**Memorandum**

|  |  |
| --- | --- |
| To: | [Name], P.E.  [Choose proper title] Engineer |

|  |  |
| --- | --- |
| From: | [Name], P.E.  [Choose proper title] Engineer |

|  |  |
| --- | --- |
| Date: | Date Submitted to Engineer |

|  |  |
| --- | --- |
| Subject: | [Project Number] |
|  | [Project Name] |
|  | UPN [UPN] |
|  | Work Type [Work Type] |

Please approve the Final Plan Review Report.

|  |  |  |  |
| --- | --- | --- | --- |
| Approved |  | Date |  |
|  | [Name] |  |  |
|  | [Choose proper title] Engineer |  |  |

We are requesting those on the distribution list provide any comments within two weeks of the approval date.

Distribution:

|  |  |
| --- | --- |
| [Choose District Administrator] District Administrator | Rob Stapley, Rail, Transit, & Planning Division Administrator |
| Damian Krings, Highways Engineer | Tom Martin, Environmental Services Bureau Chief |
| Andy Cullison, Bridge Engineer | Jeff Jackson, Geotechnical and Pavement Bureau Chief |
| Gabe Priebe, Traffic and Safety Engineer | Joe Green, Construction Bureau – VA Engineer |
| Jason Gilliam, Right-of-Way Bureau Chief | [Choose a name], FHWA - Operations Engineer (PODI) |

cc:

Located at the end of this document

Include the date of the final plan review meeting and a list of those who attended the review, if one was held, including the individual's title, organization and office location. State if this was a mail out FPR and who the FPR plans were sent to.

*Link the PDF review documents containing comments and responses/resolutions to all comments here.*

# Work Zone Safety and Mobility

The level of construction zone impacts *has/has not* changed since the SOW approval. *Identify and explain any changes.*

# Public Involvement

The level of public involvement *has/has not* changed since the SOW approval.

*Identify any changes from the PIH/SOW report regarding the LOI or level of public involvement. If LOI has changed to “substantial”, describe why and include reference to the project-specific public involvement plan to be developed by the PM and endorsed by the Project Sponsor.*

*Document any changes to the project public involvement plan (regardless of if LOI or Level of Public Involvement changed).*

*Discuss public involvement activities planned for the rest of the project, including planned P.I. activities, landowner meetings, maintenance of electronic communication list, etc.*

*Identify any Construction Phase public involvement strategies that have been identified, including PI component for the Work Zone Safety and Mobility plan. Specifically identify if it is planned to engage a public relations consultant by Term Contract during the Construction Phase (coordination with District Construction staff is critical in making this determination).*

# Agreements

Document the status of all agreements. Identify concerns with obtaining any remaining agreements.

# Environmental Considerations

Identify all comments.

# Utility Issues

Discuss whether utilities will be relocated before or during construction. If there is no utility involvement, this section can be removed.

# Design Exceptions

This section should identify any required and approved design exceptions and variances for the project.

# Construction Cost Estimate

Note if the entire project is G-match. Include what the Project Total CN+CE (TOTAL costs w/INF + IDC) was at the previous milestone report.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Estimated cost | Inflation (INF)  (from PPMS) | TOTAL costs  w/INF + IDC  (from PPMS) |
| **(IM, NH STPP, etc.) CN** | **$** | **$** | **$0** |
|  |  |  |  |
| **HSIP CN** | **$** | **$** | **$0** |
|  |  |  |  |
| **(list all other) CN** | **$** | **$** | **$0** |
|  |  |  |  |
| **TOTAL CN** | **$** | **$** | **$0** |
|  |  |  |  |
| **CE** (\_\_%) | **$** | **$** | **$0** |
|  |  |  |  |

*Project TOTAL from all the funding types above:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project TOTAL CN + CE** | **$** | **$** | **$0** |

The estimate above includes $XXXXX for traffic control, XX% allowance for contingency, and XX% for mobilization.

Note: Inflation is calculated in PPMS to the letting date. If there is no letting date, the project is assumed to be inside the current TCP and is given a maximum of 5 years until letting. IDC is calculated at 13.56% for FY 2024.

