

Design Standards Letter

Letter Number: **G-1995-03**

Letter Date: **01/24/1995**

Effective Date: **01/24/1995**

Section/Plan No.: **None**

Subject: **Project Scheduling**

Body

The department is committed to providing a realistic letting schedule for internal use as well as furnishing correct and accurate information to the contracting industry. General letter No. 13, 1994 was published to aid in accomplishing this goal. In general, the districts have complied, and plans have been submitted "on time" and with the proper clearances for the February and March lettings.

This has been a great help in providing the necessary lead time for review and processing of plans and proposals. Your efforts are appreciated and we are looking forward to continued cooperation and improvement in this matter.

Some questions, however, have arisen concerning those instructions and this is intended to clarify the original intent of the letter. Your attention is directed to item (4) regarding plan due date. It is still the intent that projects be received in the Headquarters Design Division ready for processing by the due date (10 weeks prior to letting). This means roadway and bridge plans must be accurate and complete, right of way should be purchased and clear, utility moves must be accomplished or in progress with the reasonable expectation that no delays to the contractor are anticipated, necessary permits obtained and any required environmental or cultural problems resolved. In summary, the project should be clear for letting and clear means that the contractor will have unrestricted access to the project.

In the interim for getting the process established, we will provide an exception to the 10 weeks for right of way and utility clearances up to the time the notice of letting is published (usually 5 weeks). However, the goal is to shoot for 10 weeks to have all items clear. For those projects not clear 10 weeks prior to letting, written assurance must be received for the district no later than the original due date (10 weeks prior to letting) stating that the project will be clear on the prescribed date.

If the above requirements cannot be met, the Headquarters Design Division should be notified as soon as possible to allow the schedule to be adjusted to reflect correct and accurate letting dates when it is published with the Notice of Letting.

The District Highway Design Engineer assigned to the specific project should act as project manager and assume the responsibility of insuring the above requirements are met. This includes both projects designed "in-house" and those designed by consultants.

We appreciate your help in making this process work and again we would like to compliment all districts for the improvement already realized in the letting process.

dd/ph