

OKLAHOMA DEPARTMENT OF TRANSPORTATION

PROJECT DEVELOPMENT PROCESS



OKLAHOMA
Transportation

2021

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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 Preconstruction 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 2021 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 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 Preconstruction Manager shall schedule, coordinate and facilitate these meetings.

DESCRIPTION OF THE ACTIVITIES FOR PROJECT DEVELOPMENT

1 Initiation Phase

1.1 Reconnaissance Report

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

1.2 Conduct Project Initiation Drive Out

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.

3 Preliminary Project Development Phase

3.1 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.

3.2 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.

3.3 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.

3.4 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.

3.5 Right-of-Way Submission

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

3.6 Environmental Studies Complete

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

3.7 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.

3.8 Finalize Environmental Document

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

3.9 Authorize Right-of-Way and Utility Funding

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

4 Final Project Development Phase

4.1 Perform Pedological Survey

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

4.2 Perform Bridge Soundings

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

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

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

4.6 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 phase construction is to be addressed in the earthwork quantities and cross-sections.

4.7, 4.8, 4.9, 4.10, 4.11, 4.12, Land Acquisition Process

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 and demolition, residential and commercial relocation.

4.13 Conduct Utility Relocation

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

4.18 Plans Complete

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

4.21 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.

4.19 Ready to Let (On Shelf)

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

4.20 Conduct Re-Evaluation

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

5 Letting Phase

5.1 PS&E Authorization

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

5.2 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.

5.3 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.

5.4 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.

