



Connecticut DOT

Number:

ECD-2016-2

Bureau of Engineering and Construction

Date:

May 4, 2016

ENGINEERING & CONSTRUCTION DIRECTIVE

Chief Engineer

Plans-In-Hand Review

To avoid oversights that result in construction-phase conflicts and unanticipated needs, at least one multidisciplinary plans-in-hand review will be required for all design projects with invasive construction activity. The purpose of the 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 secondary sources (e.g., Digital Highway, Google Earth).

The review should be conducted after the scope and footprint are defined, generally between the completion of preliminary design and the semi-final design submission.

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

- Rights of Way,
- Environmental Permit Coordination,
- Utilities,
- 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, 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.

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A written summary of the meeting(s) should be prepared and retained in the projects records, indicating the date, invited and attending personnel and affiliation and summary conclusions. An electronic copy of the summary should be distributed to all invitees.

The requirement of this review is being added to the pre-construction checklist.

A plans-in-hand review is required for all projects with Final Design Plan dates after October 1, 2016.