

**Project Development Guide
for
MDOT District LPA Coordinators**

PROJECT ACTIVATION:

STEP 1

Initials

Date

_____ _____ Received written request from the LPA to initiate the project. (Must include: Vicinity Map, copy of the STIP page where the project is listed, copy of the Board or Council meeting authorizing the LPA Chief Official to request project activation).

_____ _____ Project is in the STIP

_____ _____ LPA ___ does ___ does not plan to use a consultant for Preliminary Engineering Services.

_____ _____ Met with LPA to discuss advertisement and selection of consultant.

_____ _____ Environmental Division notified to determine probable environmental action.

_____ _____ Received project number from LPA Division.

_____ _____ Memorandum of Understanding being developed (copy sent to State Engineer for LPA's).

_____ _____ Letter sent to LPA authorizing them to proceed to Step 2.

STEP 2

_____ _____ Received form LPA-100 and LPA-700 or LPA-800 (noted in Civic Tracker and forwarded to appropriate divisions for review/approval).

_____ _____ LPA informed District LPA Coordinator that they intend to select a Consultant for Preliminary Engineering services and are aware that they must do so in accordance with Operating Procedures for Professional Services.

_____ _____ Anticipated Preliminary Engineering costs, ROW costs, and Construction costs appear to be in line with the scope of the project.

PROJECT ACTIVATION:

STEP 2 (continued)

Initials Date

_____ _____ Special Match Credit ___ is ___ is not requested.
(TE Projects ONLY)

_____ _____ MPO approval was attached to submittal.

_____ _____ Letter sent to LPA authorizing them to proceed with
project development (to be done once LPA-100 and
LPA-700 or LPA-800 have been approved in Civic
Tracker.

OVERSIGHT:

Initials Date

_____ _____ "Kick-off" meeting held with LPA to discuss
Preliminary Engineering, ROW Process and
Environmental Process. (LPA Project Director,
Consultant, MDOT ROW Coordinator, MDOT Environmental
Division, District LPA Coordinator and LPA Division).

_____ _____ LPA designated Project Director and Project Manager.

_____ _____ LPA determined the professional to be used for
Preliminary Engineering services.

_____ _____ Consultant contract approved by Consultant Services
Unit.

_____ _____ Memorandum of Understanding executed.

ENVIRONMENTAL DOCUMENTATION:

STEP 1

Initials Date

_____ _____ Received request from LPA to start the Environmental
Process. (Includes a draft Purpose and Needs
Statement and form ENV-160-LPA)

_____ _____ Received Preliminary Project Assessment in accordance
with the data supplied on the ENV-160-LPA.

STEP 2

_____ _____ Collaborated with Environmental Division and FHWA to
determine the Class of Environmental Action needed.

ENVIRONMENTAL DOCUMENTATION:

STEP 2 (continued)

_____ _____ Letter sent to LPA notifying them of the Environmental Class determination and to have the professional prepare the environmental documentation.

_____ _____ LPA notified that only minimal design work necessary to develop the environmental document is allowed at this time.

Check which of the following is applicable for the project (Put N/A in the blanks for those not applicable)

_____ Class I (Environmental Impact Statement or EIS)

_____ _____ Received draft EIS and forwarded to the Environmental Division.

_____ _____ Draft EIS approved by FHWA for presentation at a Public hearing.

_____ _____ Public hearing advertised properly.

_____ _____ Public and MDOT comments recorded appropriately.

_____ _____ Received EIS from LPA with a resolution requesting approval of the proposed alternate and forwarded to Environmental Division.

_____ _____ MTC approved EIS

_____ _____ Submitted approved EIS to FHWA

_____ _____ FHWA issued Record of Decision (ROD)

_____ Class II (Categorical Exclusion)

_____ _____ Received environmental studies and assessments in accordance with those items indicated on form ENV-160-LPA as having minimal environmental consequences.

_____ _____ Public involvement required for any of the studies or assessments.

Class II (Categorical Exclusion) (continued)

<u>Initials</u>	<u>Date</u>	
_____	_____	Received CE package for routing and approval.
_____	_____	MDOT and FHWA approval of CE.
_____		Class III (Environmental Assessment of EA)
_____	_____	Received draft EA from LPA and submitted to Environmental Division.
_____	_____	Draft EA approved by FHWA for presentation at a Public hearing.
_____	_____	Public hearing advertised properly.
_____	_____	Public and MDOT comments recorded appropriately.
_____	_____	Received final EA with a resolution requesting Concurrence and forwarded to Environmental Division.
_____	_____	FONSI submitted to FHWA for approval.

Step 3

_____	_____	Provided the approved Environmental Action to the LPA
_____	_____	Letter sent to LPA authorizing the LPA's professional to proceed with design. This letter includes a list of any environmental commitments to be incorporated into the design and specifications for the project.

