

ENGINEERING DIRECTIVES AND STANDARDS

Volume : I Revision Date : 12/20/1988
 Chapter : 1 Subject : **PROCEDURE FOR COMPLETION OF PLANS, PROPOSALS AND COST ESTIMATES
 FOR CONSTRUCTION PROJECTS**
 Section : 1
 Directive : 3

1. **PURPOSE:** This directive is intended to establish deadlines for completion and approval of plans, proposals, cost estimates and all other necessary actions so the project bid package is available to bidders thirty (30) days prior to scheduled letting.
2. **SCOPE:** This directive covers all Federal-Aid and State construction projects that are handled in a routine manner. Large complex projects may require special handling and more time for completion.
3. **PROCEDURE:** Timetables (see Attachment Sheets 1-3) have been prepared for processing, taking into consideration Federal Aid projects (Department designed and consultant designed) and State Projects (Department design and consultant designed).
4. **IMPLEMENTATION:** The implementation of this directive will be the responsibility of the Director of Planning and Design and all section heads involved in the preparation and review process. Each section head is expected to comply with these timetables to the greatest extent possible.
5. **OTHER ISSUANCES AFFECTED:** EDSM No. I.1.1.3, dated July 24, 1984, and all other directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.
6. **EFFECTIVE DATE:** This directive will become effective immediately.

TIMETABLE FOR PROCESSING SCHEDULES OF FEDERAL-AID AND
STATE PROJECTS

TIME PRIOR TO LETTING (WEEK)

| A* | B* | C* | D |
|----|----|----|----|
| 22 | 20 | 19 | 17 |

UNCHECKED FINAL PLANS (AND ADVANCE CHECK PRINTS) TO BE COMPLETED AND DISTRIBUTED FOR REVIEW:

Prints shall be made of the completed, unsigned and unchecked plans and sent by memorandum to the Contracts and Specifications Section, Construction Section, appropriate District Administrator, FHWA, FAA and other required agencies and sections as required requesting their review and comments by memorandum. For comments to be considered they must be marked on the review plans or stated in a memorandum.

At this time, required action concerning right-of-way, utilities, environmental clearances and other permits and agreements will be complete or in the advanced stages of completion.

18 16 15 13

PLAN REVIEW TO BE COMPLETED AND COMMENTS SENT TO DESIGN:

Plan review comments shall be evaluated and plans finalized.

TIME PRIOR TO LETTING (WEEK)

A* B* C* D*

14 14 11 11

FINAL PLANS TO BE SENT TO CONTRACTS AND SPECIFICATIONS SECTION:

Final plans shall be transmitted by memorandum to the Contracts and Specifications Section for proposal and advance notice preparation.

11 11 8 8

PROPOSAL COMPLETED AND DISTRIBUTED FOR REVIEW.

The completed proposal shall be sent to Design Section, Construction Section, appropriate District Administrator, FHWA, FAA and other required agencies and sections by memorandum as required, requesting their review and comments in writing within two weeks.

After the deadline has passed for receipt of comments, final plans and construction estimates will receive required signatures and stamps including Chief Engineer's approval.

9 9 8 8

PLANS AND ESTIMATE APPROVED BY CHIEF ENGINEER; PROPOSAL REVIEW COMPLETED; P.S. AND E. PACKAGE SUBMITTED TO PROPER FEDERAL AGENCY AS REQUIRED.

At this point, plans and estimates have been signed by the Chief Engineer and original plans have been transmitted to General Files.

All requirements concerning right-of-way, utilities, environmental clearances and other permits and agreements have been completed.

TIME PRIOR TO LETTING (WEEK)

A* B* C* D*

9 9 8 8

Project letting date has been authorized and advance notice scheduled for mailing a minimum of thirty days prior to letting.

Proposal review comments evaluated and proposal finalized.

P.S. and E. package finalized and transmitted to proper Federal agency as required. After P.S. and E. approval, project will be scheduled for legal advertisement.

Plans and estimates will not be revised after this time without proper notification and approval by the Director of Planning and Design or his designated representative.

THIRTY DAYS

FINAL PLANS AND PROPOSAL AVAILABLE TO BIDDERS:

Bid package including complete plans and bid proposal must be available in the Project Control Section for distribution to bidders by this time or project will be withdrawn from letting and rescheduled.

- *A = Federal-Aid Projects-Consultant Designed
- *B = Federal-Aid Projects-Department Designed
- *C = State Projects - Consultant Designed
- *D = State Projects - Department Designed

NOTE: Please pay special attention to Special Provisions in proposal and notes on plans.