OKLAHOMA DEPARTMENT OF TRANSPORTATION

PROJECT DEVELOPMENT PROCESS

2015

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FOREWORD

History: The 2001 Project Development Process was created with a goal to maximize productivity and streamline plan development. Modifications to the Plan Development Process were implemented to establish the needed meetings and the minimum project progress required to have a successful review.

With the progression of time, the requirements, deliverables and activities included in the work break down schedule have evolved, therefore requiring that these changes be documented resulting in an update to the original Project Development Process.

Responsible Party: The responsibility for strict adherence to the requirements for the meetings continues to lie with each Division, as outlined in the packet. The schedules for each project will be created by the Project Manager which will include the dates for the project meetings. Tools under development will allow access for each Division to view, edit and update project status information and utilize resource leveling data. In addition a central filing system is available for the filing of final project documentation.

Modifications: The 2014 updates to the Project Development Process include the plan delivery requirements for meetings and submissions to ODOT, along with a revised section on the Description of the Activities for Project Development Process.

Meeting Location: The anticipated locations of the meetings are reported in the packets and do not represent a change from procedures established in the original 2001 Project Development Process.

The Future: It is not possible to create a single project development and implementation process that will prove effective for every project every time. We must recognize that the expertise and judgment of the responsible individuals at each phase of development and implementation cannot be minimized or replaced.

The Departments Project Development Process must be one of continuous improvement. We will continue to strive to improve the process to insure successful project delivery.

PROJECT DEVELOPMENT PROCESS

Project management methodologies shall be used for development of every construction project in the Eight Year Construction Work Plan. The Project Management Division shall establish and maintain meaningful project schedules, establish accountability for project components, manage the construction program and measure performance.

The Project Manager shall establish a milestone based project schedule for each project identified in the Eight Year Construction Work Plan. Each schedule shall be specific to the projects and the milestones shall be set considering the requirements of the components associated with each of the specific projects in accordance with the development phases as outlined in the project schedules.

The Project Management Division shall facilitate any necessary modifications to the scope, schedule and/or budgets of approved Eight Year Construction Work Plan projects through a formal revision process.

Validation of projects shall be accomplished through drive outs and/or other project team meetings with the complete participation of appropriate Engineering and Operations Divisions as deemed necessary. The responsible Project Manager shall schedule, coordinate and facilitate these meetings.

DESCRIPTION OF THE ACTIVITIES FOR PROJECT DEVELOPMENT

1 Initiation Phase

1.1 Reconnaissance Report

Pertinent information is gathered to assist in the completion of the Project Initiation.

1.2 Project Initiation Meeting

A multi - divisional activity that evaluates a project and determines if the mental image of the design is consistent with the available funds and this activity results in a final initiation report document.

1.3 Project Initiation Report

A comprehensive report that documents the scope of the project.

2 Contracting Phase

1.4 Solicitation

Once ODOT has determined that work shall be contracted to outside parties, a notice is sent out so that those interested may respond. These responses are compiled into a list that is used for the selection process.

1.5 Selection

The process by which qualified consultants are selected by an ODOT selection committee to work under contract to complete the requested services represented in the solicitation.

1.6 Contract Development

The development and execution of a contract that identifies the scope and fee as negotiated with the selected consultant.

3 Preliminary Project Development Phase

3.1 NEPA

3.1.1 Conduct Environmental Studies

Studies are conducted to evaluate the impact of a project on the environment and the community.

3.1.2 Finalize Environmental Document

The studies and any necessary comments are included in a final document which is then presented to the Federal Highway Administration for approval.

3.2 Survey

A project survey is initiated in order to provide criteria, topography, digital terrain models, utilities and other information, according to original scope, that is necessary for project design.

3.3 Bridge Hydraulics

The Hydraulics Engineer completes studies on the location to ensure that the right size structure (bridge or culvert) is built. After the studies are complete, they give the designers the type of bridge or culvert that is required.

3.4 Preliminary Plan Field Review Meeting

A multi-divisional activity that presents a preliminary proposal and provides for a site visit to visually check for compatibility and completeness. Information from survey and recommendations from the hydraulic conference are used to aid in establishing the vertical and horizontal alignments. The preliminary design is evaluated to determine that the objectives are consistent with the proposed scope for the project.

3.5 Right-of-Way & Utility Meeting

A multi-divisional activity that evaluates right-of-way specific issues prior to the submission of design plans to Right-of-Way Division.

3.6 Right-of-Way Submission

Provide design plans outlining the proposed right-of-way take to the Right-of-Way Division.

4 Final Project Development Phase

4.1 Pedological Survey

Geotechnical Investigations are completed to aid in the design of the pavement and determine slope stability requirements.

4.2 Bridge Soundings

Geotechnical Investigations are completed to aid in the design of the Bridge structure.

4.3, 4.4, 4.5 Roadway, Bridge, and Traffic Final Plans

Plans are developed to a stage that will allow for a Final Plan Field Review Meeting to be held.

4.6 Final Plan Field Review Meeting

A multi - divisional activity that presents a design and provides for a site visit if necessary to visually check for completeness. This meeting is held to review the near completed plans to verify that all design elements are included and that the necessary pay items and notes are in the plans. The Final Pavement Design is to be incorporated in the plans and any phase construction is to be addressed in the earthwork quantities and cross-sections.

4.7 Land Acquisition

The purchase of property rights deemed necessary for the construction and maintenance of a proposed transportation project. Activities included may be cost estimating, funding/programming, plan review, contracting, title investigation, mapping, appraisal and appraisal review, negotiation, plan revision, condemnation, residential and commercial relocation.

4.7.2 Abatement & Demolition

Abatement includes NESHAP Inspection and, when necessary, Abatement Planning and Abatement Implementation, generally removal of asbestos insulation and/or siding. Other activities that may be included are removal of underground storage tanks, remediation of contaminated soil and mitigation of other hazardous substances. Demolition includes the removal of structures or other improvements from the proposed Right-of-Way.

4.7.3 Conduct Utility Relocation

Completed survey information and construction plans are utilized to identify utility details and current ownerships. On-site meetings are held with each utility to address proposals and agreements. Upon agreement, utilities are moved with ODOT oversight.

4.8 PS&E Assembly

The assembly of Plans, Specifications and Estimates from each Division contributing to the plan development in preparation for the official submission to the Office Engineer.

4.9 PS&E to Office Engineer

The submission of Final Plans, Specifications and Estimates to Office Engineer. This submission also includes any project specific permits or agreements such as 404 Permits, Railroad Agreements, etc.

4.9.1 Place on Shelf

The complete package for submission may be placed on the shelf if completed earlier than the planned letting date. The schedule templates used for most projects facilitate a 2 year shelf period.

4.9.2 Conduct Re-Evaluation

A process to ensure that a previously approved NEPA Document is up to date.

5 Letting Phase

5.1 PS&E Authorization

The process of assembling project information in preparation for approval for funding authorization by FHWA.

5.2 Let Project

The Office Engineer produces a contract package and publishes the formal advertisement to solicit bids from interested contractors. The bids are opened at a formal meeting conducted by ODOT.

5.3 Award Project

The bids are evaluated and a recommendation for contract award is made to the Oklahoma State Transportation Commission. Upon Commission approval and concurrence by Federal Highway Administration, the PS&E package is submitted to ODOT Construction Division for issuance of the work order.

5.4 Commission Approval

The Oklahoma State Transportation Commission approves the project for construction . ODOT Construction Division will then set the date for construction to begin.

2013.06.10 - 2016 Project Development Schedule Template.mpp

ID	Step	WBS	Task Name	Duration	Float	Start	Finish	Predecessors	Successors	Constraint Type
1		**1**	**Initiation Phase**	**145 days**	**0 days**	**Fri 9/10/10**	**Thu 3/31/11**			**As Late As Possible**
2		**1.1**	**Reconnaissance Report**	**85 days**	**0 days**	**Fri 9/10/10**	**Thu 1/6/11**			**As Late As Possible**
3		1.1.1	Request Recon Data	5 days	0 days	Fri 9/10/10	Thu 9/16/10		4	As Late As Possible
4		1.1.2	Collect Recon Data	60 days	0 days	Fri 9/17/10	Thu 12/9/10	3	5	As Late As Possible
5		1.1.3	Review Recon Data	10 days	0 days	Fri 12/10/10	Thu 12/23/10	4	6	As Late As Possible
6	1	1.1.4	Finalize Recon Report	10 days	0 days	Fri 12/24/10	Thu 1/6/11	5	8	As Late As Possible
7		**1.2**	**Project Initiation Meeting**	**20 days**	**0 days**	**Fri 1/7/11**	**Thu 2/3/11**			**As Late As Possible**
8		1.2.1	Schedule Project Initiation Meeting	19 days	0 days	Fri 1/7/11	Wed 2/2/11	6	9	As Late As Possible
9	2	1.2.2	Conduct Project Initiation Drive Out	1 day	0 days	Thu 2/3/11	Thu 2/3/11	8	11	As Late As Possible
10		**1.3**	**Project Initiation Report**	**40 days**	**0 days**	**Fri 2/4/11**	**Thu 3/31/11**			**As Late As Possible**
11		1.3.1	Prepare Aerial with Limits of Right-of-Way	20 days	0 days	Fri 2/4/11	Thu 3/3/11	9	12	As Late As Possible
12	3	1.3.2	Finalize Project Initiation Report	20 days	0 days	Fri 3/4/11	Thu 3/31/11	11	15,41	As Late As Possible
13		**2**	**Contracting Phase**	**154 days**	**0 days**	**Fri 4/1/11**	**Wed 11/2/11**			**As Late As Possible**
14		**2.1**	**Solicitation**	**34 days**	**0 days**	**Fri 4/1/11**	**Wed 5/18/11**			**As Late As Possible**
15		2.1.1	Draft Solicitation Sent for Review	10 days	0 days	Fri 4/1/11	Thu 4/14/11	12	16,20	As Late As Possible
16		2.1.2	Post Solicitation	1 day	0 days	Fri 4/15/11	Fri 4/15/11	15	17	As Late As Possible
17		2.1.3	Receive Letters of Interest	15 days	0 days	Mon 4/18/11	Fri 5/6/11	16	18	As Late As Possible
18	4	2.1.4	Post Letters of Interest	8 days	0 days	Mon 5/9/11	Wed 5/18/11	17	21	As Late As Possible
19		**2.2**	**Selection**	**36 days**	**0 days**	**Thu 5/5/11**	**Thu 6/23/11**			**As Late As Possible**
20		2.2.1	Seat DCSC	10 days	14 days	Thu 5/5/11	Wed 5/18/11	15	21	As Late As Possible
21		2.2.2	Develop Shortlist	10 days	0 days	Thu 5/19/11	Wed 6/1/11	18,20	22	As Late As Possible
22		2.2.3	Obtain Shortlist Approval	3 days	0 days	Thu 6/2/11	Mon 6/6/11	21	23	As Late As Possible
23		2.2.4	Conduct Interviews	10 days	0 days	Tue 6/7/11	Mon 6/20/11	22	24	As Late As Possible
24	5	2.2.5	Obtain Selection Approval	3 days	0 days	Tue 6/21/11	Thu 6/23/11	23	26	As Late As Possible
25		**2.3**	**Contract Development**	**94 days**	**0 days**	**Fri 6/24/11**	**Wed 11/2/11**			**As Late As Possible**
26		2.3.1	Conduct Pre-negotiation Meeting	10 days	0 days	Fri 6/24/11	Thu 7/7/11	24	27	As Late As Possible
27		2.3.2	Conduct Negotiation Meeting	5 days	0 days	Fri 7/8/11	Thu 7/14/11	26	28	As Late As Possible
28		2.3.3	Receive Final Scope and Fee from Consultant	7 days	0 days	Fri 7/15/11	Mon 7/25/11	27	29,30	As Late As Possible
29		2.3.4	Submit Agenda Item	1 day	0 days	Tue 7/26/11	Tue 7/26/11	28	31	As Late As Possible
30		2.3.5	Finalize Contract Document	10 days	26 days	Wed 8/31/11	Tue 9/13/11	28	32	As Late As Possible
31		2.3.6	Receive Commission Approval	35 days	0 days	Wed 7/27/11	Tue 9/13/11	29	32	As Late As Possible
32		2.3.7	Consultant - Execute Contract	10 days	0 days	Wed 9/14/11	Tue 9/27/11	30,31	33	As Late As Possible
33		2.3.8	Department - Execute Contract	5 days	0 days	Wed 9/28/11	Tue 10/4/11	32	34	As Late As Possible
34		2.3.9	FHWA - Execute Contract	5 days	0 days	Wed 10/5/11	Tue 10/11/11	33	35	As Late As Possible
35		2.3.10	Receive Federal Authorization	5 days	0 days	Wed 10/12/11	Tue 10/18/11	34	36	As Late As Possible
36		2.3.11	Encumber Funds	10 days	0 days	Wed 10/19/11	Tue 11/1/11	35	37	As Late As Possible
37	6	2.3.12	Issue Notice to Proceed	1 day	0 days	Wed 11/2/11	Wed 11/2/11	36	46,87	As Late As Possible
38		**3**	**Preliminary Project Development Phase**	**421 days**	**0 days**	**Thu 11/3/11**	**Thu 6/13/13**			**As Late As Possible**
39		**3.1**	**NEPA (CE3)**	**201 days**	**0 days**	**Fri 8/31/12**	**Fri 6/7/13**			**As Late As Possible**
40		3.1.1	Conduct Environmental Studies	161 days	257 days	Fri 8/31/12	Mon 4/15/13			As Late As Possible
41		3.1.1.1	Receive Final Initiation Report & Construction Limit	1 day	370 days	Fri 8/31/12	Fri 8/31/12	12	42	As Late As Possible
42		3.1.1.2	Review Initiation Report & Establish Study Footprint	10 days	370 days	Mon 9/3/12	Fri 9/14/12	41	43	As Late As Possible
43		3.1.1.3	Coordinate With FHWA As Required	8 days	370 days	Mon 9/17/12	Wed 9/26/12	42	44	As Late As Possible
44		3.1.1.4	Prepare Request For Task Order Services	0 days	370 days	Thu 9/27/12	Thu 9/27/12	43	45	As Late As Possible
45		3.1.1.5	Negotiate Consultant Cost Proposal	0 days	370 days	Thu 9/27/12	Thu 9/27/12	44	46	As Late As Possible
46		3.1.1.6	Issue Environmental Notice To Proceed	0 days	235 days	Thu 9/27/12	Thu 9/27/12	45,37	47	As Late As Possible
47		3.1.1.7	Plot Study Footprint	10 days	235 days	Thu 9/27/12	Wed 10/10/12	46	48,49,51,56,62	As Late As Possible
48		3.1.1.8	Notify Property Owners	5 days	235 days	Thu 10/11/12	Wed 10/17/12	47	52,53,54,55	As Late As Possible
49		3.1.1.9	Cultural Resources & Tribal Coordination Initiation	0 days	240 days	Thu 10/18/12	Thu 10/18/12	47	50	As Late As Possible
50		3.1.1.10	Tribal Coord 30 Day Period Prior To Start Of Studies	0 days	240 days	Thu 10/18/12	Thu 10/18/12	49	52,53,54,55	As Late As Possible
51		3.1.1.11	Prepare Solicitation Letters	40 days	281 days	Fri 12/14/12	Thu 2/7/13	47	67	As Late As Possible
52		3.1.1.12	Conduct Cultural Resources Study	70 days	235 days	Thu 10/18/12	Wed 1/23/13	48,50	57	As Late As Possible
53		3.1.1.13	Conduct T&E And Wetland Studies	70 days	235 days	Thu 10/18/12	Wed 1/23/13	48,50	57	As Late As Possible
54		3.1.1.14	Conduct Hazardous Waste Studies	70 days	235 days	Thu 10/18/12	Wed 1/23/13	48,50	57,71	As Late As Possible
55		3.1.1.15	Conduct Noise Studies	70 days	235 days	Thu 10/18/12	Wed 1/23/13	48,50	57,58,71	As Late As Possible
56		3.1.1.16	Coordinate With NRCS	35 days	332 days	Mon 2/25/13	Fri 4/12/13	47	72	As Late As Possible
57		3.1.1.17	ODOT review of Specialist Studies	0 days	235 days	Thu 1/24/13	Thu 1/24/13	52,53,54,55	59,60,61,65	As Late As Possible
58		3.1.1.18	Review Noise Study	0 days	235 days	Thu 1/24/13	Thu 1/24/13	55	65	As Late As Possible