DESIGN AND PREPARATION OF PLANS:

<u>Initials</u>	<u>Date</u>	
_____	_____	LPA has insured that the contracted professional has a copy of the latest design publications listed in section 5.1.
_____	_____	LPA has been informed of the required percentage of plan development necessary for a field review (30%-50%).
_____	_____	Received Design Exception Requests and Design Variance Request which has been forwarded to Roadway Design Division for approval.

DESIGN AND PREPARATION OF PLANS:

(continued)

<u>Initials</u>	<u>Date</u>	
_____	_____	LPA has initiated requests and development of any required permits from state and federal agencies as determined necessary.
_____	_____	Scheduled Field Review
_____	_____	LPA provided up to ten (10) half-scale copies of the plans at least two (2) weeks prior to the field review date.
_____	_____	LPA provided an updated construction cost estimate, including a list of major pay items.
_____	_____	Plan sheets are arranged in the correct order (section 5.4)
_____	_____	Plans and estimates distributed to the appropriate MDOT Divisions.
_____	_____	Held Field Review
_____	_____	LPA furnished a corrected set of plans and a Field Review Report detailing all required revisions.
_____	_____	Sent letter to LPA authorizing them to finalize construction plans. If ROW acquisition is required this letter also authorizes them to begin development of maps and deeds for the ROW Phase of the project.

RIGHT OF WAY PHASE:

_____	_____	Held meeting with LPA Project Director, MDOT District ROW Coordinator and any professionals the LPA intends to use during the ROW Phase.
_____	_____	District ROW Coordinator checked the maps and deeds for each affected parcel.
_____	_____	The LPA's ROW professionals were selected in Accordance with the ROW Operations Manual.
_____	_____	The LPA's ROW professionals have a copy of the current ROW Operations Manual.

RIGHT OF WAY PHASE(continued)

Initials Date

_____ _____ The District ROW Coordinator has determined that all ROW activities performed by the LPA were done in accordance with proper procedures and Federal regulations.

_____ _____ The District ROW Coordinator has ensured that all Rights-of-Way and legal rights of entry have been acquired.

_____ _____ The District ROW Coordinator has ensured that there are no potentially contaminated sites.

_____ _____ The District ROW Coordinator has ensured that all relocations have been completed and ROW cleared and that there are no encroachments.

_____ _____ The District ROW Coordinator has ensured that there are no known utilities in conflict with the project.

_____ _____ The District ROW Coordinator has ensured that there are no asbestos contaminated buildings that need to be removed.

FINAL PRELIMINARY ENGINEERING:

_____ _____ LPA requested that an Office Review be scheduled and has been informed that plans must be at least 90% complete.

_____ _____ LPA has provided up to ten (10) copies of half-scale plans, specifications, status of ROW acquisitions and status of any utility relocations at least three (3) weeks prior to the scheduled Office Review date.

_____ _____ Specifications are in the proper format (Section 5.6)

_____ _____ LPA has provided an updated construction cost estimate from its professional, including a list of all pay items separated into Federal-aid participating and non-participating.

_____ _____ The plans and construction cost estimate fully agree with respect to pay items and quantities of each.

FINAL PRELIMINARY ENGINEERING: (continued)

<u>Initials</u>	<u>Date</u>	
_____	_____	Plan sheets are arranged in the correct order (Section 5.4)
_____	_____	Plans and specifications have been distributed to appropriate MDOT divisions.
_____	_____	DBE goal has been requested from MDOT LPA Division and MDOT Civil Rights Division.
_____	_____	Office Review completed.
_____	_____	LPA has furnished an Office Review Report detailing corrective action based on comments made during the Office Review.
_____	_____	DBE goal for the project has been provided to the LPA.
_____	_____	LPA has obtained all permits necessary to construct the project.
_____	_____	Received written request for MDOT assistance with material testing on the construction project.
_____	_____	Notified LPA of the District Materials Engineer's Ability to perform the requested testing.

PLANS, SPECIFICATIONS AND ESTIMATE (PS&E) ASSEMBLY:

_____	_____	LPA has completed all environmental, design, & Right-Of-Way activities and desires to proceed to the construction phase.
_____	_____	LPA submitted the following five (5) reports signed by the Project Director. <ul style="list-style-type: none">• Right-of-Way• Utility• Encroachment• Hazardous Waste• Asbestos Abatement These reports must be submitted a minimum of fourteen (14) days prior to submitting the PS&E Assembly.

PLANS, SPECIFICATIONS AND ESTIMATE (PS&E) ASSEMBLY:
(continued)

<u>Initials</u>	<u>Date</u>	
_____	_____	Verified accuracy of the five (5) reports.
_____	_____	LPA requested issuance of the ROW Certifications for inclusion into the PS&E Assembly.
_____	_____	LPA submitted three (3) sets of all items listed on the PS&E Assembly Checklist. (see section 5.10 Step 2)
_____	_____	Reviewed PS&E Assembly for accuracy and coordinated with LPA to reconcile all differences and shortages.
_____	_____	Submitted PS&E Assembly to LPA Division and Construction Division.
_____	_____	Construction Division concurs with Specifications and proposal document.
_____	_____	LPA Division obtained authority to advertise from FHWA.
_____	_____	LPA Division issued letter granting the LPA authority to advertise.
_____	_____	Met with LPA to determine the schedule for advertisement, bid opening and award of bid for contract.

