Project and Review Timeline
Signal System Timing and Operations

1) **State Signal Systems Engineer** <u>Shall Assign Project to</u> **Firm**
   - **SSSE** notifies **Firm** of intent to contract with them for the project, typically in bulk with all projects the **Firm** will have for that year.

2) **NCDOT Project Engineer** <u>Shall Distribute Project Information</u>
   - SSTO Project Engineer shall compile all signal database files, *Synchro* files, *Tru-Traffic* files, graphics, maps, and any other relevant information available, and send it to the **Firm** in advance of the Project Scoping Meeting.

3) **Project Engineer** <u>Shall Arrange and Hold a Project Scoping Meeting</u>
   - During this meeting, specific requirements will be determined in conjunction with the relevant Division and SSTO staff.

4) **Project Engineer** <u>Shall Send Project-Specific</u> *Scope of Services* <u>to the</u> **Firm**
   - Based on the details of the system and outcome of the scoping meeting, the **Project Engineer** shall develop and send a project-specific *Scope of Services* to the **Firm**, copying the **SSSE**.

5) **Project Engineer** <u>Shall Negotiate Direct Costs with the</u> **Firm**
   - Based on the details of the system, outcome of the scoping meeting, and the project-specific *Scope of Services*, the **Project Engineer** shall negotiate the Direct Costs prior to developing the project-specific *Cost Estimate Template*.

6) **Project Engineer** <u>Shall Send Project-Specific</u> *Cost Estimate Template* <u>to the</u> **Firm**
   - Based on the details of the system and outcome of the scoping meeting, the **Project Engineer** shall develop and send a project-specific *Cost Estimate Template* to the **Firm**, copying the **SSSE**.
   - The *Cost Estimate Template* shall include the agreed-upon assumptions for the system, including:
     i. Number of Signals
     ii. Number of Timing Plans
     iii. Number of Critical Intersections
     iv. Direct Costs
   - The *Cost Estimate Template* shall also include the following Firm-specific and project-specific details, all of which can be found on the *Master Project List* spreadsheet:
     i. LSC Number
     ii. WBS Number
     iii. Staff Names, Classifications, and Labor Rates
     iv. Overhead
     v. Comparative Fee
     vi. Cost of Capital
     vii. Subconsultant Fees

7) <u>Cost Estimate Preparation and Submittal</u>
   a) Once the *Cost Estimate Template* has been shared with the **Firm**, the **Firm** shall complete their cost estimate and submit it directly to the NTP reviewer.
   b) Simultaneously, the **Project Engineer** shall complete their cost estimate and submit it to the **SSSE** for review and approval.
   c) The **SSSE** shall then submit the full NTP package directly to the NTP reviewer, copying the **Project Engineer**.
   d) If necessary, the **SSSE** and **Firm** will negotiate costs based on the review of the NTP reviewer.

8) <u>Notice to Proceed Issued to the</u> **Firm**
   - Once the cost estimates are within the acceptable thresholds, Final Notice to Proceed will be issued by the NTP reviewer.

9) **Project Engineer** <u>Shall Attend the Kick-Off Meeting</u>
   - **Firm** shall schedule and hold a project Kick-Off Meeting with the pertinent Division, Municipal, and Regional Traffic engineering representatives.
   - The goal of the meeting will be to discuss, in detail, the scope of the project, operational objectives of the corridor, and any additional pertinent information or recommendations.

Preliminary Submittal (latest *PEF Project Review Checklist_Preliminary Submittal* available here)

10) **Firm** Shall Submit the Preliminary Report and Supporting Files to the **Project Engineer**
11) **Project Engineer** Shall Review the *Preliminary Submittal*
   - **Project Engineer** shall review all submitted items, including, but not limited to:
      o Preliminary Report
      o Preliminary *Synchro* Files
      o Preliminary *Tru-Traffic* Files
      o Preliminary Signal Timing Database Files (*TransLink32*, *Centracs*, etc.)
12) **Project Engineer** Shall Send *Preliminary Submittal* Comments to the **Firm**
   - **Project Engineer** shall compile comments on the *Preliminary Submittal*, generally in an itemized spreadsheet, and send it to the **Firm**, copying the **SSSE**.
13) **Project Engineer** Shall Issue *Preliminary Submittal Approval*
   - Once the **Firm** has addressed all of the **Project Engineer's** comments, the **Project Engineer** will issue the *Preliminary Submittal Approval* to the **Firm**, via email, copying the **SSSE**.
   - The **Firm** is now released to implement and fine-tune the new plans.
14) Submit *Preliminary Review Rating* Form
   a) **Project Engineer** shall complete a *Preliminary Review Rating* form within the [Consultant Performance Evaluation System](.).
   b) **Project Engineer** shall sign and send the form via DocuSign to the **SSSE** and the **Firm**.
   c) **SSSE** and the **Firm** will review and sign the *Preliminary Review Rating* form via DocuSign.

Final Submittal (latest *PEF Project Review Checklist_Final Submittal* available here)

15) **Firm** Shall Submit the Final Report and Supporting Files to the **Project Engineer**
16) **Project Engineer** Shall Review the *Final Submittal*
   - **Project Engineer** shall review all submitted items, including, but not limited to:
      o Final Report
      o Final *Synchro* Files
      o Final *Tru-Traffic* Files
      o Final Signal Timing Database Files (*TransLink32*, *Centracs*, etc.)
17) **Project Engineer** Shall Send *Final Submittal* Comments to the **Firm**, if necessary
   - **Project Engineer** shall compile comments on the *Final Submittal*, generally in an itemized spreadsheet, and send it to the **Firm**, copying the **SSSE**.
18) **Project Engineer** Shall Issue *Final Submittal Approval*
   - Once the **Firm** has addressed all of the **Project Engineer's** comments, the **Project Engineer** will issue the *Final Submittal Approval* to the **Firm**, via email, copying the **SSSE**.
   - The **Firm** can now submit their final invoice.
19) Submit *Final Evaluation Rating* Form
   a) **Project Engineer** shall complete a *Final Evaluation Rating* form within the [Consultant Performance Evaluation System](.).
   b) **Project Engineer** shall sign and send the form via DocuSign to the **SSSE** and the **Firm**.
   c) **SSSE** and the **Firm** will review and sign the *Final Evaluation Rating* form via DocuSign.

20) Final Report Files, Travel Time Results, and Recommendations
   a) **Project Engineer** shall put all *Final Submittal* files in the appropriate signal system folder on the shared drive and notify the **SSSE** using standard email template.
      i. For In-House projects, **Project Engineer** shall complete a Final Report using the template, put files in the appropriate folder on the shared drive, and notify the **SSSE** using email template.
   b) **Project Engineer** shall update the SSTO database to reflect the implementation date of new coordination plans and any other relevant changes to the system as a result of the project.
   c) **SSSE** shall compile final recommendations and travel time results on the *Master Recommendations and Travel-Time Savings* spreadsheet.
   d) **SSSE** shall distribute final recommendations and travel time results to the appropriate Regional and Division traffic staff.