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SECTION 400.00 – FINAL DESIGN

Final design means any design activities following preliminary design and expressly includes the preparation of final construction plans and detailed specifications for the performance of construction work.

405.00 – FINAL DESIGN INTRODUCTION

Final design is the culmination of detailed assessments about environmental requirements, design guidelines, plans reviews, right of way, utilities location, materials, drainage, special provisions, agreements, estimates of cost, etc., that must all be addressed before finalizing a project. As has been discussed in previous chapters and in the following information, consideration of these requirements must be made before a final design review can be requested. The final design review indicates that design features have been resolved, review requirements have been completed, no further changes or major problems are anticipated, and plan preparation is in accordance with this Design manual. This chapter covers several additional considerations that have not been previously addressed and the requirements for final design and the plans, specifications, and estimates (PS&E) submittal.

410.00 INTERMEDIATE DESIGN REVIEW (OPTIONAL)

The district may hold an intermediate design review at any time on specific items when input is desired from other sections, or when items with anticipated controversy could be resolved early in the project design. The intermediate design review allows the district, Resource Center, Design/Materials/Construction (DMC), Environmental, Bridge, Traffic, and others when appropriate, an opportunity to review and comment on design details of the roadway, bridge, and traffic plans prior to completion of the plans for the plans, specifications and estimates submittal. Intermediate design reviews that affect a part of entry building or scale must also include the Port of Entry Manager.

Pavement marking, delineation, signing, traffic signals, illumination, and intersection designs plans especially should have an intermediate design review by Traffic. These plans should include existing and proposed utility pole location; street illumination; traffic islands and traffic signal poles; vehicular directors; signal heads and controller; locate "no parking" and "restricted parking" zones, hours, etc.; bus stops and direction of one-way streets; and all traffic control signs.

The plans should show all approaches where loop detection is proposed; locate overhead and underground utility wires, fire hydrants, basements, or any other appurtenances that could influence the design.

For an intermediate design review, the district shall transmit the plans to the subject matter expert in the appropriate headquarters' sections. The plans may be in a semiformal form, however, the information and design details shall be complete and in a form that can be reproduced. The district shall

notify and coordinate with local public agencies/consultants and other outside agencies that are involved in the project of the Intermediate design review.

The recommendations and comments discussed at the review and decisions made will be recorded and published by the district in the intermediate design review report. All additions and corrections that result from the intermediate design review are to be completed prior to the next review. The district then finalizes the plans for the next design review, or if the intermediate design review was held after the final design review, the plans are finalized for the plans, specifications and estimates submittal.

415.00 - RIGHT OF WAY PROCEDURES AND REQUIREMENTS

GENERAL

The project scope is determined during the preliminary engineering phase of a project. The approved charter/concept will address the project needs. Using data from the charter/concept, aerial mapping, or survey data, the initial line and grade for the project is established. When an early line and grade are established, the need for additional right-of-way can be determined. If the proposed improvements will be constructed within the existing right-of-way, no right-of-way plans are required. Projects that need additional right-of-way and/or Easements, Permanent (P) or Temporary (T), require the preparation and submission of "Right-of-way Plans" along with the required documentation necessary for the completion of the plans.

NOTE- Property Use Agreements

Definition: An agreement between a property owner and the Department, wherein ITD and/or its contractor is granted permission to temporarily occupy/access a specific area for minor construction activity. The specific temporary use area is located outside of the existing right-of-way and the use of such area provides mutual benefit to both parties. Property Use Agreements can ONLY be utilized if no other property interest (additional right-of-way or easements) is needed for the highway project. If there is property to be acquired on the parcel, the action must be a temporary easement not a Property Use Agreement.

The area represented in the Property Use Agreement shall be designated as ROE (right-of-entry) on the project construction plans. No compensation will be paid to the property owner for such, nor will the Property Use area be condemned. If the particular item that necessitates a Property Use Agreement, such as matching pavement elevation to private driveway, can be eliminated from the project without adverse impacts to the project or to the adjoining property owner(s), and the owner denies signing a Property Use Agreement, the item will be eliminated from the plans and will not be constructed on the project.

When the use of a Property Use Agreement is applicable, District Design: 1.) obtains the last vesting deed of record and a copy of the county assessor's ownership record for the subject property, 2.) identifies the area for use, 3.) coordinates with ROW Staff for the preparation of the Property Use

Agreement which may include drawings such as plan view, profiles, cross section, details, etc. and 4.) Makes arrangements with ROW Staff to jointly meet with the property owner to explain the need for the temporary use, the mutual benefit, and to obtain property owner's signature on the Property Use Agreement. The copy of the last vesting deed of record, the print-out of the county assessor's ownership record and the executed Property Use Agreement are kept in the Design file for documentation. The area for construction use (referred to as the right-of-entry area, or ROE area) granted by the property owner in the Property Use Agreement is depicted on the Construction Plans and is specifically identified with the boundary and notation specifying the use, i.e. ROE for driveway pavement match. Property Use Agreement areas are not shown on the 'Official Right-of-Way plans.' A copy the Property Use Agreement is provided to Construction Staff.

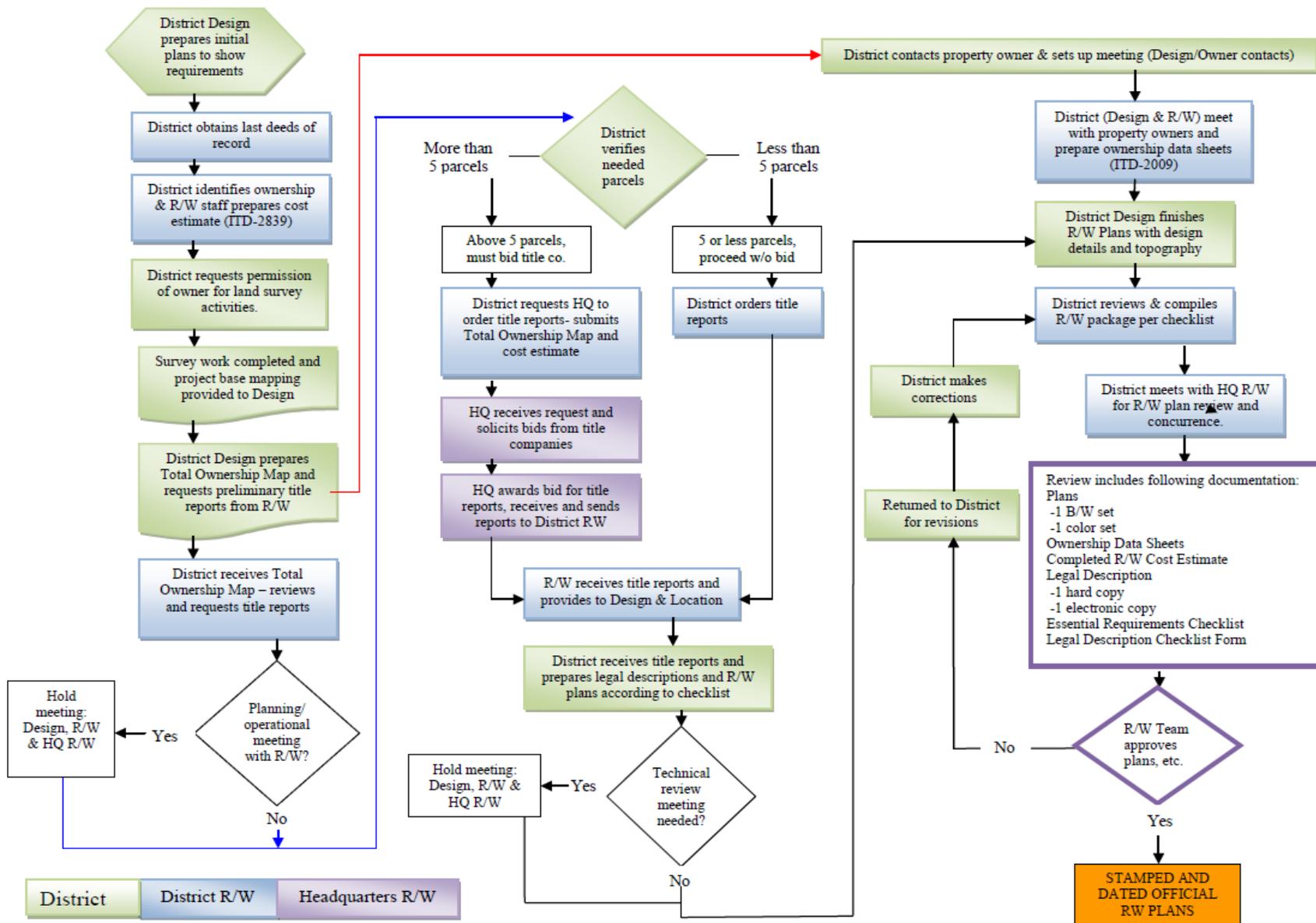
NOTE- Early Acquisition

Definition: Prior to completion of the NEPA process, the Department may initiate acquisition of real property at any time it has the legal authority to do so based on program or project considerations. The Department may undertake early acquisition for corridor preservation, access management, or other purposes. Two types of early acquisition meet the requirements of 23 CFR Subpart E – Property Acquisition Alternatives §710.501 Early Acquisition and 710.503 Protective buying and hardship acquisition. Use of either of these alternatives requires approval from the Federal Highway Administration. Design Staff shall seek guidance and direction from ROW Staff. ROW Staff shall serve as the liaison to FHWA. Each potential early acquisition is evaluated on a case by case basis.

If the project requires construction improvements and/or work to be completed beyond the existing right-of-way limits, thus indicated the need to purchase additional right-of-way and/or easement, the Designer shall prepare the right-of-way plans using the following steps and [Right-of-Way Plan Preparation Flowchart, Figure 4-1](#).

Figure 4-1

RIGHT-OF-WAY PLANS FLOW CHART



415.10 Preparation of Right-of-Way Plans. Official right-of-way plans are required when additional/new right-of-way and/or permanent easements and/or temporary easements are required for the construction of the project. The right-of-way plans are started and developed along with preliminary roadway design plans. In preliminary design, once it has been determined that there is a need to acquire or use property outside the existing right-of-way, begin the process of preparing the right-of-way plans and Property Use Agreements, if applicable.

Note about the use of Right-of-Way Plans vs. Right-of-Way Plat. The designer should consult with Right-of-Way Staff to assist in determining the most appropriate format to utilize for the specific project. Generally, the standard 'Official Right-of-Way Plans' format is recommended. Alternatively there is a process for the use of a 'Right-of-way Plat' provided in the [Idaho Code, Section 40-209](#). Historically, the use of the Right-of-Way Plat has been problematic, therefore, is rarely used. If used, the Right-of-Way Plat must be recorded prior to the acquisition of right-of-way; if revisions to the plat are required, the plat must be re-recorded. Idaho Code states that Right-of-Way Plat must be created on 18" x 27" vellum for recording purposes. The Right-of-Way Plat replaces the need for legal descriptions used as attachments in the title transferring documents. If using the Right-of-Way Plat format for a project, a metes and bounds legal description prepared by a Professional Land Surveyor is required in addition to the Plat when property is to be acquired from State of Idaho agencies or the Federal Government, i.e. Forest Service, Bureau of Land Management. Right-of-Way Plats are sometimes not sufficient in detail for use by Right-of-Way Staff during negotiations. In those cases, 'Official Right-of-Way Plans' are produced in addition to the Plat.

415.10.01 Obtain Property Ownership Information. Obtain 1.) copies of the current county assessor's record and 2.) copies of the last vesting deeds of record from the county recorder's office or from a title company (seek assistance from the Right-of-Way Staff, if necessary).

415.10.02 Request Location/Survey staff do survey work/provide base map. Provide a copy of the last vesting deeds of record to Location/Survey Staff for their use in preparing the project base mapping.

