

Table of Contents

100 Introduction	1-1
101.0 Overview	1-1
102.0 Project Manager	1-2
103.0 Initial Identification of Projects	1-3
104.0 Federal Oversight Determination	1-4
105.0 Project Classifications	1-4
106.0 Project Definitions	1-4
106.1 Major Projects (14 Step PDP)	1-4
106.2 Minor Projects (10 Step PDP)	1-5
106.3 Minimal Projects (5 Step PDP)	1-5
107.0 Stakeholder / Public Involvement	1-7
108.0 Public Involvement Plan	1-7
109.0 Project Meetings	1-8
110.0 Objectivity	1-8
111.0 Gantt Charts	1-9
112.0 Owner's Manual	1-9
113.0 Related Manuals	1-9
114.0 Roles and Responsibilities	1-9
115.0 Flexibility	1-9
116.0 Transitioning Between a Major and Minor Classification	1-10
117.0 Projects that seem to 'Straddle'	1-10
200 Major	2-1
201 Step 1 - Work with Stakeholders to Understand Problems, Needs, and Goals	2-1
201.1 Project Manager	2-1
201.2 Study Area	2-1
201.3 Stakeholder Involvement	2-1
201.4 Public Involvement Plan	2-2
201.5 Stakeholder Goals and Measures of Project Success	2-2
201.6 Refine the Planning Study Scope of Services	2-2
201.7 Cost Estimates and Milestone Dates	2-2
201.8 Products	2-3
202 Step 2 - Conduct Research and Technical Studies	2-4
202.1 Data Needs	2-4
202.2 Existing Data, Research, and Analysis	2-4
202.3 Base Maps	2-5
202.4 Existing and Future Conditions Analyses	2-5
202.5 Study Area and Logical Termini	2-6
202.6 Red Flag Summary	2-6
202.7 Purpose and Need	2-7
202.8 Products	2-8
203 Step 3 - Identify and Evaluate Conceptual Alternative Solutions	2-9
203.1 Conceptual Alternative Solutions	2-9
203.2 Cost Estimates	2-9
203.3 Conceptual Alternative Solutions Evaluation	2-10
203.4 Products	2-11

Table of Contents

204 Step 4 - Develop Strategic Plan or Planning Study Report	2-12
204.1 Reaching Concurrence	2-12
204.2 Recommended Design Concept and Scope.....	2-12
204.3 Purpose and Need Revisions	2-12
204.4 NEPA Requirements.....	2-13
204.5 Recommended Funding, Timetable, and Delivery Strategy	2-13
204.6 Document the Decision Making Process and Recommendations.....	2-14
204.7 Planning Study Report.....	2-15
204.8 Strategic Plan.....	2-15
204.9 MPO Concurrence and MIS Approval	2-16
204.10 Preliminary Legislation.....	2-17
204.11 Concurrence Point #1 (Final Strategic Plan)	2-17
204.12 Cost Estimates and Milestone Dates.....	2-18
204.13 Products	2-18
205 Step 5 - Develop Conceptual Alternatives.....	2-19
205.1 Public Involvement Issues	2-19
205.2 Scope of Services	2-19
205.3 Corridors for Further Study	2-19
205.4 Environmental Field Studies	2-20
205.5 Conceptual Alternatives Study.....	2-21
205.6 Concurrence Point #2 (Conceptual Alternatives Study)	2-21
205.7 Cost Estimates and Milestone Dates.....	2-22
205.8 Products	2-22
206 Step 6 - Refine Feasible Alternatives	2-23
206.1 Feasible Alternatives and Preliminary Construction Limits.....	2-23
206.2 Refined Environmental Field Studies.....	2-23
206.3 Assessment of Feasible Alternatives.....	2-24
206.4 First Value Engineering Study / First Constructability Review.....	2-24
206.5 Concurrence Point #3 (Assessment of Feasible Alternatives)	2-25
206.6 Cost Estimates and Milestone Dates.....	2-25
206.7 Products	2-25
207 Step 7 - Develop Preferred Alternative	2-26
207.1 Preferred Alternative	2-26
207.2 Scope of Services	2-26
207.3 Refine Design Plans for the Preferred Alternative	2-26
207.4 Environmental Field Studies and Refined Impacts	2-26
207.5 Waterway Permit Determinations	2-27
207.6 Categorical Exclusion, Environmental Assessment, or Draft Environmental Impact Statement Preparation	2-28
207.7 Categorical Exclusion, Environmental Assessment, or Draft Environmental Impact Statement Submission	2-28
207.8 Preferred Alternative Verification	2-29
207.9 Concurrence Point #4 (Preferred Alternative).....	2-29
207.10 Cost Estimates and Milestone Dates	2-30
207.11 Products	2-30

