2009 Five-Year Community Transportation Service Plan
Roles and Responsibilities

Steps	Primary Tasks	Timeline in Weeks	Responsible Party	Comments	Result
1	Pre-Call for Project Notification	4	Planning Coordinator (PC)	Email notice is distributed to transit systems to inform them of upcoming twice annual Call for Projects	Email on CTP list serve
2	Submit Initiation memorandum and e-mail to transit systems	Submitted twice yearly in **March** and **September**	PC	Transit systems will be notified of CTSP program	Memo and email submitted by PTD
3	Engagement Letter *(10% match commitment and resolution)*	4	Transit System	Systems may need up to 30 days to get approval for 10% match and resolution	Engagement letter received with 10% commitment and resolution
4	Notification of Participation (NOP)	1	PTD Asst. Director	Letter to transit system(s) notifying them of their selection into the CTSP program	PTD sends Notice of Participation letter
4a	*CTSP Program Packet (3-ring binder) submitted with NOP letter*		**MDS**	CTSP Program Packet contains; Guide to CTSP Process, general scope of work, draft contract, contact information form (see 5a below), data set resources & LSA firm information	Transit system will receive packet to assist them in the scoping process
4b	*LSA Firm is selected for project*		PC	PC coordinates with transit system to select from available consultant firms pre-approved on LSA	Selected LSA firm
5	Pre-Scoping Conference Call	1	**MDS**	Conference call between PC, **MDS,** Transit System and TAB representative to establish goals and objectives of study prior to development of scope	Project goals and objectives
5a	*Contact Information Form*	3	Transit System	Transit system will identify steering committee members	Completed Contact Information Form submitted to **MDS** for review.
6	Scoping Meeting	1	**MDS**	On-site meeting with **MDS**, Transit system, PSMU and LSA firm to include a 'Ride About' service area.	Draft Scope of Work
7	Final Scope of Work	2	LSA firm	**MDS** and Transit System will review final scope of work for approval	Final Scope of Work
8	Notice to Proceed	1	PSMU	PSMU will execute Notice to Proceed with LSA firm	Executed Notice to Proceed
8a	*LSA firm submits sealed cost-estimate*		LSA Firm	Sealed cost-estimate is submitted to NCDOT PSMU for review	Approved project cost
8b	*In-House Cost Estimate*		PC	PTD will complete an in-house cost estimate and submit to PSMU for review	Final approved cost estimate
8c	*Notice to Proceed is signed by FM and LSA Firm*		PSMU	FM will authorize the disbursement of funds for projects	Final executed Notice of Award
8d	*Submit letter to Transit system requesting payment of 10% match*		PC	Transit system submits 10% match to PTD prior to issuance of Notice to Proceed	10% match submitted
9	**MDS** coordinates with LSA firm and Transit System in the development of CTSP	6-18 months	**MDS**	**MDS** will be responsible for the invoicing, tracking and reporting, review and oversight of LSA firm throughout the planning process	Approved CTSP
9a	*FM reviews and verifies rates and cost submitted by LSA Firm*		FM	FM verifies rates and cost for accuracy and compliance.	Authorization to pay invoices

	KEY
PC	Planning Coordinator
PTD	Public Transportation Division
MDS	Mobility Development Specialist
FM	Financial Management
LSA Firm	Limited Services Agreement Firm
CTP	Community Transportation Program
TAB	Transportation Advisory Board
NTP	Notice to Proceed
PSMU	Professional Services Management Unit