

**OKLAHOMA DEPARTMENT OF TRANSPORTATION
PROJECT SUBMISSION LETTER**

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

cc: Federal Highway Administration
Programs Division

Office Engineer Use Only
(Revised March 1, 2012)

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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).

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

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

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

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

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

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

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

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

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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.