

*Local Public Agency Manual  
Appendix*

## Appendix C

<b>Schedule Planner Worksheet</b>			
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		
Develop Stage 0 Check list (LPA)	Up to 3 months		
Approval of Stage 0 Checklist (DOTD)	3 - 6 months		
DOTD project number assigned (DOTD)	1 day - 2 weeks		
<b>Total MPO - Urban Systems</b>			
<i>Other Programs</i>			
Develop Application (LPA)	1-3 months		
Selection Process (DOTD)	2-6 months		
<b>Total Other Programs</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		
CE Solicitation of Views (LPA)	2 - 3 months		
Process & obtain <b>federal</b> approval of the document (DOTD)	2 -3 months		
CE Approved (DOTD)	1 - 2 months		
PCE (DOTD clears)	1 -2 month		
<b>Total MPO - Urban Systems</b>			
<i>Other Programs</i>			
Prepares environmental document (LPA)	1-3 months		
CE Solicitation of Views (LPA)	2-3 months		
Process & obtain federal approval of the document (DOTD)	2-3 months		
CE Approved (DOTD)	1-2 months		
PCE (DOTD clears)	1-2 months		
<b>Total Other Programs</b>			

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<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		
Reviews scope and man-hours (DOTD)	1 - 2 months		
Prepares & advertises contract (DOTD)	1 month		
Selects the consultant with input from entity (DOTD)	5 months		
Prepares contract (DOTD)	1 - 1 1/2 months		
Executes contract (LPA)	1 month		
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>			
<i>LPA Pays (Selects)</i>			
<b>Preliminary Plans</b>			
<b>MPO - Urban System Projects</b>			
Completes predesign form (LPA)	1 week		
Schedules & chairs predesign meeting (DOTD)	2 weeks		
Attends predesign meeting (LPA)	1 day		
30% Submittal	1 month		
30% Review	1 1/2 - 2 months		
60% Submittal (Geometrics, Hydraulic)	1 month		
60% Review (DOTD)	1 1/2 - 2 months		
90% Submittal (required for all submittals)	1 month		
Schedules & chairs PIH (DOTD)	2 - 3 months		
DOTD distributes Field Inspection notes	1 month		
100% Submittal - LPA reviews plans to ensure comments have been incorporated*	1 month		
<b>Total - MPO - Urban Systems Preliminary Plan Development</b>			

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<b><i>Other Programs</i></b>			
90-95% Submittal (LPA)	3 - 6 months		
90-95% Review	2 - 3 months		
Field Inspection	2 - 3 months		
<b>Total - Other Programs Preliminary Plan Development</b>			
Final Plans			
<b><i>MPO - Urban System Program</i></b>			
60% Submittal (Geometrics, Hydraulic)	1 month		
60% Review (DOTD)	1 1/2 - 2 months		
Advanced Check Print (95%) Submittal (LPA)	1 month		
Advanced Check Print (95%) Review (DOTD)	2 - 3 months		
100% Submittal -stamped, signed & dated final plans, cost estimate & calculations (LPA)	1 - 3 month		
<b>Total - MPO - Urban Systems Final Plan Development</b>			
<b><i>Other Programs</i></b>			
90-95% Submittal (ACP) - LPA reviews plans to ensure comments have been incorporated	1 - 3 months		
90-95% Review (ACP) - DOTD verifies all comments have been incorporated	1 - 3 months		
100% Submittal -(LPA submits final documentation with all needed information - stamped, signed & dated final plans, cost estimate & calculations)	1 - 3 months		
<b>Total - Other Programs Final Plan Development</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		

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<b>Stage 4 - Letting</b>				
Bid Package Preparation	3 months			
Advertised	1 month			
Bid/Bid Review	1 month			
Award/Execute Contract (Notice of Contract Execution NOCE)	1 month			
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			
<b>Total - Letting</b>				
<b>Stage 5 Constructon</b>				
Construction of project	3-36 months			
Final Inspection	0.5 months			
Project Closeout	1 month			
<b>Total</b>				