

Grant Agreement

- VTrans will draft a Grant Agreement. Upon signing of the Agreement by all appropriate parties, eligible costs may be charged to the project

VTrans Project Supervisor

- A VTrans Municipal Assistance Bureau employee will be assigned to work with the municipality in the development of the project.

Municipal Project Manager (MPM)

- A Municipal Project Manager may be selected from qualified municipal employees, a regional planning commission or procured utilizing non-construction procurement procedures

Design Consultant

- A Design Consultant will need to be procured as stated in the respective procurement section of this document

Project Kick-off Meeting

- This is a meeting of the municipality, MPM, Design Consultant and VTrans Project Supervisor to discuss the goals and objectives of the project and define the project development process. Project scope, schedule and budget are some of the areas of discussion at this meeting

Local Concerns Meeting

- This is the first of three public meetings. This gives local citizens and stakeholders with interest in the project a chance to comment on the potential details and impacts of the project. ***The Alternatives Meeting and Local Concerns Meeting may be combined on smaller projects.***

Purpose & Need

- From information obtained at the Local Concerns Meeting, the design consultant shall prepare a Purpose & Need Statement that is consistent with the requirements of the state and local community. The problems and goals of the facility must be clearly defined and the language shall be clear and understandable to the layperson.

Alternatives Presentation

- This is the second of three public meetings. The design consultant presents the project alternatives to the public. The purpose of this presentation is to select a preferred alternative for further development. This is also an opportunity for the town to confirm that problems expressed at the Local Concerns Meeting were addressed.

Conceptual Plans

- This is the first step in plan development of the preferred alternative. These plans are approximately 25% of plans development and shall include a construction cost estimate

Public Information Meeting

- This is the third public meeting. Conceptual plans are presented for public input, including potential impacts of the project on environmental resources.

Environmental Document

- This document details the impacts of the project on resources such as wetlands, historic, archaeological, etc. as mandated by the National Environmental Policy Act (NEPA)

Preliminary Plans

- These are detailed design plans which represent approximately 60% of the plans development process. These plans will clearly show the limits of construction. A construction cost estimate shall be included in this submittal.

Right-of-Way

- This is the process during which the temporary and / or permanent property rights needed for the project are identified and acquired, culminating in issuance of a ROW Clearance Certificate by VTrans

Final Plans

- This step represents approximately 85% of plans development. Itemized quantities and a construction cost estimate will be completed as well as draft special provisions

Contract Plans, Specifications & Estimate (PS&E)

- The PS&E package provides the details of constructing the project. The Contract Plans and Specifications will be used by construction contractors to bid on the project

Construction

- This is what everyone has been working towards. The project is bid, awarded, the contractor breaks ground and the project is built

Completion & Acceptance

- The project is completed and the Municipality formally accepts the project in writing