415.10.03 Start the preparation of the Right-of-Way Plans. Designer shall incorporate the ownership information from the last deed of record along with base mapping data and survey information provided by Location Staff onto the Right-of-Way plans; prepare the Total Ownership Map and begin the layout/design of the detail sheets. Property lines are established on the drawings so a record of activities that affect the property and its value can be documented throughout the development process. The replacement/relocation of utilities and/or irrigation facilities within or impacted by the project construction and/or acquisition must be included and addressed on the Right-of-Way Plans. If any construction work must be done outside the existing and/or new right-of-way, the boundaries/width of Temporary Easements and their purpose must be identified on the Right-of-Way Plans. Permanent Easements must be included for the construction of items outside the right-of-way if there is a need to install and maintain improvements into perpetuity. The width and specific use of each Permanent Easement must be noted on the Right-of-Way Plan detail sheets. Requirements and Permanent Easement(s) must be depicted on the Right-of-Way Plans with: 1.) bearings and distances noted, 2.) station and offset calls, and 3.) accompanied by an Idaho Professional Land Surveyor stamped legal description. Note: The Right-of-Way Plans are a fluid document and continue to be refined as the design process continues.

415.10.04 Parcel Identification (ID) numbers. For tracking purposes, ITD assigns a unique parcel identification number to each parcel on the project with a requirement. The Designer provides a copy of the preliminary Total Ownership Map to Right-of-Way Staff requesting Parcel Identification Number(s) for requirements of additional right-of-way and/or Permanent Easement(s). These Parcel ID Number(s) are added to the Total Ownership Map and the detail sheets as the plans are developed. If requirement consists of only a Temporary Easement for a particular parcel, the Parcel ID Number shall be composed of the project Key Number, followed by the letter "E" then by the Parcel Number, i.e., 7771E01.

415.10.05 Internal Operational Meeting: Design & Right-of-Way. Set up and hold a planning/operational meeting with Right-of-Way Staff to review preliminary Total Ownership Map and requirements for the project. Review project schedule, get input and make plans for the acquisition of the requirements for the project. It is important to identify and initiate right-of-way activities as early as possible to improve efficiency, optimize time, and avoid delays. Environmental document approval must be obtained prior to the acquisition of right-of-way. (Appraisals may be obtained prior to environmental approval; however, the appraisal review process and subsequent negotiations cannot begin until the environmental document has been approved.)

415.10.06 Property Owner Contacts. Coordinate with R/W to schedule property owner meeting(s) to discuss the alignment, and the potential impacts the project will have on the property.

Contact and schedule 'Design/Owner Contact Meetings' with property owner(s) whose realty will be impacted by the project. Purpose of meetings is to provide project information and obtain input from owners.

Prior to meeting, review discussion items with Right-of-Way Staff.

District Design and Right-of-Way Staff meet with each property owner to:

1. Explain the alignment and design features of the project.
2. Explain the appraisal process to the property owner and the purpose of the appraisal report.
3. Encourage the property owner to take the opportunity to meet, and discuss items of value related to the property with the real estate appraiser.
4. Explain to the property owner the acquisition process, and the relocation assistance program if applicable.
5. Get the pertinent information from the property owner to complete the [ITD-2009](#) Property Ownership Data sheet/form.
6. Provide contact information and ITD Property Acquisition brochure to the property owner(s).

Document the Design/Owner contact meeting in design/owner contact diary.

415.10.07 Request Title Reports.

415.10.08 Title Reports. Designer provides a copy of the Total Ownership Map to Right-of-Way Staff to request title reports for the parcel(s) with requirements. Right-of-Way Staff obtains the preliminary Title Reports and provides copies of reports to Designer. Designer uses the information in the reports to confirm ownership, establish property boundaries, and locate easement encumbrances on the property(ies). Designer provides a copy of the preliminary Title Reports to Location/Survey Staff for use in preparing the legal descriptions of the requirement areas.

415.10.08 Update ITD-2839 Right-of-Way Cost Estimate Form. The Right-of-Way cost estimate form is completed with the concept/charter. Periodically ask the Right-of-Way Staff to review and/or update the ITD-2839 Right-of-Way Cost estimate form when acquisition areas are determined or are modified, or when there are possible property market value changes. This update will provide justification for project budget modifications and ensure appropriate funding has been programmed.

415.20 Legal Description Preparation. Legal descriptions for the requirement areas are prepared by or under the supervision of a Professional Land Surveyor licensed in the State of Idaho. The legal descriptions must be sealed and signed by said Professional Land Surveyor. The [ITD 0130, Legal Description Essential Requirements Checklist](#) shall accompany each legal description when the Right-of-Way Plans are submitted to Right-of-Way Staff for approval as ‘Official Right-of-Way Plans.’

415.20.01 Legal Description Essential Requirements Checklist Reviews. The Professional Land Surveyor prepares a legal description for the property areas to be acquired including the Permanent Easements. The Surveyor completes and initials each element on the [ITD 0130, Legal Description Essential Requirements Checklist](#). The legal description(s) and completed checklist(s) are delivered to the Designer. Upon receipt of the legal descriptions, the Designer shall review and initial approval of each element on the checklist.

If the legal descriptions are in compliance, the Designer will sign and date the checklists for incorporation into the Right-of-way Plans Package submittal, See [Subsection 415.50 – Official Right-of-way Plans](#).

If the legal descriptions are not in compliance, the Designer returns the descriptions to the Surveyor with comments and corrections needed.

415.30 Right-of-Way Total Ownership Map and Detail Sheet(s) Preparation. The [ITD 0131, Plans Essential Requirements Checklist](#) shall be utilized and properly completed throughout the development of the Right-of-Way Plans. Use the example Right-of-Way Plans in [Appendix C](#), to prepare the final Right-of-Way Plans. Right-of-Way Plans are prepared on standard 11” x 17” sheets of good quality, reproducible material. The Right-of-Way Plans must be provided in colored format.

As the plans are being developed, the elements in the checklist will be completed and initialed by the Designer. The elements on the Plans Essential Requirements Checklist are necessary for the purchase additional right-of-way and Permanent and Temporary Easements.

415.40 Right-of-Way through Federal Lands. The U.S. Bureau of Land Management and the U.S. Forest Service are responsible for U.S. Public Lands under their jurisdiction and have special requirements for right-of-way transfers. To initiate the transfer, the Designer prepares right-of-way (plan view) map depicting the Federal Land needed for the project and transmits it along with a legal description of the area needed. The legal description shall be prepared by or under the supervision of Professional Land Surveyor licensed in the State of Idaho. The legal description shall be sealed and signed by said Surveyor and accompanied by a completed ITD 0130, Legal Description Essential Requirements Checklist. Right-of-Way Staff shall coordinate the Federal Land Transfer request through FHWA.

415.50 Submittal of Final Right-of-Way Plans.

The final Right-of-Way Plans are submitted to Right-of-Way Staff accompanied by a signed and dated ITD 500 Memo requesting plans approval. Full submittal consists of the following:

-
- ✓ One set of final Right-of-Way Plans in 11" x 17" colored format, stamped "Recommended For Approval"
 - ✓ Completed [ITD 0131, Plans Essential Requirements Checklist](#)
 - ✓ Completed [ITD 2009, Ownership Data Sheet](#) for each parcel with a requirement
 - ✓ Updated [ITD 2839, Right-of-Way Cost Estimate form](#)
 - ✓ Professional Land Surveyor sealed and signed legal description for each requirement and Permanent Easement - - in hard copy and electronic format
 - ✓ Completed [ITD 0130, Legal Description Essential Requirements Checklist](#) for each legal description
 - ✓ Copy of Environmental document approval

415.60 Official Right-of-Way Plans. Upon receipt of the "Recommended For Approval" right-of-way plans submittal package, Right-of-Way Staff reviews the submittal for compliance and completeness. If the submittal package meets requirements, Right-of-Way will approve and date/stamp each sheet in the set as "Official Right-of-Way Plans." This set of stamped "Official Right-of-Way Plans" becomes the official set of plans utilized throughout the acquisition process on the project. This document not only serves as a visual tool when negotiating with property owners, but may be used as an exhibit in litigation if negotiations are unsuccessful. Detail accuracy is important on this document.

Note: If the submittal package does not comply with requirement standards, Right-of-Way Staff will return the entire submittal package with comments and transmittal letter, to District Design. The plans will not be stamped 'Official' until all of the requirements are met.

415.60.01 Distribution of Official Right-of-Way Plans. Right-of-Way Staff distributes a set of the Official Right-of-Way Plans to the Designer. Right-of-Way Staff uses the Official Right-of-Way Plans as a visual aid throughout negotiations and frequently distributes copies of specific plan sheets to the property owners and/or their representatives.

415.70 Revisions to Official Right-of-Way Plans. After the Official Right-of-Way Plans have been approved, if revisions are needed to all or any of the sheets in the Official Right-of-Way Plans, an official written revision request is submitted to Right-of-Way Staff. For example: Modifications in design features that come about during Right-of-Way Negotiations, such as the location of an approaches, fence type, etc. require a Right-of-Way Plans revision.

415.70.01 Revision Preparation.

Designer shall revise the sheet(s) of the Official Right-of-Way plans as needed and complete an [ITD 0131, Plans Essential Requirements Checklist](#) for the revised sheet(s). The revision box on each modified plan sheet shall be completed noting the modification made. Every time a plan sheet is modified another revision line shall be completed. The Professional Land Surveyor responsible for the original legal description(s) shall prepare revisions if necessary to the legal description(s). With any modification to a legal description a new [ITD 0130, Legal Description Essential Requirements Checklist](#) shall be prepared and initialed by the Surveyor. Designer shall complete an [ITD 405, Revision to Right-of-Way Plans](#).

415.70.02 'Official Right-of-Way Plans' Revision Submittal. Official Right-of-Way Plans revision submittals shall be transmitted from the Designer to Right-of-Way Staff for review/approval. The submittal shall include the following:

- ✓ One 11" x 17" black and white copy of the revised plan sheet(s) with the modifications highlighted
- ✓ One 11" x 17" colored set of the revised plan sheets (submit only the revised sheets, not a full set the Right-of-Way Plan)
- ✓ Completed and signed [ITD 405, Revision to Right-of-Way Plans](#)
- ✓ If applicable, Revised legal descriptions, and
- ✓ If applicable, [ITD 0130, Legal Description Essential Requirements Checklist](#) prepared and initialed by the Surveyor for each revised legal description.

If revisions affect utilities or the railroad, a separate set of right-of-way plan sheets showing the revisions shall be provided to the Utilities Coordinator of Right-of-Way Section.

Revised sheets, when approved, will be stamped/dated Official Right-of-Way Plans and will be distributed for insertion into the Official Right-of-Way Plans' sets.

415.80 Preparation of Condemnation Exhibits. These specialized right-of-way plan sheets are necessary when negotiations have been unsuccessful and ITD must exercise its power of eminent domain to acquire a needed parcel through court proceedings, commonly referred to as "condemnation." These exhibits are highly detailed and specific to a contiguous ownership (can be more than one parcel).

The Designer shall use the Official Right-of-Way Plans, legal description(s), and title report to verify that the ownership boundaries and existing easement(s) and the required right-of-way are shown on the plans correctly.