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ID	Step	WBS	Task Name	Duration	Float	Start	Finish	Predecessors	Successors	Constraint Type
59		3.1.1.19	Coordinate With USFWS	35 days	257 days	Mon 2/25/13	Fri 4/12/13	57	71	As Late As Possible
60		3.1.1.20	Coordinate With SHPO	35 days	257 days	Mon 2/25/13	Fri 4/12/13	57	71	As Late As Possible
61		3.1.1.21	SHPO For Historic Bridges	0 days	292 days	Mon 4/15/13	Mon 4/15/13	57	71	As Late As Possible
62		3.1.1.22	Coordinate Initial Section 4(f) De minimis	0 days	320 days	Thu 2/7/13	Thu 2/7/13	47	63	As Late As Possible
63		3.1.1.23	Issue Public Notice For Section 4(f) De minimis	0 days	320 days	Thu 2/7/13	Thu 2/7/13	62	71,66	As Late As Possible
64		3.1.2	Finalize Environmentall Document	97 days	0 days	Thu 1/24/13	Fri 6/7/13			As Late As Possible
65		3.1.2.1	Prepare For Initial Public Mtg After Specialist Studies	10 days	235 days	Thu 1/24/13	Wed 2/6/13	57,58	66	As Late As Possible
66		3.1.2.2	Conduct Pre Meeting	1 day	235 days	Thu 2/7/13	Thu 2/7/13	65,63	67	As Late As Possible
67		3.1.2.3	Prepare Public Meeting Notifications	15 days	235 days	Fri 2/8/13	Thu 2/28/13	66,51	68	As Late As Possible
68		3.1.2.4	Conduct Public Meeting	1 day	235 days	Fri 3/1/13	Fri 3/1/13	67	69	As Late As Possible
69		3.1.2.5	End Public Comment Period	20 days	235 days	Mon 3/4/13	Fri 3/29/13	68	70	As Late As Possible
70		3.1.2.6	Respond To Public Comments	10 days	235 days	Mon 4/1/13	Fri 4/12/13	69	71	As Late As Possible
71		3.1.2.7	Select Preferred Alternative	0 days	235 days	Mon 4/15/13	Mon 4/15/13	54,55,59,60,61,63,70	72	As Late As Possible
72		3.1.2.8	Prepare Draft EA	10 days	0 days	Mon 4/15/13	Fri 4/26/13	71,56,107	73	As Late As Possible
73		3.1.2.9	FHWA/EPD Review Draft EA	20 days	0 days	Mon 4/29/13	Fri 5/24/13	72	74	As Late As Possible
74		3.1.2.10	Prepare Revised EA	0 days	0 days	Mon 5/27/13	Mon 5/27/13	73	75,76	As Late As Possible
75		3.1.2.11	FHWA Approve EA	0 days	0 days	Mon 5/27/13	Mon 5/27/13	74	77	As Late As Possible
76		3.1.2.12	Prepare for Initial Public Hearing	0 days	0 days	Mon 5/27/13	Mon 5/27/13	74	77	As Late As Possible
77		3.1.2.13	Conduct Pre Meeting	0 days	0 days	Mon 5/27/13	Mon 5/27/13	75,76	78	As Late As Possible
78		3.1.2.14	Prepare Public Hearing Notifications	0 days	0 days	Mon 5/27/13	Mon 5/27/13	77	79	As Late As Possible
79		3.1.2.15	Conduct Public Meeting	0 days	0 days	Mon 5/27/13	Mon 5/27/13	78	80	As Late As Possible
80		3.1.2.16	End Public Comment Period	0 days	0 days	Mon 5/27/13	Mon 5/27/13	79	81	As Late As Possible
81		3.1.2.17	Respond To Public Comments	0 days	0 days	Mon 5/27/13	Mon 5/27/13	80	82	As Late As Possible
82		3.1.2.18	Prepare Revised EA	0 days	0 days	Mon 5/27/13	Mon 5/27/13	81	83	As Late As Possible
83		3.1.2.19	FHWA/EPD Review Revised EA	0 days	0 days	Mon 5/27/13	Mon 5/27/13	82	84	As Late As Possible
84		3.1.2.20	FHWA Prepare FONSI	0 days	0 days	Mon 5/27/13	Mon 5/27/13	83	85	As Late As Possible
85		3.1.2.21	Distribute FONSI	10 days	0 days	Mon 5/27/13	Fri 6/7/13	84	109,149,145	As Late As Possible
86		**3.2**	**Survey**	**60 days**	**0 days**	**Thu 11/3/11**	**Wed 1/25/12**			**As Late As Possible**
87		3.2.1	Determine the Survey Type and Extents	2 days	0 days	Thu 11/3/11	Fri 11/4/11	37	88	As Late As Possible
88		3.2.2	Perform Survey	56 days	0 days	Mon 11/7/11	Mon 1/23/12	87	89	As Late As Possible
89	7	3.2.3	Archive Survey	2 days	0 days	Tue 1/24/12	Wed 1/25/12	88	95	As Late As Possible
90		**3.3**	**Bridge Hydraulics**	**30 days**	**0 days**	**Fri 3/16/12**	**Thu 4/26/12**			**As Late As Possible**
91		3.3.1	Perform Hydraulics	15 days	0 days	Fri 3/16/12	Thu 4/5/12	95	92	As Late As Possible
92		3.3.2	Conduct Bridge Hydraulic Conference	1 day	0 days	Fri 4/6/12	Fri 4/6/12	91	93	As Late As Possible
93	8	3.3.3	Finalize Hydraulic Report	14 days	0 days	Mon 4/9/12	Thu 4/26/12	92	96	As Late As Possible
94		**3.4**	**Preliminary Plan Field Review Meeting**	**147 days**	**0 days**	**Thu 1/26/12**	**Fri 8/17/12**			**As Late As Possible**
95		3.4.1	Plot Plan & Profile	36 days	0 days	Thu 1/26/12	Thu 3/15/12	89	91	As Late As Possible
96		3.4.2	Set Minimum Bridge Elevation	3 days	0 days	Fri 4/27/12	Tue 5/1/12	93	97	As Late As Possible
97		3.4.3	Set Finished Grade	8 days	0 days	Wed 5/2/12	Fri 5/11/12	96	99,98,112	As Late As Possible
98		3.4.4	Prepare Roadway Preliminary Plans	50 days	0 days	Mon 5/14/12	Fri 7/20/12	97	100	As Late As Possible
99		3.4.5	Prepare Bridge Preliminary Plans	20 days	30 days	Mon 6/25/12	Fri 7/20/12	97	100	As Late As Possible
100	9	3.4.6	Perform Preliminary Plan Field Review Meeting	20 days	0 days	Mon 7/23/12	Fri 8/17/12	98,99	102,121,125,115,144,145	As Late As Possible
101		**3.5**	**Right-of-Way & Utility Meeting**	**124 days**	**0 days**	**Mon 8/20/12**	**Thu 2/7/13**			**As Late As Possible**
102		3.5.1	Establish Proposed Right-of-Way	104 days	0 days	Mon 8/20/12	Thu 1/10/13	100	103	As Late As Possible
103	10	3.5.2	Conduct Right-of-Way & Utility Meeting	20 days	0 days	Fri 1/11/13	Thu 2/7/13	102	106,105	As Late As Possible
104		**3.6**	**Right-of-Way Submission**	**90 days**	**0 days**	**Fri 2/8/13**	**Thu 6/13/13**			**As Late As Possible**
105		3.6.1	RW Meeting Plan Revisions	45 days	0 days	Fri 2/8/13	Thu 4/11/13	103	107	As Late As Possible
106		3.6.2	Prepare Project Agreement	20 days	25 days	Fri 3/15/13	Thu 4/11/13	103	107	As Late As Possible
107		3.6.3	Submit Construction Plans for Right-of-Way	1 day	0 days	Fri 4/12/13	Fri 4/12/13	106,105	119,72,108	As Late As Possible
108		3.6.4	Perform Right-of-Way Cost Estimating	20 days	20 days	Mon 5/13/13	Fri 6/7/13	107	109	As Late As Possible
109	11	3.6.5	Authorize Right-of-Way and Utility Funding	4 days	0 days	Mon 6/10/13	Thu 6/13/13	85,108	132,133	As Late As Possible
110		**4**	**Final Project Develoment Phase**	**701 days**	**0 days**	**Fri 6/14/13**	**Fri 2/19/16**			**As Late As Possible**
111		**4.1**	**Pedological Survey**	**77 days**	**357 days**	**Wed 9/25/13**	**Thu 1/9/14**			**As Late As Possible**
112		4.1.1	Prepare Pedological Request & Notice	2 days	357 days	Wed 9/25/13	Thu 9/26/13	97	113	As Late As Possible
113	12	4.1.2	Perform Pedological Survey	75 days	357 days	Fri 9/27/13	Thu 1/9/14	112	118	As Late As Possible
114		**4.2**	**Bridge Soundings**	**80 days**	**404 days**	**Fri 3/7/14**	**Thu 6/26/14**			**As Late As Possible**
115		4.2.1	Generate Bridge Sounding Requirements	5 days	404 days	Fri 3/7/14	Thu 3/13/14	100	116	As Late As Possible
116	13	4.2.2	Perform Bridge Soundings	75 days	404 days	Fri 3/14/14	Thu 6/26/14	115	122	As Late As Possible

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ID	Step	WBS	Task Name	Duration	Float	Start	Finish	Predecessors	Successors	Constraint Type
117		4.3	**Roadway Final Plans**	**165 days**	**214 days**	**Fri 1/10/14**	**Thu 8/28/14**			**As Late As Possible**
118		4.3.1	Design Pavement	20 days	357 days	Fri 1/10/14	Thu 2/6/14	113	119	As Late As Possible
119	14	4.3.2	Prepare Roadway Final Plans	145 days	214 days	Fri 2/7/14	Thu 8/28/14	107,118	128	As Late As Possible
120		4.4	**Bridge Final Plans**	**60 days**	**404 days**	**Fri 6/6/14**	**Thu 8/28/14**			**As Late As Possible**
121		4.4.1	Prepare Bridge Structural Design	30 days	469 days	Fri 6/6/14	Thu 7/17/14	100	123	As Late As Possible
122		4.4.2	Design Bridge Foundation	15 days	404 days	Fri 6/27/14	Thu 7/17/14	116	123	As Late As Possible
123	15	4.4.3	Prepare Bridge Final Plans	30 days	404 days	Fri 7/18/14	Thu 8/28/14	121,122	128	As Late As Possible
124		4.5	**Traffic Final Plans**	**132 days**	**397 days**	**Wed 2/26/14**	**Thu 8/28/14**			**As Late As Possible**
125		4.5.1	Prepare Traffic Division Request	2 days	397 days	Wed 2/26/14	Thu 2/27/14	100	126	As Late As Possible
126	16	4.5.2	Prepare Traffic Final Plans	130 days	397 days	Fri 2/28/14	Thu 8/28/14	125	128	As Late As Possible
127		4.6	**Final Plan Field Review Meeting**	**20 days**	**214 days**	**Fri 8/29/14**	**Thu 9/25/14**			**As Late As Possible**
128		4.6.1	Schedule Final Plan Field Review Meeting	19 days	214 days	Fri 8/29/14	Wed 9/24/14	119,123,126	129	As Late As Possible
129	17	4.6.2	Conduct Final Plan Field Review Meeting	1 day	214 days	Thu 9/25/14	Thu 9/25/14	128	141,142,143	As Late As Possible
130		4.7	**Land Acquisition**	**365 days**	**0 days**	**Fri 6/14/13**	**Thu 11/6/14**			**As Late As Possible**
131		4.7.1	Obtain Legal Entry	275 days	0 days	Fri 6/14/13	Thu 7/3/14			As Late As Possible
132		4.7.1.1	Perform Right-of-Way Mapping	40 days	0 days	Fri 6/14/13	Thu 8/8/13	109	134	As Late As Possible
133		4.7.1.2	Perform Utility Relocation Coordination	140 days	135 days	Fri 12/20/13	Thu 7/3/14	109	139	As Late As Possible
134		4.7.1.3	Perform Appraisal	45 days	0 days	Fri 8/9/13	Thu 10/10/13	132	135	As Late As Possible
135		4.7.1.4	Perform Acquisition	40 days	0 days	Fri 10/11/13	Thu 12/5/13	134	136	As Late As Possible
136		4.7.1.5	Perform Condemnation	40 days	0 days	Fri 12/6/13	Thu 1/30/14	135	137	As Late As Possible
137		4.7.1.6	Perform Relocation	40 days	0 days	Fri 1/31/14	Thu 3/27/14	136	138	As Late As Possible
138		4.7.2	Perform Abatement & Demolition	70 days	0 days	Fri 3/28/14	Thu 7/3/14	137	139	As Late As Possible
139		4.7.3	Conduct Utility Relocation	90 days	0 days	Fri 7/4/14	Thu 11/6/14	133,138	146	As Late As Possible
140		4.8	**PS&E Assembly**	**290 days**	**0 days**	**Fri 10/4/13**	**Thu 11/13/14**			**As Late As Possible**
141		4.8.1	Prepare Roadway Final Submittal Plans	30 days	214 days	Fri 9/26/14	Thu 11/6/14	129	146	As Late As Possible
142		4.8.2	Prepare Bridge Final Submittal Plans	30 days	214 days	Fri 9/26/14	Thu 11/6/14	129	146	As Late As Possible
143		4.8.3	Prepare Traffic Final Submittal Plans	30 days	214 days	Fri 9/26/14	Thu 11/6/14	129	146	As Late As Possible
144		4.8.4	Obtain Corps Permit	285 days	294 days	Fri 10/4/13	Thu 11/6/14	100	146	As Late As Possible
145		4.8.5	Perform Railroad Process	60 days	309 days	Fri 8/15/14	Thu 11/6/14	100,85	146	As Late As Possible
146	18	4.8.6	Compile PS&E	5 days	0 days	Fri 11/7/14	Thu 11/13/14	141,142,143,144,145,139	148	As Late As Possible
147		4.9	**PS&E to Office Engineer**	**331 days**	**0 days**	**Fri 11/14/14**	**Fri 2/19/16**			**As Late As Possible**
148		4.9.1	Place on Shelf	330 days	0 days	Fri 11/14/14	Thu 2/18/16	146	150	As Late As Possible
149		4.9.2	Conduct Re-Evaluation	120 days	584 days	Fri 9/4/15	Thu 2/18/16	85	150	As Late As Possible
150	19	4.9.3	Submit PS&E to Office Engineer	1 day	0 days	Fri 2/19/16	Fri 2/19/16	148,149	153	As Late As Possible
151		**5**	**Letting Phase**	**76 days**	**0 days**	**Mon 2/22/16**	**Mon 6/6/16**			**As Late As Possible**
152		5.1	**PS&E Authorization**	**49 days**	**0 days**	**Mon 2/22/16**	**Thu 4/28/16**			**As Late As Possible**
153		5.1.1	Prepare Bid Package	25 days	0 days	Mon 2/22/16	Fri 3/25/16	150	155,156,154	As Late As Possible
154		5.1.2	Prepare Authorization Documents	10 days	0 days	Mon 3/28/16	Fri 4/8/16	153	157	As Late As Possible
155		5.1.3	Send PS&E To FHWA	2 days	9 days	Fri 4/8/16	Mon 4/11/16	153	158	As Late As Possible
156		5.1.4	Send RW & UT Certification To FHWA	2 days	9 days	Fri 4/8/16	Mon 4/11/16	153	158	As Late As Possible
157		5.1.5	Request Authorization (PR1240)	1 day	0 days	Mon 4/11/16	Mon 4/11/16	154	158	As Late As Possible
158		5.1.6	FHWA - Review PS&E	10 days	0 days	Tue 4/12/16	Mon 4/25/16	155,156,157	159	As Late As Possible
159	20	5.1.7	Receive Authorization From FHWA	3 days	0 days	Tue 4/26/16	Thu 4/28/16	158	161	As Late As Possible
160		5.2	**Let Project**	**15 days**	**0 days**	**Fri 4/29/16**	**Thu 5/19/16**			**As Late As Possible**
161		5.2.1	Publish Formal Advertisement To Solicit Bids	5 days	0 days	Fri 4/29/16	Thu 5/5/16	159	162,163,170	As Late As Possible
162		5.2.2	Conduct Pre-Bid Meeting	1 day	8 days	Wed 5/18/16	Wed 5/18/16	161	164	As Late As Possible
163		5.2.3	Revisions To Bid Documents	9 days	0 days	Fri 5/6/16	Wed 5/18/16	161	164	As Late As Possible
164	21	5.2.4	Conduct Bid Opening	1 day	0 days	Thu 5/19/16	Thu 5/19/16	162,163	166	As Late As Possible
165		5.3	**Award Project**	**11 days**	**0 days**	**Fri 5/20/16**	**Fri 6/3/16**			**As Late As Possible**
166		5.3.1	Ensure Low Bid Is Responsive	1 day	0 days	Fri 5/20/16	Fri 5/20/16	164	167	As Late As Possible
167		5.3.2	Evaluate Bids	9 days	0 days	Mon 5/23/16	Thu 6/2/16	166	168	As Late As Possible
168	22	5.3.3	Conduct Pre Award Meeting	1 day	0 days	Fri 6/3/16	Fri 6/3/16	167	172	As Late As Possible
169		5.4	**Commission Approval**	**3 days**	**0 days**	**Thu 6/2/16**	**Mon 6/6/16**			**As Late As Possible**
170		5.4.1	Conduct Commission Agenda Meeting	1 day	19 days	Thu 6/2/16	Thu 6/2/16	161	171	As Late As Possible
171		5.4.2	Prepare Agenda Item	1 day	19 days	Fri 6/3/16	Fri 6/3/16	170	172	As Late As Possible
172	23	5.4.3	Receive Commission Approval to Award	1 day	0 days	Mon 6/6/16	Mon 6/6/16	168,171		Finish No Later Than

Wed 6/26/13

Work Plan Schedule Target Dates

Seq	Step	Name	Scheduled Duration (days)	Scheduled Start	Scheduled Finish	Predecessors
0		**2969704**	**1,730.00**	**3/14/2013**	**2/4/2020**	
1		**Initiation Phase**	**145**	**3/14/2013**	**10/7/2013**	
2	1	Finalize Recon Report	85	3/14/2013	7/12/2013	
3	2	Conduct Project Initiation Drive Out	20	7/15/2013	8/9/2013	2
4	3	Finalize Project Initiation Report	40	8/12/2013	10/7/2013	3
5		**Contracting Phase**	**154**	**10/8/2013**	**5/20/2014**	
6	4	Post Letters of Interest	34	10/8/2013	11/26/2013	4
7	5	Obtain Selection Approval	26	11/27/2013	1/6/2014	6
8	6	Issue Notice to Proceed	94	1/7/2014	5/20/2014	7
9		**Preliminary Project Development Phase**	**421**	**5/21/2014**	**1/26/2016**	
10	7	Archive Survey	60	5/21/2014	8/14/2014	8
11	8	Finalize Hydraulic Report	66	8/15/2014	11/19/2014	10
12	9	Perform Preliminary Plan Field Review Meeting	81	11/20/2014	3/19/2015	11
13	10	Conduct Right-of-Way & Utility Meeting	124	3/20/2015	9/14/2015	12
14		**Right-of-Way Submission**	**46**	**9/15/2015**	**11/19/2015**	**13**
15		Environmental Studies Complete	377	5/21/2014	11/19/2015	8
16		Public Involvement Complete	5	11/20/2015	11/27/2015	15
17		Finalize Environmental Document	35	11/30/2015	1/20/2016	16
18	**11**	**Authorize Right-of-Way and Utility Funding**	**4**	**1/21/2016**	**1/26/2016**	**14; 17**
19		**Final Project Develoment Phase**	**934**	**1/27/2016**	**10/11/2019**	
20	12	Perform Pedological Survey	150	1/27/2016	8/26/2016	18
21	13	Perform Bridge Soundings	270	1/27/2016	2/22/2017	18
22	14	Prepare Roadway Final Plans	165	8/29/2016	4/26/2017	20
23	15	Prepare Bridge Final Plans	45	2/23/2017	4/26/2017	21
24	16	Prepare Traffic Final Plans	315	1/27/2016	4/26/2017	18
25	17	Conduct Final Plan Field Review Meeting	20	4/27/2017	5/24/2017	24; 23; 22
26		Perform Right-of-Way Mapping	77	1/27/2016	5/13/2016	18
27		Perform Appraisal	77	5/16/2016	9/1/2016	26
28		Perform Acquisition	65	9/2/2016	12/7/2016	27
29		Perform Condemnation	65	12/8/2016	3/14/2017	28
30		Perform Relocation	65	3/15/2017	6/14/2017	29
31		Obtain Legal Entry	1	6/15/2017	6/15/2017	30
32		Conduct Utility Relocation	77	6/16/2017	10/4/2017	31
33		Right-of-Way Certification Complete	1	10/5/2017	10/5/2017	32
34		Prepare Roadway Bridge Traffic Final Plans	40	5/25/2017	7/21/2017	25
35		Obtain Corps Permit	376	1/27/2016	7/24/2017	18
36		Perform Railroad Process	376	1/27/2016	7/24/2017	18
37	**18**	**Compile PS&E**	**5**	**10/6/2017**	**10/13/2017**	**34; 33; 36; 35**
38		**Place on Shelf**	**500**	**10/16/2017**	**10/10/2019**	**37**
39		Conduct Re-Evaluation	120	10/16/2017	4/9/2018	17; 37
40	19	Submit PS&E to Office Engineer	1	10/11/2019	10/11/2019	39; 38
41		**Letting Phase**	**76**	**10/15/2019**	**2/4/2020**	
42	20	Receive Authorization From FHWA	49	10/15/2019	12/24/2019	40
43	**21**	**Conduct Bid Opening**	**15**	**12/26/2019**	**1/16/2020**	**42**
44	22	Conduct Pre Award Meeting	11	1/17/2020	2/3/2020	43
45	23	Receive Commission Approval to Award	1	2/4/2020	2/4/2020	44

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INTRODUCTION – ON SYSTEM PROJECTS

The information presented is to identify the Project Development Process for multi-functional projects located on the State Highway System.

