**Design Documentation Package Checklist Instructions**

The Design Documentation Package (DDP) is made up of the Design Approval (DA), Project Development Approval (PDA), and the DDP Supporting Documents (read Design Manual Chapter 300.03(3) for more detail). This DDP Checklist is utilized to assure the base contents of the DA, PDA, and Supporting Documents are consistent across the state. This DDP Checklist contains the minimum content for a DDP and indicates how it is to be organized.

The organization of the DDP checklist comes from Exhibit 300-1 in the Design Manual. The indexing number in the leftmost column is to help with organization of the documents. It is intended that this checklist be inserted as the first tab of the DA, PDA, or Combined DA/PDA to serve as a table of contents. The indexing number along with the item abbreviation column are used for the file naming convention that was instigated with [Design Bulletin #21-02](https://wsdot.wa.gov/Publications/Manuals/M22-01.htm#Design%20Bulletin).

Pages 1 through 3 are for DA, PDA and Combined DA/PDA respectively. Only one of these pages will be used depending on what you are assembling. For example, if you are assembling a DA, you do not include the PDA or Combined DA/PDA pages. Page 4 and 5 include the DDP Supporting Documents and Other Items. These two pages are include in every DA, PDA, and Combined DA/PDA with a simple checkmark to indicate if they are applicable or not.

While this checklist is extensive, it is not all encompassing. The diversity of the projects that we do may necessitate adding to this list. When doing so, keep in mind the DDP is kept for 75 years and is intended to document and explain the design decisions, design criteria, and design processes that were followed. If an item speaks to these criteria, it can be added to the DDP. If it does not, consider putting it in the Project File.

Questions frequently arise about the relationship between the DA and PDA. As you can see from the checklist below, they are very similar. Since a DA always comes first, sometimes a document in the DA has not changed for the PDA. If this is the case, the checklist has a dropdown that says “Same as DA”. If this is selected, it is not necessary to duplicate the document in the PDA.

Section 6 is titled “Other Approvals and Justifications”. This section captures all of the locations in the Design Manual where the term “justify” or “approval” is used. There are many such references in the Design Manual and to capture all of them in this DDP Checklist would be extensive. If you encounter such a statement in the section of the Design Manual pertinent to your project, insert the appropriate justification or approval in this section of the DDP.

Section 7 is titled “Other Items”. The Project Engineer has the ability to include more items in the DDP than what is listed in this checklist. Include those items in this section. When items are added, consider that the DDP is retained in a permanent retrievable file for a period of 75 years. Therefore, only include items necessary for permanent storage.

