

## Review Comment Record Sheet

Missouri Department of Transportation					Final Disposition Codes			
Core Team Review Comment and Record Sheet (RCRS)					A. Accept Comment - correct or clarify plans prior to next design phase			
Job Number:					C. Clarify or Discuss Comment - resolve prior to next design phase			
Project Description:					D. Dismiss Comment - no modifications to plans required			
MoDOT Route:					Project Phase:			
City:					MoDOT Development Coordinator:			
County:					Developer or Consultant:			
Local Road:								
Comment Date YYYY-MM-DD	Core Team Reviewer Name	Page Number, Plan Sheet Number or "G" for General Comment	Core Team Reviewer Comments	Submitted to Consultant	Design Team Response to Core Team Reviewer Comments	Final Disposition by MoDOT Project Manager		
						Code	Date	
[Submittal being reviewed]								

### Description and Benefit

The Review Comment Record Sheet (RCRS) is an excel spreadsheet designed to keep track of comments provided on plans, traffic impact studies, hydraulics reports, or any other submittal for a development, LPA, or STIP project. When comments are addressed in new submittals, responses are recorded in the RCRS next to the appropriate comments to ensure all issues are corrected either through submittal or discussion. It also allows for a timeline of the project to be tracked as dates are kept for every submittal. The RCRS improves safety because it ensures that safety comments on projects are not missed. If MoDOT required guardrails be added to plans, that comment can be found in the RCRS and brought to the attention of the consultant, developer, or designer until it has been adequately addressed. The RCRS prevents safety items from falling through the cracks. This innovation also improves customer support by clearly communicating expectations for plan updates and MoDOT’s acceptance of the changes. If a conflict arises at a later date about an item that was previously addressed in the RCRS, a record of acceptance or rejection is sitting right there.

### For More Information Contact

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