CMGC F	RACI Chart														
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STEP	TASK	OPO	ADS	OCR	REG/OR	A&E	PCO	CMGC	CAU	FOOD	FHWA	ICE	RACI Updated	Process Map Updat	
#1. Base Doc	uments - FFE for Construction Manager/General Contractor (CM/GC)														R = Responsible: Which position or department will be Responsible for
1	Draft FFE Order Base Document	Α	С		С					С					completing each task? (Completes Task - worker)
2	Draft FFE Concurrence Request Cover Memo to ODOT Director Base Document	Α	С		С					С					A = Accountable: Which position or department will be Accountable,
3	FFE Public Hearing Notice for Advertisement Base Document	Α	С		С					С					ultimately answerable for the activity or decision for major tasks and the
4	FFE Public Hearing Advertisement Script Base Document	Α	С		С					С					result? This oftentimes is different than the Responsible party. (Manage Task - manager)
5	FFE Public Hearing Sign in Sheet Base Document	Α	С		С					С					rask - manager)
6	Final FFE Approval Request Cover Memo to ODOT Director Base Document	A	С	-	С	- - -				С					C = Consulted: Which positions or departments must be Consulted? Consulted parties have a say before, making decisions or tasks are completed. They are not responsible or accountable for the outcome. I = Informed: Which positions or departments must be Informed as the
		- - -		-		= = -		_ _ _							tasks progress? These parties don't need to provide input during the process but must be aware of decisions made.
		-				_		_ _ _							NOTE: If "A" is assigned to a task without an "R", then both "A" and "R" is assigned to the Position/Department for that task.
		- - -		<u>.</u> -		_				_		- - - -			RACI CHART - Step by Step. 1_ Complete the Project's name. In the grey cells below, fill the name of the phases that your project is divided and, inside them, each task must be developed.
		- - -		-		- - -		- - -				_ _ _ _			2_ In the TASKS column, list all the tasks in the order to be completed. 3_ If you need to change the priority of the tasks, simply move
		- - -		- - -				_		_		- - -			the task row and the number will stay freeze. 4_ List every position or department that will have a role in the project on the top column.
		- - -		- - -		_ _ _ _				_ _ _		- - -			Assign a role (RACI) to each department or position, using the legend on the right column to choose a letter from the drop down list. The cell will be color-coded automatically.
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26 DOJ Final Review of Draft FFE Project on the top column.	
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28 Revise Final FFE with Redline Changes A C R the legend on the right column to choose a letter from the	
29 Finalize FFE Approval Request Cover Memo to ODOT Director A I I I I I I I I I I I I I I I I I I	
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CMGC RA	CI Chart															
DUE DATE	STEP	TASK	OPO	ADS	OCR	REG/OR	A&E	PCO	CMGC	CAU	DOJ	FHWA	ICE	RACI Updated	Process Map Update	
#3. Base Docume	ents - RFP for C	Construction Manager/General Contractor (CM/GC) Workgroup														R = Responsible: Which position or department will be Responsible for completing each task?
	1	Base Instruction to Proposers (ITP) Base Document	Α	С		С										(Completes Task - worker)
	2	Exhibit A - General Provisions 100s- (See above for more detail)	Α	R		С										A = Accountable: Which position or department will be Accountable, ultimately answerable for the
	3	Quality & Price Forms [11 Docs]	Α	C		С										activity or decision for major tasks and the result? This oftentimes is different than the Responsible
	4	Form Index Base Document	Α	C		С										party. (Manage Task - manager)
	5	Acknowledgement of Receipt Base Document	Α	C		С										
	6	Fee Percentage Form Base Document	Α	C		C										C = Consulted: Which positions or departments must be Consulted? Consulted parties have a say
	7	ICS - Certificate Regarding Ineligible Contractors & Subcontractors Base Document	A		`	0										before, making decisions or tasks are completed. They are not responsible or accountable for the outcome.
	8	LC - Lobbying Certificate Base Document	A		`	-										ALCOHO.
	9	Form COI Base Document	A		`	-										I = Informed: Which positions or departments must be Informed as the tasks progress? These
	10	NC - Non-Collusion Base Document	A		`	-										parties don't need to provide input during the process but must be aware of decisions made.
