




*New Mexico* DEPARTMENT OF  
**TRANSPORTATION**  
MOBILITY FOR EVERYONE

**SUBJECT:** Infrastructure Design Directive  
IDD-2018-25  
Production Submittal Checklist

**DATE:** July 9, 2018

**TO:** Office of Infrastructure Divisions  
District Offices  
Transportation Design Community

**FROM:** Armando Armendariz, P.E.   
Chief Engineer  
Office of Infrastructure Divisions

**FILE REFERENCE:**  
PSESHARE:Design Directives

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The following IDD shall be used to ensure consistency in the development of all projects to be let by NMDOT in relation to project Production Submittal Checklists as found attached as well as the requirement for project certifications.

Important to note, that there are new project milestone requirements established 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.

The most up to date Production Checklist can be found in PSE Share Drive under Production Submittal Checklist.



**CN EnterCN Production Checklist**  
**PDE: EnterPDE (SelectRegionOrDistrict)**  
**Termini: TerminiRouteMPtoMP**  
**Production Deadline: EnterProductionDeadline**  
**Submittal Date: PickDate**

**SUBMIT COMPLETED CHECKLIST AND SUBMITTALS TO PSE BUREAU MANAGER IN THE FOLLOWING ORDER.**

<b>Draft Contract Book</b> Paper Copy Submittal	ContractBookStatus
<b>Standard Project-Specific NTC's (NTC's)</b> NTC Word Documents (Email to <a href="mailto:jeff.martinez@state.nm.us">jeff.martinez@state.nm.us</a> and <a href="mailto:yolanda.roybal@state.nm.us">yolanda.roybal@state.nm.us</a> )	StandardProject-SpecificNTCStatus
<b>Project-Specific NTC's (NTC's)</b> NTC Word Documents (Email to <a href="mailto:jeff.martinez@state.nm.us">jeff.martinez@state.nm.us</a> and <a href="mailto:yolanda.roybal@state.nm.us">yolanda.roybal@state.nm.us</a> )	Project-SpecificNTCStatus
<b>Earthwork</b> Earthwork Runs (Paper Copy) Cross Sections (Paper Copy)	EarthworkRunStatus CrossSectionStatus
<b>Estimate</b> PE Stamped/Signed/Dated Estimate (E&C and GRT <b>not</b> Required) Estimator .xml File (Email to <a href="mailto:jeff.martinez@state.nm.us">jeff.martinez@state.nm.us</a> and <a href="mailto:yolanda.roybal@state.nm.us">yolanda.roybal@state.nm.us</a> )	EstimateStatus EstimatorStatus
<b>Augmentation Form</b> Augmentation	AugmentationStatus
<b>Plans (100% Complete)</b> One (1) Set of Original PE Stamped/Signed/Dated Plans and one (1) Copy Signed Environmental Commitments Sheet	PlanStatus EnvCommitmentSheetStatus

<b>Certifications/Checklists</b> Paper Copies and Electronic Files to <a href="mailto:jeff.martinez@state.nm.us">jeff.martinez@state.nm.us</a>	
<b>Environmental Clearance/SHPO Concurrence Document</b>	Env/ArchStatus
<b>FINAL Right-of-Way (ROW) Certification</b>	ROWCertStatus
<b>FINAL Utilities Certification</b>	UtilityCertStatus
<b>FINAL Railroad Certification</b>	RRCertStatus
<b>ITS Certification</b>	ITSChecklistStatus
<b>Checklists</b> <b>Work Zone Design Checklist</b>	WorkZoneChecklistStatus

<b>Reports</b> <b>Geotechnical Report</b>	GeoTechRptStatus
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<b>Other</b>	
<b>PS&amp;E Review Meeting</b>	PickDate
<b>Contract Time</b>	EnterDays, MandatoryCompletionDate ContractTimeStatus
<b>PMTM Letting Date Status</b>	EnterLettingDate or DesignateAsShelfProject

**PRODUCTION REQUIREMENTS, Other Required Documents**

<b>Permits/Agreements</b>	
<b>Maintenance Agreements (Status Only)</b>	
Signal Agreements	AgreementStatus
Lighting Agreements	AgreementStatus
Flasher/Beacons Agreements	AgreementStatus
Landscaping Agreements	AgreementStatus
<b>401/404 Permits</b>	401/404PermitStatus

**Miscellaneous**

<b>Design Exceptions/Variations as per Current Design Directive</b>	
Electronic submittal required.	
<b>Design Exceptions</b>	ExceptionStatus
Design Exception(s)	IndicateException(s)
<b>Design Variations</b>	VarianceStatus
Design Variance(s)	IndicateVariance(s)
<b>Public Interest Finding (PIF) Proprietary Items (Status Only)</b>	PIFStatus
Proprietary Items (Federally Funded Projects)	PIF Items