CHAPTER ONE

PROJECT DEVELOPMENT PROCESS

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- Highway Design Guide - National Standards

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Chapter One

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Chapter One
PROJECT DEVELOPMENT TEAM PROCESS

1-1 INTRODUCTION

This chapter outlines the typical steps involved in the development of a project for the Urban & Arterial Highway Program. This chapter provides a reference for those involved in the delivery of projects, and provides for some consistency in the way we do things. The process is expected to evolve as we discover better ways to do things, and it will be important for team members to stay current.
The process is laid out in the order that a project will flow through the process. It explains all Milestones and Activities that are encountered. The Activities' numbers, when listed, correspond to the activity numbers used on Pay and Expense Vouchers.

Glossary of terms used in this chapter.

Regional Team – For the U&AH Program, this team consists of individuals with varied functional backgrounds. Typically; Design, Construction, Right of Way, Utilities, Geotechnical are represented. Each team has clerical support and is led by a Project Manager. ENV provides a dedicated liaison to their Bureau that interacts with the U&AHP teams.
Project Team – A group of individuals responsible for delivery and construction of a particular project. This team can be supplemented by outside consultants for various functions when needs arise.
Core Group – This group is led by the Project Manager and consists of the Project Manager, Assistant Project Manager, and the Appraiser III. This group is responsible for schedule, budget and scope decisions for all projects assigned to each Regional Team.
Project Team Meeting – This meeting is project specific and involves appropriate team and resource members.
Management Team – The Management Team consists of the Program Manager, Assistant Program Manager, Function Managers and Project Managers. The Core Management Team consists of the Program Manager, Assistant Program Manager, Construction and Design Support Managers.

1-2 NON-ACTIVITY MEETINGS

Several meetings are specifically scheduled to happen at a particular phase in the process and are detailed later on in the chapter when they occur. However, there are several types of meetings that may take place at any time throughout the process.

Coach Point Meeting – If, at any point in the process, the Team needs a decision beyond the scope of its authority (typically scope, budget, schedule, project viability), any member may request a Coach Point Meeting. Program Managers and other experts from the appropriate functions and levels of authority will be invited to attend, and they will work with the Team to identify the appropriate course of action.

Team Meeting – These meetings should be set at a regular interval such as every week, every other week or the first and third Tuesdays of every month. These meetings can be a good forum for specific project meetings such as the Initial Team Meeting, the Midway Team Meeting and the Final Team Meeting. Team Meetings can be held in the building, on site or at any other suitable location. The following ground rules, or a similar set agreed upon by the team, should be followed.

Team ground rules:

- All Members are invited and are expected to attend.
- An agenda and backup information is provided.
- Consensus is used for decision making.
- Minutes are taken and distributed.
- Other ground rules may be utilized as agreed upon by the Team.

Program Project Progress Meeting – The Program Management Team and each Core Team will attend a monthly meeting. The purpose of the meeting is to update Program Management on the progress of the projects due to be advertised in the next 12 month period.

Public Informational Meeting - If the project had been identified as having a "substantial public interest" an informational meeting or hearing may be necessary to update the public on the project's progress.

1-3 TEAM MEMBER EXPECTATIONS

Throughout the project development process there are certain responsibilities that are incumbent on each member of the Team.

- The Project Manager is responsible for keeping the schedule and budget up to date.
- The Project Manager notifies Program Management about any schedule and budget changes that affect the project, so that reporting systems can be updated.
- The Team Members will provide guidance to the Project Manager and Team as to their progress and when they need assistance to continue with the project. This should be done well in advance of the point of need.
- The Team is responsible for managing the project within budget and finding ways to further reduce costs even below original budget. If the Team reaches a point where the project budget

will not balance through reallocation of funds among the team's assigned projects, then the Project Manager should seek assistance from the Assistant Program Manager. For further guidance, see Administrative Policy Memorandum 161 (APM 161, dated 6/18/97). Throughout the budget management process, there should be consultation with members affected by proposed changes in the budget line items. Communication with all team members is crucial in developing realistic cost estimates.

When I serve on a team, I accept my responsibility to:

- ✓ participate and communicate;
- ✓ be a proactive problem-solver;
- ✓ be prepared and be ready to make decisions;
- ✓ think beyond my discipline;
- ✓ trust and respect; and be accountable for Team performance.

1-4 PROJECT DEVELOPMENT PROCESS

A Scoping Report is provided to the Urban & Arterial Highway Program by Planning prior to kickoff. A meeting with Planning at this time is discretionary.

Urban & Arterial Highway Program reviews the Sensible Transportation Policy Act level, the expected NEPA level (with input and advice from ENV), and the previously established kickoff date to determine if any adjustments are required, and identifies the public participation process to be used based upon established criteria.

Activities;
ACTIVATE PCE FUNDS
The Project Manager ensures that the Kick-off date is valid. At this point funds need to be activated through the Capital Resources Group within the Bureau.

1-4.1 Milestone PROJECT KICKOFF

The project has officially begun. (This should not be confused with the Initial Team Meeting, which comes later.) The project is assigned to the respective Arterial Team Region. The Project Manager reviews all information received from Planning, and may meet with a planning representative or with Regional Planners. This meeting can provide the Project Manager with

additional information pertaining to the project scope, funding, commitments, or any other background information that may not be clear.