The included sections will identify the primary meetings that are to take place. These meetings involve the multi-divisional personnel that are needed to develop the design plans. The meetings are to assist in insuring that the plans for the project are complete and have the necessary components for submission in order to be let for construction.

These meetings occur within the project development process to provide that each responsible division will have opportunities for input and coordination in the progression of the plan development.

Although single function projects will follow the same process as multi-functional projects, there is usually less coordination required with other divisions and therefore the meeting requirements are reduced.

Process Instructions for Project Initiation Meeting

I. Project Initiation Report Forms have been developed to establish the desired scope for new projects that have been added to the 8 Year Construction Work Plan or are being considered as future projects.

II. Project Managers shall assemble a team from various Engineering Divisions that have authority to make project design decisions for their prospective Division.

III. Reconnaissance data will be provided to aid in the decision making process that is documented in the Project Initiation Report Form.

IV. Team Members will meet at the project site location to evaluate the current conditions and establish the scope for the project that will meet the intended objective.

V. The Project Manager will distribute a Draft Project Initiation Report to the attending team members within two weeks of the initial drive out site visit. Roadway Design will develop an aerial of the project location depicting the anticipated Right-of-Way footprint for the project. The aerial will be distributed with the Draft Report for use by Right-of-Way & Utilities Division to develop Preliminary Right-of-Way and Utility Relocation estimates that will be included in the Final Document. Environmental Programs Division will make use of the aerial to begin the NEPA Process.

VI. The Project Manager will set a date for review comments to be returned along with project cost estimates from each Division (approximately two weeks). Once the information has been compiled into the Final Report the Project Manager will distribute the final report.

Project Initiation Meeting Guidelines

Reasons for the Project Initiation Meeting (what will be gained):

- Establish intent for project
- Identify needed areas for improvement
- Verify site conditions
- Identify any special conditions that could impact design
- Identify any known environmental issues
- Discuss alternatives to accomplish the project intent
- verify longitudinal location of bridges
- verify bridge hydraulic assumptions
- discuss possible detour locations
- identify right-of-way and utility needs
- discuss access control
- discuss construction sequencing
- discuss Design Safety Review
- discuss Project Schedule

Who is required to attend if applicable:

Bridge Division
Environmental Programs Division
FHWA (on Oversight projects)
Field Division
Project Management Division
Rail Programs Division
Right-of-Way & Utilities Division
Roadway Design Division
Survey Division
Traffic Engineering Division

Project Initiation Package

Items used for Project Initiation:

a. Pavement Management Data
b. Traffic Accident Data
c. ADT Data (Map)
d. Location Maps (County, USGS, Aerial, etc.)
e. Bridge Inspection Information
f. Cultural Resources and Biological Information as available
g. Preliminary Schedule
h. Preliminary Estimates
i. Project Initiation Meeting Form
j. Reconnaissance report if available

Process Instructions for Preliminary Plan Field Review Meeting, Right-of-Way and Utility Meeting and Final Plan Field Review Meeting

Introduction

The intent of the three meetings is to insure timely plan progression and minimize delays by providing communication opportunities at these key milestones in the process. Estimate updates will be performed at the time of these meetings which will provide the needed awareness to operate within a fiscally constrained budget.

The Preliminary Plan Field Review Meeting is to take place early in the process so that any design concerns can be addressed and any modifications to the planned design can be made, thereby avoiding the possible re-work that would have been required if the plan development had progressed beyond this milestone.

The Right-of-Way and Utility Meeting is to insure the plans are sufficiently complete for submission to the Right-of-Way & Utilities Division and that the utility corridors provided are adequate for the anticipated utility relocations. The proposed Right-of-Way is to be sufficient to allow for all construction activities and any required temporary or permanent erosion control features included in the design.

A Combination Meeting may be scheduled to take the place of the Preliminary Plan Field Review Meeting and the Right-of-Way and Utility Meeting on projects of a routine nature where plan development is expected to progress to the Right-of-Way Meeting stage and not encounter design issues that would require significant re-work. On projects where team members have concerns with utilizing the Combined Meeting it is recommended that the initial Preliminary Plan Field Review Meeting be held.

The Final Plan Field Review Meeting provides for the opportunity to review near completed plans and make any modifications required for final submission for letting.

I. The Preliminary Plan Field Review Meeting and the Final Field Review Meeting will be held in the field. Prior to the field meetings, any discussions between Engineering Divisions that do not require Field Division input should be resolved to reduce field time. These Field Review Meetings will be facilitated by the Project Management Division when appropriate.

II. The Preliminary and Final Plan Field Review meetings will first take place at the ODOT Division office or another appropriate location, out of the weather conditions and that will provide seating accommodations for all participants, prior to proceeding to the project location for the field review.

III. Scheduling and formal notification of the field meetings will be provided by the Project Management Division four weeks prior to the field meetings. The

Designer will provide Field Review plans to all participants two weeks in advance of the scheduled field meetings.

IV. The Right-of-Way and Utility Meeting will be held in the Central Office, unless issues arise that necessitate a field meeting.

V. Scheduling and formal notification of the Right-of-Way and Utility Meeting will be provided by the Project Management Division four weeks prior to the meeting. The Designer will provide Right-of-Way and Utility Meeting plans to the participants two weeks in advance of the scheduled meeting. Roadway Division and Right-of-Way & Utilities Division are required to attend and invitations will be sent by the Project Management Division to other divisions for their participation.

VI. The requirements as stated in the Preliminary Plan Field Review Meeting process, Right-of-Way Meeting process and the Final Plan Review Meeting process will be utilized by ODOT staff and consultants. These meetings will not be held until all items are available.

VII. The meeting agenda will be distributed at the time the meeting notifications are sent out or when the plans are distributed for review.

VIII. A draft report of the meeting minutes will be distributed to the meeting participants for review no later than two weeks subsequent to the meetings. Updated cost estimates and the resolution of unresolved issues will be due to the Project Manager within two weeks of the meeting date. All corrections, additions or modifications to the draft meeting minutes are to be returned to the Project Manager to be incorporated into the final document for distribution. Consultants will be responsible for the draft and final meeting reports for which they are the designer. Any resulting cost and/or schedule modification requests will be prepared and advocated by the Project Manager.

Preliminary Plan Field Review Meeting Guidelines

Reasons for the Preliminary Plan Field Review Meeting (what will be gained):

- check horizontal alignment
- check vertical alignment
- verify survey information (buildings, mailboxes, driveways)
- verify topography and Digital Terrain Model
- verify Project Scope
- discuss environmental draft document
- verify longitudinal location of bridges
- verify bridge hydraulic assumptions
- discuss detour locations
- identify right-of-way and utility needs
- identify environmental concerns
- discuss access control
- discuss construction sequencing
- discuss Design Safety Review
- identify the need for design exceptions
- discuss Project Schedule
- discuss cost estimates

Who is required to attend if applicable:

Bridge Division
Consultants
Environmental Programs Division
FHWA (on Oversight projects)
Field Division
Local Entities
Project Management Division
Rail Programs Division
Right-of-Way & Utilities Division (Utilities Branch)
Roadway Design Division
Survey Division
Traffic Engineering Division

Number of Required Sets of Plans

1 Sixteen sets of half size plans.
Distribution is as follows:

Bridge Division	3 half size sets (1 set to Bridge Hydraulics)
Environmental	1 half size set
FHWA (Oversight proj.)	1 half size set

Field Division	5 half size sets	
Project Mgt. Div.	1 half size set	
R/W & Utilities Div.	1 half size set	2 CD-ROM of DGN & PDF
(to include Title, Typicals, P&P's, Survey Data & Cross Sections if avail.)		
Roadway Division	2 half size sets	
Survey Division	1 half size set	
Traffic Division	1 half size set	

2 Additional half size sets are required if any of the following apply:

a. two if a railroad is involved
b. one if within limits of city or town
c. one if traffic signals are involved
d. one if county is involved
e. one if more than one ODOT field division is involved
f. one if within an MPO

Preliminary Plan Field Review Plans

Set forth are the **minimum plan requirements** for the **Preliminary Plan Field Review**:

1. Title (minus Index of Sheets and Standards)

2. Preliminary Typical Section (with assumed thickness)

3. Plan and Profile sheets

a. existing topography
b. existing right-of way limits from survey
c. existing access control from survey
d. existing utilities from survey
e. utility ownership, size and type from survey
f. existing grade
g. preliminary grade
h. preliminary superelevation
i. preliminary top of cut/ toe of slope
j. existing drainage structures
k. preliminary bridge
l. final bridge hydraulic information
m. existing fencing
n. existing driveways
o. location, width and type of driveways (to be verified at meeting)
p. city corporate limits from survey
q. section, township and range from survey
r. preliminary detour location with horizontal and vertical
s. preliminary horizontal alignment
t. preliminary retaining walls and soundwalls

4. Preliminary Bridge General Plan and Elevation
   a. existing structure
   b. existing contours
   c. preliminary structure
   d. preliminary bridge header and riprap
   e. existing and proposed profile
   f. hydraulic information
   g. construction phasing
   h. Centerline Station
   i. vertical and horizontal clearance

5. Preliminary Estimate of Earth Work

6. Survey Data Sheets including Utility Data Sheets

Right-of-Way and Utility Meeting Guidelines

Reasons for the Right-of-Way and Utility Meeting (what will be gained):

- address Right-of-Way issues prior to Right-of-Way submission
- identify Right-of-Way specific issues
- discuss Project Schedule
- discuss cost estimates
- if Right-of-Way is not required, this meeting may not be necessary, however a R/W Submission for confirmation of No R/W – No Utilities is required.

Who is required to attend if applicable:

Bridge Division
Consultants
Field Division
Local Entities
Project Management Division
Rail Programs Division
Right-of-Way & Utilities Division (R/W Mapping)
Roadway Design Division

Who will be invited to attend:

Bridge Division
Consultants
Environmental Programs Division
FHWA (on Oversight projects)
Field Division
Local Entities
Project Management Division
Rail Programs Division
Right-of-Way & Utilities Division (R/W Mapping and Utilities Branch)
Roadway Design Division
Survey Division
Traffic Engineering Division

Number of Required Sets of Plans

1. Fifteen sets of half size Preliminary Right-of-Way Plans and nine sets of cross sections.
   Distribution is as follows:

Bridge Division	2 half size sets (one set with cross sections)
Environmental	1 half size set

FHWA (Oversight proj.)	1 half size set (one set with cross sections)
Field Division	5 half size sets (five sets with cross sections)
Project Mgt. Div.	1 half size set (one set with cross sections)
Right-of-Way & Utilities	1 half size sets 2 CD-ROM of DGN & PDF (to include Title, Typicals, P&P's, Survey Data & Cross Sections)
Roadway Division	2 half size sets (one set with cross sections)
Survey Division	1 half size set
Traffic Division	1 half size set

2.Additional sets as required for additional participants.

(Combination Meeting, PFR-R/W and UT, will require an additional half size with cross sections for Bridge Hydraulics).

Right-of-Way and Utility Meeting Plans

Set forth are the **minimum plan requirements** for the **Right-of-Way and Utility Meeting**. The **bold items** are in addition to the requirements for the Preliminary Plan Field Review Meeting.

1. Title (minus Index of Sheets and Standards)

2. **Final** Typical Section (with assumed thickness)

3. Plan and Profile sheets to include:
- a. existing topography
- b. existing right-of way limits from survey
- c. existing access control from survey
- d. existing utilities from survey
- e. final utility ownerships, size and type
- f. existing grade
- g. **final** grade
- h. **final** superelevation
- i. **final** top of cut/ toe of slope
- j. existing drainage structures
- k. preliminary bridge
- l. final bridge hydraulic information
- m. existing fencing
- n. existing driveways
- o. **final driveway location, width and type with notes**
- p. city corporate limits from survey
- q. section, township and range from survey
- r. **final detour location with horizontal and vertical alignments**
- s. **final horizontal alignment**
- t. **new right-of-way**
- u. **new access control**

v. **final structures including storm sewers with notes**
w. **new R/W fence requirements**
x. **plusses and distances to any potentially effected building**
y. **final location of retaining walls and sound walls**
z. **environmental commitments**

4. Survey Data Sheets including Utility Data Sheets

5. Cross Sections
a. **final toes**
b. **existing utilities**
c. **final driveways and notes**
d. **final structures including storm sewers and notes**
e. **new right-of-way**
f. **retaining walls (offset and earthwork)**
g. **final detours**

Final Plan Field Review Meeting Guidelines

Reasons for the Final Plan Field Review Meeting (what will be gained):

- provide stakeholders the opportunity to interject minor plan changes prior to PS&E submission
- verify that the agreed upon changes from previous meetings were met
- confirm that plans as produced still match site conditions (power lines, fences,)
- review/ verify construction sequence
- discuss constructability issues and traffic control issues
- review and verify pay items lists, quantities and notes from Roadway, Bridge and Traffic
- discuss erosion control
- verify environmental note requirements
- discuss cost estimates

Who is required to attend if applicable:

Bridge Division
Consultants
Environmental Programs Division
FHWA (on Oversight projects)
Field Division
Local Entities
Project Management Division
Rail Programs Division
Roadway Design Division
Right-of-Way & Utilities Division (R/W Mapping and/or Utilities Branch)
Traffic Engineering Division

Number of Required Sets of Plans

1. Fourteen sets of half size plans including eleven sets of cross sections. Distribution is as follows:

Bridge Division	2 half size sets (one set with cross sections)
Environmental Division	1 half size set (one set with cross sections)
FHWA (Oversight proj.)	1 half size set (one set with cross sections)
Right-of-Way & Utilities	2 CD-ROM of DGN & PDF (to include Title, Typicals, P&P's, Survey Data & Cross Sections)
Field Division	5 half size sets (five sets with cross sections)
Project Mgt. Div.	1 half size set (one set with cross sections)
Roadway Division	2 half size sets (one set with cross sections) 1 CD-ROM of PDF
Traffic Division	1 half size set (one set with cross sections)
Preconstruction Manager	1 half size set

2. Additional half size sets with cross sections are required if any of the following apply:
    a. two if a railroad is involved
    b. one if within limits of city or town
    c. one if traffic signals are involved
    d. one if county is involved
    e. one if more than one ODOT field division is involved

Final Plan Field Review Plans

Set forth are the **minimum plan requirements** for the **Final Plan Field Review Meeting**. The **bold items** are in addition to the requirements for the Preliminary Plan Field Review and Right-of-Way Meetings.

1. Title (**with Preliminary Index of Sheets and Standards**)

2. **Final** Typical Section (with final pavement design)

3. **Pay Item List, Quantities and Notes**

4. **Environmental Mitigation Notes**

5. **Sequence of Construction**

6. **Storm Water Pollution Prevention Plan**

7. **Erosion Control Plan Sheet**

8. Plan and Profile sheets to include:
    a. existing topography
    b. existing right-of way limits from survey
    c. existing access control from survey
    d. existing utilities from survey
    e. final utility ownerships, size and type
    f. existing grade
    g. final grade
    h. final top of cut/ toe of slope
    i. existing drainage structures
    j. **final** bridge
    k. final hydraulic information
    l. existing fencing
    m. existing driveways

n. final driveway location, width and type with notes
o. city corporate limits from survey
p. section, township and range from survey
q. final detour location with horizontal and vertical
r. final horizontal and vertical alignment
s. final new Right-of-Way
t. final new access control
u. final structures including storm sewers with notes
v. new R/W fence requirements
w. plusses and distances to any potentially effected building
x. location of retaining walls
y. environmental commitments
z. **removal notes**
aa. **finish grade elevations**

9. Proposed Bridge General Plan and Elevation

a. existing structure
b. existing contours
c. final structure
d. final bridge header and riprap
e. existing and final profile
f. hydraulic information
g. construction phasing
h. Centerline Station
i. vertical and horizontal clearance

10. Final Computed Earthwork and Mass Diagram

11. Detail Sheets (as required for discussion)

12. Survey Data Sheets including Utility Data Sheets

13. Cross Sections

a. final toes
b. existing utilities
c. final driveways and notes
d. final structures including storm sewers and notes
e. final new right-of-way
f. retaining walls (offset and earthwork)
g. final detours

Process Instructions for PS&E Package

The completion of the PS&E (Plans, Specifications, and Estimate) Package ensures that all steps have been completed to allow a construction project to be processed for advertisement to interested contractors in order to receive bids that result in award of the project.

Federally funded projects that have FHWA oversight require that the Office Engineer submit the entire PS&E package to the FHWA Oklahoma Division Office for review and approval. FHWA documents its approval by issuing the PR-1240, which authorized the expenditure of Federal Aid construction funds for the project.

Once final plans for construction have been completed, two sets of signed and sealed plans (a full size 36” x 24” and a half size 11” x 17”) are submitted by the Design Engineer Manager to Printing Services for set-ups.

Printing Services will check the plans to see that all sheets listed on the Title sheet are included in the plan set and that the requested standards are correct with the latest revision number. The listed standards are printed and included in the plans. Prices are developed for the reproduced plans so that they may be purchased by contractors interested in developing a bid for the project.

Once the plans are labeled with the purchase price (set-up), then they may be collected by the Engineering Manager to be submitted to the Office Engineer.

The Engineering Manager will submit an 11”x17” plan set, the set-up (one 11”x17” set of Final Plans signed and sealed), submittal letter along with special provisions, and a completed construction estimate to the Office Engineer. A project submission letter is to be completed by the Engineering Manager to aid the Office Engineer in determining what information is included with the submission, such as any permits or agreements, and what information will need to be collected to complete the PS&E package.

Federal Highway Administration oversight projects require the PS& E package be transmitted to the FHWA Oklahoma Division Office. The Office Engineer transmittal consists of a transmittal cover letter from the ODOT Director of Transportation to the FHWA Division Administrator, two(2) sets of 11”x17” plans signed by the Chief Engineer, two(2) proposals that are signed and date stamped and two(2) estimates that are signed and date stamped.

