Ohio Department of Transportation

Project Development Process (PDP) for Minor Projects

START

Projects Selected Through a Comprehensive Plan or District Work Plan

STEP 1
DEVELOP PURPOSE AND NEED
- Identify the Study Area
- Identify and Communicate with Stakeholders
- Conduct a Site Visit
- Conduct Technical Studies
- Develop a Red Flag Summary
- Develop a Purpose and Need Statement
- Update project cost estimates and milestone dates

STEP 2
DETERMINE SCOPE, SCHEDULE AND BUDGET
- Identify Alternatives
- Determine Project Scope
- Determine Project Schedule
- Determine Project Budget
- Determine Level of Environmental Documentation
- Address Stakeholders comments by reaching Concurrence Point #1 (Scope, Schedule, and Budget)
- Update project cost estimates and milestone dates

Concurrence Point 1
Scope, Schedule and Budget

STEP 3
PERFORM ENVIRONMENTAL ANALYSIS AND PRELIMINARY ENGINEERING
- Notify Property owners
- Complete topographic field survey
- Prepare and submit Minor Project Preliminary Engineering Study
- Conduct first constructability review
- Identify existing utilities and coordinate with utility companies
- Prepare draft Categorical Exclusion (CE)
- Complete Waterway Permit determinations and draft applications
- Develop Scope of Services for final plan development (Concurrence Point #2)
- Update project cost estimates (construction, utility reimbursement, and right-of-way acquisition) and milestone dates

Concurrence Point 2
Scoping for Detailed Design

STEP 4
PREPARE ENVIRONMENTAL CLEARANCE AND DEVELOP STAGE 1 DESIGN
- Develop Documentation for Consultation and Memorandum of Agreement
- Develop and submit Stage 1 Detailed Design
- Perform detailed environmental studies, Phase 1 and 2 Archeology and Wetland Delineation, and coordinate with resource agencies
- Prepare final Waterway Permit applications
- Develop Conceptual Mitigation Plans
- Summarize environmental commitments and develop necessary environmental plan notes
- Prepare and submit Final Categorical Exclusion (CE)
- Update project cost estimates
- Address stakeholder comments by reaching Concurrence Point #2 (Scoping for Detailed Design)

STEP 5
DEVELOP STAGE 2 DESIGN
- Develop and submit Stage 2 Detailed Design
- Conduct second Constructability review
- Develop and submit Preliminary Right-of-Way Plans
- Prepare Final Mitigation Plans
- Update project cost estimates

STEP 6
COMPLETE RIGHT OF WAY PLAN AND BEGIN ACQUISITION
- Complete and submit Final Right-of-Way Plans and Tracings
- Begin Right-of-Way Acquisition
- Begin Environmental Mitigation
- Begin Utility relocation
- Update project right-of-way acquisition cost estimate
- Achieve milestone for right-of-way / utility coordination

Milestone
Right-of-Way/Utility Coordination

STEP 7
DEVELOP STAGE 3 DESIGN
- Develop and submit Stage 3 Detailed Design
- Prepare Environmental Consultation Form
- Update construction cost estimate

STEP 8
PREPARE FINAL PLAN PACKAGE
- Prepare and submit Final Tracings
- Prepare and submit Final Plan Package
- Update construction cost estimate
- Achieve milestone for final tracing approval

Milestone
Final Tracing Approval

STEP 9
AWARD CONTRACT
- Prepare Plans, Specifications and Estimate (PS&E) package
- Complete final legislation
- Obtain Federal Authorization
- Advertise project
- Respond to pre-bid questions
- Conduct construction contract sale
- Award contract

STEP 10
CONSTRUCT PROJECT
- Conduct pre-construction conference and regular coordination meetings
- Review and respond to contractor's Value Engineering Change Proposals
- Accept materials for construction
- Prepare and submit Storm Water Pollution Prevention Plan
- Construct project
- Obtain Final Project Acceptance
- Conduct post-construction conference and activities

Post-Construction Activities Involve Servicing Operational Needs, Maintenance and Measuring Operational Performance

Maintenance

Stakeholder/Public Involvement

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