The Project Manager and the Team Members begin collecting preliminary data. As much preliminary information as possible is gathered in preparation for the Initial Team Meeting.

Activities;

R 35 EXISTING R/W OWNERSHIP

Valuation and Zoning data are compiled from Maine DOT, Town and MARETA files. The research section compiles tax maps and assessments, Property Owner mailing list and other Right of Way information. The Right of Way scoping report is put together.

R 38 INITIAL UTILITY CONTACTS

The first letter to Utilities and Railroads is sent out. A list of Railroads and Utilities is sent to the Project Manager, Designer and Survey Coordinator. The Survey Section confirms locations of the Utilities in the field. Traffic and Multi-modal facilities within the Project Limits are identified and Utility related accidents are compliled.

INITIAL CONTACTS TOWN, FEDS, MPOs

The Project Manager contacts the municipality and other Local and Regional Planning Organizations.

S 45 PRELIMINARY SURVEY

The scope of the project is verified by the Survey Section. The GPS control is set and existing Right of Way and Survey plans gathered. The Survey Section obtains the Utility Contacts and Property Owner Lists. The Utility companies are notified through Digsafe or other means to mark their underground facilities. MX and MicroStation models are then created, edited and transmitted to the Team

D 20 PRELIMINARY DATA GATHERING (DESIGNERS)

Any existing plans from the vault are acquired. Discussions with Maintenance and Operations and Municipal Officials should begin in order to better understand Project parameters.

G 25 PRELIMINARY GEOTECH INFORMATION PHASE I

The Geotech Team Member reviews the geology maps and requests existing Utility information from the Utility Team Member. The existing soil reports are reviewed for relevant information such as plans and borings.

E 40 PHASE I ENVIRONMENTAL EVALUATION

At this stage the Preliminary Wetland Delineation, Preliminary Surface Water Evaluation, Preliminary Hazardous Waste Assessment, Preliminary Landscape Scoping, Preliminary

Mitigation Planning, 106 Identification and 4F Preliminary Identification are set. Initial Fisheries comments are sought.

PRELIMINARY DATA GATHERING (GENERAL)

The Team Members also begin to prepare their budget for the project. An initial field inspection or Coachpoint meeting may also take place at this time in order to confirm the scope.

Ongoing contact with the municipality is necessary to keep them informed of progress.

Maintenance representatives from the Division Office (usually the Division Traffic Engineer and the project area Maintenance Foreman or Bridge Manager) are contacted for their initial comments and concerns.

On projects with federal oversight, either the FHWA Design & Pavement Management Engineer or the FHWA Bridge Engineer must be contacted for their comments or concerns.

Many of these initial contacts may be addressed through an initial field inspection.

1-4.2 Milestone INITIAL TEAM MEETING

This Point of Communication is done as a meeting with all Team Members, and should occur for all projects. The meeting should be arranged to allow all Team Members to be present. At this meeting, all information gathered by the Team is shared and discussed to help identify constraints. The feasibility of the Master Schedule is reviewed along with the setting of the Milestone Dates and the Project Budget.

Activities;

R 35 BASE R/W MAPPING

Property Owner Reports, Survey, Titles and Tax Maps are gathered. Existing Property Lines and Right of Way is plotted on the survey.

D 25 PRELIMINARY DRAINAGE DESIGN

Regional Hydrology is requested from ENV. Rough flows are calculated and initial pipe sizes and locations are determined. The Designer and Geotech often take a field trip to see how the existing drainage functions. Preliminary recommendations are given to the team.

R38 PRELIMINARY UTILITY COORDINATION

A field inspection to look at existing Utilities is conducted. Comments received from the Utility companies are reviewed and it is determined if more survey is required for utility concerns.

T 20 PRELIMINARY TRAFFIC DESIGN

The Traffic Section supplies design considerations to the Designer who incorporates them into the design.

G 45 PRELIMINARY GEOTECH INFORMATION PHASE II

The Geotechnical Team Member requests borings. The boring logs are evaluated and preliminary recommendations are developed.

E 40 PHASE II ENVIRONMENTAL EVALUATION

Initial project information is delivered to the environmental specialty groups for comments. These comments are reviewed and delivered to the Team. At this time, an Interagency Meeting may be required between the DOT, state and Federal Environmental Agencies such as the Department of Environmental Protection, Department of Inland Fisheries, Wildlife and the Department of Marine Resources, Army Corps of Engineers and Environmental Protection Agency.

D 20 PRELIMINARY ALIGNMENT DESIGN

Based on the input from the Team, the designer develops the initial horizontal and vertical alignment. This alignment is shared with the Team and others as listed below for comments. There is a ten day comment period and everyone is expected to respond. By providing the alignment proposal at this stage, Team members will have advanced opportunity to review the proposal and consider any potential impacts from their perspective. Adjustments are made as warranted.

