

### **I-14.01 General**

This section provides information on the procedures to be followed when design work and plan preparation is to be done for the department by parties other than the Design and Bridge Divisions.

All design work and plan preparation for the department, regardless of whom is performing this work, should be done in accordance with the procedures and requirements provided in this Design Manual. Further, the work should be completed within the time frames established by the Planning and Programming Division, as maintained in the Milestone Project Scheduling Program.

Completed plans should be submitted to the Consultant Administration Section, Design Division for review and final processing, in the form specified in Sections I-07 and I-08. Design records should be transferred to the department as specified in project agreements and/or design services contract, and should be identified as specified in Section I-12. Any deviations from the requirements of this manual, or other deficiencies, will result in the return of the plans to the party responsible for the design for correction. Any significant delay caused by this process may result in the project being rescheduled to a later bid opening and would result in completion of the project later than originally desired, so timely completion of the plans is a priority issue for the department.

### **I-14.02 District Design Procedures**

Design work and plan preparation done by the district offices should be completed as specified in the District Design and Plan Preparation Procedures document found in Section III-22.

### **I-14.03 Consultants**

Consulting engineers are retained by the department to perform various design and plan preparation services. Following the selection process and signing of the design services agreement/contract, consultants should coordinate their design activities with the Consultant Administration Section of the Design Division. Additional information can be obtained from NDDOT's "Consultant Administration Section Procedure Manual – Bridge Division" which can be found on the web at [www.state.nd.us/dot/manuals.html](http://www.state.nd.us/dot/manuals.html).

When contracts are entered into between a consultant and NDDOT, a provision may be included in the contract to keep the services of that consultant thru the construction phase to address construction phase revisions.

**I-14.04 Cities**

By department policy, cities having a population of 5,000 or greater are considered to be urban areas. The thirteen largest cities in North Dakota fall into this category. Portions of the state highway system located within the corporate limits of the 13 urban areas are considered to be on the Regional System, either Regional Primary or Regional Secondary. This department will normally complete all necessary design and plan preparation work on Regional Primary projects. Each city is responsible for design work on Regional Secondary and Federal Aid Urban projects. All design work done by the cities for federal aid projects should comply with federal and state requirements. The actual design process to be followed by the cities is outlined in the Local Government Manual that has been prepared by the department's Local Government Division.

**I-14.05 Counties**

Projects on the county federal aid highway systems should be designed according to the provisions of the Local Roads Manual.

**I-14.06 Design/Plans By Other Agencies**

The department will occasionally utilize plans prepared by other agencies, such as the Corps of Engineers, Bureau of Reclamation, General Services Administration, etc. Design work and plan preparation by other agencies should be coordinated with the Director, Office of Project Development.