



OHIO DEPARTMENT OF TRANSPORTATION

CENTRAL OFFICE, 1980 W. Broad St., P.O. Box 899, Columbus, Ohio 43216-0899

Date: November 19, 2004

To: All ODOT Planning, Environmental and Design Consultants
County Engineers
Metropolitan Planning Organizations
District Deputy Directors
District Planning and Programs Administrators
District Production Administrators
District Highway Management Administrators
Central Office Deputy Directors
Central Office Administrators

Re: Project Development Process Manual

We are pleased to provide your organization with a copy of ODOT's new Project Development Process (PDP) Manual. This manual is a product of the Department's Strategic Initiative to "Improve the Quality of Construction Plans." It provides a detailed process designed to improve not only the quality of highway construction plans, but also the reliability of project delivery, by:

- Placing additional emphasis on communication between all stakeholders.
- Eliminating duplication of efforts between the various technical disciplines.
- Calling for early identification of "red flag" issues to inspire timely and collaborative decision making.
- Defining specific preliminary engineering requirements.
- Identifying Project Manager responsibilities.
- Recommending project management tools (e.g., gantt charts, concurrence points, and owner's manuals).
- Requiring verified and/or updated cost estimates throughout project development.

Section 106 of the PDP manual should be used to determine whether a project will follow the 14-Step Major Process (e.g., new alignment), the 10-Step Minor Process (e.g., bridge replacement, intersection improvement) or the 5-Step Minimal Process (e.g., mowing, resurfacing).

Effective immediately, the PDP Manual is to be used on all newly scoped ODOT-let projects and ODOT-funded planning studies. It is strongly recommended that the District consider using the PDP Manual on all projects that have not advanced beyond Major Step 7, Minor Step 3 or Minimal Step 1. It is at these points in the PDP where potentially significant environmental and preliminary engineering decisions, including those affecting right of way acquisition and utility

relocations, are made. Failure to adequately explore and address these circumstances could have serious consequences with regard to the project's schedule, budget and scope of work.

Local Public Agency (LPA) administered projects (i.e., LPA local-let projects) are not required to follow the PDP Manual. They must, however, follow the process outlined in the Manual of Procedures, Locally Administered Transportation Projects. LPA projects that are sold by ODOT (i.e., LPA ODOT-let projects) are required to follow the PDP Manual.

Additional copies of the PDP Manual can be printed from the PDP web page (<http://www.dot.state.oh.us/pdp/>). In order to receive email notification of future revisions to the PDP Manual, you must subscribe to the Project Development Process Manual mailing list using the Design Reference Resource Center (DRRC) web page (<http://www.dot.state.oh.us/drcc/>).

Training on the Minor and Minimal Processes was offered to all ODOT Districts earlier this year. Additional training, covering the entire PDP, will be conducted over the next few months. All individuals involved with project development, including consultants and LPA representatives, are encouraged to attend these sessions. Information regarding PDP training schedules will be provided on the ODOT website.

We welcome any comments or suggestions you may have regarding the PDP Manual or the overall PDP process. Although final preparation of this manual was a joint effort between the Office of Planning, Office of Environmental Services and Office of Production, to facilitate the tracking of comments, we ask that you send comments or concerns to:

Ohio Department of Transportation
William C. Ujvari, P.E., Administrator
Office of Production
P.O. Box 899
Columbus, Ohio 43216-0899
Attention: Julie A. Donovan, P.E.
Email: Julie.Donovan@dot.state.oh.us

Respectfully,

A handwritten signature in black ink that reads "Gordon Proctor" followed by the initials "TSM" in a smaller font.

Gordon Proctor
Director