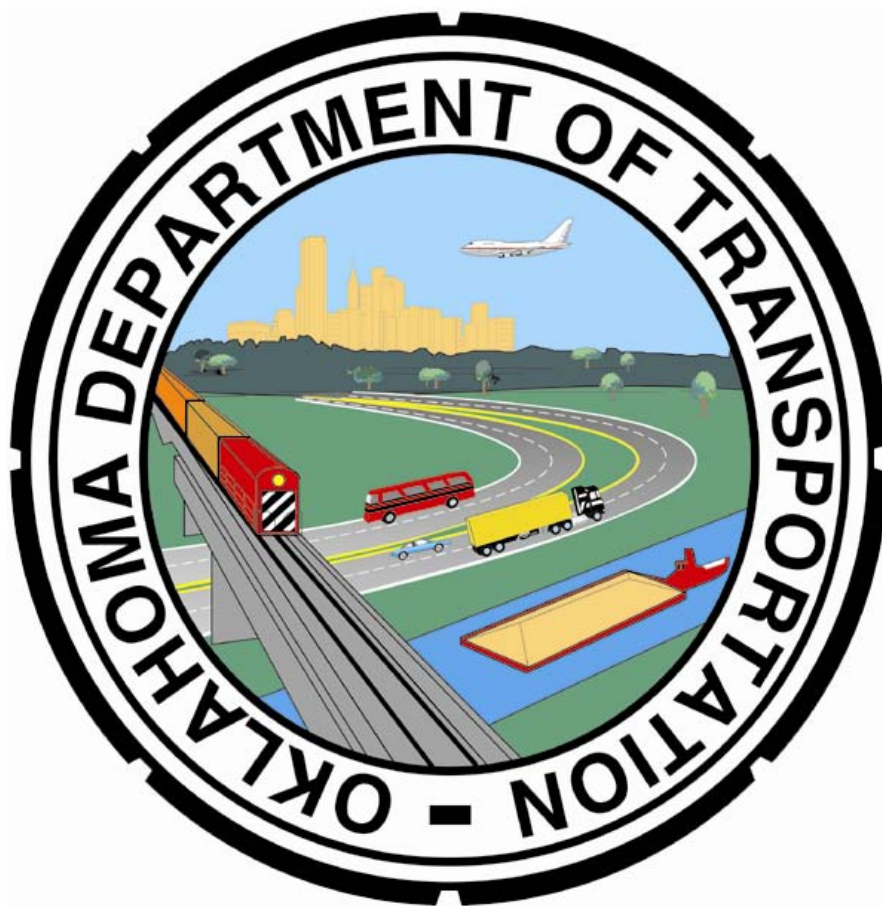


# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## PROJECT DEVELOPMENT PROCESS



JULY 2011

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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. In addition a central filing system is under development for the filing of final project documentation.

**Modifications:** The Plan Development Process has been modified to include additional activities for the NEPA processes and activities for Project Letting and Award.

**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

### 1.1. Prepare Reconnaissance Report

Pertinent information is gathered to assist in the completion of the Project Initiation. (Appendix 1)

### 1.2. Prepare Final Initiation Report

A multi-divisional activity that evaluates and documents project intent and determines if the associated design requirements are consistent with the available funds. (Appendix 2) (Appendix 11)

## 2. Contracting

### 2.1. Solicitation Process

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.

### 2.2. Selection Process

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.

### 2.3. Contract Development

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

## 3. NEPA

### 3.1. Conduct Environmental Studies

Studies conducted to evaluate the impact of a potential project on the environment and the community. (Appendix 12)

### 3.2. FHWA Final Document Approval

Once all environmental studies are finished a final document is developed that records all the project decisions and includes public comments. The final report is then presented to the Federal Highway Administration for approval.

### 3.3. Re-Evaluation

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

## 4. Plan Development

### 4.1. Conduct Survey

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

### 4.2. Perform Bridge Hydraulic Conference

The Hydraulics Engineer completes studies of the proposed location to ensure that the structure (bridge or culvert) is designed to accommodate the expected drainage requirements.

### 4.3. 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. (Appendix 3)

### 4.4. Right-of-Way and Utility Meeting

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

### 4.5. Submit Construction Plans for Right-of-Way

Provide design plans outlining the proposed construction limits and right-of-way requirements to the Right-of-Way & Utilities Division. (Appendix 4) (Appendix 5)

#### 4.6. Final Plan Field Review Meeting

A multi-divisional activity that presents a final 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. (Appendix 6)

#### 4.7. Final Submission Package

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.

### 5. Land Acquisition

#### 5.1. Obtain Legal Entry

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.

#### 5.2. Abatement & Demolition

Abatement includes NESHAP Inspection and, when necessary, Abatement Planning and Abatement Implementation. 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.

#### 5.3. 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.

## 6. Letting

### 6.1. Submit 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 Section 404 Permits, Railroad Agreements, etc. (Appendix 7)

### 6.2. Prepare PS&E

The process of assembling project information in preparation for advertisement for let. Construction Proposals are prepared to aid interested contractors in generating a bid to transmit to the bid opening and FHWA authorization. (Appendix 8)

