

2011 – 2013
**Master
Deliverable
List**

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
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|-------------|--|--|---------------------|
| PE | Preliminary Engineering | Preliminary Engineering | N/R |
| PE.PM | Project Management & Overhead - Preliminary Engineering | See Project Management On-line Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | N/R |
| PE.PM.01 | Begin Preliminary Engineering | PERFORMANCE REPORTING MAJOR MILESTONE- This Milestone marks the start of the project design process. It is usually the first capital spending activity in the project delivery process and is considered accomplished when the PE Work Order is authorized. | N/R |
| PE.PM.02 | Project Management and Overhead | Work directly by the project management team to manage the project and also indirect overhead work in support of the project . | N/R |
| PE.PM.02.01 | General Project Management (Project Office) | Work in support of a preliminary engineering work order, including PE and R/W work order authorization, supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (i.e. meeting with Local Agency, etc.) | 101, 102, 103 |
| PE.PM.02.02 | Redistributed PE Project Management and Overhead (HQ & Region) | Redistributed HQ and regional IR Work Order overhead charges for preliminary engineering. | A716 |
| PE.PM.03 | Project Management Plan Development & Maintenance | The Project Management Plan describes both the Project Performance Baseline for the project deliverables and the schedule and budget/cost plans for delivering them, and the Project Management Methods that will be used by the Project Team during their delivery. This item is for such work as is charged to the PE phase. See Project Management On-line Guide (PMOG) for details. http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | N/R |
| PE.PM.03.01 | Programming Action Form | A standard WSDOT Programming Action Form (PAF) completed for a deficiency associated with a declared emergency or another emergent problem. | 0106 |
| PE.PM.03.02 | Project Change Request Form | A standard WSDOT Project Change Request Form (PCRF) completed for a project change requiring regional, HQ, or higher approval. | 0106 |
| PE.PM.03.03 | FHWA Project Management Plan | The 2005 surface transportation act, the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" (SAFETEA-LU) (Pub.L. 109-59, 119 Stat. 1144) increased requirements for Project Management Plans and Annual Financial Plans on major projects. The general requirements are contained in section 1904(a) of SAFETEA-LU, while the guidance and standards from the FHWA are at this web site: http://www.fhwa.dot.gov/programadmin/mega/ Any project with an estimated total cost of \$500 million or more shall complete a project management plan. The PMP shall document "the procedures and processes that are in effect to provide timely information to the project decision makers to effectively manage the scope, costs, schedules, and quality of, and the Federal requirements applicable to, the project; and "the role of the agency leadership and management team in the delivery of the project. | 0106 |

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| PE.PM.03.04 | WSDOT Project Management Plan (PMP) | The Project Management Plan describes both the Project Performance Baseline for the project deliverables and the schedule and budget/cost plans for delivering them, and the Project Management Methods that will be used by the Project Team during their delivery. This item is for such work as is charged to the PE phase. See Project Management On-line Guide (PMOG) for details. http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | 0106 |
| PE.PM.03.05 | Internal SOW Agreement | This process applies to the development of preconstruction and construction internal scope of work agreements between the Project Team and Specialty Groups within WSDOT. This process is a complement to the Internal Scope of Work Agreement Development Process Map. Reference PMRS Procedure documents Internal SOW Agreement Development, Internal SOW Agreement Management, Internal SOW Agreement Change Management on http://wwwi.wsdot.wa.gov/Projects/PMRS/PMRSpolicies.htm | 0106 |
| PE.PM.03.06 | PMP Endorsement | Milestone- Endorsement is the process of gaining the commitment of the Project Team then the endorsement of the Management entities responsible for the resources needed to successfully execute the Project Management Plan. The process is a formal one and culminates in documented commitment of support by the Team members, management and others - customers, team and sponsors as appropriate. See Project Management On-line Guide (PMOG) for details. http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | N/R |
| PE.PM.04 | FHWA Finance Plan | The 2005 surface transportation act, the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" (SAFETEA-LU) (Pub.L. 109-59, 119 Stat. 1144) increased requirements for Project Management Plans and Annual Financial Plans on major projects. The general requirements are contained in section 1904(a) of SAFETEA-LU, while the guidance and standards from the FHWA are at this web site: http://www.fhwa.dot.gov/programadmin/mega/ The SAFETEA-LU changed the criteria for classification as a Major Project to an estimated total cost of \$500 million or greater. and requires recipients of funds for a project with an estimated total cost from \$100 million to \$500 million to prepare an annual financial plan. A Financial Plan shall "be based on detailed estimates of the cost to complete the project and provide for the annual submission of updates to the Secretary that are based on reasonable assumptions, as determined by the Secretary, of future increases in the cost to complete the project. | 0170 |
| PE.PM.05 | Public and Agency Involvement | Local agencies and the public should be notified of projects in their jurisdiction or area. Contact the Communications office for details. | 0110 |
| PE.PM.05.01 | Public Involvement Plan | The level of public involvement plan needed is determined by SEPA or NEPA requirements to be met and the amount of potential impact on people, the environment and the economy. Contact the Communications Office for details. | 0110 |
| PE.PM.06 | Consultant Administration | The process concerning the authorization, selection, management, and oversight of consultants for Personal Service and Architect & Engineering (A&E) agreements and/or supplements. See Consultant Services Procedures Manual M27-50. | 0107 |

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| PE.PM.06.01 | Consultant RFP | Request for Proposal (RFP): A legal notice for solicitation of consulting services. Please see the Consultant Services Procedures Manual M 27-50, Chapter 1 for procedures. | 0107 |
| PE.PM.06.02 | Consultant Selection | The process of reviewing, scoring and selecting a Consultant. Please see the Consultant Services Procedures Manual M 27-50, Chapters 2, 3, and 4 for procedures. | 0107 |
| PE.PM.06.03 | Consultant Signed Contract | A legally binding contract between WSDOT and a Consultant for services rendered. Please see the Consultant Services Procedures Manual M 27-50, Chapters 5, 6, and 7 for procedures. | 0107 |
| PE.PM.06.04 | Consultant Management | The process for delivering a contracted product within the parameters of a legally binding contract. Please see the Consultant Services Procedures Manual M 27-50, Chapter 8, 9, 10, 11, 12, 13, and 14 for procedures. | 0107 |
| PE.PM.10 | Ferry Vessels Engineering | This task contains Vessels Planning, Design, Supervision and Support activities | N/R |
| PE.PM.10.01 | Scope from Port Engineers | Milestone: The Port Engineer provides work item list to Project Engineer for inclusion in the Technical Specification | N/R |
| PE.PM.10.02 | Vessels Kickoff Meeting | The Project Engineer meets with Port Engineer, Vessel Staff Chief, and Project Inspectors to discuss scope of work. | 0178 |
| PE.PM.10.03 | Specifications/ Preliminary Estimates/ Schedules | The Specification written, Initial Cost Estimate developed and Primavera Schedule created to complete the Vessels design phase. | 0179 |
| PE.PM.10.04 | Spec Review/ Issue Work Order | The Specification reviewed by Port Engineer, Vessel Staff Chief, and other stakeholders for final work scope and completeness; Work Order submitted to WO Mgr. | 0181 |
| PE.PM.10.05 | Spec Revise Finalized | The Changes made to Specification based on review comments and feedback. | 0181 |
| PE.PM.10.06 | Final Estimate | Estimate finalized, based on final scope of work. | 01AC |
| PE.PM.10.07 | Project Summary and Deliverables | The document that transfers the project to C&L for Advertisement Provide complete work summary and other documents required for C&L to put out Ad. | 0169 |
| PE.PM.10.08 | Shipyard Planning | All effort required by the shipyard to prepare for the performance period, including preparing schedules, submitting required documents, ordering long lead items, issuing purchase orders for other materials and subcontractors, determining need and availability for rented equipment, such as man lifts, scaffolding, office trailer, office equipment, and other equipment that may be needed to accomplish the contracted work. | 0127 |
| PE.PM.12 | Other Work for Management and Overhead | This task contains overhead activities and costs associated with the PE phase of a project. This should be used only for activities and costs not shown elsewhere in the MDL. | 0101 |
| PE.PS | Project Scoping | Some capital projects have the project scoping included as a specific part of the project. Some projects include work to plan further projects to be subsequently developed and constructed. | N/R |
| PE.PS.01 | Preliminary Estimates & Schedules for Scoping | Estimates and schedules developed for programming. | 01A0 |

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| PE.PS.01.01 | PE Estimate | The estimated cost and schedule to complete the design phase of a project. Developed for programming the project. | 01AP |
| PE.PS.01.02 | RW Scoping Estimate | The estimated cost and schedule to complete the right of way phase of a project. Includes all resource costs. Developed for programming the project. | 01AR |
| PE.PS.01.03 | CN Estimate | The estimated cost and schedule to complete the construction phase of a project. Developed for programming the project. | 01AC |
| PE.PS.02 | Agency & Tribal Coordination for Planning Studies | Outreach to public agencies & tribes | 0115 |
| PE.PS.02.01 | Agency Outreach | Outreach to public agencies including initial interviews of partner agencies; briefings, presentations and meetings with technical staff and elected officials; written, email and phone communications | 0115 |
| PE.PS.02.02 | Tribal Outreach | Outreach to tribes including initial contact letter; briefings, presentations, meetings and consultations with tribal staff and members; written, email and phone communications | 0115 |
| PE.PS.02.03 | Corridor Working Group | Establish Corridor Working Group (CWG); conduct CWG meetings; prepare CWG meeting materials; on-going communications with CWG members | 0115 |
| PE.PS.02.04 | Agency & Tribal Coordination Summary | Document summarizing communications and coordination with public agencies & tribes | 0115 |
| PE.PS.03 | Public Involvement for Planning Studies | Outreach to media and public | 0111 |
| PE.PS.03.01 | Media Relations Plan | Develop, endorse and manage plan for outreach to media | 0111 |
| PE.PS.03.02 | Public Involvement Plan | Develop, endorse and manage plan for outreach to public | 0111 |
| PE.PS.03.03 | Media & Public Outreach Activities | Outreach to public such as stakeholder interviews, mailers, press releases, folios, open houses, booths at local events, traveling displays, briefings, presentations, meetings & other outreach activities; preparation of all media & public involvement communication materials; distribution of materials; on-going written, email & phone communications with media & public; establish & maintain project web page | 0111 |
| PE.PS.03.04 | Public Involvement Summary | Document summarizing communications and outreach to media & public | 0111 |
| PE.PS.04 | Existing Conditions Inventory & Analysis for Planning Studies and Scoping | For a planning or corridor study, inventory and analysis of existing facility, study area and travel conditions; identification of existing & future no-build deficiencies in accordance with Design Manual Chapter 300 | 0125 |
| PE.PS.04.01 | Existing Facility & Study Area Conditions | Inventory & description of roadway classifications, function and characteristics; vicinity & study area map; inventory & description of facility including geometrics, structures, traffic signals & control devices, terrain & roadside characteristics; inventory & description of study area transportation network (all modes) and land use/zoning conditions | 0125 |
| PE.PS.04.02 | Environmental Inventory & Overview | Inventory & description of natural and built environment; inventory & description of archeological, historical and cultural resources; identify potential environmental justice issues and potential mitigation requirements of proposed improvements | 0125 |

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| PE.PS.04.03 | Travel Conditions Analysis & Deficiencies Identification | Inventory of existing and historical traffic data & collisions; collect additional counts/data if needed; select & validate model; model existing and future no-build traffic conditions; analysis of data and forecasts; identify existing & future no-build access, safety, mobility and modal needs and deficiencies | 0125 |
| PE.PS.04.04 | Existing Conditions Summary | Document summarizing existing conditions & identified deficiencies | 0126 |
| PE.PS.05 | Improvement Options Development & Assessment for Planning Studies | For a planning or corridor study, development & assessment of options to address identified deficiencies | 0126 |
| PE.PS.05.01 | Improvement Options | Identify & develop concept-level short & long-term improvements for all modes & TSM/TDM | 0126 |
| PE.PS.05.02 | Screening Criteria & Analysis | Establish screening criteria, methodology & process; select & validate model; model future build (improvement options) traffic conditions; analyze forecasts; screen proposed options | 0125 |
| PE.PS.05.03 | Short & Long-Term Recommendations | Establish prioritization process; select and prioritize screened improvement options into short-and long-term list of recommended improvement projects | 0126 |
| PE.PS.05.04 | Funding Program & Financial Resources | Identify funding program and financial resources available to implement RDP recommendations & next steps within the decision process to implement the RDP | 0126 |
| PE.PS.06 | Planning Report | Planning Report documenting project work and recommendations | 0127 |
| PE.PS.06.01 | Draft Planning Report | Draft report documenting project inventory and analysis work, outreach activities, and improvement recommendations; circulate draft report to CWG, partner agencies & WSDOT for review & comment | |
| PE.PS.06.02 | Final Planning Report | Revise & finalize report in response to comments; distribute report | 0127 |
| PE.PS.07 | WSF Pre-Design Study | The pre-design process answers specific questions to ensure full understanding of the viable alternatives have been identified. These questions include the refinement of the scope, project management, schedule, quality, budget, and location of a project by answering the questions of who, why, what, where, when, and how much. This item is specific to WSF Terminal improvement projects. | 0123 |
| PE.PS.08 | Project Summary | A document which comprises the Project Definition, Design Decisions and the Environmental Review Summary for a project | 0169 |
| PE.PS.08.01 | Project Definition | The official document that states the purpose and need for the project and the solution of the deficiency. This is a formal document that must have Region and HQ concurrence. | 0169 |
| PE.PS.08.02 | Design Decisions Summary | A document which is part of the Project Summary which illustrates design considerations and details about design aspects of the project. | 0169 |
| PE.PS.08.03 | Environmental Review Summary | A document which illustrates environmental permit needs and addresses the level of environmental approval and classification of the project. | 0169 |
| PE.PS.08.04 | Project Definition Complete (Region) | PERFORMANCE REPORTING MAJOR Milestone- The official document that states the purpose and need for the project and the solution of the deficiency is a formal document called Project Summary. For reporting purposes, the Project Definition Milestone is considered complete on the date the Regional Administrator (RA) or the RA designee signs the Project Summary document. | N/R |

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| PE.PS.08.05 | Project Definition Complete (HQ) | Milestone- The Project Definition is formally approved when Project Summary has received Headquarters signature. (formally the Project Summary which includes the Project Definition, ERS, DDS) | N/R |
| PE.EV | Environmental Review and Permitting | Summary task for all environmental review and permitting. See Environmental Procedures Manual (EPM) Parts 4 and 5 | N/R |
| PE.EV.01 | Endangered Species Act Compliance | EPM Chapter 436 Wildlife, Fish and Vegetation | N/R |
| PE.EV.01.01 | ESA Documentation Complete (Biological Assessment or Not Effect Letter) | EPM Chapter 436 Wildlife, Fish, and Vegetation | 0132 |
| PE.EV.01.02 | BA Submitted to NOAA | Milestone: documentation submitted to Federal Agency. The BA describes how a project will be built, what conditions will be met, and when they will be done. | N/R |
