MONTANA
Department of Transportation

Federal Aid
Local Project Administration Preliminary Engineering

Activity Descriptions

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Transportation Commission Approves Project

All Federal Aid projects first need Transportation Commission approval before moving on to the subsequent steps. The Program Manager will work with the MDT Planning Division to place the project on the Transportation Commission agenda. If the Transportation Commission approves, then the next activity can begin.

MDT-Local Agency Agreement Executed

The MDT Project Manager will draft the Agreement. The Agreement must be executed before moving to the next activity.

MDT Requests Preliminary Engineering (PE) Programming

Once the Agreement is executed, the MDT Project Manager will work with the MDT Program Manager to request PE Programming. The Program Manager will notify MDT Planning Division that the project is ready for PE Programming. MDT Planning Division will request the PE Programming from MDT Fiscal Programming.

PE Programming Received from FHWA

Once PE Programming is received from FHWA, MDT Fiscal Programming will notify the MDT Project Manager and Program Manager that the PE programming has been received.

MDT Notifies Local to Begin Project Development

Once PE Programming has been received, the MDT Project Manager will notify the Local Project Manager in writing that the Local can begin project development.

100.01 PFR or PFR/SOW Report Development

The Local (or the Local's consultant) will draft either a PFR (Preliminary Field Review Report) or a combined PFR/SOW (Preliminary Field Review/Scope of Work Report). Once it is drafted, send it to the MDT Project Manager for review and distribution. If the project scope is not well defined, then a standalone PFR report is recommended and should be used. A standalone SOW report will be needed later in project development.

If the project has a well-defined scope at the beginning of the project, a combined PFR/SOW report is recommended and should be used.

This activity includes preparing and distributing a News Release. Prepare a news release and distribute to the local media. Additional Public Involvement/Engagement can be done throughout the life of the project if it is needed.

100.02 PFR or PFR/SOW Review, Approval, Distribution

Once the MDT Project Manager receives the PFR or PFR/SOW Report from the Local, the MDT Project Manager will review the report and provide comments (if applicable). If needed,

the MDT Project Manager will coordinate with the Local on any needed edits. Once the MDT Project Manager is satisfied with the report it will further be reviewed by a Section Supervisor in Consultant Design and ultimately the Consultant Design Engineer. If the Section Supervisor or Consultant Design Engineer have comments or edits on the report, they will make those comments to the MDT Project Manager who will work with the Local on necessary revisions. Once the Consultant Design Engineer approves the report it will be signed and the MDT Project Manager will distribute the report. Any comments from MDT Functional Managers on the report will be shared with the Local.

100.03 Preliminary Project Development

The Local (or the Local's consultant) will begin preliminary project development including activities such as, but not limited to: survey (control, engineering, cadastral, hydraulic, bathymetric, etc.), alternatives analysis (if required), preliminary horizontal and vertical alignment development, plan sheet development, development of typical sections and design details, preliminary development of cross sections, preliminary quantities, cost estimate development, special provisions, engineering analysis and investigation (geotechnical, hydraulics, traffic, etc.), right-of-way and ownership research, and right-of-entry (if adjacent private property access is required), etc.

111 Environmental Engineering Existing Conditions Report

Refer to the MDT Consultant Design Activity Description document here.

177 Cultural Resource Management

Refer to the MDT Consultant Design Activity Description document here.

181 Haz Mat/Water Quality/Initial Site Assessment

Refer to the MDT Consultant Design Activity Description document here.

182 Biological Resource Report/Preliminary Biological Assessment

Refer to the MDT Consultant Design Activity Description document here.

100.18 Prepare Right-of-Way Documents

If the project requires permanent easements, construction easements, or new Right-of-Way, this activity is for developing the preliminary Right-of-Way Plans. Plans should remain "preliminary" until the final construction limits for the project are set. This activity will require title commitments, last deed of record, and parcelizing adjacent properties.

100.04 Preliminary Plan Review

Once the Local (or the Local's consultant) complete the preliminary plan preparation (typically 30-50% design), then the plans should be sent to the MDT Project Manager. Coordinate with the MDT Project Manager on scheduling the Preliminary Plan Review. Plan for at least a 2-week review of the plans prior to the review meeting. The MDT Project Manager will distribute the plans electronically to MDT staff that will be invited to the review. The Local should keep track of comments provided by MDT in a comment/response document.

711 Review Env. Eng. Existing Conditions Report

Refer to the MDT Consultant Design Activity Description document here.

708 Review Cultural Resource Management

Refer to the MDT Consultant Design Activity Description document here.

701 Review Haz Mat/Water Quality/Initial Site Assessment

Refer to the MDT Consultant Design Activity Description document here.

706 Review BRR/BA

Refer to the MDT Consultant Design Activity Description document here.

116 Environmental Document

Refer to the MDT Consultant Design Activity Description document here.

722 Review Environmental Document

Refer to the MDT Consultant Design Activity Description document here.

723 Final Environmental Document (Cat Ex) Approval

Refer to the MDT Consultant Design Activity Description document here.

128 Prepare SOW Report (Skip if PFR/SOW Report is completed)

Refer to the MDT Consultant Design Activity Description document here.