The Designer shall utilize all plan sheets (plan & profile) showing the parcel from the current construction plans as the basis for the condemnation exhibits. See example [Condemnation Exhibits in Appendix C](#). The condemnation exhibit plan set shall be a compilation of the following 11" x 17" colored sheets:

- ✓ Sheet 1: "Title Sheet" - which is specific to the parcel being condemned
 - 1)
 - 2) In addition to the Project Name, call-out the parcel number(s) and name of property owner(s) in the lower right-hand corner of the title block (left of the County/Key/Sheet block). Do not include mortgagees, trustees, or lien holders. If the property owner is a corporation or partnership, use the full name (i.e., Gambles, Inc., or L & H Company, a partnership). If there are several parties involved, show Gambles, Inc., et al., or Greene, et al. This title block information remains constant on all sheets of the condemnation exhibit set.
 - 3)

-
- 4) Near the Vicinity Map, call-out the following three items in bold print: 1. Condemnation Exhibit, 2. Parcel No. XX, and 3. Condemnee's/Owner's Name.
 - 5)
 - ✓ Sheet 2: "Total Ownership Map" – this sheet is a simplified version of the Total Ownership Map from the Official Right-of-Way Plans. Its purpose is to show where the parcel being condemned is located on the project and emphasize the ownership boundaries, acreage, requirements, remainders, etc.
 - 6)
 - 7) Highlight in pastel color(s) the parcel(s) being condemned and label the Parcel Number(s) on the plan view. In a tabulated format, replicating the format used in the Official Right-of-Way Plans, note Parcel number, Parcel Identification number, Record Owner and acreages.
 - 8)
 - ✓ Sheet 3, 4, etc.: "Right-of-Way Plan" and "Right-of-Way Profile" sheets – create a base map for the condemnation exhibits utilizing all construction plan sheets (plan & profile views) showing the parcel being condemned.
 - 9)
 - 10) On the plan view sheets:
 - REMOVE references that relate to other parcels, such as property owner names, colorings, etc.
 - 11)
 - RETAIN AND SHOW property features and topography pertaining to the parcel being condemned as shown on construction and Official Right-of-Way Plans, such as, but not limited to: irrigation and drainage features, approaches, culverts, septic system, well, property line, fences, buildings, trees, etc.
 - 12)
 - If applicable, call-out on the plans: subdivision name, lot & block references and dimensions, existing easements and their purpose (permanent or temporary), government lot references and boundaries.
 - 13)
 - Show requirement area(s) shaded in pastel colors as follows (or similar color shades):
 1. Fee simple requirement color in yellow
 2. Permanent Easement required color in orange
 3. Temporary Easement requirement color in blue
 4. If applicable, Prescriptive Right-of-Way within requirement area color in light brown/tan
 5. Outline the property boundaries in light green. This will appear as a narrow solid line highlighted over the black P/L line type.
 6. Uneconomic remnant or landlocked tract color in lavender.
 - 14)
 - Prepare and show a legend on each plan sheet of the condemnation exhibit set. Legend shall include, but not limited to, the following :
-

-
1. Project No. *Use the project number from the Official Right-of-Way Plans if different than construction plans.*
 2. Parcel No(s).
 3. Parcel ID No(s)..... *Obtain this data from Official Right-of-Way Plans.*
 4. Total Contiguous Ownership.... *Obtain this from Official Right-of-Way Plans and Appraisal Report (via District RW Staff), acreages should be equivalent.*
 5. Right-of-way to be Acquired.... *Surveyor's legal description and Official Right-of-Plans acreages should be equivalent.*
 6. Public Road.... *This is referring to any prescriptive right-of-way adjoining the parcel being acquired. This acreage is referenced in the table on the Total Ownership Map of the Official Right-of-Way Plans and also referenced in the Surveyor's legal description of the requirement.*
 7. Permanent Easement.... *Surveyor's legal description and Official Right-of-Plans acreages should be equivalent.*
 8. Temporary Easement.... *Surveyor's legal description and Official Right-of-Plans acreages should be equivalent.*
 9. Owners of Record/Parcel Owner.... *Obtain from the title report, Official Right-of-Way Plans, etc.*
 10. Line type examples for centerline, Property Line, Existing R/W, Proposed R/W, access control designation, etc.
 11. Drawing "bar scale"
- 15)
- 16) Include profile sheet(s) for the roadway directly related to the parcel being condemned.

415.90 Right-of-Way Certificate. All construction projects require a Right-of-Way Certificate. The certificate verifies that legal and physical possession of the right-of-way has been obtained, or that all work to be done in connection with the captioned project will be contained within the existing right-of-way. Clearance for relocation of utilities, material sources, hazardous materials and a statement addressing any displaced persons is included in the Right-of-Way Certificate.

A right of way certificate is not required for materials purchase projects that do not involve right of way; i.e. railroad equipment, trucks, buses, plant mix, etc

415.90.01 Right-of-Way Certificate Preparation. District (LHTAC if LHTAC administered) requests R/W to prepare a Right-of-Way Certificate. Headquarters' Right-of-Way Staff confirms utility agreements/waivers are complete, material sources are available, hazardous materials are/are not known, and confirms displaces are relocated, if any. Headquarters' Right-of-Way Staff prepares and the Right-of-Way Program Manager signs the Right-of-Way Certificate to be submitted along with the submittal for PS&E. Whenever a right of way certificate is prepared on a LPA project, an [ITD 1983](#), Local Public Agencies Certificate of Completion, must also be submitted.

415.90.02 Conditional Right-of-Way Certificate. If extenuating circumstances require the PS&E submittal prior to obtaining the clearances required for a Right-of-Way Certificate, i.e., if possession of all of the right-of-way required for the project has not been obtained and it is in the public's interest for the project construction to proceed, a request can be made for a 'Conditional Right-of-Way Certificate' that, if approved, will provide for the exception. In this scenario, the District shall request Headquarters' Right-of-Way prepare a Conditional Right-of-Way Certificate. At such time as all right-of-way is fully possessed by the State, a (unconditioned) Right-of-Way certificate shall be issued.

Figure 4-2

IDAHO TRANSPORTATION DEPARTMENT			
Department Memorandum			
DATE:		Project No.(s):	
TO:	TOM COLE CHIEF ENGINEER	Key No.(s):	
FROM:	NAME OF DE DISTRICT X ENGINEER	Project Identification, County, Etc.:	
RE:	RIGHT OF WAY CERTIFICATE		

This is to certify that all work to be done in connection with the caption project by the IDENTIFY AGENCY will be contained within the existing right of way.

The utility facilities owned by IDENTIFY UTILITIES are to be relocated at company OR project expense and arrangements have been made to coordinate their activities with the contractor.

Materials are available to the contractor from a state approved commercial source OR a state source.

No persons, families or businesses were displaced as a result of this project.

Idaho Transportation Department has no knowledge of any hazardous materials use or contamination on this project.

XXX: xxx

cc: RCE

DE-#

PDE-#

DIST #

R/W – UTIL COORD

LEGAL

 Figure 4-3

(Print on Department Letter head)

CURRENT DATE

Mr. Peter Hartman
 Division Administrator
 Federal Highway Administration
 3050 Lake Harbor Ln.
 Boise, Idaho 83703

RE: Project No.: IM-NH-IMG-IG-IRG-I-2222 (020)
 Key No.: 2222
 Project Name: Interstate Project Anywhere Idaho

RIGHT OF WAY CERTIFICATE

This is to certify that all work to be done in connection with the caption project by the IDENTIFY AGENCY will be contained within the existing right of way.

The utility facilities owned by IDENTIFY UTILITIES are to be relocated at company OR project expense and arrangements have been made to coordinate their activities with the contractor.

Materials are available to the contractor from a state approved commercial source OR a state source.

No persons, families or businesses were displaced from their dwellings as a result of this project.

Idaho Transportation Department has no knowledge of any hazardous materials use or contamination on this project.

AUTHORIZING INDIVIDUAL

Right of Way Manager

XXX: xxx

bcc:	RCE	LEGAL
	DE-#	DIST #
	PDE-#	R/W – UTIL COORD
	FHWA	

420.00 – MATERIALS SOURCE LOCATION AND ACQUISITION DATA

The district shall locate, investigate, and establish material sites to be purchased or leased for project use. Appropriate parts of the Materials manual and Right of Way Procedures handbook shall be used to meet this requirement. In establishing the boundaries, shape, and size of the material deposit, the following shall be considered:

- Pit boundaries should be symmetrical where conditions permit. Boundary lines may be parallel to highway right of way lines or to the political subdivision. Do not sever or isolate small parts of an ownership, which may add to the cost, yet be retained by the landholder.
- Investigate ownership boundaries and study effect on the complete parcel.
- Give consideration to purchase or long-term lease on land for access road. Be sure that means of access is shown on the pit site sketch. Outline the proposal in the letter of request for acquisition.
- Consider the materials source as a future stockpile site or maintenance area.
- If a portion of an existing right of way is to be used as a materials site, check with the Headquarters Right of Way to determine how the original acquisition was made. If the right of way was part of a governmental land withdrawal for right of way, a supplemental withdrawal is required to convert this land to a materials site. (The use of right of way granted under our old right of way deeds for materials sites would be questionable and could be contested as the granting clause in the deeds read, "for a right of way for a public highway.") This may also apply in the allowance covered in 106.10.
- Arrange for a complete site survey to secure a good legal description for deed and monumenting purposes.
- Where a new tract purchase is to be added onto a previous right of way or site purchase, survey information must be compatible. Bearings, distances, and curve data must be identified with the deed descriptions of the original purchase. Check the records for existing property descriptions. Adjust survey data along the lines common to the old and new purchase. Make any necessary survey closure corrections in the outer limits of the new land purchase.
- For Federal-Aid Highway Systems, all new material sources shall be located out of sight of the main roadways, unless economic consideration prohibits. This

setback restriction applies not only to sources that are purchased, but also to sources that are used under a lease arrangement.

420.01 Materials from State-Owned or Controlled Sources. When materials from sources owned or controlled by the Idaho Transportation Department are designated to a contractor for incorporation into the construction of project, the following shall apply:

- The material should be listed in the Special Provisions as "At cost of \$X.XX per cubic yard, payable to the Idaho Transportation Department."
- Values should be shown for tax purposes even if state reimbursement is zero. Reimbursement is based on accounting records and approved by FHWA. The Materials report should list the amount to be used in the above situations.
- Material offered to the contractor from sources owned by the State Land Board is to be established in the Special Provisions at a unit cost, payable electronically to the Idaho Transportation Department regardless of the type of project involved, and based on the price per unit as established by the lease agreement with the State Land Board.
- Material furnished by the state in Stockpile shall be at no cost to the Contractor. Reimbursement for this material should be listed in the Special Provisions for tax purposes and shown on the Preliminary Cost Estimate under "Material Furnished by State" (to include cost of material plus 15% for the state's overhead)
- Cost. For ITD controlled sources, the source recovery fee shall be the applicable rate as established in the ITD Materials manual Section 270.02.05 Source Control at the time of bidding.

(ALTERNATE WORDING FOR LOCAL FUNDED PROJECTS)

Contractor furnished sources. Furnish approved source(s) for all materials to be embanked or processed for placement. ITD owned or controlled sources will not be allowed for this project.

445.00 – PREPARATION FOR FINAL DESIGN REVIEW

The final design review indicates that design features have been resolved, review requirements have been completed, no further changes or major problems are anticipated, and plan preparation is in accordance with this design manual. The plans and other documentation that will be submitted for the final design review should be completed as near to a plans, specifications, and estimates (PS&E) submittal as possible. The plans and documentation shall be distributed to all district sections involved, including the Resident Engineer for review and comments prior to the final design review being held. Locally involved agencies (City, County, and Local Highway Districts that have been involved in the development process) shall be given an opportunity to review the final design project plans and attend the review.

The final design review is primarily to review the following major items.

445.01 Environmental Considerations. At final design review, the plans should be reviewed for compliance with permit requirements, mitigation and commitments made in environmental documents (EIS/ROD, EA/FONSI, Categorical Exclusion, etc.). For requirements see: <http://www.itd.idaho.gov/enviro/Stormwater/Overview/default.htm>

Plans should also be reviewed to determine if the project scope has changed since the environmental document was approved.

Concurrent with plans, specifications and estimates (PS&E) submittal, the District Environmental Planner and the Designer/Project Manager shall verify required mitigation measures are included in the construction and the scope of work has not changed since the environmental approval. See the [Environmental Process Manual](#) for specific guidance on Verification process.

Sewer Treatment

Check that all plans and specifications for the construction of new, or the modification/alteration of sewage systems, sewage treatment plants/systems, other waste treatment/disposal facilities, public water supply systems/public water treatment systems have been submitted to the Department of Health and Welfare for approval.

