Introduction Information

Introduction – This Scope of Services represents work on two individual highway improvement projects as described below. The State intends to let two of the projects as separate projects with each project having its own separate letting date. Each project will be an individual plan set.

State Project (SP) 1206-91 on Minnesota Highway 29
SP 1206-91 is a bridge replacement project on MN Highway 29 in the town of Montevideo. The project consists of one bridge replacement: Br. 9287. Br. 9287 is 0.9 miles N. of TH 212 on TH 29. Br. 9287 carries TH 29 over Parkway Drive. SP 1206-91 is currently scheduled for letting on September 27, 2019.

SP 6405-68 on United States Highway 71
SP 6405-68 is a bridge replacement project on US Highway 71. The project consists of one bridge replacement: Br. 5543. Br. 5543 is 2.8 miles south of Jct. of MN Highway 14. Br. 5543 carries TH 71 over the Redwood River. SP 6405-68 is currently scheduled for letting on November 20, 2020.

Consultant Engineering Contract Overview

This contract will provide the State detailed design services and deliverables needed to bring the two SP’s to letting on schedule. The State intends to let the projects as separate projects with each project having a separate letting. The products and services needed include, but are not limited to; public involvement, agency involvement, hydraulics design, detail design, utility coordination, detailed design road plans, and special provisions.

The two projects will have requirements and deliverables for the Contractor and the State:
A) SP 1206-91 and SP 6405-68 contain bridge replacements. State’s Bridge Office will provide bridge plan sheets for both projects. The Contractor will be asked to coordinate with the Bridge Office for the bridge and roadway plans.
B) SP 1206-91 TH 29 will included coordination with the United States Army Corps Of Engineers (ACOE) on the roadway (Parkway Drive) raise done in 2018 for the City of Montevideo’s flood control plan. The Contractor will be asked to coordinate the roadway plans for SP 1206-91 with the ACOE in relation to the embankment for the bridge’s abutments.
C) SP 6405-68 has a need for bank armoring along the Redwood River near the bridge location. The consultant will be asked to include this in the roadway plans for the project.
D) SP 1206-91 and SP 6405-68 will have detour plans. The State will provide the detour routes to the Contractor for inclusion in plan sets.

Section 1 - Project Management (Source Type 1010)

1.1 - Kick-off Meeting - The Contractor will coordinate and conduct a Project Kick-off meeting in Willmar, MN. The meeting will establish communications protocol and discuss the project schedule. The Contractor will receive available existing information from the State. The State will provide deliverables as available, a brief discussion of known issues, and a review of the project schedule.

1.2 - Project Coordination - Contractor will conduct up to two project coordination meetings with the Project Management Team if needed (assumed in Willmar, MN). This team will consist of members of State Engineering Staff. Tasks include agenda preparation, meeting facilitation, follow-up, and a summary of activities and outcomes from each meeting. Meetings may be conducted
via telephone when approved by the State’s Project Manager. Tasks also include routine communications, including biweekly telephone calls or meetings with State’s Project Manager.

1.3 - Project Instructions and Quality Assurance - Contractor will develop internal tools (Project Instructions, Gantt Charts, Work Plans) to establish a schedule with defined deliverable dates, budgets, roles, and responsibilities for the project team members throughout the project.

1.4 - Monthly Progress Reports, Invoices and File Keeping - Contractor will submit monthly progress reports and invoices to State in the prescribed format. When all project work is complete, Contractor will prepare a final invoice and correspond with State to confirm the completed technical and financial status. Contractor will assemble a complete project record in paper and electronic files for archival purposes. The Contractor will also supply an updated schedule each month.