2020.01.13 - Multi Phase Schedule Template.mpp

ID	Step	WBS	Task Name	Duration	Free Slack	Start	Finish	Predecessors	Successors	Constraint Type
1	1		Initiation Phase	145 days	0 days	Tue 4/23/19	Mon 11/11/19			As Soon As Possible
2	1.1		Finalize Recon Report	85 days	0 days	Tue 4/23/19	Mon 8/19/19		3	As Soon As Possible
3	1.2		Conduct Project Initiation Drive Out	20 days	0 days	Tue 8/20/19	Mon 9/16/19	2	4	As Soon As Possible
4	1.3		Finalize Project Initiation Report	40 days	0 days	Tue 9/17/19	Mon 11/11/19	3	6	As Soon As Possible
5	2		Contracting Phase	154 days	0 days	Tue 11/12/19	Fri 6/12/20			As Soon As Possible
6	2.1		Post Letters of Interest	34 days	0 days	Tue 11/12/19	Fri 12/27/19	4	7	As Soon As Possible
7	2.2		Obtain Selection Approval	26 days	0 days	Mon 12/30/19	Mon 2/3/20	6	8	As Soon As Possible
8	2.3		Issue Notice to Proceed	94 days	0 days	Tue 2/4/20	Fri 6/12/20	7	10,15	As Soon As Possible
9	3		Preliminary Project Development Phase	430 days	0 days	Mon 6/15/20	Fri 2/4/22			As Soon As Possible
10	3.1		Archive Survey	60 days	0 days	Mon 6/15/20	Fri 9/4/20	8	11	As Soon As Possible
11	3.2		Finalize Hydraulic Report	80 days	0 days	Mon 9/7/20	Fri 12/25/20	10	12	As Soon As Possible
12	3.3		Perform Preliminary Plan Field Review Meeting	81 days	0 days	Mon 12/28/20	Mon 4/19/21	11	13	As Soon As Possible
13	3.4		Conduct Right-of-Way & Utility Meeting	124 days	0 days	Tue 4/20/21	Fri 10/8/21	12	14	As Soon As Possible
14	3.5		Right-of-Way Submission	46 days	0 days	Mon 10/11/21	Mon 12/13/21	13	18,17	As Soon As Possible
15	3.6		Environmental Studies Complete	377 days	0 days	Mon 6/15/20	Tue 11/23/21	8	16	As Soon As Possible
16	3.7		Public Involvement Complete	5 days	9 days	Wed 11/24/21	Tue 11/30/21	15	17	As Soon As Possible
17	3.8		Finalize Environmental Document	35 days	0 days	Tue 12/14/21	Mon 1/31/22	16,14	18,39	As Soon As Possible
18	3.9		Authorize Right-of-Way and Utility Funding	4 days	0 days	Tue 2/1/22	Fri 2/4/22	14,17	26,20,21,24,35,36	As Soon As Possible
19	4		Final Project Development Phase	1157 days	0 days	Mon 2/7/22	Tue 7/14/26			As Soon As Possible
20	4.1		Perform Pedological Survey	150 days	0 days	Mon 2/7/22	Fri 9/2/22	18	22	As Soon As Possible
21	4.2		Perform Bridge Soundings	270 days	0 days	Mon 2/7/22	Fri 2/17/23	18	23	As Soon As Possible
22	4.3		Prepare Roadway Final Plans	165 days	0 days	Mon 9/5/22	Fri 4/21/23	20	25	As Soon As Possible
23	4.4		Prepare Bridge Final Plans	45 days	0 days	Mon 2/20/23	Fri 4/21/23	21	25	As Soon As Possible
24	4.5		Prepare Traffic Final Plans	315 days	0 days	Mon 2/7/22	Fri 4/21/23	18	25	As Soon As Possible
25	4.6		Conduct Final Plan Field Review Meeting	20 days	0 days	Mon 4/24/23	Fri 5/19/23	22,23,24	34	As Soon As Possible
26	4.7		Perform Right-of-Way Mapping	100 days	0 days	Mon 2/7/22	Fri 6/24/22	18	27	As Soon As Possible
27	4.8		Perform Appraisal	80 days	0 days	Mon 6/27/22	Fri 10/14/22	26	28	As Soon As Possible
28	4.9		Perform Acquisition	80 days	0 days	Mon 10/17/22	Fri 2/3/23	27	29	As Soon As Possible
29	4.10		Perform Condemnation	100 days	0 days	Mon 2/6/23	Fri 6/23/23	28	30	As Soon As Possible
30	4.11		Perform Relocation	65 days	0 days	Mon 6/26/23	Fri 9/22/23	29	31	As Soon As Possible
31	4.12		Obtain Legal Entry	0 days	0 days	Fri 9/22/23	Fri 9/22/23	30	32	As Soon As Possible
32	4.13		Utility Out	180 days	0 days	Mon 9/25/23	Fri 5/31/24	31	33	As Soon As Possible
33	4.14		Right-of-Way Certification Complete	1 day	0 days	Mon 6/3/24	Mon 6/3/24	32	37	As Soon As Possible
34	4.15		Prepare Roadway Bridge Traffic Final Submittal Plans	40 days	231 days	Mon 5/22/23	Mon 7/14/23	25	37	As Soon As Possible
35	4.16		Obtain 404 Corps Permit	376 days	230 days	Mon 2/7/22	Mon 7/17/23	18	37	As Soon As Possible
36	4.17		Perform Railroad Process	376 days	230 days	Mon 2/7/22	Mon 7/17/23	18	37	As Soon As Possible
37	4.18		Plans Complete	5 days	0 days	Tue 6/4/24	Mon 6/10/24	33,34,35,36	38,39	As Soon As Possible
38	4.19		Ready to Let	545 days	0 days	Tue 6/11/24	Mon 7/13/26	37	40	Finish No Earlier Than
39	4.20		Conduct Re-Evaluation	1 day	544 days	Tue 6/11/24	Tue 6/11/24	17,37	40	As Soon As Possible
40	4.21		Submit PS&E to Office Engineer	1 day	0 days	Tue 7/14/26	Tue 7/14/26	39,38	42	As Soon As Possible
41	5		Letting Phase	76 days	0 days	Wed 7/15/26	Wed 10/28/26			As Soon As Possible
42	5.1		Receive Authorization From FHWA	49 days	0 days	Wed 7/15/26	Mon 9/21/26	40	43	As Soon As Possible
43	5.2		Conduct Bid Opening	15 days	0 days	Tue 9/22/26	Mon 10/12/26	42	44	As Soon As Possible
44	5.3		Conduct Pre Award Meeting	11 days	0 days	Tue 10/13/26	Tue 10/27/26	43	45	As Soon As Possible
45	5.4		Receive Commission Approval to Award	1 day	0 days	Wed 10/28/26	Wed 10/28/26	44		As Soon As Possible

Mon 6/22/20

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 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 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 of 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 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 Document. Environmental Programs Division will make use of the aerial to begin the NEPA Process.
- VI. The Preconstruction 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 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:

Bridge Division
Environmental Programs Division
FHWA (on Oversight projects)
Field District
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 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 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 at least 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 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 agenda 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. 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
- 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 possible need for Smart Zone
- * discuss Design Safety Review
- * identify the need for design exceptions
- * discuss Project Schedule
- * discuss cost estimates

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

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

- 1 Additional half size sets or notifications are required if any of the following apply:
 - a. a railroad is involved
 - b. within limits of city or town
 - c. traffic signals are involved
 - d. county is involved
 - e. more than one ODOT field district is involved
 - f. 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
- Discuss possible need for Smart Zone
- 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 & required to attend if applicable:

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

Who is to receive notification of meeting plans and will be invited to attend:

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

- 1 Additional sets or notification as required for additional participants.

