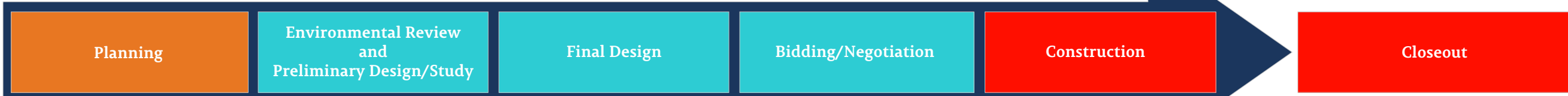


Aeronautics Development Phase Requirements Checklist



- | Planning | Environmental Review and Preliminary Design/Study | Final Design | Bidding/Negotiation | Construction | Closeout |
|---|---|--|---|--|---|
| <p>Scoping, Forecast, and 30% Plan Set</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scoping Minutes <input type="checkbox"/> AGIS SOW approved <input type="checkbox"/> AGIS Survey <input type="checkbox"/> Forecast, 30% Narrative <input type="checkbox"/> Existing ALP drawing set <input type="checkbox"/> RSAI/RSAD  STOP - Forecast Approval/ Notice to Proceed needed <p>60%</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting Minutes <input type="checkbox"/> 60% ALP drawing set <input type="checkbox"/> Exhibit A draft (50% payment) <input type="checkbox"/> Alternatives Discussion <input type="checkbox"/> 60% Narrative Report <input type="checkbox"/> AGIS verified <p>90%, & Final Submittal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Final ALP (with Ultimate) <input type="checkbox"/> ALP Checklist <input type="checkbox"/> Narrative Report <input type="checkbox"/> RSAD <input type="checkbox"/> Exhibit A <input type="checkbox"/> Exhibit A Checklist <input type="checkbox"/> RPZ Alternatives Analysis (if applicable) <p> STOP/Request New Grant</p> | <p>Preliminary Study</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-design meeting w/minutes <input type="checkbox"/> Fee Proposal/s <input type="checkbox"/> Work Authorization/s <input type="checkbox"/> Geotechnical Investigation (if applicable) <input type="checkbox"/> Site Survey/Inspection <input type="checkbox"/> Wildlife Hazard Assessment/Site Visit (if applicable) <input type="checkbox"/> Utility Mapping <input type="checkbox"/> Alternatives Analysis <input type="checkbox"/> 30% Design documents <input type="checkbox"/> TDOT Environmental Determination Checklist <input type="checkbox"/> Approved NEPA review (Simple Written Records) <input type="checkbox"/> RSA Determination (if triggering event) <input type="checkbox"/> Itemized EOPCC (30%) <input type="checkbox"/> Preliminary Report <input type="checkbox"/> Approach Procedure Impacts? <p> Stop - Request Amendment</p> <p><i>Disclaimer: This checklist is intended as a tool to identify potential tasks and deliverables in respect to each phase of development. It is not comprehensive. Additional requirements may be necessary, or some requirements may not be applicable, based on each individual project. Please consult the respective TDOT Aeronautics Project Manager with any questions.</i></p> | <p>Design</p> <ul style="list-style-type: none"> <input type="checkbox"/> Scoping Meeting Minutes <input type="checkbox"/> Fee Proposal/s <input type="checkbox"/> Work Authorization/s <input type="checkbox"/> Approved NEPA review (other than SWRs) <input type="checkbox"/> FONSI/ROD (if applicable) <input type="checkbox"/> Plans and Specifications <input type="checkbox"/> CSPP <input type="checkbox"/> SWPPP (per NPDES Permit) <input type="checkbox"/> MOS (if needed) <input type="checkbox"/> Engineer's Report (Per Table 3-20, Order 5100.38D) <input type="checkbox"/> FAARFIELD design report <input type="checkbox"/> Approved 7460 (Letter of Determination) <input type="checkbox"/> EOPCC (final) <input type="checkbox"/> DBE/MBE/WBE Contract Goal (if applicable) <input type="checkbox"/> Construction Management Plan (paving >\$500k) <p>Obtain approval from TDOT before proceeding with Bidding</p> | <p>Bidding</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Advertisement <input type="checkbox"/> Pre-bid Meeting w/ Minutes <input type="checkbox"/> Complete set of Addenda (if applicable) <input type="checkbox"/> Bid Opening <input type="checkbox"/> Certified Bid Tabulations <input type="checkbox"/> Construction Contract <input type="checkbox"/> Approved Permits (if applicable) <input type="checkbox"/> DBE Award Information or GFE Documentation (LOI & Utilization Statements) <input type="checkbox"/> Letter of Recommendation to Award <input type="checkbox"/> Executed Contract Documents <input type="checkbox"/> IFC plans & specs <p> Stop/Request New Grant</p> | <p>Construction</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fee Proposal/s <input type="checkbox"/> Work Authorization/s <input type="checkbox"/> Pre-Construction Meeting (Agenda, Attendance List and Meeting Minutes) <input type="checkbox"/> Timely Certified Payroll Submittal Attestations <input type="checkbox"/> Schedules <input type="checkbox"/> Notice to Proceed (signed by Sponsor) <input type="checkbox"/> Materials Submittal approvals <input type="checkbox"/> Contractor Quality Control Program (CQCP) <input type="checkbox"/> Inspection Records and Photos <input type="checkbox"/> Progress Meeting Minutes <input type="checkbox"/> Change orders and Supplemental Agreements <input type="checkbox"/> Federal Labor Provisions (Davis-Bacon, CWHSSA, OSHA, Copeland "Anti-kickback" Act): <input type="checkbox"/> Payrolls (wh347), Interviews (SF1445) <input type="checkbox"/> Buy American Waivers (as needed) <input type="checkbox"/> MOS (if needed) <input type="checkbox"/> Notice of Substantial Completion <input type="checkbox"/> Contract Commitments/Awards and Payments Reports | <p>Closeout</p> <ul style="list-style-type: none"> <input type="checkbox"/> Final Inspection/Punch-list documentation <input type="checkbox"/> Final Construction Report <input type="checkbox"/> As-built/Revised/Updated ALP <input type="checkbox"/> Summary of material testing report <input type="checkbox"/> Final change order/s <input type="checkbox"/> Construction Meeting Minutes (complete set) <input type="checkbox"/> Warranty Letter <input type="checkbox"/> Final project reports including financial summary <input type="checkbox"/> AGIS (per AC 150/5300-18B) <input type="checkbox"/> 5010 Updates (Sponsor responsibility) <input type="checkbox"/> Flight Check (if required) <p><u>Contractor Final Project Documentation (AC 150/5370-10H paragraph 90-11)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Manufacturers warranties <input type="checkbox"/> Release of Liens, all claims for labor and material <input type="checkbox"/> Record drawings or as-built drawings <input type="checkbox"/> Certified statements of amounts paid to DBEs (if applicable. TDOT CC-3 form) <input type="checkbox"/> Manufacturer's certifications FAA/TDOT Forms <input type="checkbox"/> Update Work History for Pavements <input type="checkbox"/> TDOT Project Closure Letter (Sponsor responsibility) <input type="checkbox"/> As-built RSAD (if applicable) |