### 6.3. 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. (Appendix 9)

## 7. Award

### 7.1. 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. (Appendix 10)

### 7.2. Commission Approval

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

2010.12.20 - Project Schedule Template CE3.mpp

ID	WBS	Task Name	Duration	Early Start	Early Finish	Float	Late Start	Late Finish	Constraint Type	WBS Successors	WBS Predecessors
1	1	<b>Initiation</b>	<b>104 days</b>	<b>Thu 1/13/11</b>	<b>Tue 6/7/11</b>	<b>0 days</b>	<b>Thu 1/13/11</b>	<b>Tue 6/7/11</b>	<b>As Late As Possible</b>		
2	1.1	<b>Prepare Reconnaissance Report</b>	<b>83 days</b>	<b>Thu 1/13/11</b>	<b>Mon 5/9/11</b>	<b>0 days</b>	<b>Thu 1/13/11</b>	<b>Mon 5/9/11</b>	<b>As Late As Possible</b>		
3	1.1.1	Request Recon Data	3 days	Thu 1/13/11	Mon 1/17/11	0 days	Thu 1/13/11	Mon 1/17/11	As Late As Possible	1.1.2	
4	1.1.2	Collect Recon Data	60 days	Tue 1/18/11	Mon 4/11/11	0 days	Tue 1/18/11	Mon 4/11/11	As Late As Possible		1.1.3
5	1.1.3	Review Recon Data	10 days	Tue 4/12/11	Mon 4/25/11	0 days	Tue 4/12/11	Mon 4/25/11	As Late As Possible		1.1.4
6	1.1.4	Finalize Recon Report	10 days	Tue 4/26/11	Mon 5/9/11	0 days	Tue 4/26/11	Mon 5/9/11	As Late As Possible	1.2.1	1.1.3
7	1.2	<b>Prepare Final Initiation Report</b>	<b>21 days</b>	<b>Tue 5/10/11</b>	<b>Tue 6/7/11</b>	<b>0 days</b>	<b>Tue 5/10/11</b>	<b>Tue 6/7/11</b>	<b>As Late As Possible</b>		
8	1.2.1	Conduct Project Initiation Meeting	1 day	Tue 5/10/11	Tue 5/10/11	0 days	Tue 5/10/11	Tue 5/10/11	As Late As Possible	1.2.2	1.1.4
9	1.2.2	Prepare RW Aerial	10 days	Wed 5/11/11	Tue 5/24/11	0 days	Wed 5/11/11	Tue 5/24/11	As Late As Possible		1.2.3
10	1.2.3	Finalize Initiation Report	10 days	Wed 5/25/11	Tue 6/7/11	0 days	Wed 5/25/11	Tue 6/7/11	As Late As Possible	2.1.1,3.1.1	1.2.2
11	2	<b>Contracting</b>	<b>152 days</b>	<b>Wed 6/8/11</b>	<b>Thu 1/5/12</b>	<b>0 days</b>	<b>Wed 6/8/11</b>	<b>Thu 1/5/12</b>	<b>As Late As Possible</b>		
12	2.1	<b>Solicitation Process</b>	<b>32 days</b>	<b>Wed 6/8/11</b>	<b>Thu 7/21/11</b>	<b>0 days</b>	<b>Wed 6/8/11</b>	<b>Thu 7/21/11</b>	<b>As Late As Possible</b>		
13	2.1.1	Request for Solicitation	1 day	Wed 6/8/11	Wed 6/8/11	0 days	Wed 6/8/11	Wed 6/8/11	As Late As Possible	2.1.2	1.2.3
14	2.1.2	Prepare Solicitation	8 days	Thu 6/9/11	Mon 6/20/11	0 days	Thu 6/9/11	Mon 6/20/11	As Late As Possible	2.1.3,2.2.1	2.1.1
15	2.1.3	Post Solicitation	15 days	Tue 6/21/11	Mon 7/11/11	0 days	Tue 6/21/11	Mon 7/11/11	As Late As Possible		2.1.4
16	2.1.4	Compile Response Packets	8 days	Tue 7/12/11	Thu 7/21/11	0 days	Tue 7/12/11	Thu 7/21/11	As Late As Possible		2.2.2
17	2.2	<b>Selection Process</b>	<b>56 days</b>	<b>Tue 6/21/11</b>	<b>Tue 9/27/11</b>	<b>0 days</b>	<b>Tue 6/21/11</b>	<b>Tue 9/27/11</b>	<b>As Late As Possible</b>		
18	2.2.1	Seat DCSC	8 days	Tue 6/21/11	Thu 6/30/11	15 days	Tue 7/12/11	Thu 7/21/11	As Late As Possible	2.2.2	2.1.2
19	2.2.2	Develop Shortlist	10 days	Fri 7/22/11	Thu 8/4/11	0 days	Fri 7/22/11	Thu 8/4/11	As Late As Possible		2.1.4,2.2.1
20	2.2.3	Obtain Shortlist Approval	3 days	Fri 8/5/11	Tue 8/9/11	0 days	Fri 8/5/11	Tue 8/9/11	As Late As Possible		2.2.4
21	2.2.4	Conduct Interviews	10 days	Wed 8/10/11	Tue 8/23/11	0 days	Wed 8/10/11	Tue 8/23/11	As Late As Possible		2.2.5
22	2.2.5	Obtain Selection Approval	3 days	Wed 8/24/11	Fri 8/26/11	0 days	Wed 8/24/11	Fri 8/26/11	As Late As Possible		2.2.6
23	2.2.6	Conduct Pre-negotiation Meeting	10 days	Mon 8/29/11	Fri 9/9/11	0 days	Mon 8/29/11	Fri 9/9/11	As Late As Possible		2.2.7
24	2.2.7	Conduct Negotiation Meeting	5 days	Mon 9/12/11	Fri 9/16/11	0 days	Mon 9/12/11	Fri 9/16/11	As Late As Possible		2.2.8
25	2.2.8	Consultant Submit Draft Scope and Fee	5 days	Mon 9/19/11	Fri 9/23/11	0 days	Mon 9/19/11	Fri 9/23/11	As Late As Possible		2.2.9
26	2.2.9	Department Approve Scope and Fee	2 days	Mon 9/26/11	Tue 9/27/11	0 days	Mon 9/26/11	Tue 9/27/11	As Late As Possible	2.3.1,2.3.2	2.2.8
27	2.3	<b>Contract Development</b>	<b>72 days</b>	<b>Wed 9/28/11</b>	<b>Thu 1/5/12</b>	<b>0 days</b>	<b>Wed 9/28/11</b>	<b>Thu 1/5/12</b>	<b>As Late As Possible</b>		
28	2.3.1	Prepare Agenda Item	1 day	Wed 9/28/11	Wed 9/28/11	0 days	Wed 9/28/11	Wed 9/28/11	As Late As Possible		2.3.3
29	2.3.2	Finalize Contract Document	10 days	Wed 9/28/11	Tue 10/11/11	26 days	Thu 11/3/11	Wed 11/16/11	As Late As Possible		2.3.4
30	2.3.3	Receive Commission Approval	35 days	Thu 9/29/11	Wed 11/16/11	0 days	Thu 9/29/11	Wed 11/16/11	As Late As Possible		2.3.4
31	2.3.4	Consultant Executes Contract	10 days	Thu 11/17/11	Wed 11/30/11	0 days	Thu 11/17/11	Wed 11/30/11	As Late As Possible		2.3.5
32	2.3.5	Department Executes Contract	5 days	Thu 12/1/11	Wed 12/7/11	0 days	Thu 12/1/11	Wed 12/7/11	As Late As Possible		2.3.6
33	2.3.6	FHWA Executes Contract	5 days	Thu 12/8/11	Wed 12/14/11	0 days	Thu 12/8/11	Wed 12/14/11	As Late As Possible		2.3.7
34	2.3.7	Receive Federal Authorization	5 days	Thu 12/15/11	Wed 12/21/11	0 days	Thu 12/15/11	Wed 12/21/11	As Late As Possible		2.3.8
35	2.3.8	Encumber Funds	10 days	Thu 12/22/11	Wed 1/4/12	0 days	Thu 12/22/11	Wed 1/4/12	As Late As Possible		2.3.9
36	2.3.9	Issue Notice to Proceed	1 day	Thu 1/5/12	Thu 1/5/12	0 days	Thu 1/5/12	Thu 1/5/12	As Late As Possible	4.1	2.3.8
37	3	<b>NEPA (CE3)</b>	<b>947 days</b>	<b>Wed 6/8/11</b>	<b>Wed 2/13/13</b>	<b>316 days</b>	<b>Thu 8/23/12</b>	<b>Fri 4/8/16</b>	<b>As Late As Possible</b>		
38	3.1	<b>Conduct Environmental Studies</b>	<b>161 days</b>	<b>Wed 6/8/11</b>	<b>Mon 12/19/11</b>	<b>316 days</b>	<b>Thu 8/23/12</b>	<b>Fri 4/8/16</b>	<b>As Late As Possible</b>		
39	3.1.1	Receive Final Report & Construction Limit	1 day	Wed 6/8/11	Wed 6/8/11	316 days	Thu 8/23/12	Thu 8/23/12	As Late As Possible	3.1.2	1.2.3