	11	ND - Certificate Regarding Nondiscrimination Base Document	A			0										NOTE: If "A" is assigned to a task without an "R", then both "A" and "R" is assigned to the
	12	PP- Pre-Construction Phase Services Proposal Base Document	A		`	-	-									Position/Department for that task.
	13	Q & A Form Base Document	A		,	0										on the population of that tack
	14	Proposal Signature Page and Firm Offer Base Document	A	_		0	-									
	15		A	_		C	-									
	16	Process Documents [11 Docs] CM/GC Deliverables - Preconstruction Spreadsheet Base Document			_	C	-									
	17		A	_		K	_									
	17	Protocols for Interviews Base Document	Α	C		C	-			-						
	18	Evaluation and Scoring Process, Training Plan/Presentation and Scoring Worksheets Base Document	А			С										
	19	Pre-proposal meeting Base Document	Α	С		С										
	20	Price Opening Narrative Base Document	Α	С		С										
	21	Negotiations Protocols, Process and Forms Base Document	Α	С		С										
	22	FHWA Approval to Release RFP Base Document	Α	C		С										
	23	Notice of Competitive Range Base Document	Α	C		С										
	24	Best-Value Proposer Announcement Base Document	Α	C		С										
	25	Notice of Intent of Award Base Document	Α	C		С										
	26	NTP For Pre-Construction Services Base Document	Α	С		С										
	27	Tie in ITP references to contract or GPs sections with contract and GP document language	Α	С		С										
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1 1	CM/GC RFP Base Document Development [21 docs total]	Λ	С	_	С	_					_		<u> </u>	R = Responsible: Which position or department will be Responsible for completing
2	Region obtains CM/GC General Provisions Base Document & Contract Provisions Base Documents	С			A									each task? (Completes Task - worker)
3	Alternative Project Delivery Kick-Off Meeting		Α		î		1							
4	RFP Development Project Specific Language	A	С		R		•							A = Accountable: Which position or department will be Accountable, ultimately
5	Statement of work / technical project specific sections	A	С		R		1							answerable for the activity or decision for major tasks and the result? This oftentimes is different than the Responsible party. (Manage Task - manager)
6	Develop evaluation criteria, scoring method and compensation method	A	С		R									one names is a more in that the responsible party. (Manage rask - manager)
7	Evaluation Committee and Scoring Team Member Selection	A	С		R									C = Consulted: Which positions or departments must be Consulted? Consulted
8	Project Specific Contract Language		С		Α									parties have a say before, making decisions or tasks are completed. They are not
9	Assemble Draft RFP	A	Ĭ		C									responsible or accountable for the outcome.
10	Review of RFP Developed Documents	Α	С		С									I = Informed: Which positions or departments must be Informed as the tasks
11	Project Specific Contract Review by ADS	С	R		Α									progress? These parties don't need to provide input during the process but must be
12	Project Specific Contract Legal Sufficiency Review by DOJ	С	Α		R					R				aware of decisions made.
13	Project Specific Contract Review by FHWA	С	Α		R							?		NOTE: If HAll is continued to a tool without on HDH there he the HAll and HDH is
14	RFP Legal Sufficiency Review	Α	С		С					R				NOTE: If "A" is assigned to a task without an "R", then both "A" and "R" is assigned to the Position/Department for that task.
15	RFP FHWA Review	Α	С		С									assigned to the resident bepartment for that task.
16	Prep Final documents (Include Industry Reviewed RFP)	Α	С		С									RACI CHART - Step by Step.
17	RFP Final Revisions	Α	С		С									
18	RFP Final DOJ & FHWA Review and Approval to Release	Α	С		С					R				 Complete the Project's name. In the grey cells below, fill the
19	Post RFP documents on ORPIN	Α	ı		ı									name of the phases that your project is divided and, inside
20	Open Solicitation (min. 30 calendar days, recommend 45 calendar days)	Α	ı		- 1									them, each task must be developed.
21	Pre-proposal conference	Α	С		R									2_ In the TASKS column, list all the tasks in the order to be
22	Questions & Answers & post on ORPIN	Α	С		R									completed.
23	Coordinates review and issuance of Addenda's	Α	С		С									completed.
24	Evaluation Committee and Scoring Team Training	Α	С		С									3_ If you need to change the priority of the tasks, simply move
25	Proposal Due Date	Α	ı		С									the task row and the number will stay freeze.
26	Public Price Proposal Opening (Only the name of the Proposers will be read)	Α	С		С									4_ List every position or department that will have a role in the