INTRODUCTION – OFF SYSTEM PROJECTS

Projects that are developed on the non-State Highway System are administered by ODOT's Local Government Division. These projects are public infrastructure improvements for Local Public Agencies (LPA), combining various federal, state, tribal, and local funding resources.

The Project Development Process for the Off-System projects will closely align with the On-System Process as described on page 2. The areas that differentiate will be listed with a description of the variance.

Initiation

Projects are typically initiated by the LPA prior to programming. Local Government Division aids in scope development as required based on the project intent proposed by the LPA.

Plan Development

Perform Bridge Hydraulic Conference
Local Government Division does not normally require a formal conference. The design Engineer that is stamping the plans completes the hydraulic analysis and submits the hydraulic reports for the project files.

Preliminary Field Review

The field meeting (Plan-in-Hand) will normally involve a site visit. This meeting is a combination of the Preliminary Field Review and the Right-of-Way and Utility Meeting. Cross-Section elements are complete and any required Right-of-Way is shown on the plans.

Final Field Review

Review plans are submitted to Local Government Division for comments in preparation for Final Plan Submission.

Process Instructions
Plan-in-Hand Field Review Meeting / Final Plan Review

The intent of these meetings is to insure timely plan progression and minimize delays by providing communication opportunities at these key milestones in the process. Estimate updates will be performed at the time of these meetings which will provide the needed awareness to operate within a fiscally constrained budget.

The Plan-in-Hand Field Review Meeting is to take place early in the process so that any design concerns can be addressed and any modifications to the planned design can be made, thereby avoiding the possible re-work that would have been required if the plan development had progressed beyond this milestone.

The Final Plan Review provides for the opportunity to review near completed plans and make any modifications required for final submission for letting.

I. The Plan-in-Hand Field Review Meeting will generally be held in the field. The Final Plan Review may consist of addressing review comments, a Central Office Meeting or a Field Review Meeting, depending on the requirements of the project. These meetings will be facilitated by the Local Government Division.

II. Scheduling and formal notification of the field meetings will be provided by the Local Government Division. The Designer will provide Field Review plans to the Local Government Division for distribution to the stakeholders a minimum of two weeks in advance of the scheduled field meetings.

III. The requirements as stated in the Plan-in-Hand Field Review Meeting guidelines, and the Final Plan Review Meeting guidelines will be utilized by ODOT staff and consultants. These meetings will not be held until all items are available.

IV. The meeting agenda will be distributed at the time the meeting notifications are sent out or when the plans are distributed for review.

V. A draft report of the meeting minutes will be provided to the Local Government Division Project Manager by the project consultant for review no later than two weeks subsequent to the meetings. Any corrections, additions or modifications to the draft meeting minutes are to be returned to the consultant with a notification copy to the Project Manager to insure that any necessary changes are incorporated into the final document for distribution.

VI. The meeting reports will be distributed by the Local Government Division Project Manager. The consultant will provide the final report that includes updated cost estimates and the resolution of unresolved issues to the Project Manager for distribution. Any resulting cost and/or schedule modification requests will be prepared by the Local Government Division Project Manager.

Plan-in-Hand Field Review Meeting Guidelines

Checklist and Agenda:

- check horizontal alignment
- check vertical alignment
- verify survey information (buildings, mailboxes, driveways)
- verify topography and Digital Terrain Model
- verify Project Scope
- discuss environmental draft document
- verify longitudinal location of bridges
- verify bridge hydraulic assumptions
- discuss detour locations
- identify right-of-way and utility needs
- identify environmental concerns
- discuss access control
- discuss construction sequencing
- discuss Design Safety Review
- discuss Project Schedule
- discuss cost estimate

Who should attend if applicable:

Bridge Division (complex bridge projects)
Consultants
Environmental Programs Division
FHWA (on Oversight projects)
Field Division
Local Government Division
Project Sponsor and/or their representative
Rail Programs Division
Right-of-Way & Utilities Division (Utilities Branch)
Roadway Design Division (complex roadway projects)
Survey Division (complex projects)
Traffic Engineering Division (complex traffic projects)

Number of Required Sets of Plans (only as applicable)

Fourteen sets of half size plans and one full size set (include cross sections)
Distribution is as follows:

Bridge Division	2 half size sets
Environmental	1 half size set
FHWA (Oversight proj.)	1 half size set
Field Division	3 half size sets
Local Government Div.	1 half size set

Rail Programs Division	2 half size sets	
R/W Div. (Util. Br.)	1 half size set	1 full size set
Roadway Division	2 half size sets	
Traffic Division	1 half size set	

Plan-in-Hand Field Review Meeting Plans

Set forth are the **minimum plan requirements** for the **Plan-in-Hand Field Review**:

1. Title (minus Index of Sheets and Standards)

2. Preliminary Typical Section (with assumed thickness)

3. Plan and Profile sheets
- a. existing topography
- b. existing right-of way limits from survey
- c. existing access control from survey
- d. existing utilities from survey
- e. utility size and type from survey
- f. existing grade
- g. final grade
- h. final superelevation
- i. final top of cut/ toe of slope
- j. existing drainage structures
- k. preliminary bridge
- l. final bridge hydraulic information
- m. existing fencing
- n. existing driveways
- o. final driveway location, width and type with notes (verified at the meeting)
- p. city corporate limits from survey
- q. section, township and range from survey
- r. final detour location with horizontal and vertical alignments
- s. final horizontal alignment
- t. new right-of-way
- u. new access control
- v. final structures including storm sewers with notes
- w. new R/W fence requirements
- x. plusses and distances to any potentially effected building
- y. final location of retaining walls and sound walls
- z. known environmental commitments

4. Preliminary Bridge General Plan and Elevation
- a. existing structure
- b. existing contours

c. proposed structure
d. proposed bridge header and riprap
e. existing and proposed profile
f. hydraulic information
g. preliminary construction phasing
h. Centerline Station
i. vertical and horizontal clearance

5. Preliminary Estimate of Earth Work

6. Survey Data Sheets including Utility Data Sheets

7. Preliminary Cross-Sections
a. final toes
b. existing utilities
c. final driveways and notes
d. final structures including storm sewers and notes
e. new right-of-way
f. retaining walls (offset and earthwork)
g. final detours

Final Plan Review Meeting Guidelines

Checklist and Agenda:

- provide stakeholders the opportunity to interject minor plan changes prior to PS&E submission
- verify that the agreed upon changes from previous meetings were met
- confirm that plans as produced still match site conditions (power lines, fences,)
- review/ verify construction sequence
- discuss constructability issues
- discuss traffic control issues
- review and verify pay items lists, quantities and notes from Roadway, Bridge and Traffic
- discuss erosion control
- verify environmental note requirements
- discuss cost estimate

Who is required to attend as applicable:

Bridge Division (complex bridge projects)
Consultants
Environmental Programs Division
FHWA (on Oversight projects)
Field Division
Local Government Division
Project Sponsor and/or their representative
Rail Programs Division
Roadway Design Division (complex roadway projects)
Survey Division (complex projects)
Traffic Engineering Division (complex traffic projects)

Number of Required Sets of Plans (only as applicable)

Eleven sets of Plans, six must include cross sections.
Distribution is as follows:

Bridge Division	2 half size sets (one set with cross sections)
Environmental Division	1 half size set
FHWA (Oversight proj.)	1 half size set
Field Division	3 half size sets (with cross sections)
Local Government Div.	1 half size set (one set with cross sections)
Roadway Division	2 half size sets (one set with cross sections)
Traffic Division	1 half size set

Final Plan Review Plans

Set forth are the **minimum plan requirements** for the **Final Plan Review Meeting**.

1. Title (with Preliminary Index of Sheets and Standards)

2. Final Typical Section

3. Pay Item List, Quantities and Notes

4. Environmental Mitigation Notes

5. Sequence of Construction

6. Storm Water Pollution Prevention Plan

7. Erosion Control Plan Sheet

8. Plan and Profile sheets to include:

a. existing topography
b. existing right-of way limits from survey
c. existing access control from survey
d. existing utilities from survey
e. final utility ownerships, size and type
f. existing grade
g. final grade and finish grade elevations
h. final top of cut/ toe of slope
i. existing drainage structures
j. final bridge
k. final hydraulic information
l. existing fencing
m. existing driveways
n. final driveway location width and type with notes
o. city corporate limits from survey
p. section, township and range from survey
q. final detour location with horizontal and vertical
r. final horizontal and vertical alignment
s. final new Right-of-Way
t. final new access control
u. final structures including storm sewers with notes
v. new R/W fence requirements
w. plusses and distances to any potentially effected building
x. location and final design of retaining walls and sound walls
y. final environmental commitments
z. removal notes

9. Proposed Bridge General Plan and Elevation
   a. existing structure
   b. existing contours
   c. final structure
   d. final bridge header and riprap
   e. existing and final profile
   f. hydraulic information
   g. final construction phasing
   h. Centerline Station
   i. vertical and horizontal clearance

10. Final Computed Earthwork and Mass Diagram

11. Detail Sheets (as required for discussion)

12. Survey Data Sheets including Utility Data Sheets

13. Cross Sections
   a. proposed toes
   b. existing utilities
   c. final driveways and notes
   d. final structures including storm sewers and notes
   e. final new right-of-way
   f. retaining walls (offset and earthwork)
   g. final detours

APPENDIX 1

Project Reconnaissance Data Collection List

1. Aerials/Maps
    a. County/City Maps
    b. USGS Map
    c. Aerials/Satellite Imagery
2. Cultural Resources
    a. Historic Properties/Structures
    b. Archeological Sites
    c. Cemeteries
3. Hazardous Waste/Lust Sites
4. Natural Resources
    a. Scenic and Protected Aquifers
    b. Streams (USGS)
    c. Watersheds (HUCs)
    d. County Soil Surveys (NRCS)
    e. Land use and land cover/untilled landscapes (USGS/The Nature Conservancy)
    f. Endangered Species and their designated critical habitat (Nature Serve, ODWS, USFWS)
5. Section 4(f) - resources, parks, recreational areas, wildlife refuges
6. As Built Plans, Title, Typicals, P&P's and General Plan & Elevations
7. Property owners (Names, Addresses & Phone Numbers)
    a. Property ownerships
    b. Tribal ownerships
    c. Billboard ownerships
    d. County Assessors list
    e. Potential business and residential relocations
    f. Replacement housing availability
    g. Replacement business locations
8. Bridge Info
    a. S I & A (Structure Inventory & Appraisal) form
    b. Total Drainage Area
    c. Drainage Area Controlled by NRCS Structures
    d. Effective Drainage Areas
    e. FEMA Firmette
9. Traffic Data
    a. Truck Traffic
    b. Design Hour Volume (DHV)
    c. Design Traffic Data (30 Year) Design Volume
10. Accident Data
11. Pavement Condition
12. Functional Classification
13. NHS
14. STRAHNET
15. Railroad Impacts
    a. Crossings
    b. Line Characteristics
    c. Train Schedule

16. Information for 4-Lane/5-Lane Justification Policy
17. Information for the Parallel Lane Policy
18. Current Zoning & Code Issues
19. Utility identifications; owner names, addresses & phone numbers. (Permit Search)
20. Potential for Asbestos abatement needs
21. Metropolitan Planning Organizations
    a. ACOG (Association of Central Oklahoma Governments)
    b. INCOG (Indian Nation Council of Governments)
    c. LMAPC (Lawton Metropolitan Area Planning Commission)
    d. Substate Planning District
    e. Ft Smith
22. Airports
23. Military Facilities
24. Oklahoma Turnpike Authority
25. Existing Information on the Project Initiation Report to be filled out.

Oklahoma Department of Transportation
Project Management Division (405)522-7601 Fax (405) 522-7612 Room 1-C6

DATE: **May 20, 2015**

TO: **Distribution List**

FROM: **Project Management Division**

SUBJECT: **Draft - Project Initiation**

J/P Number: County: Highway: Division:
PS&E Date: R/W Date : Drive-out Date:
Programmed Estimate: $
Project Description:

.....

EXISTING INFORMATION

Reconnaissance Information Available
□ Yes Location http://plansrv1/osd/JP#######
□ No

Functional Classification

Area Type:	□ Urban	□ Suburban	□ Rural	
Terrain Type:	□ Flat	□ Rolling	□ Mountainous	
Access Control:	□ Full	□ Partial	□ None	
Highway Type:	□ Freeway	□ Principal Arterial	□ Minor Arterial	□ Collector
	□ NHS	□ Non-NHS	□ STRAHNET	□ Scenic Hwy

Existing Condition
Current ADT: % Trucks: Number of Lanes: Lane Width:
Outside Shoulder Width: Inside Shoulder Width:
□ Open Section □ Curb & Gutter □ Divided, median width:
□ Other (describe):
Pavement Type: Pavement Condition: □ Good □ Fair □ Poor
Shoulder Type: Shoulder Condition: □ Good □ Fair □ Poor
Storm Sewer □ No □ Yes Storm Sewer Condition: □ Good □ Fair □ Poor
Sidewalks □ No □ Left Width: ' □ Right Width: '

Bridge One Description:
Bridge Two Description:
Bridge Three Description:

	Bridge One	Bridge Two	Bridge Three
Feature Intersected:			
NBI Number:			
Location Number:			
Sufficiency Rating:			
Year Built:			
Bridge Width (Clr Rdwy):			
Bridge Length:			
Posted Vertical Clearance:			
Posted:			
Sidewalk Width Lt.:			
Sidewalk Width Rt.:			
Health Index:			
Steel Beam Bridge:			

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CONSIDERATIONS

Environmental/Right-of-Way

□ Historic Properties, list:
□ Archeological Sites, list:
□ Cemeteries, list:
□ Hazardous Waste Sites/ AST's/ Coal Mines/LUST Sites, list:
□ Threatened & Endangered Species, list with seasonal restrictions:
□ Aquatic Species, list with seasonal restrictions:
□ Section 4F or 6F Properties, list:
□ Farmland □ Wetlands □ Scenic Rivers and Protected Aquifers □ Critical Resource/ Sensitive Waters/Impaired Waters (type of impairment), List:
□ FEMA Flood Zone □ A □ AE □ X
□ Compensatory Flood Storage
□ Indian/Tribal/Federal/Wetland Reserve Program Properties, List:
□ Scenic Byway/Route 66 Yes/No.

Alternative Impacts

□ Other Agencies List:
□ Turnpike Involvement
□ Metropolitan Planning Organizations List:

Utilities

Utility	Location (Lt./Rt./Xing)	Utility Investigation Level

Permit Information

Design Exception Anticipated: □ No □ As required by design □ Yes, type:
Maintenance Agreements (Lighting, Signals, etc.): □ No □ Yes, type:
Permits required: □ FAA □ USACE □ OWRB □ Railroad □ Other, type:
Comments for required permits: (Name and distance to airport, anticipated USACE permit type, Railroad owner, active or abandoned rail line, etc.)

Special Considerations

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PROPOSED IMPROVEMENT

Project Intent:

Description of Proposed Improvements:

Design Speed: mph

Potential to transfer steel bridge beams to County (Oklahoma Statute Title 69 subsection 1001)
Yes □
No □ Fully document specific reasons preventing transfer:

NA □

Project Termini
Beginning of Project:
End of Project:
Limits of Survey:
Limits of NEPA Survey Area:

Typical Section
□ Open Section □ Curb & Gutter □ Divided, median width:
□ Other (describe):
Number of Lanes: Lane Width: '
Outside Shoulder Width: ' Inside Shoulder Width: '
Storm Sewer □ No □ Yes
Sidewalks □ No □ Left Width: ' □ Right Width: '
Sidewalk decision comments:

Overlay □ No □ Yes, thickness:
Coldmill □ No □ Yes, thickness:
Add Shoulders □ No □ Yes, width: '
Bridge Width '

Alignment

□ Existing
□ New, located □ North or □ South or □ East or □ West of existing
□ Parallel Lanes, located □ North or □ South or □ East or □ West of existing
Alignment decision comments:
□ Spot Improvements
□ Horizontal, Description:
□ Vertical, Description:

Detour

□ Shoo-fly, located □ North or □ South or □ East or □ West of existing
□ Widening, located □ North or □ South or □ East or □ West of existing
□ Crossovers
□ Close Road
□ Signed Detour, Route Description:
Anticipated duration of Detour:
□ Public Meeting Required □ Agreement Required
□ Phased Construction, Description:

Traffic Items

Traffic Management Plan	□ No	□ Yes	
Median Barrier	□ No	□ Yes	
New Guardrail	□ No	□ Yes	
End Treatment	□ No	□ Type:	
Highway Lighting	□ No	□ Outside or	□ Median
Traffic Signals	□ No	□ Location(s):	

Miscellaneous

Channel Work □ No □ Relocation □ Re-Alignment □ Cleanup
Public Involvement □ No □ Road Closure Letters
□ Public Meeting
□ Stakeholder Meeting

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PROGRAMMING INFORMATION

RW Project Needed	□ No	□ Yes
Utility Project Needed	□ No	□ Yes

Initiation Estimate

Roadway:	$	Total Construction:	$
Bridge:	$		
Traffic Control:	$	Right-of-Way:	$
Signing and Striping:	$	Utility:	$
Highway Lighting:	$		
Traffic Signals:	$	Total Estimate:	$
Mobilization:	$		
Staking:	$		
E & C:	$		

Program Revisions

Estimate: $ Letting Date: Project Length:
Work Type:
Description:

Attendee Name	Representing

Attachments (Aerial with Preliminary RW & County Map)

Distribution List:

- Director of Engineering
- Director of Capital Programs
- Bridge Division
- Environmental Programs Division
- FHWA
- Field Division
- Project Management Division
- Right-of-Way Division
- Roadway Design Division
- Survey Division
- Strategic Asset & Performance Management Division
- Traffic Engineering Division

PLAN SET DISTRIBUTION

07/18/2014

PRELIMINARY PLAN FIELD REVIEW*

16 half size

Roadway Design	2 half size	
Bridge Division	3 half size	(one set to Bridge Hydraulics)
Environmental Programs	1 half size	
Traffic Division	1 half size	
R/W Division	1 half size	(with cross sections if avail.) 2 CD ROM & PDF
FHWA (Oversight)	1 half size	
Field Division	5 half size	
Proj. Mgmt. Div	1 half size	
Survey Division	1 half size	

RIGHT-OF-WAY AND UTILITY MEETING & (COMBINATION PFR - R/W AND UT)*

(Combination Meeting will require an additional half size w/cross sections for Bridge Hydraulics).