40	3.1.2	Review Initiation Report & Establish Study Footprint	10 days	Thu 6/9/11	Wed 6/22/11	316 days	Fri 8/24/12	Thu 9/6/12	As Late As Possible		3.1.3
41	3.1.3	Coordinate With FHWA As Required	8 days	Thu 6/23/11	Mon 7/4/11	316 days	Fri 9/7/12	Tue 9/18/12	As Late As Possible		3.1.4
42	3.1.4	Prepare Request For Task Order Services	0 days	Mon 7/4/11	Mon 7/4/11	316 days	Wed 9/19/12	Wed 9/19/12	As Late As Possible		3.1.5
43	3.1.5	Negotiate Consultant Cost Proposal	0 days	Mon 7/4/11	Mon 7/4/11	316 days	Wed 9/19/12	Wed 9/19/12	As Late As Possible		3.1.6
44	3.1.6	Issue Notice To Proceed	0 days	Mon 7/4/11	Mon 7/4/11	316 days	Wed 9/19/12	Wed 9/19/12	As Late As Possible		3.1.7
45	3.1.7	Plot Study Footprint	10 days	Tue 7/5/11	Mon 7/18/11	316 days	Wed 9/19/12	Tue 10/2/12	As Late As Possible	3.1.9,3.1.11,3.1.15,3.1.16,3.1.22	3.1.6
46	3.1.8	Notify Property Owners	5 days	Tue 7/19/11	Mon 7/25/11	316 days	Wed 10/3/12	Tue 10/9/12	As Late As Possible	3.1.12,3.1.13,3.1.14,3.1.15	3.1.7
47	3.1.9	Cultural Resources & Tribal Coordination Initiation	0 days	Mon 7/18/11	Mon 7/18/11	321 days	Wed 10/10/12	Wed 10/10/12	As Late As Possible		3.1.10
48	3.1.10	Tribal Coord 30 Day Period Prior To Start Of Studies	0 days	Mon 7/18/11	Mon 7/18/11	321 days	Wed 10/10/12	Wed 10/10/12	As Late As Possible	3.1.12,3.1.13,3.1.14,3.1.15	3.1.9
49	3.1.11	Prepare Solicitation Letters	40 days	Tue 7/19/11	Mon 9/12/11	362 days	Thu 12/6/12	Wed 1/30/13	As Late As Possible		3.2.3
50	3.1.12	Conduct Cultural Resources Study	70 days	Tue 7/26/11	Mon 10/31/11	316 days	Wed 10/10/12	Tue 1/15/13	As Late As Possible		3.1.17
51	3.1.13	Conduct T&E And Wetland Studies	70 days	Tue 7/26/11	Mon 10/31/11	316 days	Wed 10/10/12	Tue 1/15/13	As Late As Possible		3.1.17
52	3.1.14	Conduct Hazardous Waste Studies	70 days	Tue 7/26/11	Mon 10/31/11	316 days	Wed 10/10/12	Tue 1/15/13	As Late As Possible		3.1.17,3.2.7
53	3.1.15	Conduct Noise Studies	70 days	Tue 7/26/11	Mon 10/31/11	316 days	Wed 10/10/12	Tue 1/15/13	As Late As Possible	3.1.17,3.1.18,3.2.7	3.1.7,3.1.8,3.1.10
54	3.1.16	Coordinate With NRCS	35 days	Tue 7/19/11	Mon 9/5/11	413 days	Fri 2/15/13	Thu 4/4/13	As Late As Possible		3.2.8
55	3.1.17	ODOT review of Specialist Studies	0 days	Mon 10/31/11	Mon 10/31/11	316 days	Wed 1/16/13	Wed 1/16/13	As Late As Possible	3.1.19,3.1.20,3.1.21,3.2.1	3.1.12,3.1.13,3.1.14,3.1.15
56	3.1.18	Review Noise Study	0 days	Mon 10/31/11	Mon 10/31/11	316 days	Wed 1/16/13	Wed 1/16/13	As Late As Possible		3.2.1
57	3.1.19	Coordinate With USFWS	35 days	Tue 11/1/11	Mon 12/19/11	338 days	Fri 2/15/13	Thu 4/4/13	As Late As Possible		3.2.7
58	3.1.20	Coordinate With SHPO	35 days	Tue 11/1/11	Mon 12/19/11	338 days	Fri 2/15/13	Thu 4/4/13	As Late As Possible		3.2.7
59	3.1.21	SHPO For Historic Bridges	0 days	Mon 10/31/11	Mon 10/31/11	373 days	Fri 4/5/13	Fri 4/5/13	As Late As Possible		3.2.7
60	3.1.22	Coordinate Initial Section 4(f) De minimis	0 days	Mon 7/18/11	Mon 7/18/11	401 days	Wed 1/30/13	Wed 1/30/13	As Late As Possible		3.1.23
61	3.1.23	Issue Public Notice For Section 4(f) De minimis	0 days	Mon 7/18/11	Mon 7/18/11	401 days	Wed 1/30/13	Wed 1/30/13	As Late As Possible	3.2.7,3.2.2	3.1.22
62	3.2	<b>FHWA Final Document Approval</b>	<b>97 days</b>	<b>Tue 11/1/11</b>	<b>Wed 3/14/12</b>	<b>316 days</b>	<b>Wed 1/16/13</b>	<b>Thu 5/30/13</b>	<b>As Late As Possible</b>		
63	3.2.1	Prepare For Initial Public Mtg After Specialist Studies	10 days	Tue 11/1/11	Mon 11/14/11	316 days	Wed 1/16/13	Tue 1/29/13	As Late As Possible		3.1.17,3.1.18
64	3.2.2	Conduct Pre Meeting	1 day	Tue 11/15/11	Tue 11/15/11	316 days	Wed 1/30/13	Wed 1/30/13	As Late As Possible		3.2.1,3.1.23
65	3.2.3	Prepare Public Meeting Notifications	15 days	Wed 11/16/11	Tue 12/6/11	316 days	Thu 1/31/13	Wed 2/20/13	As Late As Possible		3.2.2,3.1.11
66	3.2.4	Conduct Public Meeting	1 day	Wed 12/7/11	Wed 12/7/11	316 days	Thu 2/21/13	Thu 2/21/13	As Late As Possible		3.2.5
67	3.2.5	End Public Comment Period	20 days	Thu 12/8/11	Wed 1/4/12	316 days	Fri 2/22/13	Thu 3/21/13	As Late As Possible		3.2.6
68	3.2.6	Respond To Public Comments	10 days	Thu 1/5/12	Wed 1/18/12	316 days	Fri 3/22/13	Thu 4/4/13	As Late As Possible		3.2.7
69	3.2.7	Select Preferred Alternative	0 days	Wed 1/18/12	Wed 1/18/12	316 days	Fri 4/5/13	Fri 4/5/13	As Late As Possible	3.1.14,3.1.15,3.1.19,3.1.20,3.1.21,3.1.23,3.2.6	3.2.8
70	3.2.8	Prepare Draft EA	10 days	Thu 1/19/12	Wed 2/1/12	316 days	Fri 4/5/13	Thu 4/18/13	As Late As Possible		3.2.9
71	3.2.9	FHWA/EPD Review Draft EA	20 days	Thu 2/2/12	Wed 2/29/12	316 days	Fri 4/19/13	Thu 5/16/13	As Late As Possible		3.2.10
72	3.2.10	Prepare Revised EA	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible	3.2.11,3.2.12	3.2.9
73	3.2.11	FHWA Approve EA	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible		3.2.13
74	3.2.12	Prepare for Initial Public Hearing	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible		3.2.13
75	3.2.13	Conduct Pre Meeting	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible		3.2.14
76	3.2.14	Prepare Public Hearing Notifications	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible		3.2.15
77	3.2.15	Conduct Public Meeting	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible		3.2.16
78	3.2.16	End Public Comment Period	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible		3.2.17
79	3.2.17	Respond To Public Comments	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible		3.2.18
80	3.2.18	Prepare Revised EA	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible		3.2.19
81	3.2.19	FHWA/EPD Review Revised EA	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible		3.2.20
82	3.2.20	FHWA Prepare FONSI	0 days	Wed 2/29/12	Wed 2/29/12	316 days	Fri 5/17/13	Fri 5/17/13	As Late As Possible		3.2.21
83	3.2.21	Distribute FONSI	10 days	Thu 3/1/12	Wed 3/14/12	316					

