

INSTRUCTIONS				
1	Line out rows not needed (Do Not Delete Rows)			
2	Many activities (rows) will be accomplished concurrently			
3	MnDOT durations will normally not be changed			
4	Number of plan reviews can be reduced by LGU based on project complexity. (Intermediate reviews can reduce design and review times later in the project, it's your project.) We have to ensure there is proper review before Central Office Submittal.			
5	ADA is project specific, highly recommended contacting the ADA Unit early on projects that have ADA improvements on existing conditions. This is the #1 reason that causes project delay, design issues/rework, additional costs, etc. on recent projects.			
	MnDOT Working Days are Monday through Friday			
		NOTES	RESPONSIBILITY	WORKING DAYS
PROJECT MANAGEMENT				
	ONGOING PROJECT MANAGEMENT			
	PERFORM ONGOING PROJECT MANAGEMENT			
ENVIRONMENTAL				
	State Aid for Local Transportation Historical/Archeological Review Request			
	Prepare State Aid for Local Transportation Historical/Archeological Review Request		LGU	10
	Distribute & Review State Aid for Local Transportation Historical/Archeological Review Request		MnDOT	10
ROAD DESIGN				
	Transportation Management Plan			
	Prepare TMP		LGU	varies
	Review TMP		MnDOT	20
	Intersection Control Evaluation			
	Prepare Intersection Control Evaluation		LGU	20
	Review Intersection Control Evaluation		MnDOT	5
	Staff Approved Layout			
	Prepare Layout (by LGU)		LGU	20
	Review & Approve Layout by MnDOT		MnDOT	10
	GDSU Review of Geometric Layout (Level 1)		MnDOT	30
	Design Memo/Design Exception			
	Prepare Design Memo (with Design Exception(s) if needed)		LGU	5
	Approval of Design Memo/Formal Design Exception by State		MnDOT	5 to 20
	Material Design Recommendation (MDR)			
	Review MDR by MnDOT		MnDOT	20
	ADA Recommendations	SEE NOTE 5		
	Schedule ADA Field Walk		ADA Unit	10
	Conduct ADA Field Walk and Prepare Draft		ADA Unit	10
	District Review of ADA Field Walk Recommendations		LGU	10
	Finalize ADA Field Walk Recommendations		ADA Unit	10
	ADA Plan Review #1		ADA Unit	10

