MEMORANDUM State of Alaska

 Department of Transportation & Public Facilities

 Design and Engineering Services – Central Region

 Highway Design

Instruction Text: To be deleted as sections are filled in.

|  |  |  |  |
| --- | --- | --- | --- |
| **TO**: | First Last | **DATE**: | October 10, 2014 |
|  | Project Manager |  |  |
|  |  |  |  |
|  |  | **TELEPHONE NO**: | 907-269-XXXX |
|  |  | **E-MAIL**: | first.last@alaska.gov  |
|  |  |  |  |
| **FROM**: | First Last | **SUBJECT**:  | Quality Assurance  |
|  | Project Engineer |  | Project Name |
|  |  |  | Project Number |

In-House Designs: The person responsible for performing the Quality Assurance (QA) review will deliver this memo to the Project Manager before circulating/submitting. This person is typically the Project Engineer or the Lead Designer on the project.

Consultant Designs: The person responsible for performing the QA review will deliver this memo to the DOT&PF Project Manager with the design documents. This is not intended to be a peer review check. This person is typically the person in responsible charge for the project and should be identified at project start-up. This memo does not take the place of internal reviews and independent peer review best practices. This memo shall be on the consultant’s letterhead.

Fill in the items included in the submittal. Examples of some typical design documents are listed below. This memo is intended to be used for all formal submittals to the Department.

The following items are being submitted to the DOT&PF Project Manager in accordance with DOT&PF policy and design procedures:

* Design Study Report
* Utility Conflict Report
* H&H Report
* Geotechnical Report
* Preliminary Engineering Report
* Environmental Document
* PIH PS&E package
	+ Plans
	+ PIH Specification Memo
	+ Estimate
* Traffic Control Plan
* Highway Design Checklist
* ESCP with appendices

For all submittals except Final PS&E submittals

I have reviewed the attached documents and performed a QA/QC check at the appropriate level for the submittal.

For Final PS&E submittals

I certify the attached documents have received Quality Control and Quality Assurance reviews by myself and staff working under my supervision.

|  |  |  |
| --- | --- | --- |
|  | **DATE**: | October 10, 2014 |
|  |  |  |
| First Last |  |  |
| Title |  |  |