

Schedule Planner Worksheet			
Stage	Range of Time (months)	Estimated Time (months)	
		Min.	Max.
<b>Stage 0 - Planning</b>			
<i>MPO - Urban Systems Program</i>			
Selection Process (MPO)	4 - 12 months	4	12
Develop Stage 0 Check list (LPA)	Up to 3 months	0	3
Approval of Stage 0 Checklist (DOTD)	3 - 6 months	3	6
DOTD project number assigned (DOTD)	1 day - 2 weeks	0	0.5
<b>Total MPO - Urban Systems</b>		<b>7</b>	<b>21.5</b>
<i>Other Programs</i>			
Develop Application (LPA)	1-3 months	1	3
Selection Process (DOTD)	2-6 months	2	6
<b>Total Other Programs</b>		<b>3</b>	<b>9</b>
<b>Stage 1 - Environmental</b>			
<i>MPO - Urban Systems Program</i>			
Complete traffic studies, <i>if needed</i>	3 - 12 months		
Prepares environmental document (LPA)	2 months - 12 months	2	12
CE Solicitation of Views (LPA)	2 - 3 months		
Process & obtain <b>federal</b> approval of the document (DOTD)	2 -3 months	2	3
CE Approved (DOTD)	1 - 2 months		
PCE (DOTD clears)	1 -2 month		
<b>Total MPO - Urban Systems</b>		<b>4</b>	<b>15</b>
<i>Other Programs</i>			
Prepares environmental document (LPA)	1-3 months	1	3
CE Solicitation of Views (LPA)	2-3 months		
Process & obtain federal approval of the document (DOTD)	2-3 months	2	3
CE Approved (DOTD)	1-2 months		
PCE (DOTD clears)	1-2 months		
<b>Total Other Programs</b>		<b>3</b>	<b>6</b>
<b>Stage 2 - Funding</b>			
Approval by Council (match)	dependent upon LPA		
TIP Amendments	1 - 4 months		
<b>Stage 3 - Preconstruction</b>			
<b>Consultant Selection &amp; Contract</b>			
<i>DOTD Selects (Fed money)</i>			

Submits scope of services and man-hours (LPA)	1 - 2 months	1	2
Reviews scope and man-hours (DOTD)	1 - 2 months	1	2
Prepares & advertises contract (DOTD)	1 month	1	1
Selects the consultant with input from entity (DOTD)	5 months	5	5
Prepares contract (DOTD)	1 - 1 1/2 months	1	1.5
Executes contract (LPA)	1 month	1	1
Provides schedule & budget (LPA)	throughout the life of the contract		
Reviews, approves & transmits invoices to DOTD (LPA)	monthly basis		
Processes & pays invoices (DOTD)	1 month		
Monitors the contract time & requests any extensions /suspensions (LPA)	throughout the life of the contract		
<b>Total additional time if DOTD selects consultant</b>		<b>10</b>	<b>12.5</b>
<b>LPA Pays (Selects)</b>			
Preliminary Plans			
<i>MPO - Urban System Projects</i>			
Completes predesign form (LPA)	1 week	0.25	0.25
Schedules & chairs predesign meeting (DOTD)	2 weeks	0.5	0.5
Attends predesign meeting (LPA)	1 day		
30% Submittal	1 month	1	1
30% Review	1 1/2 - 2 months	1.5	2
60% Submittal (Geometrics, Hydraulic)	1 month	1	1
60% Review (DOTD)	1 1/2 - 2 months	1.5	2
90% Submittal (required for all submittals)	1 month	1	1
Schedules & chairs PIH (DOTD)	2 - 3 months	2	3
DOTD distributes Field Inspection notes	1 month	1	1
100% Submittal - LPA reviews plans to ensure comments have been incorporated*	1 month	1	1
<b>Total - MPO - Urban Systems Preliminary Plan Development</b>		<b>10.75</b>	<b>12.75</b>
<i>Other Programs</i>			
90-95% Submittal (LPA)	3 - 6 months	3	6
90-95% Review	2 - 3 months	2	3
Field Inspection	2 - 3 months	2	3
<b>Total - Other Programs Preliminary Plan Development</b>		<b>7</b>	<b>12</b>
Final Plans			
<i>MPO - Urban System Program</i>			
60% Submittal (Geometrics, Hydraulic)	1 month	1	1
60% Review (DOTD)	1 1/2 - 2 months	1.5	2
Advanced Check Print (95%) Submittal (LPA)	1 month	1	1
Advanced Check Print (95%) Review (DOTD)	2 - 3 months	2	3
100% Submittal -stamped, signed & dated final plans, cost estimate & calculations (LPA)	1 - 3 month	1	3
<b>Total - MPO - Urban Systems Final Plan Development</b>		<b>6.5</b>	<b>10</b>
<i>Other Programs</i>			

90-95% Submittal (ACP) - LPA reviews plans to ensure comments have been incorporated	1 - 3 months	1	3
90-95% Review (ACP) - DOTD verifies all comments have been incorporated	1 - 3 months	1	3
100% Submittal -(LPA submits final documentation with all needed information - stamped, signed & dated final plans, cost estimate & calculations)	1 - 3 months	1	3
<b>Total - Other Programs Final Plan Development</b>		<b>3</b>	<b>9</b>
<b>Throughout Plan Development required items that can be process coincidentally but must be completed prior to 100% plan submittal</b>			
Entity-State Agreement Processing (DOTD)	1-3 months		
Entity-State Agreement Processing (Entity)	2-5 months		
Obtain all Permits (Environmental & RR) (LPA)	6-12 months		
RR Agreement (Start in Stage 0 - Finish in final plans) (LPA)	6 - 12 months		
Utility Agreements (clearances & certification documentation) (LPA)	6 - 12 months		
Ensures permits & utility clearances are obtained (DOTD)	1 month		
Completes non-standard pay item request (LPA)	2 months		
Processes non-standard pay item requests (DOTD)	2 months		
Right-of-way Maps	6 months		
Right-of-way Purchase	6 - 12 months		
<b>Stage 4 - Letting</b>			
Bid Package Preparation	3 months	3	3
Advertised	1 month	1	1
Bid/Bid Review	1 month	1	1
Award/Execute Contract (Notice of Contract Execution NOCE)	1 month	1	1
Project Set-up Meeting prior to preconstruction conference (DOTD & LPA)	At least 2 weeks before Preconstruction Conference		
Preconstruction Conference	Is scheduled prior to the NTP		
NTP	Max 1 month from NOCE	0	1
<b>Total - Letting</b>		<b>6</b>	<b>7</b>
<b>Stage 5 Constructon</b>			
Construction of project	3-36 months	3	36
Final Inspection	0.5 months	0.5	0.5
Project Closeout	1 month	1	1
<b>Total</b>		<b>4.5</b>	<b>37.5</b>