1.5 – Detailed Design Meetings - Contractor will coordinate and conduct Design Meetings. The Contractor will hold one plan review meeting at the 30, 60 and 90 percent turn-ins. The Contractor and State will discuss needed design changes. The meeting will take place via phone conference unless deemed necessary to meet face to face by the State’s Project Manager. These are supplemental meetings beyond those explicitly called for elsewhere in this Scope of Services. The Contractor will prepare agenda and facilitate the supplemental meetings. The Contractor will also prepare and distribute draft minutes within two business days after each meeting and final minutes within three business days after each meeting. All face to face meetings should be assumed in Willmar

1.6 – Summary of Meetings:
   A) Kickoff Meeting – 1 (face to face)
   B) Project Coordination Meeting – up to 2
   C) Detailed Design Meetings – up to 6

1.7 – Quality Control Management- The Contractor will prepare a Quality Management Plan (QMP), and adhere to the Plan throughout performance of the work. The QMP must be project specific, and must be developed in accordance with the current State QMP Website located at: <http://www.dot.state.mn.us/design/qmp/index.html>. The Contractor will be required to submit their QMP, including internal review and redlined plan set with each detail design submittal. The Contractors submittal will also include response/comment to all State’s redline comments.

1.8 - Project Management Deliverables and Due Dates(s) or Time Requirement

State’s Deliverables:
A) Review and respond to submittals (within 3 weeks)
B) Coordinate internal reviews (within 3 weeks)
C) Provide copies of project correspondences and project information (as needed)
D) Attend meetings (as needed)
E) Approve deliverables (as needed)
F) Monitor quality control (at all turn - in milestones)

Contractor’s Deliverables:
A) Coordinate and attend meetings (as needed)
B) Hold an update meeting or conference call with State’s Project Manager (semi-weekly or as needed)
C) Prepare meeting agendas, displays, and minutes (as needed)
D) Prepare and submit invoices and progress reports (monthly)
E) Provide updates to the project schedule (upon request by State’s Project Manager)
F) Provide timely copies of critical correspondences and project issue data (as needed)
G) Submit electronic project files on CD or via ftp (at project completion)
H) Monitor, Document, and submit quality control (at all turn – in milestones)

Section 2 - Public and Agency Involvement (Source Type 1065)

The intent of public engagement for this contract is for the contractor to work with adjacent landowners, Chippewa County, Redwood County, other associated stakeholders, and the public to inform, educate and engage them on the Bridge replacement projects.

With prior authorization from the State’s Project Manager, the Contractor will perform direct contacts with State functional units, Chippewa County, Redwood County, stakeholders, and other outside agencies to collect information needed for project development and final plans. Contractor will provide copies of communications to the State’s Project Manager.

Project Web Documents – Contractor will be responsible for providing project information in web ready formats for the State’s use in keeping the general public informed in regard to the project. The Contractor will provide documents and graphics for the State to post on State’s website. The Contractor will not be responsible for hosting, or maintaining a website, only for supplying web ready computer documents.

All documents provided for posting on State’s public website must meet the provisions of the State of Minnesota’s Accessibility Standards and Minnesota’s accessibility standard for electronic documents at the following location: https://mn.gov/mnit/programs/accessibility/.

2.1 - Public Involvement and Agency Involvement Deliverables and Dues Dates(s) or Time Requirement

State’s Deliverables:
A) Participate in meetings (as needed)

Contractor’s Deliverables:
A) Landowner Coordination Meetings (Up to 10)
B) Draft Notification Letters (Up to 2)
C) Public Notifications post cards for both projects (Up to 400)
D) Prepare for and attend one City Council meeting in Montevideo
E) Prepare for and attend one City Council meeting in Sanborn
F) Prepare, facilitate, organize, and attend 2 public open house meetings (assumed one for Montevideo and one for Sanborn project)
G) Prepare a written meeting summary for the meeting (within 3 business days of meeting day)

Section 3 - Surveying (Source Type 1140)

3.1 - Design Surveying - The State will provide dtm files, tin files, planometrics, alignment and Right of Way (R/W) information

3.2 - Supplemental Surveying - Contractor will provide supplemental surveys, as needed, and only with approval of the State’s Project Manager. Supplemental surveys include but are not limited to: utilities, storm sewer, culverts and detailed profile work. All surveying will maintain the appropriate horizontal datum, County Coordinates, and vertical datum. The tasks will be performed in
conformance with the current standards and specifications of State Survey and Mapping Manual, unless otherwise specified.

