



Connecticut DOT

Bureau of Engineering and Construction

Number: ECD-2023-5

Date: March 29, 2023

ENGINEERING & CONSTRUCTION DIRECTIVE

DocuSigned by:

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Chief Engineer

Plans-In-Hand Field Review

To avoid oversights that result in construction-phase conflicts and unanticipated needs, a minimum of one multidisciplinary plans-in-hand field review will be required for all design projects. The purpose of the field review is to make a critical assessment of:

- Constructability and staging,
- Private and public property requirements,
- Impacts on regulated resources, and
- Impacts on utilities.

Field conditions should be evaluated through a combination of current/recent onsite reconnaissance and in-situ observations during the plans-in-hand field review. Secondary sources (e.g., Digital Highway, Google Earth, etc.) may be used to supplement the field meeting. Field reviews shall be conducted on every project unless approved by the District Engineer.

The review should be conducted after the scope and project limits are defined, generally prior to the semi-final design submission. It is important to note that the assessment of critical items, including, but not limited to Constructability and Staging may need to be further assessed in subsequent plan-in-hand field review meetings during the final design phase.

The lead design unit is responsible for scheduling, organizing, and documenting the review. Participation is required by the following Department organizations:

- Rights of Way,
- Office of Environmental Planning,
- Environmental Permit Coordination,
- Utilities,
- Pavement Design,

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- Traffic Engineering,
- Bridge Safety,
- District Construction,
- Construction Quality Assurance,
- Maintenance, and
- Other Engineering divisions and units with significant project involvement.

The review may be accomplished through a single or multiple meetings to focus on specific topics or mitigate scheduling difficulties. The Rights of Way, Bridge Safety, Office of Environmental Planning, Environmental Permit Coordination and Utilities units may decline participation if they can conclusively determine that the project does not involve activities within the unit's purview.

A written summary of the meeting(s) shall be prepared and retained in the project records, indicating the date, invited, and attending personnel and affiliation, and summary conclusions. An electronic copy of the summary shall be distributed to all invitees, and Office of Engineering Division Chiefs and the appropriate District Engineer, within seven days of the meeting.

The requirement of this field review shall be added to the Microsoft Project when developing the schedule and may be removed only if a field review is not warranted.

Those with scheduled Telework coinciding with a Plans-in-Hand Field Review meeting are required to attend the meeting in person.