

OKLAHOMA DEPARTMENT OF TRANSPORTATION

PROJECT DEVELOPMENT PROCESS



OKLAHOMA
Transportation

2025

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FOREWORD

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

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

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

Modifications: The 2024 updates to the Project Development Process include the plan delivery requirements for meetings and submissions to ODOT, along with any revised sections on the Description of the Activities for the Project Development Process.

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

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

The Departments Project Development Process must be one of continuous improvement. We will continue to strive to improve the process to ensure 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 Preconstruction 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 project 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 Preconstruction Manager shall schedule, coordinate and facilitate these meetings.

DESCRIPTION OF THE ACTIVITIES FOR PROJECT DEVELOPMENT

1. Initiation Phase

1.1 Finalize Reconnaissance Report

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

1.2 Conduct Project Initiation

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

1.3 Finalize Project Initiation Report

A comprehensive report that documents the scope of the project.

2. Contracting Phase

2.1 Post Letters of Interest

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 Obtain Selection Approval

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 Issue Notice to Proceed

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

3. Preliminary Project Engineering Phase

3.1 Finalize Preliminary Engineering Report

The development of alternative solutions for the project location, with supporting data as to the cost, benefit, and impacts of the alternatives, culminating in a preferred final scope. Only required when a scope can not be finalized without additional engineering.

4. Preliminary Project Development Phase

4.1 Archive Survey

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

4.2 Finalize Bridge Hydraulic Report

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

4.3 Perform 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.

4.4 Perform Pedological Survey

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

4.5 Perform Bridge Soundings

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

4.6 Conduct Right-of-Way & Utility Meeting

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

4.7 Environmental Studies Complete

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

4.8 NEPA Required Public Involvement Complete

Public meetings are held as needed to inform the public and possible gather responses in order to support the final environmental document.

4.9 Right-of-Way Submission

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

4.10 Authorize Right-of-Way Preliminary Engineering Funding

Funding is requested and established for Right-of-Way Division to begin the process of Mapping and Appraisal for the construction project.

4.11 Finalize Environmental Document

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

4.12 Authorize Utility Funding

Funding is requested and established for Right-of-Way & Utilities Division to begin the processes of engineering and relocation of utilities in conflict with the construction project.

5. Final Project Development Phase

5.1 Obtain 404 Corps Permit

A 404 permit application and supporting documentation are provided to the US Corp of Engineers for permitting for any clean water disturbance to waters of the United States.

5.2 Prepare Roadway, Traffic, and Bridge Final Plans (5.2-5.3)

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

5.4 Conduct Final Plan Field Review Meeting

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

5.5 Land Acquisition Process (5.5-5.6, 5.8-5.11, 5.13)

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, abatement & demolition, residential and commercial relocation.

5.7 Authorize Right-of-Way Relocation Funding

Funding is requested and established for Right-of-Way Division to begin the processes of Acquisition, Condemnation, Relocation, & Demolition for the construction project.

5.12 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.

5.15 Perform Railroad Process

A process to ensure that plans meet Railroad specifications and include any required railway notes.

5.16 Plans Complete (PS&E) (5.14, 5.16)

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.

5.17 Ready to Let (on Shelf) (5.17-5.18)

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

5.19 Conduct NEPA Re-Evaluation

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

5.20 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 404 Permits, Railroad Agreements, etc.

6. Letting Phase

6.1 Receive Authorization from FHWA

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

6.2 Conduct Bid Opening

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.

6.3 Conduct Pre-Award Meeting

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.