15 half size, 9 cross sections

Roadway Design	2 half size	1 cross section
Bridge Division	2 half size	1 cross section
Environmental Programs	1 half size	
Traffic Division	1 half size	
R/W Division	1 half size	2 CD-ROM of DGN & PDF (to include Title, Typicals, P&P's, Survey Data & Cross Sections)
FHWA (Oversight)	1 half size	1 cross section
Field Division	5 half size	5 cross section
Proj. Mgmt. Div	1 half size	1 cross section
Survey Division	1 half size	

FINAL PLAN FIELD REVIEW*

14 half size, 11 cross sections

Roadway Design	2 half size	1 cross section (1 CD-ROM of PDF)
Bridge Division	2 half size	1 cross section
Environmental Programs	1 half size	1 cross section
Traffic Division	1 half size	1 cross section
R/W Division		2 CD-ROM of DGN & PDF as described above.
FHWA (Oversight)	1 half size	1 cross section
Field Division	5 half size	5 cross section
Preconstruction Manager	1 half size	
Proj. Mgmt. Div	1 half size	1 cross section

* Additional sets required for Projects involving Railroad, City, County, Traffic Signals or multiple ODOT Divisions.

PROJECT SUBMISSION TO R/W

03/14/2014

SUBMISSION DELIVERABLES

9 half size 3 half cross sections
3 CD-ROM (all electronic files of the construction plans)

Distribution:

Roadway Design	1 half size	1 half cross section	1 CD-ROM (DGN & PDF)
Bridge Division	1 half size	1 half cross section	(As Applicable)
Environmental Programs	1 half size	1 half cross section	*(Transmittal Letter / 404 PCN)
	1 half size		(Environmental Coordinator)

*Projects where no 404 PCN calculations are needed will be noted as N/A on Transmittal Letter to Environmental Programs Division.

Submission to R/W Division

R/W Division	5 half size	2 CD-ROM (DGN & PDF) (to include Title, Typicals, P&P's, Survey Data & Cross Sections)

Electronic Files of DGN and PDF Files submitted to: x:/rdyjobs

All Plans should be stamped "Proposed R/W" and dated accordingly.

REVISIONS TO R/W DIVISION

R/W Division	1 half size	2 CD-ROM (DGN & PDF) (to include Title, Typicals, P&P's, Survey Data & Cross Sections)

Electronic Files of DGN and PDF Files submitted to: x:/rdyjobs

All Plans should be stamped "Revised Proposed R/W" and dated accordingly.

SUBMISSION TO R/W FOR "No R/W and No Utility Relocation"

R/W Division	1 half size	1 half size cross sections**

***(Field Division Plans may be 8 ½" x 11")*

A Cover Letter is required for all submissions to R/W Division.

INSTRUCTIONS FOR COMPLETING A SECTION 404 PERMIT APPLICATION

Date: Date Application submitted
Project No: Federal Aid Project or other number assigned
J/P: Job Piece No.
Facility: State Highway, County Road, County Bridge, Route No., etc.
County: County name
Description: Briefly describe type of work and extent
Let Date: Construction let date
Division: ODOT Division
Programmed Construction Project Cost: The listed cost for the construction project

Sta or Str No.:

Structure name and station from plans.

Location:

Latitude and longitude in decimal degrees. Under Legal, list the Township, Range, and Section.

Waterbody:

Name of river, creek, channel, etc. If the creek is unnamed, give the name of the downstream receiving water in the notes. Also state whether the waterbody is a Designated **Critical Resource Water (CRW).** The CRW list can be found at:
http://www.swt.usace.army.mil/portals/41/docs/missions/regulatory/wqc/crw.pdf

Type:

BP Bank Protection. List the total length of the project in the notes.

CC Channel Change. Any altering, moving, or changing the physical location of the stream or channel which will require fill or excavation within the existing channel.

Chan Channel Work. Any work in an existing channel which does not alter its physical location and is not associated with construction of a facility or structure.

RCB Reinforced Concrete Box. Any fill and/or excavation in the existing channel due to replacing, lengthening, etc., of the box structure. The lengthened portion of the box and apron is considered fill.

SB Span Bridge. Includes abutments, piers, and work done in the channel while construction the bridge.

Wet Wetlands. Any permanent fill in jurisdictional wetlands. Wetland information is only to be added by either ODOT (State Projects) or the Consultant (County Projects Only)

Misc Miscellaneous. Anything not covered by another type. Include description in the notes.

Description of Structure:

Existing — Describe existing structure, size, and condition (such as degradation of the structure, missing apron, scour, etc.).

New — Describe proposed structure. If type is bank protection, give length in notes.

Calculations:

Area in acres.

- Provide quantities for area of fill.
- Designate whether area of fill is within the existing channel or in a completely new channel.
- Only provide excavation acreage if construction will widen the existing channel and provide this as a separate quantity in the notes section below.
- Do not cancel out area of fill with area of excavation. Excavation must be treated as a separate quantity from fill.
- Fill and excavation areas should be calculated below the ordinary high water mark (OHWM) for channels.
- Include in the notes the OHWM elevation used.
- OHWM elevation can be obtained from the General Plan and Elevation plan sheets as the lowest bank or OHWM can be obtained from the ODOT biologist. The Q2 elevation may give a more conservative OHWM elevation when a biologist elevation or profile elevation is not available.
- Temporary fills do not need to be included in the quantities if the area will be returning to its original state after project completion.
- If wetlands are identified in the NEPA document/delineation report, ODOT (State Projects) or Consultant (County Projects Only) will add this information or may give you these acreages to add to the form.

Cubic Yards of Fill

- This calculation is only required if fill is over 0.1 acres per structure/crossing
- Provide cubic yards of fill in this space

Linear Feet of Impacts

- Provide the linear feet of the impact along the stream from the start of the impact to the end of the impact.
- This number should be calculated along the flowline of the stream/drainage.

Notes.

- State whether impact is fill or excavation
- State type of fill (rip rap, drilled shafts, dirt, etc.)
- State Ordinary High Water Mark (OHWM) elevation.
- Note any other important information pertaining to the calculations and impacts.

Avoidance and Minimization Statement:

Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site. This statement is necessary to obtain the 404 permit. Also provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why compensatory mitigation should not be required for those impacts.

HELPFUL INFORMATION

- If the loss of waters is within a Critical Resource Water, a Pre-construction Notification (PCN) **IS** required.
- If the loss of waters is less than 0.1 acres, a PCN is not required.
- If the loss of wetlands is less than 0.1 acres, a PCN **IS** required.
- If the loss of waters and wetlands is between 0.1 acres and 0.5 acres a PCN is required and mitigation may be required.
- If the loss of waters and wetlands is greater than 0.5 acres, an Individual Permit is required and mitigation is required.
- Loss of waters of the United States are Waters of the United States that are permanently adversely affected by filling, flooding, excavation, or drainage because of a regulated activity…it is not a net threshold that is calculated after considering compensatory mitigation that may be used to offset losses of aquatic functions and services…Waters of the United States temporarily filled, flooded, excavated, or drained, but restored to pre-construction contours and elevations after construction, are not included in the measurement of loss of waters of the United States.

For questions or more information please contact:

Jared Bechtol
Environmental Programs Division
405-522-0734
jbechtol@odot.org

APPENDIX 5

OKLAHOMA DEPARTMENT OF TRANSPORTATION
SECTION 404 PRE-CONSTRUCTION NOTIFICATION FORM FOR STATE PROJECTS

DATE: _____

Project No.:		**J/P:**		**Facility:**		**County:**	
Description:							
Let Date:				**Division:**		**Programmed Construction Project**	

Sta or Str. No.	Location			Waterbody		Description		Calculations			
	Latitude	Longitude	Legal	Critical Resource Water?	Type	Existing Structure/Condition	New Structure	Area acre	Cubic Yards of Fill*	Linear Feet of Impacts	Notes
Structure name and Station from plans	Decimal Degrees	Decimal Degrees	Township, Range, Section	Name of Waterbody and if it is a Critical Resource Water	See below	Size, Type, and Condition of Structure	Size and Type of Structure	Area of Fill below OHWM	Cubic Yards of fill	Length of Impacts to Blue Line Stream	Number 1, 2, etc. List note description below

AVOIDANCE AND MINIMIZATION:

Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site. Also provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why compensatory mitigation should not be required for those impacts.

Types: BP--Bank Protection, CC—Channel Change, Chan--Channel Work, RCB--Reinforced Concrete Box, SB--Span Bridge,** Wet--Wetlands, Misc—Miscellaneous

***Only necessary if impacts are over 0.1 acres**

****Wetland Information will be added from the delineation report by ODOT**

Notes:

Number 1, 2, etc. Describe note here

- Note whether the impact is fill or excavation in existing channel
- Note type of fill (rip rap, drilled shafts, dirt, etc.)
- Note Ordinary High Water Mark (OHWM) elevation
- Note any other important information pertaining to the calculations and impacts

FHWA Approved Clearance type: CE: _____ FONSI/EA: _____ EIS: _____ Date: _____ Pending: _____ None: _____

Applicant: Name: Oklahoma Department of Transportation Phone No: (405) 522-0734

Address: 200 Northeast 21st Street, Oklahoma City, OK 73105-3204

Application Prepared By: Name: ODOT Designer or Consultant Name Phone No:

Processing Agent: Oklahoma Department of Transportation

APPENDIX 5

OKLAHOMA DEPARTMENT OF TRANSPORTATION
SECTION 404 PRE-CONSTRUCTION NOTIFICATION FORM FOR COUNTY PROJECTS

DATE: _____

Project No.:		**J/P:**		**Facility:**		**County:**	
Description:							
Let Date:				**Division:**		**Programmed Construction Project**	

Sta or Str. No.	Location			Waterbody		Description		Calculations			
	Latitude	Longitude	Legal	Critical Resource Water?	Type	Existing Structure/Condition	New Structure	Area acre	Cubic Yards of Fill*	Linear Feet of Impacts	Notes
Structure name and Station from plans	Decimal Degrees	Decimal Degrees	Township, Range, Section	Name of Waterbody and if it is a Critical Resource Water	See below	Size, Type, and Condition of Structure	Size and Type of Structure	Area of Fill below OHWM	Cubic Yards of fill	Length of Impacts to Blue Line Stream	Number 1, 2, etc. List note description below

AVOIDANCE AND MINIMIZATION:

Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site. Also provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why compensatory mitigation should not be required for those impacts.

Types: BP--Bank Protection, CC—Channel Change, Chan--Channel Work, RCB--Reinforced Concrete Box, SB--Span Bridge,** Wet--Wetlands, Misc—Miscellaneous

*Only necessary if impacts are over 0.1 acres

**Wetland Information will need to be added from the delineation report by the Consultant

Notes:

Number 1, 2, etc. Describe note here

- Note whether the impact is fill or excavation in existing channel
- Note type of fill (rip rap, drilled shafts, dirt, etc.)
- Note Ordinary High Water Mark (OHWM) elevation
- Note any other important information pertaining to the calculations and impacts

FHWA Approved Clearance type: CE: _____ FONSI/EA: _____ EIS: _____ Date: _____ Pending: _____ None: _____

Applicant: Name: County Commissioner Name Phone No: (405) 522-0734

Address: County Address

Application Prepared By: Name: Consultant Name or County Name Phone No:

Processing Agent: Consultant or County Address

Oklahoma Department of Transportation

Project Management Division (405)522-7601 Fax (405) 522-7612 Room 3C9

DATE: **Date**

TO: Siv Sundaram, Environmental Programs Division

FROM: Project Mgr., Project Management Division

SUBJECT: **Transmittal of R/W Submission or Current Plans and 404 PCN Form**

The following items are transmitted at this time for the listed project:

County:
Job Piece No.:
Highway No.:
Description:

☐ One set Right-of-Way Submission Plans (11"x17").

☐ One set Current Construction Plans (11"x17") for projects within existing R/W.

☐ Plans available @ http://www.okladot.state.ok.us/rowconsult/mapping/

And

☐ Section 404 Pre-construction Calculations (Stream impacts) – Bridges.

☐ Section 404 Pre-construction Calculations (Stream impacts) – Roadway Drainage Structures.

☐ N/A

cc: File

FOR ENVIRONMENTAL PROGRAMS USE ONLY

□ No PCN Required	□ PCN with Mitigation
□ PCN Only	□ Individual Permit
□ No 404 Permit Required	

Oklahoma Department of Transportation

Project Management Division (405)522-7601 Fax (405) 522-7612 Room 3C9

DATE: **Date**

TO: Coordinator, Environmental Programs Division

FROM: Project Mgr., Project Management Division

SUBJECT: **Transmittal of R/W Submission or Current Plans**

The following items are transmitted at this time to aid in the completion of the environmental document for the listed project:

County:
Job Piece No.:
Highway No.:
Description:

☐ One set Right-of-Way Submission Plans (11”x17”).

☐ One set Current Construction Plans (11”x17”) for projects within existing R/W.

☐ Plans available @ http://www.okladot.state.ok.us/rowconsult/mapping/

cc: File

OKLAHOMA DEPT. OF TRANSPORTATION
Traffic Engineering Division (405)521-2861 Room 2C2 Fax: (405)521-2865

Date: February 8, 2011

TO: Roadway Engineering Division, Tim Tegeler PE; Bridge Engineering Division, Bob Rusch PE; Local Government Engineering, Shannon Sheffert PE; and Project Management, Ray Sanders

From: Traffic Engineering Division, Harold Smart PE

Subject: Traffic Engineering Submissions

Please fill out and email the Request Form (U:\Traffic\Forms\TE-PR1 02-07-11.pdf) for requesting plans from Traffic Engineering Division.

Adhere to the following submission schedule for:

- Construction Traffic Control, Permanent Signing and Striping, Guardrail & Attenuators – 2 months prior to Final Review
- Traffic Signals – 3 months prior to Final Review
- Highway Lighting – 6 months prior to Final Review

Place Title, Typical, P&Ps(including attached reference files), Detail sheets(that may apply), and Sequence of Construction in the following path:

U:\Traffic\Slipin Projects\Bridge\Division #\JP #####(##) County
U:\Traffic\Slipin Projects\Roadway\Division #\JP #####(##) County

For Consultant Plans please submit a hardcopy of the Request Form(U:\Traffic\Forms\TE-PR1 02-07-11.doc) to Traffic Engineering at least 2 weeks prior to Final Review.

Please place Request Form and/or plans at Front Desk of Traffic Engineering Division to get stamped in.

Cc: Director of Engineering, David Streb PE

APPENDIX 6

OKLAHOMA DEPARTMENT OF TRANSPORTATION
TRAFFIC RELATED PROJECT REQUEST

Date: _____

To: Traffic Engineering Division

- ☐ Construction Traffic Control
- ☐ Permanent Signing and Striping Projects
- ☐ Traffic Signals, Flashers, Highway Lighting

From: ☐ Roadway Design ☐ Bridge Division ☐ Local Government ☐ Other:_____

Subject: Project No._____ Job/Piece No. _____ (__) Div.____
County: _____ City: _____ Highway No: _____
Project Type/Description: _____
Electronic File Location : _____
Const. Calendar Days: _____ Final Review Date: _____Let/PS&E Date: _____
Enclosed are : ☐ 50% P-I-H, ☐ Final Review Plans.
☐ Previous Review Prints Enclosed, ☐ Other: _____

Please: ☐ Review and Comment, and/or ☐ Design Traffic Related Plans for Submission.
(Allow Min of 2 Months prior to Final Review for Review) (Allow Time for Design as Shown Below)

Items Needed: ☐ Construction Traffic Control, (Allow Min of 2 Months prior to Final Review) ☐ Permanent Signing & Striping. (Allow Min of 2 Months prior to Final Review) ☐ Traffic Signals, (Allow Min of 3 Months prior to Final Review)
☐ Guardrail & Attenuators, (Allow Min of 2 Months prior to Final Review) ☐ Highway Lighting, (Allow Min of 6 Months prior to Final Review)

Requested By: _____ (Project Engineer/Squad Boss/Consultant), Phone: _____

Date Rec'd: _____ **(TRAFFIC ENGINEERING USE BELOW) Rec'd. By:** _____

Review Plans	Design Plans	Type of Review/Design	Assigned To (Initials)/Date	Pay Items Entered In PES		Completed By (Initials)/Date	Checked By (Initials)/Date
				NO	YES		
		Const. Traffic Control, & Guardrail					
		Traffic Signals, Flashers, Highway Lighting, Perm. Signing & Striping					
		Other:_____					

Items Returned to Sender

☐ Reviewed Plans & Comments ☐ Special Details
☐ Pay Items & Notes ☐ Design Plan Sheets

Comments: _____
_____

Date: _____ By: _____ Phone: _____

APPENDIX 7

OKLAHOMA DEPARTMENT OF TRANSPORTATION
PROJECT SUBMISSION LETTER

To	**Office Engineer Division**		Date
From	Project Engineer/Project Manager	Submitting Division	
Subject	County & Route	Project Number	JP No.

Scheduled Letting	Submission: ☐ 90 Day ☐ 60 Day (as approved) ☐ Emergency (as approved)	☐ Non-Federal Aid ☐ Federal Aid / Not on FHWA oversight list ☐ Federal Aid / On FHWA oversight list
Description (e.g. Grade, Drain, Surface) Road Closure (check one)? ☐Yes ☐ No	Location of Project	

Environmental Clearance: ☐ CE ☐ EA Date of Evaluation/Re-evaluation _____

404 Permit ☐ Attached, Date Approved _____ ☐ Pending ☐ Not Applicable
Railroad ☐ Attached ☐ Not Applicable
NPDES-NOI ☐ Attached ☐ Not Applicable
Other Permits/ Agreements *(see instructions)* _____
_____

Right-of-Way Certification Type ☐ C1 ☐ C2 ☐ C3 Date _____ ☐ Not Applicable

Utilities Utilities Clear ☐ Yes ☐ No If "No", expected out date: _____ ☐ Not Applicable

Contract Time _____ ***or*** Complete by Date _____	Estimate $ _____
Flex Start ☐ Yes (number of months ___) ☐ No If "No", Why not?	QC/QA Minimum Bid(s) Bridge _____ Roadway _____ Total _____ ☐ Not Applicable
Extension of Notice to Proceed (Traffic Projects) ☐ 90 Day ☐ 120 Day ☐ N/A	
Delayed Work Order ☐ No ☐ Yes If "Yes", reason for delay?	

Special Provisions - The following *job specific* special provisions are needed in addition to the general special provisions listed on the attached sheet (e.g. A+B Bidding, Lane Rental, Incentive/Disincentive).

List Tied Jobs (if applicable). Please circle ***Optional*** or ***Mandatory***

County	Project Number	JP No.

cc: Federal Highway Administration
Programs Division

Office Engineer Use Only
(Revised May 3, 2012)

APPENDIX 7

OKLAHOMA DEPARTMENT OF TRANSPORTATION
PROJECT SUBMISSION LETTER

INSTRUCTIONS ON FILLING OUT PROJECT SUBMISSION LETTER:

Date - Indicate the month, day, and year the project is submitted (signed in) to Office Engineer.

