**Design Process**

Date initially created: 8-27-04

Revised: 2-07-06

**Guidelines for Local Government Coordination during the Design & Construction Process**

**Surveys of external customers were conducted as a result of this department’s ongoing concentration on improving service. While there has always been active involvement with local government staff, the survey showed that certain awareness level of local government officials, about project related issues, is insufficient. The issue of “input into design” is the focus of this document and a responsibility of the Design Department.**

**In addition, issues related to Local Governments have been identified as major contributors to schedule delays during Design, and overruns for Time and Money during Construction. For this reason a DESIGN FEATURES DEADLINE DATE WILL BE ESTABLISHED FOR EVERY PROJECT. (Decision Deadline Date) *This is the date all local agency agreements and design decisions must be finalized in order to incorporate any requested features (Such as landscaping or decorative lighting, etc.) into the plans. If agreements/decisions are not obtained by this date, that component of the plans will be removed and not built as part of this project.***

**An action plan has been developed to address these issues and this is the implementation of the concepts addressed in the action plan.**

**The following requirements shall be adhered to by all department and consultant personnel.**

**1.      Once projects are funded, assigned to a project manager, and the schedule has been compressed, a notification letter (or email) shall be sent to the local government (City/County Engineer with copy to the City/County Manager & Mayor) agencies as well as local Homeowner’s Associations (HOA) and Chamber of Commerce informing them that a roadway project has been funded for construction in their jurisdiction. (This will give the Local Agencies and community time to prepare their requests and budget). This notification should include:**

***FPID***

***Description***

***Type of work***

***Construction Cost Estimate***

***Begin Design date***

***Production Date***

***Letting Date***

***The notification letter/email should state that the project has been funded for construction in the 5-year work program and future coordination will take place once the design in underway. The letter should also state:***

**        *if you want to do utility work in advance of/in conjunction with our project we need to know ASAP***

**        *if you want landscaping then a maintenance agreement is required and participation in the cost of any enhanced landscaping will be necessary***

**        *if you want decorative lighting then you will need to fund the cost difference between standard and decorative lighting and a JPA will be required***

**        *etc***

**SEE Sample LETTER 1 FOR Initial Contact Letter for Local government and SAMPLE LETTER 2 FOR HOA/chamber of commerce LETTER.**

**2.      Prior to Beginning Design, a meeting should be scheduled with the Local Agencies. The invitation letter should be sent to the City/County Engineer, with a copy to the City/County Manager & Mayor. A similar letter should be sent to HOA’s and Chamber of Commerce groups informing them of the project. The following information should be included in the letter:**

***FPID***

***Description***

***Type of work***

***Construction Cost***

***Begin Design date***

***Production Date***

***Letting Date***

***Design Features Deadline date – after this date, FDOT can no longer accommodate requests for features to be included in the plans, or if no firm agreement, features or requests will be removed from the plans.***

***The letter should highlight the fact that this meeting is the appropriate time for the Local Agency(s) to make suggestions and requests that affect the scope of the project. The letter should also state:***

**        *if you want to do utility work in advance of/in conjunction with our project we need to know ASAP***

**        *if you want landscaping then a maintenance agreement is required and participation in the cost of any enhanced landscaping will be necessary***

**        *if you want decorative lighting then you will need to fund the cost difference between standard and decorative lighting and a JPA will be required***

**        *etc***

**SEE SAMPLE LETTER 3 FOR NOTIFICATION LETTER TO LOCAL GOVERNMENT AGENCIES AND SAMPLE LETTER 4 FOR HOMEOWNER’S ASSOCIATIONS AND CHAMBER OF COMMERCE LETTERS.**

***The meeting should address the Local Agency suggestions and requests. The Local Agency contributions, responsibilities and deadlines should also be addressed. A copy of the meeting minutes should be sent to the City/County Engineer and* City/County Manager & Mayor*.***

***It is imperative to have letters of intent to maintain and or fund special features signed by all parties prior to Initial Engineering phase.***

