

Design Checklist

CITY INFORMATION	
Contact name: City Contact Information (Name and Phone Number):	
Brief Project Description:	
Project ID:	
Issue Date:	
Requested Reply Date:	
Engineer Contact information:	

DOCUMENTS SUBMITTED	BROWARD COUNTY'S RESPONSE
<input type="checkbox"/> Scope of Work (Describe project in detail. Work should include preparation of signed and sealed construction plans and specifications in accordance with applicable State, County, and local standards; permit approvals; public involvement; and cost estimate. The Scope of Work should include geographic location, project limits and reference and work being done non-Surtax sources of funding.	
<input type="checkbox"/> Advertising documents (Solicitation Documents)	
<input type="checkbox"/> Continuing Services Agreement attached (if municipality is expecting to use an existing contract instead of advertising for delivery of services)	
<input type="checkbox"/> Proposed vendor agreement	
<input type="checkbox"/> If the owner(s) of any portion of the right-of-way or easement is different from the applicant, provide documentation from the owner granting the municipality permission to implement the project.	
<input type="checkbox"/> Design phase budget (most likely the same \$ as MPO estimate approved by OB) If non-surtax sources are being used towards project, indicate source(s) and funding amount(s), including agreements or associated budget resolutions	
<input type="checkbox"/> Design phase schedule	
<input type="checkbox"/> CBE Goal Letter/Email Attached, if applicable	

<input type="checkbox"/>	City plans to use internal staff for a portion of the work on this project. (If checked, please provide details.)	
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FOR PROJECTS WITH THE FOLLOWING ELEMENT THE ANALYSIS BELOW IS REQUIRED

<input type="checkbox"/>	<p>Drainage Analysis</p> <p>Prior to securing a design consultant:</p> <ul style="list-style-type: none"> Submit a concept drainage plan or describe the drainage approach along with an attestation memo that states the areas used to size the proposed drainage system will be limited to using the width of road right-of-way, plus no more than 10 feet on each side of the right-of-way to calculate the eligible size of the stormwater system. Acknowledge that any increases to the stormwater system size to accommodate a drainage area greater than the eligible size will not be funded by the Surtax. <p>During design or when design plans are finalized:</p> <ul style="list-style-type: none"> Submit a drainage report/analysis and plans that demonstrates the proposed drainage improvements only addresses stormwater runoff from the road right-of-way plus no more than 10 feet on each side of the right-of-way. If accommodating stormwater runoff beyond 10 feet, the applicant shall provide drainage calculations and a detailed cost estimate that separates eligible and non-eligible Surtax-funded items. 	
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VERIFICATION DOCUMENTS (The following documents verify eligibility of elements of the project.)

For Street Lighting Projects:

Submit a statement and report confirming that the lighting justification and basis for warranting roadway lighting for all users has followed the Florida Greenbook criteria. The proposed lighting systems shall comply with the requirements as described in the Florida Greenbook, including level and uniformity of illumination. This information should be available from the Planning Phase. **If this information was not provided in the Planning Phase, please include the lighting analysis in your submittal. (Please see sample attachment)**

For Sound Wall Projects:

Submit all of the following justifications in conformance with FDOT's noise wall criteria:

- Requested sound wall is due to a road project that adds through lanes to an existing road, alters the road alignment significantly, or constructs a new road.
- Traffic noise study indicating the projected exterior noise level approaches or exceeds 67 decibels (dBA) or increase existing noise level by 15 dBA or more.
- Modeling showing the proposed wall will reduce the noise level at least 5 dBA with a typical design goal of 10 dBA reduction.

This information should be available from the Planning Phase. **If this information was not provided in the Planning Phase, please include the sound wall analysis in your submittal.**

For Fiber-Optic Projects:

Submit statement and map confirming the fiber optic improvements are only used as communications for the public transportation system.

For Landscaping Projects:

Submit statement confirming that proposed landscaping project is part of a road improvement project. The statement shall include the name of the road improvement, its schedule, and a location map.

For Parking Projects:

Submit the following information:

- Statement confirming that the proposed project is used for park-and-ride or other transit-oriented development parking that serves the public or is a garage directly related to a transportation project that serves the public.
- Statement confirming that any parking fees charged will not exceed costs associated with securing, operating, and maintaining the facility.
- Report documenting the sizing and preliminary layout of the parking facility. This information should be available from the Planning Phase. **If this information was not provided in the Planning Phase, please include the parking layout analysis in your submittal.**