27	Pass/Fail Evaluation	Α	С		ı									project on the top column.
28	Proposals Distribution to Evaluators/Scorers	Α	- 1		Α									project on the top column.
29	Initial Proposal Evaluation & Scoring (Step 1)	Α	С		R									Assign a role (RACI) to each department or position, using
30	Initial Evaluation Scores Consensus Meeting (Step 1)	Α	С		Α									the legend on the right column to choose a letter from the
31	Competitive Range Notice & Protest Period	Α	С		I									drop down list.The cell will be color-coded automatically.
32	Proposer Interviews	Α	С		R									
33	Final Proposal Evaluation & Scoring (Step 2)	Α	С		R									
34	Final Evaluation Scores Consensus & Proposer Selection (Step 2)	Α	С		R									
35	Best-Value Proposer Announcement	Α	ı		I									
36	Proposer's Provided Copies of Their Consensus Worksheets	Α	ı		I									
37	Contract Negotiations	Α	R		R					R				
38	Notice of Intent of Award & Protest Period	Α	ı		I									
39	Proposers Consensus Worksheets Publicly Available	Α	I		I									
40	Finalize Contract	Α	С		С									
41	Contract Legal Sufficiency Review	Α	ı							R				
42	Original Construction Authorization ?? (Yellow Sheet)	Α			R				I					
43	Contract Award Sign off by DOJ & FHWA	Α	I		I					R				

STEP	TASK	OPO	ADS	OCR	REG/OR	A&E	PCO	CMGC	CAU	DOJ	FHWA	ICE	RACI Updated	Process Map Update	
44	Document Prep and Signatures	Α													•
45	HB2375 Contract Administrator RFP (OPO)	Α	•								+		-		
46	HB2375 Contract Administrator Role CM/GC Contract (pre-award)	A	Λ		'										<u> </u>
47			Α		'						-				
	Contract Execution - Award Letter	Α			!				<u> </u>		-				
	EA Letter	_			ı			_	-			_			
49	NTP For Pre-Construction Services	L	ı		Α	ı		ı	ı			ı			
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STEP	TASK	OPO	ADS	OCR	REG/OR	A&E	PCO	CMGC	CAU	DOJ	FHWA	ICE	RACI Updated	Process Map Update	
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STEP	TASK	OPO	ADS	OCR	REG/OR	A&E	PCO	CMGC	CAU	DOJ	FHWA	ICE	RACI Updated	Process Map Update	
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CMGC F	RACI Chart													
STEP	TASK	OPO	ADS	OCR	REGION/OR	PCO	CMGC	CAU	DOJ	FHWA	ICE	RACI Updated	Process Map Update	
Notice to Prod	eed for Pre-Construction Service NTP to EWA Award						_				<u> </u>	_		R = Responsible: Which position or department will be Responsible for
1	Notice to Proceed (NTP) For Pre-Construction Services	Α	- 1		С		- 1	- 1			- 1		С	completing each task? (Completes Task - worker)
	Co-Location (141.10)				R A	A	R							A = Accountable: Which position or department will be Accountable,
	CMGC to Identify Key Personnel for Cooperative Arrangement (150.05)(5-days after NTP)				Α	₹	R						u	ultimately answerable for the activity or decision for major tasks and the
4	CAU to create CPS account Machilization (144, 22(a)) (14, Days ofter NTD)			_				A				_		result? This oftentimes is different than the Responsible party. (Manage Task - manager)
	Mobilization (141.23(c)) (14 Days after NTP) Pre-Construction Services Phase 5-Day Kick-Off Mtg - 15% Design Milestone (21 Days after NTP)				A		R	÷		÷	÷	-	 '	rask - manager)
	5-Day Risk Workshop (141.45(a)) (10-Days after 15% Design)		'		A	2 0		С		÷	÷			C = Consulted: Which positions or departments must be Consulted?
	Cooperative Arrangement Mtg (141.23(b), 120.95) (30 Days after NTP)				A		R				•			Consulted parties have a say before, making decisions or tasks are completed. They are not responsible or accountable for the outcome.
9	Region Receives CPM Schedule from CMGC (180.41) (Recurring Monthly)				Α (2	R							sompleted. They are not responsible of accountable for the outcome.
	Subcontracting Plan Submitted (20 Days after Kickoff Meeting)				Α		R							= Informed: Which positions or departments must be Informed as the
11	Region Reviews Subcontracting Plan and Consults with OPO (Solicitation Process)	С			Α									asks progress? These parties don't need to provide input during the process but must be aware of decisions made.
	Region Consults with OCR (DBE Program Manager) for DBE Subcontracting Topics			С	Α								P	brocess but must be aware of decisions made.