Project Engineer/Project Manager - Fill in the name of the individual responsible for the overall submittal of the project. This must be an ODOT employee. Submission by Consultants will not be accepted. This could be the lead engineer, the project manager, or the principal designer, but this will be the person first called should there be a problem with the PS&E submittal.

Submitting Division - Fill in the name of the Division where the individual responsible for the overall submittal of the project works (e.g. Bridge, Roadway, Traffic, Local Government, Maintenance, etc.)

Route & County - Fill in the highway number and county in which the construction of the project occurs. In the case of multiple routes along the same corridor adhere to the following hierarchy in ascending numerical order: U.S. Highways, State Highways, Local Roads. This information should agree with JPINFO.

Project Number - Fill in each project number listed on the title sheet of the plans. Verify that this matches the program information.

JP No. - Fill in each JP number listed on the title sheet of the plans. Verify that this matches JPINFO.

Scheduled Letting - Fill in the month that the project is to be let. Programs Division (JPINFO) should agree with this date.

Submission - The standard project submission is 90 days before its scheduled letting. Any projects turned after the 90 day period are considered late and must be cleared with Office Engineer prior to submitting the project. Projects which are not approved for 60 day submittal will not be accepted as such and will need to slide to a future letting. Emergency projects are only those deemed as such by Senior Staff members.

Federal Participation

Indicate the type of federal participation (if any) associated with the project:

- Non-Federal Aid - no federal money is being used to fund the project.
- Federal Aid/Not on FHWA oversight list - federal money is being used on some or all of the funding for the project, but the project is not on the FHWA oversight list.
- Federal Aid/On FHWA oversight list - federal money is being used on some or all of the funding for the project, and the project is on the FHWA oversight list. Oversight projects are typically designated with an "*" in JPINFO.

Description - Briefly list the categories of construction for the project (e.g. Grade, Drain, Surface & Bridge, Traffic Signal and Intersection Modification, etc.). Description of work type should match what is shown on the Title Sheet of the plans, and what is shown in JPINFO.

Location of Project - Describe in detail where the project is located. In listing the location, the project's beginning and ending should be clearly identifiable on an Oklahoma state map (e.g. US 270 from US 412 in Elmwood, extending north 2.65 miles).

OKLAHOMA DEPARTMENT OF TRANSPORTATION
PROJECT SUBMISSION LETTER

Environmental Clearance - If applicable, include the project's environmental clearance document from the ODOT Environmental Programs Division with the submission. Indicate on the submission letter the category of the clearance granted (CE or EA) and give the date of clearance. If the environmental document has been re-evaluated please list the re-evaluation date also. This information can be obtained on the IMS or from Environmental Programs Division.

404 Permit (also known as the Corp. Of Engineers Permit) - Multiple 404 Permits may exist for one project (e.g. one independent permit for a bridge and one independent permit for a separate RCB structure). Include all 404 Permits applicable to the project.

Railroad Agreement - Include copies of all railroad agreements associated with the project. Contact Rail Programs Division for assistance.

NOI (Notice of Intent) - Any project with one acre or more of ground disturbing activities must have a DEQ Notice of Intent. If applicable, include this notice with the submittal. Any NPDES provisions incorporated in the plans (i.e. Stormwater Pollution Prevention (SWPPP) plan sheets) should be reviewed by the ODOT Stormwater Manager in Environmental Programs Division.

Other Permits/Agreements - Some infrequently used permits/agreements that are encountered in highway construction include Coast Guard, Tribal Agreements, FAA Notices (FAA), Hazardous Waste, Oklahoma Water Resources Board (OWRB), and Municipal Agreements.

- Coast Guard Permits are required to construct or modify a bridge or causeway over a U.S. navigable waterway. The legal definition of navigable waterway is defined in 33 CFR 2.05-25.
- Oklahoma Water Resources Board (OWRB) - If it is determined that an Oklahoma Water Resources Board Permit is required, include a copy of the permit with the submittal. Copies of the letter stating the permit is not required do not need to be submitted with the project.
- FAA Notice (Airports) - The Contractor may be required to file FAA Form 7460 if any equipment used in construction (such as a temporary crane) exceeds the height of an imaginary surface extending outward and upward at 100:1 from the nearest point of the nearest runway. Request special provision 107-12, Federal Aviation Regulations, from Office Engineer Division. Complete the provision by filling in the required information, and return it with your project submittal. See FAA Form 7460-1, Notice of Proposed Construction or Alteration, for further guidance.

Right-of-Way - With the exception of right-of-way clearance contracts, every federally funded project must have a right-of-way certification regardless of whether or not there is any additional right-of-way acquired. The FHWA will not authorize the use of federal funds for construction without a right-of-way certification. Since federal funds may be used in any phase of a project, Right-of-Way & Utilities Division usually supplies a right-of-way certification on most projects regardless of funding source for construction. Indicate on the submission letter the type of certification granted (e.g. C1, C2, or C3) and give the date of clearance. Contact Right-of-Way & Utilities Division for assistance.

Utilities - Projects without right-of-way acquisition may still have utility relocation issues. If applicable, include the project's Utility Relocation Information letter from the ODOT Right-of-Way Division's Utilities Branch. Indicate the status of the utilities being relocated. Contact Right-of-Way Division for assistance.

APPENDIX 7

OKLAHOMA DEPARTMENT OF TRANSPORTATION
PROJECT SUBMISSION LETTER

Contract Time *or* Complete by Date - Indicate the number of days determined to complete the construction of the project, or indicate the date that the construction needs to be completed (but not both). The designer should complete a construction CPM or other approved method to determine contract time. Contact Phil Loafman, Project Scheduling Coordinator, for assistance.

Flex Start - Office Engineer typically sets a standard flex start date of about four (4) months from the Let Date. The Contractor has the "flexibility" to begin construction anytime after the Notice to Proceed, but before the flex start date. If you want something other than the standard flex start date, or you don't want a flex start date at all, please make note of such on the submission letter.

Extension of Notice to Proceed - This extension is typically only used with signal projects. By extending the Notice to Proceed date, it allows the Contractor to either wait to begin construction, or suspend contract time when it is necessary to delay the project to allow for the fabrication of manufactured traffic control items. When applicable, extension time should be either 90 days or 120 days and should be indicated on the form.

Delayed Work Order - A delayed work order allows the project to be let, but prevents the Contractor from beginning construction until a specified time, normally within two to three months of the letting. If the work order needs to be delayed more than 3 months you should really consider programming the project for a later letting.

Estimate - Provide the estimate as generated by the Proposal and Estimates System (PES). This is the total amount including all parts of the project but does not include the 6% E & C.

QC/QA Minimum Bid(s) - List the amount of the minimum bid for Quality Control for insertion into Special Provision 648-1QA. Please round to the nearest hundred dollars, or nearest thousand for larger projects. For guidance on QC/QA minimum bids see the memo distributed by Bill Gamel dated September 5, 2003, "Estimated Costs for Contractor Quality Control (QC) Activities."

Special Provisions - A list of the general special provisions can be viewed and downloaded from the intranet. Special provisions required for your project should be indicated on this list and attached to your submission letter. *Please use the latest list of general special provisions provided on the intranet.* If your project requires job specific special provisions that are not shown on the list, then give their description here. Unless you have hand-written a new special provision or modified an existing provision, please do not submit copies of the job specific special provisions since Office Engineer Division has no way of determining if what you submit is the latest version. Asking for it on the submittal letter will suffice.

Tied Jobs - Please list all tied jobs and indicate whether they are to be mandatorily tied or optionally tied. Tied projects need to be submitted at the same time. If they are mandatorily tied, please make the necessary adjustments to the pay items, such as carrying *Mobilization* or *Field Office* on only one of the projects.

APPENDIX 7
ODOT Special Provisions to the 2009 ODOT Standard Specifications
April 25, 2014

Spec. No.	Special Provision	Use . . .
☐ 102-4	A + B Bidding (Traditional Bid + Incentive/Disincentive Payment)	At the discretion of the designer and/or field.
☐ 103-1	Bonding Requirements	On all right-of-way clearance projects.
☐ 104-1	Railroad Flagging	When the project has RR R-O-W, and *flagging is paid separately*.
☐ 104-2	Railroad Flagging	When the project has RR R-O-W, and *flagging is paid under other items of work*.
☐ 107-8	Legal Relations and Responsibility to Public (Railroad Insurance)	Anytime RR R-O-W is involved (Rail Programs Division should be consulted).
☐ 107-12	Federal Aviation Regulations	When construction is near an airport.
☐ 108-1	Progress and Prosecution for Right-of-Way Clearance Contracts	On all right-of-way clearance projects.
☐ 108-2	Administration and Extension of Contract Time (Winter Time Suspension)	When construction is expected to occur between December 21st and February 15th.
☐ 108-5	Prosecution Progress (90 Days)	When contract time may be suspended for the fabrication of traffic items.
☐ 108-6	Prosecution Progress (120 Days)	When contract time may be suspended for the fabrication of traffic items.
☐ 108-23	Flexible Notice to Proceed	At the discretion of the designer and/or field. Used to delay the work order.
☐ 108-27	Delayed Notice to Proceed	To prevent construction from beginning before a specified date.
☐ 108-81	Disincentive for Exposed Cold-Milled Pavement	When cold-milling asphalt driving surfaces.
☐ 108-182	Subletting of Contract (70%)	When the Prime Contractor is unable to perform 50% or more of the contract work due to the nature of the construction activities.
☐ 109-3	Price Adjustment for Fuel	On projects with a duration around 180 calendar days, and moving at least 50,000 CY of combined excavation, borrow, and/or embankment.
☐ 109-7	Price Adjustment for Asphalt Binder	On all AC paving projects (Do not use on AC/PC alternate projects).
☐ 110-1	General Provisions for Use of Electronic Data	When the Department is providing electronic design data to the Contractor for the purposes of bidding and/or construction using Automated Machine Guidance (AMG) technology.
☐ 201-1	Eastern Red Cedar Eradication	To encourage the removal of Red Cedar trees within the project right-of-way.
☐ 202-2	Osage Nation Mineral Reservation Sandy Soil Mining Permit	When excavating borrow material within, or transporting borrow material out of Osage county.
☐ 221-1	Temporary Fiber Logs	When fiber logs are used as part of the SWPPP.
☐ 246-2	Geogrid Earth Reinforcement	When placing geogrid under an embankment not under the roadway.
☐ 303-1	Aggregate Base	When aggregate base is being used as a component of the typical section, and will be allowed to be mixed on site.
☐ 303-2	Aggregate Base (Plant Mixed)	When aggregate base is being used as a component of the typical section, and is required to be plant mixed, and **not mixed on site.**
☐ 317-8	Cement Treated Base	When a cementitious additive is to be used to treat the subgrade of the paving section.
☐ 325-1	Moisture Barrier Membrane	On all projects using *Moisture Barrier Membrane*.

Special Provisions marked “Sample” or “Project Specific” must receive approval from Office Engineer Division.

APPENDIX 7
ODOT Special Provisions to the 2009 ODOT Standard Specifications
April 25, 2014

Spec. No.	Special Provision	Use . . .
☐ 407-2	Bonded Hot Mix Asphalt	When paying for Polymer Modified Cationic Rapid Set-1s (PMCRS-1s) instead of tack coat.
☐ 407-3	Trackless Tack Emulsion	When paying for Trackless Tack instead of tack coat. Use with Special Provision 708-25.
☐ 410-1	Milled Hot Recycling of Bituminous Material (Partial Depth) 2"+ Surface Recycling	When paying for Hot-In Place Recycled Asphalt
☐ 411-3QA	Quality Control and Acceptance Procedures for Plant Mix Asphalt Concrete Pavement	With Special Provisions 643-6QA and 648-1QA when paying the Contractor for quality control of asphalt pavement.
☐ 411-12	Longitudinal Joint Density On Asphalt Concrete Pavement	On all AC paving projects.
☐ 411-13	Warm Mix Asphalt	On all Superpave projects; with Special Provision 708-22
☐ 411-14	Asphalt Safety Edge	On asphalt highway construction (permanent or temporary) when the following conditions exists: the roadway is an open section, the increase in pavement thickness is 2" or greater, and the paved shoulder width is 4 feet or less.
☐ 411-15	Rich Intermediate Layer (RIL)	As directed by the Pavement Design Engineer, and/or as specified by the typical section depicted in the plans.
☐ 411-16	Hot Mix Asphalt (Lime)	With Special Provision 708-27, when hydrated lime or commercial lime slurry is allowed as an anti-stripping agent.
☐ 411-17	Compaction of Hot Mix Asphalt	On all AC paving projects.
☐ 411-18	Intelligent Compaction of Asphalt	As requested by the Field Division on asphalt paving projects.
☐ 414-2QA	Quality Control & Acceptance Procedures	With Special Provisions 643-6QA and 648-1QA when paying the Contractor for quality control of concrete pavement.
☐ 414-17	Longitudinal Finish	Upon Department approval of longitudinal tining for the project.
☐ 415-1	Bituminous (Fiber Fill) Crack Sealing	When specifying a bituminous sealant which contains fibers.
☐ 430-2QA	Pavement and Bridge Deck Smoothness	When establishing pay adjustment factors for quality of pavement or bridge deck smoothness *(Zero Blanking Band)*.
☐ 435-3	Fiber Reinforced, Bonded Portland Cement Concrete Overlay	When placing a fiber reinforced, bonded PCC pavement overlay on an existing PCC pavement.
☐ 504-1	Bridge Decks, Approaches, Rails and Parapets	When constructing modular expansion joints.
☐ 504-2	Finger Type Expansion Device	When constructing finger type expansion devices.
☐ 504-6	Rail, Parapets, and Curbs	When the Contractor is allowed to place rail, parapets, and/or curbs using slip form methods.
☐ 504-7	Bridge Deck Finish on County Bridges	On all county bridge deck projects.
☐ 507-1	Bearing Assemblies	With Special Provision 733-1, in all projects that call for bearing assemblies.
☐ 513-1	Anodes	When using anodes as part of the deck repair.
☐ 516-1	Pulse-Echo Testing of Drilled Shafts	When low strain impact integrity testing is desired.
☐ 516-3	Drilled Shaft Foundations	When constructing drilled shafts.
☐ 524-3	Fiber Reinforced Polymer Material	When structural strengthening using fiber reinforced polymer composite wrap is desired.

Special Provisions marked "Sample" or "Project Specific" must receive approval from Office Engineer Division.

APPENDIX 7
ODOT Special Provisions to the 2009 ODOT Standard Specifications
April 25, 2014

Spec. No.	Special Provision	Use . . .
☐ 535-1	Surface Applied Penetrating Corrosion Inhibitors	When the corrosion inhibitor is intended to treat reinforcing steel 1 to 3 inches beneath concrete surfaces which have been contaminated with chlorides and may not be exposed at the time of treating.
☐ 619-4	Plugging and Abandonment of Oil Wells	To specify the location and condition of each well.
☐ 619-5	Oil Field Equipment Removal	To specify the location and condition of oil field equipment to be removed.
☐ 643-6QA	Contractor's Quality Control	With Special Provision 648-1QA, and Special Provisions 411-3QA, 414-2QA, and/or 504-4QA when paying the Contractor for quality control.
☐ 648-1QA	Payment for Contractor's Quality Control	With Special Provision 643-6QA, and Special Provisions 411-3QA and/or 414-2QA when paying the Contractor for quality control. The amount entered in the Engineer's Estimate should be 1.2 times the amount calculated.
☐ 656-4	American Burying Beetle (ABB)	When construction involves earth disturbing activities in ABB sensitive areas.
☐ 701-14	Optimized Gradation for Portland Cement Concrete Pavement	On all PC paving projects.
☐ 708-21	Reclaimed Asphalt Pavement and Shingles	Upon Department approval of the use of recycled asphalt pavement and/or shingles on the project.
☐ 708-22	Warm Mix Asphalt Material Requirements	With Special Provision 411-13, when warm mix asphalt is allowed in the pavement design; typically all AC paving projects.
☐ 708-23	Hamburg Rut Testing of Hot Mix Asphalt	On all asphalt paving projects.
☐ 708-24	Performance-Graded Asphalt Binder Using Multiple Stress Creep Recovery (MSCR) Test	When Rich Intermediate Layer is specified for the project; with Special Provision 411-15.
☐ 708-25	Material Requirements for Trackless Tack Emulsion	With Special Provision 407-3.
☐ 708-26	Plant Mix Bituminous Bases and Surfaces (Superpave)	On projects with an asphalt pay item for Superpave (S2-S6), OGBB, PFC, OGFSC, SMA, and/or RBL.
☐ 708-27	Lime for Asphalt Mixtures	With Special Provision 411-16, when hydrated lime or commercial lime slurry is allowed as an anti-stripping agent.
☐ 708-28	Multiple Stress Creep Recovery (MSCR) Testing	On all PC paving projects.
☐ 711-1	Permanent Pavement Marking Tape	With 857(D), "Non-Removable Pavement Marking Tape," pay items.
☐ 724-1	Bridge Bearing Structural Steel	In all projects that call for bearing assemblies.
☐ 726-1	Structural Steel Plate Pipe, Pipe Arches, and Arches	On projects using flexible conduits.
☐ 733-1	Elastomeric Bearing Pads	With Special Provision 507-1, in all projects that call for bearing assemblies.
☐ 737-2	Anti-Graffiti Coating Systems	When applying anti-graffiti stain to new or existing concrete surfaces.
☐ 809-1	Bridge Navigation Lighting	When paying for *Bridge Navigation Lighting*
☐ 823-1	Temporary Traffic Signals	When using portable traffic signals as part of the traffic control plan.
☐ 855-7	Traffic Stripe (Plastic)	In all projects calling for plastic traffic stripe, arrows, words, or symbols.
☐ 856-1	Traffic Stripe (Multi-Polymer)	In all projects calling for multi-polymer traffic stripe, arrows, words, or symbols.
☐ 857-2	Construction Zone Pavement Markings	On all projects requiring stripe removal.
☐ 877-1	Portable Longitudinal Barrier	When providing, placing, and/or relocating portable longitudinal barriers.

Special Provisions marked "Sample" or "Project Specific" must receive approval from Office Engineer Division.

APPENDIX 7
ODOT Special Provisions to the 2009 ODOT Standard Specifications
April 25, 2014

Spec. No.	Special Provision	Use . . .
☐ 880-1	Plastic Drums	When using or allowing plastic drums as part of the traffic control.
☐ 880-6	Temporary Roadway Lighting Assembly	When paying for temporary roadway lighting assemblies.
☐ 882-2	Portable Automated Real-Time Work Zone Information System (Smart Work Zone)	On projects utilizing Smart Work Zone.

Special Provisions marked “Sample” or “Project Specific” must receive approval from Office Engineer Division.