6.4 Receive Commission Approval to Award

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

2024 Project Development Process Schedule

ID	Step	WBS	Task Name	Duration	Free Slack	Start	Finish	Predecessors	Successors	Constraint Type
1	1	1	Initiation Phase	185 days	0 days	Mon 10/2/23	Fri 6/14/24			As Soon As Possible
2	1	1.1	Finalize Recon Report	85 days	0 days	Mon 10/2/23	Fri 1/26/24		3	Start No Earlier Than
3	2	1.2	Conduct Project Initiation	20 days	0 days	Mon 1/29/24	Fri 2/23/24	2	4	As Soon As Possible
4	3	1.3	Finalize Project Initiation Report	80 days	0 days	Mon 2/26/24	Fri 6/14/24	3	6	As Soon As Possible
5	2	2	Contracting Phase	154 days	0 days	Mon 6/17/24	Thu 1/16/25			As Soon As Possible
6	4	2.1	Post Letters of Interest	34 days	0 days	Mon 6/17/24	Thu 8/1/24	4	7	As Soon As Possible
7	5	2.2	Obtain Selection Approval	26 days	0 days	Fri 8/2/24	Fri 9/6/24	6	8	As Soon As Possible
8	6	2.3	Issue Notice to Proceed	94 days	0 days	Mon 9/9/24	Thu 1/16/25	7	18, 10, 12	As Soon As Possible
9	3	3	Preliminary Project Engineering Phase	120 days	0 days	Fri 1/17/25	Thu 7/3/25			As Soon As Possible
10	3	3.1	Finalize Preliminary Engineering Report	120 days	0 days	Fri 1/17/25	Thu 7/3/25	8	12	As Soon As Possible
11	4	4	Preliminary Project Development Phase	580 days	120 days	Fri 1/17/25	Thu 4/8/27			As Soon As Possible
12	7	4.1	Archive Survey	80 days	0 days	Fri 7/4/25	Thu 10/23/25	10, 8	13	As Soon As Possible
13	8	4.2	Finalize Bridge Hydraulic Report	80 days	0 days	Fri 10/24/25	Thu 2/12/26	12	14, 16	As Soon As Possible
14	9	4.3	Perform Preliminary Plan Field Review Meeting	81 days	0 days	Fri 2/13/26	Fri 6/5/26	13	17, 15	As Soon As Possible
15	10	4.4	Perform Geotechnical Studies	130 days	40 days	Mon 6/8/26	Fri 12/4/26	14	26	As Soon As Possible
16	11	4.5	Perform Bridge Soundings	270 days	0 days	Fri 2/13/26	Thu 2/25/27	13	27	As Soon As Possible
17	12	4.6	Conduct Right-of-Way & Utility Meeting	124 days	0 days	Mon 6/8/26	Thu 11/26/26	14	20, 19	As Soon As Possible
18	4	4.7	Environmental Studies Complete	377 days	108 days	Fri 1/17/25	Mon 6/29/26	8	19	As Soon As Possible
19	4	4.8	NEPA required Public Involvement Complete	5 days	41 days	Fri 11/27/26	Thu 12/3/26	18, 17	22	As Soon As Possible
20	4	4.9	Right-of-Way Submission	46 days	0 days	Fri 11/27/26	Fri 1/29/27	17	3, 25, 26, 21, 22, 3	As Soon As Possible
21	4	4.10	Authorize Right-of-Way Preliminary Engineering Funding	4 days	205 days	Mon 2/1/27	Thu 2/4/27	20	31	As Soon As Possible
22	4	4.11	Finalize Environmental Document	45 days	0 days	Mon 2/1/27	Fri 4/2/27	19, 20	23, 43	As Soon As Possible
23	13	4.12	Authorize Utility Funding	4 days	0 days	Mon 4/5/27	Thu 4/8/27	20, 22	29, 39	As Soon As Possible