Approval must be obtained before construction may begin and all construction shall be in compliance therewith. *No deviation shall be made from the approved plans and specifications without prior approval of the Department of Health and Welfare.*

Within thirty (30) days of the completion of construction, alteration, or modification of any new sewage systems, sewage treatment plants/systems, other waste treatment/disposal facilities, public water supply systems/public water treatment systems, complete and accurate plans and specifications depicting the actual construction, alteration, or modification performed must be submitted to the Department of Health and Welfare. If construction does not deviate from the

original plans previously submitted for approval, a statement to that effect shall be filed with the department.

All plans and specifications submitted to satisfy the requirements of this section shall conform in style and quality to regularly accepted engineering standards. The Health and Welfare board may require that certain types of plans and specifications be certified by registered professional engineers. If the Department of Health and Welfare determines that any particular facility or category of facilities will produce no significant impact on the environment or on the public health, the department shall be authorized to waive the submittal or approval requirement for that facility or category of facilities.

"Public water supply" means all mains, pipes, and structures through which water is obtained and distributed to the public, including wells and well structures, intakes and cribs, pumping stations, treatment plants, reservoirs, storage tanks and appurtenances, collectively or severally, actually used or intended for use for the purpose of furnishing water for drinking or general domestic use in incorporated municipalities; or unincorporated communities where ten (10) or more separate premises or households are being served or are intended to be served; or any other supply which serves water to the public and which the Department of Health and Welfare declares to have potential health significance.

Disposal of Property

Whenever the sale or disposal of any ITD-owned property is contemplated, the District Environmental Planner must examine the property for consideration of potential mitigation uses ([Environmental Process Manual](#)).

445.02 Design Guidelines.

- Check previous design reports for compliance with the design features established at the time of the Preliminary Design Review.
- Note any changes in major design features (i.e., typical sections, line, and grade) previously approved in the preliminary design stage in the final design letter of transmittal.

445.03 Plans Review.

- Review the plans and special provisions with special attention given to local ordinances, zoning, planning, building setback, building restrictions, fire codes, school restrictions, planned municipal or airport construction, and any other regulations that may affect the project design.

- Review the effects of relocation assistance actions. Proximity to the right of way line is critical for buildings or dwellings.
- Review the Bridge Summary, Layout Sheets, and the coordination of bridge rail and roadway guardrail connections.
- Review safety features such as sight distance, guardrail location and terminal types, delineation and transitions.
- Complete Project Clearance Summary Sheet and show any pending actions. Check EXPIRATION DATE column to ensure dates will cover the construction time.

Use the following table (Figure 4-4) for plan set groupings.

Figure 4-4

PLANS REVIEW

Project Plan Sheet Requirements									
<i>The following list establishes the requirements for a near maximum number of plans sheets required for a project; some projects may have less.</i>	Roadway/Bridge Reviews				PS&E Submission Only				
	Preliminary Design	Intermediate Design	Final Design	PS&E Transmittal	Mtce	Federal Aid Constr. By Agreement	Building & Non Rdwy Projects		
ROADWAY GROUP									
Title Sheet	X	X	X	X		PLANS AS REQUIRED	X		
Standard Drawing Index			X	X			X		
Standard Drawings				X			X		
Vicinity, Total Ownership, & Special Maps	X	X	X	X			X		
Project Clearance Summary		X	X	X			X		
Typical Sections	X	X	X	X					
Roadway Summary			X	X					
Plan and Profile Sheets	X	X	X	X					
SPECIAL DRAWING GROUP									
Minor Structure Drawings		X	X	X			PLANS AS REQUIRED	TO INCLUDE ANY OTHER SHEETS REQUIRED (Plan Sheet only)	
Drainage Plans		X	X	X					
Paving, Concrete Joint Approach Slab Details			X	X					
Roadside Dev & Landscaping		X	X	X					
Bike Lanes & Pedestrian Paths		X	X	X					
Source Plat-Reclamation Plan			X	X					
TRAFFIC GROUP									
Illumination	X	X	X	X	X				
Traffic Signals	X	X	X	X					
RR Signals & Crossing	X	X	X	X					
Pavement Marking, Delineation Signing & Raised Channelization	X	X	X	X					
Traffic Control Plan (Const)	X	X	X	X					
*UTILITY PLANS			X	X					
*RIGHT OF WAY PLANS			X	X					
*MAJOR STRUCTURE GROUP	Situation & Layout	X	X	X					
*BRIDGE	Situation & Layout	X	X	X					
*STATE MTCE GROUP									
* Optional Separate Numbering									

445.04 Right-of-Way.

- Verify that complete and updated Right of Way Plans have been submitted.
- Review Right of Way Agreement and make changes, if needed, to construction plans.
- For Access Control Determination see:

[*Board Policy 4005 - Management of Department Owned Property*](#)

445.05 Utilities and Utility Companies.

- Check that plans are furnished to and contacts made with the utility companies involved on the project.
- Submit to the Utilities Coordinator in Headquarters Right of Way:
 - Utility plans in accordance with [Section 370](#).
 - Project plans for railroad involvement and other data required for agreement preparation.

445.06 Port of Entry Projects.

- The Port of Entry/Special Permits Manager must be involved in the final design review of all projects that affect a port of entry building or scale.

445.07 Materials.

- The following activities occur during the course of project development. Read the entire text of the approved Materials Phase II, III, IV, and V Reports and all addenda. Issues may be presented in the text of the reports that need to be addressed in the design. Develop plans and contract documents in accordance with the recommendations in the Phase reports and in a manner consistent with the boring logs and soils profile(s). This shall include checking the line and grade and structure elevations. Coordinate with the District Materials Engineer and materials consultant as needed.
- Review information on foundations.
- Check that all foundation problems are resolved.

445.08 Drainage

- Verify that hydraulic items are identified.

-
- Check that special drainage problems are resolved.
 - Verify that the Resource Center has reviewed the Hydraulic Study Report.

445.09 Estimate of Cost. The Preliminary Cost Estimate, or parts thereof, are not considered public information and shall not be released until after the award of the contract (see [Board Policy B-14-06](#), Approval of Plans/Specifications/Estimates and the Award of Construction Projects). The cost estimate is accessible to only those department employees whose job responsibilities require access to the project cost estimate.

- Check the average unit prices for individual bid items. The average unit prices are based on actual contractors' bid prices from past contracts, is used as a guide for cost estimating, and takes into account various factors, such as, item quantity, project location, distance to source of material, project terrain, etc.. The prices are available on-line in a computer program or in the Average Unit Price Report. The Annual Average Unit Price Report can be found at:
<http://itd.idaho.gov/business/docs/Average%20Unit%20Price%20Report%202011.pdf>.
- Review the Estimate of Cost to determine if it is within the programmed amount. An ITD 1414 is required to support any estimate of an increase in total project cost in excess of \$100,000 or 5% of the programmed amount.
- Review total project cost in relation to bidding competition. Increased bidding competition is encouraged by keeping most projects within a medium cost range to encourage smaller contractors to submit bids.

450.00 – AGREEMENTS

Check the availability of the information for agreements with Local Public Agencies, utilities, railroad, and irrigation companies (see following sections for details).

Railroad Agreements, Utility Agreements, and Professional Service Agreements may be approved by the appropriate District Engineer, Division Administrator, or delegate.

450.01 Construction Agreements. Agreements covering the construction phase are required on all locally sponsored projects and those projects when the local agency is participating either in the costs of construction, performance of a portion of the construction, or maintenance of any portion of the project after construction. The district determines the local agency's share of labor and expenses involved in the construction and/or maintenance of the project and prior to PS&E submittal sends the information to HPO. Information should be submitted as early as it is known. Highway Program Oversight (HPO) prepares the construction agreement. On some projects, the term "Cooperative Agreement" is used.

Agreements need to cover who owns and who maintains drainage, illumination, landscaping, etc.

For better public relations, an agreement should be prepared on projects located within cities, even when the cities have no involvement requiring a construction and/or road closure and maintenance agreement. This philosophy could apply to rural areas as well.

450.02 Road Closure and Maintenance Agreements.

For projects where there is a change in maintenance responsibility, road closure, and or full jurisdictional and title transfer the district shall prepare a Road Closure and Maintenance Agreement. The Road Closure Maintenance Agreement consists of a written legal agreement with attached exhibits, project plans, etc., that show the responsibility for a state highway and the public road connections. The agreement shall identify those public road connections to be closed and the mileage of roads to be maintained by the local authorities. Parties to the agreement are the State of Idaho and the local elected authorities having jurisdiction and responsibility for the local public roads. See [Figure 4-5](#) for a sample showing legal format and information required in the agreement, exhibits and plan sheets. The agreement should not contain commitments to have other construction or improvement projects in conjunction with this agreement. This agreement must be executed prior to advertisement for construction. Additional documents may be necessary depending on what is intended to be transferred with this action including but not limited to: maintenance responsibilities, access control, and title transfer of ownership. If a transfer of title is contemplated, a deed to the local agency should be prepared and approved by the Transportation Board. Any transfer of title or change in access

control may require approval from the FHWA and may require reimbursement of federal monies expended.

System Actions

If a Road Closure and Maintenance Agreement involves a state highway which traverses or serves a city, the system action must include an opportunity for public hearing. The directive to hold public hearings on the state highway systems is in [Board Policy B-13-02](#), Public Involvement for Location and Design Determinations, and the procedure for initiating a system action public hearing is defined in [Administrative Policy A-13-02](#), Public Involvement for Location and Design Determinations, and [A-20-03](#), Public Hearings. Planning/Program Management reviews and comments on Road Closure and Maintenance Agreements when a system action is involved. The public hearing should be held after review of the draft Agreement and before final approval.

The agreement must be executed prior to advertisement for bids for construction. (The Road Closure map, see [Figure 4-6](#), shall be part of the construction plans.) When construction is complete, the District Engineer sends a letter to 2PM requesting that systems actions specified in the agreement be formalized. 2PM prepares documents required to complete systems action for Board approval.

Following Board action, the Division of Transportation Planning notifies affected local jurisdictions of systems actions.

Road Closure and Maintenance Agreement Format

The district prepares a draft of the agreement including the exhibit and submits a copy for comments to the HPO Section, Planning/Program Management Unit and the Chief Legal Counsel who return comments to the district. After the draft agreement is completed, the HPO Section obtains final approval from the Legal Section and prepares four copies of the agreement. Those copies are sent to the district to obtain the signature of the local entity authority. After obtaining the signatures, the district engineer signs as the recommending party and the district then transmits the signed copies of the agreement back to the HPO section, who obtains the Chief Engineer's approval and distributes copies to the HPO Section, Planning/Program Management Unit, and two copies back to the district. The district sends one signed agreement with original signatures to the local jurisdiction.

Figure 4-5

ROAD CLOSURE AND MAINTENANCE AGREEMENT**PARTIES**

This Agreement is made and entered into this _____ day of _____, _____, by and between the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the State, and >, hereafter called >.

PURPOSE

The State has programmed the construction of Project No. >, >, to consist of >, which construction will require the relinquishment of certain roads to the local jurisdiction, as shown on the attached print marked "Exhibit A" and made part of this Agreement. This Agreement is entered into pursuant to Idaho Code, Section 40-203B.

The Parties agree as follows:

SECTION I: That the State will:

1. Construct and assume all costs of right-of-way acquisition, construction and engineering necessary to complete the work of this project, excepting those items hereafter stated as obligations of the > in accordance with the attached Exhibit A. If the project is not ultimately constructed, this agreement will be null and void.
2. During construction of this project, install and maintain proper signing necessary to guide and regulate motorists traveling >. The signing shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways as adopted by the State.