	OCR Coordinates with DOJ for Subcontracting Plan Legal Review for DBE Subcontracting Topics, if applicable			Α				- 1	С					NOTE: If "A" is assigned to a task without an "R", then both "A" and
	OCR Notifies Region of Concurrence with Subcontracting Plan after Review, if applicable				R								└	'R" is assigned to the Position/Department for that task.
	Region Sends Subcontracting Plan to CAU for Review				Α			R				_		
	CAU Coordinates with DOJ for Subcontracting Plan (Legal Sufficiency Review) Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			_	A			R	С			-		 RACI CHART - Step by Step. Complete the Project's name. In the grey cells below, fill the name of the phases that your project is divided and, inside them, each task must be developed. In the TASKS column, list all the tasks in the order to be completed. If you need to change the priority of the tasks, simply move the task row and the number will stay freeze.
17 18	Diversity Plan Submitted (20 Days after Kickoff Meeting)				A							-	-	
	Region Reviews Diversity Plan and Consults with OCR				A							-		
	OCR Reviews Diversity Plan			_	A								+	
21	If necessary, Region Facilitates Changes to the Diversity Plan with the CM/GC				A		R							
	OCR Coordinates with DOJ for Diversity Plan Legal Review related to OCR Program, if necessary			Α				1	С					
23	OCR Notifies Region of Concurrence with the Diversity Plan after DOJ Legal Review			Α	R									
24	Region Sends Diversity Plan to CAU for Review				Α			R						
	CAU Coordinates with DOJ for Diversity Plan (Legal Sufficiency Review - related to CM/GC Contract)				Α			R	С					4_ List every position or department that will have a role in the
	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete				Α									project on the top column.
	Constructability Reviews and Cost Estimating (141.21; 141.31(b)) (45 Days after 15% Design)					2	R				- 1		 _	50000 Portunda (VIII 1000 1000 1100 VIII VIII 000 VIII VIII
	Initial Pre-Construction Report Submitted (141.40(b)) (90 Days after NTP)				A (R				-	_	-	Assign a role (RACI) to each department or position, using the legend on the right column to choose a letter from the
29 30	Initial Pre-Construction Report Reviewed Submit Early Work Package Memo (141.40(a)) (90 Days after Kickoff Mtg)				Α	1	ь				1			drop down list. The cell will be color-coded automatically.
	Early Work Package Memo Received/EWP Memo Consult		С		A			С	С				+	\$1900 960000 \$4000 \$500 \$600 \$4.000 \$4.000 \$4.000 \$100
	Risk Milestone (141.45(a))		C		A		R	1			R			
	Initial Permitting Plan (120 Days after Kickoff Mtg)				Α		R			-				
	CM/GC Invoices for Pre-Construction Services (141.33)(Monthly)				A		R							
35	CAU Issues CM/GC Payments (Monthly)				R			Α						
	Develop Independent Schedule & Estimates (CM/GC Mtg + Assumptions)				R	C		С			Α			
	30% Design Milestone (Plans & Schedule of Items Produced)				A	7	Ī	I		I	С			
38	30% Design Milestone Received and Reviewed				Α (\perp	
39	30% Design Milestone Plan Provided to CMGC				A		R				_	<u> </u>	\vdash	
40	Early Work Package Identified (Potential) CALL Savorability Povious of the EWR				A		R	С		_	С	⊢	+	
	CAU Severability Review of the EWP EWA Approval (Agency's Written Identification)		K		A			A C		С		_	+	
43	5-Day Risk Workshop (10-Days after A&E 30% Design)		-		A	2 C		C		1	÷		 	
	Blind ICE Estimate				R	A							+ +	
45	CMGC Submits CPM Schedule (180.41) (Recurring Monthly)				Α (R							
	Permitting Plan (Recurring Monthly)				A	₹	R							
	Subcontracting Plan Submitted (20 Days after Design Milestone)				Α		R							
48	If Subcontracting Plan has changes then see steps 49-55. If no changes move to step 56.													
	Region Reviews Subcontracting Plan and Consults with OPO (Solicitation Process?)	С			Α									
	Region Consults with OCR (DBE Program Manager) for DBE Subcontracting Topics				Α									
51	OCR Coordinates with DOJ for Subcontracting Plan Legal Review for DBE Subcontracting Topics			Α					С					

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51	OCR Notifies Region of Concurrence with Subcontracting Plan after Review			Λ	R							<u> </u>	