24	5	5	Final Project Development Phase	1070 days	0 days	Mon 2/1/27	Fri 3/7/31			As Soon As Possible
25	5	5.1	Obtain 404 Corps Permit	376 days	0 days	Mon 2/1/27	Mon 7/10/28	20	28	Finish No Later Than
26	14	5.2	Prepare Roadway & Traffic Final Plans	275 days	101 days	Mon 2/1/27	Fri 2/18/28	15, 20	28	As Soon As Possible
27	15	5.3	Prepare Bridge Final Plans	155 days	202 days	Fri 2/26/27	Thu 9/30/27	16	28	As Soon As Possible
28	17	5.4	Conduct Final Plan Field Review Meeting	20 days	82 days	Tue 7/11/28	Mon 8/7/28	26, 27, 25	38	As Soon As Possible
29	5	5.5	Perform Right-of-Way Mapping	80 days	0 days	Fri 4/9/27	Thu 7/29/27	23	30	As Soon As Possible
30	5	5.6	Perform Appraisal	80 days	0 days	Fri 7/30/27	Thu 11/18/27	29	31	As Soon As Possible
31	5	5.7	Authorize Right-of-Way Relocation Funding	4 days	0 days	Fri 11/19/27	Wed 11/24/27	20, 30, 21	32	As Soon As Possible
32	5	5.8	Perform Acquisition	100 days	0 days	Thu 11/25/27	Wed 4/12/28	31	33	As Soon As Possible
33	5	5.9	Perform Condemnation	100 days	0 days	Thu 4/13/28	Wed 8/30/28	32	34	As Soon As Possible
34	5	5.10	Perform Relocation	65 days	0 days	Thu 8/31/28	Wed 11/29/28	33	35	As Soon As Possible
35	5	5.11	Obtain Legal Entry	0 days	0 days	Wed 11/29/28	Wed 11/29/28	34	36, 37, 38	As Soon As Possible
36	5	5.12	Conduct Utility Relocation	120 days	548 days	Thu 11/30/28	Wed 5/16/29	35		As Soon As Possible
37	5	5.13	Right-of-Way Certification Complete	5 days	40 days	Thu 11/30/28	Wed 12/6/28	35	41	As Soon As Possible
38	5	5.14	Prepare Design Final Submittal Plans	40 days	0 days	Thu 11/30/28	Wed 1/24/29	28, 35	40	As Soon As Possible
39	5	5.15	Perform Railroad Process	376 days	93 days	Fri 4/9/27	Fri 9/15/28	23	40	As Soon As Possible
40	18	5.16	Plans Complete	5 days	0 days	Thu 1/25/29	Wed 1/31/29	38, 39	41, 43	As Soon As Possible
41	5	5.17	Ready to Let	1 day	0 days	Thu 2/1/29	Thu 2/1/29	40, 37	42	As Soon As Possible
42	5	5.18	Shelf	545 days	0 days	Fri 2/2/29	Thu 3/6/31	41	44	As Soon As Possible
43	5	5.19	Conduct NEPA Re-Evaluation	1 day	545 days	Thu 2/1/29	Thu 2/1/29	22, 40	44	As Soon As Possible
44	19	5.20	Submit PS&E to Office Engineer	1 day	0 days	Fri 3/7/31	Fri 3/7/31	43, 42	46	As Soon As Possible
45	6	6	Letting Phase	76 days	0 days	Mon 3/10/31	Mon 6/23/31			As Soon As Possible
46	20	6.1	Receive Authorization From FHWA	49 days	0 days	Mon 3/10/31	Thu 5/3/31	44	47	As Soon As Possible
47	21	6.2	Conduct Bid Opening	15 days	0 days	Fri 5/16/31	Thu 6/5/31	46	48	As Soon As Possible
48	22	6.3	Conduct Pre Award Meeting	11 days	0 days	Fri 6/6/31	Fri 6/20/31	47	49	As Soon As Possible
49	23	6.4	Receive Commission Approval to Award	1 day	0 days	Mon 6/23/31	Mon 6/23/31	48		As Soon As Possible