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

Right-of-Way and Utility Meeting Plans

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

1. Title (minus Index of Sheets and Standards)
2. **Final** Typical Section (with assumed thickness)
3. Plan and Profile sheets to include:
 - a. existing topography
 - b. existing right-of way limits from survey
 - c. existing access control from survey
 - d. existing utilities from survey
 - e. final utility ownerships, size and type
 - f. existing grade
 - g. **final** grade
 - h. **final** superelevation
 - i. **final** top of cut/ toe of slope
 - j. existing drainage structures
 - k. preliminary bridge
 - l. final bridge hydraulic information
 - m. existing fencing
 - n. existing driveways
 - o. **final driveway location, width and type with notes**
 - p. city corporate limits from survey
 - q. section, township and range from survey
 - r. **final detour location with horizontal and vertical alignments**
 - s. **final horizontal alignment**
 - t. **new right-of-way**
 - u. **new access control**
 - v. **final structures including storm sewers with notes**
 - w. **new R/W fence requirements**
 - x. **plusses and distances to any potentially effected building**
 - y. **final location of retaining walls and sound walls**
 - z. **Preliminary environmental commitments**
 - aa. **Final traffic sequence**
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. Survey Data Sheets including Utility Data Sheets
6. **Cross Sections**
- a. **final toes**
 - b. **existing utilities**
 - c. **final driveways and notes**
 - d. **final structures including storm sewers and notes**
 - e. **new right-of-way**
 - f. **retaining walls (offset and earthwork)**
 - g. **final detours**

Final Plan Field Review Meeting Guidelines

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

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

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

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

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

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**
- bb. **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. 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 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 Services Division (OSD). OSD 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 OSD. Prices are developed for the reproduced plans so that they may be purchased by contractors interested in developing a bid for the project.

Once OSD's process is completed, and a price has been determined and assigned to the plans, OSD will print two 11" x 17" copies of the plans and one copy of the accompanying submittal package (submittal letter, engineer's preliminary estimate, special provisions, certifications, permits, agreements, etc.) and deliver them to the Office Engineer Division as the project submittal. The Office Engineer Division will review plans for congruity between the bidding proposal and project plans.

Office Engineer Division will also determine which special provisions are needed on a project to match the intended goal during construction. Many 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. A price history of the last six months awarded prices for each pay item is used to keep all average unit prices up to date 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 OSD with adequate time to perform their review, printing, and delivery of the PS&E to Office Engineer Division. Design Engineers and Preconstruction Managers submitting hardcopies of their projects will need to coordinate their submittal so that the PS&E can be hand 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 a transmittal cover letter on behalf of the ODOT Director of Transportation to the FHWA Division Administrator, two sets of 11"x17" plans signed by the Chief Engineer, two proposals, and two preliminary estimates to the FHWA Oklahoma Division Office.

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 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 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:

Bridge Division (complex bridge projects)
Consultants
Environmental Programs Division
FHWA (on Oversight projects)
Field District
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 District	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 District
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 District	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

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 PODI list
Road Closure (check one)? <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Federal Aid / <u>On</u> FHWA PODI 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
Contract Time _____ or Complete by Date _____		Estimate \$ _____	
Flex Start	<input type="checkbox"/> Yes (number of months ____)	<input type="checkbox"/> No	If "No", Why not?
Extension of Notice to Proceed (Traffic Projects)		<input type="checkbox"/> 90 Day	<input type="checkbox"/> 120 Day <input type="checkbox"/> N/A
Delayed Work Order		<input type="checkbox"/> No <input type="checkbox"/> Yes	If "Yes", reason for delay?
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.	

Office Engineer Use Only
(Revised January 29, 2019)

INSTRUCTIONS ON FILLING OUT PROJECT SUBMISSION LETTER:

Date - Indicate the month, day, and year the project is submitted.