Federal-aid Project Authorization Package Documentation List

	APPLICABLE FEDERAL REGULATIONS	FULL OVERSIGHT PROJECTS (See Note 1&2)	NON-OVERSIGHT PROJECTS (See Note 3)
1. Project Authorization Request *(FMIS Form 1240)*	23CFR630.106(a)(2)	x	x
2. STIP Information			
a. STIP Reference – Fiscal year and page number.	23CFR450	x	x
b. STIP Amendment – Amendment number and approval date	23CFR450	x	x
c. STIP Statewide Line Item – Line item category and approval date	23CFR450	x	x
d. STIP information should be included with Item No. 1 as a referenced information	23CFR450	x	x
3. NEPA Document			
a. Categorical Exclusions – ODOT CE I Memo or FHWA Determination CE II & III Letter	23CFR635.309(j)	x	x
b. Environmental Assessments – EA Title Sheet and FONSI determination with approval date	23CFR635.309(j)	x	x
c. Environmental Impact Statement – EIS Title Sheet and ROD determination with approval date	23CFR635.309(j)	x	x
d. 3 Year Written Re-Evaluations (when applicable) – Re-evaluation determination documentation	23CFR635.309(j)	x	x
e. Re-Evaluations or Consultations for project phases (when applicable) – Determination documentation	23CFR635.309(j)	x	x
4. Right-of-Way and/or Utilities Certification Letter	23CFR635.309(b)(c)(g)(h)	x	x
5. PS&E Package			
a. Final Construction Plans w/ signatures (1 half size set)	23CFR635.309(a)	x	
b. Construction Contract	23CFR635.309(a)	x	
c. Engineer's Estimate	23CFR635.309(a)	x	
6. Other Documents *(When applicable to the project)*			
a. Preliminary Engineering Project & Contract Number	23CFR172.9(b)	x	x
b. Project Management Plans and Financial Plans	23USC106	x	
c. Interstate Justification Report for Changes in Access	23USC111	x	x
d. Design Exceptions	23CFR625	x	
e. VE Report	23CFR627	x	
f. Public Interest Finding for Proprietary Product or Buy of America Waiver	23CFR410 23CFR411	x	x
g. Environmental Permits	23CFR771	x	
h. Rail Road and/or Utility Agreements	23CFR645.113 23CFR646.216	x	
i. Other (See Note 4)	N/A	x	x

Note 1: *Full Oversight Projects will be those projects selected as FHWA Full Oversight Projects, as defined in the Federal-Aid Highway Program Stewardship & Oversight Agreement (January 30, 2009). Non-Oversight Projects will be all other projects not selected as FHWA Full Oversight Projects, as previously defined, regardless of project type or funding, such as Enhancements, Local Government, Preliminary Engineering, Right-of-Way, Railroad, State Highway, Municipal, etc...*

Note 2: *The documents required for full oversight projects are listed with the understanding that all engineering, design, and other documentation requiring FHWA approval or review has been completed and submitted to FHWA prior to the submission of the project authorization package. FHWA may request additional documents as verification of completion (e.g. pavement design, geo-technical investigations, hydraulic studies, etc...).*

Note 3: *The documents required for non-oversight projects are listed with the understanding, that all engineering, design, and other documentation is the responsibility of ODOT to review and approve, including those not required to be submitted to FHWA, prior to the submission of the project authorization package.*

Note 4: *Documentation listed for PS&E Package is not all inclusive*

REQUIRED MEETINGS FOR THE LETTING PROCESS

Pre-Advertising Meeting

Purpose: The purpose of this meeting is to review the projects on the short form for the upcoming letting and identify ones which have problems with FHWA authorization, R/W acquisition or utility relocation, 404 permit or ABB special provision issues, or funding issues which would lead to sliding the project from the letting. As part of this meeting we will also discuss which projects include A+B bidding, as well as take cursory look at DBE goals and contract time.

Conducted by: Office Engineer

Attendees: Office Engineer, Director of Operations, R/W Utilities Branch rep, R/W Project Management rep, Project Management Division rep, Local Government Division Rep.

Schedule: Typically held Tuesday prior to FHWA authorization deadline or 4 weeks and 2 days prior to Bid Opening.

Prebid Meeting

Purpose: To answer prospective bidder's questions concerning projects on the upcoming letting and pass along relative project information.

Conducted by: Assistant Office Engineer

Attendees: Assistant Office Engineer, Office Engineer, Construction Engineer, Director of Operations, Specifications Engineer, Representatives from Office Engineer Proposals Section. All designers with projects on the letting should attend. All Field Divisions should be represented. Any contractors with interest in that month's projects should attend.

Schedule: 13 days prior to Bid Opening

PreAward Meeting

Purpose: The purpose of this meeting is to review the Office engineer's recommendations for award or rejection of bids based upon the outcome of the bid analysis. Also, to gain concurrence of Chief Engineer and Director of Operations for these recommendations prior to presentation to the Transportation Commission.

Conducted by: Office Engineer

Attendees: Office Engineer, Chief Engineer, Director of Operations, FHWA rep (if they choose to attend).

Schedule: Conducted between the Bid Opening and Award dates, typically 6 days prior to Award.

Bid Opening

Purpose: Public opening and reading of bids.

Conducted by: Office Engineer

Attendees: All Office Engineer Division staff, Director of Operations, AGC representatives, and interested contractor, designer, or member of the General Public.

Schedule: Regular Lettings are typically the 3rd Thursday of each month. Special Lettings are scheduled as need arises.

Pre-Commission/Subcommittee on Operations & Administration

Purpose: Explain the Operations agenda items in more detail to the half of the Commission charged with reviewing these. Questions which the Commission may have on agenda items are answered at that time. Office Engineer presents the details on the proposed awards from the last letting.

Conducted by: Chairman of the Subcommittee (Office Engineer explains the Awards).

Attendees: Half the Transportation Commissioners, Director of Operations, Construction Engineer, Field DE's, OR & E rep, Assistant Roadway Design Engineer, Assistant Bridge Engineer, other interested parties.

Schedule: Typically 9am on day of Commission Meeting.

Commission Meeting

Purpose: Agenda items for ODOT business which requires Commission approval are formally presented to the Commission. Office Engineer reads verbatim the Awards recommendations listed by call order #.

Conducted by: Commission Chairman (Office Engineer presents Awards item).

Attendees: Transportation Commission, Senior Staff, presenters, interested members of ODOT or our affiliates, members of the press, general public.

Schedule: 11am on the first Monday of the month.

REVISION DISTRIBUTION BY DEPARTMENT

AFTER SUBMISSION AND BEFORE JOB IS LET

SEND TO	# COPIES	SIZE	REMARKS
FHWA	2	50 %	WITH ROUTE SLIP
OFFICE ENGINEER	2	50 %	HAND DELIVER W FORM PDC-9-87
CONSTRUCTION	1	50 %	WITH ROUTE SLIP
SQUAD	1	50 %	INSERT IN SQUAD FILE COPY
PROJ ENGR	3	50 %	TO PROJ ENGR FOR FILES

AFTER JOB IS LET AND CONTRACT IS AWARDED

SEND TO	COPIES	SIZE	REMARKS
RESIDENCY	2 2	100 % 50 %	WITH ORIGINAL LETTER
CONTRACTOR	2 2	100 % 50 %	WITH COPY OF LETTER
FHWA *	2	50 %	WITH COPY OF LETTER
DIVISION	1 1	100 % 50 %	WITH COPY OF LETTER
CONSTRUCTION	1	50 %	WITH COPY OF LETTER
RECORDS (DAVID OOTEN - TSD OFFICE)	1	50 %	STAPLE IN FILE COPY
SQUAD	1	50 %	INSERT IN SQUAD FILE COPY
PROJ. ENGR	1	50 %	TO PROJ ENGR FOR FILES

- DO NOT SEND COPIES TO FHWA FOR CB , CBC JOINTS AND SBR PROJECTS

REVISED 1-31-11

Oklahoma Department of Transportation

County Improvements for Roads and Bridges (CIRB) Program Project Request Form (v. 3 09.01.06)

DATE PREPARED: 6/2/2011

TO: Circuit Engineering District (CED#) 1

FROM: Originating County and District Number – , Dist. 1

SUBJECT: Request for CIRB Program Project Consideration

Job Piece No.:	**TBD**	**ODOT Division:**	**I**
County:		**County Road Designation:**	
Proposed Letting Date:		**Current Total Estimate:**	
Project Justification / Description: (Attach County / Location Map)			

FUNCTIONAL CLASSIFICATION

Area Type:	☐ Urban	☐ Suburban	☐ Rural
Road Classification:	☐ Principal Arterial	☐ Minor Arterial	☐ Collector (Major / Minor)
Terrain Type:	☐ Level	☐ Rolling	☐ Mountainous

EXISTING INFORMATION (Attach Photographic Project Documentation)

Current ADT:		**% of Trucks:**			
Number of Lanes:		**Lane Width:**			
Outside Shoulder Width:		**Inside Shoulder Width:**			
☐ **Open Section**	☐ **Curb & Gutter**	**Existing Right-of-Way width:**			
☐ **Other or additional typical section notes (describe):**					
Surface Type:		**Surface Condition:**	☐ Good	☐ Fair	☐ Poor
Shoulder Type:		**Shoulder Condition:**	☐ Good	☐ Fair	☐ Poor
Storm Sewer:		**Storm Sewer Condition**	☐ Good	☐ Fair	☐ Poor
Drainage Structures:	**Number of Cross Drains**		**Number of Side Drains**		
Sidewalks:	☐ No	☐ Yes	**Sidewalk Width:**		

Bridge A Description:					
NBI Number:			**Sufficiency Rating:**		
Bridge Width:		**Bridge Length:**		**Posted Load Limit:**	
Special Considerations:					

Bridge B Description:					
NBI Number:			**Sufficiency Rating:**		
Bridge Width:		**Bridge Length:**		**Posted Load Limit:**	
Special Considerations:					

Bridge C Description:					
NBI Number:			**Sufficiency Rating:**		
Bridge Width:		**Bridge Length:**		**Posted Load Limit:**	
Special Considerations:					

PERMIT INFORMATION

Environmental Document:	☐ ODOT	☐ County	☐ Consultant	**Estimated Completion Date:**	
Special Considerations:					
Design Exception Anticipated:	☐ No	☐ As required by design	☐ Yes	Type:	
Intergovernmental Agreements Required?		☐ No	☐ Yes	Type:	
Permit(s) Required:	☐ No	☐ Yes	Type(s):		

PROPOSED SCOPE

Proposed Project Termini Description:	
Beginning of Project:	
End of Project:	
Limits of Survey:	

Proposed Typical Section Description:			
Number of Lanes:		**Lane Width:**	
Outside Shoulder Width:		**Inside Shoulder Width:**	
☐ **Open Section**	☐ **Curb & Gutter**	☐ **Right-of-Way, Proposed width:**	
☐ **Other or additional typical section notes (describe):**			

Pavement Type:				**Shoulder Type:**				
Overlay:	☐ No	☐ Yes	Thickness:		**Coldmill:**	☐ No	☐ Yes	Thickness:
Storm Sewer:	☐ No	☐ Yes	**Sidewalks:**	☐ No	☐ Yes	**Sidewalk Width:**		

Proposed Bridge A Description:					
Bridge Width:		**Bridge Length:**		**Approach Length:**	

Proposed Bridge B Description:					
Bridge Width:		**Bridge Length:**		**Approach Length:**	

Proposed Bridge C Description:					
Bridge Width:		**Bridge Length:**		**Approach Length:**	

Proposed Drainage Structures Description:		
☐ CGSP, Number	☐ RCP, Number	☐ Roadway Size RCB, Number

Proposed Detour Description:			
☐ None	☐ Road closure	☐ Complete under traffic	☐ Shoo-fly

Proposed Traffic Items Description:					
New Signing:	☐ No	☐ Yes	**New Striping:**	☐ No	☐ Yes
New Guardrail:	☐ No	☐ Yes	**End Treatments:**	☐ No	☐ Yes
Traffic Signals:	☐ No	☐ Yes	Location(s):		

Proposed Right-of-Way / Utility Relocation Requirements:				
Additional R/W:	☐ No	☐ Yes	Describe:	
Utility Conflicts:	☐ No	☐ Yes	Describe:	

Miscellaneous / Other Requirements (Channel Re-alignment, Wetland Mitigation, etc.):

SCOPING ESTIMATE

Category Description	Estimated Cost	Comments
Environmental Clearance	$	
ROW / Utility Coordination	$	
Design Engineering	$	
Construction Engineering / Inspection	$	
Sub Total Project Services	$	
Right-of-Way Acquisition	$	
Utility Relocation	$	
Sub Total RW / UT	$	
Roadway	$	
Bridge	$	
Drainage Structures	$	
Erosion Control	$	
Traffic Control	$	
Signing and Striping	$	
Traffic Signals	$	
Mobilization	$	
Staking	$	
Sub Total Construction	$	
Miscellaneous / Contingencies	$	
	$	
	$	
	$	
	$	
Total Project Estimate	$	
CIRB Funding Request	$	
Other Funding Participation	$	

ATTACHMENT LIST (Check as applicable):

- ☐ County / Location Map
- ☐ Aerial Photography
- ☐ Photographic Project Documentation
- ☐ Accident Data Sheets
- ☐ Certified Traffic Counts
- ☐ Bridge Inspection Reports
- ☐ Plans
- ☐ Other (Describe):

Local Government NEPA Study Checklist

Introduction

The purpose of this checklist is to ensure that a consistent level of information is provided to the Environmental Programs Division for the initiation of NEPA studies. This is intended to expedite the field review of proposed projects, minimize requests for additional information, and reduce the incidence of repeated field investigations or follow-up interagency consultation. Study requests which do not contain ALL the information or attachments identified on this checklist will be returned, with an explanation of what is needed before NEPA clearance can begin. **The effective start date for the NEPA process is when all required information has been received by the Environmental Programs Division. Please submit the completed form with study footprint/plans and other supporting documents to the Assistant Division Engineer, Environmental Programs Division through Local Government Division. THIS INFORMATION NEEDS TO BE SUBMITTED FOR ALL PROJECTS REGARDLESS OF WHETHER NEPA IS BEING DONE IN-HOUSE OR BY A CONSULTANT HIRED BY THE CITY/COUNTY.**

I. Project Information The following information must be present:
Federal Aid Project No: State Job Piece No:
County(ies): County Road No. or City Street Name:
Project Description from JPINFO:
Anticipated Let Date:

II. Funding Information This information is needed to determine if the project needs NEPA. If the project currently has federal funds or has potential for federal funds in the future, a full NEPA document is needed. If the project requires a 404 permit only and the project is being let through ODOT, only the cultural resources, biological and hazardous waste studies will be done and no NEPA document will be prepared. If the project is let by County or City, the County/City will be responsible for the studies.

☐ The Project currently has federal funds
☐ The Project has potential for future federal funds
☐ The Project does not have federal funds but will require a 404 permit and will be let by ODOT

II. Description of Existing facility (Roadway) If a roadway project, project description or plans must include the following:
Existing No lanes Shoulders/type (Sod, Paved,etc)
Existing sidewalks (Circle applicable ones) YES/NO LT/RT/BOTHSIDES
Functional classification
Traffic: Present ADT vpd Future ADT (20 year Projection) vpd

III. Description of Existing facility (Bridge) If a bridge project, project description or plans must include the following:
NBIS No.: Location No.:
Existing Bridge Width:
Name of water body or facility crossed (RR, etc):
The bridge is currently (Check all applicable ones)
☐ Load Posted
☐ Open to Traffic
☐ Closed to Traffic

IV Purpose & Need for the Project The reason why the project is needed (Check all that apply)
☐ Infrastructure Deficiency (Structurally deficient bridge, Poor Pavement, etc.)
☐ Geometric Deficiency (Functionally obsolete or narrow bridge, Inadequate vertical clearance, Narrow shoulders, sidewalks not meeting ADA requirements, etc.)
☐ Safety (Provide accident data and describe the feature contributing to accidents)

☐ Inadequate Capacity (Traffic volume exceeds existing capacity)
☐ Legislative Mandate (Provide copy of the mandate)
☐ Other (Economic development, Connectivity, Emergency Repair, etc. Describe).
For ER funded projects, please provide the description of event which qualified the project for ER funds:

V Proposed Work The following must be indicated (Check all that apply)
☐ Roadway Capacity Expansion(from 2 lanes to 4 or 6 lanes)
☐ New or offset alignment
☐ Add/improve shoulders
☐ Overlay/Pavement repair
☐ Vertical/horizontal curve corrections
☐ Signalization
☐ Auxiliary/Turn lanes
☐ Sidewalks
☐ Bridge replacement.
☐ Bridge rehabilitation
☐ Other (Describe)

VI. Description of Proposed Improvement Work
Proposed Typical
No of Lanes
Width of Driving Lanes ft Type of Driving Surface (Paved, Gravel, etc.)
Width of Shoulder ft Type of Shoulder (Paved, Gravel, Sod, etc.)
Proposed Bridge
Proposed Structure (Span, RCB, etc.) Proposed Bridge Width ft
Project Description
PROVIDE A BRIEF DECRIPTION OF THE PROPOSED WORK (eg. Adding shoulders & turn lanes from Sec Line EW 65 to EW 66 on NS 467, Bridge replacement on EW 67 over Coon Creek, Reconstruction of Rock Creek Road from 2 to 4lane section from 24th Street to 36th Street, etc.)

VII. Type of Detour The following must be indicated (Check one)
☐ None, road closed
☐ Road closed, traffic detoured on existing roads
☐ Shoofly requiring permanent or temporary new R/W (INDICATE WHETHER SHOOFLY IS LOCATED EAST/WEST/NORTH/SOUTH of Existing Bridge)
☐ Keep existing facility open (INDICATE WHETHER OFFSET IS TO EAST/WEST/NORTH/SOUTH of EXISTING ALIGNMENT)

VIII. Location Map
☐ PROVIDE A LOCATION MAP. It can be a Section of County Map or Plan cover sheet, or equivalent showing location of project with respect to identified county roads, towns, features, and legal locations (township, range, sections)

IX. Detailed Project Footprint Map (Can be one of the following):
☐ Set of preliminary or P-I-H plans – Include Title, Typical, Plan & Profile sheets, General Bridge Plan sheet, and Cross Sections. Plans should show existing facility and proposed improvements, existing and proposed new R/W, and any temporary R/W expected for shoofly detours or channel work.
OR
☐ Preliminary study area based on **reasonable estimate of proposed/anticipated new/temporary R/W** and **the proposed typical section including any sidewalks and bridge width**.
The project study footprint should be drawn to scale on a suitably enlarged USGS 7.5 minute quadrangle or a an excellent-quality aerial photograph with a minimum 400:1 scale. Scale and quality must be adequate to

allow field personnel to easily correlate the project area to existing facility, adjacent landforms and structures. *For some issues, preliminary design/R/W plans will be necessary to determine effects and will be requested as soon as this becomes apparent.*

X. Ground Disturbance, Right of Way & Relocations/Structure removals (check all applicable ones)

☐ Involves ground disturbance outside of existing pavement.
☐ New/temporary R/W required
☐ Project will require relocations/demolitions of adjacent buildings (show on attached map or plans)
☐ Project will not require relocations/demolitions

XI. Public Involvement (attach required correspondence(s))

☐ For ALL projects with new permanent or temporary R/W, attach a letter from the County Commissioners or the City that all property owners in the study area have been notified of the proposed project and are aware that ODOT specialists will be accessing their property to perform follow up studies.
☐ For URBAN capacity expansion projects which would normally require a public meeting or notice, attach a letter indicating the Local Authority has already, or intends to, conduct a public involvement program.