3. Construct an approach from >.
4. Reconstruct the intersection of >.
5. Designate the new route, as shown on Exhibit A, as >, between the connection to the existing route and >.
6. Relinquish and abandon to the > by official notification from the Idaho Transportation Board, the following streets as shown on Exhibit A:
 - a. >, including the right-of-way appurtenant thereto
 - b. >, including the right-of-way appurtenant thereto

SECTION II: That > will:

1. Consent to the abandonment by the State and, upon acceptance of the completed project by the State, accept the jurisdiction of and responsibility for, in full and every respect, that portion of existing > between MP > and MP >, including the right-of-way appurtenant thereto, as shown on Exhibit A, as of the date set by the Idaho Transportation Board.
2. Maintain, erect or install, within the limits of this project, any traffic control devices, including signs, in conformity with the Manual on Uniform Traffic Control Devices for Streets and Highways, as adopted by the State.

SECTION III: Approval and Effect

- 1. This Agreement will become effective when it is signed by all parties and then reviewed and approved by the Idaho Transportation Board.
- 17)

EXECUTION

This Agreement is executed for the State by its Chief Engineer; and executed for > by the >, attested to by the >, with the imprinted corporate seal of the >.

IDAHO TRANSPORTATION DEPARTMENT

APPROVED

Chief Engineer

APPROVED AS TO FORM:

RECOMMENDED BY:

Deputy Attorney General

District Engineer

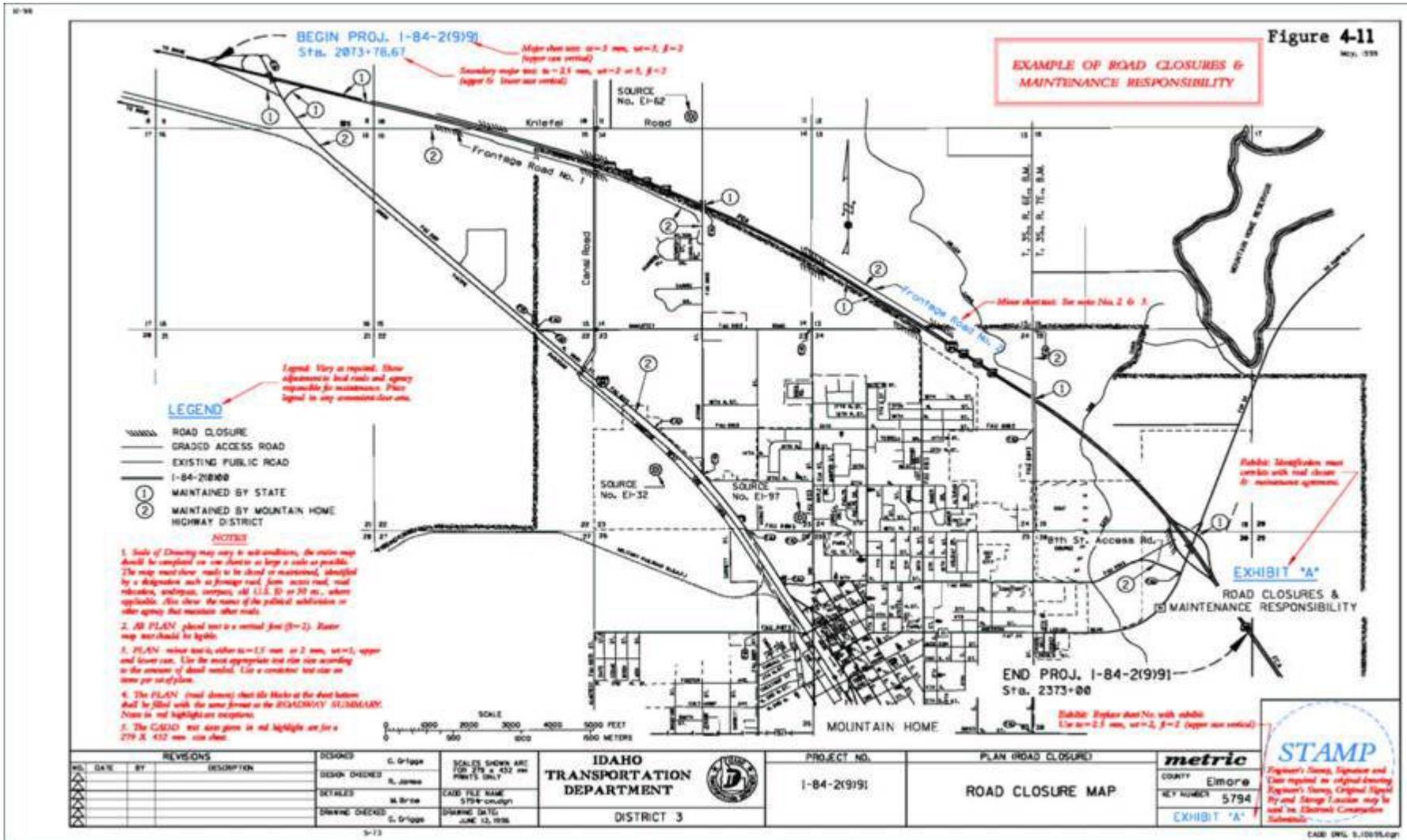
ATTEST: >

(SEAL)

By regular/special meeting on

Figure 4-6

ROAD CLOSURE MAP



455.00 – SPECIAL PROVISION ITEMS – SP

Special Provisions are required for any feature of a project not covered by the Standard Specifications; where the Standard Specifications are being amended; and for deviation from the Standard Specifications. When in doubt regarding the necessity for Special Provisions, study the Standard Specification item by item to prevent duplication. Review [Sections 104 to 109](#) in the Standard Specifications to determine any general, overall contract requirements, which may cover the situation.

- Check that Special Provision Pay Items are written fully and accurately to describe the work to be done, the method of measurement and basis of payment, and when necessary has supporting drawings. A Special Provision is not a recommendation, a suggestion, or any discretionary statements; it must be clear and a distinct direction of work. Repetition or highlighting of Standard Specifications via Special Provisions is not recommended and should be avoided.
- The Special Provision items which involve the furnishing and/or installation of electrical and/or mechanical equipment shall include the following clause:
"All manufacturer's warranties, or guarantees on electrical and mechanical equipment, materials or products purchased for use in the project which are consistent with those provided as customary trade practice must be obtained by the Contractor; and upon acceptance of the project, the Contractor shall assign such warranties or guarantees to the State."
- In addition, at the discretion of the State, the following clause may be required:
"The Contractor shall warrant the satisfactory in-service operation of the electrical and mechanical equipment, materials and products for a period of time (not to exceed six months) following the project acceptance."

455.01 Special Provision Preparation. The following guidelines should be followed for preparation and submission:

Specifications shall ensure full opportunity for competition among equivalent materials, equipment, and methods. In exceptional cases, where satisfactory specifications cannot be developed or obtained from organizations maintained for the specific purpose of developing specification requirements based on laboratory tests or other performance requirements; there will be no objection to the use of trade name designations, provided all or at least a reasonable number of acceptable materials or products are listed.

Sole Source/Certification

A project may require a specific material or product (Sole Source). References to single trade name materials or proprietary products in specifications and on plans shall be justified in writing including a public interest finding and will be provided to DMC on all projects. Documentation shall be approved prior to PS&E Submittal.

FHWA will not participate, directly or indirectly, in payment for any premium or royalty on any patented or proprietary material, specification, or process specifically set forth in the plans and specifications for a project, unless:

1. The item is purchased or obtained through competitive bidding with equally suitable unpatented items or
2. ITD /local public agency certifies either that the proprietary or patented item is essential for synchronization with the existing highway facilities or that no equally suitable alternative exists,
3. A Public Interest Finding (PIF) is approved for a proprietary product when other acceptable products are available, or
4. The item is used for research or for a special type of construction on relatively short sections of road for experimental purposes.

If a project requires specifying a proprietary product for reasons 2 or 3 (listed above), it may be approved if it can be found that its utilization is in the best interest of the public.

Proprietary product documentation will fall into one of two categories: Certifications or Public Interest Findings (PIF).

A Certification is used if a product is essential for synchronization or if the contracting agency specifies a unique product for which no equally suitable alternative exists.

A PIF is used if a contracting agency elects to require a specific product when other acceptable products are available.

Public Interest Findings (PIF)

Guidance and Questions/Answers regarding the PIF's and the process can be found at <http://www.fhwa.dot.gov/programadmin/contracts/011106qa.cfm>

In general stating:

The PIF request should document the reasonableness of the minimum needs and the best method to meet these needs consistent with the requirement for the broadest practical competition. The supporting material may include engineering and economic considerations, product availability and compatibility, logistical concerns, and other unique considerations.

Depending on the facts and circumstances present, one or more of the following factors may need to be evaluated in a PIF request:

- A description of how the proprietary product requirement will benefit the public;
- An evaluation of the pool of other equally acceptable products;
- An estimate of additional costs incurred as a result of this proprietary product requirement;
- Description of need, including limitations and conditions (types of roadways, traffic volumes, and other critical factors);
- Engineering / economic analysis supporting the requested action;
- Duration of approval

A Certification approval process may be followed, when the patented or proprietary products are:

- a. Necessary for synchronization within existing facilities; or
- b. A unique product for which there is no equally suitable alternative.

Synchronization may be based on:

- *Function* (the proprietary product is necessary for the satisfactory operation of the existing facilities)
- *Aesthetics* (the proprietary product is necessary to match the visual appearance of existing facilities),
- *Logistics* (the proprietary product is interchangeable with products in an agency's maintenance inventory) or any combination thereof.

When products that meet the above requirements are certified, the submittal should contain supporting documentation upon which the Certification was based. Such documentation may include, as appropriate, a description of:

- How the proprietary product requirement will benefit the public.
 - The unique needs that are being addressed that result in no equally suitable alternative.
 - Identified safety locations or critical decision points that would justify a higher standard.
- An evaluation of the pool of potential products, and a description of why these products cannot meet the contracting agency's needs.
- An estimate of additional costs, if any, incurred as a result of this proprietary product requirement.

Guidance and Questions/Answers regarding Certification's and the process can be found at

<http://www.fhwa.dot.gov/programadmin/contracts/011106qa.cfm>.

Approval

DISTRICT and LPA PROJECTS - District Engineers approve proprietary products requests for Certifications, PIF's and Experimental Product Work Plans (EPWP) for their districts. When local public agencies certify proprietary products, the District Engineer will concur. The District Engineer will approve local public agencies PIF's. Proprietary products requests for Certifications, PIF's and EPWP's, on FHWA Projects of Interest, require FHWA approval and shall be submitted to FHWA by the district. Coordination with ITD Headquarters' subject matter experts (SME's) during the approval process is at the district's discretion.

LHTAC and HQ SECTION PROJECTS - The State Design Engineer will concur with Certifications and approve PIF's and EPWP's for LHTAC administered Federal Aid projects and ITD headquarter's sections (District 9) projects. Proprietary products requests for Certifications, PIF's and EPWP's, on FHWA Projects of Interest, require FHWA approval and shall be submitted to FHWA by the State Design Engineer. Coordination with ITD Headquarters' subject matter experts (SME's) during the approval process is at the State Design Engineer's discretion.

In accordance with the requirements of MAP-21 Section 1525, 23 CFR 635.411 allows the Department the *“autonomy to determine culvert and storm sewer material types to be included in the construction of a project on a Federal-aid highway”*. The use of the word autonomy gives to the Department the sole authority and discretion to make a decision regarding culvert and storm sewer materials types without the input or approval from FHWA.

These materials must still comply with all applicable Federal requirements, including Buy America, culvert design standards in 23 CFR Part 625, and the restriction against the use of patented and proprietary products in 23 CFR 635.411.

Special Provision Examples are available from DMC. These Special Provision Examples are versions of Special Provisions (SP's) dated in the heading to show the current version. They are stored in dmc(\\itdhwy\hwyfiles\programoversight)\pse\Standards and have been assigned a unique item number. When using any of these dated special provision examples with minor modification, the heading date must have "MOD" (modified) added. In addition a number of SP's also include (Required) in the heading to show these SP's are restricted from modification without appropriate approval.