| PE.EV.01.03 | BA Submitted to USFWS | Milestone: documentation submitted to Federal Agency. The BA describes how a project will be built, what conditions will be met, and when they will be done. | N/R |
| PE.EV.01.04 | Consultation with NOAA | EPM Chapter 436 Wildlife, Fish and Vegetation | 0132 |
| PE.EV.01.05 | Consultation with USFWS | EPM Chapter 436 Wildlife, Fish and Vegetation | 0132 |
| PE.EV.01.06 | NOAA Biological Opinion or Concurrence Letter | Milestone– The concurrence letter/BO documents resource agency agreement with project design and mitigation measures. | N/R |
| PE.EV.01.07 | USFW Biological Opinion or Concurrence Letter | Milestone– The concurrence letter/BO documents resource agency agreement with project design and mitigation measures. | N/R |
| PE.EV.02 | Section 106 & EO 05-05 Compliance | Summary task for Section 106 and EO 05-05 Compliance tasks other than the Cultural Resources Discipline Report | N/R |
| PE.EV.02.01 | Section 106 & EO 05-05 Compliance Exemption Determination | EPM Chapter 456 Historic and Cultural Resources | 0133 |
| PE.EV.02.02 | Section 106 & EO 05-05 Compliance Area of Potential Effect Map | EPM Chapter 456 Historic and Cultural Resources | 0133 |
| PE.EV.02.03 | Cultural Resources Survey/Effect Determination | EPM Chapter 456 Historic and Cultural Resources | 0133 |
| PE.EV.02.04 | Section 106 & EO 05-05 Letter of Concurrence or Memorandum of Agreement | EPM Chapter 456 Historic and Cultural Resources | 0133 |
| PE.EV.02.05 | Section 106 Project Scoping and Internal Review | Review of GIS and existing documentation by Cultural Resource Specialist to ascertain presence/absence of known sites in project area. Review required prior to soil disturbance (e.g. wetland delineation, Geotech boring, or hazardous material recon). | 0133 |
| PE.EV.02.06 | Initial Tribal Consultation | Refer to Environmental Procedures Manual 456.05. Follow the WSDOT Section 106 Flow Chart (Figure 456-1) as guidance for implementing Tribal Consultation. Initiates the formal consultation process with Tribes and other Interested Parties. | 0133 |
| PE.EV.10 | Discipline Reports | Summary Task: Discipline reports and other studies prepared by WSDOT Regions to document environmental investigations called for in the EPM Chapters 420-470 | 01EO |

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| PE.EV.10.01 | Geology & Soils Discipline Report | EPM Chapter 420 Earth (Geology & Soils) | 01ED |
| PE.EV.10.02 | Air Quality Discipline Report | EPM Chapter 425 Air | 01EA |
| PE.EV.10.03 | Surface Water Discipline Report | Refer to EPM 430 Surface Water | 01EC |
| PE.EV.10.04 | Groundwater Discipline Report | EPM Chapter 433 Groundwater | 01EG |
| PE.EV.10.05 | Floodplain Discipline Report | EPM Chapter 432 Floodplain | 01EF |
| PE.EV.10.06 | Wildlife, Fish & Vegetation Discipline Report | EPM Chapter 436 Fish, Wildlife & Vegetation. | 01EH |
| PE.EV.10.07 | Wetland Discipline Report | EPM Chapter 431 Wetlands | 01EJ |
| PE.EV.10.07.01 | Wetland Inventory Report | EPM Chapter 431 Wetlands | 01EJ |
| PE.EV.10.07.02 | Migratory Bird Treaty Act Evaluation | This federal law, administered by the USFWS, makes it unlawful to take, import, export, possess, sell, purchase, or barter any migratory bird, with the exception of the taking of game birds during established hunting seasons. The law also applies to feathers, eggs, nests, and products made from migratory birds. This law is of particular concern when birds nest on bridges, buildings, signs, and ferry dock structures. | 01EJ |
| PE.EV.10.07.03 | Bald and Golden Eagle Protection Act Evaluation | This federal law, administered by the USFWS, makes it unlawful to take, import, export, sell, purchase, or barter any bald or golden eagle, their parts, products, nests, or eggs. "Take" includes pursuing, shooting, poisoning, wounding, killing, capturing, trapping, collecting, molesting, or disturbing the eagles. | 01EJ |
| PE.EV.10.07.04 | Marine Mammal Protection Act Evaluation | This Federal Law, administered by NOAA prohibits the take of marine mammals in U.S. Waters. WSDOT projects that involve marine water, including the Puget Sound, the Columbia River up to Bonneville Dam, must consider potential impacts to marine mammals. A permit may be required by NOAA for incidental harassment or take. For additional information see EPM Chapter 436. | 01EK |
| PE.EV.10.07.05 | NEPA/SEPA Mitigation Memo | This is a memo discussing the types and estimated quantities of aquatic impact and the types of mitigation that will be looked for. The memo is done to gain approval on NEPA or SEPA documents. | 01EJ |
| PE.EV.10.07.06 | Critical Area Report | A document required by local agencies for projects that occur within a designated Critical Area or its buffer. The document is used to assess potential impacts and mitigation measures and show consistency with local agency Critical Area ordinances. | 01EJ |
| PE.EV.10.07.07 | Jurisdictional Ditch Memorandum | An assessment of Clean Water Act jurisdiction on ditches A technical memorandum that details the connecting waters between wetlands, including RPW, that is sent to the US Army Corps of Engineers to help that agency with their jurisdictional determination. This memorandum is different from the wetland report, and is often used with projects that have small amounts of earthwork and fill activities, such as pavers with guardrail work. This memorandum also helps streamline the permitting process with the US Army Corps of Engineers. | 01EJ |
| PE.EV.10.07.08 | Conceptual Wetland Mitigation Report/Plan | EPM Chapter 431 Wetlands | 01EJ |

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| PE.EV.10.07.09 | Draft Wetland Mitigation Report/Plan | EPM Chapter 431 Wetlands | 01EJ |
| PE.EV.10.07.10 | Final Wetland Mitigation Report/Plan | EPM Chapter 431 Wetlands | 01EJ |
| PE.EV.10.08 | Energy Discipline Report | EPM Chapter 440 Energy | 01EE |
| PE.EV.10.09 | Noise Discipline Report | EPM Chapter 446 Noise | 01EN |
| PE.EV.10.09.01 | Noise Analysis Report | Refer to EPM 446.05(1)(d) This task includes any special studies such as research projects, quieter pavement studies and special mitigation strategies studies, as well as non-traffic noise studies such as blasting, pile driving, preparation of detailed noise analyses and monitoring plans for inclusion into Biological Assessments and construction noise monitoring. | 01EN |
| PE.EV.10.10 | Hazardous Materials Discipline Report | EPM Chapter 447 Hazardous Materials | 01EM |
| PE.EV.10.10.01 | Phase I Environmental Site Assessment (ISA) | Refer to Environmental Procedures Manual 447.01 and 447.05(4) | 01EM |
| PE.EV.10.10.02 | Phase II Environmental Site Assessment (PSI) | Refer to Environmental Procedures Manual 447.01 and 447.05(5) | 01EM |
| PE.EV.10.10.03 | Phase III Environmental Site | Refer to Environmental Procedures Manual 447.01 and 447.05(6) | 01EM |
| PE.EV.10.11 | Land Use Discipline Report | EPM Chapter 450 Land Use | 01EL |
| PE.EV.10.11.01 | Farmland Conversion Package | EPM Chapter 450 Land Use | 01EL |
| PE.EV.10.11.02 | Section 6(f) Property Conversion Package | EPM Chapter 450 Land Use | 01EL |
| PE.EV.10.12 | Section 4(f) (Public Lands) Evaluation | EPM Chapter 457 Section 4(f) Evaluation | 01ER |
| PE.EV10.13 | Cultural Resources Discipline Report | EPM Chapter 456 Historic, Cultural, and Archeological Resources | 01EQ |
| PE.EV.10.13.01 | Cultural Resources Survey | EPM Chapter 456 Historic, Cultural, and Archeological Resources | 01EQ |
| PE.EV.10.13.02 | Cultural Resources Memorandum of Agreement | EPM Chapter 456 Historic, Cultural, and Archeological Resources | 01EQ |
| PE.EV.10.14 | Relocation Report | Refer to EPM 458 Social and Economic & Exhibit 458-3 | 01ES |
| PE.EV.10.14.01 | Social Economic and Environmental Justice Discipline Report | EPM Chapter 456 Social and Economic and Exhibits 458-1,2 and 4 | 01ES |
| PE.EV.10.15 | Transportation Discipline Report | EPM Chapter 460 Transportation | 01ET |
| PE.EV.10.16 | Public Services & Utilities Discipline Report | EPM Chapter 470 Public Services & Utilities | 01EP |
| PE.EV.10.17 | Visual Impacts Discipline Report | EPM Chapter 459 Visual Impacts | 01EV |
| PE.EV.11 | NEPA/SEPA Compliance | National Environmental Policy Act/State Environmental Policy Act (NEPA/SEPA) If project receives federal funding, follow NEPA requirements and obtain review of proposed documentation level by FHWA or the appropriate federal transportation agency. If state only funding, follow SEPA requirements. See Environmental Procedures Manual. EPM Chapter 411 | 01N0 |

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| PE. EV. 11.01 | JARPA | The Jarpa is a Joint Aquatic Resource Permit Application form used to apply for individual or multiple regulatory agency permits. The application is used for Corps 404 permits, WDFW HPAs, Ecology 401 Certifications, and several local jurisdiction permits. A completed application form along with the necessary permit drawings and attachments (e.g. NPEA/SEPA Docs, Mitigation Plans, etc.) provides agencies the information necessary for them to issue a permit. Directional Memo ESO-09-02 | 0138 |
| PE.EV.11.02 | Early Coordination | Involves preparation and distribution of an Environmental Pre-Scoping Package, including a Draft Coordination Plan and Public Involvement Plan, and Agency Coordination. EPM Chapter 411 | 01N1 |
| PE.EV.11.03 | Public Notice | Public notice announcing plans to prepare an EIS or EA, including a Notice of Intent for a NEPA EIS, a Determination of Significance / EIS Scoping Notice for a SEPA EIS, or an EA Scoping Notice for a NEPA EA. EPM chapter 411 | 01N2 |
| PE.EV.11.04 | Notice of Intent (NOI) | Notice of Intent (NOI) is published in the he Federal Register to begin the NEPA EIS process. Official start date of document production. EPM Chapter 411 | 01N2 |
| PE.EV.11.05 | Determination of Significance / EIS Scoping Notice | A DS / EIS Scoping Notice is sent to Ecology for publication in the SEPA Register, and to other agencies, tribes, and others with an interest in the project. EPM Chapter 411 | 01N2 |
| PE.EV.11.06 | EIS or EA Scoping | A formal process for engaging the public and agencies in identifying the range of proposed actions, alternatives, environmental elements and impacts, and mitigation measures to be analyzed in an EIS or EA. EPM Chapter 411 | 01N3 |
| PE.EV.11.40 | Draft NEPA/SEPA Environmental Document | A formal environmental document prepared and issued for public and agency comment in accordance with the National Environmental Policy Act (NEPA) and/or State Environmental Policy Act (SEPA). EPM Chapter 411 | 01N4 |
| PE.EV.11.40.01 | NEPA Draft EIS, SDEIS, or DSEIS | National Environmental Policy Act (NEPA) or combined NEPA and SEPA (State Environmental Policy Act) Draft Environmental Impact Statement (DEIS), Supplemental DEIS (SDEIS), or Draft Supplemental EIS (DSEIS), and commitment file circulated. Required when actions are likely to have significant impact on the environment by altering land use, planned growth development patterns, traffic volumes, travel patterns, transportation services or natural resources, or by creating public controversy. Contact Region Environmental Manager. EPM Chapter 411 | 01N4 |
| PE.EV.11.40.02 | SEPA Draft EIS, SDEIS, or DSEIS | State Environmental Policy Act (SEPA) Draft Environmental Impact Statement (DEIS), Supplemental DEIS (SDEIS), or Draft Supplemental EIS (DSEIS), and commitment file circulated. The DEIS is the initial WSDOT project report. It identifies the alternative actions and presents an analysis of their impacts on the environment. It also summarizes the early coordination process, including EIS scoping, and identifies the key issues and pertinent information received through these efforts. EPM Chapter 411 | 01N4 |
| PE.EV.11.40.03 | SEPA Checklist / DNS | State Environmental Policy Act (SEPA) Checklist / Determination of Non-Significance (DNS) issued with comment period. A written decision by the Region Administrator, or designee, that a proposal will not have a significant impact and no EIS is required unless the decision is revised based on comments. EPM Chapter 411 | 01N4 |

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| PE.EV.11.50 | Public Hearing / Comments | A formal or informal hearing and/or comment period that provides the public and agencies with an opportunity to comment on the social, economical, and environmental impacts of a project. See Design Manual Chapter 210. | 01N5 |
| PE.EV.11.50.01 | Environmental Hearing | A formal or informal hearing that ensures that social, economical, and environmental impacts have been considered. See Design Manual Chapter 210. | 01N5 |
| PE.EV.11.60 | Final NEPA/SEPA Environmental Decision Documents | A formal document prepared and issued to demonstrate compliance with the National Environmental Policy Act and/or State Environmental Policy Act by indicating whether a proposed action constitutes a major action significantly affecting the quality of the environment, and, if so disclosing the nature and significance of any environmental effects of a proposed action, and when preceded by a draft NEPA/SEPA document, includes any comments received on the draft NEPA/SEPA document. EPM Chapter 411 | 01N6 |
| PE.EV.11.60.01 | NEPA CE (ERS) | National Environmental Policy Act Categorical Exclusion or C.E. per MOU with FHWA (Environmental Review Summary (ERS)). EPM Chapter 300 & 411 | 01N6 |
| PE.EV.11.60.02 | NEPA DCE (ECS) | National Environmental Policy Act (NEPA) Documented Categorical Exclusion (DCE) (Environmental Classification Summary (ECS)). EPM Chapter 300 & 411 | 01N6 |
| PE.EV.11.60.03 | NEPA EA or Revised EA | National Environmental Policy Act (NEPA) Environmental Assessment (EA) or Revised EA. See Environmental Procedures Manual. EPM Chapter 411 | 01N6 |
| PE.EV.11.60.04 | FONSI Issued | Milestone- Finding of No Significant Impact (FONSI) issued for an Environmental Assessment (EA). A federal lead agency document presenting the reasons why a proposal will not significantly affect the environment and therefore will not require EIS documents. EPM Chapter 411 | 01N6 |
| PE.EV.11.60.05 | NEPA FEIS or FSEIS | National Environmental Policy Act (NEPA) or combined NEPA and SEPA (State Environmental Policy Act) Final Environmental Impact Statement (FEIS) or Final Supplemental EIS (FSEIS) and Commitment File Circulated. Contains the preferred alternative, discusses substantive comments received on the DEIS, summarizes citizen involvement, and describes procedures required to ensure that mitigation measures are implemented. EPM Chapter 411 | 01N6 |
| PE.EV.11.60.06 | ROD | Record of Decision (ROD) Issued - A document prepared by the federal lead agency after an EIS has been completed, outlining the final decisions on a proposal. It identifies the decision alternatives considered, measures to minimize harm, and a monitoring or enforcement program. EPM Chapter 411 | 01N6 |
| PE.EV.11.60.07 | NEPA Statute of Limitations (SOL) Notice | A notice issued after the ROD declaring a statute of limitations for legal challenges regarding compliance with NEPA. EPM Chapter 411 | 01N6 |
| PE.EV.11.60.08 | NEPA Re-evaluation | Re-evaluation of Environmental Assessments and Environmental Impact Statements if no action is taken on the project for 3 years or substantial change to the scope results in a loss of validity of determinations. EPM Chapter 411 | 01N6 |
| PE.EV.11.60.09 | SEPA CE | State Environmental Policy Act Categorical Exemption (SEPA CE) A type of action that does not significantly affect the environment. EPM Chapter 411 | 01N6 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
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| PE.EV.11.60.10 | SEPA Checklist / DNS | State Environmental Policy Act (SEPA) Checklist / Determination of Non-Significance (DNS) The written decision by the Region Administrator, or designee, that a proposal will not have a significant impact and no EIS is required. EPM Chapter 411 | 01N6 |
| PE.EV.11.60.11 | SEPA FEIS or FSEIS | State Environmental Policy Act (SEPA) Final Environmental Impact Statement (FEIS) or Final Supplemental EIS (FSEIS) and commitment file circulated. Required when actions are likely to have significant impact on the environment by altering land use, planned growth development patterns, traffic volumes, travel patterns, transportation services or natural resources, or by creating public controversy. Contact Region Environmental Manager. EPM Chapter 411 | 01N6 |
| PE.EV.11.60.12 | SEPA Adoption Notice | State Environmental Policy Act (SEPA) Adoption Notice. Applies when NEPA documents are adopted to meet the requirements of SEPA. See Environmental Procedures Manual. EPM Chapter 411 | 01N6 |
| PE.EV.11.60.13 | SEPA Notice of Action Taken (NAT) | A notice issued after project approval declaring a statute of limitations for legal challenges regarding compliance with SEPA. EPM Chapter 411 | 01N6 |
| PE.EV.18 | Environmental Review Documentation Complete | PERFORMANCE REPORTING MAJOR Milestone-For reporting purposes, the environmental review documentation is considered complete on the date that all necessary National and State Environmental Policy Act (NEPA/SEPA) documentation has been submitted by WSDOT to the appropriate regulatory agency for approval after being processed through WSDOT Headquarters. See Project Control & Reporting Manual. EPM Chapter 411 | N/R |
| PE.EV.19 | Environmental Review Documentation Approved | Milestone- All NEPA/SEPA environmental review documentation approved prior to Design Approval and Right of Way Approval. | N/R |
| PE.EV.21 | Environmental Permits | Identify, apply for and obtain environmental permits required for the project. Permit requirements are scoped as part of the Environmental Review Summary. See Environmental Procedures Manual for procedures. | 0138 |
