

## WFLHD SUPPLEMENT 9.6.4-1

### 9.6.4 REVIEWS

Add the following:

#### **CFT and Partner Milestone Review Procedures**

This supplement describes the procedures for submitting a project package of plans, specifications, and cost estimate (PS&E package) for review at project milestones, expectations for milestone reviews, and the resolution of comments. This promotes CFT and partner collaboration to ensure that all project features harmonize and that the project purpose and need is realized.

For projects designed by consultants, the PM or the consultant will perform the review coordination here assigned to the "Designer". Consultants are expected to follow this guidance, however their procedures for preparing PDF files for commenting may vary from the guidance provided by WFLHD.

#### **1. Distribution of PS&E Package for Review**

The Designer will:

- a) Create a PDF set of the current plans, Engineer's Estimate, and Special Contract Requirements. Cross-sections or other project specific items may also be included as applicable. See [Figure A](#) for the typical submittal listing.
- b) Place these in the project milestone folder (see [folder structure](#)).
- c) Prepare the documents for the PS&E review as described in the [Plan Review Process](#).

If there are external reviewers the files may also be placed elsewhere; however do not post the cost estimate in a location visible to the general public – the estimate is sensitive information. If an outside party needs to see the estimate, send it to them directly.

The PM will send notification for the review as shown in [Figure B](#) to all Office of Engineering disciplines and Environment. Indicate a reason if a required submittal is unavailable. Include the Quality Assurance Team on all 70% and later distributions.

The PM will send external reviewers a cover memo or transmittal letter, indicating the type of review, review deadline, the PDF files or their location, and the link for the [commenting procedure](#).

**Figure A Submittal Contents**

<b>Project Phase</b>				<b>Review Submittal</b> (place PDF copy in Review folder outside ProjectWise unless otherwise indicated)
<b>30%</b>	<b>50%</b>	<b>70%</b>	<b>≥95%</b>	
R	R	R	R	Plan Set
A	R	R	R	Cross Sections
-	A	R	R	Special Contract Requirements (SCRs)
A	R	R	R	Engineer's Estimate
A	R	R	R	CPM Schedule
A	R	R	R	Earthwork
R	R	R	R	<a href="#">QC Review Checklist</a> with QC Portion Completed (Link to ProjectWise Excel)
R	R	R	R	PM/FM Project Plan (Link to ProjectWise)
A	A	R	R	Technical Discipline Reports and/or Memorandums
A	A	R	R	Highway Design Standards
A	A	A	R	NEPA Concurrence Document (Link to ProjectWise)
-	A	A	R	Environmental Commitment Summary (Link to ProjectWise)
-	-	A	R	Regulatory Permits (Link to ProjectWise)
-	-	A	R	SWPPP (Link to ProjectWise)
-	R	R	R	Previous comment responses (Link to ProjectWise)

Legend: R = Required Submittal  
A = Submittal Based on Availability  
- = Not Applicable

**Figure B Submittal E-mail**

**From:** [Project Manager](#)  
**Sent:** Tuesday, April 16, 2018 1:06 PM  
**To:** [CFT members \(all functions\)](#), Quality Assurance Team  
**Cc:** [HDM](#)  
**Subject:** 70% PIH Milestone Review Submittal; WA SAN JUAN 18(1), Cattle Point Road Relocation

The PIH (70%) milestone review for *WA SAN JUAN 18(1), Cattle Point Road Relocation* is now open. Please complete your review by 5/18/2018. Place your review comments in the PDF files listed below following the [PS&E Review Commenting](#) procedures. Unless otherwise indicated documents may be found at [I:/PSE-Reviews/WA/WA SAN JUAN 18\(1\)/](I:/PSE-Reviews/WA/WA SAN JUAN 18(1)/).