ADVERTISEMENT, OPENING, AND AWARD OF BIDS FOR CONTRACT:

_____	_____	LPA advertisement to receive bids.
_____	_____	Received addendum to plans/proposal.
_____	_____	Sent addendum to Construction Division for review/approval.
_____	_____	Bid opening.
_____	_____	LPA requests concurrence with recommendation to reject all bids. (see checklist for rejection of all bids and re-advertise - Chapter 6) (Must be received within fourteen (14) days of the bid opening date).

**ADVERTISEMENT, OPENING, AND AWARD OF BIDS FOR CONTRACT:
(continued)**

<u>Initials</u>	<u>Date</u>	
_____	_____	LPA requests concurrence with recommendation to award contract to the lowest bidder. (see checklist for awarding project to lowest bidder - Chapter 6) (Must be received within fourteen (14) days of the bid opening).
_____	_____	Reviewed concurrence request package for accuracy and coordinated with LPA to reconcile all differences and shortages.
_____	_____	Submitted LPA's concurrence request package to the LPA Division.
_____	_____	LPA Division acknowledges receipt of all required Documents.
_____	_____	LPA Division issued letter, with instructions to the LPA, for awarding project to lowest bidder or rejecting all bids and re-advertising.
_____	_____	Received executed documents and forwarded to the LPA Division.
_____	_____	Received Project Agreement along with forms LPA-001 & LPA-002 and forwarded them to the Project Engineer/ Architect.

CONSTRUCTION ADMINISTRATION:

<u>Initials</u>	<u>Date</u>	
_____	_____	LPA hosted Preconstruction (Precon) meeting.
_____	_____	Project Director submitted a sign inventory.
_____	_____	Project Engineer/Architect submitted LPA Sampling and Testing Proposal no later than ten (10) days prior to the issuance of the Notice to Proceed.
_____	_____	Project Engineer/Architect has been given written notice of approval for the LPA Sampling & Testing Proposal.

CONSTRUCTION ADMINISTRATION:
(continued)

Initials Date

_____ _____ LPA issued Notice to Proceed to the contractor.

_____ _____ Contractor sent letter to Project Engineer/
Architect assigning the project superintendent,
safety officer, EEO officer and others required in
the contract.

_____ _____ Contractor held EEO and Safety meeting, and the
Project Engineer/Architect provided a copy of the
minutes of that meeting.

_____ _____ Received First Construction Report.

_____ _____ Project Engineer/Architect is maintaining the Project
Diary of the contractor's personnel, equipment and
activities.

_____ _____ Completed initial project inspection (early in the
construction phase) and reported any findings to the
LPA.

_____ _____ Met with LPA representative who is authorized to sign
monthly estimates and an LPA Division representative
prior to submittal of the first progress estimate.
(this could be handled during the Precon meeting)

<<<<<<<<<<<<<<<<<<ON-GOING PROGRESS ITEMS>>>>>>>>>>>>>>

_____ _____ Contractor is on schedule

_____ _____ Project engineer/Architect is maintaining the Project
Diary on a daily basis (SiteManager)

_____ _____ Monthly progress estimates with attached DBE-4 forms
are being submitted on schedule.

_____ _____ DBE's listed on form DBE-1 are being utilized.

_____ _____ Project Engineer/Architect ensures that the sampling
& testing of construction materials on the project is
in accordance with the approved LPA Sampling and
Testing Proposal.

FINAL ACCEPTANCE OF THE PROJECT:

<u>Initials</u>	<u>Date</u>	
_____	_____	The LPA's Project Engineer/Architect request that a Final Inspection be scheduled.
_____	_____	Contacted Construction Division to schedule the Final Inspection.
_____	_____	Final Inspection held.
_____	_____	Punch list developed as a result of the Final Inspection.
_____	_____	All punch list items have been addressed by the LPA and contractor.
_____	_____	Obtained a Release of Maintenance from the Construction Division.
_____	_____	Forwarded Release of Maintenance to LPA.
_____	_____	LPA issued Release of Maintenance to contractor.
_____	_____	LPA submitted Final Estimate package.
_____	_____	Received all documentation required for Final Estimate Package.
_____	_____	Final estimate Package shows that the total project cost exceeds the approved Project Agreement.
_____	_____	LPA provides documentation discussing how they will Handle the overage.
_____	_____	Received notification from LPA Division that the Final estimate Package is in order.
_____	_____	Final Acceptance Letter issued to LPA.
_____	_____	LPA issued Final Acceptance Letter to contractor.
_____	_____	Contractor received final Payment within 45 days of LPA's Release from Maintenance.