3.3 - Surveying Deliverables

**State’s Deliverables:**
A) Dtm files, tin files, planometrics, alignment and R/W information

**Contractor’s Deliverables:**
A) Contractor will provide supplemental surveys as needed such as utilities, culverts, detailed profile work, etc.

Section 4 - Preliminary Design (Source Type 1071)

4.1 - SP 1206-91 TH 29 Layout
The geometric layout for SP 1206-91 has been developed. This geometric layout will be reviewed by the contractor and it will be incorporated into the design of the project.

4.2 - SP 6405-68 TH 71 Layout
The geometric layout for SP 6405-68 is in the process of being developed. This geometric layout will be reviewed by the contractor and it will be incorporated into the design of the project.

4.3 - Design Memorandum
The State will be responsible for the Design Memorandum for both projects.

4.4 - Early Notification Memo and CATEX
The State will be responsible for the Early Notification Memo and the CATEX for both projects.

4.5 - Final Wetlands – The State will be responsible for the Final Wetland report.

4.6 - Preliminary Design Deliverables and Dues Dates(s) or Time Requirement

**State’s Deliverables (for all three projects):**
A) All Environmental Documentation for both projects. (CATEX, ENM)
B) Provide the Final Wetland report for both projects. (upon Contract Execution)
C) SP 1206-91 TH 29 Layout with Construction Limits (upon Contract Execution)
D) SP 6405-68 TH 71 Layout with Construction Limits (February 4, 2019)

**Contractor’s Deliverables:**
A) Review cross-sections and construction limits and provide any comments within 30 days of notice to proceed.

Section 5 – Hydraulics Engineering (Source Type 1141)

5.1 - Preliminary Hydraulics - Contractor will provide analyses of the basic surface water management features for the proposed bridge. All drainage and receiving waters (lakes, wetlands, streams, and county ditches) identified as a part of the preliminary environmental studies will be identified and considered. Contractor will identify major water crossings and potential stormwater treatment locations. Contractor will provide mapping of surface water features to the State for review.

Contractor will perform hydraulic design including the following:

1. Verify drainage area boundaries.
2. Determine existing and future surface water runoff hydrology, modeled in HydroCAD software.

3. Locate and identify major water crossings (defined as discernible swales from quad maps), drainage and receiving waters (lakes, wetlands, streams, county ditches, etc.).

4. Determine preliminary sizes and locations of culverts where required.

5. Determine the need and sizing for any bank armoring along the Redwood River near and around SP 6405-68. It is to be expected that rip rap will be needed along the north bank of the Redwood River.

Contractor will coordinate the hydraulic study and will document hydraulic study results in a draft and final Hydraulic Study Technical Memo. The final memo will be provided to State in paper and Acrobat Reader (*.pdf) formats.

5.2 - Hydraulic / Drainage Analysis and Engineering - The Contractor will identify all water resources issues, using available data, including water quality requirements as imposed by local, State, and federal government regulations; National Wetland Inventory and other wetland/protected waters inventories; and official documents concerning the Project, such as the environmental studies.

5.3 - Hydraulics / Drainage Coordination with Other Agencies and Disciplines - The Contractor will coordinate all water resource issues with regulatory agencies. The Contractor will document the resolutions of issues for the correspondence file, including meeting minutes and memoranda for the record. The Contractor will comply with and document the permit requirements, modifications, and contacts with the permitting agencies.

5.4 - Hydraulics / Drainage Design Requirements - The Contractor will review and verify all preliminary hydraulics data in order to make final hydraulic recommendations. The Contractor will create the final hydraulics/drainage design for the areas impacted by the bridge replacement. Hydrology and hydraulic modeling for the bridge replacement will be completed by State’s bridge office.