The following guidelines should be followed for SP preparation:

- Fully and accurately describe the work, method of measurement, basis of payment, and include supporting drawings, when necessary.
- Do not use recommendation, suggestion, or discretionary statements; provide a clear and distinct direction of work.
- Do not reference proprietary specifications of national, regional, or local trade associations (Western Pipe Association, etc.). Proprietary specifications are subject to change without notice to, or acceptance by, the State or FHWA.
- Follow the general wording and five-part format of the Standard Specifications, in particular, the measurement and payment subsections.

A heading for each respective subsection shall include:

Description of Work — A short, condensed statement of the work to be done, together with references to Standard Specifications, other Special Provisions, or plans that further define the work. When necessary or desirable for clarity, establish the relationship of the work item to other work items or other phases of the construction.

Materials — Designate the materials to be used in the work items and establish the requirements therefore. Material specifications for the work item may be either shown in this article or grouped with those of other items in a separate heading. Complete specifications of the properties of each material and the method of test shall be detailed when applicable, and reference may be made to applicable specifications under other work items, or to AASHTO, ASTM, or Federal Specifications.

Construction Requirements — Show the sequence of construction operations and the end product to be obtained. While specification requirements should be sufficiently detailed to ensure satisfactory completion of the work, specific requirements pertaining to methods and equipment should be held to a minimum to permit the use of improved equipment and encourage contractors to apply new and advanced ideas in construction methods.

Method of Measurement — Measurement shall be clearly denoted for each item.

Basis of Payment — Use Standard Wording “The Department will pay for accepted quantities at the contract unit prices as follows:” Other items noted in the work, but measured in other items shall be clearly noted.

The use of version dates in special provisions shall conform to the following:

1 - Version Dates are only for **approved** inserts/SP's.

Although some sp's and modifications are being used repeatedly by individual districts, dates will not be added until the bidder/contractor can be assured this is the same note statewide. (Must be a standard insert or an approved SP – i.e. with required wording)

2 - Version Dates are intended to show the insert is current.

Inserts/Special Provisions should be reviewed at advertisement and replaced with the most current dated version.

3 - Version Dates are there to show the insert is standard version and not modified.

When date of an insert includes the word Modified (Modif) the readers of special provisions can tell that this normally standard insert has been changed for this particular project.

460.00 – ADDITIONAL CONSIDERATIONS

460.01 Project Completion Time. The number of working days or calendar days for the various construction stages and/or the entire project shall be included in the project proposal. For the contract time calculations, use the "[Contract Time Determination Manual](#)" prepared by DMC.

Contract time determination worksheets one, two, and three are required on all Federal-Aid projects and are optional on State-funded projects. Worksheet three may be computerized.

460.02 Liquidated Damages and Cost of Plans. Unless otherwise recommended by the district or management, the following Schedule of Liquidated Damages will be used for selecting the Liquidated Damages to be applied to a given contract. On projects requiring a greater number than usual of state construction personnel, the district should recommend higher liquidated damages than is indicated by the following schedule. Justify any changes in the project file.

SCHEDULE OF LIQUIDATED DAMAGES		
Contract Estimate (Bid Amount)	Liquidated Damages (Daily Charge)	Cost of Plans Produced on CD/DVD
\$0 -50,000	\$175	Plan Costs will be \$5.00.
\$50,000 -300,000	\$500	
\$300,000 -500,000	\$900	
\$500,000 -1,000,000	\$1,200	
\$1,000,000 - 3,000,000	\$1,500	
\$3,000,000 - 4,000,000	\$2,000	
\$4,000,000 - 5,000,000	\$3,300	
\$5,000,000 –10,000,000	\$4,100	
\$10,000,000 or greater	\$7,700	

460.03 No-Bid Items of Work.

Any work done by state or local forces on federal-aid projects must document that the work is in the public interest and may be done on an ITD 2395, Request for Federal Aid on No-Bid Items of Work (Force Account). A Cost Effectiveness Analysis of the work to be performed by the state or local forces and a comparison of the cost for the same work to be performed by the contractor is required. This is also required for projects with local public agencies. Utility work by the utility companies or their contractors does not require this documentation.

On FHWA Projects of Interest documents shall be recommended by the districts or the State Design Engineer and submitted to FHWA for approval. Exempt project documents will be approved by the District Engineer for district and LPA projects and by the State Design Engineer for LHTAC and headquarters' (District 9) projects. Approval is required prior to PS&E Submittal. The Department has a state-wide blanket approval for the following items:

Pavement Markings	approved:	5/18/11
Seed	approved:	5/6/11
Hydro Seeding Applications	approved:	5/1/09

Requests for no-bid items of work for striping are completed by Traffic Services. Requests for no-bid items of work for seed and hydro seeding application are completed by Maintenance.

These approvals are to be updated annually (by October 1) if the items are to be used the following year. The appropriate section submits the blanket requests to FHWA for approval. Copies of the latest approvals shall be sent to DMC.

460.04 Utility Coordination. A statement is received from the State, either separately or combined with the information required by [23 CFR, Section 635.309 \(c\)](#), that either all right of way clearance, utility, and railroad work has been completed or that all necessary arrangements have been made for these activities to be undertaken and completed as required for proper coordination with the physical construction schedules. Where it is determined that the completion of such work in advance of the highway construction is not feasible or practical due to economy or there are special operational problems, appropriate notification shall be in the bid proposals noting the right of way clearance, utility, and railroad work which shall be underway concurrently with the highway construction.

460.05 Construction Trainees.

Each major Federal-Aid highway construction project shall consider a contract special provision for construction-related trainee positions prior to bid letting. The district and HQ EEO determine which construction contracts will contain a training special provision and the number of training hours that can be accomplished on each project. A bid item shall be included in the project estimate.

Before and throughout each construction season, an evaluation of potential availability of work under contracts, the duration of the work (to ensure adequate time for completion of training), and the potential long-term benefits to the trainees shall be determined by the district.

Assignment of training “hours” to specific contracts shall be based on:

- The availability of minorities, women, and disadvantaged.
- The potential for effective training.
- Duration of the contract.
- Dollar value of the contract.
- Total normal work force that the average bidder could be expected to use.
- Geographic location.
- Type of work.
- Need for additional journeymen in the area.
- Total goals established.
- Ratio of journeymen to trainees during normal operations.

The provisions for Trainees shall be considered and determined during the project development phase with the project records documented on the basis for establishing, or not establishing, trainee positions and the number of positions. An [ITD-2324](#) Process for Setting DBE Goal and TSP Hours on Federal Aid Projects shall be initiated by the district and submitted to HQ EEO for

completion. Based on this determination a bid item will be included in the contractor proposal if trainee positions are provided. The project programming, ITD 2101, for construction will also indicate the number of trainee hours proposed for the project.

Training hours will be included in the final contract as a separate line item and construction shall not commence until the contractor's Training Program is approved by FHWA, U.S. DOL, and/or ITD.

460.06 Disadvantaged Business Enterprise (DBE). Federal-aid projects must be reviewed for the percentage of contract work that could be accomplished by DBEs on a case by case basis. (ITD reserves the right to establish, or not establish, DBE project requirements on state-funded projects.)

Using the criterion outlined in this section, individual contract requirements are fluctuated above and below the established statewide goal in order to achieve the DBE participation calculated to create a level playing field. Items considered in establishing contract requirements will include, but are not limited to, the following:

- Location of project,
- Type of project,
- Availability of qualified DBEs,
- Estimated cost of the project or portions thereof, and
- Consideration of line items with the most DBE subcontracting, services, or supplier potential.

Prior to solicitation of bids, all proposed Federal-Aid construction contracts will be reviewed by the districts and HQ EEO to identify work which could be performed by DBEs. An [ITD-2324](#) Process for Setting DBE Goal and TSP Hours on Federal Aid Projects will be initiated by the district and submitted to HQ EEO for completion.

460.07 Prime Contractor. Federal-Aid projects should be reviewed for the percentage of contract work that could be accomplished by the bidder (prime contractor). The Standard Specifications for Highway Construction, Subsection [108.01 - Subletting of Contract](#), specifies the percentage of work that may be subcontracted. If necessary, the percentage of contract work to be accomplished by the prime contractor on federal-aid projects may be reduced to 30% of the contract amount.

The following circumstances may be reason to reduce the percentage of work by the prime contractor:

- deciding which phase of work should be primary (an example is a combination roadway and bridge project)

- rest areas or roadway projects with buildings
- when DBE requirements create a hardship for the prime contractor to perform 50% of the work

460.08 Tribal Employment Rights Ordinances (TERO) Requirements. Highway construction projects located, in whole or in part, on Indian reservation lands may be subject to tribal ordinances governing employment practices and fees. Early in the project development, the Designer should determine if the project will be affected by TERO requirements.

Federal-aid projects that are subject to TERO requirements shall identify these requirements in the contract proposal under the heading “Tribal Special Provisions.” The Special Provision requires the contractor to contact the TERO office on the reservation to administer employment of tribal personnel on the project, and/or provide trainee positions.

Before commencing work on a project covered by Tribal Employment Rights Ordinances, the Resident/Regional Engineer must have received a facsimile copy of the agreement between the Contractor and the Tribal Representative establishing preferential employment rights for Indians and the amount of the TERO fee, if applicable. The District Engineer, or a designated representative, shall periodically (at least monthly) contact the appropriate TERO Representative for assurance that the agreement is being honored. A memorandum concerning the periodic contact shall be sent to HQ EEO.

The Indian reservation boundaries in Idaho are displayed in the following [Figures 4-7](#) through [4-10](#).

460.09 Salvage Credits

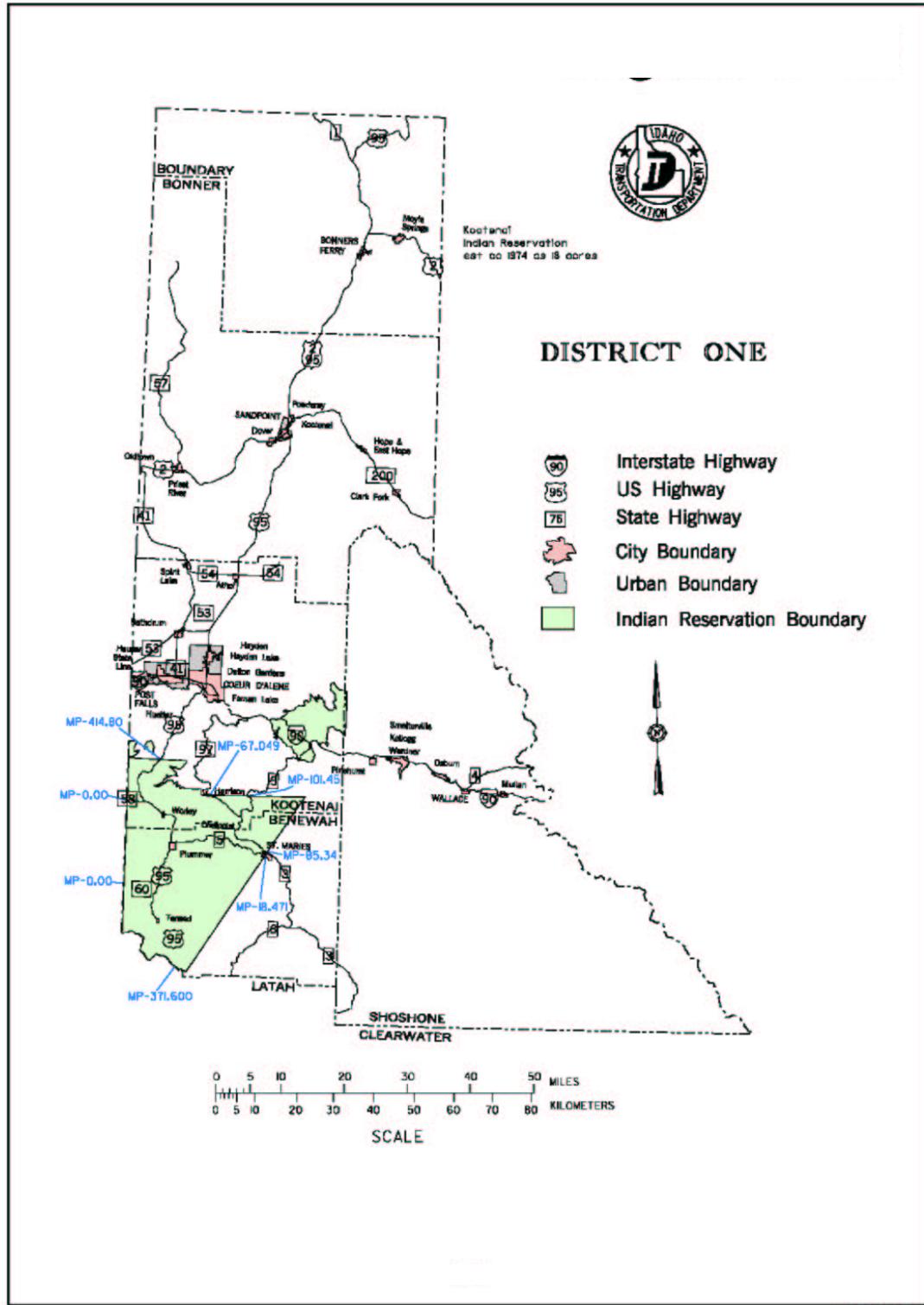
Salvage credit is required to be shown on the ITD-2101 unless one of the following circumstances are met:

- the salvaged item has a value less than \$5,000,
- the salvaged item becomes the contractor's property by virtue of the contract provisions, or
- the salvaged item will be reused in future projects eligible under Title 23 U.S.C. until its useful life is expended.

