

Plan Resolution Process: Infrastructure Design Project

Stage	What Actions Occur at this Stage	Factors Potentially Causing Changes from Previous Stages	How Citizens Can Monitor Plan Resolution
Project Planning	A project is identified and placed in the improvement plan or program; initial programming cost estimates are prepared; sometimes a project need or justification report is prepared.		Monitor the TIPs and CIPs (transportation improvement programs and capital improvement programs of the State DOT, the County and the City); become involved in citizen advisory committees and other groups formed to provide public input into the local planning process.
Concept Development	More detailed description of project objectives; development of initial project concept; refinement of initial cost estimates.	Initial review by planning and design staff of sponsoring agency; lobbying by affected property owners and others interested in the project; budgetary constraints; new traffic forecasts or other data; private development project timing that influences timing of this project.	Compare project description with the original item in the TIP/CIP; request that a project newsletter and/or web site be developed and maintained; get on stakeholder mailing lists; determine "chain of command" for the design team; establish contact with relevant elected officials.
Preliminary Engineering	Alternatives analysis; location engineering; initial environmental reviews including natural, cultural and other resources; preparation of 30% design plans.	Revised design objectives; new traffic forecasts or other data; landscape and terrain issues; environment review; public review and comment; public agency review and comment; more accurate cost estimates.	Attend all public information meetings or hearings; obtain copies of handouts; keep a file of handouts, maps and press clippings.
Final Design	Completion of environmental review processes; project design and preparation of final bid documents.	Same factors as preliminary engineering plus value engineering and project phasing plans.	Attend all public information meetings or hearings; obtain copies of handouts; update your file of handouts, maps and press clippings.
Right of Way Design & Acquisition	Final right of way mapping; property appraisals; property acquisition.	More accurate land costs; unwilling sellers; protracted negotiations/condemnation; business or residential relocation requirements.	This stage may occur out of public view; monitor project website and newsletter; request that stakeholders be notified of any changes.
Construction & Construction Engineering	Management of project construction, including traffic management, materials testing, change orders	Unanticipated subsurface conditions, including old utilities; weather; mistakes in final design plans.	Request that a newsletter and/or website be provided by the contractor, with frequent updates on construction progress; request stakeholder notification of any changes.
Open to Traffic	Ribbon cutting.		Attend ribbon-cutting event; communicate with elected officials and design team about the project.

