

## Project Process and Review Timeline

### Signal System Timing and Operations

- 1) **State Signal Systems Engineer** Assigns Project to **Firm**
  - **SSSE** notifies **Firm** of intent to contract with them for the project, typically in bulk with all projects the **Firm** will have for that cycle.
- 2) **Project Engineer** Distributes Project Information
  - Project Engineer shall compile all signal database files, *Synchro* files, *Tru-Traffic* files, graphics, maps, and other relevant information available, and send it to the **Firm** in advance of the Project Scoping Meeting.
2. **Firm** Contacts Division
  - For preliminary fact-finding regarding the corridor in order to complete cost estimate.
- 3) **Project Engineer** Shall Send Project-Specific *Scope of Services* to the **Firm**
  - Based on the details of the system and outcome of the **Firm's** fact-finding, the **Project Engineer** shall develop and send a project-specific *Scope of Services* to the **Firm**, copying the **SSSE**.
- 4) **Project Engineer** Shall Negotiate Direct Costs with the **Firm**
  - Based on the details of the system, outcome of the scoping meeting, and the project-specific *Scope of Services*, the **Project Engineer** shall negotiate the Direct Costs prior to developing the project-specific *Cost Estimate Template*.
- 5) **Project Engineer** Shall Send Project-Specific *Cost Estimate Template* to the **Firm**
  - **Project Engineer** shall develop and send a project-specific *Cost Estimate Template* to the **Firm**, copying the **SSSE**.
  - The *Cost Estimate Template* shall include the agreed-upon assumptions for the system, including:
    - i. Number of Signals
    - ii. Number of Timing Plans
    - iii. Number of Critical Intersections
    - iv. Direct Costs
  - The *Cost Estimate Template* shall also include the following Firm-specific and project-specific details, all of which can be found on the *Master Project List* spreadsheet:
    - i. LSC Number
    - ii. WBS Number
    - iii. Staff Names, Classifications, and Labor Rates
    - iv. Overhead
    - v. Comparative Fee
    - vi. Cost of Capital
    - vii. Subconsultant Fees
- 6) **Cost Estimate Preparation and Submittal**
  - a) Once the *Cost Estimate Template* has been shared with the **Firm**, the **Firm** shall complete their cost estimate and submit it directly to the NTP reviewer.
  - b) Simultaneously, the **Project Engineer** shall complete their cost estimate and submit it to the **SSSE** for review and approval.
  - c) The **SSSE** shall then submit the full NTP package directly to the NTP reviewer, copying the **Project Engineer**.
  - d) If necessary, the **SSSE** and **Firm** will negotiate costs based on the review of the NTP reviewer.
- 7) **Notice to Proceed Issued to the Firm**
  - Once the cost estimates are within the acceptable thresholds, Final Notice to Proceed will be processed and issued by the NTP reviewer.
- 8) **Project Engineer** Shall Attend the Kick-Off Meeting
  - **Firm** shall schedule and hold a project Kick-Off Meeting with the pertinent Division, Municipal, and Regional Traffic engineering representatives.

**Preliminary Submittal** (latest *PEF Project Review Checklist\_Preliminary Submittal* available [here](#))

- 9) **Firm** Shall Submit the Preliminary Report and Supporting Files to the **Project Engineer**
- 10) **Project Engineer** Shall Review the *Preliminary Submittal*
  - **Project Engineer** shall review all submitted items, including, but not limited to:
    - Preliminary Report
    - Preliminary *Synchro* Files
    - Preliminary *Tru-Traffic* Files
    - Preliminary Signal Timing Database Files (*TransLink32*, *Centracs*, etc.)
- 11) **Project Engineer** Shall Send *Preliminary Submittal* Comments to the **Firm**
  - **Project Engineer** shall compile comments on the *Preliminary Submittal*, generally in an itemized spreadsheet, and send it to the **Firm**, copying the **SSSE**.
- 12) **Project Engineer** Shall Issue *Preliminary Submittal Approval*
  - Once the **Firm** has addressed all of the **Project Engineer's** comments, the **Project Engineer** will issue the *Preliminary Submittal Approval* to the **Firm**, via email, copying the **SSSE**.
  - The **Firm** is now released to implement and fine-tune the new plans.
- 13) Submit *Preliminary Review Rating Form*
  - a) **Project Engineer** shall complete a *Preliminary Review Rating* form within the [Consultant Performance Evaluation System](#).
  - b) **Project Engineer** shall sign and send the form via DocuSign to the **SSSE** and the **Firm**.
  - c) **SSSE** and the **Firm** will review and sign the *Preliminary Review Rating* form via DocuSign.

**Final Submittal** (latest *PEF Project Review Checklist\_Final Submittal* available [here](#))

- 14) **Firm** Shall Submit the Final Report and Supporting Files to the **Project Engineer**
- 15) **Project Engineer** Shall Review the *Final Submittal*
  - **Project Engineer** shall review all submitted items, including, but not limited to:
    - Final Report
    - Final *Synchro* Files
    - Final *Tru-Traffic* Files
    - Final Signal Timing Database Files (*TransLink32*, *Centracs*, etc.)
- 16) **Project Engineer** Shall Send *Final Submittal* Comments to the **Firm**, if necessary
  - **Project Engineer** shall compile comments on the *Final Submittal*, generally in an itemized spreadsheet, and send it to the **Firm**, copying the **SSSE**.
- 17) **Project Engineer** Shall Issue *Final Submittal Approval*
  - Once the **Firm** has addressed all of the **Project Engineer's** comments, the **Project Engineer** will issue the *Final Submittal Approval* to the **Firm**, via email, copying the **SSSE**.
  - The **Firm** can now submit their final invoice.
- 18) Submit *Final Evaluation Rating Form*
  - a) **Project Engineer** shall complete a *Final Evaluation Rating* form within the [Consultant Performance Evaluation System](#).
  - b) **Project Engineer** shall sign and send the form via DocuSign to the **SSSE** and the **Firm**.
  - c) **SSSE** and the **Firm** will review and sign the *Final Evaluation Rating* form via DocuSign.

19) Final Report Files, Travel Time Results, and Recommendations

- a) **Project Engineer** shall put all *Final Submittal* files in the appropriate signal system folder on the shared drive and notify the **SSSE** using standard email template.
  - i. For In-House projects, **Project Engineer** shall complete a Final Report using the template, put files in the appropriate folder on the shared drive, and notify the **SSSE** using email template.
- b) **Project Engineer** shall update the SSTO database to reflect the implementation date of new coordination plans and any other relevant changes to the system as a result of the project.
- c) **SSSE** shall compile final recommendations and travel time results on the *Master Recommendations and Travel-Time Savings* spreadsheet.
- d) **SSSE** shall distribute final recommendations and travel time results to the appropriate Regional and Division traffic staff.