2010.12.20 - Project Schedule Template CE3.mpp

ID	WBS	Task Name	Duration	Early Start	Early Finish	Float	Late Start	Late Finish	Constraint Type	WBS Successors	WBS Predecessors
85	4	Plan Development	791 days	Fri 1/6/12	Fri 1/16/15	0 days	Fri 1/6/12	Fri 1/16/15	As Late As Possible		
86	4.1	Conduct Survey	60 days	Fri 1/6/12	Thu 3/29/12	0 days	Fri 1/6/12	Thu 3/29/12	As Late As Possible	4.3.1	2.3.9
87	4.2	Perform Bridge Hydraulic Conference	30 days	Fri 4/27/12	Thu 6/7/12	0 days	Fri 4/27/12	Thu 6/7/12	As Late As Possible	4.3.2	4.3.1
88	4.3	Preliminary Plan Field Review Meeting	436 days	Fri 3/30/12	Fri 10/19/12	0 days	Fri 3/30/12	Fri 11/29/13	As Late As Possible		
89	4.3.1	Plot Plan & Profile	20 days	Fri 3/30/12	Thu 4/26/12	0 days	Fri 3/30/12	Thu 4/26/12	As Late As Possible	4.2	4.1
90	4.3.2	Set Minimum Bridge Elevation	3 days	Fri 6/8/12	Tue 6/12/12	0 days	Fri 6/8/12	Tue 6/12/12	As Late As Possible	4.3.3	4.2
91	4.3.3	Set Finished Grade	8 days	Wed 6/13/12	Fri 6/22/12	0 days	Wed 6/13/12	Fri 6/22/12	As Late As Possible	4.3.6,4.3.4,4.3.5	4.3.2
92	4.3.4	Prepare Pedological Request & Notice	2 days	Mon 6/25/12	Tue 6/26/12	373 days	Thu 11/28/13	Fri 11/29/13	As Late As Possible	4.6.2	4.3.3
93	4.3.5	Prepare Roadway Preliminary Plans	65 days	Mon 6/25/12	Fri 9/21/12	0 days	Mon 6/25/12	Fri 9/21/12	As Late As Possible	4.3.7	4.3.3
94	4.3.6	Prepare Bridge Preliminary Plans	20 days	Mon 6/25/12	Fri 7/20/12	45 days	Mon 8/27/12	Fri 9/21/12	As Late As Possible	4.3.7	4.3.3
95	4.3.7	Perform Preliminary Plan Field Review Meeting	20 days	Mon 9/24/12	Fri 10/19/12	0 days	Mon 9/24/12	Fri 10/19/12	As Late As Possible	4.1,4.4,2.4,6.1,4.6,5,4.7,4,4,7,5	4.3,5,4,3,6
96	4.4	Right-of-Way & Utility Meeting	410 days	Mon 10/22/12	Fri 5/24/13	0 days	Mon 10/22/12	Fri 5/16/14	As Late As Possible		
97	4.4.1	Generate Bridge Sounding Requirements	5 days	Mon 10/22/12	Fri 10/26/12	405 days	Mon 5/12/14	Fri 5/16/14	As Late As Possible	4.6.6	4.3.7
98	4.4.2	Establish Proposed Right-of-Way	90 days	Mon 10/22/12	Fri 2/22/13	0 days	Mon 10/22/12	Fri 2/22/13	As Late As Possible	4.4.3	4.3.7
99	4.4.3	Conduct Right-of-Way & Utility Meeting	65 days	Mon 2/25/13	Fri 5/24/13	0 days	Mon 2/25/13	Fri 5/24/13	As Late As Possible	5.1.1,4.5	4.4.2
100	4.5	Submit Construction Plans for Right-of-Way	1 day	Mon 5/27/13	Mon 5/27/13	4 days	Fri 5/31/13	Fri 5/31/13	As Late As Possible	4.6,4,5,1,2,5,1,3	4.4,3,3,2,2,1
101	4.6	Final Plan Field Review Meeting	260 days	Wed 6/27/12	Mon 1/13/14	229 days	Mon 12/2/13	Fri 11/28/14	As Late As Possible		
102	4.6.1	Prepare Traffic Division Request	2 days	Mon 10/22/12	Tue 10/23/12	398 days	Thu 5/1/14	Fri 5/2/14	As Late As Possible	4.6.9	4.3.7
103	4.6.2	Perform Pedological Survey	75 days	Wed 6/27/12	Tue 10/9/12	373 days	Mon 12/2/13	Fri 3/14/14	As Late As Possible	4.6.3	4.3.4
104	4.6.3	Design Pavement	20 days	Wed 10/10/12	Tue 11/6/12	373 days	Mon 3/17/14	Fri 4/11/14	As Late As Possible	4.6.4	4.6.2
105	4.6.4	Prepare Roadway Final Plans	145 days	Tue 5/28/13	Mon 12/16/13	229 days	Mon 4/14/14	Fri 10/31/14	As Late As Possible	4.6.10	4.5,4,6,3
106	4.6.5	Prepare Bridge Structural Design	30 days	Mon 10/22/12	Fri 11/30/12	470 days	Mon 8/11/14	Fri 9/19/14	As Late As Possible	4.6.8	4.3.7
107	4.6.6	Perform Bridge Soundings	75 days	Mon 10/29/12	Fri 2/8/13	405 days	Mon 5/19/14	Fri 8/29/14	As Late As Possible	4.6.7	4.4.1
108	4.6.7	Prepare Bridge Foundation Design	15 days	Mon 2/11/13	Fri 3/1/13	405 days	Mon 9/1/14	Fri 9/19/14	As Late As Possible	4.6.8	4.6.6
109	4.6.8	Prepare Bridge Final Plans	30 days	Mon 3/4/13	Fri 4/12/13	405 days	Mon 9/22/14	Fri 10/31/14	As Late As Possible	4.6.10	4.6,5,4,6,7
110	4.6.9	Prepare Traffic Final Plans	130 days	Wed 10/24/12	Tue 4/23/13	398 days	Mon 5/5/14	Fri 10/31/14	As Late As Possible	4.6.10	4.6.1
111	4.6.10	Perform Final Plan Field Review Meeting	20 days	Tue 12/17/13	Mon 1/13/14	229 days	Mon 11/3/14	Fri 11/28/14	As Late As Possible	4.7,1,4,7,2,4,7,3	4.6,4,4,6,8,4,6,9
112	4.7	Final Submission Package	290 days	Mon 10/22/12	Fri 1/16/15	0 days	Mon 12/9/13	Fri 1/16/15	As Late As Possible		
113	4.7.1	Prepare Roadway Final Submittal Plans	30 days	Tue 1/14/14	Mon 2/24/14	229 days	Mon 12/1/14	Fri 1/9/15	As Late As Possible	4.7.6	4.6.10
114	4.7.2	Prepare Bridge Final Submittal Plans	30 days	Tue 1/14/14	Mon 2/24/14	229 days	Mon 12/1/14	Fri 1/9/15	As Late As Possible	4.7.6	4.6.10
115	4.7.3	Prepare Traffic Final Submittal Plans	30 days	Tue 1/14/14	Mon 2/24/14	229 days	Mon 12/1/14	Fri 1/9/15	As Late As Possible	4.7.6	4.6.10
116	4.7.4	Obtain Corps Permit	285 days	Mon 10/22/12	Fri 11/22/13	295 days	Mon 12/9/13	Fri 1/9/15	As Late As Possible	4.7.6	4.3.7
117	4.7.5	Perform Railroad Process	60 days	Mon 10/22/12	Fri 1/11/13	520 days	Mon 10/20/14	Fri 1/9/15	As Late As Possible	4.7.6	4.3.7
118	4.7.6	Compile PS&E	5 days	Mon 1/12/15	Fri 1/16/15	0 days	Mon 1/12/15	Fri 1/16/15	As Late As Possible	6.1[FS+320 days]	4.7,1,4,7,2,4,7,3,4,7,4,4,7,5,5,3
119	5	Land Acquisition	425 days	Mon 5/27/13	Fri 1/9/15	0 days	Mon 5/27/13	Fri 1/9/15	As Late As Possible		
120	5.1	Obtain Legal Entry	335 days	Mon 5/27/13	Fri 5/30/14	0 days	Mon 5/27/13	Fri 9/5/14	As Late As Possible		
