

**TRANSPORTATION ENHANCEMENT PROGRAM
MILESTONE POLICY
May, 2011**

Projects that have submitted TEP applications must include thirty percent (30 percent) design plans with the application. The thirty percent plans are the starting point of further project development. Plans for the approved projects should not drop below this thirty percent (30 percent) stage after the Executive Committee has approved them. Projects requiring a restart of the design process should be withdrawn and resubmitted when thirty percent design plans are again achieved. Project sponsors are required to bring their projects to the sixty-percent design stage within one (1) year of the “kick-off” meeting and advertise construction projects within two (2) years of the same date. The “kick-off” meeting is held for all approved projects within two months of the date of the approval letter signed by the Governor. Projects that do not meet this requirement may have the funding withdrawn at the sole discretion of the Maryland Department of Transportation.

Prior to notifying Project Sponsors that funds are being withdrawn, SHA will notify Project Sponsors one year, six months, 90 days and 30 days prior to the deadline, then poll the Technical and Executive Committees for final approval to withdraw the funds for each project.

30 Percent Status for project applications

The following is a summary of general items that make up thirty percent plans for eligible stream, wetlands, trails, buildings, and bridge (structures) projects. This is not completely inclusive of all activities that may be needed, nor does the lack of an item on the list mean it is not needed or required. Planning, development, design, and execution of projects vary and the needs will vary from project to project as will the state and federal rules and regulations that apply.

Stream Projects (30%)	
<ul style="list-style-type: none"> • Title Sheet • Location Map • Stream Use and Closure Dates • Legend • Scale • Grading Plan • Existing and proposed topography • Construction Access • Preliminary sequence of construction • Baseline of construction • Land cover (tree line, floodplain limit, existing features) • In-stream Structure locations 	<ul style="list-style-type: none"> • Bank Stabilization • Detail Sheet(s) • Typical section • Typical riffle • Typical pool • Bankful width/depth • Flood prone area • Grading limits • Profile • Planting Plan • Planting Zones • Plant List • Property needed identified

Wetland Projects (30%)	
<ul style="list-style-type: none"> • Title Sheet • Location Map • Legend • Scale • Grading Plan • Existing and proposed topography • Wetland limits by type • Groundwater well/piezometer location • Property needed identified 	<ul style="list-style-type: none"> • Construction Access • Preliminary sequence of construction • Baseline of construction • Land cover (treeline, floodplain limit, existing features) • Planting Plan • Planting Zones • Plant List

Trail Projects (30%)

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| <ul style="list-style-type: none"> • Title Sheet with location map, legend for existing and proposed items including shading, scale (largest 100':1"), north arrow • Design plan sheets <ul style="list-style-type: none"> ▪ Survey line w/bench marks/datum used to locate existing facilities and topography for the project's design. ▪ A feasible horizontal and vertical alignment of proposed primary trail, spurs trails and destination/connector trails ▪ Geometric values and stationing, on a table and on/near the alignment ▪ Existing topography, <ul style="list-style-type: none"> ○ Roadway traffic direction arrow ○ Identify existing facilities, buildings, ○ Floodplain, streams, ditches, storm drain systems, etc. ▪ Utilities location/designation (horizontal location) ▪ Existing and proposed R/W lines ▪ Construction access location identified ▪ Limits of toe/top of fill/cut ▪ Typical Sections (with existing and proposed surfaces) with applicable station limits ▪ Grade and cross slope ▪ Preliminary pavement section ▪ Cut and fill slopes ▪ Limit of work ▪ Propose Storm Water Management location and devices ▪ Cross section sheets at a minimum 200ft. intervals | <ul style="list-style-type: none"> • Detail plan sheets <ul style="list-style-type: none"> ▪ Details drawing of elements proposed such as non-SHA Book of Standards for C&G. inlets, fencing, gates, ADA compliance design elements, short retaining walls, lighting structures (bridges, box culverts, and retaining walls), buildings, etc. ▪ Projects that propose boardwalks (elevated walkways), bridges, and retaining walls will include information noted on applicable status lists. • All necessary dimensions and stations to identify and locate existing features, including topography and underground utilities • Size and location of all major improvements, including trail alignments, trailheads, etc. • If known, location of proposed amenities, such as fences, railing, barriers, lighting, landscaping, sidewalks, entrances, etc. • Proposed edge of pavement • Existing and proposed right-of-way • Match lines • Any needed demolition identified • Property needed identified • Major quantity estimate with specific lines items for known elements such as light fixtures, traffic barrier, structures, building, utility relocations, etc. |
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Building Projects (30%)	
<ul style="list-style-type: none"> • Title Sheet • Location Map • Legend • Scale • Floor Plans • Property lines • All necessary dimensions • Existing and proposed topography and adjoining structures • Existing and proposed features • Proposed improvements, include the function of each room • If known, location of proposed amenities including landscaping, sidewalks, benches, etc. 	<ul style="list-style-type: none"> • Existing and preliminary utility locations including plumbing, HVAC, electrical, and sewer • ADA accommodations • Property needed identified • Parking facilities • Edge of pavement • Drainage facilities • Signage locations • Any needed demolition identified • Limits of grading • Any needed demolition identified • Major quantities estimate
Bridge Projects (30%)	
<ul style="list-style-type: none"> • Title Sheet • Location map • Legend • Scale • Typical Sections • Station limits • Grade and cross slope • Type, class, and thickness of pavement and base • Abutments • Existing and proposed under clearance • Property needed identified • Plan Sheets 	<ul style="list-style-type: none"> • North arrow • All necessary dimensions and stations • Existing features, including topography and underground utilities • Type, size, and line of structure • Soil boring locations and logs included in plans • Bridge thickness • Elevation • Toe of fill and slop of fill • Limit of work • Match lines • Any needed demolition identified