| PE.EV.21.01 | Corps Section 404 Permit | This permit is needed for discharging, dredging, or placing fill material within waters of the United States including wetlands. Responsible Agency: Army Corps of Engineers. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.02 | Corps Section 10 Permit | This permit is needed for obstructions, alterations, or improvements of any navigable water (e.g., rechanneling, piers, wharves, dolphins, bulkheads, buoys, etc.). Responsible Agency: Army Corps of Engineers. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.03 | Coast Guard Section 9 Permit | This permit is needed for construction or modification of bridges over certain navigable waters. Responsible Agency: Coast Guard. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
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| PE.EV.21.04 | Coastal Zone Management Certification | Projects that need a federal license or federal permit and occur within any of Washington's 15 coastal counties require certification from Ecology that the proposed project is consistent with the Coastal Zone Management Program (Shoreline Management Act). Responsible Agency: Department of Ecology For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.05 | Hydraulic Project Approval (HPA) | Hydraulic Project Approval (HPA) A permit required for projects that use, divert, obstruct, or change the natural flow or bed of waters of the state. Includes bed reconfiguration, all construction or other work water work, under and over the ordinary high water line, including dry channels, and may include projects landward of the ordinary high water line (e.g., activities outside the ordinary high water line that will directly impact fish life and habitat, falling trees into streams or lakes, bridge maintenance, dike construction, etc.) Responsible Agency: Washington State Dept of Fish and Wildlife. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.06 | Section 402 NPDES Permit | A Clean Water Act Section 402 National Pollutant Discharge Elimination System (NPDES) permit is needed for a discharge of pollutants into waters of the U.S., including drains, ditches, wetlands, creeks, rivers, lakes, and marine waters. The NPDES permit most commonly required is a construction stormwater general permit required for any construction activity that disturbs one acre or more and may result in a discharge of stormwater to such waters. Responsible Agency: Department of Ecology. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.07 | State Waste Discharge | A State Wastewater Discharge Permit is required for a discharge of wastewater to the ground or a discharge of industrial process water to a municipal treatment plant. Responsible Agency: Department of Ecology. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.08 | Section 401 Water Quality Certification | This federal permit/license is required for projects that receive a Section 404 permit from the U.S. Army Corps of Engineers or a Coast Guard permit for activities that might result in a discharge of dredge or fill material into water or non-isolated wetlands or excavation in water or non-isolated wetlands. Responsible Agency: Department of Ecology; and the Environmental Protection Agency (EPA) on federal and tribal land, except where tribes have been delegated such authority on their tribal land. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
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| PE.EV.21.09 | Short-Term Water Quality Modification | Issued as a condition of the Individual Section 401 Water Quality Certification for projects that need short-term modification to the mixing zone distance for measuring water quality turbidity. Responsible Agency: Department of Ecology. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.10 | Forest Practices Permit | Permit required to remove timber or convert timber land. Responsible Agency: Department of Natural Resources. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.12 | Floodplain Development Permit | A permit for any construction activity within the 100 year flood plain as defined by FEMA mapping. Responsible Agency: Department of Ecology, Cities and Counties. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.13 | Critical Area Ordinance Permit | Local approval or permits may be required for projects impacting areas defined as "critical" by counties and cities under the Growth Management Act (GMA), including wetlands, aquifer recharge areas, wellhead protections areas, frequently flooded areas, geographically hazardous areas, fish and wildlife habitat, and conservation areas. Responsible Agency: Counties and Cities. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.14 | Air Quality Permit | This permit allows temporary air pollution above allowed levels for land clearing burns, demolition of structures containing asbestos, and operation of portable asphalt batching equipment, rock crushers, and Portland cement plants. Responsible agency: Ecology, Clean Air Agencies, fire protection agencies. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.15 | Noise Variance | Construction and maintenance activities during nighttime hours may require a variance from local noise ordinances. Daytime noise from construction is usually exempt. Responsible Agency: Counties and Cities. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.16 | Shoreline Permit/Exemption | Required for any contract requiring work within 200 feet of a shoreline of the state as defined by the local agency with jurisdiction. Responsible Agency: Department of Ecology, Cities and Counties. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
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| PE.EV.21.17 | Land Use Permit | Construction and maintenance activities may require a Land Use Permit in select cases. Examples include a conditional use permit, unclassified use permit, or variance. Responsible Agency: Counties and Cities. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.18 | Environmental Permit for Field Exploration | Field exploration may require permits to complete. Permits need to be provided by the Project Office to HQ Geotechnical Office/Region Materials Office to enable required field work to be started. | 0138 |
| PE.EV.21.19 | Clearing, Grading, & Building Permit | Construction and maintenance activities outside the roadway may require a permit under local laws and codes. Roadway construction is usually exempt. Responsible Agency: Counties and Cities. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.21 | Soil Boring Notice of Intent | All drilling activities, including Geotech soil borings, monitoring/resource protection wells, and developing or decommissioning water wells. Responsible agency: Ecology. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.22 | Archaeological Resources Protection Permit | This permit is required for excavation or removal of archaeological resources from tribal or federal land. Responsible agency: Tribes and federal land owners. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.23 | Archaeological Excavation and Removal Permit | This permit is required for digging, excavating, altering, defacing, or removing archaeological objects or sites; historic archaeological resources; or native Indian graves, cairns, or painted or glyptic records. Responsible agency Washington State Department of Historic Preservation. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.21.24 | Tribal Approvals & Permits | All environmental permits and approvals for which tribes have been delegated authority that are not covered by another item in the MDL.EPM Chapter 530 | 0138 |
| PE.EV.21.25 | Miscellaneous Permits & Approvals | Examples include: Federal Aviation Administration (FAA), sole source aquifer, water use permit, etc. For additional information see the WSDOT Permits web page: http://www.wsdot.wa.gov/Environment/Programmatic/FSLPermits.htm | 0138 |
| PE.EV.29 | Environmental Permits Received | Milestone- All environmental permits acquired for project to go to Ad/Construction. | N/R |
| PE.EV.31 | Environmental Commitment File | Identify and document all environmental commitments for the project. See Environmental Procedures Manual Chapters 490 and 590 for procedures. | 0138 |
| PE.EV.31.01 | Environmental Compliance Meeting | This work includes preparation, attendance, and follow up for the design office commitment meeting. EPM Chapters 490 and 590 | 0138 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|---|------|
| PE.EV.31.02 | Environmental Compliance Notes Finalized | Finish Milestone | N/R |
| PE.BR | Bridge and Structures | All preliminary work, design, and final PS&E for all bridges and structures. See Bridge Design Manual for details http://www.wsdot.wa.gov/Publications/Manuals/M23-50.htm | N/R |
| PE.BR.01 | Structural Site Data | Site data to the Bridge and Structures Office, HQ Geotechnical Office, or Region Materials Office. May include base maps, photos, drawing or reports. | N/R |
| PE.BR.01.01 | Bridge Site Data | Structure Site Data to be sent to HQ Bridge for design and PS&E. See Design Manual Chapter 710. | 0144 |
| PE.BR.01.02 | Wall Site Data | Structure Site Data to be sent to HQ Bridge, HQ Geotechnical, or Region Materials for design and PS&E. See Design Manual Chapter 730. | 0144 |
| PE.BR.01.03 | Noise Wall Site Data | Plan and profile along centerline of the wall. Data to be sent to HQ Geotechnical or Region Materials for design. See Design Manual Chapter 740. | 0144 |
| PE.BR.01.04 | Noise Barrier Height & Verification Analysis | This deliverable uses more detailed design data to optimize barrier height and verify that feasibility and requirements are met. | 0144 |
| PE.BR.02 | Bridge / Structure Design & Plans | Development of structures reports and contract plans, specifications, and estimates (PS&E). | 01S0 |
| PE.BR.02.01 | Bridge Condition Report | A Report produced by the Bridge Office which describes the condition of the deck and general information about the structure. | 01SA |
| PE.BR.02.02 | Preliminary Bridge Plan | Preliminary plan showing location, length, type of structure (TS&L) and estimate. | 01SB |
| PE.BR.02.03 | Sign Structure Design & Plans | All work to design, review and finalize the sign structure plans. | 01SC |
| PE.BR.02.04 | Noise Wall Design | Document/design noise walls that are non-standard or are part of a retaining wall. | 01SD |
| PE.BR.02.05 | Retaining Wall Design | Document/design non standard retaining walls & soldier pile walls | 01SE |
| PE.BR.02.06 | Bridge Rails/Expansion Joints Design | Document/design rehabilitation of bridge rails, expansion joints and bridge decks | 01SF |
| PE.BR.02.07 | Other Structure Design | Document/design approach slabs, tunnel, emergency repairs and other structural design. | 01SG |
| PE.BR.02.08 | Consultant Structural Plans Review | The work performed by HQ Bridge & Structure office on preliminary or structural layouts of designs prepared by non WSDOT personnel. Includes plans review and specification revisions. This work op is only for use by the HQ Bridge & Structures Office. | 01SH |
| PE.BR.02.09 | Bridge Architect | All work to prepare preliminary designs and design concepts, to review and finalize the architectural features for bridge, retaining walls, noise walls, and other structures. | 01SJ |
| PE.BR.02.10 | Bridge Design | All work to design, review and finalize the bridge plans, including 90% Plans turn-in to the regions 4 weeks prior to 100% turn-in | 01SK |
| PE.BR.02.12 | Bridge Specials and Estimates | All work to prepare Bridge & Structures contract provisions including Std. Spec. Amendments, GSP's, Special Provisions, Appendices and estimates. | 01SN |
| PE.PD | Project Development | | N/R |
| PE.PD.02 | Design-Build Assessment | A systematic process based on a balance of the anticipated benefits and allocated risks used in the selection of design-build contracting for a project. | N/R |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
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| PE.PD.02.01 | Design-Build Decision Document | A document used to make the final decision to proceed with design-build contracting on a project | 0113 |
| PE.PD.04 | Cost Risk Estimate & Management | Cost Risk Estimate and Management (CREM) is an integral phase of the project risk management. The CREM starts with a risk assessment that is documented on Cost Risk Analysis Report that may be delivered via: Cost Estimating and Validation Process (CEVP®), Cost Risk Analysis (CRA), or Combined Cost Risk Analysis and Value Engineering (CRAVE). For more information see Cost Risk Estimate & Management website at: http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/ | N/R |
| PE.PD.04.01 | CEVP® | A Cost Estimate Validation Process (CEVP®) is required for any project with an estimated cost of \$100 million or more. See Cost Risk Estimate & Management website at: http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/ | 0166 |
| PE.PD.04.02 | CRA Workshop | A Cost Risk Assessment (CRA) is required for all projects with an estimated cost of \$25 million or more. See Cost Risk Estimate & Management website at: http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/ | 0166 |
| PE.PD.04.03 | Informal Cost Risk Analysis | An informal Cost Risk Analysis is required for all projects of \$10 million or more. See Cost Risk Estimate & Management website at: http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/ | 0166 |
| PE.PD.04.04 | Qualitative Risk Assessment | A qualitative risk assessment is required for all projects. See Cost Risk Estimate & Management website at: http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/ | 0166 |
| PE.PD.04.05 | Combined Cost Risk Analysis and Value Engineering (CRAVE) | When it is appropriate the efforts of cost risk analysis and values engineering may be combined. See Cost Risk Estimate & Management website at: http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/ | 0166 |
| PE.PD.04.06 | Risk Management Plan | A document prepared by Regional managers that includes specific responses for each of the risk identified. See Cost Risk Estimate & Management website at: http://www.wsdot.wa.gov/Projects/ProjectMgmt/RiskAssessment/ | 0166 |
| PE.PD.06 | Project Data, Survey Data, and Base map | All work to collect background, project, survey, and field data and background data, and develop the base map . | N/R |
| PE.PD.06.01 | Project Data | All work to collect field data and background data, except ground collection of survey data. This includes aerial topography and aerial photography, clear zone inventory, as-builts, maintenance review, etc. This does not include Survey work, see Work Op 0117. | 0116 |
| PE.PD.06.02 | Background Data | Research information about the project | 0116 |
| PE.PD.06.03 | Aerial Photographs | New aerial photographs of the project site. For imagery purposes only. | 0116 |
| PE.PD.06.04 | Data Collection - Aerial Photography | Aerial photographs of the project site for mapping topographic purposes. Photos are vertical and include photo control targets. See DM Chapter 400 | 0116 |
| PE.PD.06.05 | Clear Zone Inventory | The "Corrective Action" portion of Form 410-026 ensures roadside safety is addressed | 0116 |
| PE.PD.06.06 | As-Built Data Verified | Refer to the as-built data as necessary to compliment the survey data gathered. | 0116 |
| PE.PD.06.07 | Maintenance Review Documentation | An onsite review of the project with maintenance to look at existing situations and any concerns about the proposed design. | 0116 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
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| PE.PD.06.08 | ADA Accessibility Feature Inventory | This work Involves onsite review of curbs, sidewalks, ramps, and identify junction boxes in any pedestrian facilities to make sure it meets ADA criteria. This work can be included in the Surveying Data. Ex. Curb ramps made 3 years ago don't meet standards and have to be documented, ripped out, redesigned and built to ADA criteria. | 0116 |
| PE.PD.06.20 | Surveying Data | All work to collect, measure, and record ground topography necessary to build a base map for the project, including the work to prepare structural site data. This includes all work to establish project control, traversing, installing bench marks, etc. Contact Geographic Services/Geodetic Survey Branch as needed. | 0117 |
| PE.PD.06.20.01 | Establish Geodetic Survey Control | Includes the establishment of horizontal and vertical datum references. Contact Geographic Services/Geodetic Survey Branch as needed. | 0117 |
| PE.PD.06.20.02 | Establish Project Geometric Framework | Includes the establishment of project specific GPS calibration. Contact Geographic Services/Geodetic Survey Branch as needed. | 0117 |
| PE.PD.06.20.03 | Geodetic Survey Monument Location | Includes the establishment of reference location (horizontal and vertical) of existing geodetic survey monuments that may be destroyed by the project. Contact Geographic Services/Geodetic Survey Branch as needed. | 0117 |
| PE.PD.06.20.04 | Geodetic Survey Monument Re-establishment | Includes the establishment of replacement geodetic survey monuments that will be destroyed by the project. Contact Geographic Services/Geodetic Survey Branch as needed. | 0117 |
| PE.PD.06.20.05 | Monitor Slope and Structure Movement | Measure surfaces to gather data for development of a surface model such as a digital elevation model, digital terrain model, or other three dimensional model. Contact Geographic Services/Geodetic Survey Branch as needed. | 0117 |
| PE.PD.06.20.06 | Utility Location | Includes the establishment of the location of utilities. Contact Geographic Services/Geodetic Survey Branch as needed. | 0117 |
| PE.PD.06.20.07 | Data Collection -Survey | Establish photo control targets for mapping purposes. Requires Project Geometric Framework. Contact GeoMetrix Office/Photogrammetry Branch as needed. | 0117 |