121	5.1.1	Perform Right-of-Way Cost Estimating	5 days	Mon 5/27/13	Fri 5/31/13	0 days	Mon 5/27/13	Fri 5/31/13	As Late As Possible	5.1.2	4.4.3
122	5.1.2	Perform Right-of-Way Mapping	40 days	Mon 6/3/13	Fri 7/26/13	0 days	Mon 6/3/13	Fri 7/26/13	As Late As Possible	5.1.4	4.5,5,1.1
123	5.1.3	Perform Utility Relocation Coordination	140 days	Tue 5/28/13	Mon 12/9/13	194 days	Mon 2/24/14	Fri 9/5/14	As Late As Possible	5.3	4.5
124	5.1.4	Perform Appraisal	60 days	Mon 7/29/13	Fri 10/18/13	0 days	Mon 7/29/13	Fri 10/18/13	As Late As Possible	5.1.5	5.1.2
125	5.1.5	Perform Acquisition	60 days	Mon 10/21/13	Fri 1/10/14	0 days	Mon 10/21/13	Fri 1/10/14	As Late As Possible	5.1.6	5.1.4
126	5.1.6	Perform Condemnation	60 days	Mon 1/13/14	Fri 4/4/14	0 days	Mon 1/13/14	Fri 4/4/14	As Late As Possible	5.1.7	5.1.5
127	5.1.7	Perform Relocation	40 days	Mon 4/7/14	Fri 5/30/14	0 days	Mon 4/7/14	Fri 5/30/14	As Late As Possible	5.2	5.1.6
128	5.2	Abatement & Demolition	70 days	Mon 6/2/14	Fri 9/5/14	0 days	Mon 6/2/14	Fri 9/5/14	As Late As Possible	5.3	5.1.7
129	5.3	Conduct Utility Relocation	90 days	Mon 9/8/14	Fri 1/9/15	0 days	Mon 9/8/14	Fri 1/9/15	As Late As Possible	4.7.6	5.1,3,5,2
130	6	Letting	65 days	Mon 4/11/16	Fri 7/8/16	0 days	Mon 4/11/16	Fri 7/8/16	As Late As Possible		
131	6.1	Submit PS&E to Office Engineer	1 day	Mon 4/11/16	Mon 4/11/16	0 days	Mon 4/11/16	Mon 4/11/16	As Late As Possible	6.2.1	4.7,6[FS+320 days],3,3
132	6.2	Prepare PS&E	49 days	Tue 4/12/16	Fri 6/17/16	0 days	Tue 4/12/16	Fri 6/17/16	As Late As Possible		
133	6.2.1	Prepare Bid Package	25 days	Tue 4/12/16	Mon 5/16/16	0 days	Tue 4/12/16	Mon 5/16/16	As Late As Possible	6.2,3,6,2,4,6,2,2	6.1
134	6.2.2	Prepare Authorization Documents	10 days	Tue 5/17/16	Mon 5/30/16	0 days	Tue 5/17/16	Mon 5/30/16	As Late As Possible	6.2.5	6.2.1
135	6.2.3	Send PS&E To FHWA	2 days	Tue 5/17/16	Wed 5/18/16	9 days	Mon 5/30/16	Tue 5/31/16	As Late As Possible	6.2.6	6.2.1
136	6.2.4	Send RW & UT Certification To FHWA	2 days	Tue 5/17/16	Wed 5/18/16	9 days	Mon 5/30/16	Tue 5/31/16	As Late As Possible	6.2.6	6.2.1
137	6.2.5	Request Authorization (PR1240)	1 day	Tue 5/31/16	Tue 5/31/16	0 days	Tue 5/31/16	Tue 5/31/16	As Late As Possible	6.2.6	6.2.2
138	6.2.6	FHWA Reviews PS&E	10 days	Wed 6/1/16	Tue 6/14/16	0 days	Wed 6/1/16	Tue 6/14/16	As Late As Possible	6.2.7	6.2,3,6,2,4,6,2,5
139	6.2.7	Receive Authorization From FHWA	3 days	Wed 6/15/16	Fri 6/17/16	0 days	Wed 6/15/16	Fri 6/17/16	As Late As Possible	6.3.1	6.2.6
140	6.3	Let Project	15 days	Mon 6/20/16	Fri 7/8/16	0 days	Mon 6/20/16	Fri 7/8/16	As Late As Possible		
141	6.3.1	Publish Formal Advertisement To Solicit Bids	5 days	Mon 6/20/16	Fri 6/24/16	0 days	Mon 6/20/16	Fri 6/24/16	As Late As Possible	6.3,2,6,3,3,7,2.1	6.2.7
142	6.3.2	Conduct Pre-Bid Meeting	1 day	Mon 6/27/16	Mon 6/27/16	8 days	Thu 7/7/16	Thu 7/7/16	As Late As Possible	6.3.4	6.3.1
143	6.3.3	Revisions To Bid Documents	9 days	Mon 6/27/16	Thu 7/7/16	0 days	Mon 6/27/16	Thu 7/7/16	As Late As Possible	6.3.4	6.3.1
144	6.3.4	Conduct Bid Opening	1 day	Fri 7/8/16	Fri 7/8/16	0 days	Fri 7/8/16	Fri 7/8/16	As Late As Possible	7.1.1	6,3,2,6,3,3
145	7	Award	35 days	Mon 6/27/16	Fri 8/26/16	0 days	Mon 7/11/16	Fri 8/26/16	As Late As Possible		
146	7.1	Award Project	11 days	Mon 7/11/16	Mon 7/25/16	0 days	Mon 7/11/16	Mon 7/25/16	As Late As Possible		
147	7.1.1	Ensure Low Bid Is Responsive	1 day	Mon 7/11/16	Mon 7/11/16	0 days	Mon 7/11/16	Mon 7/11/16	As Late As Possible	7.1.2	6.3.4
148	7.1.2	Evaluate Bids	9 days	Tue 7/12/16	Fri 7/22/16	0 days	Tue 7/12/16	Fri 7/22/16	As Late As Possible	7.1.3	7.1.1
149	7.1.3	Pre Award Meeting	1 day	Mon 7/25/16	Mon 7/25/16	0 days	Mon 7/25/16	Mon 7/25/16	As Late As Possible	7.2.3	7.1.2
150	7.2	Commission Approval	26 days	Mon 6/27/16	Fri 8/26/16	0 days	Fri 7/22/16	Fri 8/26/16	As Late As Possible		
151	7.2.1	Commission Agenda Meeting	1 day	Mon 6/27/16	Mon 6/27/16	19 days	Fri 7/22/16	Fri 7/22/16	As Late As Possible	7.2.2	6.3.1
152	7.2.2	Prepare Agenda Item	1 day	Tue 6/28/16	Tue 6/28/16	19 days	Mon 7/25/16	Mon 7/25/16	As Late As Possible	7.2.3	7.2.1
153	7.2.3	Receive Commission Approval	1 day	Tue 7/26/16	Tue 7/26/16	0 days	Tue 7/26/16	Tue 7/26/16	As Late As Possible	7.2,4,7,2,5,7,2,6	7,1,3,7,2,2
154	7.2.4	Modify to Awarded Amount (PR2A)	5 days	Wed 7/27/16	Tue 8/2/16	12 days	Fri 8/12/16	Thu 8/18/16	As Late As Possible	7.2.7	7,2,3
155	7.2.5	Request FHWA Concurrence	1 day	Wed 7/27/16	Wed 7/27/16	16 days	Thu 8/18/16	Thu 8/18/16	As Late As Possible	7.2.7	7,2,3
156	7.2.6	Prepare Contract	5 days	Wed 7/27/16	Tue 8/2/16	0 days	Wed 7/27/16	Tue 8/2/16	As Late As Possible	7.2.8	7,2,3
157	7.2.7	Receive FHWA Concurrence	5 days	Wed 8/3/16	Tue 8/9/16	12 days	Fri 8/19/16	Thu 8/25/16	As Late As Possible	7.2,10	7,2,4,7,2,5
158	7.2.8	Contractor Execution Of Contract	12 days	Wed 8/3/16	Thu 8/18/16	0 days	Wed 8/3/16	Thu 8/18/16	As Late As Possible	7.2.9	7,2,6
159	7.2.9	ODOT Execution of Contract	5 days	Fri 8/19/16	Thu 8/25/16	0 days	Fri 8/19/16	Thu 8/25/16	As Late As Possible	7.2,10	7,2,8
160	7.2.10	Executed Contract to Construction Division	1 day	Fri 8/26/16	Fri 8/26/16	0 days	Fri 8/26/16	Fri 8/26/16	As Late As Possible		7,2,7,7,2,9

