# ORD Survey Files – Preliminary QA/QC Checklist

As outlined in TDOT’s ***Requirements for Model-Centric Design*** document, there are up to five (5) expected deliverables from the Survey phase to Design found in Appendix A. Survey Deliverables Workflow. (Also detailed in the Survey (ORD) Manual Appendix A):

1. **Aerial Survey Data** file (**Aerial Model.dgn** from the **3D seed**) contains the existing graphics imported from the aerial survey. This is only required as a survey deliverable on projects with an aerial survey included in the scope.
2. **Field Survey Data** file (**Model.dgn** from the **3D seed**) contains the existing graphics imported from the original Field Book(s) (e.g. utilities (plan), pavement edges, buildings, vegetation, etc.).
3. **Terrain Model** file (**Terrain.dgn** from the **3D seed**) contains the existing DTM features (e.g. contours, triangles, etc.). If a project requires a Field Survey Data file and an Aerial Survey Data file, the Terrain Model file should combine both the field survey TIN file and the aerial survey TIN file.
4. **Preliminary Geometry** file (**Alignment.dgn** from the **2D seed**) contains the survey preliminary centerline horizontal alignment with profile, existing right-of-way lines, property lines, parcel lines, property owners, tract numbers, and projected existing drainage and utilities (profile only).
5. **Utility Model** file (**Utility.dgn** from the **2D seed**) contains the existing drainage and utility models (plan only), delineated drainage areas, and drainage/hydraulic data blocks.

The following **ORD Survey Files – Preliminary QA/QC Checklist** is one (1) of four (4) ORD Survey checklists for NEW ORD projects that must be completed by the surveyor/survey team and submitted as part of the formal, overall survey deliverable package. This checklist should be completed first, prior to going out into the field.

# Project Information

|  |  |
| --- | --- |
| **County:** | Choose an item. |
| **Federal Project No.:** | Click or tap here to enter text. |
| **PIN:** | Click or tap here to enter text. |
| **Description:** | Click or tap here to enter text. |
| **Submitted by Surveyor:**  **(TDOT or Consultant)**  **Date:** | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| **Survey Reviewed By:** | Click or tap here to enter text. |
| **Submitted by TDOT Regional Survey Manager:** | Click or tap here to enter text. |
| **Submission Date:** | Click or tap here to enter text. |
| **Comments**:  Click or tap here to enter text. | |

# ORD Survey Files – Preliminary QA/QC Checklist

In the ***Verified*** column, select either **Yes**, **No**, or **N/A** for the verification status of each documentation/task. Include any assumptions below to help support procedural reasoning.

| Category | Documentation/Task | Verified |
| --- | --- | --- |
| General |  |  |
|  | Electronic copies of tax cards indicating which parcels to be included in survey, including owners’ names, addresses, and phone numbers  (**Note:** These will be submitted with survey) | Choose an item. |
|  | Electronic copies of deeds and plats  (**Note:** These will be submitted with survey) | Choose an item. |
|  | Property owner contact letters written and mailed | Choose an item. |
|  | Copies of old highway plans | Choose an item. |
|  | Copies of utility locate one-call tickets |  |
|  | Contacted utility companies for marking, white paint needed in the field to designate marking area  (**Note:** One-call ticket receipts will be submitted with survey) | Choose an item. |
|  | Old railroad ROW plans obtained (if applicable) | Choose an item. |
|  | Railroad right-of-entry obtained (if applicable) | Choose an item. |
|  | If an urban project, SUE Survey contacted (or at the discretion of the survey manager) | Choose an item. |
|  | Utility Kick Off Meeting held, if applicable | Choose an item. |
|  | Project Kick Off Meeting held | Choose an item. |
| Photo-grammetry |  |  |
|  | Side-lap and front-lap percentages set (recommended 70% side-lap, 80% front-lap, or higher depending on the conditions) | Choose an item. |
|  | Minimal shadows caused by topographic relief or sun angle | Choose an item. |

### Assumptions:

Click or tap here to enter text.