Table of Contents

208 Step 8 - Prepare Environmental Clearance and Develop Stage 1 Design	2-31
208.1 Final Environmental Document.....	2-31
208.2 Scope of Services	2-32
208.3 Finding of No Significant Impact and Record of Decision	2-32
208.4 Stage 1 Detailed Design	2-32
208.5 Proposed Right-of-Way Limits	2-33
208.6 Second Value Engineering Study	2-33
208.7 Final Waterway Permit Applications and Conceptual Mitigation Plans	2-33
208.8 Floodplain Coordination	2-33
208.9 Concurrence Point #5 (Selected Alternative).....	2-34
208.10 Cost Estimates	2-34
208.11 Products	2-34
209 Step 9 - Develop Stage 2 Detailed Design	2-35
209.1 Environmental Commitments and Plan Notes	2-35
209.2 Final Mitigation Plans.....	2-35
209.3 Preliminary Right-of-Way Plans	2-36
209.4 Stage 2 Detailed Design	2-36
209.5 Second Constructability Review	2-37
209.6 Cost Estimates	2-37
209.7 Products	2-37
210 Step 10 - Complete Right-of-Way Plan and Begin Acquisition	2-38
210.1 Final Right-of-Way Plans	2-38
210.2 Final Right-of-Way Tracings	2-38
210.3 Right-of-Way Acquisition.....	2-38
210.4 Right-of-Way / Utility Coordination Milestone	2-39
210.5 Environmental Mitigation and Utility Relocation.....	2-39
210.6 Cost Estimates	2-40
210.7 Products	2-40
211 Step 11 - Develop Stage 3 Design	2-41
211.1 Stage 3 Detailed Design	2-41
211.2 Environmental Consultation Form	2-41
211.3 Cost Estimate.....	2-41
211.4 Products	2-41
212 Step 12 - Prepare Final Plan Package	2-42
212.1 Final Tracings.....	2-42
212.2 Final Plan Package	2-42
212.3 Milestone for Final Tracing Approval	2-42
212.4 Cost Estimate.....	2-43
212.5 Products	2-43
213 Step 13 - Award Contract	2-44
213.1 Plans, Specifications, and Estimates Package.....	2-44
213.2 Final Legislation	2-44
213.3 Federal Authorization.....	2-44
213.4 Advertisement	2-44
213.5 Pre-Bid Questions	2-45
213.6 Contract Award	2-45
213.7 Products	2-45

Table of Contents

214 Step 14 - Construct Project	2-46
214.1 Pre-Construction Conference and Coordination.....	2-46
214.2 Project Site Plan	2-47
214.3 Value Engineering Change Proposals.....	2-48
214.4 Acceptance of Materials.....	2-48
214.5 Construction.....	2-48
214.6 Final Acceptance	2-49
214.7 Post-Construction Conference and Activities	2-49
214.8 Products	2-50
300 Minor	3-1
301 Step 1 - Develop Purpose and Need	3-1
301.1 Kick-off Meeting	3-1
301.2 Study Area	3-1
301.3 Stakeholder Involvement and PIP	3-1
301.4 Site Visit	3-2
301.5 Technical Studies.....	3-2
301.6 Red Flags.....	3-2
301.7 Secondary Source Documentation	3-3
301.8 Purpose and Need	3-3
301.9 Cost Estimates and Milestone Dates.....	3-4
301.10 Products	3-4
302 Step 2 - Determine Scope, Schedule, and Budget	3-5
302.1 Alternative Identification and Evaluation.....	3-5
302.2 Project Scope.....	3-5
302.3 Project Schedule and Budget	3-6
302.4 Preliminary Legislation.....	3-6
302.5 Environmental Documentation Determination	3-6
302.6 Concurrence Point #1 (Scope, Schedule, and Budget).....	3-7
302.7 Cost Estimates and Milestone Dates.....	3-8
302.8 Products	3-8
303 Step 3 - Perform Environmental Analysis and Begin Preliminary Engineering	3-9
303.1 Property Owner Notification	3-9
303.2 Minor Project Preliminary Engineering and First Constructability Review.....	3-9
303.3 Utility Identification and Railroad Coordination	3-10
303.4 Environmental Field Studies	3-10
303.5 Preferred Alternative	3-12
303.6 Waterway Permit Determinations	3-12
303.7 Draft Categorical Exclusion.....	3-13
303.8 Concurrence Point #2 (Scoping for Detailed Design).....	3-13
303.9 Cost Estimates and Milestone Dates.....	3-13
303.10 Products	3-13
304 Step 4 - Prepare Environmental Clearance and Develop Stage 1 Design	3-14
304.1 Environmental Field Studies	3-14
304.2 Stage 1 Detailed Design	3-14
304.3 Property Owner Notification	3-15
304.4 Final Waterway Permit Applications and Conceptual Mitigation Plans	3-15
304.5 Floodplain Coordination	3-16