Mon 6/27/11

## **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 Fourteen sets of Plans, one must be full size and the remainder half size  
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	
Project Mgt. Div.	1 half size set	
R/W & Utilities Div.	1 half size set	1 full size set
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  
Project Management Division  
Right-of-Way & Utilities Division (Utility and/or Engineering Branches)  
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 (Utilities Branch)  
Roadway Design Division  
Survey Division  
Traffic Engineering Division

### Number of Required Sets of Plans

1. Sixteen sets of Preliminary Right-of-Way Plans, two must be full size including one set of cross sections and the remainder half size including five set 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
Field Division	3 half size sets (one set with cross sections)

Project Mgt. Div.	1 half size set (one set with cross sections)
Right-of-Way & Utilities	2 half size sets (one set with cross sections) 2 full size sets (one set with 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.

## 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
- 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 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  
Traffic Engineering Division

## Number of Required Sets of Plans

1. 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)
Project Mgt. 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

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

### **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

## 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

## APPENDIX 1

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 3C9

**DATE:** November 29, 2010  
**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:

## 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 INFORMATION

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  Yes Sidewalk 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:

Bridge Length:

Posted Clearance:

Posted:

Health Index:

Steel Beam Bridge:

## APPENDIX 2

### ENVIRONMENTAL CONSIDERATIONS

- Historic Properties, list:
- Archeological Sites, list:
- Cemeteries, list:
- Hazardous Waste / LUST Sites, list:
- Endangered Species, list:
- Section 4F or 6F Properties, list:
- Farmland    Wetlands    Scenic and Protected Aquifers    100 Year Flood Plain

### ALTERNATIVE IMPACTS

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

### 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:
- Additional:

### PROPOSED IMPROVEMENT

Project Intent:

Special Considerations:

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



APPENDIX 2

Right-of-Way

Additional RW Required     No                     Yes, describe:  
Utility Conflicts             No                     Yes, describe:

Miscellaneous

Channel Re-Alignment     No                     Yes, describe:

**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:

Attachments (Aerial with Preliminary RW & County Map)

Distribution List:

- Director of Engineering
- Director of Capital Projects and Information Management
- Bridge Division
- Environmental Programs Division
- FHWA
- Field Division
- Project Management Division
- Right-of-Way Division
- Roadway Design
- Survey Division
- Planning Division
- Traffic Engineering

**PLAN SET DISTRIBUTION**

03/09/2010

**PRELIMINARY PLAN FIELD REVIEW\*****13 half size****1 full size**

Roadway Design	2 half size		
Bridge Division	2 half size		
Environmental Programs	1 half size		
Traffic Division	1 half size		
R/W Division	1 full size	1 half size	(with cross sections if avail.)
FHWA (Oversight)	1 half size		
Field Division	3 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)\*****14 half size, 5 cross sections****2 full size, 1 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	2 full size	1 cross section	2 half size 1 cross section
FHWA (Oversight)	1 half size		
Field Division	3 half size	1 cross section	
Proj. Mgmt. Div	1 half size	1 cross section	
Survey Division	1 half size		

---

**FINAL PLAN FIELD REVIEW\*****11 half size, 6 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	
FHWA (Oversight)	1 half size	
Field Division	3 half size	3 cross section
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**

05/17/2011

**SUBMISSION DELIVERABLES**

**6 full size 2 full cross sections**  
**7 half size 4 half cross sections**  
**2 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	*( include Transmittal Letter and 404 PCN)	

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

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**Submission to R/W Division**

R/W Division	6 full size	2 full size cross sections	1 CD-ROM (DGN & PDF)
	4 half size	2 half size 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	12 full size	2 full size cross sections	1 CD-ROM (DGN & PDF)
	3 half size	2 half size 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	2 full size	2 full size cross sections
	<i>(Field Division Plans may be 8 1/2" x 11")</i>	

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

## APPENDIX 5

### 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, Near:** County name and nearest town or city to project
- Description:** Briefly describe type of work and extent
- Let Date:** Construction let date
- Division:** ODOT Division
- 
- 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/permits/Documents%20%20Nationwide%20Permits/Encl\\_3\\_to\\_9-pdf.pdf](http://www.swt.usace.army.mil/permits/Documents%20%20Nationwide%20Permits/Encl_3_to_9-pdf.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.
  - Misc** Miscellaneous. Anything not covered by another type. Include description in the notes.

## APPENDIX 5

### 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 separate quantities for area of fill and area of excavation and designate fill and excavation in the notes.
- Designate whether area of fill and area of excavation is within the existing channel or in a completely new channel.
- Do not cancel out area of fill with area of excavation. Fill must be treated as a separate quantity from excavation.
- 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 or Q5 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, consult ODOT Environmental Programs Division to obtain the area of fill and/or excavation in wetlands.

#### 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.
- State whether the impact is to stream or wetlands.
- 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. 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.

## APPENDIX 5

### 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:**

Kristi Weigl, PE  
Environmental Programs Division  
405-522-0734  
kweigl@odot.org

# OKLAHOMA DEPARTMENT OF TRANSPORTATION SECTION 404 PRE-CONSTRUCTION NOTIFICATION FORM

DATE: \_\_\_\_\_

Project No.:	Federal Aid Project Number	J/P:	JP Number	Facility:	Highway Number	County, Near:	County Name
Description:	Project Description						
Let Date:	Construction Let Date		Division:		Field Division Number		

Sta or Str. No.	Location		Waterbody Critical Resource Water?	Type	Description		Calculations	
	Latitude	Longitude			Legal	Existing Structure/Condition	New Structure	Area acre or Excavation below OHWM or Wetlands
Structure name and Station from plans	Decimal Degrees	Decimal Degrees	Township, Range, Section	See Below	Size, Type, and Condition of Structure	Size and Type of Structure	Area of Fill or Excavation below OHWM or Wetlands	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

**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 whether the impact is to wetlands or stream
- Note any other important information pertaining to the calculations and impacts

**FHWA Approved Clearance type:** CE: \_\_\_\_\_ FONS/EA: \_\_\_\_\_ EIS: \_\_\_\_\_ Date: \_\_\_\_\_ Pending: \_\_\_\_\_ None: \_\_\_\_\_

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

**Address:** 200 Northeast 21<sup>st</sup> Street, Oklahoma City, OK 73105-3204

**Application Prepared By:** Name: ODOT Designer or Consultant Name Phone No: \_\_\_\_\_

**Processing Agent:** \_\_\_\_\_



# 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 Plans and 404 PCN Form**

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

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

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

**And**

- Section 404 Pre-construction Notification Form (Stream impacts above 0.1 acres)
- No Section 404 Pre-construction Notification Form required (Stream impacts below 0.1 acres)
- N/A

cc: File

**FOR ENVIRONMENTAL PROGRAMS USE ONLY**

<input type="checkbox"/> No PCN Required	<input type="checkbox"/> PCN with Mitigation
<input type="checkbox"/> PCN Only	<input type="checkbox"/> Individual Permit


APPENDIX 6

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

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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,  Permanent Signing & Striping,  Traffic Signals,  
(Allow Min of 2 Months prior to Final Review) (Allow Min of 2 Months prior to Final Review) (Allow Min of 3 Months prior to Final Review)  
 Guardrail & Attenuators,  Highway Lighting,  
(Allow Min of 2 Months prior to Final Review) (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
- Pay Items & Notes
- Special Details
- Design Plan Sheets

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPENDIX 7  
OKLAHOMA DEPARTMENT OF TRANSPORTATION  
PROJECT SUBMISSION LETTER**