| PE.PD.06.20.08 | Data Collection - 3D Terrestrial LiDAR (Laser Scanning) | Collect three dimensional point cloud for mapping purposes. Uses include structural as-built surface models, pavement surface models, feature location and more. Requires Project Geometric Framework. Contact GeoMetrix Office/Photogrammetry Branch as needed. | 0117 |
| PE.PD.06.20.09 | Data Collection - Hydrographic Survey | Collect three dimensional data for mapping underwater surfaces. Requires Project Geometric Framework. Contact GeoMetrix Office/Photogrammetry Branch as needed. | 0117 |
| PE.PD.06.20.10 | Data Collection - Field Topography | Includes collection of three dimensional data for mapping purposes. Typically used to supplement Photogrammetry and 3DTL in obscured areas. Requires Project Geometric Framework. Contact GeoMetrix Office/Photogrammetry Branch as needed. | 0117 |
| PE.PD.06.30 | Basemap | Development of the project base map for Preliminary Engineering. This Work Op does not include Base Map work for Right of Way Plans, use Work Op 0119. Contact GeoMetrix Office/Photogrammetry Branch as needed. | 0118 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
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| PE.PD.06.30.01 | Data Processing - Photogrammetry | Create three dimensional surface models including digital terrain models, digital elevation models, triangular irregular models (TIN), contour maps, and ortho photos. Contact GeoMetrix Office/Photogrammetry Branch as needed. | 0118 |
| PE.PD.06.30.02 | Data Processing - Point Cloud | Create three dimensional surface models. May contribute to the Photogrammetry process. Contact GeoMetrix Office/Photogrammetry Branch as needed. | 0118 |
| PE.PD.07 | WSF Vessels Design Work | Vessels special design work | N/R |
| PE.PD.07.ED.10 | Electrical Design | Electrical Design efforts – preparing drawings necessary to provide the shipyard with direction to install electrical systems, updating drawings with As Built conditions following the performance period, and providing electrical technical support to the Project Management team. | L101 |
| PE.PD.07.MD.10 | Mechanical Design | Mechanical Design efforts– preparing drawings necessary to provide the shipyard with direction to install mechanical systems, updating drawings with As Built conditions following the performance period, and providing mechanical technical support to the Project Management team | G101 |
| PE.PD.07.HD.10 | Hull Design | Hull Design efforts– preparing drawings necessary to provide the shipyard with direction to install steel/hull modifications, updating drawings with As Built conditions following the performance period, and providing steel/hull technical support to the Project Management team. | H101 |
| PE.PD.07.SD.10 | Security Design - Mechanical | Mechanical design for preparing drawings necessary to provide the shipyard with direction to install mechanical systems required to support Security installations, updating drawings with As Built conditions following the performance period, and providing mechanical technical support to the Project Management team | G600 |
| PE.PD.07.SD.20 | Security Design - Hull | Hull design for preparing drawings necessary to provide the shipyard with direction to install steel/hull modifications required to support Security installations, updating drawings with As Built conditions following the performance period, and providing steel/hull technical support to the Project Management team. | H600 |
| PE.PD.07.SD.30 | Security Design - Electrical | Electrical design for installing Security systems. | L600 |
| PE.PD.08 | Design Hearing | Prepare for and deliver a Design Hearing. See Design Manual, Chapter 210. | N/R |
| PE.PD.08.01 | Design Hearing Packet | When it is determined that a hearing is to be held, the region prepares a pre-hearing packet. See Design manual Chapter 210 for details. | 0120 |
| PE.PD.08.02 | Design Hearing | A formal or informal hearing that presents the design alternatives to the public for review and comment before a commitment is made to any one alternative. See Design manual Chapter 210 | 0120 |
| PE.PD.10 | Value Engineering | A systematic process designed to focus on the major issues of a complex project or process. | N/R |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
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| PE.PD.10.01 | VE Study | A systematic process designed to focus on the major issues of a complex project or process. It uses a multi-disciplined team to develop recommendations for the decisions that must be made. The primary focus of a Value Engineering study is value improvement. See Design Manual Chapter 310 for details. All projects with a total estimated cost (construction, right of way, preliminary engineering, utilities, etc.) over \$25 million and any bridge project over \$20 million will need to have a VE Study. | 0165 |
| PE.PD.10.02 | VE Final Report | The VE study Final Report and Workbook should include a narrative description of project input information, background and history, constraints and drivers, VE team focus areas, and a discussion of the team speculation, evaluation, and recommendations. All of other team's evaluation documentation including sketches, calculations, analysis, and rationale for recommendations must be included in the Workbook as part of the Final Report. | 0165 |
| PE.PD.10.03 | VE Recommendations Response | The Project Team's responses to the VE Team recommendations, which is provided to the Regional Managers for use in developing the Decision Document. The VE Recommendations Response is documented on the Value Engineering Recommendation Approval Form. The project team completes it and send it to HQ VE Coordinator after they have evaluated quantified the actual savings or cost added. | 0165 |
| PE.PD.12 | Interchange Justification | Evaluate when new or reconstructed access on limited access facilities will be affected. See Design Manual Chapter 550. | N/R |
| PE.PD.12.01 | Interchange Justification Report (IJR) | An IJR is required for new/reconstruction of accesses on limited access facilities. It is required to be submitted to the Access and Hearings Unit of the Headquarters Design Office. FHWA approval is required for all interstate highways. See Design Manual Chapter 550. | 0121 |
| PE.PD.14 | Access Control | Evaluation of limited access and managed access components on WSDOT facilities. See Design Manual Chapters 520, 530 and 540. | N/R |
| PE.PD.14.01 | Managed Access Permit | All new access connections and alterations/improvements to existing access connections to state highways require an access connection permit. See Design Manual Chapter 520 and 540. | 0129 |
| PE.PD.14.02 | Hearings | Certain capital transportation projects require a public hearing by state and federal statutes. See Design Manual Chapter 210 | 0120 |
| PE.PD.14.03 | Limited Access Hearing | An L/A hearing is required by law (per RCW 47.52) whenever limited access is established or revised on new or existing highways. (See Design Manual Chapter 210) | 0120 |
| PE.PD.14.04 | Limited Access Report & Plans | The access report and plans notifies the local agency how the limited access will impact their transportation system. The access report and plans are submitted to the HQ Access and Hearings Unit for approval. The Local Agency(ies) must concur with the Access Report. See Design Manual Chapter 210 & 530 and the Plans Preparation Manual Section 100.05. | 0120 |
| PE.PD.14.05 | Limited Access Hearing Packet | The prehearing packet (including legal notices, news releases, and exhibits) is prepared and submitted to HQ Access Office at least 45 days prior to the hearing. This packet will be sent to abutting owners. See Design Manual Chapter 210. | 0120 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|--------------|---|---|------|
| PE.PD.14.06 | Limited Access Hearing | Milestone- A formal hearing that gives local public officials, owners of abutting property, and other interested citizens an opportunity to be heard concerning any plan that proposes the limitation of access to the highway system. See Design Manual Chapter 210. | N/R |
| PE.PD.14.07 | Limited Access Findings & Order | A document containing the findings and conclusions of a limited access hearing that is approved by the Environmental and Engineering Programs Director. See Design Manual Chapter 210. | 0120 |
| PE.PD.14.08 | Adoption of Limited Access Findings & Order | Milestone- The date of formal adoption of the Findings and Order for limited Access. See Design Manual Chapter 210. | N/R |
| PE.PD.14.09 | Design Hearing | A Design Hearing is required when there are social, economic, or environmental impacts. This hearing is held after a route is established, but before final design is complete and ensures the public has an opportunity to present views on design alternatives. This hearing may be formal or informal. See Design Manual Chapter 210. | 0120 |
| PE.PD.14.10 | Adoption of Design Hearing Summary | A document containing the Design Hearing Summary and responses to all questions as a result of the hearing. State Design Engineer approves the summary for state routes, and FHWA approves the summary for interstate projects. Submitted to HQ Access & Hearings Section within two months following hearing. See Design Manual Chapter 210. | 0120 |
| PE.PD.14.11 | Corridor Hearing | A Corridor hearing is required if there is a proposed route on new location, or a significant change in layout of connecting roads. See Design Manual Chapter 210 | 0120 |
| PE.PD.14.12 | Adoption of Corridor Hearing Summary | A document containing the Corridor Hearing Summary and responses to all questions as a result of the hearing. The Director of Environmental and Engineering Programs approves the summary for state routes. Submitted to HQ Access & Hearings Section within two months following hearing. See Design Manual Chapter 210. | 0120 |
| PE.PD.14.13 | Environmental Hearing | Normally held for projects requiring an EIS, the hearing is timed to fall within the comment period for the Draft EIS. | 0120 |
| PE.PD.14.14 | Adoption of Environmental Hearing Summary | A document containing the Environmental Hearing Summary and responses to all questions as a result of the hearing. The Director of Environmental and Engineering Programs approves the summary for state routes. Submitted to HQ Access & Hearings Section within two months following hearing. See Design Manual Chapter 210. | 0120 |
| PE.PD.16 | Materials (Roadway) | Development of soils, surfacing, and materials reports for project. | N/R |
| PE.PD.16.01 | Pavement Determination | Preliminary recommendations for surfacing materials. See WSDOT pavement interactive guide at http://www.wsdot.wa.gov/MaintOps/mats/pavementguide.htm | 01G6 |
| PE.PD.16.02 | Surfacing/Resurfacing Report | A report that lists the recommendations for type, size, & depth of surfacing for each roadway and recommendations for rehabilitation of existing roadways | 01G6 |
| PE.PD.16.03 | Materials Source Report | A report on a specific WSDOT material source that verifies the quality and quantity of the material requested | 01G6 |
| PE.PD.18 | Geotechnical Evaluations | Development of Geotechnical reports for project. | N/R |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|---|---|
| PE.PD.18.01 | Preliminary Site Data | Preliminary Site information provided to RME by the project design office (specific to the type of project) to initiate geotechnical work on a project during the Scoping/Project Definition phase. See Design Manual Chapter 610 | N/R |
| PE.PD.18.03 | Conceptual Geotechnical Report | RME/HQ Geotechnical will provide recommendations at the conceptual / feasibility level. Some soil borings may be drilled at this time depending upon project scope and available information. | 01G1; 01G2; 01G3; 01G4; 01G5; 01G6 |
| PE.PD.18.04 | Project Site Data | Site information provided to RME by the project design office (specific to the type of project) to initiate geotechnical work on a project during the design and PS&E phases. See Design Manual Chapter 610 | 0116 |
| PE.PD.18.05 | RME Geotech Report(s) | Region Geotechnical Report containing geotechnical recommendations and information applicable to the project. There is a possibility of multiple reports, depending upon the scope and complexity of the project. | 01G6 |
| PE.PD.18.06 | HQ Geotechnical Report(s) | HQ Geotechnical Report containing geotechnical recommendations and information applicable to the project. There is a possibility of multiple reports, depending upon the scope and complexity of the project. | 01G1; 01G2; 01G3; 01G4; 01G5; |
| PE.PD.20 | Roadway Geometrics and Plans | Development of earthwork design and channelization design. Also includes minor safety design and documentation. | N/R |
| PE.PD.20.01 | Roadway Design | Finalization of the horizontal and vertical alignments for each roadway in the project, see Design Manual Chapters 1210 & 1220 | 0174 |
| PE.PD.20.02 | Alignment Plan | Horizontal and vertical alignment plans for each roadway in the project, see Design Manual Chapters 1210 & 1220 | 0174 |
| PE.PD.20.03 | Intersection Plan for Approval | A plan that address the intersection design considerations in accordance with Design Manual Chapter 1310 | 0174 |
| PE.PD.20.04 | Interchange Plan for Approval | A plan that address the interchange design considerations in accordance with Design Manual Chapter 1360 | 0174 |
| PE.PD.20.05 | Channelization Plan | A plan that address the channelization design considerations in accordance with Design Manual Chapter 1310 | 0174 |
| PE.PD.20.06 | Project footprint & Earthwork Quantities | The Project Footprint & Earthwork Quantities are calculations that determine the cut/fill lines and project footprint, and the earthwork cut/fill quantities that specialty groups such as Environmental and Real Estate need to start their processes. These lines and quantities help identify if the project extends beyond WSDOT R/W, which determine the need for Right of Way acquisition. They also define the limits of the Area of Potential Effect map, which must be developed prior to the Section 106 cultural investigation and other Environmental documentation. The project footprint and earthwork quantities are critical for the NEPA/SEPA process, and Environmental permits such as the NPDES. See Design Manual Chapter 1600 | 0174 |
| PE.PD.20.07 | Roadway Sections | Geometric roadway cross section from the subgrade to finish grade | 0174 |
| PE.PD.20.08 | Roadside Safety Analysis | Address items on the Clear Zone Inventory and any other safety items that have been discovered including documenting a decision to fix or not. Design Manual Chapter 1600 | 0174 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|---------------------------------|---|--------------|
| PE.PD.20.09 | Minor Safety Documentation | Paving projects (P1) have opportunities to improve minor deficiencies as part of the preservation work. See Design Manual Chapter 1120 | 0176 |
| PE.PD.20.10 | Corridor or Project Analysis | If completed - a corridor or project analysis in accordance with Design Manual Chapter 300 | 0174 |
| PE.PD.22 | Hydraulics | The Hydraulic Report is intended to serve as a complete documented record containing the engineering justification for all drainage modifications that occur as a result of the project. See Hydraulics Manual. | N/R |
| PE.PD.22.01 | Type A Hydraulic Report | Type A Hydraulic Reports contain documentation of design for major hydraulic work. See the Hydraulics Manual. | 147, 148 |
| PE.PD.22.02 | Type B Hydraulic Report | Type B Hydraulics Reports contain documentation of design for hydraulics. See the Hydraulics Manual. | 147, 148 |
| PE.PD.22.03 | Hydraulic Summary | At the Region's discretion, smaller projects may replace a Type B report with a Hydraulic Summary, see the Hydraulics Manual and Region Hydraulics Engineer for more information. | 147, 148 |
| PE.PD.22.04 | Hydraulics Design and Analyses | Hydraulic design and analyses includes specialized hydraulic analyses such as stream design, floodplain analyses, bridge backwater analysis, scour analysis, fish passage design, complex BMP designs, deviations from Hydraulics Manual or Highway Runoff Manual (demonstrative approach team) and other HQ Hydraulics roles and responsibilities. See Hydraulics Manual and/or Highway Runoff Manual. | 146, 147, |
| PE.PD.22.05 | Hydraulic Report Approved | Milestone- Hydraulic Report Approved for project. | N/R |
| PE.PD.24 | Partnerships | A contract entered into by two or more groups. | N/R |
| PE.PD.24.01 | Local Agencies Agreements/MOU's | A contract between the Washington State Department of Transportation and a local governmental agency that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services. | 0109 |
| PE.PD.24.02 | Other Agencies Agreements/MOU's | A contract between the Washington State Department of Transportation and other governmental agencies or non-governmental agencies that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services. | 0109 |
| PE.PD.24.03 | Tribal Agreements/MOU's | A contract between the Washington State Department of Transportation and a tribal government that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services. | 0109 |
| PE.PD.24.04 | Developer Agreements/MOU's | A contract between the Washington State Department of Transportation and a private developer that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services. | 0109 |
| PE.PD.26 | Railroad | Communication and tasks related to Railroads. Contact the Region Utilities Office. | N/R |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|---|------|
| PE.PD.26.01 | Preliminary Relocation Plan | A plan that shows railroad facility relocations/adjustments by WSDOT and needs preliminary design plans. | 0158 |