When salvage is required, careful attention should be given to the contract provisions for salvage to ensure that the cost of the operation (i.e., removal or salvage) does not exceed the value of the item(s) to be salvaged. Items to be salvaged may be unused

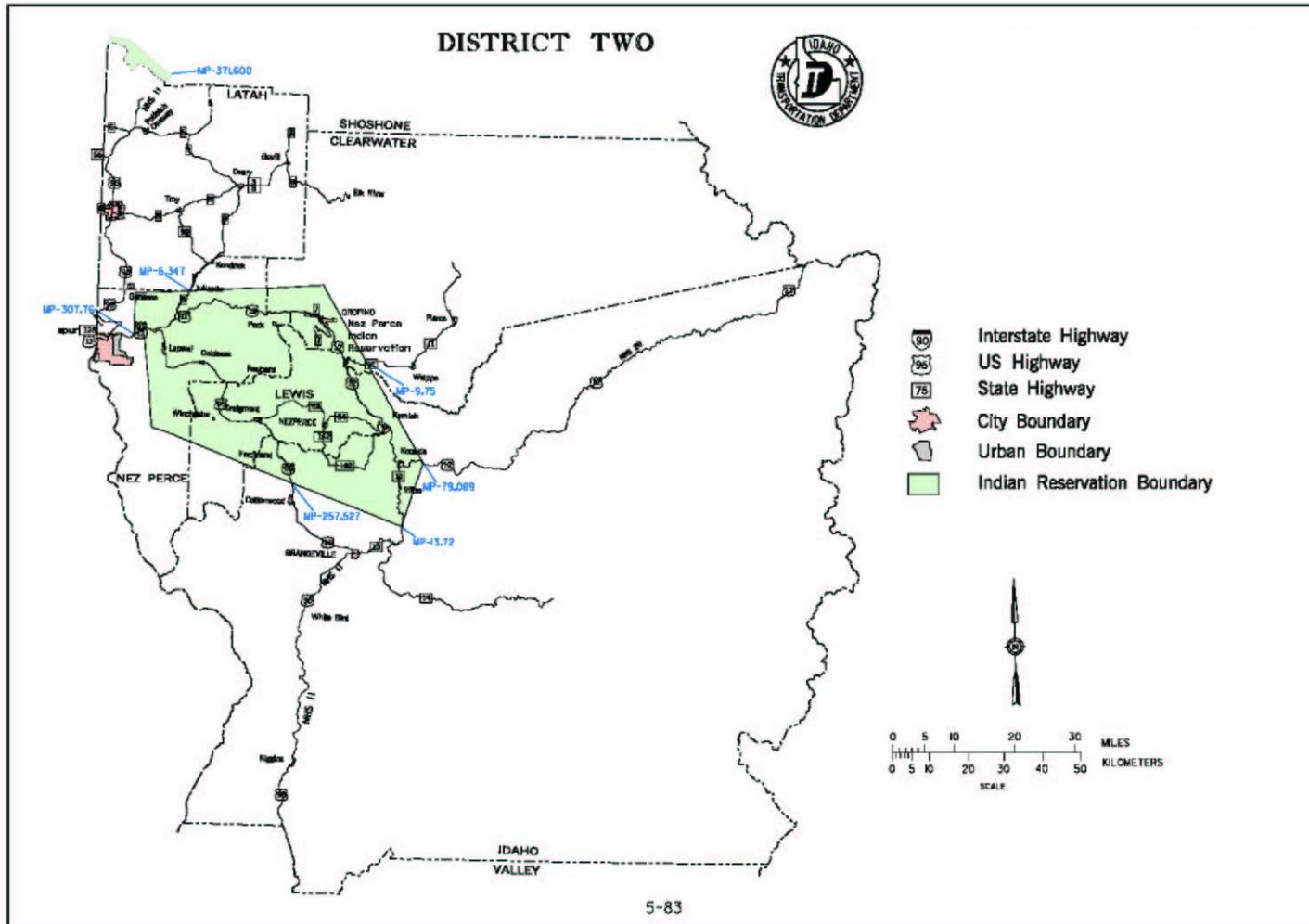
construction materials, salvaged highway appurtenances, or other equipment or material for which the useful life is greater than one year.

Figure 4-7



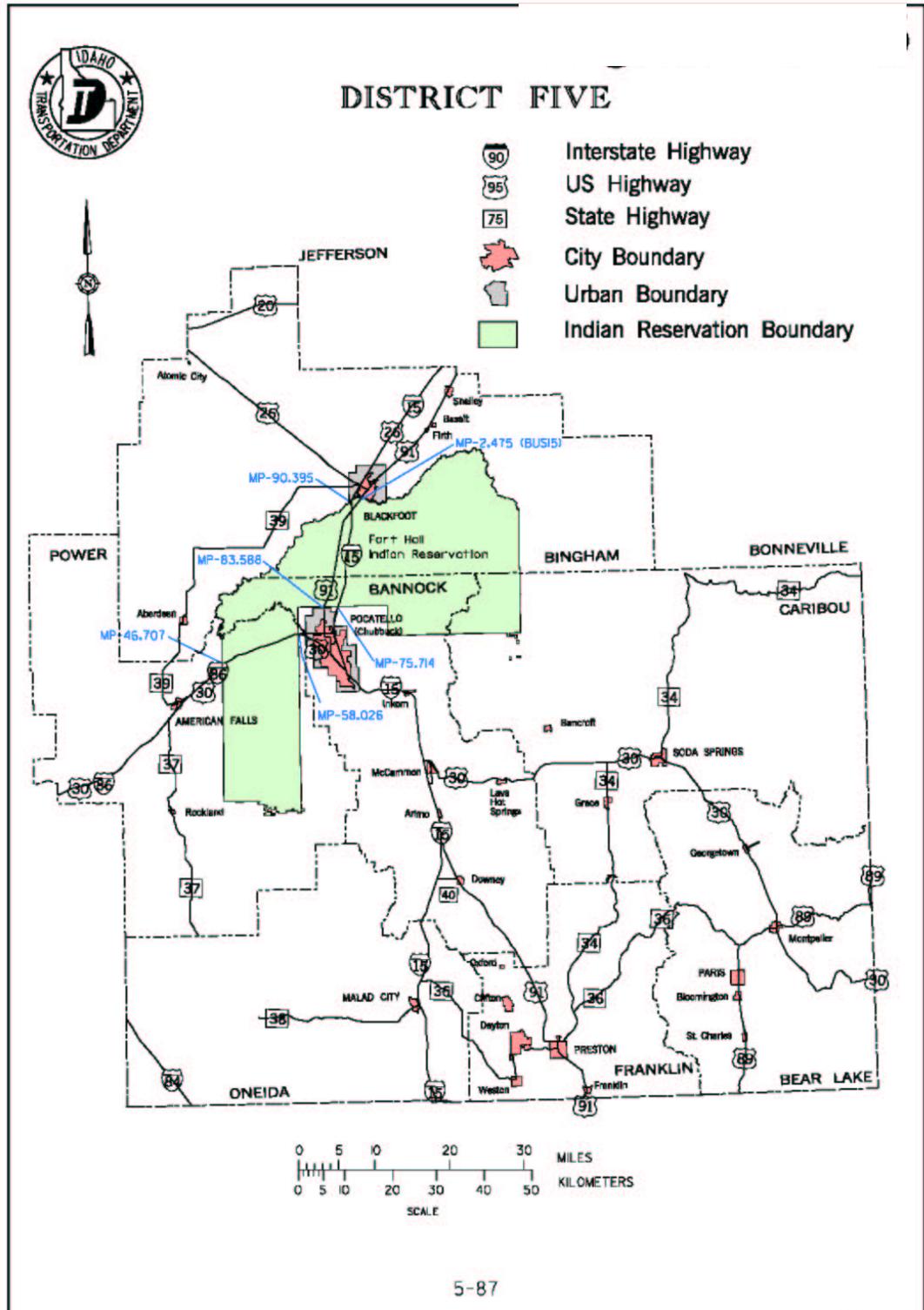
5_121098.dgn

Figure 4-8



5.131098.dgn

Figure 4-10



465.00 – PROPOSAL DOCUMENTS

Proposal documents are the plans, specifications, etc., that are assembled to define advertised projects. The contract proposals are to be written following the specification format. The proposal inserts are available in a department's server—Design on dmc

[http://www.itd.idaho.gov/design/contractors/Special%20Provision%20Format%20Example/Bid inserts 01-12.zip](http://www.itd.idaho.gov/design/contractors/Special%20Provision%20Format%20Example/Bid%20inserts%2001-12.zip)

(supplemental Specification) and are also available on the web at

<http://www.itd.idaho.gov/design/contractors/Special%20Provision%20Format%20Example/bidinsert04.htm>.

465.01 Proposal Document Preparation. Special provision documentation (proposal document preparation) is to be typed on an MSWord readable program and transmitted to DMC. Number the sheets from cover to back to ensure all sheets have been received. All material for the Contractor's Bid Proposal shall be 8 ½ inches x 11 inches (letter-sized) material.

The following steps should be worked through in order to complete each proposal.

- Review latest edition of DMC inserts. Complete by filling in the project number, project name, and county. Fill in the latest edition of the supplemental specification. Follow the instruction sheet to get the correct Supplemental Specifications, Standard Special Provisions and Inserts.
- Add Source Identification from the Phase III Materials Report.
- Insert liquidated damages and working days.
- Insert contractor's notes from the Phase V Materials Report, and notes concerning items not tied to specific pay items, concerning utility adjustment, etc.
- Insert applicable current proposal inserts

Insert any revision to Standard Specifications from the Phase V Materials Report, Bridge, or revisions that you have determined necessary.

Insert special provisions from the Phase V Materials Report, Bridge, or nonstandard items that you have added as special provisions.

If modifications to the method of measurement and the basis of payment in your proposal are needed, it should be done by writing a Special Provision.

465.02 Plan Quantity.

Only those items that will not be measured during construction can be designated as a plan quantity item. When an item other than those currently covered in the Standard Specifications are selected for designation of plan quantity, the Standard Specifications Method of

Measurement or Basis of Payment will need to be modified to required Plan Quantities in accordance with the Standard Specifications for Highway Construction, [Subsection 109.01](#).