<b>To</b>	<b>Office Engineer Division</b>		<small>Date</small>
<b>From</b>	<small>Project Engineer/Project Manager</small>	<small>Submitting Division</small>	
<b>Subject</b>	<small>County &amp; Route</small>	<small>Project Number</small>	<small>JP No.</small>
<b>Scheduled Letting</b>	<b>Submission:</b> <input type="checkbox"/> 90 Day <input type="checkbox"/> 60 Day (as approved) <input type="checkbox"/> Emergency (as approved)		<input type="checkbox"/> Non-Federal Aid <input type="checkbox"/> Federal Aid / <u>Not on</u> FHWA oversight list <input type="checkbox"/> Federal Aid / <u>On</u> FHWA oversight list
<b>Description (e.g. Grade, Drain, Surface)</b>	<b>Location of Project</b>		
<b>Road Closure (check one)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Environmental Clearance:</b> <input type="checkbox"/> CE (Type 1, 2, or 3) <input type="checkbox"/> FONSI/EA <input type="checkbox"/> EIS <small>Date Approved _____</small> <input type="checkbox"/> N/A			
404 Permit	<input type="checkbox"/> Attached, Date Approved _____	<input type="checkbox"/> Pending	<input type="checkbox"/> Not Applicable
Railroad	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable	
NPDES-NOI	<input type="checkbox"/> Attached	<input type="checkbox"/> Not Applicable	
Other Permits/ Agreements	<small>(see instructions) _____</small>		
<b>Right-of-Way</b>	<b>Certification Type</b>	<input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> C3	<small>Date _____</small> <input type="checkbox"/> Not Applicable
<b>Utilities</b>	<b>Utilities Clear</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<small>If "No", expected out date: _____</small> <input type="checkbox"/> Not Applicable
<input type="checkbox"/> <b>1999 Specifications</b> <i>or</i> <input type="checkbox"/> <b>2009 Specifications</b>			
<b>Contract Time</b> _____ <i>or</i> <b>Complete by Date</b> _____		<b>Estimate \$</b> _____	
<b>Flex Start</b>	<input type="checkbox"/> Yes (number of months ___)	<input type="checkbox"/> No	<small>If "No", Why not?</small>
<b>Extension of Notice to Proceed (Traffic Projects)</b> <input type="checkbox"/> 90 Day <input type="checkbox"/> 120 Day <input type="checkbox"/> N/A			<b>QC/QA Minimum Bid(s)</b>
			<b>Bridge</b> _____
			<b>Roadway</b> _____
			<b>Total</b> _____
<b>Delayed Work Order</b> <input type="checkbox"/> No <input type="checkbox"/> Yes			<input type="checkbox"/> Not Applicable
<small>If "Yes", reason for delay?</small>			
<b>Special Provisions</b> - The following <i>job specific</i> 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).			
<b>List Tied Jobs (if applicable). Please circle <i>Optional</i> or <i>Mandatory</i></b>			
<small>County</small>	<small>Project Number</small>		<small>JP No.</small>

cc: Federal Highway Administration  
Programs Division

Office Engineer Use Only  
*(Revised June 8, 2011)*

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).

APPENDIX 7  
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 type of clearance granted (e.g. CE Type 1, CE Type 2, CE Type 3, LPBCE, FONSI, 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 December 14, 2010

Spec. No.	Special Provision	Use . . .
<input type="checkbox"/> 102-4	A + B Bidding (Traditional Bid + Incentive/Disincentive Payment)	At the discretion of the designer and/or field.
<input type="checkbox"/> 103-1	Bonding Requirements	On all right-of-way clearance projects.
<input type="checkbox"/> 104-1	Railroad Flagging	When the project has RR R-O-W, and <i>flagging is paid separately.</i>
<input type="checkbox"/> 104-2	Railroad Flagging	When the project has RR R-O-W, and <i>flagging is paid under other items of work.</i>
<input type="checkbox"/> 107-8	Legal Relations and Responsibility to Public (Railroad Insurance)	Anytime RR R-O-W is involved (Rail Programs Division should be consulted).
<input type="checkbox"/> 107-12	Federal Aviation Regulations	When construction is near an airport.
<input type="checkbox"/> 108-5	Prosecution Progress (90 Days)	When contract time may be suspended for the fabrication of traffic items.
<input type="checkbox"/> 108-6	Prosecution Progress (120 Days)	When contract time may be suspended for the fabrication of traffic items.
<input type="checkbox"/> 108-23	Flexible Notice to Proceed	At the discretion of the designer and/or field. Used to delay the work order.
<input type="checkbox"/> 108-27	Delayed Notice to Proceed	To prevent construction from beginning before a specified date.
<input type="checkbox"/> 108-81	Disincentive for Exposed Cold-Milled Pavement	When cold-milling asphalt driving surfaces.
<input type="checkbox"/> 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.
<input type="checkbox"/> 109-7	Price Adjustment for Asphalt Binder	On all AC jobs (Do not use on AC/PC alternate projects).
<input type="checkbox"/> 202-2	Osage Nation Mineral Reservation Sandy Soil Mining Permit	When excavating borrow material within, or transporting borrow material out of Osage county.
<input type="checkbox"/> 246-2	Geogrid Earth Reinforcement	When placing geogrid under an embankment not under the roadway.
<input type="checkbox"/> 325-1	Moisture Barrier Membrane	On all projects using <i>Moisture Barrier Membrane.</i>
<input type="checkbox"/> 407-2	Bonded Hot Mix Asphalt	When paying for Polymer Modified Cationic Rapid Set-1s (PMCRS-1s) instead of tack coat.
<input type="checkbox"/> 410-1	Milled Hot Recycling of Bituminous Material (Partial Depth) 2"+ Surface Recycling	When paying for Hot-In Place Recycled Asphalt
<input type="checkbox"/> 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.
<input type="checkbox"/> 411-12	Longitudinal Joint Density On Asphalt Concrete Pavement	On all AC jobs
<input type="checkbox"/> 411-13	Warm Mix Asphalt	On all AC jobs
<input type="checkbox"/> 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.
<input type="checkbox"/> 414-2QA	Quality Control & Acceptance Procedures	With special provisions 643-6QA and 648-1QA when paying the Contractor for quality control of concrete pavement.
<input type="checkbox"/> 414-17	Longitudinal Finish	When longitudinal tining of P.C. Concrete pavement is permitted.
<input type="checkbox"/> 415-1	Bituminous (Fiber Fill) Crack Sealing	When specifying a bituminous sealant which contains fibers.

