

ATP Engineer’s Checklist

Required for all Infrastructure Projects

This application checklist is to be used by the engineer in “responsible charge” of the preparation of this ATP application to ensure all of the primary elements of the application are included as necessary to meet the CTC’s requirements for a PSR-Equivalent document (per CTC’s ATP Guidelines and CTC’s Adoption of PSR Guidelines - Resolution G-99-33) and to ensure the application is free of critical errors and omissions; allowing the application to be accurately ranked in the statewide and regional ATP selection processes.

Special Considerations for Engineers before they Sign and Stamp this document attesting to the accuracy of the application:

Chapter 7; Article 3; Section 6735 of the Professional Engineer's Act of the State of California requires engineering calculation(s) or report(s) be either prepared by or under the responsible charge of a licensed civil engineer. Since the corresponding ATP Infrastructure-application defines the scope of work of a future civil construction project and requires complex engineering principles and calculations which are based on the best data available at the time of the application, the application must be signed and stamped by a licensed civil engineer.

By signing and stamping this document, the engineer is attesting to this application's technical information and engineering data upon which local agency's recommendations, conclusions, and decisions are made. This action is governed by the Professional Engineer's Act and the corresponding Code of Professional Conduct, under Sections 6775 and 6735.

The following checklist is to be completed by the engineer in “responsible charge” of defining the project’s Scope, Cost and Schedule per the expectations of the CTC’s PSR Equivalent. The checklist is expected to be used during the preparation of the documents, but not initialed and stamped by the engineer until the final application and application attachments are complete and ready for submission to Caltrans.

1. **Vicinity map /Location map:** **Engineer’s Initials:** _____
 - a. The project limits must be clearly depicted in relationship to the overall agency boundary

2. **Project layout-plan/map** showing existing and proposed conditions must: **Engineer’s Initials:** _____
 - a. Be to a scale which allows the visual verification of the overall project “construction” limits and limits of each primary element of the project. Scale must be shown on the layout-plan/map
 - b. Show the full scope of the proposed project
 - c. Show all changes to existing motorized/non-motorized lane and shoulder widths. Label the proposed widths
 - d. Show agency’s right of way (ROW) lines when permanent or temporary ROW impacts will occur. (As appropriate, also show Caltrans’, Railroad, and all other government agencies ROW lines)

| | | |
|--|-------------|-------------------------------|
| Anticipated Number of ROW Takes | Cost | Time needed to Acquire |
| _____ | \$ _____ | _____ Months |

| | | |
|--|-------------|------------------------------|
| Anticipated Number of Easements | Cost | Time needed to Obtain |
| _____ | \$ _____ | _____ Months |

3. **Typical cross-section(s)** showing **existing and proposed** conditions. **Engineer’s Initials:** _____
(Must include a cross-section for each segment where the width of improvements or Right-of-way vary significantly from the typical)
 - a. Show and dimension: changes in lane widths, **ROW lines**, side slopes, etc.
 - b. Any new paving must show both the width and the depth/thickness

Note- In some cases, separate existing and proposed cross sections may be needed to clearly show the before and after widths/thicknesses

4. Detailed Engineer's Estimate

Engineer’s Initials: _____

- a. The Detailed Engineer’s Estimate and Total Project Costs (Attachment F) **must be used** for all applications that are requesting ATP Infrastructure funds. Attachment F shall be filled out per the instructions and attached to the application, in the appropriate location.
- b. Each of the main project elements are broken out into separate construction items. The costs for each item are based on calculated quantities and appropriate corresponding unit costs
 - i. The only items that may use Lump Sum are shown on a the 'Allowable Lump Sum Items" tab.
- c. All non-participating costs in relation to the ATP funding are clearly identified and accounted for separately from the eligible costs.
- d. All project elements the applicant intends to utilize the CCC, certified community conservation corps, or tribal corps on need to be clearly identified and accounted for
- e. All project development costs to be funded by the ATP need to be accounted for in the total project cost

5. Crash/Safety Data, Collision maps and Countermeasures:

Engineer’s Initials: _____

- a. Confirmation that crash data shown is depicted accurately, is shown to scale, and occurred within influence area of proposed improvements.

6. Project Schedule and Requested programming of ATP funding

Engineer’s Initials: _____

- a. All applicants must anticipate receiving federal ATP funding for the project and therefore the project schedules and programming included in the application must account for all applicable federal requirements and timeframes.
- b. "Completed Dates" for project Milestone Dates shown in the application have been reviewed and verified
- c. "Expected Dates" for project Milestone Dates shown in the application account for all reasonable project timetables, including: Interagency MOUs, Caltrans agreements, CTC allocations, FHWA authorizations, federal environmental studies and approvals, federal right-of-way acquisitions, federal consultant selections, project permits, etc.
- d. The fiscal year and funding amounts shown in the PPR must be consistent with Implementing Agency’s expected project milestone dates and available matching funds.

| Anticipated Environmental Studies | Cost | Time needed for the study |
|-----------------------------------|----------|---------------------------|
| 1. _____ | \$ _____ | Months |
| 2. _____ | \$ _____ | Months |
| 3. _____ | \$ _____ | Months |

7. Warrant studies/guidance

Engineer’s Initials: _____

(Check if not applicable)

- a. For new Traffic Control Signals – an engineering study that includes analysis of Signal Warrants 1- 9 (CA MUTCD) must be submitted. For ATP funding, warrants 4, 5 or 7 should be met but the final decision to install a signal must be made by the engineer. The engineering study (and any additional documentation of the engineering judgment supporting the Traffic Control Signal, if needed) must include the name and license number of the responsible engineer and must be attached to the application in the "Additional Attachments" section.

8. Additional narration and documentation:

Engineer’s Initials: _____

- a. The text in the "Narrative Questions" in the application is consistent with and supports the engineering logic and calculations used in the development of the plans/maps and estimate
- b. When needed to clarify non-standard ATP project elements (i.e. vehicular roadway widening necessary for the construction of the primary ATP elements); appropriate documentation is attached to the application to document the engineering decisions and calculations requiring the inclusion of these non-standard elements.

Licensed Engineer Information:

Name (*Last, First*):

Title:

Engineer License Number:

Signature and Date:

Email Address:

Phone:

Place the Engineer's Stamp below: