



# Turnpike Electronic Delivery Checklist



FPID: \_\_\_\_\_

Turnpike PM: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

LEGEND	
Not Applicable	NA
Non-Compliant	NC
Compliant	C

NA	NC	C	1.0 Project CD Labeling	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1.1	Financial Project Identification Number (FPID)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1.2	Project description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1.3	Consultant company name and phone number
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1.4	Turnpike PM and Consultant PM
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1.5	Disk # of Total # (1 of 1, or 1 of 2, etc)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1.6	CD creation date (mm/dd/yy)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1.7	Designation for phase (90%, 100%, Final, etc.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1.8	Letting date (mm/yy)

NA	NC	C	2.0 Compliance Certification Checklist	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.1	Compliance Certification Checklist provided and signed by Consultant PM.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2.2	All items in Compliance Certification Checklist either checked or marked N/A.

NA	NC	C	3.0 PEDDS Reports	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3.1	Manifest Document signed by data processor.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3.2	Signatory Documents provided for each professional who electronically signs and seals plans.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3.3	Signatory Document provided for each professional who electronically signs and seals files for the Specifications Package and any TSPs.

NA	NC	C	4.0 PEDDS Project Delivery	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4.1	Project Authentication Test run without any error(s).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4.2	SHA-1 hash code matches on the Manifest Document and Project Authentication Test.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4.3	SHA-1 hash code matches on each Signatory Document and on Project Authentication Test.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4.4	All plan sheets are signed and sealed electronically (exceptions: existing bridge plans and standard sheets).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4.5	Specifications Package is signed and sealed electronically with its own Signatory.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4.6	TSPs have been signed and sealed electronically with separate Signatories for each TSP. (Each TSP should be a separate PDF as well as in Spec Pack).

NA	NC	C	5.0 SetMaker Extraction		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5.1	Project sub-set can be successfully extracted using the SetMaker application.	Not required by Consultant for submittal. Created by Turnpike to test the extraction to ensure project passes.

NA	NC	C	6.0 Directory Structure (File Checker)		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6.1	Correct root project folder (complete 11 digit FPID with no spaces or dashes).	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6.2	Standard folder names under the root (with <i>eng_data</i> sub-folder).	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6.3	No folder(s) added or missing from directory structure.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6.4	Valid sub-folder names (no special characters such as !@#\$\$%&()), no spaces, not longer than 16 characters).	

NA	NC	C	7.0 Required Project Files		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.1	<i>Projectfiles.htm</i> at the root of project folder.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.2	<i>SheetNDX.htm</i> at root of project folder.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.3	<i>ProjectIndex.xml</i> at root of project folder.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.4	All plan sheet design files present in the delivery.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.5	All sheets follow correct sheet sequence.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.6	All links are functional on <i>SheetNDX.htm</i> .	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.7	Existing bridge plans are one PDF file per bridge. (On <i>SheetNDX.htm</i> : "Sheet No. BX-1 - BX-10 EXISTING BRIDGE PLANS - BRIDGE #123456", etc.)	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.8	Key Sheet matches <i>SheetNDX.htm</i> (project description and component descriptions/order).	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.9	<i>Project.PDF</i> is at root of project folder (Preferable to rename 11 digit FPID e.g. <i>12345615201.PDF</i> ).	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.10	<i>Project.PDF</i> opens with correct orientations for all sheets.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.11	<i>Project.PDF</i> matches PostScript files.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7.12	Proposal Summary of Pay Items included for Phase IV and later submittals.	

NA	NC	C	8.0 File Names (File Checker)		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8.1	Valid DGN and PostScript file names (no special characters such as !@#\$\$%&()), no spaces, no folder names longer than 16 characters).	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8.2	No duplicate files names.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8.3	No duplicate data.	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8.4	DGN file naming convention followed for <b>all</b> files.	

NA	NC	C	9.0 CAD QC (File Checker)		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9.1	Quality Control reports for all DGN files (saved as <i>QCReport.txt</i> in each discipline's <i>eng_data</i> folder). - 95% compliant for all critical DGN files - 80% compliant for all non-critical DGN files	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9.2	Any exceptions should be approved by TPK PM and TPK CADD and noted in the Project Journal.	

NA	NC	C	10.0 CADD and Engineering Data Files	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10.1	CADD files in MicroStation format (.DGN).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10.2	DGN files are all V8 for entire project (V7 must have prior approval).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10.3	GEOPAK files delivered (.GPK, .INP, etc.).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10.4	Project geometry (points) in LandXML format. ( <i>POINTS_LandXML.xml</i> saved in \\data folder)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10.5	Project geometry (profiles) in LandXML format. ( <i>PROFILES_LandXML.xml</i> saved in \\data folder)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10.6	Project geometry (chains) in LandXML format. ( <i>CHAINS_LandXML.xml</i> saved in \\data folder)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10.7	Project geometry (DTM) in LandXML format. ( <i>DTM_LandXML.xml</i> saved in \\data folder)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10.8	Architectural files in AutoCAD format. Also may be acceptable from external sources (utility companies, counties, cities, etc.).

NA	NC	C	11.0 PostScript Files	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11.1	Each electronically signed and sealed sheet contains the correct Electronic Notice: <ul style="list-style-type: none"> <li>- Engineers use Rule 61G15-23.003</li> <li>- Surveyors use Rule 61G17-7.0025</li> <li>- Landscape Architects use Rule 61G10-11.011</li> <li>- Architects use Rule 61G1-16.005</li> </ul>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11.3	Each sheet contains the correct information in the title block (FPID, SR #, county, sheet description, EOR, etc).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11.4	All plan sheet PostScript image files are stored in the discipline's <i>eng_data</i> folder (not within any subfolder).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11.5	PostScript file naming convention is followed (new or old format accepted).

NA	NC	C	12.0 Reference Files	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12.1	No missing reference files.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12.2	All references attached without "saving full path."

NA	NC	C	13.0 Project Journal	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	13.1	Project Journal present.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	13.2	Software versions declaration for MicroStation, GEOPAK, Electronic Delivery, etc.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	13.3	Project Journal details design aspects and decisions made during the life of the project and documents processes used during the course of design that should be communicated to a downstream user of the project data.

NA	NC	C	14.0 Specifications Package	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14.1	Specifications Package in PDF format stored within \\specs folder. (Preferable to name file with 11 digit FPID e.g. <i>12345615201specpack.PDF</i> )
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14.2	Specifications cover page contains notice for electronic signing and sealing.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14.3	Any TSP cover sheets contain electronic notice.

NA	NC	C	15.0 Strung Projects	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15.1	Lead Key Sheet notes strung project FPID(s).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15.2	Projects have been strung together using the Strung Project application.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15.3	<i>SheetNDX.htm</i> for each project contains links to main project index.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15.4	Composite <i>Project.PDF</i> has been created.

### Additional Comments