Table of Contents

304.6 Environmental Commitments Summary	3-16
304.7 Final Categorical Exclusion.....	3-16
304.8 Director's Authorization.....	3-16
304.9 Cost Estimates.....	3-16
304.10 Products.....	3-16
305 Step 5 - Develop Stage 2 Design Plans	3-17
305.1 Stage 2 Detailed Plans	3-17
305.2 Second Constructability Review	3-17
305.3 Preliminary Right-of-Way Plans.....	3-18
305.4 Final Mitigation Plans.....	3-18
305.5 Cost Estimates.....	3-18
305.6 Products.....	3-18
306 Step 6 - Complete Right-of-Way Plan and Begin Acquisition	3-19
306.1 Final Right-of-Way Plans	3-19
306.2 Final Right-of-Way Tracings	3-19
306.3 Right-of-Way Acquisition.....	3-19
306.4 Right-of-Way / Utility Coordination Milestone	3-20
306.5 Environmental Mitigation and Utility Relocation.....	3-20
306.6 Cost Estimates.....	3-21
306.7 Products.....	3-21
307 Step 7 - Develop Stage 3 Design	3-22
307.1 Stage 3 Detailed Design Plans	3-22
307.2 Environmental Consultation Form	3-22
307.3 Cost Estimate.....	3-22
307.4 Products	3-22
308 Step 8 - Prepare Final Plan Package.....	3-23
308.1 Final Plan Package	3-23
308.2 Milestone for Final Tracing Approval	3-23
308.3 Cost Estimate.....	3-23
308.4 Products	3-23
309 Step 9 - Award Contract	3-24
309.1 Process	3-24
309.2 Plans, Specifications, and Estimates Package.....	3-24
309.3 Final Legislation	3-24
309.4 Federal Authorization.....	3-25
309.5 Advertisement	3-25
309.6 Pre-Bid Questions	3-25
309.7 Contract Award	3-25
309.8 Products	3-25

Table of Contents

310 Step 10 - Construct Project	3-26
310.1 Pre-Construction Conference and Coordination.....	3-26
310.2 Project Site Plan	3-28
310.3 Value Engineering Change Proposals.....	3-28
310.4 Acceptance of Materials.....	3-28
310.5 Construction.....	3-29
310.6 Final Acceptance	3-29
310.7 Post-Construction Conference and Activities	3-29
310.8 Products	3-30
400 Minimal	4-1
401 Step 1 - Determine Scope, Schedule, and Budget	4-1
401.1 Process	4-1
401.2 Preliminary Legislation.....	4-1
401.3 Site Survey and Red Flags	4-1
401.4 Design Scope.....	4-2
401.5 Cost Estimates and Milestone Dates.....	4-2
401.6 Public Involvement Plan.....	4-2
401.7 Concurrence Point #1 (Scope, Schedule, and Budget).....	4-2
401.8 Products	4-2
402 Step 2 - Develop Stage 3 Detailed Design Plans	4-3
402.1 Stage 3 Detailed Design Plans	4-3
402.2 Cost Estimates.....	4-3
402.3 Products	4-3
403 Step 3 - Prepare Final Plan Package	4-4
403.1 Final Tracings and Final Plan Package	4-4
403.2 Milestone for Final Tracing Approval	4-4
403.3 Cost Estimate.....	4-4
403.4 Products	4-4
404 Step 4 - Award Contract	4-5
404.1 Plans, Specifications, and Estimates Package.....	4-5
404.2 Final Legislation	4-5
404.3 Federal Authorization.....	4-5
404.4 Advertisement.....	4-5
404.5 Pre-Bid Questions.....	4-6
404.6 Contract Award	4-6
404.7 Products	4-6
405 Step 5 - Construct Project	4-7
405.1 Pre-Construction Conference and Coordination.....	4-7
405.2 Value Engineering Change Proposals.....	4-9
405.3 Acceptance of Materials.....	4-9
405.4 Construction.....	4-9
405.5 Final Acceptance	4-10
405.6 Post-Construction Conference and Activities	4-10
405.7 Products	4-11

Table of Contents

Appendix A - PDP Graphics

Appendix B - Review Matrices

Appendix C - Review Times

Appendix D - Technical Manuals

Appendix E - Acronyms

Appendix F - Glossary

Appendix G - Gantt Charts

Appendix H - Red Flag Summary