

Appendix C – Review Times

It is critical that appropriate review times be incorporated into project schedules. The review times found in this Appendix provide estimated times for the required reviews listed in Appendix B Review Matrices for Central Office Reviews.

The time required to perform a particular review can vary depending on project complexity, available staff, ODOT/external agency priorities and the quality of information provided for review. The times provided in this Appendix are average times for a listed review. Project Managers are encouraged to contact the involved review agency to verify the anticipated review time, especially if the review activity falls on the critical path of the project development schedule.

Review times for external agencies (i.e. railroads, utilities, and environmental resource agencies) can sometimes take months depending on the nature of the request. Review times for external agencies should be determined by previous project experience or by contacting the review agency.

District review times as well as alterations to the review times listed in this Appendix should be addressed in the scope of services.

Appendix C – Review Times

Central Office Reviews Times for Major Projects

wd = working days

Chief Legal	
15 wd	All Reviews
Design Aesthetics Committee	
10 wd	All Reviews
Environmental Services	
15 wd	All Reviews unless otherwise noted
20 wd	<ul style="list-style-type: none"> • Draft Environmental Impact Statement • Final Environmental Impact Statement
22 wd	<ul style="list-style-type: none"> • Stage 1 Detailed Design
Estimating	
Refer to the Construction Contracts Milestone Date Letting Schedule	
Geotechnical Engineering	
25 wd	All Reviews
Maintenance of Traffic Exception Committee	
15 wd	All Reviews
Pavement Engineering	
20 wd	All Reviews (Time for Pavement Selection Committee Approval is estimated to be 20 wd and is separate from all other reviews)
Production	
3 wd	<ul style="list-style-type: none"> • Value Engineering Session
10 wd	<ul style="list-style-type: none"> • Review of documentation by Value Engineering Team
15 wd	<ul style="list-style-type: none"> • Value Engineering report preparation
Project Manager	
Per the scope of services	
Real Estate (Railroad Coordinator)	
5 wd	All Reviews (Time does not include review time by railroad agency)
Real Estate (Region)	
25 wd	All Reviews unless otherwise noted
15 wd	<ul style="list-style-type: none"> • Red Flag Summary
Real Estate (Utilities)	
20 wd	All Reviews

Appendix C – Review Times

Central Office Reviews Times for Major Projects

Roadway Engineering Services	
10 wd	<ul style="list-style-type: none"> • Design Exceptions
15 wd	<ul style="list-style-type: none"> • Red Flag Summary • Conceptual Alternatives Study • Assessment of Feasible Alternatives • Preferred Alternative Verification Report
20 wd	<ul style="list-style-type: none"> • Analysis/Modeling • Existing and Future Conditions Report • Study Area • Draft Environmental Document
22 wd	<ul style="list-style-type: none"> • Stage 1 Detailed Design • Stage 2 Detailed Design • Stage 3 Detailed Design
30 wd	<ul style="list-style-type: none"> • Access Point Request (15 wd additional required when compliance reviews are needed. FHWA approval times range from 6 to 9 months.)

Structural Engineering (Bridges)	
20 wd	All Reviews

Structural Engineering (Hydraulics)	
20 wd	All Reviews

Systems Planning and Program Management	
15 wd	<ul style="list-style-type: none"> • All reviews unless otherwise noted
20 wd	<ul style="list-style-type: none"> • Preliminary Right-of-Way • Final Right-of-Way • Draft Environmental Document • Final Environmental Document
22 wd	<ul style="list-style-type: none"> • Stage 1 Detailed Design • Stage 2 Detailed Design • Stage 3 Detailed Design

Technical Services	
15 wd	<ul style="list-style-type: none"> • Analysis/Modeling
30 wd	<ul style="list-style-type: none"> • Request for validated or certified traffic

Traffic Engineering	
15 wd	All Reviews

Appendix C – Review Times

Central Office Reviews Times for Minor Projects

wd = working days

Chief Legal	
15 wd	All Reviews

Design Aesthetics Committee	
10 wd	All Reviews

Environmental Services	
15 wd	All Reviews unless otherwise noted
20 wd	• Environmental Document
22 wd	• Stage 1 Detailed Design

Estimating	
Refer to the Construction Contracts Milestone Date Letting Schedule	

Geotechnical Engineering	
25 wd	All Reviews

Maintenance of Traffic Exception Committee	
15 wd	All Reviews

Pavement Engineering	
20 wd	All Reviews (Time for Pavement Selection Committee Approval is estimated to be 20 wd and is separate from all other reviews)

Production	
3 wd	• Value Engineering Session
10 wd	• Review of documentation by Value Engineering Team
15 wd	• Value Engineering report preparation

Project Manager	
Per the scope of services	

Real Estate (Railroad Coordinator)	
5 wd	All Reviews (Time does not include review time by railroad agency)

Real Estate (Region)	
25 wd	All reviews unless otherwise noted
15 wd	• Red Flag Summary

Real Estate Utilities	
20 wd	All Reviews

Appendix C – Review Times

Central Office Reviews Times for Minor Projects

Roadway Engineering Services	
10 wd	<ul style="list-style-type: none"> • Design Exceptions
15 wd	<ul style="list-style-type: none"> • Red Flag Summary • Existing and Future Conditions Report • Preferred Alternative Verification Report
20 wd	<ul style="list-style-type: none"> • Study Area • Environmental Document
22 wd	<ul style="list-style-type: none"> • Minor Project Preliminary Engineering • Stage 1 Detailed Design • Stage 2 Detailed Design • Stage 3 Detailed Design
30 wd	<ul style="list-style-type: none"> • Access Point Request (15 wd additional required when compliance reviews are needed. FHWA approval times range from 6 to 9 months.)
Structural Engineering (Bridges)	
20 wd	All Reviews
Structural Engineering (Hydraulics)	
20 wd	All Reviews
Systems Planning and Program Management	
20 wd	<ul style="list-style-type: none"> • All Reviews unless otherwise noted
22 wd	<ul style="list-style-type: none"> • Stage 1 Detailed Design
Technical Services	
30 wd	<ul style="list-style-type: none"> • Request for validated or certified traffic
Traffic Engineering	
15 wd	<ul style="list-style-type: none"> • All Reviews

Appendix C – Review Times

Central Office Reviews Times for Minimal Projects

wd = working days

Environmental Services	
15 wd	All Reviews
Estimating	
Refer to the Construction Contracts Milestone Date Letting Schedule	
Maintenance of Traffic Exception Committee	
15 wd	All Reviews
Pavement Engineering	
20 wd	All Reviews (Time for Pavement Selection Committee Approval is estimated to be 20 wd and is separate from all other reviews)
Project Manager	
Per the scope of services	
Real Estate (Railroad Coordinator)	
5 wd	All Reviews (Time does not include review time by railroad agency)
Real Estate (Utilities)	
20 wd	All Reviews
Roadway Engineering Services	
10 wd	• Design Exceptions
15 wd	• Red Flag Summary
Structural Engineering (Bridges)	
20 wd	All Reviews
Structural Engineering (Hydraulics)	
20 wd	All Reviews
Systems Planning and Program Management	
15 wd	All Reviews
Technical Services	
30 wd	• Request for validated or certified traffic
Traffic Engineering	
15 wd	All Reviews