Project Review Files

At the start, the project manager should have an electronic file folder created for all documentation either in IPM or Falcon DMS. This folder will contain all of the reviews for each phase.

A schedule and budget should be worked up for the review and stored in the folder. All pertinent project correspondence should be obtained and placed in the folder.

The Project Manager should place all reports in IPM or Falcon DMS so that all members of the review team may have read access to the reports. The final recommendations or report will have a copy placed in this folder for future reference.

This preserves the recommendations so a future reviewer may access the file for past recommendations.

Site Visit

At each constructability review, the team should review the project in the field. If plans are available, they should be taken to the site visit to place notes on. This provides team members a chance to get acquainted with the current conditions of the project area and to note anything that may present a challenge during the construction of the project.

The team needs to note the existing vehicular, pedestrian and bicycle patterns, so they can be accommodated during construction. They should also take note of any recent changes in the area that may not be included in the project survey or addressed in the design. The type, number and above or below ground utilities should also be noted as they are a specific problem during construction. Any bridge(s) should be noted, especially if it goes over water as boat traffic may pose a problem. Existing drainage problems should also be noted. Existing retaining walls or noise barrier walls should be noted, especially the face treatment which may have to be reproduced. Photographs should be taken of potential problem areas.

If a site visit is not possible, then the GIS Integrator site should be utilized to obtain a drive through.