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. Preconstruction Managers shall assemble a team from various Functional Teams that have authority to make project design decisions for their respective Divisions.
- III. Reconnaissance data may be provided to aid in the decision-making process that is documented on the Project Initiation Report Form.
- IV. Team Members will meet either at the project site location to evaluate the current conditions or virtually and establish the scope for the project that will meet the intended objective.
- V. The Preconstruction Manager will distribute a Draft Project Initiation Report to the attending team members within two weeks of the initial drive out site visit. The project team will produce and approve an aerial with as much pertinent information available at the time. It should include the project location, depicting the proposed alignment, proposed construction impacts, conceptual top of cut/toe of slope, conceptual Right-of-Way line and proposed environmental study footprint for the project. The draft aerial will be discussed with the functional teams to identify conflicts earlier and refine project scope. The final aerial will be distributed with the Draft Report for use by functional teams to develop Preliminary Construction Cost estimates and Preliminary Right-of-Way and Utility Relocation estimates that will be included in the Final Initiation Document. Environmental Programs Division will make use of the aerial to begin the NEPA Process.
- VI. The Preconstruction Manager will set a date for final 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 Preconstruction 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):

Community Engagement Division
Design Division
 Bridge Design
 Pavement Design
 Roadway Design
 Traffic Engineering
Environmental Programs Division
FHWA (on Oversight projects)
Field District
Project Management Division
Rail Programs Division
Right-of-Way & Utilities Division
Survey Division
Stakeholders (City or Local Representatives)

Project Initiation Package

Items used for Project Initiation:

- a. Reconnaissance report (if available)
- b. Draft Project Initiation Form
- c. Pavement Management Data
- d. Traffic Collision Data

- e. ADT Data (Map)
- f. Location Maps (County, USGS, Aerial, etc.)
- g. Bridge Inspection Information
- h. Cultural Resources and Biological Information (as available)
- i. Preliminary Schedule
- j. Preliminary Estimates
- k. Preliminary Design Aerial (as 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 milestone meetings is to ensure 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 ensure 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 Plan Field Review Meeting will be held in the field. The use of aerial photography can substitute for on-site reviews when deemed appropriate. Prior to the field meetings, any discussions between Engineering Divisions that do not require Field District input should be resolved to reduce field time. These Field Review Meetings will be facilitated by Project Management Division.
- II. The Preliminary, Right-of-Way and Utility, and Final Plan Field Review meetings will first take place at the ODOT District 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. These reviews may also be conducted with a virtual meeting using software fully accessible by all team member at the discretion of the team. Prior to the

meetings, any discussions between Functional Divisions that do not require Field District input should be resolved to reduce field time.

- III. Scheduling and formal notification of the field meetings will be provided by the Project Management Division prior to the field meetings. The Designer will provide access to Field Review plans to Project Management Division for notification to all participants two weeks in advance of the scheduled field meetings.
- IV. To ensure meetings are conducted appropriately and efficiently, Preconstruction Managers may limit invitations to meetings to only the applicable team members. If additional stakeholders need to attend the meetings, discussion with the Preconstruction Manager should occur prior to the meeting.
- V. The requirements, as stated in the Preliminary Plan Field Review Meeting process, Right-of-Way Meeting process and the Final Plan Field Review Meeting process, will be utilized by ODOT staff and consultants. These meetings will not be held until all items are available.
- VI. The meeting agendas will be distributed at the time the meeting notifications are sent out or when the plans are available for review.
- VII. 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 Preconstruction Manager within two weeks of the meeting date. All corrections, additions or modifications to the draft meeting minutes are to be returned to the Preconstruction 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. Preconstruction Managers will be responsible for the draft and final meeting reports for which ODOT is the designer. Any resulting cost and/or schedule modification requests will be prepared and advocated by the Preconstruction 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
- identify the need for design exceptions
- verify survey information (buildings, mailboxes, driveways)
- verify topography and Digital Terrain Model
- validate Project Scope
- discuss environmental draft document progress
- identify environmental concerns
- verify longitudinal location of bridges
- verify bridge hydraulic assumptions
- discuss detour locations
- identify right-of-way and utility needs
- discuss access control
- discuss possible need for Smart Zone
- discuss construction sequencing
- discuss Design Safety Review
- discuss Project Schedule
- discuss cost estimates