60 Percent Status

The following is a summary of general items that make up sixty-percent plans for eligible stream, wetlands, trails, buildings, and bridge (structures) projects. This is not meant to be completely inclusive of all activities that may be needed, nor does the lack of an item on the list mean it is not needed or required. Design and execution of projects vary, and the needs will vary from project to project as will the state and federal rules and regulations that apply.

It is expected that these elements build upon the thirty-percent design plans, and maintain the same scope and limits of work approved for TEP funding submitted in the application.

Stream Projects (60%)	
<p>In addition to elements noted in the 30 percent status table:</p> <ul style="list-style-type: none"> • Completed title sheet • Cross Sections with existing and proposed grades • NEPA completed • Planting plans/schedule/species identified • Property acquisition underway or complete 	<ul style="list-style-type: none"> • Detail plans with property lines, utilities, and all design items • Profile sheets • Stream diversion details • Structure details – if included • Erosion and sediment control plans complete • Refined construction estimate
Wetland Projects (60%)	
<p>In addition to elements noted in the 30 percent status table:</p> <ul style="list-style-type: none"> • Completed title sheet • Cross Sections with existing and proposed grades • NEPA completed • Property acquisition underway or complete 	<ul style="list-style-type: none"> • Planting plans/schedule/species identified • Detail plans with property lines, utilities, and all design items • Erosion and sediment control plans complete • Refined construction estimate
Trail Projects (60%)	
<p>In addition to elements noted in the 30 percent status table:</p> <ul style="list-style-type: none"> • Erosion and Sediment Control design plans and preliminary E&S permit approval • Location and design of Storm Water Management facilities; closed storm drainage system; culverts and preliminary permit approval • Cross sections at a minimum 50 ft. interval • Property lines, utilities, all design items, baseline, roadways • NEPA completed and submitted to FHWA • Trail projects that propose structures (bridges, box culverts, retaining walls, elevated walkways) have obtained SHA Office of Structure concurrence for TS&L; Foundation Design; Soil Boring Report and; Scour Analysis Report • Line item construction estimate with breakdown of lump sum items • Erosion and sediment control plans complete • Value Engineering complete – if required 	<ul style="list-style-type: none"> • Property acquisition underway or complete • Location of proposed staging areas • Typical sections with proposed elements such as, signage, traffic barrier, fencing, structures, etc; • Plan sheet with connecting design details to adjoining/intersection properties entrances, roads, trails and spur that demonstrate compliance with SHA ADA guidelines • SHA concurrence of ADA compliance • Vertical alignment with underground utilities and location of structures • Proposed landscaping details and location • Detail sheets demonstrating all proposed elements noted on design plans such pedestrian and traffic lighting plans, structures, regulatory and informational signage, etc. • Refined construction estimate

Building Projects (60%)	
<p>In addition to elements noted in the 30 percent status table:</p> <ul style="list-style-type: none"> • Cross sections • NEPA completed • Refined construction estimate • Detail plans with property lines, utilities, all design items, baseline, roadways • Erosion and sediment control design plans and preliminary Erosion and sediment control permit approval 	<ul style="list-style-type: none"> • Value Engineering complete – if required • Location and design of Storm Water Management facilities; closed storm drainage system; culverts and preliminary permit approval • SHA architect’s structural review completed and concurrence provided • Property acquisition underway or complete
Bridge Projects (60%)	
<p>In addition to elements noted in the 30 percent status table:</p> <ul style="list-style-type: none"> • Cross sections • Additional typical sections • NEPA completed • Refined construction estimate • Property acquisition underway or complete • Erosion and sediment control plans complete • Value Engineering complete – if required 	<ul style="list-style-type: none"> • SHA Office of Structures concurrence of TS&L; Foundation Design; Soil Boring Report and; Scour Analysis Report. Structural and Final Design concurrence needed with submittal for FHWA authorization and approval to advertise