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: Interstate, U.S. Highways, State Highways, Local Roads.

Project Number - Fill in the project number listed on the title sheet of the plans. If the project is mandatorily tied, list only the lead project.

JP No. - Fill in the JP number listed on the title sheet of the plans.

Scheduled Letting - Fill in the month and year that the project is to be bid.

Submission - The standard project submission is 90 days before its scheduled letting. Any projects turned in 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 funds are being used to fund the project.
- Federal Aid/Not on FHWA PODI list - federal funds are being used on some or all of the funding for the project, but the project is not on the FHWA Project of Division Interest (PODI) list.
- Federal Aid/On FHWA PODI list - federal money is being used on some or all of the funding for the project, and the project is on the FHWA PODI list.

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.

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).

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.

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 three months from the award date. The Contractor has the “flexibility” to begin construction any time 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 award. If the work order needs to be delayed more than three 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.

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.

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, and representatives from R/W Utilities Branch, R/W Project Management, Project Management Division, Local Government Division, Civil Rights, Environmental Branch, Construction Division, and Federal Highway Administration.

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

Pre-Bid Meeting

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

Conducted by: Office Engineer

Attendees: Office Engineer Division and Construction Division. 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

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 reading of bids.

Conducted by: Office Engineer

Attendees: 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 9:30 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.

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 % & PDF	PROJECT WISE
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

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

FUNCTIONAL CLASSIFICATION

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

EXISTING INFORMATION (Attach Photographic Project Documentation)

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

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

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

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

PERMIT INFORMATION

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

PROPOSED SCOPE

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

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

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

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

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

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

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

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

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

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

SCOPING ESTIMATE

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

ATTACHMENT LIST (Check as applicable):

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

Local Government NEPA Study Checklist

Introduction

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

I. Project Information

The following information must be present:

Federal Aid Project No: State Job Piece No:
County(ies): County Road No. or City Street Name:
Project Description from JPINFO:
Anticipated Let Date:

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

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

II. Description of Existing facility (Roadway) If a roadway project, project description or plans must include the following:

Existing No lanes Shoulders/type (Sod, Paved,etc)
Existing sidewalks (Circle applicable ones) YES/NO LT/RT/BOTHSIDES
Functional classification
Traffic: Present ADT vpd Future ADT (20 year Projection) vpd

III. Description of Existing facility (Bridge) If a bridge project, project description or plans must include the following:

NBIS No.: Location No.:
Existing Bridge Width:
Name of water body or facility crossed (RR, etc):
The bridge is currently (Check all applicable ones)
 Load Posted
 Open to Traffic
 Closed to Traffic

IV Purpose & Need for the Project The reason why the project is needed (Check all that apply)

- Infrastructure Deficiency (Structurally deficient bridge, Poor Pavement, etc.)
- Geometric Deficiency (Functionally obsolete or narrow bridge, Inadequate vertical clearance, Narrow shoulders, sidewalks not meeting ADA requirements, etc.)
- Safety (Provide accident data and describe the feature contributing to accidents)

- Inadequate Capacity (Traffic volume exceeds existing capacity)
- Legislative Mandate (Provide copy of the mandate)
- Other (Economic development, Connectivity, Emergency Repair, etc. Describe).

For ER funded projects, please provide the description of event which qualified the project for ER funds:

V Proposed Work The following must be indicated (Check all that apply)

- Roadway Capacity Expansion(from 2 lanes to 4 or 6 lanes)
- New or offset alignment
- Add/improve shoulders
- Overlay/Pavement repair
- Vertical/horizontal curve corrections
- Signalization
- Auxiliary/Turn lanes
- Sidewalks
- Bridge replacement.
- Bridge rehabilitation
- Other (Describe)

VI. Description of Proposed Improvement Work

Proposed Typical

No of Lanes

Width of Driving Lanes ft Type of Driving Surface (Paved, Gravel, etc.)

Width of Shoulder ft Type of Shoulder (Paved, Gravel, Sod, etc.)

Proposed Bridge

Proposed Structure (Span, RCB, etc.) Proposed Bridge Width ft

Project Description

PROVIDE A BRIEF 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 24th Street to 36th Street, etc.)