Should you have any questions regarding the DDP Checklist consult your Region’s Assistant State Design Engineer or Liaison.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESIGN APPROVAL** | | | | |
| **Index #** | **Item Abbr.** | **Description** | **In DA?** | **Notes** |
| **DA.1.0** |  | **Introductory Documents** | | |
| **DA.1.1** | **TOC** | **Table of Contents** | Required | *Print this checklist with the “In DA?” column complete and “Notes” included as appropriate. Include this checklist as the Table of Contents.* |
| **DA.1.2** | **Memo** | **Memorandum** | Required | *See the Memorandum Templates on the* [*Design Support website*](https://www.wsdot.wa.gov/Design/Support.htm)*.* |
| **DA.1.3** | **VM** | **Vicinity Map** | Required |  |
| **DA.2.0** |  | **Project Summary Documents** | | |
| **DA.2.1** | **PP** | **Project Profile** | Required | Some older projects have a Project Definition. |
| **DA.2.2** | **ERS** | **Environmental Review Summary** | Required |  |
| **DA.2.3** | **BOD** | **Basis of Design** | Required |  |
| **DA.3.0** |  | **Core Documents** | | |
| **DA.3.1** | **DPS** | **Design Parameter Sheets** | Choose an item. | Complete to the level known at this stage of the project. |
| **DA.3.2** | **SA** | **Safety Analysis** | Choose an item. | See [WSDOT Safety Analysis Guide.](file:///G:\01ALLSTAFF\Workforce%20Development\Mentorship%20Program) |
| **DA.3.3** | **DA** | **Design Analysis** | Choose an item. | A new Design Analysis known at this stage of the project. |
| **DA.3.4** | **MEF** | **Maximum Extent Feasible** | Choose an item. | A new MEF known at this stage of the project. |
| **DA.3.5** | **PFA** | **Plans for Approval** | Choose an item. | Conceptual Intersection and/or Interchange Plans. A Region may have a more detailed checklist. |
| **DA.3.6** | **APP** | **Alignment Plans and Profiles** | Choose an item. | If significantly modified. |
| **DA.3.7** | **CostE** | **Cost Estimate** | Choose an item. | Compare to the budget. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT DEVELOPMENT APPROVAL** | | | | |
| **Index #** | **Item Abbr.** | **Description** | **In PDA?** | **Comments** |
| **PDA.1.0** |  | **Introductory Documents** | | |
| PDA.1.1 | **TOC** | **Table of Contents** | Choose an item. | *Print this checklist with the “In PDA?” column complete and “Notes” included as appropriate. Include this checklist as the Table of Contents.* |
| PDA.1.2 | **Memo** | **Memorandum** | Choose an item. | *See the Memorandum Templates on the* [*Design Support website*](https://www.wsdot.wa.gov/Design/Support.htm)*.* |
| PDA.1.3 | **VM** | **Vicinity Map** | Choose an item. |  |
| **PDA.2.0** |  | **Project Summary Documents** | | |
| PDA.2.1 | **PP** | **Project Profile** | Choose an item. |  |
| PDA.2.2 | **ERS** | **Environmental Review Summary** | Choose an item. |  |
| PDA.2.3 | **BOD** | **Basis of Design** | Choose an item. |  |
| **PDA.3.0** |  | **Core Documents** | | |
| PDA.3.1 | **DPS** | **Design Parameter Sheets** | Choose an item. | Final Version. |
| PDA.3.2 | **SA** | **Safety Analysis** | Choose an item. | See [WSDOT Safety Analysis Guide.](https://www.wsdot.wa.gov/publications/fulltext/design/ASDE/Safety-Analysis-Guide.pdf) |
| PDA.3.3 | **DA** | **Design Analysis** | Choose an item. |  |
| PDA.3.4 | **MEF** | **Maximum Extent Feasible** | Choose an item. |  |
| PDA.3.5 | **PFA** | **Plans for Approval** | Choose an item. | Approved Intersection/Channelization and/or Interchange Plans. |
| PDA.3.6 | **APP** | **Alignment Plans and Profiles** | N/A | Final alignment and profiles can be found in the contract plans. |
| PDA.3.7 | **CostE** | **Cost Estimate** | Choose an item. | Compare to the budget. |
| **PDA.4.0** |  | **Environmental Documentation** | | |
| PDA.4.1 | **SEPA** | **SEPA** | Required |  |
| PDA.4.2 | **NEPA** | **NEPA** | Required |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMBINED DA/PDA** | | | | |
| **Index #** | **Item Abbr.** | **Description** | **Required?** | **Comments** |
| **PDA.1.0** |  | **Introductory Documents** | | |
| PDA.1.1 | **TOC** | **Table of Contents** | Required | *Print this checklist with the “In DA?” column complete and “Notes” included as appropriate. Include this checklist as the Table of Contents.* |
| PDA.1.2 | **Memo** | **Memorandum** | Required | *See the Memorandum Templates on the* [*Design Support website*](https://www.wsdot.wa.gov/Design/Support.htm)*.* |
| PDA.1.3 | **VM** | **Vicinity Map** | Required |  |
| **PDA.2.0** |  | **Project Summary Documents** | | |
| PDA.2.1 | **PP** | **Project Profile** | Required |  |
| PDA.2.2 | **ERS** | **Environmental Review Summary** | Required |  |
| PDA.2.3 | **BOD** | **Basis of Design** | Required | If BOD exempt, include email from the appointing authority. |
| **PDA.3.0** |  | **Core Documents** | | |
| PDA.3.1 | **DPS** | **Design Parameter Sheets** | Required |  |
| PDA.3.2 | **SA** | **Safety Analysis** | Required | See WSDOT Safety Analysis Guide. |
| PDA.3.3 | **DA** | **Design Analysis** | Choose an item. |  |
| PDA.3.4 | **MEF** | **Maximum Extent Feasible** | Choose an item. |  |
| PDA.3.5 | **PP** | **Plans for Approval** | Choose an item. | Approved Intersection/Channelization and/or Interchange Plans. |
| PDA.3.6 | **APP** | **Alignment Plans and Profiles** | N/A | Final alignment and profiles can be found in the contract plans. |
| PDA.3.7 | **CostE** | **Cost Estimate** | Required | Compare to the budget. |
| **PDA.4.0** |  | **Environmental Documentation** | | |
| PDA.4.1 | **SEPA** | **SEPA** | Required |  |
| PDA.4.2 | **NEPA** | **NEPA** | Required |  |

