

## TIA QC CHECKLIST

Reviewer:

Date:

**Instructions:** Reviewer should place comment boxes and checkmarks in PDF throughout document during review. Employee (typically whomever performed the analysis and assembled the report) addressing comments should make updates and comment responses as appropriate based on comments in this document. Engineer of record should back check that all comments have been resolved in final review. Within the document:

- A green checkmark indicates a review has been performed and no errors were found
- A yellow checkmark indicates a review has been performed resulting in needed updates or clarifications
- A comment box indicates a question or comment by reviewer
  - All comment boxes should be responded to or checked

In reviewing the analysis and report, document QC progress below:

## 1. Analysis Files

AM and PM network peak hour existing/base volumes imported into base volume row of **Vistro** file (spot check)  
 Trip generation spreadsheet is done correctly (check pass-by, internal capture, rates vs equations, and land uses)  
 AM and PM peak hour trip generation entered correctly in future year **Vistro** files  
 Through trips at proposed driveways correctly carried through in future year **Vistro** files  
 Pass-by trips at driveways entered correctly in future year **Vistro** files

## 2. TIA Report

Existing Synchro sheets match counts for network peak hours in Appendix A

Existing Synchro sheet LOS matches existing LOS table

Existing Synchro sheet volumes match existing volume figure(s)

Future Year Synchro sheet LOS matches future year LOS table(s)

Interim Phase(s)

Build-out

Build-out + 5

Build-out + 10

Future Year Synchro sheet volumes match future year volume figure(s)

Interim Phase(s)

Build-out

Build-out + 5

Build-out + 10

Report text

Complete read through for style/formatting/terminology (intersection descriptions, street name abbreviations, table formatting, linking within document)

Complete read through for contents and appropriate description of analysis and results

List of figures and list of tables match captions

Scope from City (if available) is attached as an Appendix

Any additional comments: