

18.0 Contract Deliverables

Reference

See the "Highway Design Manual", section 14.5, for more information on this subject.

18.1 General

The first step in every project is to define the project parameters and limitations. Once the project has been defined, the work must be appropriately delegated. This often means that either different departments within ODOT are dispatched to do certain tasks, or a consultant(s) is hired to do any or all of the project work.

To hire a consultant means that a contract must be drawn up and signed by ODOT and the consultant. This contract becomes legally binding and defines, for both parties, what work is to be accomplished by when. An ODOT representative is to make sure all of the "contract deliverables" are delivered on time and are accurate to ODOT's design and drafting standards. Contract deliverables often include but are not exclusive to:

- Contract plans
- Special provisions
- Engineer's estimate
- Permit certifications
- Right-of-way certifications
- Railroad and Utility agreements
- Environmental documents
- Roadside inventory
- Experimental features work plan(s)
- Hydraulic report
- Geotechnical report

Within ODOT, the *Project Development* team is responsible for developing a given project per the pre-determined project parameters, which may include any or all of the items listed above. The Project Development team has the authority to set project milestones, but scheduling guidelines are as suggested in Table 18-1.

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Table 18-1 Significant Project Development Milestones

DATA	FROM	TO	SCHEDULE
Field Location Survey	Survey Team	Road Design	Project Team (PT)
Design Acceptance Package/ Design Acceptance Plans (DAP)	Bridge Designer Traffic Designer Road Designer	Project Team /CPM	
Preliminary Plans	Bridge Designer Traffic Designer Road Designer	Project Team (PT)	
Comments Due	Project Team (PT) Review	Bridge Designer Traffic Designer Road Designer	
Advance Plans & Specs. (All Sections)	Bridge Designer Traffic Designer Road Designer	FHWA, Region Tech. Center, & Road Design	
Comments Due	FHWA, Region Tech. Center, & Road Design	Bridge Designer Traffic Designer Road Designer	
Plans in Hand	Bridge Designer Traffic Designer Road Designer	FHWA, Region Tech. Center, & Road Design	
Final Review	Road Design	Road Design & Specs.	
Final Plans & Specs.	Road Design	Project Dev. Branch (for Signatures)	
PS&E	Road Design	OSHD Federal Aid Unit	
PS&E	OSHD Federal Aid Unit	FHWA Print Plans & Specs.	
Publish Ad & Mail Plans			