2009 Five-Year Community Transportation Service Plan
Timeline of Activities for Notice to Proceed

Steps	Primary Tasks	Aug	Sept	1	2	3	4	5	6	7	8	9	10	11	12	13	Feb	Mar	Result
				Timeline in Weeks															
1	Pre-Call for Project Notification																		Email on CTP list serve
2	Twice yearly Call for Projects																		Memo and email submitted by PTD
3	Engagement Letter *(10% match commitment and resolution)*																		Engagement letter with 10% commitment and resolution from Transit system
4	Notification of Participation (NOP) letter																		PTD sends Notice of Participation letter
4a	*CTSP Program Packet (3-ring binder) submitted with NOP letter*																		Transit system will receive packet to assist them in the scoping process
4b	*LSA Firm is selected for project*																		Selected LSA Firm
5	Pre-Scoping Conference Call																		Project goals and objectives
5a	*Contact Information Form*																		Completed Contact Information Form submitted to **MDS** for review.
6	Scoping Meeting																		Draft Scope of Work
7	Final Scope of Work																		Final Scope of Work
8	Notice to Proceed																		Executed Notice to Proceed
8a	*LSA firm submits sealed cost-estimate*																		Approved project cost
8b	*PTD In-House Cost Estimate*																		Final approved cost estimate
8c	*Notice to Proceed is signed by FM and submitted to LSA firm*																		Final executed Notice to Proceed
8d	*Submit letter to transit system requesting payment of 10% match*																		10% match submitted
9	**MDS** coordinates with LSA firm and Transit System in the development of CTSP																		Approved CTSP
9a	*FM reviews and verifies rates on invoices submitted by LSA firm*																		Authorization to pay invoice

Timeline in Weeks

Call for Projects

One-Day Activity

Conf. Call/Mtg.