DEPARTMENT OF TRANSPORTATION
LOCATION AND DESIGN
DESIGN QUALITY INDEX EVALUATION FORM
(Note: Use the tab key to navigate and complete this form.)

District: _____ Project Number: _____
Date: _____ UPC: _____

Project Inspector: _____
VDOT Project Manager/Coordinator: _____
VDOT Project Designer (if applicable): _____
Consultant Designer and Firm: _____

Contract Fixed End Date: _____

Actual Completion Date: _____

Description of Work: _____

Location: From: _____ To: _____

System: ☐ Interstate ☐ Primary
☐ Secondary ☐ Urban

Contract Dollar Value: $ _____
Work Orders: $ _____
Final Estimate Amount: $ _____

Instructions

This Form is to be prepared by the Project Inspector at or near the completion of the project and discussed at the Post Construction Meeting, which is scheduled for_ _____. Please rate only those factors that pertain to the project. Type N/A for not applicable factors. Use the factor rating descriptions as defined below.

4. No design problems - Minor deviations or field adjustments, no plan revisions or work orders processed.
3. Some design problems - Minor plan revisions, minor work orders, several field adjustments or time extensions processed.
2. Numerous design problems - Plan revision(s) processed, work order or time extension required to construct.
1. Major design problem - Major design change required or major time impact to construction.

Provide a brief explanation for why the rating was given with specific examples. Attaching before and after photos may also be helpful. To arrive at the Project Index, add all the scores together, divide by the number of factors used and round the number to the nearest tenth. All signatures at the bottom of the Form are required before distribution.

SCORE

CONSTRUCTABILITY – The ability to construct a project in an orderly and logical manner within the guidelines of the plans, specifications, and other project documents. (Note: Changes made due to the contractor's preference should not be reflected in this rating, but addressed in the comments below.)

_____

Comments:

- Issue(s) – Describe the issue(s) that presented problems during construction.
- Corrective Action – Describe the action that was taken during construction to correct the issue(s).
- Suggestions for Future Projects – Describe actions that could have been taken during the design phase that could have minimized the issue.

MAINTENANCE OF TRAFFIC - An orderly and logical sequence of traffic that accommodates traffic and provides safety for project personnel and the traveling public. (Note: Changes made due to the contractor's preference should not be reflected in this rating, but addressed in the comments below.)

_____

Comments:

- Issue(s) – Describe the issue(s) that presented problems during construction.
- Corrective Action – Describe the action that was taken during construction to correct the issue(s).
- Suggestions for Future Projects – Describe actions that could have been taken during the design phase that could have minimized the issue.

DRAINAGE – The adequate conveyance of water which protects the facility, environment and private property.

_____

Comments:

- Issue(s) – Describe the issue(s) that presented problems during construction.
- Corrective Action – Describe the action that was taken during construction to correct the issue(s).
- Suggestions for Future Projects – Describe actions that could have been taken during the design phase that could have minimized the issue.

SCORE

DOCUMENT CLARITY – The ability to easily read and understand the intent of the design (plans and specifications).

Comments:

- Issue(s) – Describe the issue(s) that presented problems during construction.
- Corrective Action – Describe the action that was taken during construction to correct the issue(s).
- Suggestions for Future Projects – Describe actions that could have been taken during the design phase that could have minimized the issue.

SUBSURFACE INFORMATION - Accurate and sufficient subsurface information to depict field conditions. (Items such as borings or other soil reports.)

Comments:

- Issue(s) – Describe the issue(s) that presented problems during construction.
- Corrective Action – Describe the action that was taken during construction to correct the issue(s).
- Suggestions for Future Projects – Describe actions that could have been taken during the design phase that could have minimized the issue.

SURVEY - Accurate and sufficient data for control points and the existing topography that ties the proposed design into the surrounding conditions.

Comments:

- Issue(s) – Describe the issue(s) that presented problems during construction.
- Corrective Action – Describe the action that was taken during construction to correct the issue(s).
- Suggestions for Future Projects – Describe actions that could have been taken during the design phase that could have minimized the issue.

UTILITIES – The required adjustments to the existing in-plan utilities and the proposed in-plan utilities were correctly shown. (Note: non-performance by the utility should not be reflected in the rating.)

Comments:

- Issue(s) – Describe the issue(s) that presented problems during construction.
- Corrective Action – Describe the action that was taken during construction to correct the issue(s).
- Suggestions for Future Projects – Describe actions that could have been taken during the design phase that could have minimized the issue.

EROSION, SILTATION, AND SEDIMENTATION – Adequacy of items incorporated in the plans to comply with E&S requirements. _____

Comments:

- Issue(s) – Describe the issue(s) that presented problems during construction.
- Corrective Action – Describe the action that was taken during construction to correct the issue(s).
- Suggestions for Future Projects – Describe actions that could have been taken during the design phase that could have minimized the issue.

(A) TOTAL FACTOR SCORE _____
(B) NUMBER OF FACTORS USED _____
PROJECT INDEX (A)/(B) _____

Additional Comments:

Recommended for Approval By:

Project Inspector	Date	VDOT Project Designer (if applicable)	Date
Area Construction Engineer	Date	VDOT Project Manager/Coordinator	Date

Approved for Distribution By:

District L&D Engineer Date

District Project Development Engineer Date

District Construction Engineer Date

cc: Chief Engineer
State Location and Design Engineer
State Structure & Bridge Engineer (If Applicable)
State Construction Engineer
District Construction Engineer
District Project Development Engineer
District Location and Design Engineer
Residency Administrator
Area Construction Engineer
Project Manager/Coordinator - Original
Project Designer (VDOT)