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

## APPENDIX 7

### ODOT Special Provisions to the 2009 ODOT Standard Specifications December 14, 2010

Spec. No.	Special Provision	Use . . .
<input type="checkbox"/> 430-2QA	Pavement and Bridge Deck Smoothness	With special provision 431-3QA when establishing pay adjustment factors (+/-) for quality of pavement or bridge deck smoothness.
<input type="checkbox"/> 431-3QA	Smoothness Specification Option Checklist	With special provision 430-2QA to establish the details of how the requirements of special provision 430-2QA are to be administered.
<input type="checkbox"/> 435-3	Fiber Reinforced, Bonded Portland Cement Concrete Overlay	When placing a fiber reinforced, bonded PCC pavement overlay on an existing PCC pavement.
<input type="checkbox"/> 504-1	Bridge Decks, Approaches, Rails and Parapets	When constructing modular expansion joints.
<input type="checkbox"/> 504-2	Finger Type Expansion Device	When constructing finger type expansion devices.
<input type="checkbox"/> 504-6	Rail, Parapets, and Curbs	When the Contractor is allowed to place rail, parapets, and/or curbs using slip form methods.
<input type="checkbox"/> 516-1	Pulse-Echo Testing of Drilled Shafts	When low strain impact integrity testing is desired.
<input type="checkbox"/> 524-3	Fiber Reinforced Polymer Material	When structural strengthening using fiber reinforced polymer composite wrap is desired.
<input type="checkbox"/> 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.
<input type="checkbox"/> 619-3	Building Removal and NESHAP Inspection	When building demolition is required to meet the specifications of the National Emission Standards for Hazardous Air Pollutants.
<input type="checkbox"/> 619-4	Plugging and Abandonment of Oil Wells	To specify the location and condition of each well.
<input type="checkbox"/> 619-5	Oil Field Equipment Removal	To specify the location and condition of oil field equipment to be removed.
<input type="checkbox"/> 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.
<input type="checkbox"/> 648-1QA	Payment for Contractor's Quality Control	With special provision 643-6QA, and special provisions 411-3QA, 414-2QA, and/or 504-4QA when paying the Contractor for quality control. The amount entered in the Engineer's Estimate should be 1.2 times the amount calculated.
<input type="checkbox"/> 656-4	American Burying Beetle (ABB)	When construction involves earth disturbing activities in ABB sensitive areas.
<input type="checkbox"/> 708-22	Warm Mix Asphalt Material Requirements	When warm mix asphalt is allowed in the pavement design; typically all AC paving projects
<input type="checkbox"/> 708-23	Hamburg Rut Testing of Hot Mix Asphalt	On all asphalt paving projects.
<input type="checkbox"/> 726-1	Structural Steel Plate Pipe, Pipe Arches, and Arches	On projects using flexible conduits.
<input type="checkbox"/> 733-1	Elastomeric Bearing Pads	On all projects using <i>Elastomeric Bearing Pads</i> .
<input type="checkbox"/> 737-2	Anti-Graffiti Coating Systems	When applying anti-graffiti stain to new or existing concrete surfaces.
<input type="checkbox"/> 809-1	Bridge Navigation Lighting	When paying for <i>Bridge Navigation Lighting</i> .
<input type="checkbox"/> 823-1	Temporary Traffic Signals	When using portable traffic signals as part of the traffic control plan.

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

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### ODOT Special Provisions to the 2009 ODOT Standard Specifications December 14, 2010

Spec. No.	Special Provision	Use . . .
<input type="checkbox"/> 855-6	Thermoplastic Stripe	When yellow thermoplastic stripe is used.
<input type="checkbox"/> 870-2	Smart Cushion Innovations	When specifying sand-filled impact attenuators.
<input type="checkbox"/> 871-1	Impact Attenuators	When specifying impact attenuators.
<input type="checkbox"/> 882-1	Remote Controlled Changeable Message Sign and Support System	When furnishing, installing, operating, maintaining, and moving an automated work zone information system from one location to another.
<input type="checkbox"/> 882-2	Portable Automated Real-Time Work Zone Information System (Smart Work Zone)	On projects utilizing Smart Work Zone.

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

APPENDIX 8

**Federal-aid Project Authorization Package Documentation List**

	<u>APPLICABLE FEDERAL REGULATIONS</u>	<u>FULL OVERSIGHT PROJECTS</u> (See Note 1&2)	<u>NON- OVERSIGHT PROJECTS</u> (See Note 3)
1. Project Authorization Request ( <i>FMIS Form 1240</i> )	23CFR630.106(a)(2)	x	x
<b>2. STIP Information</b>			
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
<b>3. NEPA Document</b>			
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
<b>5. PS&amp;E Package</b>			
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	
<b>6. Other Documents (<i>When applicable to the project</i>)</b>			
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

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- 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

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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 3<sup>rd</sup> 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.

APPENDIX 10

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	100 %	WITH ORIGINAL LETTER
	2	50 %	
CONTRACTOR	2	100 %	WITH COPY OF LETTER
	2	50 %	
FHWA *	2	50 %	WITH COPY OF LETTER
DIVISION	1	100 %	WITH COPY OF LETTER
	1	50 %	
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

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

## FUNCTIONAL CLASSIFICATION

<b>Area Type:</b>	<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input type="checkbox"/> Rural
<b>Road Classification:</b>	<input type="checkbox"/> Principal Arterial	<input type="checkbox"/> Minor Arterial	<input type="checkbox"/> Collector (Major / Minor)
<b>Terrain Type:</b>	<input type="checkbox"/> Level	<input type="checkbox"/> Rolling	<input type="checkbox"/> Mountainous

## EXISTING INFORMATION (Attach Photographic Project Documentation)

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

APPENDIX 11

<b>Bridge A Description:</b>				
<b>NBI Number:</b>		<b>Sufficiency Rating:</b>		
<b>Bridge Width:</b>		<b>Bridge Length:</b>		<b>Posted Load Limit:</b>
<b>Special Considerations:</b>				

<b>Bridge B Description:</b>				
<b>NBI Number:</b>		<b>Sufficiency Rating:</b>		
<b>Bridge Width:</b>		<b>Bridge Length:</b>		<b>Posted Load Limit:</b>
<b>Special Considerations:</b>				

<b>Bridge C Description:</b>				
<b>NBI Number:</b>		<b>Sufficiency Rating:</b>		
<b>Bridge Width:</b>		<b>Bridge Length:</b>		<b>Posted Load Limit:</b>
<b>Special Considerations:</b>				

**PERMIT INFORMATION**

<b>Environmental Document:</b>	<input type="checkbox"/> ODOT	<input type="checkbox"/> County	<input type="checkbox"/> Consultant	<b>Estimated Completion Date:</b>	
<b>Special Considerations:</b>					
<b>Design Exception Anticipated:</b>	<input type="checkbox"/> No	<input type="checkbox"/> As required by design	<input type="checkbox"/> Yes	Type:	
<b>Intergovernmental Agreements Required?</b>	<input type="checkbox"/> No		<input type="checkbox"/> Yes	Type:	
<b>Permit(s) Required:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Type(s):		

**PROPOSED SCOPE**

<b>Proposed Project Termini Description:</b>	
<b>Beginning of Project:</b>	
<b>End of Project:</b>	
<b>Limits of Survey:</b>	

<b>Proposed Typical Section Description:</b>			
<b>Number of Lanes:</b>		<b>Lane Width:</b>	
<b>Outside Shoulder Width:</b>		<b>Inside Shoulder Width:</b>	
<input type="checkbox"/> <b>Open Section</b>	<input type="checkbox"/> <b>Curb &amp; Gutter</b>	<input type="checkbox"/> <b>Right-of-Way, Proposed width:</b>	
<input type="checkbox"/> <b>Other or additional typical section notes (describe):</b>			
<b>Pavement Type:</b>		<b>Shoulder Type:</b>	
<b>Overlay:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	Thickness:	
<b>Storm Sewer:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Coldmill:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
		Thickness:	
	<b>Sidewalks:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Sidewalk Width:</b>

<b>Proposed Bridge A Description:</b>			
<b>Bridge Width:</b>		<b>Bridge Length:</b>	
		<b>Approach Length:</b>	

<b>Proposed Bridge B Description:</b>			
<b>Bridge Width:</b>		<b>Bridge Length:</b>	
		<b>Approach Length:</b>	

<b>Proposed Bridge C Description:</b>			
<b>Bridge Width:</b>		<b>Bridge Length:</b>	
		<b>Approach Length:</b>	

<b>Proposed Drainage Structures Description:</b>		
<input type="checkbox"/> <b>CGSP, Number</b>	<input type="checkbox"/> <b>RCP, Number</b>	<input type="checkbox"/> <b>Roadway Size RCB, Number</b>

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<b>Proposed Detour Description:</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Road closure	<input type="checkbox"/> Complete under traffic	<input type="checkbox"/> Shoo-fly

<b>Proposed Traffic Items Description:</b>					
<b>New Signing:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>New Striping:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>New Guardrail:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<b>End Treatments:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Traffic Signals:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Location(s):		

<b>Proposed Right-of-Way / Utility Relocation Requirements:</b>					
<b>Additional R/W:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Describe:		
<b>Utility Conflicts:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Describe:		

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

**SCOPING ESTIMATE**

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

**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)

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- 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 DESCRIPTION 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 24<sup>th</sup> Street to 36<sup>th</sup> 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

## APPENDIX 12

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.**