5.5 – Hydraulics Engineering Deliverables and Due Dates(s) or Time Requirement

State’s Deliverables:
A) Complete review and comments (within 3 weeks)
B) Hydraulic Letters for Bridge Replacements

Contractor’s Deliverables:
A) Preliminary and final hydraulic study technical memo at 60% plans submittal and 90% plans submittal respectfully for both projects (SP 1206-91 and SP 6405-68)
B) Include bank armoring along the Redwood River into the plan set for SP 6405-68

Section 6 – Utilities (Source Type 1250)
Utilities Definition: For the purpose of this agreement "utility facilities" means and includes all privately, publicly, or cooperatively owned communication lines and facilities; and any system, lines, or facilities for the distribution or transmission of electrical energy, gasoline, oil, gas, water, steam, etc., or for the exclusive collection of sewage.

6.1 - Utility Coordination Process - The Contractor will participate in all steps of the State’s utility coordination process and will coordinate the project development with all utility owners that may be affected by the project. Utility coordination generally includes resolving and mitigating all utility
conflicts. Specific utility coordination activities must be handled in compliance with the State’s Utilities Manual and as outlined in the consultant information packet, both of which can be found at State’s website [www.dot.state.mn.us/utility/](http://www.dot.state.mn.us/utility/). The time frame for completion of the steps in the utility coordination process is to be determined by the Contractor in coordination with the State’s project manager. The utility coordination services set forth herein must be performed by individuals trained to execute the coordination process according to the State’s Utilities Manual.

The Contractor will complete the Utility Coordination Process for both projects, SP 1206-91 and SP 6405-68.

**Section 7 – Detailed Design (Source Type 1250)**

7.1- Detailed Design- The Contractor will prepare the construction plans for the proposed roadway improvements that are consistent with horizontal and vertical alignments, typical sections, and construction limits identified in the approved Final Geometric Layout. The road plans prepared will also be consistent with findings and recommendations identified in the Project Design Memorandum, the CATEX and the Materials Design Recommendation (MDR). The State will provide the Detour Routes which the Contractor will use to create plan sheets and incorporate into the plan set. The Contractor will also use the Detour Routes to analyze and prepare the Traffic Management plan (TMP), and also respond back with any comments and recommendations for Traffic Control, Detour Routes, etc. Work will be in accordance with the State Highway Project Development Process (HPDP), State CADD standards, and Technical Memoranda. Work will be completed using English units. The format of the construction plans will comply with the State sample plan and the State CADD Standards as found at [http://www.dot.state.mn.us/caes/cadd/](http://www.dot.state.mn.us/caes/cadd/). The construction plan set may consist of, but is not limited to, the following sheets:

1. Title Sheet
2. General Layout
3. Statement of Estimated Quantities (SEQ)
4. Soils Construction Notes and Standard Plates & Plans
5. Typical Sections
6. Quantity Tabulations
7. Public Utility Tabulations
8. Miscellaneous Details as needed
9. Standard Plan Sheets
10. Construction Staging Plans
11. Traffic Control - including Detour - Plans and Tabulations
12. Alignment Tabulations
13. In-place Topography, Utilities and Right-of-Way
14. Removal Plans and Tabulations
15. Construction Plan Sheets
16. Roadway Profile Sheets
17. Storm Water Pollution Prevention Plan
18. Drainage Plans and Profiles
19. Temporary Erosion/Sediment Control Plans
20. Turf Establishment and Permanent Erosion/Sediment Control Plans
21. Landscaping Plans
22. Proposed Drainage Tabulation
23. Striping Plan
24. Signing Plan
25. Lighting Plan
26. Cross-Section Sheets
7.2 - Special Provisions - One set of Special Provisions will be required for the letting. The Contractor will be responsible for producing the Special Provisions for all unique items in the project that are not covered in the State Standard Specifications for Construction. Each provision will contain a description, materials, construction requirements, method of measurement, and basis of payment for each item. Deletions from, and additions to Standard Specifications will be written and included as necessary. Construction contract time and traffic provisions (timeline and bar chart) will be developed with input from State. A copy of the Special Provisions will be submitted to State for review along with the 90%, and 100% Construction Plan submittals. Electronic copies of the final Special Provisions in Microsoft Word format will be submitted with the Final Construction Plans.