XII. Noise (check if project is in an urban/suburban area and involves capacity expansion)

☐ Design Traffic Data which includes the current and projected future AADT, K (DHV/AADT-two way), T (% medium trucks of DHV), T (% medium trucks of AADT), T3 (% heavy trucks of AADT) and design speed.

XIII. Section 4(f) and 6(f) Properties

☐ None known in area
☐ Yes. If any known public parks, recreation areas, and wildlife/waterfowl refuges are present, show on attached quads or aerials

XIV. Historic Bridges

Is the bridge listed as historic (NRHP eligible) in the 2007 Spans of Time (Can be found at http://www.okladot.state.ok.us/hqdiv/p-r-div/spansoftime/pdfs/survey-phase1.pdf) ?
☐ No ☐ Yes. If yes, provide the information required to start the Section 4(f) process as per the requirements listed in the Section 4(f) memo from ODOT Cultural Resource Specialist *(Please check with Environmental Programs Division for the latest version).*

XV. Traffic Impact or Alternate Studies

☐ Attach available traffic impact studies for urban capacity expansion projects.
☐ Attach available alternative analysis for projects on new alignments.

XVI. For urban projects

☐ The project is located within the ACOG, INCOG or Lawton Metropolitan Area
☐ The project is included in the Long Range Plan for the City or ACOG/INCOG/Lawton Metropolitan Area
☐ The project is included in the TIP for the ACOG/INCOG/Lawton Metropolitan Area
☐ The project is NOT located within the ACOG, INCOG or Lawton Metropolitan Area

XVII. For projects with existing or proposed sidewalks

☐ The project is located on the City's Master Plan for Pedestrian trails
☐ Other needs for sidewalk (such as school, parks, Transit stops, etc. Describe)

ENVIRONMENTAL REVIEW CANNOT BEGIN UNTIL ALL NECESSARY INFORMATION IS PROVIDED.

Instructions and Guidance for the Regulatory Provisions Checklist for Non-FHWA Funded Projects

Projects which are State or County funded and not funded with any Federal Highway Administration (FHWA) funds, or involve any FHWA approvals do not require a NEPA document approved by FHWA. However, there are numerous State and Federal laws and permits that may apply. The permits and provisions that may be stipulated as part of the environmental review are part of the oversight required for ODOT to follow during the construction phase of the projects. If applicable, these permits and provisions are required before ODOT can place a project on a bid letting, and are obligations of any project sponsor regardless of the letting or contracting process used. In order to assist the Counties in completion of the Checklist for Environmental review, the following information and guidance is provided on the standard environmental reviews and permits required for environmental compliance on transportation projects.

1. A Section 404 Clean Water Act Permit is required from the US Army Corps of Engineers (USACE) for any projects involving temporary or permanent fill in jurisdictional waters or wetlands (http://www.swt.usace.army.mil/Missions/Regulatory.aspx). A 401 water quality certification is required from Oklahoma Department of Environmental Quality (DEQ) to accompany the 404 Permit. There are 3 types of permits, Nationwide Permits, General Permits (for which standard 401 Certifications have been issued by DEQ), and Individual Permits, which require a separate 401 certification from DEQ. A professional trained in wetlands delineation should review the project to determine if any wetlands will be impacted. The project's design engineer can review the USGS 7.5 minute Quadrangle map for "blue line" streams, review the project locale for bed and bank indicators of an Ordinary High Water Mark (OHWM), and review the project design for excavation, and/or fill, both permanent (like piers, rip rap, or RCB's) and temporary (like contractor work roads) to determine if a 404 permit and the required support studies are necessary.

   In order to be covered by and compliant with a 404 permit, a cultural resources professional who meets or exceeds the Secretary of Interior Standards for archeology or architectural history as defined in 36 CFR 61 (http://www.nps.gov/history/local-law/arch_stnds_9.htm) must review the project to determine if there is an effect on any properties eligible for or listed on the Nation Register of Historic Places. If so, a preconstruction notice and cultural resources documentation must be sent to the US Army Corps of Engineers Tulsa District for their use to complete the USACE's Section 106 Consultation Requirement.

   Additionally, the USACE must be notified through a preconstruction notice if any listed species or its designated critical habitat might be affected or is in the vicinity of the project. Information regarding this project review process is listed next.

2. The procedures and process to conduct a review of a project's potential impacts on federally listed threatened and endangered species can be found at http://www.fws.gov/southwest/es/oklahoma/OKESFO%20Permit%20Home.htm. Follow

the project review steps for “Projects without a Federal Nexus”.

(A) If your ESA section 7 determination for any species is “may affect, likely to adversely affect” or “not likely to adversely affect/modify” or for critical habitat is “likely to adversely modify," submit the project review package to USFWS for review under Section 9 of the ESA. Complete and print the online project review request (PDF) and submit along with your entire project review package.

B) If your ESA section 7 determination for each species and critical habitat is “no effect,” you may print off the project review package to include in your files for compliance under Section 9 of the ESA. No further coordination with USFWS is necessary.

Note: If a 404 permit is required for the project, this is a Federal Nexus. If the Project Review meets the conditions under (A), a Preconstruction Notice and this project review documentation must be sent to the US Army Corps of Engineers Tulsa District for their use to complete the USACE’s Section 7 Consultation Requirement under the Endangered Species Act.

3. The Bald and Golden Eagle Protection Act (BGEPA) prohibits any actions which disturb/agitate an eagle to the degree that causes or is likely to (1) cause injury, (2) interfere with breeding, feeding or sheltering behavior, or (3) nest abandonment. It is recommended that a professional wildlife biologist to review the proposed action and action area to ensure that the action will not violate the BGEPA. Generally, activities farther than 66o feet from a nest are not restricted. More information on the BEGPA can be found at http://www.fws.gov/migratorybirds/BaldEagle.htm .

4. The Migratory Bird Treaty Act prohibits the taking, killing, possession, transportation, and importation of migratory birds, their eggs, parts, and nests except as authorized under a valid permit (50 CFR 21.11). Cliff and Barn Swallows frequently nest on transportation structures. It is recommended that a professional wildlife biologist to review the proposed action and action area to ensure that the action will not violate the MBTA, or the project is planned in such a way to avoid the active nesting season of the swallows. This is typically achieved through plan notes and scheduling. More information on the MBTA can be found at http://www.fws.gov/laws/lawsdigest/migtrea.html .

5. To manage environmental risk and liability associated with industrial or hazardous wastes, and to protect public health and workers’ health and safety, an Initial Site Assessment, which consists of an environmental database search, along with a field visit to verify the conditions is recommended. The work generally consists of the following:

   A. Identification of known or potential hazardous waste sites located in the proximity of the study area (using ASTM E1527-05 radius guidelines): This consists of a database search of both the federal and state environmental records.

   B. Identification of Above Ground Storage Tanks (AST), Underground Storage Tanks (UST), Leaking Underground Storage Tanks (LUST) Sites and oil wells

located within 1/8th of a mile of the study area: This consists of a file review from the Oklahoma Corporation Commission (contact the appropriate District Office) for any past or present Oil and Gas activity – including salt water disposal. This includes any information regarding the location of drilled wells, records of completion and plugging, field inspection reports, reported leaks, spills or violations of any kind.

C. Identification of any current and abandoned coal mines within the study area. This information can be found from historic aerial photos and topographical maps.

D. Field visit to verify and supplement the above information.

Findings from this assessment may include avoidance plan notes, or identification of a known environmental concern that needs to be properly managed prior to or during construction.

6. Archeological sites and unmarked human burial sites are protected by the Oklahoma Antiquities Law and the Burial Desecration Law. Even if all the work is done within the existing right-of-way, there is potential for archeological sites or burial sites within existing right-of-way. To ensure compliance with these State Laws, a file search is recommended to identify potential archeological sites, cemeteries, and other historic properties within or immediately adjacent to the project area.

   The County can request the following cultural resource information located within the study area from ODOT Cultural Resources Program. The request should include the location map, and an aerial or USGS topographic map with the study limits on a 1"=400' scale. The County should allow 30 days to obtain the information for projects less than 1 mile long and 60 days for longer projects. The information includes:

   A. Archaeological Sites
      a) Prehistoric and historic archaeological sites recorded with the Office of the Oklahoma Archaeological Survey (OAS).
      b) Early historic buildings or other resources identified on Government Land Office (GLO) maps
      c) Other previously identified cultural resource site.

   B. Historic Cemeteries

   C. National Register of Historic Places (NRHP) properties
      Buildings, structures, or districts that have been determined eligible or formally listed on the NRHP that are within or immediately adjacent to the study limits.

   Note: All historic properties identified during this process shall be shown on study maps for internal use only. The public disclosure of the location of some types of historic properties is a violation of Federal laws and regulations.

7. Projects on or adjacent to Oklahoma's Scenic Rivers must be coordinated with Oklahoma Scenic Rivers Commission (OSRC), as specified in Title 82 §1452. This includes the following rivers:
    a. Flint Creek and the Illinois River above the confluence of the Barren Fork Creek in Cherokee, Adair and Delaware Counties;
    b. Barren Fork Creek in Adair and Cherokee Counties from the present alignment of Highway 59 West to the Illinois River;
    c. Upper Mountain Fork River above the 600-foot elevation level of Broken Bow Reservoir in McCurtain and LeFlore Counties, and portions of
    d. Big Lee's Creek, sometimes referred to as Lee Creek, located in Sequoyah County, above the 420-foot MSL elevation, excluding that portion necessary for a dam to be built in the State of Arkansas with a crest elevation of no more than the 420-foot MSL elevation; and
    e. Little Lee's Creek, sometimes referred to as Little Lee Creek, located in Adair and Sequoyah Counties, beginning approximately four (4) miles east-southeast of Stilwell, Oklahoma, and ending at its conjunction with Big Lee's Creek approximately two (2) miles southwest of Short, Oklahoma.

    Comments from OSRC and the County's response to the OSRC comments should be included in the project record.

8. A project that disturbs one acre or more requires an Oklahoma Department of Environmental Quality (DEQ) GENERAL PERMIT OKR10 - FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES WITHIN THE STATE OF OKLAHOMA available at http://www.deq.state.ok.us/wqdnew/stormwater/OKR10Permit_2012_final%20Review_August.pdf . Please consult the general permit for specific requirements.

    This permit also has special requirements for discharges into impaired waters and any Oklahoma Sensitive Waters and Watersheds Harboring Endangered and Threatened Species and Their Critical Habitat of Concern.

    The following procedure is used to identify the impaired waters and sensitive waters.
    A. Identification of any Oklahoma's 2010 303(d) list of impaired waters
    This information can be obtained from the Flex Viewer map located in the Oklahoma Department of Environmental Quality's Website at http://www.deq.state.ok.us/mainlinks/gis/index.html
    B. Identification of any Oklahoma Sensitive Waters and Watersheds Harboring Endangered and Threatened Species and Their Critical Habitat of Concern required for the Storm Water Permit Conditions.
    This information can also be obtained from Appendix A of the GENERAL PERMIT OKR10 - FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES WITHIN THE STATE OF OKLAHOMA available at http://www.deq.state.ok.us/wqdnew/stormwater/OKR10Permit_2012_final%20Review_August.pdf

9. The County will need to identify if there are any Airport/Airfield located within 4 miles of this project. If so, the proposed action may require notifying the Federal Aviation Administration (FAA) of proposed construction via FAA Form 7460-1 prior to construction. If an FAA Permit is required, it must be included in the PS&E submittal to Office Engineers.

10. For projects that cross Traditionally Navigable Waters, a Section 10 Rivers and Harbors Act of 1899 (RHA) permit is required from the Tulsa District Corps of Engineers. For more information see: http://www.usace.army.mil/Portals/2/docs/civilworks/regulatory/materials/rhsec10.pdf The list of these in waters in Oklahoma and maps are located at: http://www.swt.usace.army.mil/Missions/Regulatory/Section10Waters.aspx .

11. For bridge projects crossing or affecting navigable waters used for interstate commerce, a Section 9 U.S. Coast Guard Permit (USCG) may be required. The Coast Guard approves the location and clearances of bridges through the issuance of bridge permits or permit amendments, under the authority of the General Bridge Act of 1946, Section 9 of the Rivers and Harbors Act of 1899, and other statutes. This permit is required for new construction, reconstruction or modification of a bridge or causeway over certain waters of the United States. For more information go to: http://www.uscg.mil/hq/cg5/cg551/BPAG_Page.asp

Please be aware that any time a federal permit is required, the National Environmental Policy Act requirements of that federal agency will come to bear upon the project. This may affect the need for additional studies (Cultural Resources, Endangered Species, etc.) in order to receive the required permit.

RESOLUTION NO. _____

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF <INSERT COUNTY NAME> COUNTY, OKLAHOMA:

THAT, WHEREAS it is in the best interest of <INSERT COUNTY NAME> County, to certify that no federal funding will be utilized in the execution of the project described as <INSERT PROJECT DESCRIPTION>, Project Number <INSERT PROJECT NUMBER>, State Job Piece Number <INSERT STATE J/P NUMBER>; and

WHEREAS the Board of County Commissioners of <INSERT COUNTY NAME> County certifies that the regulatory provisions described on Page 2 of this Resolution have been addressed as indicated; and

WHEREAS the Board of County Commissioners of <INSERT COUNTY NAME> County accepts and agrees that all costs associated with contractor delays or additional project costs that are incurred due the failure to secure a required permit(s) or non-compliance with permit requirements or regulatory provisions will be borne solely by the County;

NOW, THEREFORE, it is hereby resolved that the Board of County Commissioners of <INSERT COUNTY NAME> County is hereby authorized and directed to execute and signify that the provisions have been met on behalf of <INSERT COUNTY NAME> County, and duly signed by the Board of County Commissioners of <INSERT COUNTY NAME> County this _____ day of _____, _____.

APPROVED AS TO FORM AND LEGALITY:

District Attorney Date

ATTEST:

County Clerk
(Seal)

Board of County Commissioners
County of **<INSERT COUNTY NAME>**:

Chairman Date

Member Date

Member Date

COUNTY: **STATE JOB PIECE NO.:**

Date Certified	Not Applicable	Regulatory Provision	Comment
		The Project does not require any permanent or temporary fill or excavation activities in jurisdictional waters or wetlands of the US as determined by a qualified professional.	
		A 404 permit has been issued by the US Army Corps of Engineers, Tulsa District (COE), and any required consultation under Section 106 of the National Historic Preservation Act and the Endangered Species Act has been completed. The Commission acknowledges that the project must comply with the General and special conditions associated with the 404 Permit and/or DEQ 401 Water Quality Certification. Permit # _____ is attached to this certification.	
		The County certifies that required coordination with the U.S. Fish and Wildlife Service (Service) under the Endangered Species Act of 1973 (16 U.S.C. 1531-1544, 87 Stat. 884), as amended (ESA); and additional review by the Service, if necessary, was completed. http://www.fws.gov/southwest/es/oklahoma/OKESFO%20Permit%20Home.htm)	
		The Project will not impact active Migratory Bird breeding areas and complies with the Bald and Golden Eagle Protection Act.	
		The Project was reviewed for industrial or hazardous waste/or Leaking Underground Storage Tank concerns that may impact public health, workers' health and safety, project cost, or schedule.	
		The project will not affect any recorded archeological or burial sites in compliance with the Oklahoma Antiquities Law (Title 53 Chapter 20 § 361) and Burial Desecration Law (Title 21 Chapter 47 § 1168).	
		The project was developed in coordination with the Scenic Rivers Commission in accordance with Title 82 §1461 (Only for Flint Creek and the Illinois River above the confluence of the Barren Fork Creek in Cherokee, Adair and Delaware Counties; Barren Fork Creek in Adair and Cherokee Counties from the present alignment of Highway 59 West to the Illinois River; the Upper Mountain Fork River above the 600-foot elevation level of Broken Bow Reservoir in McCurtain and LeFlore Counties, and portions of Lee and Little Lee Creeks in Adair and Sequoyah Counties, as specified in Title 82 §1452.)	
		One (1) acre or more of total ground disturbance is anticipated by the construction of the project, a DEQ OKR010 Construction Stormwater Permit will be required.	
		Within 4 miles of a general aviation airport, FAA Permit (under conditions listed in FAA Form 7460-1) may be required.	
		Section 10 Permit for work in traditionally Navigable Waters (COE)	
		Section 9 Coast Guard Permit for work in navigable waters used or susceptible to use in their natural condition or by reasonable improvement as a means to transport interstate or foreign commerce	

PROJECT SUBMISSION TO RIGHT-OF-WAY DIVISION

Off System RW Submission Deliverables from Local Government Division

Typical R/W submission

1 set full size construction plans (title, typical & P & P) with parcels shown on P&Ps
2 set half size construction plans (title, typical & P & P) with parcels shown on P&Ps
(one of these with cross sections)
1 set draft conveyance instruments

"Right-of-Way plans" of the type done for state projects are not required if the parcels can be clearly depicted on the construction plans. For some urban projects it may be beneficial to produce them. If "right-of-way plans" are produced, then please supply the following

1 set full size right-of-way plans
1 set half size right-of-way plans
1 set half size construction plans (title, typical & P & P) with parcels shown on P&Ps
(with cross sections)
1 set draft conveyance instruments

If there is no new r/w or utility relocations please supply

No new r/w & utility affidavit
1 set half size plans

If there is no new r/w, but there will be utility relocations please supply

No new R/W affidavit
1 set full size construction plans (title, typical & P & P)
2 set half size construction plans (title, typical & P & P)
(one of these with cross sections)

NOTE: On all submissions, specify source of funds for right-of-way and utilities. (ie local, CIRB, federal earmark) If state or federal funds are to be used for right-of-way or utilities, a funding agreement must be in place prior to submitting R/W.

For Revisions Send

1 full size revised sheet
2 half size revised sheets
1 copy any revised conveyance instruments
List of changed/deleted/added parcels

A cover memo is required for all submittals to RW Division including NEPA clearance date and type