| PE.PD.26.02 | Existing Railroad Facilities Located | Locate existing railroad facilities in the field. | 0158 |
| PE.PD.26.03 | Existing Railroad Facility Plan | A plan showing the location of known railroad facilities. This plan should include all additional data acquired to insure the accuracy needed for the project. | 0158 |
| PE.PD.26.04 | Updated Railroad Facility Location Plan | An update and/or enhancement of the quality of the railroad location information. | 0158 |
| PE.PD.26.05 | Railroad Facilities Relocation Plan | A plan showing railroad relocations/adjustments by DOT. | 0158 |
| PE.PD.26.06 | Railroad Agreements | A contract between the Department and a railroad for work by either party where the department will receive or pay funds. | 0158 |
| PE.PD.28 | Right of Way (R/W) Engineering | Property required for a public facility, includes square footage, access rights, easements, and any property impacts as defined in the Right of Way Manual Division 6. | N/R |
| PE.PD.28.01 | R/W Base Map & R/W Plans | Preparation of the base map to depict property ownership lines, alignments, and Right of Way boundaries for use as a PS& E plan/profile or Right of Way plan. Includes title report work, right of entry, calculation of areas & property corners, construction permits & easements, preparation, review, and submission of relocation plans. Also includes drafting of alignments, Right of Way lines, drainage and irrigation easements, and maps and plans for hardships or other special cases. | 0119 |
| PE.PD.28.02 | Preliminary Right of Way | Determination of approximately how much additional Right of Way will be needed to construct the project. Includes any property impacts as defined in the Right of Way Manual Division 6. | 0119 |
| PE.PD.28.03 | R/W Plans | R/W Plans are submitted to the Region R/W Plans Office for review and transmittal to HQ for approval in accordance with Plans Preparation Manual (PPM) Divisions 1 and 2 | 0119 |
| PE.PD.28.04 | Sundry Site Plans | Legal Document/Right of Way Plan showing boundary of property to be acquired by WSDOT that is not adjacent to highway right of way. Typically these would include mitigation sites, stormwater treatment areas, and maintenance sites. | 0119 |
| PE.PD.28.05 | DNR Plat | Legal Document prepared by WSDOT HQ R/W Plans Office showing a survey of property to be acquired from the Department of Natural Resources - Either uplands or aquatic | 0119 |
| PE.PD.28.06 | Monumentation Map | The official state survey document for state highway R/W alignment, see Plans Preparation Manual (PPM) Divisions 1 and 2 | 0119 |
| PE.PD.28.07 | Record of Survey | Public Record filed with the County Auditor used to preserve the evidence of land surveys. The content and format of Record of Surveys are prescribed by law. | 0119 |
| PE.PD.28.08 | Land Corner Records | Written record of corner information as prescribed by the Department of Natural Resources, used to perpetuate or establish land corners and their accessories. | 0119 |
| PE.PD.28.09 | Permit to Destroy | Application made to Department of Natural Resources requesting permission to remove or destroy monuments or make them inaccessible. | 0119 |
| PE.PD.28.10 | Ownership Interests and Encumbrances (Title Reports) | A legal record that defines property interest and boundaries needed to prepare the R/W Plans. | 0119 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|---|--|------|
| PE.PD.28.11 | Right-of-Way Project Funding Estimate (PFE) | The Project Funding Estimate (PFE) is submitted to Program Management for funding approval to begin the RW phase of the project. All RW labor costs associated with preparation of the PFE. Ideally, it is completed by an appraiser, an appraisal reviewer, and a relocation expert and is prepared for every project in which right of way will be acquired. | 0119 |
| PE.PD.28.12 | Right of Entry | Field investigations and field explorations, other than land surveying, that are obtrusive in nature require a Right of Entry from the property owner. RCW 47.01.170 | 0119 |
| PE.PD.28.13 | Right of Way and Limited Access Plan Approval | The checking of Right of Way and Limited Access plans against technical standards for the project and the preparation of federal and state Right of Way agreements. Review and approval of Right of Way and Limited Access revisions requested from Region. Includes Region and HQ review, certification to FHWA, and FHWA approval. | 0124 |
| PE.PD.28.14 | R/W Plan Approved | Milestone- HQ R/W Plans Section makes the final review and then the Plan is stamped & signed by the responsible Project Engineer. Right of Way acquisition cannot begin without plan approval. See Plans Preparation Manual (PPM) Divisions 1 and 2 | N/R |
| PE.PD.30 | FACILITIES | The design of facilities and buildings, including architectural, structural, mechanical, electrical, and landscape architecture aspects. These buildings and facilities include highway safety rest areas, ferry terminals, and other facilities. | N/R |
| PE.PD.30.01 | Site Design Plan (Facility) | All work to develop, review and finalize design criteria, plans and specifications for all site grading, stormwater, utilities, roadways, parking lots, and other landscape architecture or civil engineering tasks associated with new or alterations to existing buildings, structures or facilities. | 01F1 |
| PE.PD.30.02 | Architectural Design Plan | All work to develop, review and finalize design criteria, plans and specifications for all site layout, building design (floor plans, elevations) and other architectural tasks associated with new or alterations to existing buildings, structures or facilities. | 01F2 |
| PE.PD.30.03 | Facilities Structural Plan | All work to develop, review and finalize design criteria, plans and specifications for all structural design of buildings and other structural tasks associated with new or alterations to existing buildings, structures or facilities. | 01F3 |
| PE.PD.30.04 | Facility Mechanical Plan | All work to develop, review and finalize design criteria, plans and specifications for all plumbing, HVAC, steam lines, and other facility mechanical tasks associated with new or alterations to existing buildings, structures or facilities. | 01F4 |
| PE.PD.30.05 | Facility Electrical Plan | All work to develop, review and finalize design criteria, plans and specifications for all electrical design and other facility electrical tasks associated with new or alterations to existing buildings, structures or facilities. | 01F5 |
| PE.PD.30.06 | Site Restoration Plan | All work to develop, review and finalize design criteria, plans and specifications for all finish grading, plantings and irrigation and other landscape architecture tasks associated with new or alterations to existing buildings, structures or facilities. | 01F6 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|--------------|--|---|------|
| PE.PD.32 | Roadside Restoration and Site Development | Work to meet the policies of the Roadside Classification plan and to meet regulatory requirements. The funding type determines the limits of roadside restoration, and the character classification determines the appropriate treatment. | N/R |
| PE.PD.32.01 | Roadside Master Plan | A Roadside Master Plan may be prepared for a route or portion of a route where conditions require coordination of planning, design, construction, and maintenance activities with anticipated route development, construction projects, environmental or other commitments, and/or a special route designation. See the Roadside Classification Plan. | 0162 |
| PE.PD.32.02 | Restoration Estimate Worksheet | Region Landscape Architects or the HQ Roadside and Site Development Section prepares a restoration estimate which includes all costs to restore and establish a sustainable plant community per the Roadside Classification Plan, 1996, and the <i>Roadside Manual</i> Chapter 810. | 0162 |
| PE.PD.32.03 | Roadside Restoration Plan | All landscape architecture work to develop, review and finalize design criteria, reports, plans, and specifications related to roadside restoration associated with new or alterations to existing roadway projects. See the Roadside Classification Plan and Roadside Manual Chapter 800. | 0162 |
| PE.PD.32.04 | Irrigation Plan | All landscape architecture work to develop, review and finalize design criteria, reports, plans and specifications relating to irrigation, including Irrigation Structure notes and details. See Plans Preparation Manual (PPM) 400.06 | 0163 |
| PE.PD.32.05 | Aesthetics Treatment Plan | All landscape architecture work to develop, review and finalize design criteria, reports, plans, and specifications related to architectural treatment and visual aspects of projects associated with new or alterations to existing roadway projects. See Design Manual Chapter 950 and Visual Discipline Reports for project. | 0161 |
| PE.PD.32.06 | Mitigation Design and Plan Sheets | All landscape architecture work to develop, review and finalize design criteria, reports, plans, and specifications associated with permit requirements for mitigation and environmental restoration. | 0139 |
| PE.PD.32.07 | Plant Establishment Implementation Plan | All landscape architecture work to develop, review and finalize criteria during design including reports, plans, and specifications related to plant establishment requirements associated with roadside or mitigation design. | 0164 |
| PE.PD.34 | Traffic Analysis | The determination of whether or not the proposed improvement(s) will satisfy future capacity needs and/or establishment of the requirements necessary for the facility to operate at an acceptable level of service through the design year. Refer to Design Manual 320. | N/R |
| PE.PD.34.01 | Collision Data | Validate accident data. Update / supplement if necessary | 0150 |
| PE.PD.34.02 | Preliminary Traffic Analysis Report | A report that identifies safety and/or capacity deficiencies and provides recommendations including geometric configurations, intersection control, and appropriate traffic control devices. | 0150 |
| PE.PD.34.03 | Traffic Volumes & Movements | Validate traffic counts. Update / supplement if necessary | 0150 |
| PE.PD.34.04 | Traffic Model | Validate traffic model. Update/supplement if necessary | 0150 |
| PE.PD.34.05 | Traffic Analysis Report | Finalize traffic analysis report | 0150 |
| PE.PD.34.06 | Bus Stop Inventory | Design decisions . Approval, denial, or variance per engineering and traffic considerations. | 0150 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|---|------|
| PE.PD.34.07 | Intersection Control Alternatives Analysis | Required by DM 1310 when a signal or roundabout is proposed on a state route with a posted speed limit of 45 MPH or higher. However it is recommended that any new intersection or reconstruction of an existing intersection be evaluated for the selection of appropriate intersection control. If a signal is proposed, the analysis must include the signal warrant analysis. | 0150 |
| PE.PD.36 | Traffic Design & Plans | Gathering of traffic data and development of Traffic reports, studies, designs, and plans. | N/R |
| PE.PD.36.01 | Signing Design & Plans | Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement. Develop plan sheets in accordance with Plans Preparation Manual (PPM) 400.06. Includes sign specification sheets and details. See also Design Manual Chapter 1020. | 01TA |
| PE.PD.36.02 | Illumination Design & Plans | Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement. Develop plans that show street lighting, including Q-tabs and details. See Plans Preparation Manual (PPM) 400.06. See also Design Manual Chapter 1040 | 01TB |
| PE.PD.36.03 | Signal Design & Plans | Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, traffic volume and turning movements counts, Speed Study, utility service agreement. Plans developed by the Region or HQ Traffic Office, including details. See Plans Preparation Manual (PPM) 400.06. See also Design Manual Chapter 1330 | 01TC |
| PE.PD.36.04 | Traffic Signal Permit | State statutes (RCWs) require Department of Transportation approval for the design and location of all conventional traffic signals, ramp meters and some types of beacons located on city streets forming parts of state highways. Approval by the Department of Transportation for the design, location, installation, and operation of all other traffic control signals installed on state highways is required by department policy. The Traffic Signal Permit (DOT Form 242-014 EF) is the formal record of the department's approval of the installation and type of signal. The permit is completed by the responsible agency and submitted to the Regional Administrator for approval. | 01TC |
| PE.PD.36.05 | ITS Design & Plans | Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement. Plans normally developed by the Region Traffic Office that show how to construct Intelligent Transportation Systems, including details. See Plans Preparation Manual (PPM) 400.06. See also Design Manual Chapter 1050 | 01TD |
| PE.PD.38 | Utilities | The Utility Accommodation Team evaluates and authorizes the installation of utilities and other facilities or activities within the state highway right of way. | N/R |
| PE.PD.38.01 | Existing Utilities Located | Locate existing utilities in the field to level of accuracy required. Can vary from quality level D (most basic) to quality level A (Subsurface Utility Engineering (SUE)). See Utilities Manual. | 0160 |
| PE.PD.38.02 | Existing Utility Plan | A plan showing the location of known aerial and underground utility facilities. This plan should include all additional data acquired to insure the accuracy needed for the project. | 0160 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|--|------|
| PE.PD.38.03 | Utility Relocation Plan | A plan showing utility relocations/adjustments by DOT. | 0160 |
| PE.PD.38.04 | Utility Agreements | A contract between the Department and a utility for work by either party where the department will receive or pay funds. | 0160 |
| PE.PD.40 | Work Zone Traffic Control (WZTC) - Design & Plans | The planning, design, and preparation of the Transportation Management Plan and contract documents for the modification of traffic patterns during construction is known as work zone traffic control. See Design Manual Chapter 1010. | N/R |
| PE.PD.40.01 | Work Zone Traffic Control Meeting | A meeting with the Work Zone Traffic Control (WZTC) design team, construction office, and other stakeholders to discuss various traffic control strategies for the project. See Design Manual Chapter 1010. | 0154 |
| PE.PD.40.02 | Transportation Management Plan (TMP) | Includes the plans and actions to address the work zone safety and mobility impacts of the project. A TMP document is required for significant projects. See Design Manual Chapter 1010. | 0154 |
| PE.PD.40.03 | Staging Design | Development of a construction sequence/staging strategy that is efficient, cost effective, and safe. See Design Manual Chapter 1010. | 0154 |
| PE.PD.40.04 | Traffic Control Plans | Temporary Traffic Control strategies developed into site specific, project specific or typical traffic control plans. see Plans Preparation Manual (PPM) Chapter 460 and Design Manual Chapter 1010. | 0154 |
| PE.PD.40.05 | Detour Plan | Plans that show the route to be used as a detour while the project is being constructed. See Plans Preparation Manual (PPM) 400.06 | 0154 |
| PE.PD.42 | Design Documentation | Design documentation is prepared to record the evaluations by the various disciplines that result in design recommendations. See Design Manual Chapter 300 | N/R |
| PE.PD.42.01 | Design Approval | Milestone- (May be delayed/combined with Project Development Approval) Design approval includes: a memo that describes the project, Project Summary Documents, Design Criteria, Design Variances, known deviations, applicable Channelization plans, Intersection plans, Interchange plans, or Alignment plans and a current cost estimate. See Design Manual Chapter 300 | N/R |
| PE.PD.42.02 | Design Documentation Package | A compilation of assumptions, decisions, justifications, and approvals that support the ultimate design of the project, to include review of the package. This file is designated for long term storage in accordance with WSDOT's document retention policies. See Design Manual Chapter 300 | 0172 |
| PE.PD.42.03 | ADA Accessibility Design Documentation | ADA Accessibility of existing Pedestrian Facilities to the Maximum Extend Feasible Documentation . See Design Manual Chapter 1510 | 0172 |
| PE.PD.42.04 | Deviation | A documented decision granting approval at project specific locations to differ from the design level specified in the Design Manual. DM Chapters 300 and 1100. | 0172 |
| PE.PD.42.05 | Evaluate Upgrade | Documentation of whether or not to correct an existing design element as designated in the design matrices. DM Chapters 300 and 1100 | 0172 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|---|------|
| PE.PD.42.06 | Design Exception | Preauthorization to exclude improvement of an existing design element for various types of projects, as designated in the design matrices. See Chapters 300 and 1100. A DE designation indicates that the design element is normally outside the scope of the Project Type. | 0172 |
| PE.PD.42.07 | Project Development Approval | Milestone- Final approval of all project development documents by the designated representative of the approving organization prior to the advertisement of a capital transportation project. See Design Manual Chapter 300 | N/R |
