

The Project Manager or Responsible Change will submit stand alone "Accelerated Bridge Plan" assembly directly to the Scheduling and Contract Division for processing, construction advertisement and applicable federal authorization.\*

If the proposal and final estimate are developed by the District, the complete contract proposal (including all pertinent Copied Notes and Special Provisions and final estimate) shall be submitted no later than the Advertisement Plan Submission date (column 6 of the "No Plan" advertisement cut-off date chart). Federal criteria sheet shall be included in the submission.

If the proposal and final estimate are to be developed by the Scheduling and Contract Division, the appropriate documentation shall be submitted no later than the Contract Development date (column 2 of the "No Plan" advertisement cut-off date chart).

Proposals shall be developed utilizing approved templates.

On Secondary "No Plan" projects, the project manager will submit the plan assembly directly to the Central Office Plan Coordination Section for processing. Plan coordination will forward the plan assembly to the Scheduling & Contract Division for construction advertisement or authorization for State Force work on projects with Federal Oversight, whichever is applicable.

Primary "No Plan" projects will continue to be submitted to the Central Office Plan Coordination Section for processing and approval for advertisement (See IIM-68 for **Electronic Plan** Submission). Construction plans will be retained in the District until right of way has been secured and arrangements made for utility adjustments. When retained, status reports (containing applicable correspondence) will be submitted by the District Administrator's staff quarterly until all right of way is acquired and utilities are clear.

## **"MINIMUM PLAN" PROJECTS**

Those projects that require an engineering design should be designated as "Minimum Plan" projects. This will provide the mechanism for the development of required engineering studies and will provide a vehicle for transmitting critical information to the contractor.

Projects that should be developed with the "Minimum Plan" concept include, but are not limited to:

- (a) Projects requiring more than minimal survey
- (b) Major stream crossing sites
- (c) Projects that will require environmental evaluation and/or permits
- (d) Projects requiring major hydraulic analysis or river mechanics studies
- (e) Projects that involve the acquisition of right of way and/or condemnation

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\* Rev. 7/10