7.3 - Engineer’s Construction Cost Estimate - The Contractor will submit the Engineer’s Construction Cost Estimate based on quantities and information at hand, starting with the Detail Design (90%), and all submittals thereafter. Lump sum items in the estimate will need to be broken down in detail to explain the estimated cost. The cost estimates will use the latest cost data available. An electronic copy of the cost estimates in Excel format will be submitted in addition to the hard copy. In addition to the required cost estimates in Excel format, the Construction Plan submittal (100%) will include an electronic file of estimated quantities and costs. The electronic file will be submitted by State’s Central Office directly to the State’s Estimates Unit for loading into the Trns*port system.

7.4 - Plan Format - The format of the Construction Plans will comply with the State’s current CADD data standards, related appendices, and the State’s current design concepts and practices. All sheets contained in the Construction Plans and cross sections will be submitted to the State in Microstation power GEO-PAK SS3 or newer formats. The Plans, Profiles, cross sections, and 3D Model will be in compliance with the State CADD Standards, as found at <http://www.dot.state.mn.us/caes/cadd/>. Plans submitted for reviews will be delivered on 11”x17” bond sheets. The detail design plan will be submitted on 11” x 17” bond sheets and only the title sheet will be on an 11” x 17” sheet of vellum.

7.5 - Plan Review and Approval
7.5.1 - Preliminary/Intermediate Design (30% Complete) - The Contractor will submit one set of prints and electronic design files showing the following elements of the construction plans: Title sheet, preliminary cross sections, preliminary profiles and typical sections. The State’s staff will complete review and comment on this submittal within 15 business days of the submittal date. Included in the submittal will be the documents from the result of the consultant’s QMP process that include a QC/QA “redlined” plan set. The Contractor will make all necessary revisions required by the State’s staff.

7.5.2 - Intermediate Design (60% Complete)-The Contractor will submit one set of prints and electronic design files showing all elements of the Construction Plan listed in Section 6.1 of this Scope of Services. The State’s staff will complete review and comment on this submittal within 15 business days of the submittal date. Included in the submittal will be the documents from the result of the consultant’s QMP process that include a QC/QA “redlined” plan set and responses to the previous State’s review comments. The Contractor will make all necessary revisions required by the State’s staff and provide responses to the previous State’s review comments.

7.5.3 - Detail Design (90% Complete) - The Contractor will submit one set of prints and electronic design files for the proposed Construction Plan, one copy of the Special Provisions, TMP, Quantity Calculations and comps, and one copy of the Engineer’s Construction Cost Estimate for the State’s Review and Comment. Included in the submittal will be the documents from the result of the consultant’s QMP process that include a QC/QA “redlined” plan set and responses to the previous
State’s review comments. The Contractor will incorporate the Detour Plan, Hydraulics files, provided by the State into their 90% plan. The State’s staff will complete review and comment on this submittal within 15 business days of the submittal date. Selected sheets will be sent to State’s Central Office for preparation of any necessary Agreements. The Contractor will make all necessary revisions required by the State’s staff.

7.5.4 - Construction Plan (100% Complete) - The Contractor will submit one set of prints and electronic design files for the proposed Construction Plan, one copy of the Special Provisions, TMP, Quantity Calculations and comps, and one copy of the Engineer’s Construction Cost for the State’s Review and Comment. Included in the submittal will be the documents from the result of the consultant’s QMP process that include a Quality Control/Quality Assurance (QA/QC) “redlined” plan set and responses to the previous State’s review comments. The State’s staff will complete review and comment on this submittal within 15 business days of the submittal date. The Contractor will make all necessary revisions required by the State’s staff.

Upon making the revisions to the 100% Construction Plan submittal, the Contractor will submit two signed and certified vellum title sheet. The plan set will be submitted to State’s Central Office Design Liaison Unit for review and approval. The State’s Central Office Design Liaison Unit will make a final review and comment on the certified Construction Plan.

Upon making the revisions requested by State’s Central Office Design Liaison Unit, the Contractor will submit new signed and certified sheets, as necessary. An electronic copy of the project’s GEOPAK design files (.gpk) and each sheet in Microstation power GEO-PAK SS3 or newer format will be submitted upon final corrections. One copy of the final design computations and quantity calculations will also be submitted.