Who is to receive notification of meeting plans & required to attend if applicable:

PM or Asst PM (not both unless still in training)	1
District Engr/Construction Engr/Resident	3
Roadway and/or Bridge EM	2
Traffic (If Interstate, Int Mod, Signal)	1
Consultant	3
Multimodal Division (If applicable)	1
Environmental (EPM Only)	1
Right of Way (Field Liaison Only)	1
Utilities (Field Liaison Only)	1
External Stakeholders (if applicable)	1
Total	15

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 Sections (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 utility location from survey
 - e. existing utility ownership, size and type from survey
 - f. existing grade
 - g. existing drainage structures
 - h. existing fencing
 - i. existing driveway location, width and type from survey
 - j. section, township and range from survey
 - k. city corporate limits from survey
 - l. preliminary horizontal alignment
 - m. preliminary grade
 - n. preliminary superelevation
 - o. preliminary top of cut/ toe of slope
 - p. preliminary bridge
 - q. final bridge hydraulic information
 - r. preliminary detour location with horizontal and vertical
 - s. 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 on Title Sheet
6. Survey Data Sheets including Utility Data Sheets

7. Preliminary Cross Sections
 - a. preliminary toes
 - b. existing utilities
 - c. existing driveways
 - d. existing structures and notes
 - e. existing right-of-way
 - f. preliminary retaining walls

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 to receive notification of meeting plans & will be invited to attend:

PM or Asst PM (not both unless still in training)	1
District Engr/Construction Engr/Resident	3
Roadway and/or Bridge EM	2
Consultant	3
Multimodal Division (If applicable)	1
Environmental (EPM Only)	1
Right of Way (Field Liaison Only)	1
Utilities (Field Liaison Only)	1
External Stakeholders (if applicable)	1
Total	14

- Additional notifications as required for additional participants.

(Combination Meeting, PFR-R/W and UT, will require notification of meeting plans to Bridge Hydraulics and Traffic).

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 Sections (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 utility location from survey
 - e. existing utility ownership, size and type from survey
 - f. existing grade
 - g. existing drainage structures
 - h. existing fencing
 - i. existing driveway locations, width and type from survey
 - j. section, township and range from survey
 - k. city corporate limits from survey
 - l. final horizontal alignment(s)**
 - m. final grade**
 - n. final superelevation**
 - o. final top of cut/ toe of slope**
 - p. preliminary bridge
 - q. final bridge hydraulic information
 - r. final driveway location, width and type with notes**
 - s. final detour location with horizontal and vertical alignments**
 - t. final location of retaining walls and sound walls**
 - u. final structures including storm sewers with notes**
 - v. final construction sequencing**
 - w. new proposed right-of-way & utility easements
 - x. new access control
 - y. new R/W fence requirements
 - z. plusses and distances to any potentially effected building
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

- f. Centerline Station
- g. vertical and horizontal clearance

5. Survey Data Sheets including Utility Data Sheets

6. Cross Sections

- a. **final mainline top of cut/toe of slope**
- b. **final detour top of cut/toe of slope**
- c. existing utilities
- d. existing & **final driveways and notes**
- e. **final structures including storm sewers and notes**
- f. existing & **proposed right-of-way**
- g. **final retaining walls (station / offset and earthwork)**

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, etc.)
- review/ verify construction sequence
- discuss constructability issues and traffic control issues
- review and verify pay items lists, quantities and notes from Roadway, Bridge and Traffic
- discuss erosion control
- verify environmental note requirements
- discuss cost estimates

Who is to receive notification of meeting plans & required to attend if applicable:

PM or Asst PM (not both unless still in training)	1
District Engr/Construction Engr/Resident	3
Roadway and/or Bridge EM	2
Traffic	1
Consultant	3
Multimodal Division (If applicable)	1
Environmental (EPM Only)	1
Right of Way (Field Liaison Only)	1
Utilities (Field Liaison Only)	1
External Stakeholders (if applicable)	1
Total	15