| PE.PD.44 | Design-Build Procurement | The process resulting in an executed contract that represents the best value to the public. All work involved in the solicitation for interest, preparation and distribution of the RFP package, including the request for qualifications (RFQ), evaluation criteria, selection procedures and technical requirements for the design and construction. (Note: Review Contract Ad & Award and Construction Milestones for additional Design Build Reporting Milestones.) | N/R |
| PE.PD.44.01 | Request For Qualifications (RFQ) Preparation | The Request For Qualifications (RFQ) is a document asking interested proposing teams to submit a Statement of Qualifications (SOQ). The RFQ gives a general description of the project and the attributes desired of prospective proposers. It provides specific terms for the submittal of the SOQ and how it will be scored. | 0190 |
| PE.PD.44.02 | Publish Request for Statements of Qualifications (RFQ) | Milestone - The date the Request for Statements of Qualifications (RFQ) is issued or published | N/R |
| PE.PD.44.03 | Shortlist Bidders Selected | Milestone - The date the shortlist of selected bidders is issued; these bidders may submit a proposal in response to the subsequent RFP. This is the result of the review of the SOQ documents submitted by prospective proposers. | N/R |
| PE.PD.44.04 | Request For Proposal (RFP) preparation | The final Request for Proposals document is the official notice to interested proposing teams to prepare and submit proposals, with the project's technical criteria and requirements. The issuance of the RFP is considered the Advertisement of the contract - see that Performance Reporting Major Milestone. | 0190 |
| PE.PD.44.05 | Publish Request for Proposals (RFP) | Milestone - The date the Request for Proposals (RFP) is issued or circulated. | N/R |
| PE.PD.44.06 | Request For Proposal (RFP) evaluation | A systematic evaluation and scoring of the technical portions of the proposals. Teams of Advisors review specific sections of the proposals in accordance with the terms of the RFP and ITP and make comments and assign score values. They report to the Evaluators who compile and finalize the technical score for each of the proposals. This activity begins on the Proposal Due Date. | 0190 |
| PE.PD.44.07 | Best Value Determination | Milestone - The date of the bid opening for DB Proposals. The DB Price proposals are opened, then combined with the technical score to yield a net or best value. Generally, the technical score is subtracted from the price of qualified proposals to arrive at the net value. An Apparent Best Value proposer is announced at this point. | N/R |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|--------------|---|---|------|
| PE.PD.50 | Contract Plan Sheets Preparation | Development of the Contract Plan sheets. See Plans Preparation Manual (PPM) M22-31. This task may be used as a hammock task for uniform resource loading the effort involved with contract plan preparation. This task is used when the plan sheet deliverables are constrained by other activities or dates and are not resource loaded. When used, this task will have no constraints, in order to have the task span the entire duration of plan preparation (parent or summary activity). | N/R |
| PE.PD.50.01 | Index | Required on all projects with 30 plan sheets or more, see Plans Preparation Manual (PPM) 400.06 and 400.06(3) | 0178 |
| PE.PD.50.02 | Vicinity Map | A plan sheet that is required for all projects to show the approximate location of the project on the state route, see Plans Preparation Manual (PPM) 400.06 | 0178 |
| PE.PD.50.03 | Summary of Quantities | These plans are a complete tabulation of all bid items and pay quantities required for the project, see Plans Preparation Manual (PPM) 400.06 | 0178 |
| PE.PD.50.04 | Reclamation Plans | Plans that are required on all WSDOT projects that contain a WSDOT furnished material source, including borrow, pit, quarry, stockpile, waste site, and reclamation plans. See Plans Preparation Manual (PPM) 700.05(34); 400.06(6) | 0178 |
| PE.PD.50.05 | Roadway Section Plans | Plans that show the geometric roadway cross section from subgrade up to finished grade, see Plans Preparation Manual (PPM) 400.06(7) | 0178 |
| PE.PD.50.06 | Grading Section Plans | Plans that show finished ground contours, see Plans Preparation Manual (PPM) 400.06(8) | 0178 |
| PE.PD.50.07 | Stage Construction Plans | These plans show the different stages required to construct the project. See Plans Preparation Manual (PPM) 400.06 | 0178 |
| PE.PD.50.08 | Alignment / Right of Way Plans | Plans that contain horizontal alignment & R/W information, see Plans Preparation Manual (PPM) 400.06(10) | 0178 |
| PE.PD.50.09 | Quantity Tabs | Plans that tabulate quantities and identifies locations and notes pertaining to specific bid items, see Plans Preparation Manual (PPM) 400.06(9); Appendix 1 | 0178 |
| PE.PD.50.10 | Site Preparation Plans | These plans show existing topography, removal & demolition work, see Plans Preparation Manual (PPM) 400.06(11) | 0178 |
| PE.PD.50.11 | Existing Utilities Plan | This is an extension of the Site Preparation Plan and is only required if the existing utilities are so extensive that they cannot be clearly shown of the site preparation plans. See Plans Preparation Manual (PPM) 400.06(16) | 0178 |
| PE.PD.50.12 | Environmental and/or Wetland Mitigation Plans | A plan sheet that identifies wetland mitigation. See Plans Preparation Manual (PPM) 400.06(19) | 0178 |
| PE.PD.50.13 | Roadway Profiles | Plans that identify a change in the vertical alignment of the roadway, see Plans Preparation Manual (PPM) 400.06(12) | 0178 |
| PE.PD.50.14 | TESC Plans | These plans are required if the project involves land disturbance, to include Q-tabs, Plan sheets, and Details. see Plans Preparation Manual (PPM) 700.05(30); 400.06 | 0178 |
| PE.PD.50.15 | Drainage Plans | Plans that show how the drainage system relates to the rest of the project, including Drainage Structure Notes, Drainage Profiles, and Drainage Details. See Plans Preparation Manual (PPM) 400.06(14)(15)(16) | 0178 |
| PE.PD.50.16 | Utility Plans | Plans that are required when there is work on existing utilities as part of the contract, to include Utility Structure Notes and utility details. See Plans Preparation Manual (PPM) 400.06 | 0178 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|---|------|
| PE.PD.50.17 | Interchange Contours | Plan sheets showing the contour grading of interchanges. See Plans Preparation Manual (PPM) 400.06(17) | 0178 |
| PE.PD.50.18 | Paving Plans | Plans that show total roadway widths to be paved, including Q-tabs and details. See Plans Preparation Manual (PPM) 400.06(18) | 0178 |
| PE.PD.50.19 | Pavement Marking Plans | Plans that show the type and location of pavement markings for the project, including Q-tabs and details. See Plans Preparation Manual (PPM) 400.06(18) | 0178 |
| PE.PD.50.20 | Minor Structures Plans | Plans that show the information required to construct retaining walls, etc. Includes Q-tabs, profiles, and details. See Plans Preparation Manual (PPM) 400.06(21) | 0178 |
| PE.PD.60 | Contract Specifications Development | Development of Contract Provisions. See Plans Preparation Manual (PPM). | N/R |
| PE.PD.60.01 | Contract Specifications | Development of Contract Provisions, Amendments, General Special Provisions, and appendices. See Plans Preparation Manual (PPM) Division 6. | 0179 |
| PE.PD.60.02 | Summary of Geotechnical Conditions | HQ Geotechnical and/or Region Materials prepares summary of geotechnical conditions for inclusion into the PS&E as Appendix B. | 0141 |
| PE.PD.65 | Construction Estimate Development | Development of Contract Estimates for costs and time. See Plans Preparation Manual (PPM). | N/R |
| PE.PD.65.01 | Basis of Estimate (BOE) | The BOE is characterized as <i>the one deliverable that defines the scope of the project</i> , and ultimately becomes <i>the basis for change management</i> . When the BOE is prepared correctly, our customers can use it to understand and assess the estimate, independent of any other supporting documentation. A well-written BOE achieves these goals by clearly and concisely stating the purpose of the prepared estimate (i.e., cost study, project options, benefit/cost study, funding, etc.), the project scope, pricing basis, allowances, assumptions, exclusions, cost risks and opportunities, and any deviations from standard practices. The BOE is a documented record of pertinent communications that have occurred and agreements that have been made between the estimator and other project stakeholders. | 0167 |
| PE.PD.65.02 | Engineer's Cost Estimate of Construction | An estimate used to initiate funds for the construction activity and to evaluate the contractor's bids, see Plans Preparation Manual (PPM) Division 8. See also DM Chapter 300 | 0167 |
| PE.PD.65.03 | Lump Sum Breakout | Calculations for determining estimate of Lump Sum items. | 0167 |
| PE.PD.65.04 | Working Day Estimate | Contract time determined in accordance with Plans Preparation Manual (PPM) Appendix A6 | 0167 |
| PE.PD.70 | Construction Permits | Development and documentation of permits from other public agencies for work to be done outside of WSDOT right of way and within other public agency right of way. | N/R |
| PE.PD.70.01 | Construction Permits | Construction Permits accommodate WSDOT activities on public owned right of way. See Design Manual, Chapter 510. | 0182 |
| PE.PD.70.02 | Aquatic Lands Use Authorization | For projects involving aquatic lands contact Real Estate Services. Responsible Agency: Department of Natural Resources. | 0182 |
| PE.PD.70.03 | Authorization for use of federal land | This permit is required for construction of roads, utility lines, and associated uses, such as staging areas for construction or borrow pits, on federal lands. Responsible agency: USFS and BLM. | 0182 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|---|------|
| PE.PD.70.04 | Haul Road and Detour Agreement | When the project provides a materials source, or requires traffic to be detoured from the state highway, the region is required to acquire agreements with the owners of the roads (usually cities or counties) that will be used as the haul route or the detour route. See Plans Preparation Manual (PPM) 700.05(14) | 0182 |
| PE.PD.70.05 | Turnback Agreement | Areas for relinquishment are areas that the state acquires for the improvement or construction of roads that will not remain a part of the highway system. See Plans Preparation Manual (PPM) 100.03 | 0182 |
| PE.PD.75 | Constructability Reviews | To develop a quality project, WSDOT uses a series of reviews at predetermined stages of project development. These reviews, called constructability reviews, attempt to ensure that: project development process is on schedule; project definition and estimates are correct; project is buildable; project is maintainable; and project documents are biddable. | N/R |
| PE.PD.75.01 | Scoping Phase Review (PDR) | Scoping Phase Review. See Deliverable Expectation Matrix & Project Management On-line Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | 0180 |
| PE.PD.75.02 | 0% Constructability Review | Transitional / Design Re-Start Review. See Deliverable Expectation Matrix & Project Management On-line Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | 0180 |
| PE.PD.75.30 | 30% Constructability Review | Geometric Review. See Deliverable Expectation Matrix & Project Management On-line Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | 0180 |
| PE.PD.75.60 | 60% Constructability Review | General Plans Review. See Deliverable Expectation Matrix & Project Management On-line Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | 0180 |
| PE.PD.75.90 | 90% Constructability Review | Contract Plans Review. See Deliverable Expectation Matrix & Project Management On-line Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | 0180 |
| PE.PD.80 | PS&E Reviews | Plans Specifications & Estimate (PS&E) Reviews. Check for completeness and compatibility between the Plans, Specifications and Estimate. See Deliverable Expectation Matrix/ Project Management Online Guide | N/R |
| PE.PD.80.01 | Local Agency Review | A check of the plans, specification and estimate by a local governmental or non-governmental agency or tribal nation to ensure compliance with established agreements or memorandum of understandings. | 0181 |
| PE.PD.80.02 | Region PS&E Review | Region Project Office submits PS&E package to Region for review. | 0181 |
| PE.PD.80.03 | State Materials Justification/Approval | Justification for use of State Furnished Materials and approval by the ASDE. | 0181 |
| PE.PD.80.04 | Proprietary Item Approval | Item approved with final PS&E to Region and a copy to job file. | 0181 |
| PE.PD.80.05 | HQ PS&E Review | Region forwards PS&E package and TMP document (if applicable) to Headquarters for review. | 0181 |
| PE.PD.80.06 | FHWA PS&E Review | Headquarters forwards PS&E package and TMP document (if applicable) to FHWA for review. | 0181 |
| PE.PD.80.07 | FRA PS&E Review | Headquarters forwards PS&E package to Federal Railroad Administration (FRA) for review. | 0181 |
| PE.PD.80.08 | Federal Transit Agency (FTA) PS&E Review | Headquarters forwards PS&E package to FTA for review. | 0181 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--------------------------------|---|------|
| PE.PD.80.09 | Final Signed PS&E to Region | Milestone - Project Manager returns stamped and signed AD ready PS&E package to the Region. | N/R |
| PE.PD.80.10 | Ad Package to Headquarters | Milestone - Final PS&E to HQ with all appropriate attachments as required on the Final Check Sheet, five(5) days prior to the scheduled Ad date. | N/R |
| PE.PD.85 | Project Shelf | Completion milestones and documentation for projects not funded for construction. Re-start milestones for projects coming off the shelf for advertisement. | N/R |
| PE.PD.85.01 | Incomplete Project to Shelf | Milestone - The date that an incomplete project goes to a holding area (called "the shelf"). This project is not ready for advertisement and will need to undergo further design/adjustments and reviews. | N/R |
| PE.PD.85.02 | AD Ready Project to Shelf | Milestone - The date that a fully designed, reviewed and permitted project goes to a holding area called "the shelf". This project is ready for advertisement without any further adjustments or reviews | N/R |
| PE.PD.85.03 | Shelf to AD Ready | Milestone - Date project is taken off shelf. | N/R |
| PE.PD.85.04 | Shelf/Ad Ready Letter | A Memo from the Project Engineer to the Assistant Region Administrator for Project Development to formally suspend work on a project until a later date. | 0187 |
| PE.PD.85.05 | Estimate to Make AD Ready | Estimate of scope, time, and cost to get an incomplete, "shelved", project ready for advertisement | 0187 |
| PE.PD.90 | Contract Ad & Award | Advertisement and award of construction contracts. See Ad and Award Manual. | N/R |
| PE.PD.90.01 | Contracts & Legal | The Ferry Vessels Projects delivered to C&L for review and AD Specification, Contract drawings, and other documents provided to C&L for publishing in Bid Package | 0189 |
| PE.PD.90.02 | Pre-AD Review | HQ review of pre-PS&E documents and the PS&E within various HQ units. Includes performance of the plans-in-hand inspection with FHWA, preparation of data for securing federal funds for the subsequent approval to expend those funds for a project. | 0185 |
| PE.PD.90.03 | R/W Certification | PERFORMANCE REPORTING MAJOR Milestone- This marks the point in time that the right of way acquisition requirements are met to the point where the project can be approved for advertisement. The Milestone has been met on the date the Right of Way Certification is signed by the region Real Estate Services Manager on state funds only projects, or upon approval of FHWA on a project with federal funds. | N/R |
| PE.PD.90.04 | R/W Recertification | Milestone - This marks the point in time that all right of way acquisition requirements are met to the point where the parcel/project can proceed with construction. The Milestone has been met on the date the last necessary Right of Way Certification is signed by the region Real Estate Services Manager on state funds only projects, or upon approval of FHWA on a project with federal funds. | N/R |
| PE.PD.90.05 | Construction Funding Approval | Milestone - Official approval from HQ and FHWA (if federal funds are used) to move ahead with the advertisement of the construction phase of a project | N/R |
| PE.PD.90.06 | Printing | Reproduction and distribution of plans, specifications, and bid proposal package. Contact HQ Printing Services for information. | 0189 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|--|------|
| PE.PD.90.07 | Project Geotechnical Documentation Package | Printing of pertinent geotechnical reports for sale to prospective bidders. Prepared by HQ Geotechnical and/or Region Materials and printed by HQ Printing Services. | 0143 |
| PE.PD.90.08 | Advertisement (AD Date) | PERFORMANCE REPORTING MAJOR Milestone- This is the date that WSDOT publicly solicits bids from contractors to construct the project. When a project is advertised, it has a completed set of plans and specifications, along with a construction cost estimate. The Milestone is met on the date of the advertisement. (Note: For Design-Build, the RFP date is reported as the AD date) | N/R |
| PE.PD.90.09 | Addenda | Work associated with preparing addendums to our construction contracts that are on advertisement. | 0199 |
| PE.PD.90.10 | Construction Phase Preparation | Work performed during the bid period to prepare for construction including setting project files, sending notifications and RFI from contractors. | 0198 |
| PE.PD.90.11 | Addenda Deadline | Milestone - Date addenda are due in headquarters. 14 calendar days prior to the scheduled bid opening. | N/R |