7.6 - Detailed Design Deliverables and Due Dates(s) or Time Requirement

SP 1206-91

State's Deliverables
A) Final Materials Design Recommendation (November 12, 2018)
B) Detour Route (December 28, 2018)
C) Complete review and comments (within 15 business days)

Contractor's Deliverables:
A) 30% submittals (Plans) (December 28, 2018)
B) 60% submittals (Plans) (February 22, 2019)
C) 90% submittals (Plans, Special Provisions, TMP, Engineer’s Construction Cost Estimate, Quantity Calculations and Comps.) (April 19, 2019)
D) 100% submittals (Plans, Special Provisions, TMP, Engineer’s Construction Cost Estimate, Project Manager Utility Certification, Quantity Calculations and Comps.) (June 21, 2019)
E) 3D Surface models of Subgrade, Grading Grade, and Finished Grade produced using Corridor Modeler Microstation power GEO-PAK SS3 or newer. The final file format for the surface models will be in .XML file format.
F) The Contractor will submit all deliverables as required to meet the letting date (September 27, 2019). The State expects 100% completion of tasks and deliverables for a final Construction Plan turn in on June 28, 2019.
**SP 6405-68**

**State’s Deliverables**
A) Final Materials Design Recommendation (December 2, 2019)
B) Detour Route (1/3/2020)
C) Complete review and comments (within 15 business days)

**Contractor’s Deliverables:**
A) 30% submittals (Plans) (January 3, 2020)
B) 60% submittals (Plans) (March 27, 2020)
C) 90% submittals (Plans, Special Provisions, TMP, Engineer’s Construction Cost Estimate) (June 5, 2020)
D) 100% submittals (Plans, Special Provisions, TMP, Engineer’s Construction Cost Estimate, Project Manager Utility Certification) (July 31, 2018)
E) 3D Surface models of Subgrade, Grading Grade, and Finished Grade produced using Corridor Modeler Microstation power GEO-PAK SS3 or newer. The final file format for the surface models will be in .XML file format.
F) The Contractor will submit all deliverables as required to meet the letting date (November 20, 2020). The State expects 100% completion of tasks and deliverables for a final Construction Plan turn in on August 14, 2020.

**Section 8 - Permits (Source Type 1141)**

8.1 - Permit Applications - The Contractor will prepare and submit all required permits and exhibits for all permits required for both projects as requested by the State. This may include, but is not limited to investigating the needs for the Department of Natural Resources (DNR) Public Waters permit and Wetland permit, County Ditch Orders, and National Pollutant Discharge Elimination System (NPDES).

8.2 - Permits Deliverables and Dues Dates(s) or Time Requirement

**State’s Deliverables:**
A) Review permit applications

**Contractor’s Deliverables:**
A) Prepare exhibits for permit submittals. (as requested by the State)
B) Submit permits for both projects (At the 100% plan submittal)

**Section 8 – Project Schedule**
The following schedule is for the major items and is based off an assumed date (notice to proceed) of November 5, 2018. The schedule should be adjusted accordingly as per the actual notice to proceed date at the time of contract execution.

The Contractor will be responsible for carrying out all work on the project according to the following schedule. Dates shown are the date a task must be complete and the work accepted by the State’s Project Manager.
### SP 1206-91

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<thead>
<tr>
<th>Deliverable Item</th>
<th>Deliverable Date</th>
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<tbody>
<tr>
<td>Project Management</td>
<td>Duration of the Project</td>
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<tr>
<td>Cost Estimation</td>
<td>Duration of the Project</td>
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<tr>
<td>Updated project schedule</td>
<td>Monthly</td>
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<tr>
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<td>December 28, 2018</td>
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<tr>
<td>Prelim Hydraulics Study Tech Memo</td>
<td>February 22, 2019</td>
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<td>Project Turn-in</td>
<td>June 28, 2019</td>
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<tr>
<td>Letting</td>
<td>September 27, 2019</td>
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### SP 6405-68

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