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 Sections (**with Approved Final pavement design**)
3. **Pay Item List, Quantities and Notes**
4. **Environmental Mitigation Notes** including:
 - a. **environmental commitments**
5. **Final Sequence of Construction**
6. **Storm Water Pollution Prevention Plan** (if applicable)
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 utility locations from survey
 - e. existing utility ownerships, size and type from survey
 - f. existing grade
 - g. existing drainage structures
 - h. existing fencing
 - i. existing driveway locations, width and type from survey
 - j. section, township and range from survey
 - k. city corporate limits from survey
 - l. final horizontal and vertical alignment
 - m. final grade
 - n. final superelevation
 - o. final top of cut/ toe of slope
 - p. final bridge**
 - q. final hydraulic information
 - r. final driveway location, width and type with notes
 - s. final detour location with horizontal and vertical alignments
 - t. final location of retaining walls and sound walls
 - u. final structures including storm sewers with notes
 - v. final construction sequencing
 - w. final proposed right-of-way & utility easements

- x. final proposed access control
- y. final right-of-way fence requirements
- z. plusses and distances to any potentially effected building
- aa. **removal notes**
- bb. **finish grade elevations**
- cc. **final traffic sequence**

9. Final 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. Final Traffic Sheets

- a. Final traffic striping
- b. Final signing locations
- c. Final sign details

14. Cross Sections

- a. final mainline top of cut/toe of slope
- b. final detour top of cut/toe of slope
- c. existing utilities
- d. existing & final driveways and notes
- e. final structures including storm sewers and notes
- f. existing & proposed right-of-way
- g. final retaining walls (station / offset and earthwork)
- h. **final earthwork per phase / patterned**

Process Instructions for PS&E Submittals

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. This PS&E packet is a collaboration of multiple divisions across ODOT. The components of the PS&E Package have been reviewed at multiple offices to ensure conformity with State and Federal regulations and insurance of a high-quality product.

The Design Engineer or Preconstruction Manager submits the final construction plans to Office Engineer Division - Plans Library Branch (OEPL). OEPL checks the plans to see that all sheets listed on the Title sheet are included in the plan set and that the associated standards are listed correctly with the latest revision number. The listed standards will be included in the final plans by OEPL..

Once OEPL's process is completed, the Office Engineer Division will review plans for congruity between the bidding proposal and project plans.

The project submittal includes a list of general standard special provisions selected by the project designer. Office Engineer Division will develop and include any project specific special provisions. Special provisions are included to account for new materials or processes that are not captured in the current Oklahoma Standard Specifications. There are other special provisions that are project specific and allow ODOT to better administer the contract to meet its needs. For these special provisions, Office Engineer Division coordinates with the Field Districts to set parameters to create contractual obligations or allow for innovative bidding practices.

The Chief Engineer's office will also review the estimates on each project to ensure unit prices are in line with current industry trends to ensure an accurate engineer's estimate. Average price histories for each pay item are used to monitor and keep pace with changing economic and industry environments. This estimate review is sent to the Design Engineers for review and concurrence to modify the engineer's estimate as needed.

The plans and accompanying documents are considered as the PS&E package. Projects submitted through Project Wise should to be submitted one week prior to the 90-day or approved 60-day submittal date in order to provide OEPL with adequate time to perform their review and delivery of the PS&E to Office Engineer Division. Design Engineers and Preconstruction Managers submitting projects will need to coordinate their submittal so that the PS&E can be delivered to Office Engineer Division by the 90-day or approved 60-day submittal date.

Federally funded projects that have FHWA oversight occasionally require that the Office Engineer Division 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.)
When requested by the Federal Highway Administration, the Office Engineer Division will prepare and transmit the PS&E package to the FHWA Oklahoma Division Office on behalf of the ODOT Director of Transportation.

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 10. 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 ensure 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 30% Plan-in-Hand is intended to focus on effect of a proposed alignment with an appropriately designed typical section to the facility.