**3.      Each Phase review should be sent to the City/County Engineer with a copy of the transmittal letter sent to the City/County Manager & Mayor.**

***The letter/email should also update the schedule of activities including production date, letting date & begin Construction date, and any other critical deadlines including the Design Features Deadline Date. (Landscape and Lighting Maintenance agreements..etc.). In addition, the letter should state that due to production schedules and commitments, any information/documentation which is not received prior to the Decision deadline date, will cause the affected elements to be removed from the project.***

**4.      If the local agency fails to meet their commitments by the scheduled deadline, a letter should be sent to the City Engineer stating that the affected item(s) will be eliminated from the project. This letter should be sent after getting concurrence from the District Design Engineer, and a copy should be sent to the City Manager, the Mayor and District four’s Director of Transportation Development.**

**5.      At Production Complete, Notify local agency (Engineer & City/County Manager & Mayor) that the project is now production complete and has entered the contract phase. The scheduled Letting date and the estimated month for beginning construction should be indicated in this letter.**

**6.      The list of local officials contacted during the design phase (and titles) should be included with documents for the scheduled Hand-off meeting. (As well as the HOA’s, Chamber of Commerce and the public meeting attendance list) This will be used by Construction personnel for continuing communication during construction.**

**7.      Prior to begin Construction, the Construction Project Manager should meet with Local Agencies to discuss the timetable of construction activities and impacts to the community of the upcoming FDOT project. The Design Project Manager should be invited to this meeting.**

**8.      The Construction Project Manager should give periodic updates to the local agencies about the project progress during construction. This could be in the form of a fact sheet detailing what is happening now and what will happen in the next 3-6 months. The Design Project Manager should be copied.**

**9.      Upon project completion, a project fact sheet could be sent to local agencies/officials identifying type of work, construction cost, construction days...etc.**

**Note:**

* **The Design Project Manager is responsible to ensure that all pre-construction issues are researched, responded to and brought to closure.**
* **All local government comments and requests shall be evaluated and responded to in writing, within 30 days of receipt of comments or request.**

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**Sample LETTER 1**

**Sample Initial Contact Letter for Local agencies**

**(See number 1 on the process above.)**

**RE: FPID# 123456-1-52-01**

**Project Description: Resurfacing Project**

**Project Cost: $1,000,000**

**Production Date: 4/01/2008 (Plans package complete)**

**Letting Date: 9/21/2008 (Open Bids)**

**Copies: Mayor, City/County Manager**

**Dear (Each City and/or County Engineer:**

**This is to advise you that the referenced project has been funded for construction in our 5 year Work Program.**

**I will be the project Manager for the Department of Transportation for this project. My Phone number is 954-555-5555. Please feel free to contact me to discuss this project in more detail.**

**The Design Phase of this project should begin in \_April /2006\_\_\_\_\_\_\_\_\_\_\_\_. The Estimated construction time will be made available at a later date once a full scope is established.**

**The preliminary scope of work for this project is as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you would like to comment on scope of this project please compile all (City/County) comments into one response and submit them to me, either by email or at the address listed on the letterhead.**

**Please note:**

**        if you want to do utility work in advance of/in conjunction with our project we need to know ASAP**

**        if you want landscaping then a maintenance agreement is required and participation in the cost of any enhanced landscaping will be necessary**

**        If lighting is required or existing. If you would like decorative lighting then you will need to fund the cost difference between decorative cost and our lighting costs for the project. A JPA will be required**

**        etc**

**Additionally, you will be invited to our “Scoping” meeting to give your input on the scope of the project, prior to the beginning of the Design Phase.**

**I look forward to working with you and your staff to meet the needs of your community as well as the safety needs of the Department.**

