

Memo

New Mexico Department of Transportation

SUBJECT: Infrastructure Design Directive
IDD-2011-04

DATE: 25-July-2011

TO: Office of Infrastructure Divisions
District Offices
Transportation Design Community

FROM: Max E. Valerio, P.E.
Chief Engineer
Office of Infrastructure Divisions

FILE REFERENCE:
PSESHARE:Design Directives

This directive establishes the NMDOT's policy in regards to the new project Production Submittal Checklists as found attached as well as the new requirement for project certifications.

Important to note, effective the month of August 2011 we are establishing a new project milestone in our Project Workflow that requires all project certifications completed by the PS&E date and not at the date of Production as has been done in the past. Any exceptions to this requirement will require justification and approval by the Chief Engineer.

Thank you for your attention and cooperation in carrying out this new requirement.

General Office staff is to utilize the \\aspen\pseshare drive to access the Directive. District and Regional Office staff can access the Directive utilizing the appropriate District drive as indicated below:

District 1	\\D1Blade3\D1Design
District 2	\\D2flsv01\public\psesection
District 3	\\D3-blade1\District 3\PS&E_Section
District 4	\\D4-blade2\designshared
District 5	\\d5-blade4\section_shares\d5design
District 6	\\d6flsv06\d6_users\pse_section

In addition, the Directive will reside in the Department's external website. The web address is:

<http://www.dot.state.nm.us>

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3/Tammy Haas

4/Jimmy Camp

5/Miguel Gabaldon

6/Larry Maynard

ASSISTANT DISTRICT ENGINEERS

1/Filiberto Castorena/Harold Love

2/Ralph Meeks/Ismael Dominguez

3/Ken Murphy/Kathy Trujillo

4/Abel Esquibel

5/James Gallegos

6/Fernando Trujillo/Lisa Vega

ENGINEERING SUPPORT

1/

2/Robert Kurtz

3/Tony Abbo

4/Heather Sandoval

5/Phil Gallegos

6/Ron Romero

DISTRICT TECH SUPPORT ENGINEERS

1/

2/Louis Matta

3/Priscilla Benavides

4/Mohamad Assaad/Leon Ortega

5/David Martinez

6/Bryan Peters

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1/Maria Hinojos

2/Earle Smith

3/Antonio Jaramillo

4/Adam Romero

5/Ruben Garcia

6/Jeffrey Sanchez

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Viven Hoang

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Jolena Palau

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ACONM

Mike Gibson

PRODUCTION SUBMITTAL CHECKLIST

P. S. & E BUREAU July 2011

Unless otherwise noted, paper submittals are required. Check Yes, No or NA as appropriate for each Required Submittal.

**SUBMIT COMPLETED CHECKLIST AND REQUIRED SUBMITTALS DIRECTLY TO
P. S & E. BUREAU**

Control No.:	Yes	No	NA
TWO (2) SETS OF STAMPED AND SIGNED FINAL PLANS WITH ONE (1) SET OF APPLICABLE STANDARD DRAWINGS (No further revisions after submittal has been made are allowed). Bridge Plans to be signed by Bridge Bureau prior to production submittal.			
SIGNED ENVIRONMENTAL COMMITMENTS SHEET Environmental Commitments Sheet shall be signed by appropriate environmental staff.			
DESIGN EXCEPTIONS & DESIGN VARIANCES			
EARTHWORK RUNS , if applicable, Paper Copy and Electronic Format (CD) Required.			
CROSS SECTIONS , if applicable, Paper Copy and Electronic Format (CD) Required.			
RAILROAD CERTIFICATION (Paper Copy and Electronic File via E-mail) E-mail to jeff.martinez@state.nm.us			
ROW CERTIFICATION (Paper Copy and Electronic File via E-mail) E-mail to jeff.martinez@state.nm.us			
UTILITY CERTIFICATION (Paper Copy and Electronic File via E-mail) E-mail to jeff.martinez@state.nm.us			
ITS SYSTEMS ENGINEERING COMPLIANCE (Paper Copy and Electronic File via E-mail) E-mail to jeff.martinez@state.nm.us			
WORK ZONE DESIGN CHECKLIST (Paper Copy and Electronic File via E-mail) E-mail to jeff.martinez@state.nm.us			
UTILITY AND RAILROAD NOTICES TO CONTRACTORS (.doc file) via E-Mail. E-mail to jeff.martinez@state.nm.us and titus.ispirescu@state.nm.us (Coordinate with Utilities/Railroad)			
FINAL COST ESTIMATES (Detail Estimate (Hard Copy))			
ESTIMATOR FILE (.xml file) via E-mail (For All Projects). E-mail to ron.trujillo@state.nm.us & daniel.bustamante@state.nm.us			
ENVIRONMENTAL CLEARANCE			
ARCHAEOLOGICAL CLEARANCE			
Additional Information Requested			
CONTRACT TIME (Working or Calendar Days as directed by the Assistant District Engineer.)			