The alignment is distributed to the following:

- Project Team
- Program Management
- Bureau of Maintenance of Operations:
  - Regional Office
  - Highway/Bridge Maintenance Divisions (as appropriate)
  - Traffic Engineering Division
- Bureau of Project Development:
  - Assistant Director
  - Program services
- FHWA (on projects w/federal oversight)

A Team Meeting may be conducted as a follow-up to the distribution process. When it is expected that there will be substantial comments, a Team Meeting may take the place of the distribution process.

PRELIMINARY PUBLIC MEETING

The Project Manager schedules the meeting and notifies the Public Hearing Section or has the Team produce the Public Hearing Plan. Public Notice will be given in accordance with the National Environmental Policy Act (NEPA) and the Sensible Transportation Policy Act (STPA), if applicable. At this meeting, information already made known to the Project Manager is shared, along with the gathering of information from the Public. The Project Manager acts as the moderator and other Team Members may attend if appropriate. In some cases, this meeting may determine that a later full Public Meeting will not be necessary. After the meeting, the Project Manager communicates to the Team a summary of the input received. The Project Manager and Team members should review the transcript and follow-up with the public and municipality if necessary.

Then, the Project Manager and Team can begin utilizing all the information obtained to continue developing the project. Data and Public input are considered as all reasonable alternatives are investigated. The amount of preliminary engineering may vary between alternatives depending upon the continued viability of an alternative.

1-4.3 Milestone PRELIMINARY ALIGNMENT COMPLETE

It is expected that the Team has addressed all comments and concerns with regards to alignment. The alignment will remain unchanged through the remainder of the project development process. Any change to the alignment from beyond this step would essentially bring the project back to this point.

The Team will select the recommended alternative and the Preliminary Plan will be developed. The reasons for dismissal of other alternatives are discussed in the Preliminary Design Report's Summary of Engineering. This Preliminary Plan is a working document that should de reflective as to the context in which the Project is scoped and developed. The Preliminary Design Report development begins with the most general project information and continues to be developed throughout the process, with input from all Team Members.

Activities;

R 47 RELOCATION PLANNING

Preliminary Design and Proposed Right of Way cost data are compiled. It is determined if there will be any relocations due to the Project. If there are, a Preliminary Relocation Report and cost estimate are compiled. ENV is informed and the Property Owners are initially contacted.

R 53 PRELIMINARY R/W MAPPING

Data from the Preliminary Plan and Utility Coordinator are compiled to develop the proposed Right of Way.

R 38 ASSESS UTILITY R/W NEEDS

The Utilities are met with to discuss their Right of Way needs and these are communicated to the Mapper.

D 35 PRELIMINARY PLAN DEVELOPMENT

The Designer develops the 'gross' impacts for the approved alignment based on public input and Team comments. These are defined as impacts that do not take into effect constrictions due to Right of Way, Environment and other areas. The intent is to develop a baseline for use in defining minimization.

E 40 PHASE III ENVIRONMENTAL EVALUATION

The Hazardous Waste Plan, Long-term BMPs, Stormwater Analysis, Landscape Plan, Wetland Mitigation Plan, Property Assessment and Work Windows are developed. The level of Permit is determined and the draft permit written. Information is passed on to outside agencies.

Activities;

PRELIMINARY PLAN COMPLETE

R 47 R/W COST ESTIMATES

Right of Way Impacts and Valuation Data are gathered and the Right of Way cost estimate is compiled.

R 38 IDENTIFY UTILITY CONFLICTS

Aerial and underground Utility conflicts with the preliminary plan are identified.

MUNICIPAL FUNDING COORDINATION

The Municipalities are contacted and a draft Municipal Agreement written if necessary.

R 47 MAJOR IMPACTS CONTACT

Preliminary Design and Proposed Right of Way information are reviewed. If there are major impacts to properties, the affected Property Owners are contacted.

D40 PRELIMINARY CONSTRUCTION ESTIMATE

The Designer and Detailer develop rough quantities and costs and provide them to the Project Manager. The Estimate is incorporated into the Preliminary Design Report.

DRAFT PDR DISTRIBUTION

The PDR is distributed for comments within a 10 working day period. The PDR components distributed are a 2 page recommendation form, summary of preliminary engineering including

any design exceptions anticipated, and summary of avoidance and minimization measures included. The Preliminary Plan is also included in this distribution.

These will be distributed to the following:

- Project Team
- Program Management
- Bureau of Planning, Research and Community Services
- Bureau of Maintenance of Operations:
  - Regional Office
  - Highway/Bridge Maintenance Divisions (as appropriate)
  - Traffic Engineering Division
- Bureau of Project Development:
  - Assistant Director
  - Programming/Financing
  - Program services
- FHWA (on projects w/federal oversight)

The Project Manager collects and analyzes comments received on the PDR proposal. If no comments or only minor comments are received, the necessary adjustments are made to the PDR and Preliminary Plan. If significant comments are received, the Team will meet to review and address these comments. Final comments will be incorporated into the PDR and Preliminary Plan. If the Team has determined that the comments from the PDR lead to decisions outside the Team's discretion, a Coach Point Meeting may be held. Schedule and budget adjustments are requested from Program Management as necessary to accurately reflect the approved project scope.

Activities;

FORMAL PUBLIC MEETING

The project details are presented to the public by the Project Manager and other Team Members as appropriate. This could be a Public Meeting and/or a letter to the municipalities. The Public's comments and concerns are received. If a Public Meeting is held, the Project Manager communicates a brief summary of the Public Meeting to the Team.