The following items are provided for your review:

Item	File
Plan Set	WASAJH 18(1)_70%PIH_Plans.pdf
Cross Sections	Print Mainline XS_Landscape.pdf – Mainline
SCRs	WASAN JUAN 18(1)_70%PIH_SCRS.pdf
Engineer's Estimate	WASAJH 18(1)_70%PIH_Engineering Estimate.pdf
CPM Schedule	WASAJH 18(1)_70%CPM.pdf
Earthwork	WASAJH 18(1)_EW 70%.pdf – Mainline
QC Review Checklist	<a href="#">QCReview.xlsm</a>
Project Plan	<a href="#">WASAJH 18(1) ProjectPlan.pdf</a>
Technical Discipline Reports/Memos	Report has not been issued yet
Highway Design Standards	WASAJH 18(1) HDS.pdf
NEPA	<a href="#">DEIS CATTLE POINT ROAD Final Aug2010.pdf</a>
Environmental Commitment Summary	Not completed or available at this time
Permits	None are anticipated at this time.
SWPPP	<a href="#">Draft SWPPP Cattle Point 3-17-2014.docx</a>
Previous Comment Responses	<a href="#">50% Review Comments</a>

## 2. Reviewers and Review Responsibilities

All Office of Engineering disciplines, and Environment, are expected to review and comment on PS&E milestone documents.

The discipline's reviewer should be the CFT member. When the CFT member is not available during the review period, an alternate should comment on the PS&E package. When the discipline does not have a CFT member, the functional manager will designate a reviewer. The same reviewer should stay with the project through the project development phase to provide continuity, optimize the value provided by the reviewer, and avoid repeated start up inefficiencies.

The preferred Construction reviewer is the Project Engineer who will be assigned to the project. When the Project Engineer has not yet been assigned to the project, the COE will review the documents or will assign the responsibility to a Project Engineer. The COE must ensure the assigned person possesses the knowledge and experience necessary to effectively perform project-specific constructability and cost estimate reviews. The assigned person should also be familiar with the area (material sources, unique geology, etc.), Partner Agency, and type of work whenever possible. At the 70% milestone, the COE or Project Engineer will perform a comprehensive Constructability Review of the PS&E package.

Each discipline should focus on ensuring their deliverables and input are presented correctly and that the disciplines' deliverables coordinate and are compatible with other elements of the package. The milestone review is not intended as a substitute for any discipline's quality control review. Reviewers are not expected to track quantities from sheets to tables to the summary of quantities table.

## 3. Review Comments

All reviewers, including external reviews, will provide their comments in the PDF documents using the [PS&E Review Commenting](#) procedures. External reviewers will need to send their finished documents to the PM for comment consolidation.

## 4. Comment Resolution

At the close of the review period, the Designer, in conjunction with the PM, will review all published comments, and tag each comment with either:

- **Yes** – the Plans, SCRS, or Estimate will be revised based on the comment.
- **Discuss** – the comment needs to be discussed with other CFT members to determine the appropriate path forward or to provide reasoning on why the PM and Designer recommend not incorporating the comment.

The Designer will prepare a listing of all comments, along with their disposition, and the PM will distribute the list to the CFT, the QC reviewer, and the Quality Assurance Team. See instructions on [responding to comments](#) for more information.

## **5. Milestone Comment Resolution Meetings**

The purpose of the *Milestone Comment Resolution Meeting* is to agree on the disposition of comments. This provides closure to the commenters, and ensures that the CFT concur in their understanding of future design package development, information to communicate at the field review, and expectations for the next milestone.

*Milestone Comment Resolution Meetings* are required at all milestones shown in the P6 project schedule. The meeting will be held before the field review to enable internal agreement on conflicting comments prior to the field review.

The PM will schedule the *Milestone Comment Resolution Meeting* and invite all CFT members. CFT members are expected to attend the meeting in person or remotely. To ensure a productive meeting, the PM will distribute a listing of all comments, along with their disposition, to the CFT and all reviewers at least one business day in advance of the meeting.

At the meeting, the group will reconcile all comments tagged "Discuss" and briefly review comments tagged "Yes" to ensure all disciplines are aware of any changes. The intent of the meeting is for everyone to have a complete understanding of how comments will be incorporated into the next phase of the PS&E.

Within two business days of the *Milestone Comment Resolution Meeting*, the PM will send the listing of all comments, with their final disposition indicated. If a comment is still unresolved, it will be indicated as such in the listing. Do not delay distribution of the list pending resolution of all comments. As remaining comments are resolved, the Designer will update the listing and the PM will redistribute it.

## **6. Comments from the Field Review**

The Designer should record comments from the field review in the PS&E documents using the process described above. Within two business days of the field review the PM will send the listing of all comments, with their final disposition indicated.