VII. Type of Detour The following must be indicated (Check one)

- None, road closed
- Road closed, traffic detoured on existing roads
- Shoofly requiring permanent or temporary new R/W (INDICATE WHETHER SHOOFLY IS LOCATED EAST/WEST/NORTH/SOUTH of Existing Bridge)
- Keep existing facility open (INDICATE WHETHER OFFSET IS TO EAST/WEST/NORTH/SOUTH OF EXISTING ALIGNMENT)

VIII. Location Map

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

IX. Detailed Project Footprint Map (Can be one of the following):

Set of preliminary or P-I-H plans – Include Title, Typical, Plan & Profile sheets, General Bridge Plan sheet, and Cross Sections. Plans should show existing facility and proposed improvements, existing and proposed new R/W, and any temporary R/W expected for shoofly detours or channel work.

OR

Preliminary study area based on **reasonable estimate of proposed/anticipated new/temporary R/W and the proposed typical section including any sidewalks and bridge width.**

The project study footprint should be drawn to scale on a suitably enlarged USGS 7.5 minute quadrangle or a an excellent-quality aerial photograph with a minimum 400:1 scale. Scale and quality must be adequate to

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

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

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

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

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

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

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

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

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

XIV. Historic Bridges

Is the bridge listed as historic (NRHP eligible) in the 2007 Spans of Time (Can be found at <http://www.okladot.state.ok.us/hqdiv/p-r-div/spansoftime/pdfs/survey-phase1.pdf>) ?

- No Yes. If yes, provide the information required to start the Section 4(f) process as per the requirements listed in the Section 4(f) memo from ODOT Cultural Resource Specialist (*Please check with Environmental Programs Division for the latest version*).

XV. Traffic Impact or Alternate Studies

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

XVI. For urban projects

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

XVII. For projects with existing or proposed sidewalks

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

ENVIRONMENTAL REVIEW CANNOT BEGIN UNTIL ALL NECESSARY INFORMATION IS PROVIDED.

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

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

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

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

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

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

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

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

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

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

3. The Bald and Golden Eagle Protection Act (BGEPA) prohibits any actions which disturb/agitate an eagle to the degree that causes or is likely to (1) cause injury, (2) interfere with breeding, feeding or sheltering behavior, or (3) nest abandonment. It is recommended that a professional wildlife biologist to review the proposed action and action area to ensure that the action will not violate the BGEPA. Generally, activities farther than 660 feet from a nest are not restricted. More information on the BEGPA can be found at <http://www.fws.gov/migratorybirds/BaldEagle.htm> .
4. The Migratory Bird Treaty Act prohibits the taking, killing, possession, transportation, and importation of migratory birds, their eggs, parts, and nests except as authorized under a valid permit (50 CFR 21.11). Cliff and Barn Swallows frequently nest on transportation structures. It is recommended that a professional wildlife biologist to review the proposed action and action area to ensure that the action will not violate the MBTA, or the project is planned in such a way to avoid the active nesting season of the swallows. This is typically achieved through plan notes and scheduling. More information on the MBTA can be found at <http://www.fws.gov/laws/lawsdigest/migtrea.html> .
5. To manage environmental risk and liability associated with industrial or hazardous wastes, and to protect public health and workers’ health and safety, an Initial Site Assessment, which consists of an environmental database search, along with a field visit to verify the conditions is recommended. The work generally consists of the following:
 - A. Identification of known or potential hazardous waste sites located in the proximity of the study area (using ASTM E1527-05 radius guidelines): This consists of a database search of both the federal and state environmental records.
 - B. Identification of Above Ground Storage Tanks (AST), Underground Storage Tanks (UST), Leaking Underground Storage Tanks (LUST) Sites and oil wells

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

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

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

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

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

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

A. Archaeological Sites

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

B. Historic Cemeteries

C. National Register of Historic Places (NRHP) properties

Buildings, structures, or districts that have been determined eligible or formally listed on the NRHP that are within or immediately adjacent to the study limits.

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

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

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

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

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

The following procedure is used to identify the impaired waters and sensitive waters.

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

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

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

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

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

RESOLUTION NO. _____

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

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

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

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

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

APPROVED AS TO FORM AND
LEGALITY:

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

_____ Date
District Attorney

ATTEST:

_____ County Clerk
(Seal)

Chairman	Date
Member	Date
Member	Date

COUNTY:

STATE JOB PIECE NO.:

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

PROJECT SUBMISSION TO RIGHT-OF-WAY DIVISION

Off System RW Submission Deliverables from Local Government Division

Typical R/W submission

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

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

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

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

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

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

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

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

For Revisions Send

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

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