Depending upon the comments received at the Public Meeting, a Coachpoint Meeting may be required. The Public concerns are reviewed and the project takes the appropriate course.

This is the last time that input into the scope of the project, alternative chosen and major design features such as roadway width, type of foundation, gravel or paved shoulders, alignment or type of structure will be considered. Once the Team is satisfied with the PDR and Preliminary Plan, only final design details normally will remain at issue.

MUNICIPAL AGREEMENTS

The Municipal Agreement is updated to reflect the current estimate and any commitments that should be recorded, then distributed to the municipality for approval.

NEPA COMPLETE

Environmental Process: A reference for team members outlining the ENV process is the "Project/Activity Clearance Status and Environmental Summary Sheet." Historical/archeological sign off must be complete prior to NEPA documentation. Documentation consists of completion of either a Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement. Documentation must be complete before Negotiation and Acquisition activities can occur.

PDR COMPLETE READY FOR FINAL DESIGN

The PDR is signed by the Program Manager, as ready for Final Design. Any Design Exceptions have been documented in the PDR and, when the Project has federal oversight, needs to be signed off by an FHWA representative.

1-4.4 Milestone MIDWAY TEAM MEETING

Once input from the Public Meeting is obtained, and before final design begins, another project status update takes place to keep the Project Team informed of the project's progress. This meeting is highly recommended for most projects. If additional survey is needed, the Project Manager submits an additional survey request to the Survey Coordinator.

Final Design Begins: Once a decision is made to proceed with final development of the project after public participation, final design begins. At this time, the scope and applicable standards have been determined, and the PDR has been approved. It is expected that the Team has addressed all comments and concerns and that the scope and standards will remain unchanged through the remainder of the project development process.

Activities;

R65 VALUATION

It is determined if the waver process will be used as the Damage Estimate is compiled. The Appraisal report is put together.

R68 NEGOTIATION

Negotiation with the Property Owners takes place.

D 45 FINAL HIGHWAY DESIGN

The design is refined based on comments from the Public and the Team. The Geometrics, Details and Drainage are refined. Special details and special provisions are written as the plans are created.

T25 FINAL TRAFFIC DESIGN

Final recommendations from Traffic are incorporated into the plans by the Designer.

G50 FINAL GEOTECH DESIGN/REPORT

Recommendations on settlement and wall details are developed. (If additional borings are needed to supplement previous findings, they are requested at this stage.) The Final Soils Report is written.

E50 PHASE I ENVIRONMENTAL COORDINATION

The BMP locations, Impacts and Mitigation Plan are finalized. The final Permit Application is submitted. Special Provisions 105, 656 and Hazardous Waste are finalized. Erosion and Sedimentation Control quantities, Hazardous Waste quantities and Landscape Items are estimated. Well sampling is started.

1-4.5 Milestone PLAN IMPACTS COMPLETE

Upon completion of the design, but prior to the completion of the plan details (detail sheets, final estimate, etc.), the 75 - 80 % plans are distributed. This distribution includes the following:

(There is a 10 working day period for detailed comments.)

- Project Team
- Program Management
- Bureau of Maintenance & Operations Augusta Office
- Bureau of Maintenance & Operations Regional Office
- FHWA (on project w/federal oversight)

As a result of comments received from the 75 - 80 % plan distribution, minor adjustment may be necessary in the design details. The project Team needs to address any adjustments that may need to be incorporated in the project plans. Team Members will be advised how their comments were addressed. It is also important to ensure that the project is still on track and will be advertised on time.

The project Team works to finalize the plan details. A check to see if the project remains within budget limitations is necessary at this time.

If cost is beyond decision authority of the Team, a Coach Point Meeting will be held to determine how to proceed with the project. A decision is made to advertise as is or to rework and reduce cost. The Team has decision authority if the project remains within the limits shown previously. Again, *it is expected and encouraged that savings will be gained to offset overruns.*

R74 RELOCATION IMPLEMENTATION

This activity can start after the Formal Public Hearing. The Relocation Report is reviewed. It is determined if there are any Business or Residential relocations. It is also determined if there are any signs or Personal Property takes. Owners are contacted.

R53 FINAL R/W MAPPING

This activity can start after the Formal Public Hearing. The Easements and Rights are added to the plan. Parcel set-ups and distances are added to the plan. The plan is reviewed for Negotiation and Final Design changes. The Final Right of Way Map is developed.

R74 R/W CONDEMNATION & ACQUISITION

The Titles are updated by the Legal Division. Final Offer Letters and Condemnation Package sent out.

R50 UTILITIES FINAL COORDINATION

A letter and plans are sent to the Utilities with particular issues marked. The pole list and other final relocations are received from the utilities involved. A Pre-Coordination meeting may be held at this time. The Clearing Contract, Utility Certificate and Specifications are prepared.

D65 FINAL ESTIMATE REVIEW

The Final Construction Estimate is developed and reviewed by the Team. This is incorporated into the PS&E package.

E50 PHASE II ENVIRONMENTAL COORDINATION

The Permit is received as well as approval for the Final Mitigation Plan. Quantities and Special Provisions are finalized.

