

*How, to whom, and when do I relay Local Agency Program (LAP) project decision data?*

ASKED & ANSWERED

**Purpose:** To provide the key transition points, occurring between functional areas, at which time the transfer of project information and assumptions are considered critical for proficient project processing and completion.

**Details:** Over the life of a project many individuals provide technical insight to tailor the scope to achieve the intended results. These changes in the scope are often accompanied by decisions and assumptions that are relevant to future stages of project review and development. There are four key points in the project development process that this project specific data should be available for the next group of functional and technical experts involved with project development and acceptance.

Project identification, feasibility, and selection activities:

The project data that becomes known during this project initiation stage is documented and provided to the design team to give the basis for decisions made to date and to rule out options that are not feasible (nor required) in the design phase development. The design team and other Department oversight personnel are provided the opportunity to ask questions about the project's activities to date and verify that the project is primed for the design effort to begin. Any funding concerns and requested project schedule adjustments are also addressed at this time.

Project design and preparation of the project plan set:

During the design phase of the project, the project will be reviewed by Department (or consultant firm personnel) plans reviewers. The project decisions and assumptions made during the project initiation phase paired with those agreed upon during the design phase are documented and provide to all plans reviewers involved in this key functional activity for acceptance of the project design documentation. After the review period ends, the comment resolution activities may begin. This function is performed by the design team to address and resolve any issues identified during the review. The overall review process benefits by this project data sharing.

Completion of the bidding documents (plans and specifications package):

When the design phase is complete, the bidding documents are reviewed by Department (or consultant firm personnel) contract package reviewers. All of the project decisions and assumptions that have been agreed upon (and documented) are summarized and made available during this final review, which occurs prior to advertisement of the project by the local entity. Other Department activities occur that formally complete the design process and approve the bidding documents which enable the approval to be granted to the local entity to advertise the project.

Bids received, analysis and acceptance of the bids, and award of the contract:

Prior to the beginning of construction of the project, the Department (or consultant firm personnel), from both the design oversight team and construction administration staff, review the project's history, which consists of all of the decisions and assumptions agreed upon (and documented) and, in addition, all inquiries submitted concerning the project and the bidding documents during the advertisement period and the bid analysis process (also documented).

The staff in each district, handling any of the above noted activities, may vary as more of the project coordination activities and responsibilities may rest with the LAP Administrator (or Coordinator) and, also, with the assigned Department project manager. Please coordinate with the district staff to determine who will serve as the official liaison with the local entity's staff for the sharing and receiving of project historical data (documented: decisions, assumptions, and inquiries).

**References:** N/A

**Exceptions:** N/A

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