| PE.PD.90.12 | Bid Opening | Milestone - Public opening and reading of sealed bids. (Note: For Design-Build projects, this is reported as the selection date) | N/R |
| PE.PD.90.13 | Award | Milestone - Official notice of award of the contract to the successful bidder. (For Design-Build projects, this is reported as the Contract Award date) | N/R |
| PE.PD.90.14 | Plan and Document Archive (PDA) | Incorporating contract special provisions and contract plans, channelization plans, interchange plans, and other plans that are pertinent to the operations of the department, into the Regional Plan and Document Archive - PDA database for historical documentation and data preservation. | 0124 |
| PE.PD.90.15 | Computer Aided Engineering (CAE) Archive | Incorporating electronic engineering files and CAD files into Computer Aided Engineering (CAE) database for historical documentation and data preservation. | 0178 |
| PE.PD.90.16 | PE Phase End | Milestone - All PE costs are finished and the work order is closed in TRAINS | N/R |
| RW | Right of Way | The Right of Way phase of the project contains all work to acquire rights of way and perform and coordinate all real estate transactions for the department. | |
| RW.PM | Project Management & Overhead - Right of Way | See Project Management On-line Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | N/R |
| RW.PM.01 | R/W Phase Start (Funding Approved) | Milestone - The date the Work Order is set up and funding is authorized marks the start of the right-of-way phase. RES is notified to proceed with R/W acquisition. | N/R |
| RW.PM.02 | Project Management and Overhead | | N/R |
| RW.PM.02.01 | General Project Management (Project Office and Real Estate Services) | Work in support of a Right of Way work order. May involve items not generally attributable to direct production of the work order such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (Conducting title reviews and searches should be charged to Work Operation Code 0220.) | 0201 |
| RW.PM.02.02 | Redistributed Right of Way Project Management and Overhead (HQ & | Redistributed HQ and regional IR Work Order overhead charges for right-of-way and real estate services. | A717 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|---|--|------|
| | Region) | | |
| RW.PM.03 | Project Management Plan Development & Maintenance | The Project Management Plan describes both the Project Performance Baseline for the project deliverables and the schedule and budget/cost plans for delivering them, and the Project Management Methods that will be used by the Project Team during their delivery. This item is for such work as is charged to the RW phase. See Project Management On-line Guide (PMOG) for details. http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | 0206 |
| RW.PM.06 | Consultant Selection/Agreements – Real Estate | All work involved in the general management of Consultant Agreements related to real estate services, including negotiations, agreement and supplement requests, invoice processing, DRB agreement management, meetings with consultants, submittal reviews, compliance reviews and other services offered to the consultants and to the state as related to consultants. | 0208 |
| RW.PM.12 | Other Work for Management and Overhead | This task contains overhead activities and costs associated with the RW phase of a project. This should be used only for activities and costs not shown elsewhere in the MDL. | N/R |
| RW.PM.12.01 | Travel To & From the Office to the Job Site | Time charged for travel between duty station and work site, and travel between work sites. | 0202 |
| RW.PM.12.02 | Training | Time and other costs charged by all personnel attending any formally organized conference or learning session (training has a class code), including travel time to and from training sites. | 0203 |
| RW.PM.90 | RW Phase End | Milestone- All RW costs are finished and the work order is closed in TRAINS | N/R |
| RW.PA | Parcel/Agreement (Parcel/Agreement ID) | The process of securing the property or property rights or agreements needed for highway improvements that conforms with Federal and State regulations called the Uniform Relocation and Acquisition Act. It includes, but is not limited to fee acquisition, access rights, and easements. This element of the MDL can be repeated in the project work breakdown structure for individual parcels. | N/R |
| RW.PA.10 | Acquisition - Labor | The negotiation with property owners, government agencies or railroads for acquisition of property. Also includes development of legal descriptions for real property or property rights to be acquired, time spent conducting title reviews and title searches, and maintenance of acquisition status data (via IRIS). | 0220 |
| RW.PA.11 | Acquisition - Labor - Wetland Mitigation Site | All work and costs involved in the selection and acquisition of property that will be used for wetland mitigation sites, including wetland banks and preservation areas. Includes in-office and onsite environmental assessment of potential sites, time spent conducting title reviews and title searches, and maintenance of acquisition status data (via REAMS). Also includes landowner and Realtor contacts, appraisals, negotiations, and the completion of the purchase process; however the acquisition payment is under Work Op 0221. | 0225 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|---|------|
| RW.PA.12 | Appraisal/Administrative Offer Summary | The appraisal of parcels and the administration of real property appraisal functions including payments to contract fee appraisers. An analysis of real estate market used to estimate the value of the real property and the damages to the remaining property. | 0222 |
| RW.PA.13 | Review & Determination of Value (DV) | Appraisal Review checks the accuracy of the appraisal data and the soundness of the appraisers reasoning then writes a Determination of Value (DV) which is the amount of money to be offered to the property owner for the property needed for the highway project. | 0224 |
| RW.PA.14 | Acquisition - Parcel Payment | All non-labor costs directly relating to a parcel number, including payments to title companies and land improvement acquisition costs. Use when reporting to Groups 01 through 59 (in Group Category 07.) | 0221 |
| RW.PA.15 | Acquisition - Parcel Remainders | All non-labor costs of acquiring uneconomic remainders and/or excess property remaining after acquisition of the right of way or materials site. | 0223 |
| RW.PA.16 | Right of Way - Agreements | Payments to individuals, companies, local agencies, utilities, or railroads for Right of Way work done in accordance with agreements properly set up and identified on the Group Definition (GRUP) table in TRAINS as a payable group, group 01 through 59 (in Group Category 02). Never Groups 80 through 89. Report by Payable Agreement and Phase. | 0250 |
| RW.PA.50 | Condemnation / Preparation / Trial | The work required to schedule and hold trials for property condemnations, to stake Right of Way and property boundaries for field review by jury, to update appraisals, prepare court exhibits and prepare for pre-trial conferences. | N/R |
| RW.PA.50.01 | Condemnation | A judicial process to acquire property where the state has been unable to reach a settlement through negotiation. This is handled by the office of the Attorney General. | 0230 |
| RW.PA.50.02 | Possession & Use | A regional or judicial formal document that grants the State the ability to possess and use the property in its construction project prior to the condemnation trial. | 0230 |
| RW.PA.60 | Relocation | A program of benefits to assist owners, tenants, businesses, farms and non profit organizations that are being displaced by a highway project to move to replacement facilities. | N/R |
| RW.PA.60.01 | Relocation - Labor | The work required to prepare for and provide relocation assistance for eligible parties. | 0240 |
| RW.PA.60.02 | Relocation Review Board and/or Adjudicative Hearings | The Adjudicative Hearing and/or Relocation Review Board decisions documents. | 0241 |
| RW.PA.60.03 | Relocation - Parcel Payment | The reimbursement to individuals for relocation expenses and replacement housing. Use when reporting to Groups 01 through 59 (in Group Category 07.) | 0241 |
| RW.PA.70 | Property Management | Tenant leases are signed, rents collected, property is secured if vacant to prevent vandalism. Demolition of improvements if needed. | N/R |
| RW.PA.70.01 | Inventory | The maintenance and management of the inventory of department-owned properties; also inspection of inventoried properties. | 0210 |
| RW.PA.70.02 | Rentals | Preparation, monitoring, and management of Rental Agreements or Airspace Leases on department-owned property; also, maintenance of rental property. | 0211 |
| RW.PA.70.03 | Sales | Sale of properties (real or personal), no longer needed for transportation purposes. | 0212 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|--------------------|---|---|------|
| RW.PA.70.04 | Demolition | Demolition of property improvements no longer needed for transportation purposes. | 0213 |
| CN | Construction | For description of Construction Work see Construction Manual http://www.wsdot.wa.gov/Publications/Manuals/M41-01.htm and Standard Specifications http://www.wsdot.wa.gov/Publications/Manuals/M41-10.htm | |
| CN.01 | Contractor Activities | Work performed by the Prime Contractor and all subcontractors. This work may be represented by the contractor's schedule. Include as detail within this item all significant contractor's items of work. | N/R |
| CN.01.01 | Significant Construction Traffic Closure/ Switching/ Opening/ Reopening | Milestone - The time point of a major or significant construction traffic closure or restriction, of the nature that there is a noticeable impact on the traveling public and/or there is a need for coordination with other contracts and projects. (Note: this item may be repeated as needed for multiple occurrences within a project.) | N/R |
| CN.02 | Payable Agreements | Work Performed by Others under Group Category 02 in the Work Order, under Payable Agreements. | N/R |
| CN.02.01 | Agreements / Partnership | Some projects include work done by local agencies, utilities, railroads, consultants, or other entities as part of the project at a cost to WSDOT, under various types of agreements. (Break out at next level by agreement.) | 0409 |
| CN.02.02 | Auditing services | Costs attributable to auditing construction projects. | 0406 |
| CN.02.03 | Legal services | Attorney, and other legal charges related to construction projects. | 0407 |
| CN.03 | Construction Engineering | Construction Engineering - Group Category 03 in the Work Order | N/R |
| CN.03.PM | Project Management and Overhead - Construction | See Project Management Online Guide (PMOG) http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | N/R |
| CN.03.PM.02 | Project Management and Overhead | Work directly by the project management team to manage the project and also indirect overhead work in support of the project. | 0301 |
| CN.03.PM.02.01 | General Project Management (Project Office) | Work in support of a CN project and work order authorization, such as supervision, general office operation, correspondence, filing, equipment and office maintenance, computer charges, on job instruction, and conferences (i.e. meeting with Local Agency, etc.) | 0301 |
| CN.03.PM.02.02 | Execution Period | Department signs the actual contract with the contractor, typically within 21 days following contract award. See 1-03.3 of the Standard Specifications for further detail. | 0301 |
| CN.03.PM.02.03 | Redistributed Project Management and Overhead (HQ & Region) | Redistributed HQ and regional IR Work Order overhead charges for construction engineering (not construction). | A718 |
| CN.03.PM.03 | Project Management Plan Development & Maintenance | The Project Management Plan for Construction describes both the Project Performance Baseline for the project deliverables and the schedule and budget/cost plans for delivering them, and the project management methods that will be used by the project team during their deliver. This item is for such work as is charged to the CN phase. See Project Management On-line Guide (PMOG) for details. | 0306 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|--------------------|---|--|-----------------------|
| CN.03.PM.03.01 | PMP Endorsement | Milestone - Endorsement is the process of gaining the commitment of the Project Team then the endorsement of the Management entities responsible for the resources needed to successfully execute the Project Management Plan. The process is a formal one and culminates in documented commitment of support by the Team members, management and others - customers, team and sponsors as appropriate. See Project Management On-line Guide (PMOG) for details. http://www.wsdot.wa.gov/Projects/ProjectMgmt/ | N/R |
| CN.03.PM.04 | Equal Employment Opportunity and Minority Business Enterprise | Review documentation submittals for EEO or MBE/DBE compliance reviews or other EEO or MBE/DBE activities connected with the project. This includes Regions and Headquarters personnel as well as project assigned personnel. | 0304 |
| CN.03.PM.05 | Public Information Design-Build | The work involved in establishing and managing all external and internal communication plans, coordinating public information activities, and handling project information requests from the public and media. Does not included the public involvement part of the environmental review process. | 0305 |
| CN.03.PM.07 | Budget/Schedule Design-Build | Time charged for the work involved in the monitoring of project schedule and resource usage progress measured against the plan. | 0307 |
| CN.03.PM.08 | Reporting Design-Build | Time charged for the creation and updating of performance reports to the Legislature, executives, and for workshops. | 0308 |
| CN.03.PM.09 | General Office Functions | Office activities in the project engineer's office. Includes maintenance of Department employee time and personnel records, contractor payroll, and submittal checking in compliance with the Copeland Regulations and the Davis-Bacon Act, and any reviews conducted to assure compliance with statutes covering prevailing wages and hours of work on public works and on the job employee interviews. | 0309 |
| CN.03.PM.12 | Other Work for Management and Overhead | This task contains overhead activities and costs associated with the CN phase of a project. This should be used only for activities and costs not shown elsewhere in the MDL. | |
| CN.03.PM.12.01 | Travel To & From the Office to the Job Site | Travel time charged against a work order for travel between duty station and work site, and travel between work sites. | 0302 |
| CN.03.PM.12.02 | Training | Training time charges by all personnel attending any formally organized conference or learning session (training has a class code). Includes travel time to and from training sites. | 0303 |
| CN.03.SV.10 | Surveying | See Survey Manual for description of work http://www.wsdot.wa.gov/Publications/Manuals/M22-97.htm | 310, 0311, 0312 |
| CN.03.IN | Inspection | For Inspection description see Construction Manual http://www.wsdot.wa.gov/Publications/Manuals/M41-01.htm | N/R |
| CN.03.IN.13 | Right-of-Way Design-Build | Granting permission to the Design-Builder to enter and do work on right-of way owned by WSDOT at the time of entry. Monitoring the Design-Builder's compliance with all applicable provisions of the contract and further conditions identified in any right-of-way, easements or right of entry onto property and their activities within. Assisting the Design-Builder in obtaining temporary construction easements. Does not include work involved in the review and approval of the right-of-way plan. | 0313 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|--------------|--|--|------|
| CN.03.IN.30 | Inspection (Earthwork, Drainage, Surface and Paving) | All inspection necessary to ensure conformance of workmanship, methods, and procedures for clearing and grubbing, grading operations and affiliated work. Inspection of drainage features such as pipes, under drain pipes, culverts, structural plate pipes, arches and underpasses, storm and sanitary sewer lines, manholes, grate inlets, catch basins, ditches and channels, excluding materials and density testing. Inspection of: surface treatments, shoulder treatments, all classes of ACP, ATB, CTB, PCC pavement, unfinished cement concrete pavement, and untreated surfacing such as gravel base, ballast, top course, etc. | 0330 |
| CN.03.IN.31 | Inspection (Structures) | All inspection necessary to ensure conformance of workmanship, methods, and procedures for construction of such features as retaining walls, box culverts, bridges, over crossings, under crossings, pedestrian crossings, tunnels, median barrier, cribbing, etc., excluding materials testing. | 0331 |
| CN.03.IN.32 | Inspection (General) | All inspection necessary to ensure and document conformance of workmanship, methods, and procedures of all features not classified as either surfacing, paving, structures, earthwork, or drainage. Involves such items as landscaping, rest areas, illumination, channelization, signal systems, signing, utilities, etc., excluding materials testing. Also includes the certification inspection of asphalt or concrete batch plant. | 0332 |
| CN.03.IN.33 | Environmental (Inspection and Surveying) | All inspection and surveying necessary to ensure the project's construction phase operates in compliance with all applicable environmental permits and regulations, including documenting conformance of workmanship, methods, and procedures of all features involved in environmental activities connected with the project (e.g. hazardous waste removal, pollution control, etc.) Does not include inspection and surveying of wetland mitigation sites. Refer to Environmental Procedures Manual Section 6 and the Construction Manual. | 0333 |