S55 CONSTRUCTION SURVEY

The layout of the construction centerline can be done at this point.

R/W CERTIFIED

The Right of Way Certificate is completed and added to the PS&E Package.

UTILITIES CERTIFIED

The Utility Certificate is completed and added to the PS&E Package.

PS&E COMPLETE

The Plans, Specifications and Estimates for the Project are assembled into one package and reviewed by the Contract Coordinator.

ENVIRONMENTAL APPROVALS COMPLETE

The Environmental Documentation is packaged and added to the Contract Package.

1-4.6 Milestone CONTRACTS PACKAGE COMPLETE

The Project Manager finalizes and submits a PS&E package to the Contracts section. It includes final Plans, Specifications, and an Engineer's Estimate. This package will be reviewed to make sure all commitments are clearly understood, and responsibilities for meeting the commitments are assigned and communicated. Respective Team Members will be responsible for delivery of those products to the Project Manager. New Pay Items are put in to TRANSPORT and Special Provisions are sent to the Specification Engineer.

Activities;

PROJECT ADVERTISED

R/W and Utility Certification must be complete before advertise. The project is advertised and awarded. If the Contract Award Committee has concerns about the bid, it may meet with the Project Manager to discuss the situation.

Activities;

CONTRACT DATE

The Award Recommendation Form is completed and the Municipality is notified. The Construction Resident assigned to the project coordinates the Pre-Construction meeting.

E50 PHASE III ENVIRONMENTAL COORDINATION

Erosion and Sedimentation Plan and Hazardous Waste Plan are received from the Contractor and reviewed by ENV. Recommendations are given to the Construction Resident.

PRE-CONSTRUCTION APPROVALS

The Contractor delivers the Worker Safety Plan, Insurance Certificate, Soil Erosion Control Plan, Hazardous Waste Exposure Plan, Hazardous Spill Prevention Plan and Traffic Control Plan.

C30 CONSTRUCTION ADMINISTRATION

PRE-CONSTRUCTION MEETING

A Pre-Construction Meeting is held with the Team and the Contractor to discuss Plans, Specifications and Procedures for the Project. Usually a meeting with the Utilities is held jointly with this meeting.

CONSTRUCTION BEGINS

Construction of the project takes place. Proposed changes during construction that may affect project impacts, property owner compensation, or commitments to others, should be coordinated with Team Members whose interest may be affected. Should Change Orders or Extra Work Orders be required, appropriate Team Members are consulted for input.

Activities;

FINAL TEAM MEETING/INSPECTION

When construction is complete, the Project Manager and the Construction Resident arrange for an on site Final Inspection Team Meeting to review the project. The purpose of this communication is to provide another channel of direct feedback that will continue to improve our process. This Team meeting is recommended for most projects to discuss how the process worked during the development of the project. At the meeting, Team Members will discuss what went right, what went wrong, and how the project development process could be improved. At this same time, or at least prior to demobilization, the Project Manager should also arrange to review the project with a Maintenance representative.

Activities;