465.03 Modification of Standard Specifications. When standard specifications are to be modified for a project, the sequence of modification shall follow the order of items, page by page, in the Standard Specifications book. In making modifications to the existing specifications, it is desirable; to delete entire paragraphs and substitute one or more new paragraphs that are written to cover the deleted or additional specifications.

465.04 Contingency Items. The use of items as contingencies should be clearly addressed at the final design review.

The definition in Section 101.04 of the Standard Specifications defines Contingency Item as an item with a set price. Keep in mind that adding the words “Contingency Item” to the supplemental description line in your estimate does not do anything.

When you have an item that

- you are not sure you will need
- you cannot estimate the quantity

consider the following options:

Use a standard Bid Item

Use a standard Bid Item and include a contractors note

Use a Set Unit Price (Contingency Item) - The Resident Engineer will need to approve this method.

The way to accomplish this in your Transport estimate is to toggle the “Pre-Established Price” entry in under your pay item to say yes (this is the 3rd from the bottom entry)

Use a Contingency Item with Force Account Method of Measurement – This will result in a total \$ amount being pre-entered on the bid schedule. The quantity will be 1 and the unit will be CA (Contingency Amount). If the work is needed, it is paid by force account.

The way to accomplish this in your Transport estimate is to use the unit SPCA . Toggle the “Pre-Established Price” entry in under your pay item to say yes (this is the 3rd from the bottom entry)

470.00 – SPECIFICATIONS

Specifications detail project requirements, modifications, and other restrictions and must follow a specific format (see dmc)

[http://www.itd.idaho.gov/design/contractors/Special%20Provision%20Format%20Example/Bid inserts 01-12.zip](http://www.itd.idaho.gov/design/contractors/Special%20Provision%20Format%20Example/Bid%20inserts%2001-12.zip) or <http://itd.idaho.gov/design/cadd/SpecialProvisions/bidinsert04.htm> . In the Complete Bid Insert Document Set file, the specifications are shown in the Format.doc and an example is shown in the Sample.doc.

475.00 - FINAL DESIGN REVIEW

475.01 Plans and Data Required for Final Design Review. The final design review may occur before acquisition of right of way or during right of way acquisition and without final bridge design approval. The Final Design Checklist ([Figure 4-11](#)) should be completed to ensure that all details are completed before submittal. If the districts are requesting Headquarters' sections to review final plans, the district shall transmit the review plans by submitting a letter ([Figure 4-12](#)) to the reviewing sections that specifies the time and date for the review, and includes all documents to support the design criteria. A copy of the letter should be included with the plans to enable prompt action to be taken. For FHWA Projects of Interest a copy of the review plans shall be sent to the FHWA official mail box.

475.02 Plan-in-Hand Review.

Either before or during the final design review, a plan-in-hand field review to check constructability and maintainability is required for all projects except:

- Review of projects that are under heavy snow cover at the final design review time may be impractical.
- Preventive Maintenance type projects.

The plan-in-hand field review will be attended by the Project Development Engineer, Designer, Resident Engineer and/or Project Engineer, and others including FHWA Operations Engineer as invited.

475.03 Final Design Review Report. A letter summarizing the decisions in regard to the comments and suggestions presented at the final design review shall be prepared by the district. Copies of this letter shall be furnished to all concerned.



Figure 4-11

FINAL DESIGN CHECK LIST			
Project No.		Reviewed by	
Key No.		Date	
Project Name			
District No.			
District Projected Bid Opening Date			
Program Amount			
<input type="checkbox"/>	Check Project Tracking and Charter		
<input type="checkbox"/>	Update 1414/Charter?		
<input type="checkbox"/>	Check that all Transmittals are included.		
<input type="checkbox"/>	Review Files, Materials Reports, and Plans.		
<input type="checkbox"/>	DESIGN: Distribute Letter and/or Plans and Proposal to:		
	<input type="checkbox"/> Bridge Utilities	<input type="checkbox"/> Materials	<input type="checkbox"/> FHWA <input type="checkbox"/> Right-of-Way <input type="checkbox"/>
PROPOSAL			
<input type="checkbox"/>	Check for proper format: Project number and location against Project Tracking.		
<input type="checkbox"/>	Are all applicable supplemental special provisions and applicable Federal and State requirements called out?		
<input type="checkbox"/>	Does it include the source identification and cost of materials?		
<input type="checkbox"/>	Are the liquidated damages correct?		
<input type="checkbox"/>	Are all notes to the contractor applicable and not duplication of		
<input type="checkbox"/>	Tribal regulation included, if appropriate?		
<input type="checkbox"/>	Partnering insert included, if needed.		
<input type="checkbox"/>	Can prime contractor do 50% of contract on federal-aid project		
<input type="checkbox"/>	Are there building projects warranties up to 6 months for electrical and mechanical?		
<input type="checkbox"/>	Determine working days or completion date using the Contract Time Determination Manual.		
<input type="checkbox"/>	Is utility coordination Contractor Note included?		
<input type="checkbox"/>	Review specification modifications for intent.		
<input type="checkbox"/>	Are Materials Special Provisions supported by the Materials Report?		
<input type="checkbox"/>	Has estimated cost been shown for furnished material? (Use Tax)		

Figure 4-11

FINAL DESIGN CHECK LIST	
PROPOSAL (continued)	
<input type="checkbox"/>	Do approved proprietary items have “or equals” statement? If category II research items are used — highlight and do not allow “or equal” statement.
<input type="checkbox"/>	Describe areas requiring RR insurance (each separate project on multi-project contracts).
<input type="checkbox"/>	Compare SP’s name and number to plan summary and cost estimate.
<input type="checkbox"/>	Erosion control statement or plan included?
<input type="checkbox"/>	Seed requirements and seed windows specified?
<input type="checkbox"/>	Class aggregate size and PG binder plant mix.
<input type="checkbox"/>	Ensure contractors protect bridge joints during seal coat operations. Resident & Regional Engineers need to protect all items near bridges and roadways (i.e., ice detectors, etc.).
ESTIMATE	
<input type="checkbox"/>	Check if contingency items are tied down and are not open ended.
<input type="checkbox"/>	Are all programmed items included on the engineers estimate?
<input type="checkbox"/>	Are there estimates separated for roadway, structures, etc.?
<input type="checkbox"/>	Review prices.
<input type="checkbox"/>	Seeding Items Included?
<input type="checkbox"/>	Are there any items that have salvage value?
<input type="checkbox"/>	Are furnished items listed?
<input type="checkbox"/>	Should the project include trainees? ITD-2324 Complete?
<input type="checkbox"/>	Railroad Flagging?
<input type="checkbox"/>	Is there any work to be done by others? (State, County, Utilities, Etc.)
<input type="checkbox"/>	Is this work justified and approved?
<input type="checkbox"/>	Compare costs to program amount (all programmed items); if necessary update ITD1414 .
PLANS	
GENERAL	
<input type="checkbox"/>	Are plan sheets legible?
<input type="checkbox"/>	Do they show the work to be done?
<input type="checkbox"/>	Check for appropriate scale for reduction (buildings, etc.).
<input type="checkbox"/>	Has recommended changes on previous review been made?
<input type="checkbox"/>	Review EIS for any special environmental conditions specified.
<input type="checkbox"/>	Right-of-Way agreement changes made?
TITLE SHEET	
<input type="checkbox"/>	Is the project title correct?

Figure 4-11

FINAL DESIGN CHECK LIST	
PLANS (continued)	
<input type="checkbox"/>	Are applicable standard drawing, structural drawings, traffic control, bridge drawings listed?
<input type="checkbox"/>	Are the sources shown?
TYPICAL SECTION	
<input type="checkbox"/>	Are station limits shown?
<input type="checkbox"/>	Is the estimating data complete?
<input type="checkbox"/>	Are the slopes specified?
<input type="checkbox"/>	Are the basic R/W lines shown?
CLEARANCE SUMMARY	
<input type="checkbox"/>	Is the estimating data complete and agreeable with Materials Report?
<input type="checkbox"/>	Check all clearances. (Are there any needing renewed?)
<input type="checkbox"/>	Has Mitigation Plan been approved?
AGREEMENTS COMPLETED	
<input type="checkbox"/>	State/Local
<input type="checkbox"/>	Cooperative
<input type="checkbox"/>	Construction
<input type="checkbox"/>	Road Closure & Maintenance
ROADWAY AND BRIDGE SUMMARIES	
<input type="checkbox"/>	Check items number and nomenclature.
<input type="checkbox"/>	Check bridge items against situation layout summary for each structure.
<input type="checkbox"/>	Check all summary items against engineer's cost estimate items.
<input type="checkbox"/>	Check that there are separate summaries for roadway and bridge.
PIPE SUMMARY SHEETS	
<input type="checkbox"/>	Check for completeness and if acceptable alternates are shown.
SOURCE PLATS	
<input type="checkbox"/>	Is the area to be worked clearly shown?
<input type="checkbox"/>	Does the log hole data show sufficient data to draw a reasonable conclusion?
<input type="checkbox"/>	Does it have archeological clearance?
<input type="checkbox"/>	Is it cleared by right of way?
<input type="checkbox"/>	Is the Reclamation Plan approved?
<input type="checkbox"/>	

Figure 4-11

FINAL DESIGN CHECK LIST		
MILEPOST CHANGES		
<input type="checkbox"/>	Proposed milepost changes. ITD 2184	
<input type="checkbox"/>	Milepost log work sheet. ITD 2185	
<input type="checkbox"/>	Are plan sheets indicating milepost equations attached to ITD 2184 ?	
<input type="checkbox"/>	Are mileposts indicated at beginning, end, and one mile increments on projects?	
COMMENTS:		

Figure 4-12

ITD-500

IDAHO TRANSPORTATION DEPARTMENT**Department Memorandum**

DATE: _____ **Project No.(s):** _____ (____)

TO: REVIEW SME **Key No.(s):** _____

FROM: PROJECT DEVELOPMENT ENGINEER **Project Identification, County, Etc.:**
 DISTRICT # PROJECT NAME (as it appears in the
 six-year program & Project tracking),
 _____ CO., WA # _____

RE: FINAL DESIGN SUBMITTAL

A final design review is being held for this project on (date, time, and location). Included for review are plans, Proposal cost estimate for this project.

Calculations for Contract Time
 Permits and Application
 Mitigation Summary

Additional information that may be included are:
 Comments on any unusual aspect of the project
 Approved Request for Federal-Aid on No-Bid Items of Work

Waiver of scheduled reviews or when held.

(Note any changes made to a Consultant project that have been discussed with the consultant.)

MG:wc
 Attach.
 cc:

480.00 – SPECIAL ROADWAY PLANS

480.01 Abbreviated Project Plans.

Abbreviated project plans may be used provided there is sufficient information to properly complete the project, particularly for special type projects such as Projects by Agreements, Emergency Relief (ER), and Safety Projects. Abbreviated project plans are also adaptable to special projects for Resurfacing, Restoration, Rehabilitation, and Reconstruction.

480.02 Projects by Agreement. Projects by agreement are generally constructed by local public agencies (City, County, etc.), Utility, and Railroad companies with their forces after an agreement is made between the department and the entity. The Contract Proposal and contents are not required since the construction requirements as written in the agreement are shown on the plans.

480.03 Emergency Relief (ER) Projects. Emergency Relief projects are funded with emergency funds authorized for the repair or reconstruction of highways and bridges which have suffered serious damage as the result of acts of nature.

480.04 Safety Projects. Safety projects are funded with federal and state funds that are authorized for expenditures to update and repair features effecting safety on the roadway, such as minor signing, delineation, pavement marking, guardrail, and railroad crossings. Safety projects must have a final design review and comply with the applicable parts of the review.

480.05 Additional Data Requirements for Special Projects.

Additional data that is required for the above mentioned Special Projects are:

- Agreements, exhibits and/or appendices, records, and other data to support the cost expenditures for use of men and equipment.
- Right of way data showing all features of existing and any new acquisitions of right of way including easements.
- Copies of the right of way certificate or data previously submitted to Headquarters Right of Way.