# Preliminary Engineering

The percent PE expended is XX%. A review of the expended preliminary engineering and hours used compared to the anticipated amounts required for completing the project design indicates that a modification is/isn’t needed. *{Pick one of the following choices, delete the others, and include additional justification for the PE modification if necessary.}* *NOTE: If a modification is needed, a PE Mod Request must be submitted separately to the Engineering Fiscal Officer (follow PE modification process). Modifications will not be executed through this milestone report alone.*

* There was a major scope change after the preliminary field review which significantly altered the amount of design work required. {include additional justification}
* The project limits have changed. {include a discussion on the effects or impacts (if any) on design due to the change in project length}
* There was a project split. {include a short description of the project split and the impact on PE}
* The project was transferred to/from Consultant Design. {include a discussion on the changes needed to PE}
* The PE expenditures to date have been significantly higher/lower than anticipated. {include a discussion of where the over or under-runs occurred and whether additional or fewer hours will be needed to complete the design – note that sometimes addressing potential risk up front may use significant hours early in project development; these hours may or may not be saved later in the design process}
* A revision to the preliminary engineering cost estimate is necessary based on the design requirements identified during the project design, development of the scope of work, and hours needed to finalize project requirements.
* Ready Date:
* Tentative/Target Letting Date:
* PE End Date: [*As identified in the PE Obligation and Expenditure 9102 Report. The report can be found at* [*PE Obligation and Expense Report*](http://wlprd.mdtint.mt.gov:7777/pub-reports/prod/bv/pe_obl_and_exp/)*. Select the most recent report.* *If the PE End Date is earlier than the letting,* *contact the Engineering Fiscal Officer to request a new end date. The new date should be the last day of the month 9 months after the letting date (Letting of 1/15 = proposed PE End Date of 10/31). Include the new date above after the change is approved or note that the change is in process. If a Project Change Request for a PE budget modification is needed the end date change can be deferred and handled in conjunction with that, but state that intent here.]*

# Project and Risk Management

Provide a discussion on any remaining significant risks and discuss the active management strategies. If any significant risks have been retired or mitigated, identify those as well. *[Risk management guidance can be found at* [*https://www.mdt.mt.gov/business/consulting/risk-mgmt.aspx*](https://www.mdt.mt.gov/business/consulting/risk-mgmt.aspx)*]*

cc:

|  |  |
| --- | --- |
| [EPSProjectManager], EPS Project Manager | |
| MDT Headquarters Milestone Report Distribution <mdthqmilestonereport@mt.gov> | |
| [Choose a District Distribution] |  |
| [Choose District Construction Reviewers] |  |
| [Choose a Maintenance Chief] |  |

Optional (remove if not used)

|  |
| --- |
| Vacant, Eng. Manager, Bridge Management System *[if there are structures on the project]* |
| Andy White, Secondary Roads Engineer *[project is on or crosses a secondary route]* |
| Jeremy Terry, Road Design Engineer *[Road involvement]* |
| Shelby Clark, Bicycle/Pedestrian Coordinator *[omit if is obviously no bike/ped involvement]* |
| County Officials *[secondary program, any route that is county maintained, or involves a county agreement]* |
| Tribal Government Officials *[on or adjacent to a reservation]* |
| City/Municipal Officials *[projects within city/urban limits:* [*MDT Urban Maps | Montana Department of Transportation (MDT) (mt.gov)*](https://www.mdt.mt.gov/travinfo/maps/urban-maps.aspx)*]* |
| STREET, JOHN THOMAS A CIV USAF AFGSC 341 CES/CEMD, Malmstrom Air Force Base <[[john\_thomas.street@us.af.mil](mailto:john_thomas.street@us.af.mil)](mailto:john%20thomas.street@us.af.mil)> [USAF access routes: [*\\state\mdt\prd\GreatFalls\GTF\ALL\_STAFF\T\_and\_E\_Routes*](file:///\\state\mdt\prd\GreatFalls\GTF\ALL_STAFF\T_and_E_Routes)*]* |