| CN.03.IN.34 | Inspection and Surveying of Wetland Mitigation Sites | All work for the construction phase of compensatory wetland mitigation projects. Includes all WSDOT inspection and consultation during site preparation, excavation, and planting. Includes development of as-built plans and final plant inspection at end of plant establishment period. Does not include biological monitoring of wetland mitigation sites or final delineation and survey to determine permit compliance. | 0334 |
| CN.03.IN.35 | Environmental Oversight Design-Build | All work involved in the oversight of the project environmental review and compliance to commitments, permits, and approvals on Design-Build contracts. Does not include work on environmental documents, permits, and approvals done prior to award of the Design-build contract. | 0335 |
| CN.03.IN.36 | Utilities Design-Build | All work associated with identifying the location of utilities and determining relocation and/or adjustments and protection of facilities. This includes work to prepare and administer utility agreements on Design-Build contracts. | 0336 |
| CN.03.IN.37 | Construction Oversight Design-Build | The oversight and management on Design-Build contracts, of all project construction activities, control of materials, audit, inspection and testing, construction safety, and all other construction-related functions. | 0337 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|-----------------|--|--|------|
| CN.03.IN.50 | Weighting, Dispatching, Receiving | Inspection duties involved in observing scale operations and the preparation of tickets for documentation of materials, and receiving of tickets at the job site. | 0350 |
| CN.03.MT | Testing | For material Testing see Construction Manual http://www.wsdot.wa.gov/Publications/Manuals/M41-01.htm | N/R |
| CN.03.MT.40 | Testing (Earthwork, Surface and Paving, Drainage, Miscellaneous) | Testing at the plant or on the roadway on earthwork or aggregated production, untreated surfacing, treated bases (ATB & CTB), HMA paving (all classes), Portland cement concrete paving including unfinished concrete paving, and earthwork, etc. All testing necessary to ensure conformance with contract specifications on all features not classified as either paving, surfacing or structures. Involves testing on such items, as earthwork and any other miscellaneous testing not mentioned above. Also includes all testing by regions and HQ Materials Lab. and any other miscellaneous testing not mentioned above. | 0340 |
| CN.03.MT.41 | Testing (Structures) | All testing at the plant or on the roadway for all structures. Includes slump tests, aggregate gradation, moisture determination, yield tests, air tests, cylinder fabrication, backfill gradation, and moisture and density tests. | 0341 |
| CN.03.CA | Contract Administration & Documentation | For Contract Administration and Documentation see Construction Manual http://www.wsdot.wa.gov/Publications/Manuals/M41-01.htm | N/R |
| CN.03.CA.20 | Working Drawings, Plan Checking, Data Preparation | Work involved in checking plans and working drawings for accuracy and sufficiency of detail (and making any necessary revisions) and in preparing grade sheets and notes by field personnel. An office engineering function where contract design data is reduced or extended to workable field use form, i.e., tabular form, working drawings, sketches, etc. | 0320 |
| CN.03.CA.21 | Progress and Final Estimates and Records | An office engineering activity where properly documented and certified data upon which the project estimates for payment are based, is assembled, compiled, and catalogued as a permanent or semi-permanent job file. Also includes the progress and final estimates, "as-built" plans, and Materials Lab final documentation. | 0321 |
| CN.03.CA.22 | Preparation of Change Orders | An engineering activity where contract features are modified due to design standard revisions, plan errors, contract changes, contractor's requests, etc. | 0322 |
| CN.03.CA.23 | Change Orders Design-Build | Work involved in the development, review and approval of change orders on Design-Build contracts. | 0323 |
| CN.03.CA.24 | Document Control Oversight Design-Build | All work involved in the management and distribution of documents and records on a Design-Build project. | 0324 |
| CN.03.CA.25 | Design, Oversight Design-Build | All work involved in the oversight of work plans, over-the-shoulder reviews, formally submitted reviews, task force meetings, design QV/QC/QA, deviations, and engineering decisions. | 0325 |
| CN.03.CA.51 | Field Measurement - Progress and Final Estimates and Records | Interim and final measurement and recording required for progress and final estimate quantity determination. | 0351 |
| CN.03.CA.52 | Force Account Documentation | Time required for coding of labor, equipment, material, preparation of rates, and assembling of any data necessary for documentation of force account work. Inspection of force account work is to be charged to the appropriate Work Operation Code — 0330, 0331, 0332, 0333 OR 0334. | 0352 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|--------------|---|---|------|
| CN.03.AG | Agreements Management | Preparation and finalization of agreements & contracts between WSDOT and other agencies, tribes, and developers on Design-Build contracts, and general management of Consultant Agreements. | N/R |
| CN.03.AG.61 | Consultant Agreements Administration - Construction Engineering | All work involved in the general management of Consultant Agreements related to construction services, including negotiations, agreement and supplement requests, invoice processing, DRB agreement management, meetings with consultants, submittal reviews, compliance reviews and other services offered to the consultants and to the state as related to consultants. Including Vessel Construction Engineering. | 0361 |
| CN.03.AG.62 | Partnerships/ Agreement Design-Build | All work performed in preparation and finalization of agreements & contracts entered into between WSDOT and other agencies, tribes, and developers on Design-Build contracts. | 0362 |
| CN.04 | State Force Construction | Group Category 04 in the Work Order. | N/R |
| CN.04.01 | Construction - State Forces | All construction work by State Forces, including payments to vendors for materials used, etc., but excluding engineering charges. | 0405 |
| CN.04.02 | Training - State Force | Training time charges by all State Forces Construction personnel attending any formally organized conference or learning session. | 0403 |
| CN.04.03 | Redistributed Project Management and Overhead (HQ & Region) | Redistributed HQ and regional IR Work Order overhead charges for construction (not CE). | B718 |
| CN-06 | Utilities | Payments to individuals, companies, local agencies, utilities or railroads for construction work done in accordance with agreements | N/R |
| CN-06.01 | Utility Services/Agreements | Payments to individuals, companies, local agencies, utilities or railroads for construction work done in accordance with agreements | 0409 |
| CN-06.02 | Utility Relocations | Payments to individuals, companies, local agencies, utilities or railroads for construction work done in accordance with agreements | 0409 |
| CN.10 | Construction Milestones | Milestones for Construction phase of the project, for Project Control and Reporting, for the Construction Contract Information System (CCIS), and other purposes. | N/R |
| CN.10.01 | Contract Execution | Milestone - Project Control & Reporting (PC&R) Milestone, CPMS, and CCIS milestone. This is the date when the Department signs the actual contract with the contractor. This typically occurs within 21 days following contract award. See 1-03.3 of the Standard Specifications for further detail. | N/R |
| CN.10.02 | Statement of Intent to Pay Wages | Milestone - CCIS milestone. The date the Statement of Intent to Pay Prevailing Wages is received from the Prime Contractor. | N/R |
| CN.10.03 | Contractor and Subcontractor/Agent Cert. for F.A. Projects | Milestone - CCIS milestone. The date the Contractor and Subcontractor/Agent Certification for F.A. Projects is received. | N/R |
| CN.10.04 | Affidavit of Wages Paid - Prime | Milestone - CCIS milestone. The date the Affidavit of Wages Paid is received from the Prime Contractor. | N/R |
| CN.10.05 | Pre-Construction Meeting Minutes | Milestone - CCIS milestone. The date the minutes of the pre-construction meeting are issued. | N/R |
| CN.10.06 | Ground-Breaking | Milestone - The date of a formal ground-breaking ceremony with officials. | N/R |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|--------------|--|--|-----|
| CN.10.07 | Contract Time Start | Milestone - This date is first day that can be charged against the contract. It is usually the first working day following the 21st calendar day after contract execution but is also sometimes changed by Special Provision or suspension of work. See 1-08.5 of the Standard Specifications and contract special provisions for further details. | N/R |
| CN.10.08 | Construction Work Start | Milestone - This is the date when work actually starts on building the project and activity might be seen on the site. See 1-08.5 of the Standard Specifications and contract special provisions for further details. | N/R |
| CN.10.09 | Original Progress Schedule Approved | Milestone - CCIS milestone. The date the contractor's original progress schedule is approved.. | N/R |
| CN.10.10 | Last Supplemental Progress Schedule Approved | Milestone - CCIS milestone. The approval date of the contractor's latest supplemental progress schedule. | N/R |
| CN.10.20 | Ribbon-Cutting | Milestone - The date of a formal ribbon-cutting ceremony or celebration with officials. | N/R |
| CN.10.21 | Operationally Complete | PERFORMANCE REPORTING MAJOR MILESTONE- This is the date when the public has free and unobstructed use of the facility. In some cases, the facility will be open, but minor work items may remain to be completed. See Section 1-01.3 of the Standard Specifications for further details on substantial completion. For example, a paving project would be considered Operationally Complete when the final lift is laid and the final striping is applied. Judgment must be used in determining the date the Milestone is accomplished, such as when a formal ribbon cutting celebration occurs or the delay of minor work items prevent the actual substantial completion, but the public actually has use of the completed roadway. | N/R |
| CN.10.22 | Substantial Completion | Milestone - CCIS milestone. The Substantial Completion date is the day the Engineer determines the Contracting Agency has full and unrestricted use and benefit of the facilities, both from the operational and safety standpoint, all the initial plantings are completed and only minor incidental work, replacement of temporary substitute facilities, plant establishment periods, or correction or repair remains for the Physical Completion of the total Contract. See 1-08.5 and 1-08.9 of the Standard Specifications for further detail. | N/R |
| CN.10.23 | Physical Completion | Milestone - CCIS milestone. The Physical Completion date is the day all of the Work is physically completed on the project. All documentation required by the Contract and required by law does not necessarily need to be furnished by the Contractor by this date. See 1-08.5 of the Standard Specifications for further detail. | N/R |
| CN.10.24 | Final Estimate to Contractor | Milestone - CCIS Milestone. This is the date when the Department sends the Final Estimate for the Contractor's concurrence. See 1-09.9 of the Standard Specifications for further detail. | N/R |
| CN.10.25 | Final Estimate to Headquarters | Milestone - CCIS Milestone. This is the date when the Region submits the complete Final Estimate package to Headquarters. See the Construction Manual for further detail. | N/R |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|--------------|---|---|------------|
| CN.10.26 | Completion | Milestone - Project Control & Reporting (PC&R) Milestone, CPMS, and CCIS milestone. The Completion date is the day all the Work specified in the Contract is completed and all the obligations of the Contractor under the Contract are fulfilled by the Contractor. All documentation required by the Contract and required by law must be furnished by the Contractor before establishment of this date. See 1-08.5 of the Standard Specifications for further detail. | N/R |
| CN.10.27 | Materials Certification | Milestone - CCIS Milestone. This is the date of a letter to Headquarters prepared by the region, upon completion of the project, certifying the materials used in the project and listing all identified variances and their resolution. See the Construction Manual for further detail. | N/R |
| CN.10.28 | Acceptance | Milestone - CCIS Milestone. This is the date when the Secretary accepts the completed construction contract by signature of the Final Contract Voucher Certification. After all contractual obligations have been fulfilled, including all contractual work has been completed and all payments to contractors will have been completed, the Department accepts the contract as complete by signature of the Secretary on the Final Contract Voucher Certification. See 1-05.12 of the Standard Specifications for further detail. | N/R |
| CN.10.29 | Stewardship Acceptance: | Milestone - CCIS Milestone. For Federal-aid projects, this is the date of acceptance of the project by the FHWA or by WSDOT as delegated in accordance with the current FHWA-WSDOT Stewardship Agreement. See the Construction Manual for further detail. | N/R |
| CN.10.30 | CN Phase End | All CN costs are finished and the work order is closed in TRAINS | N/R |
| CN.12 | Vessel Contractor Activities/Shipyard Period | Work performed by the Prime Contractor and all subcontractors. Payments under Group Category 01 in the Work Order. This work may be represented by the contractor's schedule. Include as detail within this item all significant milestones of the contractor's work, such as major traffic closures or shifts. | N/R |
| CN.12.01 | Shipyard Period (Project Mgmt & Inspection) | All work by the project management team to manage the project and also indirect overhead work in support of the project including inspection necessary to ensure and document conformance of workmanship, methods, and procedures of all contract work, interfacing with shipyard management to negotiate Change Orders and establish Progress Payments, and maintaining daily records of progress and effort of the shipyard in the performance of the work. | 0301, 0332 |
| CN.12.02 | Working Drawings, Plan Checking, Data Preparation | Work involved in checking plans and working drawings for accuracy and sufficiency of detail (and making any necessary revisions) and in preparing grade sheets and notes by field personnel. An office engineering function where contract design data is reduced or extended to workable field use form, i.e., tabular form, working drawings, sketches, etc. | 0320 |
| CN.12.03 | AS Built Drawings - Mechanical | Work involves reviewing redlines and update drawings. Update permanent drawings with changes made during the contract to the Mechanical design. | G150 |

| New MDL Code | New MDL Name | Description new (in Notebook topic) | WOC |
|--------------|--|---|------|
| CN.12.04 | AS Built Drawings - Hull | Work involves reviewing redlines and update drawings. Update permanent drawings with changes made during the contract to the Hull design | H150 |
| CN.12.05 | AS Built Drawings - Electrical | Work involves reviewing redlines and update drawings. Update permanent drawings with changes made during the contract to the Electrical design | L150 |
| CN.12.06 | Statement of Intent to Pay Wages | Milestone - CCIS milestone. The date the Statement of Intent to Pay Prevailing Wages is received from the Prime Contractor. | N/R |
| CN.12.07 | Affidavit of Wages Paid - Prime | Milestone - CCIS milestone. The date the Affidavit of Wages Paid is received from the Prime Contractor. | N/R |
| CN.12.08 | Pre-Construction Meeting Minutes | Milestone - CCIS milestone. The date the minutes of the pre-construction meeting are issued. | N/R |
| CN.12.09 | Substantial Completion/return to service | Milestone - CCIS milestone. The Substantial Completion date is the day the Engineer determines the Contracting Agency has full and unrestricted use and benefit of the facilities, both from the operational and safety standpoint, all the initial plantings are completed and only minor incidental work, replacement of temporary substitute facilities, plant establishment periods, or correction or repair remains for the Physical Completion of the total Contract. See 1-08.5 and 1-08.9 of the Standard Specifications for further detail. | N/R |
| CN.12.10 | Physical Completion | Milestone - CCIS milestone. The Physical Completion date is the day all of the Work is physically completed on the project. All documentation required by the Contract and required by law does not necessarily need to be furnished by the Contractor by this date. See 1-08.5 of the Standard Specifications for further detail. | N/R |
| CN.12.11 | Acceptance | Milestone - CCIS Milestone. This is the date when the Secretary accepts the completed construction contract by signature of the Final Contract Voucher Certification. After all contractual obligations have been fulfilled, including all contractual work has been completed and all payments to contractors will have been completed,, the Department accepts the contract as complete by signature of the Secretary on the Final Contract Voucher Certification. See 1-05.12 of the Standard Specifications for further detail. | N/R |