CONSTRUCTION COMPLETE

C50 FINAL CONSTRUCTION DOCUMENTATION

R 50 UTILITY/RAILROAD AGREEMENT RESOLUTIONS

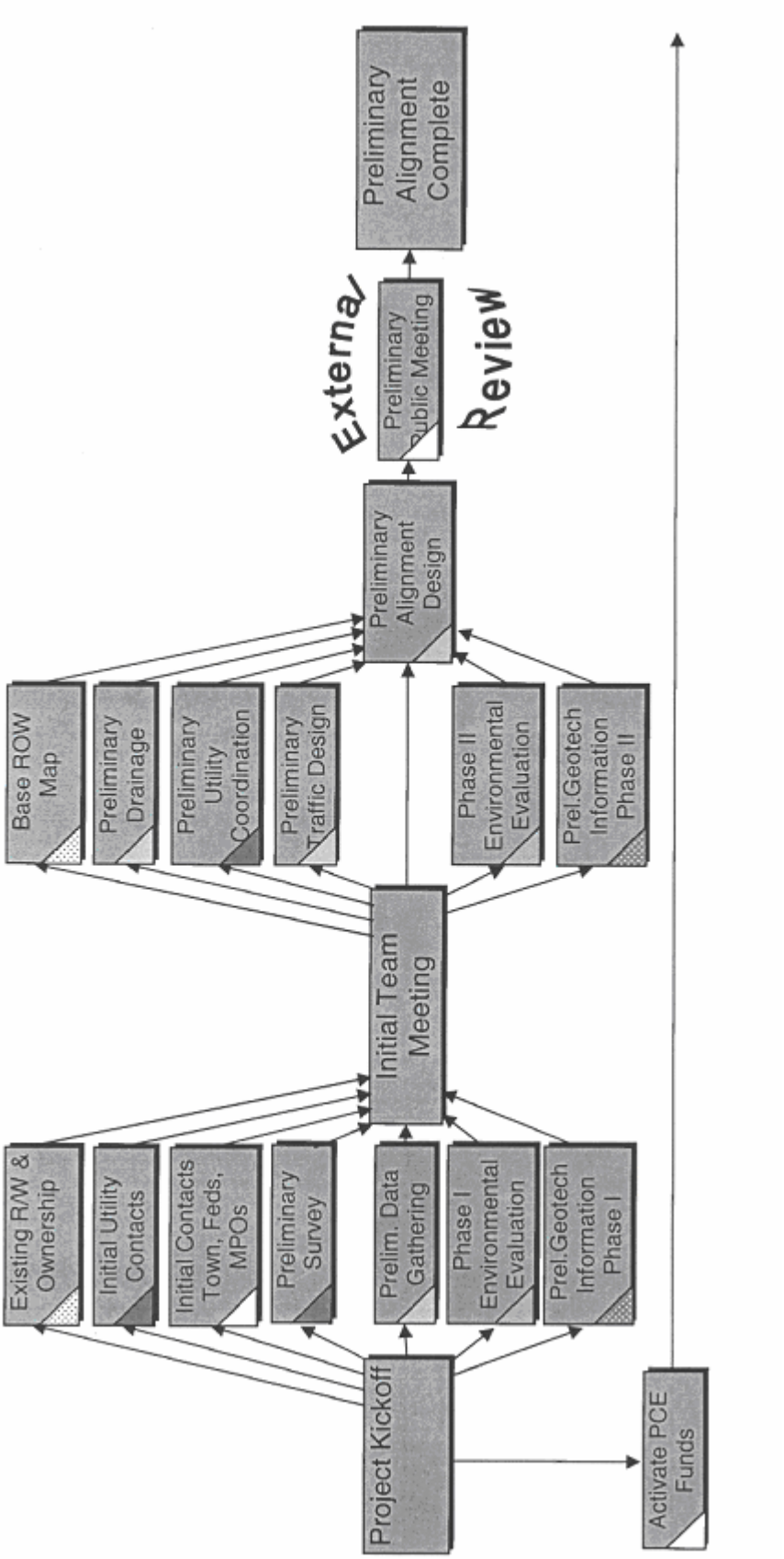
Utilities are notified of any field changes and given progress reports on the work. Final payments are made in accordance with the agreements.

