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| **In Sheet No. column, use a 1 for General comments, X for estimate comments, Y - pg # for Specifications, and Z - pg # for DSR, and the alpha numeric pg # of Plan sheets (use an A if no Alpha is used on the plan sheets)**  **In the Section column below please use your assigned Functional group identifier: Right-of-Way = RW; Traffic Design = TD; Traffic Safety = TS; Highway Design = HD; Materials = M; Bridge Design = B; Survey = SC; Internal Review = QC; Construction = C; Utilities = U; Specifications = S; Review Engineer = RE; Maintenance = M&O; Environmental = ENV; Hydrology = HY.** | | | | | | |
| Rating | Image result for clipart construction equipmentImage result for clipart construction equipmentImage result for clipart construction equipmentImage result for clipart construction equipmentImage result for clipart construction equipment | | | Comment: This rating should be used to indicate the quality of the review set package you received.  *Unsatisfactory/design intent not clear or accurate and major errors – One cone. Low Acceptable/design intent not well represented and errors – Two cones. Acceptable/design intent developed and minor errors – Three cones. High Acceptable/ clear design intent and few errors – Four cones. Outstanding/very clear design intent and little to no errors – Five cones* | | |
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| Item No. | Sheet / Page No. | Section | Comment | | Response | Meeting Note |

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|  |  |  | Please save this form to your computer before you make changes. |  |  |
|  |  |  | When using Alpha numeric pages, use a space between the letter and the number (i.e. A 01 not A01). When commenting on the specs that have over 99 pages, use Y 001, Y 010, and Y 100 for pages 1, 10 and 100. The sort feature will then order the comments correctly.  In order to see how this works, click on this table to get the Layout Tab. On the Layout Tab, select Sort and sort by column 2. Please note that blank boxes will come before anything else so it’s recommended to delete them prior to submitting your comments. |  |  |
|  |  |  | To add more comment rows, highlight the number of rows you wish to add, right-click, and click on Insert -> Insert Rows Below or hover your cursor over the left side of the table in between rows and click the “+” button to add one row at a time. |  |  |
|  |  |  | To edit the header, double-click on header. |  |  |
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