[NOTE: If you are acquiring a combined DA/PDA, check the boxes in the PDA column.]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5 - DDP SUPPORTING DOCUMENTS** | | | | | | |
| **Index #** | **Item Abbr.** | **Description** | **Included In** | | | **Comments** |
| **DA** | **PDA** | **N/A** |
| **SD.5.1** | **ARR** | **Access Revision Report &**  **Non-Access Feasibility Study** |  |  |  | *Include the FHWA Approval Letter after NEPA completion.* |
| **SD.5.2** | **AH** | **Access Hearing** |  |  |  | *For all of these, check the box in the DA column if it is included in the DA.* |
| **SD.5.3** | **AR** | **Access Report** |  |  |  | *Check the PDA box if it is included in the PDA.* |
| **SD.5.4** | **LoN** | **Barrier Length of Need Calculations** |  |  |  | *Check the “N/A” box if it is not applicable for this project.* |
| **SD.5.5** | **VertC** | **Bridge Vertical Clearance** |  |  |  | *Use this Comments column for notes.* |
| **SD.5.6** | **Fence** | **Fencing** |  |  |  |  |
| **SD.5.7** | **GeoR** | **Geotechnical Report** |  |  |  |  |
| **SD.5.8** | **HydR** | **Hydraulics Report** |  |  |  |  |
| **SD.5.9** | **ICE** | **Intersection Control Evaluation (ICE)** |  |  |  |  |
| **SD.5.10** | **Illum** | **Illumination (Additional)** |  |  |  | *See DM Chapter 1040.05* |
| **SD.5.11** | **ITS** | **ITS Systems Engineering Documentation** |  |  |  |  |
| **SD.5.12** | **MSR** | **Materials/Surface Reports** |  |  |  |  |
| **SD.5.13** | **MX** | **Median Crossover Approval** |  |  |  |  |
| **SD.5.14** | **MUTCD** | **MUTCD Request for Experimentation** |  |  |  |  |
| **SD.5.15** | **Ped** | **Pedestrian Facilities** |  |  |  |  |
| **SD.5.16** | **PAP** | **Public Art Plan** |  |  |  |  |
| **SD.5.17** | **RRX** | **Railroad Crossing Evaluation Team Findings** |  |  |  |  |
| **SD.5.18** | **RRX\_WUTC** | **Railroad Grade Crossing Petitions and WUTC Orders** |  |  |  |  |
| **SD.5.19** | **CZ** | **Roadside Clear Zone inventory** |  |  |  |  |
| **SD.5.20** | **SP** | **Signals Permit** |  |  |  |  |
| **SD.5.21** | **TA** | **Traffic Analysis** |  |  |  |  |
| **SD.5.22** | **VE** | **Value Engineering Recommendation Approval Form** |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **6 - Other Approvals and Justifications** | | | | | | |
| **Index #** | **Item Abbr.** | **Description** | **Included In** | | | **Comments** |
| **DA** | **PDA** | **N/A** |
| **SD.6.1** | **App** | **Approvals** |  |  |  | *Check the box in the DA column if it is included in the DA.* |
| **SD.6.2** | **Just** | **Justifications** |  |  |  | *Check the PDA box if it is included in the PDA.* |
| **SD.6.3** | **DD** | **Design Decisions** |  |  |  | *Check the “N/A” box if it is not applicable for this project.* |
| **7 - Other Items** | | | | | | |
| **Index #** | **Item** | **Description** | **Included In** | | | **Comments** |
| **DA** | **PDA** | |
| **SD.7.1** | **Self-Selected** | **[OTHER]** |  |  | | *List items in this section that are added to the DA or PDA.* |
| **SD.7.2** | **Self-Selected** | **[OTHER]** |  |  | | *Add more rows as necessary.* |

**Abbreviations:**

* DA = Design Approval
* DDP = Design Documentation Package
* DM = Design Manual
* PDA = Project Development Approval
* SD = Supporting Document