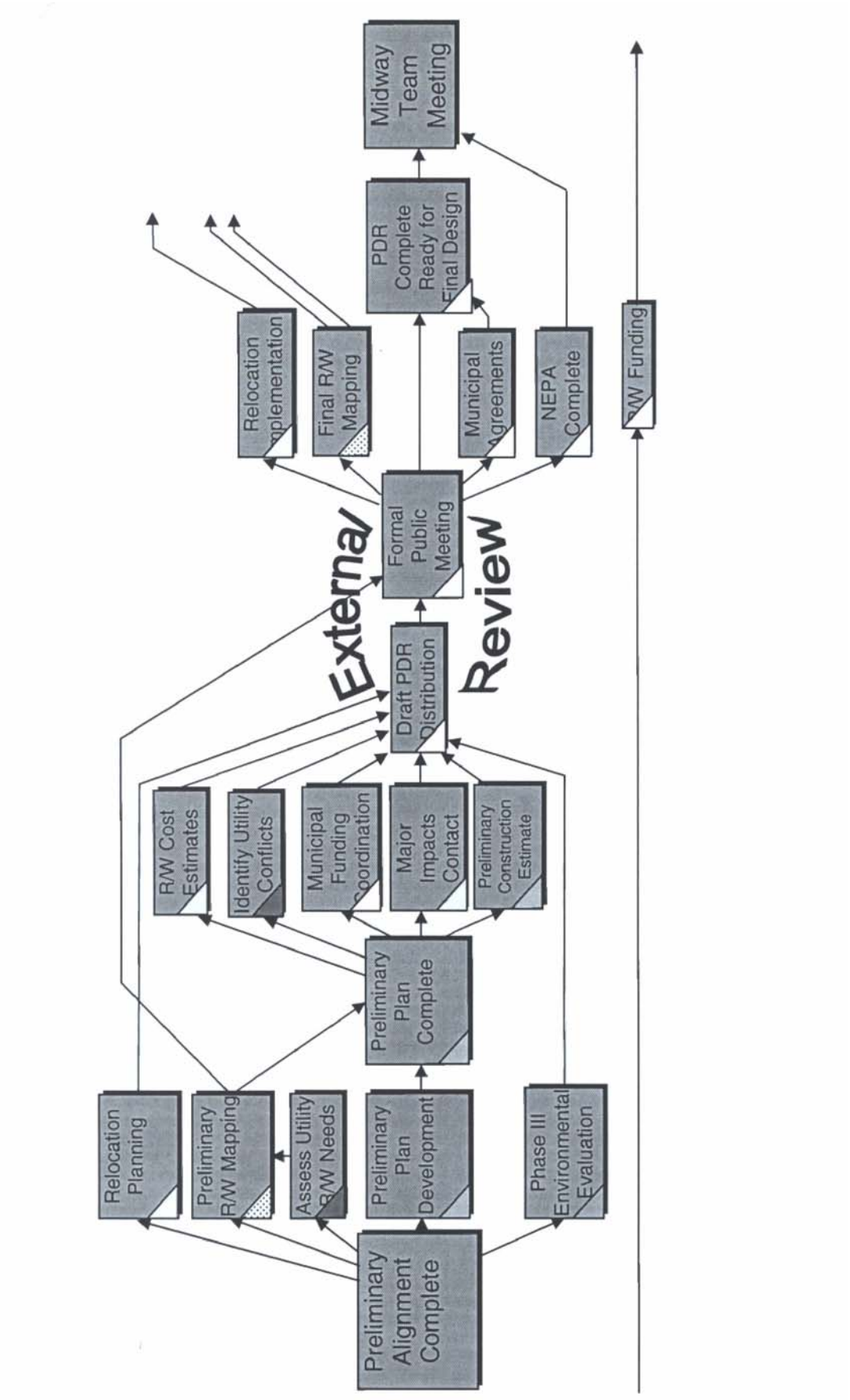
R/W DISPUTE RESOLUTION

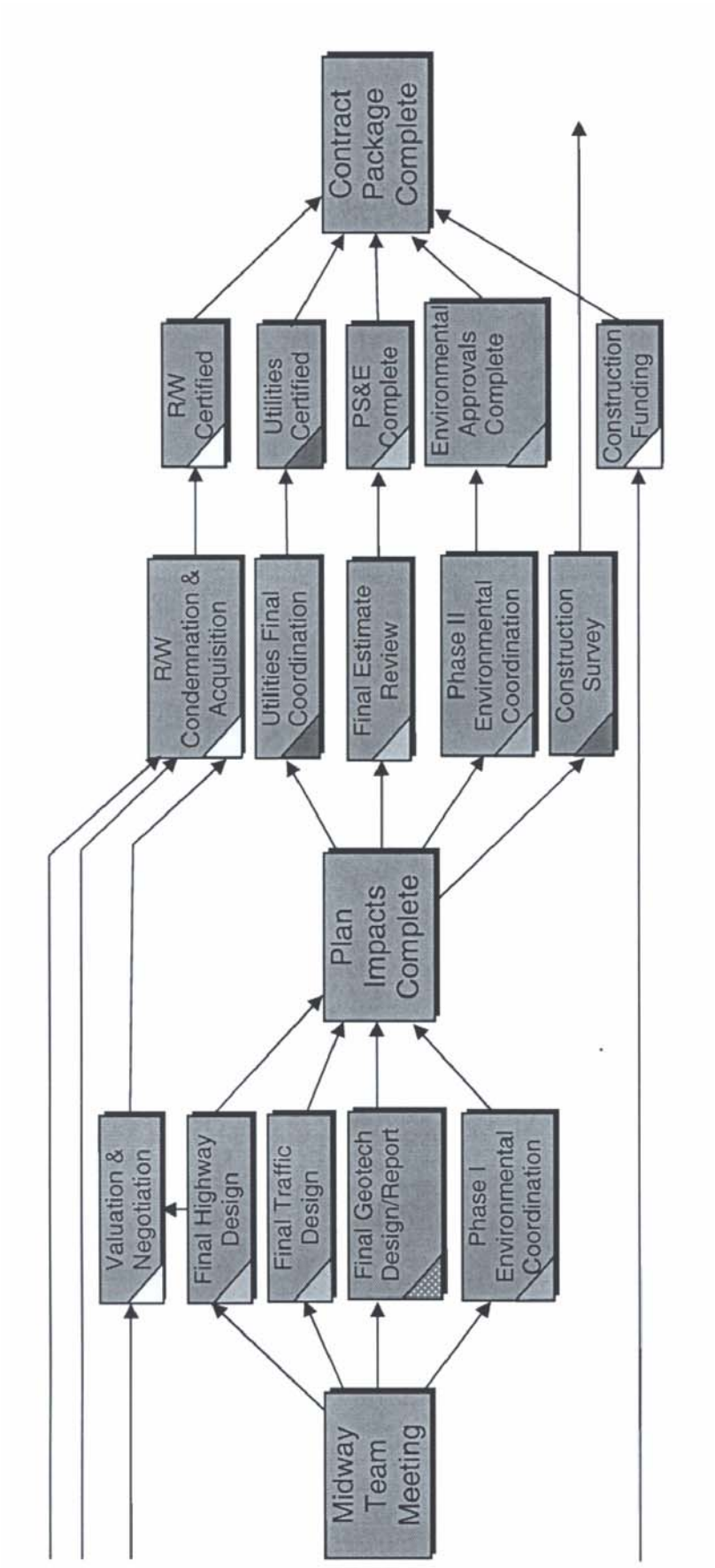
1-4.7 Milestone PROJECT COMPLETE

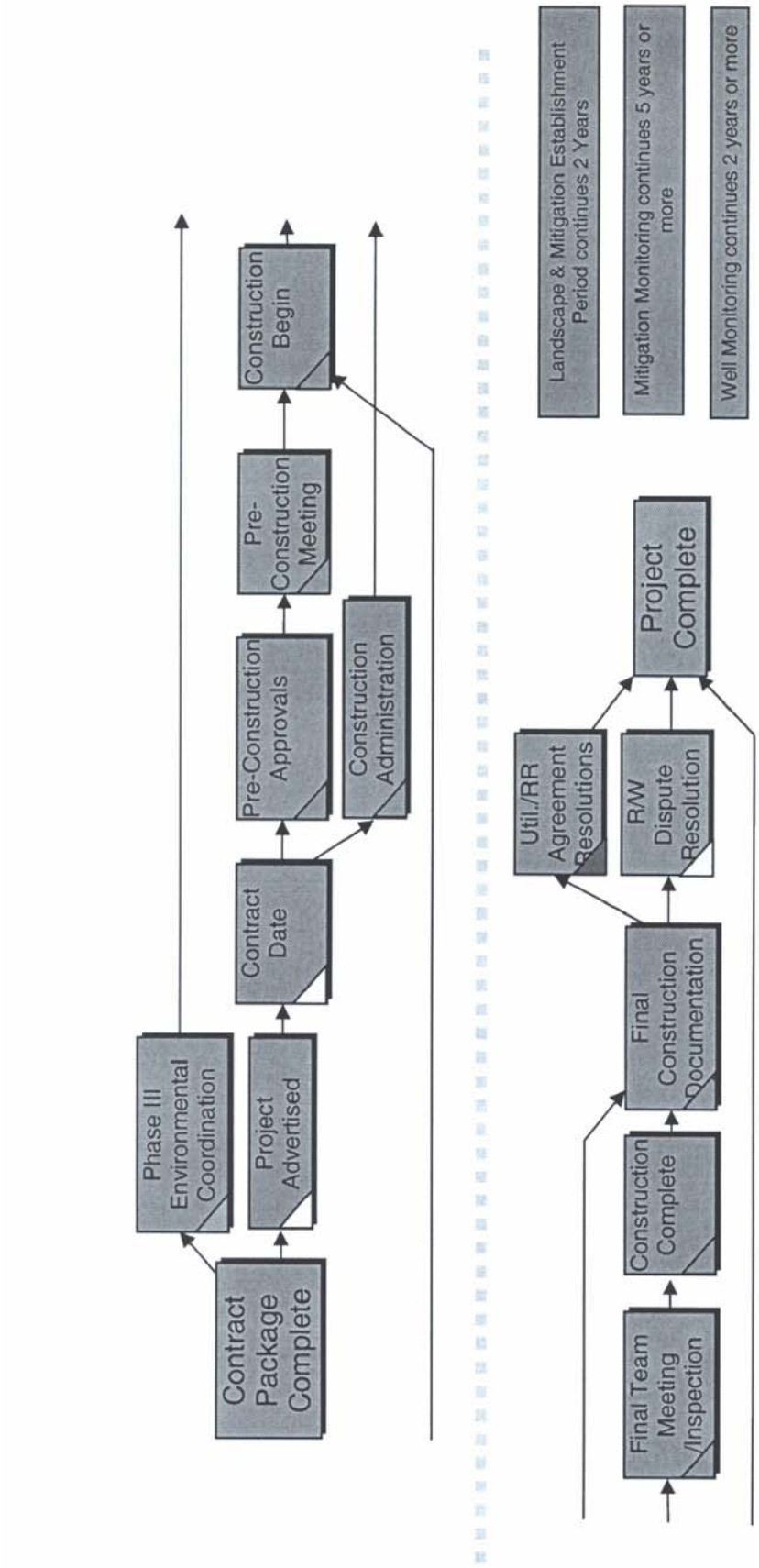
The Project is complete when: The Construction is complete; Team has reviewed and had a Final Team Meeting/Inspection; Utilities and Railroad agreements are closed out; As-Builts are complete; Right of Way disputes are settled; FHWA close-out and Finance and Administration is closed out.

The following four pages have the Project Development Process Chart.




Midway Team Meeting
PDR Complete Ready for Final Design
Relocation Implementation
Final R/W Mapping
Municipal Agreements
NEPA Complete
R/W Funding
Formal Public Meeting
External Review
Draft PDR Distribution
R/W Cost Estimates
Identify Utility Conflicts
Municipal Funding Coordination
Major Impacts Contact
Preliminary Construction Estimate
Preliminary Plan Complete
Relocation Planning
Preliminary R/W Mapping
Assess Utility R/W Needs
Preliminary Plan Development
Phase III Environmental Evaluation
Preliminary Alignment Complete


Contract Package Complete
R/W Certified
Utilities Certified
PS&E Complete
Environmental Approvals Complete
Construction Funding
R/W Condemnation & Acquisition
Utilities Final Coordination
Final Estimate Review
Phase II Environmental Coordination
Construction Survey
Plan Impacts Complete
Valuation & Negotiation
Final Highway Design
Final Traffic Design
Final Geotech Design/Report
Phase I Environmental Coordination
Midway Team Meeting


Contract Package Complete
Phase III Environmental Coordination
Project Advertised
Contract Date
Pre-Construction Approvals
Pre-Construction Meeting
Construction Begin
Construction Administration
Final Team Meeting /Inspection
Construction Complete
Final Construction Documentation
Util./RR Agreement Resolutions
R/W Dispute Resolution
Project Complete
Landscape & Mitigation Establishment Period continues 2 Years
Mitigation Monitoring continues 5 years or more
Well Monitoring continues 2 years or more