100.05 Prepare SOW Approval Report

The Local (or the Local's consultant) will document all of the comments received from either the combined PFR/SOW Report or the SOW Report and respond to each comment. Once the report is prepared, send it to the MDT Project Manager who will review and comment or edit of needed. The MDT Project Manager, once satisfied with the report will pass it along to

the Consultant Design Section Supervisor for approval and then the Consultant Design Engineer. The Consultant Design Section Supervisor and Consultant Design Engineer will have a chance to review and comment or edit as needed. If comments or edits are provided, the MDT Project Manager will work with the Local or the Local's consultant on the revisions. Once the Consultant Design Engineer approves and signs the report, the MDT Project Manager will distribute the report. Approval of the SOW Approval Report cannot occur if the environmental document isn't complete.

266 SOW Approval Distribution

The MDT Project Manager will distribute the report. Refer to the MDT Consultant Design Activity Description document here.

875 R/W Authorization

If the project will have a R/W Phase, a request to program R/W funding can be made after the environmental document is complete and the SOW Approval Report is distributed. The MDT Project Manager will request that the Right-of-Way Bureau program the R/W funds. Once the funds are programmed, the MDT Project Manager will notify the Local.

100.13 R/W Appraisal and Acquisition

After the MDT Project Manager notifies the Local that the R/W funding has been programmed, the Local (or Local's consultant) can begin R/W appraisal and acquisition. Appraisal and acquisition must be completed by qualified staff knowledgeable of the "Uniform Act of 1970." Any R/W settlement above fair-market value needs approval from the MDT Right-of-Way Bureau Chief.

100.06 Final Project Development

The Local (or the Local's consultant) will begin final project development including activities such as, but not limited to: pick-up survey (if required), final design, refinement of typical sections and details, development of cross sections, final quantities, final cost estimate development, special provisions, project manual development (including federal aid items – Davis Bacon Wage Rates, Buy America/Buy American provisions, FHWA 1273 form, etc.)

100.07 Final Plan Review

Once the Local (or the Local's consultant) completes the final plan preparation (typically 90-100% design), then the plans should be sent to the MDT Project Manager. Plans should be sent as a PDF file. The Final Plans should also include a cost estimate, special provisions, and the Project Manual. Coordinate with the MDT Project Manager on scheduling the Final Plan Review. Plan for at least a 2-week review of the plans prior to the review meeting. The MDT Project Manager will distribute the plans electronically to MDT staff that will be invited to the

review. The Local or the Local's consultant should keep track of the discussion and comments questions that are made in the meeting.

100.10 Final Plan Review Comments

MDT will provide a list of written comments either at the Final Plan Review or shortly after.

100.12 Final Plan Review Comments

The Local (or the Local's consultant) will provide a comment/response document to MDT with responses to all comments from the Final Plan Review meeting. This submittal should also include the final revised set of plans, contract manual, and cost estimate.

100.08 Complete Environmental Permits and Utility Agreements

The Local (or the Local's consultant) will complete any environmental permits as required by local, State, or Federal regulations. The Local (or the Local's consultant) will coordinate with any utilities that are in conflict and will negotiate any agreements needed. Agreements should be in writing and should cover any funding and timing requirements of the utility adjustments needed.

100.09 Local Certification/Environmental Permits/Utilities and Railroad

The Local (or the Local's consultant) will certify that any environmental permits needed have been obtained; any utilities that need to be adjusted are agreed to with the utility companies; and any coordination and agreements that needs to take place with a railroad have been completed. Use the Environmental Certification form and Utility and Railroad Verification form found on the Local Project Administration website. Complete these forms and send them to the MDT Project Manager.

100.14 R/W Certification Submittal

The Local (or the Local's consultant) will certify that any right-of-way obtained for the project is complete and that there is sufficient right-of-way available. Use the Right-of-Way Verification Form found on the Local Project Administration website. Complete the form and send it to the MDT Project Manager.

100.11 MDT Certification Concurrence – Environmental, Right-of-Way, and Utilities and Railroad

After the MDT Project Manager receives the certifications from the Local (or the Local's consultant) for Environmental, Right-of-Way, and Utilities and Railroad, the MDT Project Manager will pass along the Local's certifications to the MDT Environmental Engineering Section Supervisor for the Environmental certification and the Right-of-Way Bureau Chief for the Right-of-Way and Utilities and Railroad Verification. If the MDT Environmental Engineering Section

Supervisor and Right-of-Way Bureau Chief concur with the certification and verification, they will notify the MDT Federal Funds Management Section Supervisor.

100.15 Final Plan Review Approval

After the MDT Project Manager receives notice that the MDT Environmental Engineering Section Supervisor, Right-of-Way Bureau Chief, and Utilities Section Supervisor have concurred with the certification of the environmental permits, right-of-way, and utilities, and after the MDT Project Manager receives the Final Plan Review comment response document and approves of all of the responses and verifies all changes have been made in the final plans, contract manual, and cost estimate, the MDT Project Manager will formally approve of the Final Plans and will notify the Local in writing.

100.16 MDT CN/CE Programming Request

The MDT Project Manager will request the CN/CE Programming based on the latest cost estimate from the Local. The MDT Project Manager will request that the MDT's Federal Funds Management Section Supervisor program the CN/CE.

100.17 Programming Received and Notice to Bid

Once the Programming has been received, the MDT Project Manager will notify the Local in writing that they can advertise the project for bid letting.

Local Bid Letting

The Local will advertise and let the project.

MDT Award Concurrence

After bids are opened, the Local will analyze the bids received and request award concurrence from MDT, if an acceptable bid has been received. MDT will need to know the bidding information as well as the engineer's estimate. The MDT Project Manager will prepare a memo for the review and approval by MDT's Chief Engineer. Once the Chief Engineer approves, the MDT Project Manager will inform the Local that MDT has concurred with the award of the project. The Local can then award the project and enter into a contract with the contractor.