# Application: This template is used when the Certified LPA owns the contract on a federal funded project.

**Version Date: 4/27/22**

**GENERAL INSTRUCTIONS:**

* Yellow highlighted areas include instructions that should be deleted prior to release.
* Blue highlighted areas indicate text or fields that need information provided or revised.
* “Agency” means the Certified LPA as defined in the CLPA Contract.
* **Delete instructions throughout the document before executing Contract or amendment. Deletions can be automated as follows:**
  + From the “Edit” menu (or “Editing” menu on the “Home” ribbon) select “Replace”;
  + With cursor in the “Find what” field, click “More” button, then “Format”, then “Font”, then in the font field select “Times New Roman” text;
  + Leave the “Replace with” field blank;
  + Click “Replace All”. This will delete all yellow highlighted text.

**PROJECT-SPECFIC INSTRUCTIONS:**

* The template language must be revised if needed for specifics applicable to the current project (including deletion of requirements that don’t apply to the current project).
* Not all subtasks are needed for each project.  If an entire subtask is not needed, leave the task number, add “RESERVED” after the subtask title, and delete all subtask text**.**

**TASK 13 - DESIGN ACCEPTANCE PACKAGE (30%)**

The objective of the DAP is to identify the size of the Project footprint, required design exceptions, environmental impacts, NEPA classification and any required environmental permits prior to advancing needed environmental permit application(s), right-of-way acquisitions, and preparing the Preliminary, Advance and Final Plans. The DAP package is intended to be a complete deliverable with all submitted items completed to a well-defined state. [Delete the following sentence if not applicable. Indicate Bridge, Roadway or both tasks] Consultant shall develop the alternative chosen in Task XX by the Agency to prepare the DAP.

Consultant shall prepare and submit a Draft DAP for review by Agency and a Final DAP that records and addresses comments received from Draft review, which include design plans (30%), cost estimate and a design narrative and that address the following:

[Delete/revise/add bullets as needed]

* Description of the purpose, need, and design solution for the Project;
* Summary of existing conditions, (i.e., Project location, roadway classification, lanes, ADT, posted speed, and other design standards pertinent to the Project);
* Summary of design exceptions that will be necessary
* Summary of roadway alignment and typical section alternatives considered, including recommendations;
* ;
* Outline of Project constraints such as topography, environmental, permits, ROW, utilities and cost (NOTE: these may be executive summaries prepared by Consultant for other deliverables associated with this Project);
* Completed engineering survey with Digital Terrain Model prepared as used to develop Draft DAP plans.
* Summary of the Traffic Analysis;
* Environmental impacts and summary of proposed mitigation measures;
* Environmental permitting requirements identified;
* Utility conflicts;
* Public Involvement efforts;
* Description of geotechnical subsurface conditions;
* Draft and Final Geotechnical Report;
* Draft and Final Stormwater Management Plan;
* Draft and Final Hydraulics Report;
* Draft and Final Structures Type Size and Location (TS&L) Report
* Description of proposed drainage features;
* Proposed ROW needs;
* Local permit needs;
* Proposed construction staging, temporary detours, and temporary protection and direction of traffic during construction;
* Description of impact to freight mobility
* Draft and Final Access Management Strategy
* Design acceptance checklist

Consultants shall prepare DAP plan sheets according to the following table:

|  |  |  |
| --- | --- | --- |
| **Name of Sheet** | **Scale** | **Estimated # of Sheets** |
| Title sheet |  |  |
| Typical sections |  |  |
| Details |  |  |
| Temporary protection and direction of traffic (including bicycle and pedestrian traffic) |  |  |
| Construction staging |  |  |
| Roadway plans |  |  |
| Roadway profiles |  |  |
| Roadway cross sections |  |  |
| Drainage/stormwater plan/profiles |  |  |
| Erosion control |  |  |
| Drainage/water quality details |  |  |
| Bridge TS&L plans |  |  |
| Retaining wall plans and details |  |  |
| Sign and striping plans |  |  |
| Signal plans |  |  |
| Illumination |  |  |
| Landscaping |  |  |

Consultant shall summarize and reference in the DAP all of the reports and technical memoranda pertinent to the Project. Consultant shall prepare and submit design plans and a cost estimate as appendices within the DAP. Drawings submitted with the Draft DAP must be marked as "Design Acceptance Plans for Review." Engineered documents and reports that are finalized with the DAP must bear the responsible engineer’s seal. Consultant shall prepare the Title sheet in accordance with Agency standards and provide an index to the drawing set.

Agency will provide comments on the Draft DAP. Consultant shall address Agency comments. Consultant shall arrange and attend a DAP Plan Review Meeting to communicate and discuss resolution to Agency review comments. Consultant shall provide written responses to address review comments received from Agency after attending the DAP Plan Review Meeting and prepare the Final DAP for the record.

For budgeting purposes it is assumed that up to 2 Consultant staff shall attend the\_#\_ hour DAP Plan Review Meeting, including travel time.

**13 Consultant Deliverables and Schedule:**

Consultant shall provide:

* 1 electronic copy of Draft DAP in PDF format to APM within X weeks of NTP.
* 1 electronic copy of written responses to DAP review comments to APM within 1 week of the DAP Plan Review Meeting.
* 1 electronic copy of Final DAP in PDF format to APM within X weeks of Agency acceptance or resolution of comments.