**Sincerely,**

**(Project Manager)**

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**SAMPLE LETTER 2**

**Sample Initial Contact Letter for Homeowner’s association’s and Chamber of commerce participants**

**(See number 1 on the process above.)**

**RE: FPID# 123456-1-52-01**

**Project Description: Resurfacing Project**

**Project Cost: $1,000,000**

**Production Date: 4/01/2008 (Plans package complete)**

**Letting Date: 9/21/2008 (Open Bids)**

**Copies: Mayor, City/County Manager**

**Dear Chamber of Commerce or HOA):**

**This is to advise you that the referenced project has been funded for construction in our 5 year Work Program.**

**I will be the project Manager for the Department of Transportation for this project. My Phone number is 954-555-5555. Please feel free to contact me to discuss this project in more detail.**

**The Design Phase of this project should begin in \_April /2006\_\_\_\_\_\_\_\_\_\_\_\_. The Estimated construction time will be made available at a later date once a full scope is established.**

**The preliminary scope of work for this project is as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***All comments on this project should be directed to the Local agency for discussion with FDOT.)***

**I look forward to working with your local government to meet the needs of your community as well as the safety needs of the Department.**

**Sincerely,**

**(Project Manager)**

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**SAMPLE LETTER 3**

**Sample Notification Letter for Local government AGENCIES**

**RE: FPID# 123456-1-52-01**

**Project Description: Resurfacing Project**

**Project Cost: $1,000,000**

**Production Date: 4/01/2008 (Plans package complete)**

**Letting Date: 9/21/2008 (Open Bids)**

**Design Features Deadline date: 12/1/07**

**Copies: Mayor, City/County Manager**

**Dear (Each City and/or County Engineer,:**

**This is to advise you that the referenced project has begun the final design process for construction. This project has been funded for construction in our 5 year Work Program.**

**The work on this project involves (Scope of work) The Estimated construction time will be made available at a later date once a plans process is underway.**

**I will be the project Manager for the Department of Transportation for this project. My Phone number is 954-555-5555. Please feel free to contact me to discuss this project in more detail.**

**Please be aware of the “Decision Deadline date” listed above. That is the date all local agency agreements and design decisions must be finalized in order to incorporate any requested features (Such as landscaping or decorative lighting, etc.) into the plans. If agreements/decisions are not obtained by this date, that component of the plans will be removed and not built as part of this project.**

**If you would like to comment on the scope of this project please compile all (City/County) comments into one response and submit them to me by email or at the address listed on the letter. (C/O the project manager)**

**Please note:**

**        if you want to do utility work in advance of/in conjunction with our project we need to know ASAP**

**        if you want landscaping then a maintenance agreement is required and participation in the cost of any enhanced landscaping will be necessary**

**        If lighting is required or existing. If you would like decorative lighting then you will need to fund the cost difference between decorative cost and our lighting costs for the project. A JPA will be required.**

**        etc**

**Additionally, FDOT will hold a Scoping Meeting in the near future to receive input from you on the scope of the project.**

**I look forward to working with you and your staff to meet the needs of your community as well as the safety needs of the Department.**

**Sincerely,**

**Project Manager**

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**SAMPLE LETTER 4**

**Sample Notification Letter for HOMEOWNER’S ASSOCIATIONS AND CHAMBER OF COMMERCE**

**RE: FPID# 123456-1-52-01**

**Project Description: Resurfacing Project**

**Project Cost: $1,000,000**

**Production Date: 4/01/2008 (Plans package complete)**

**Letting Date: 9/21/2008 (Open Bids)**

**Design Features Deadline date: 12/1/07**

**Copies: Mayor, City/County Manager**

**Dear Chamber of Commerce and HOA):**

**This is to advise you that the referenced project has begun the final design process for construction. This project has been funded for construction in our 5 year Work Program.**

**The work on this project involves (Scope of work) The Estimated construction time will be made available at a later date once a plans process is underway.**

**I will be the project Manager for the Department of Transportation for this project. My Phone number is 954-555-5555.**

**Please direct all comments or concerns for this project to your local government agency.**

**I look forward to working with your local government to meet the needs of your community as well as the safety needs of the Department.**

**Sincerely,**

**(Project Manager)**