

**Worksheet**

	ACTIVITY (LENGTH OF TIME)		MILESTONE (DATE)
<b>PS&amp;E SUBMITTAL</b>			
			Date of PS&E Submittal
Prepare Draft Contract			
	From Project Timelines Matrix		
<b>DRAFT CONTRACT COMMENTS</b>			
			Date of DCC
Prepare District Response			
	From Project Timelines Matrix		
<b>DISTRICT RESPONSE</b>			
			Date of DR
Incorporate District Response	1 Week		
<b>DRAFT CONTRACT READY</b>			
			Date of DCR
Clear Remaining Constraints	1 Week		
	From Project Timelines Matrix		
<b>READY TO LIST</b>			
			Date of RTL
Obtain Funding			
	From Project Timelines Matrix		
<b>OTHER FUNDING SOURCES</b>			
<b>CTC VOTE</b>	6 weeks after RTL		
<b>FM-76</b>			Use 2nd Day for Date
<b>FSTIP</b>			
<b>FUND CERTIFICATION</b>			
			Date of End of Verification, Send Document to DES-OE
Final Bid Document Prep	3 Weeks (This is always 3 Weeks)		
	From Project Timelines Matrix		
<b>ADVERTISE</b>			
			Date Advertising Starts
Advertising Period			
	From Advertising Periods Matrix		
<b>BID OPENING</b>			
			Date of Bid Opening
Award Period	4 Weeks (This is always 4 Weeks)		
	From Project Timelines Matrix		
<b>AWARD</b>			
			Date of Award
Contract Approval Period	2 Weeks		
	Length of Approval Period		
<b>APPROVE CONTRACT</b>			
			Date Contactor Signs Contract
<b>BEGIN CONSTRUCTION</b>	*15 days		
			Date of Begin Construction
	Project Cost:		<b>Resources You Need:</b>
<b>CTC VOTE REQUIRED? YES/NO</b>	(Amount from Estimate)		
	Northern or Southern District		
<b>BID ITEMS</b>	North	South	A Calendar
	1,2,3,4,5	7,8,11,12	State Holiday Schedule
<b>PLAN SHEETS</b>	6,9,10		CTC Dates
			Advertising Periods Matrix
			Project Timeline Matrix

\*For projects with cost greater than \$5 million and working days greater than 200 this activity is allowed 55 days. This does not apply to highway planting, maintenance, or building projects.