Lengths Shown
_____ Bridge Layout Dimensions Shown
_____ Foundation Elev. And Low Bearing Elev. Shown
_____ Station and Elevation of All Berms Shown
_____ Limits/Thickness of Slope Protection Shown
_____ Stream Flow Direction Shown
_____ Low Water Surface Elevation Shown
_____ Hydraulic Data Plotted on Profile
_____ Scour Depths Shown for 100 Year Flood Level
_____ Clearance Envelope for Any Railroads Highways, or Associated Structures
_____ Schematic Profile of Underpassing Railroad or Roadway
_____ Bearing Type Shown (i.e. fixed,expansion, integral, semi-integral, etc.)

Deck Slab

_____ Plan View of Deck Showing All Dimensions, Including Span Lengths Widths, Skew Angles, etc.
_____ Typical Sections Showing Deck Width, Overhang, Parapet Location, Deck Thickness, Overlay Thickness (If applicable), Reinforcing, and Reinforcing Clearances
_____ Deck Pour Sequence Shown with Allowable Options Indicated
_____ Reinforcing Steel with Bar Marks Shown
_____ Deck Construction Joint Locations and Details Shown
_____ Drip Goove Detail Shown
_____ Haunch Detail Shown and Noted
_____ End Diaphragm Details for Semi-Integral Abutments Shown
_____ Deck Drain Locations Shown
_____ Sidewalk Details Shown (If applicable)
_____ Railing and/or Screening Attachment Location and Details Shown

Framing Plans and Details

_____ Plan View Showing Location of All Structural Framing
_____ Elevation of All Girders Showing Flange Sizes, Flange Transition Points, Splices Bearing Stiffeners, and Web Size
_____ Size, Location, Type, and Details of All Stiffeners Shown
_____ Detail and Location of All Bolted and Welded Splices Shown
_____ Number, Location, and Spacing of Shear Studs Shown
_____ Stiffener to Girder Welds Detailed
_____ Tension and Stress Reversal Areas Noted
_____ Prestressing Details and Notes Shown (If applicable)
_____ Post-Tensioning Details Shown (If applicable)
_____ Strand Debonding Areas Shown
_____ Camber Diagram Provided
_____ Dead Load Deflection Table Included
_____ Diaphragm/Cross-Frame Details Shown
_____ Bearing Details Shown
_____ Anchor Bolt Details Shown
_____ Expansion Dam Details Shown
_____ Inspection Access Details Shown
_____ Materials Utilized in Girder and Various Components Clearly Shown in Details
_____ Future Jacking Points Shown

Situation Plan

_____ Contours Showing Required Grading Shown
_____ Plan and Elevation View of New Bridge Shown
_____ Right-of-Way Limits Shown
_____ Utilities and Their Disposition Shown
_____ Hydraulic Data Shown
_____ Temporary Detour Shown (If applicable)
_____ Existing Bridge Shown
_____ Core Boring Locations Shown and Core Boring Table Provided
_____ Bridge Length and Span Lengths Shown
_____ Bottom of Pile Tips and Foundations Shown
_____ Fill Slopes Shown

WEST VIRGINIA DIVISION OF HIGHWAYS
FINAL DETAIL BRIDGE PLAN SUBMISSION CERTIFICATION

State Project No. Enter State Project #

Federal Project No. Enter Federal Project #

Project Name Enter Project Name

County Enter County Name

Consultant Enter Consultant's Name

Project Manager Enter Project Manager's Name

Submission Date Enter Submission Date

Struc. No. or Wall Sta. Enter Structure # or Wall Station

Core Boring Logs

_____ Boring Logs Plotted with Legend and Complete Geologic Descriptions of Each Soil and Rock Layer Encountered Using DOH Standard Symbology

_____ Station and Offset for Each Boring Shown

_____ Elevation of Top of Boring Shown

_____ All Soil Test Parameters for Each Layer Shown on the Boring Logs, Including RQD, Per-Cent Recovery, Bearing Pressure, etc.

_____ Bottom of Foundation Plotted on Borings

_____ Pile Tip Elevations Shown On Borings

_____ Drilled Shaft Elevations Shown on Borings, Including Top of Competent Rock and Bottom of Shaft

Supplemental Contract Informatior

_____ Listing of Comb. TS&L Review Comments and Action Taken on Each Comment

_____ Completed Project Specific Special Provisions (Word Format)

_____ Estimated Contract Time Chart (DD-803)

_____ Total Project Construction Cost Estimate

_____ Shop Drawing and Construction Services Proposal Submitted to Consultant Services (If applicable)

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager

2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS
PS&E SUBMISSION CERTIFICATION
(To Be Submitted With Half-Size PS&E Plans)

State Project No.	Enter State Project #	Consultant	Enter Consultant's Name
Federal Project No.	Enter Federal Project #	Project Manager	Enter Project Manager's Name
Project Name	Enter Project Name	Submission Date	Enter Submission Date
County	Enter County Name		

General Requirements

_____ Title Sheet (Full-Size Mylar) Signed and Sealed by the Responsible Professional Engineer Registered in the State of West Virginia (DD-701)

_____ Title Sheet (Half-Size Plan) Signed and Sealed by the Responsible Professional Engineer Registered in the State of West Virginia (DD-701)

_____ Proposed and Existing Right-of Way Limits Shown on the Construction Plans Match Those Limits Shown on the Latest RW-3 Plans

_____ Listing of Final Office Review Comments and Final Detail Bridge Plan Comments and Action Taken on Each Comment

_____ Approved Design Exception Reports

_____ Final Completed Project Specific Special Provisions (Word Format)

_____ Final Completed Estimated Contract Time Chart (DD-803)

_____ Final Total Project Construction Cost Estimate

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager

2- Use "NA" for any item not applicable to the project. Do not leave any items blank.

WEST VIRGINIA DIVISION OF HIGHWAYS
TRACING SUBMISSION CERTIFICATION
(To Be Submitted Following Award of Project or as Directed by Project Manager)

State Project No.	Enter State Project #	Consultant	Enter Consultant's Name
Federal Project No.	Enter Federal Project #	Project Manager	Enter Project Manager's Name
Project Name	Enter Project Name	Submission Date	Enter Submission Date
County	Enter County Name		

General Requirements

_____ Complete Set of Reproducible Full-Size Mylars of Contract Plans with all Appropriate Revisions Shown and Noted
_____ Final Completed Geometric, Drainage, and Quantity Calculatioins
_____ Final Completed Bridge and Structure Computations (Two Sets)
_____ CD of Contract Plans (When Required by Project Scope)
_____ Survey and Project Control Data Including Aerial Photography Control

Notes: 1- All Lines to be initialed by Office Manager or responsible management level above the Project Manager
2- Use "NA" for any item not applicable to the project. Do not leave any items blank.