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 ensure 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:

Consultants

Design

Bridge Design (complex bridge projects)

Roadway Design Division (complex roadway projects)

Traffic Engineering Division (complex traffic projects)

Environmental Programs Division

Field District

Local Government Division

Project Sponsor and/or their representative

Multimodal Division (Rail Programs)

Right-of-Way & Utilities Division (Utilities Branch)

Survey Division (complex projects)

Plan Submission and disbursement:

The official plan submission process will be through Projectwise, or the Department's current applicable program for electronic plan submission. The design consultant is recommended to bring at least 4 sets of 11x17 plans printed to any field review.

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

****All sheets are to be named and numbered according to the Projectwise naming nomenclature, or the current Department standard as assigned.**

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 or Right-of-Way negotiations 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:

Consultants

Design

 Bridge Design (complex bridge projects)

 Roadway Design Division (complex roadway projects)

 Traffic Engineering Division (complex traffic projects)

Environmental Programs Division

Field District

Local Government Division

Project Sponsor and/or their representative

Multimodal Division (Rail Programs)

Number of Required Sets of Plans (only as applicable)

The official plan submission process will be through Projectwise, or the Department's current applicable program for electronic plan submission. The design consultant is recommended to bring at least 4 sets of 11x17 plans printed to any field review.

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(s)
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 drainage structures
 - g. existing fencing
 - h. existing driveways
 - i. existing grade
 - j. city corporate limits from survey
 - k. section, township and range from survey
 - l. final grade and finish grade elevations**
 - m. final top of cut/ toe of slope**
 - n. final bridge**
 - o. final hydraulic information**
 - p. final driveway location width and type with notes**
 - 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. existing and final profile
 - d. **final structure**
 - e. **final bridge header and riprap**
 - 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)
 - a. **final traffic control plan**
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

REGULARLY SCHEDULED 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 projects which have problems with FHWA authorization, R/W acquisition or utility relocation, environmental issues (e.g. 404 permits, migratory birds, American Burying Beetle, etc.), 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 a cursory look at DBE goals and contract time.

Conducted by: Office Engineer

Attendees: Office Engineer, Director of Operations, Director of the Office of Project Delivery and representatives from R/W Utilities Branch, R/W Project Management, Project Management Division, Local Government Division, Civil Rights, Environmental Programs Branch, Construction Division, and Federal Highway Administration.

Schedule: Typically held on the Tuesday before the week that the projects are advertised for bid.

Pre-Bid Period

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

Facilitated by: Office Engineer

Participants: Office Engineer Division, Construction Division, all designers with projects on the letting should attend, representatives from all Field Districts, and any contractors with interest in that month's projects.

Schedule: The pre-bid period begins 21 days prior to the month's first bid opening, and continues for the next 10 days.

Pre-Award 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, and to gain concurrence of the Chief Engineer and Director of Operations for these recommendations prior to presentation to the Transportation Commission.

Conducted by: Office Engineer

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

Schedule: Conducted the Wednesday before the regularly scheduled Commission Meeting.

Bid Opening

Purpose: Public opening and publishing of bids.

Conducted by: Office Engineer

Attendees (if bids are publicly read aloud): Office Engineer Division, AGC representatives, and interested ODOT staff, contractors, consultants, and members of the general public.

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

Note: Bids are submitted electronically. Therefore, a bid opening occurs by downloading and publishing all responsive bids to the ODOT website. However, the Office Engineer reserves the authority to publicly open and read bids aloud as deemed necessary.

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 actions from all previous bid openings. Construction Division presents all change orders.

Conducted by: Chairman of the Subcommittee

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

Schedule: Typically 9:00 a.m. on the day of the Commission Meeting.

Commission Meeting

Purpose: Agenda items for ODOT business which requires Commission approval are formally presented to the Commission.

Conducted by: Commission Chairman

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

Schedule: 11:00 a.m. on the first Monday of the month.