53	Region Sends Subcontracting Plan to CAU for Review				A			K					
54	CAU Coordinates with DOJ for Subcontracting Plan (Legal Sufficiency Review)			_	Α			K	С				
55	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete				A		-						
	Diversity Plan Submitted (20 Days after Design Milestone)				Α		R						
57	If Diversity Plan has changes then see steps 58-65. If no changes move to step 66.												
58	Region Reviews Diversity Plan and Consults with OCR				Α								
59	OCR Reviews Diversity Plan			R	Α								
60	If necessary, Region Facilitates Changes to the Diversity Plan with the CM/GC			С	Α		R						
61	OCR Coordinates with DOJ for Diversity Plan Legal Review related to OCR Program			Α				1	С				
62	OCR Notifies Region of Concurrence with the Diversity Plan after DOJ Legal Review			Α	R								
63	Region Sends Diversity Plan to CAU for Review				Α			R					
64	CAU Coordinates with DOJ for Diversity Plan (Legal Sufficiency Review - related to CM/GC Contract)				Α			R	С				
65	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			1	Α								
66	EWP Pre-con Phase Eval Report Proposal (141.40(d)(g)) (30 Days after Design Milestone)				Δ		R						
	Constructability Reviews, Cost Estimating, and Pre-Construction Report Submitted - Updated (141.21; 141.31(b); 141.40(b)) (45 Days after 30%											+	
67	Design)				A		R				1		
	Pre-Construction Report Received (30% Design)				A						_		
	Schedule, Estimate & Report Review (45 Days after 30% Design)							С			-		
-					A						С		
70	1-Day Risk Workshop (Abbreviated)				A	(K	_			R		
	CM/GC Invoice for Pre-Construction Services (141.33)(Monthly)				Α		R						
	CAU Issues CM/GC Payments (Monthly)				A			R					
	60% Design Milestone (Plans & Schedule of Items Produced)				A	₹	1	ı		- 1	С		
74	60% Design Milestone Received and Reviewed				Α (
	60% Design Milestone Plan Provided to CMGC				A		R	1			- 1		
76	5-Day Risk Workshop (10 Days after 60% Design)			ı	A	C	R	С		-1	- 1		
77	CPM Schedule (180.41) (Recurring Monthly)				Α		R						
78	Permitting Plan (Recurring Monthly)				A	2	R						
79	Subcontracting Plan Submitted (20 Days after Design Milestone)				Α		R						
80	If Subcontracting Plan has changes then see steps 81-87. If no changes move to step 88.												
81	Region Reviews Subcontracting Plan and Consults with OPO (Solicitation Process?)	С			Α								
82	Region Consults with OCR (DBE Program Manager) for DBE Subcontracting Topics			С	Α								
83	OCR Coordinates with DOJ for Subcontracting Plan Legal Review for DBE Subcontracting Topics			Α				- 1	С				
84	OCR Notifies Region of Concurrence with Subcontracting Plan after Review			Α	R								
85	Region Sends Subcontracting Plan to CAU for Review				Α			R					
86	CAU Coordinates with DOJ for Subcontracting Plan (Legal Sufficiency Review)				A			R	С				
87	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete				A								
88	Diversity Plan Submitted (20 Days after Design Milestone)				A		D						
89	If Diversity Plan has changes then see steps 90-97. If no changes move to step 98.				^								
90	Region Reviews Diversity Plan and Consults with OCR			P	Α							-	
	OCR Reviews Diversity Plan				A							+	
91	If necessary, Region Facilitates Changes to the Diversity Plan with the CM/GC											+	
92	OCR Coordinates with DOJ for Diversity Plan Legal Review related to OCR Program				A		R						
93	OCR Notifies Region of Concurrence with the Diversity Plan after DOJ Legal Review			Α				T	С			+	
94				Α	K								
95	Region Sends Diversity Plan to CAU for Review				Α			R				1	
96	CAU Coordinates with DOJ for Diversity Plan (Legal Sufficiency Review - related to CM/GC Contract)				Α			R	С				
97	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete				Α								
98	EWP Pre-con Phase Eval Report Proposal (141.40(d)(g)) (30 Days after Design Milestone)				Α (2	R						
-	DBE Goals Set at 60% Pricing Milestone	ı		Α	ı		R						
100	Constructability Reviews, Cost Estimating, and Pre-Construction Report Submitted - Updated (60% Milestone) (141.21; 141.31(b); 141.40(b)) (45				A		R				1		
	Pre-Construction Report Reviewed and Received (60% Design Milestone)				R /	1		I			- 1		
	Schedule, Estimate & Report Review (45 Days after 60% Design)				A	?		С			С		
103	Blind ICE Estimate				R	Α							
104	1-Day Risk Workshop (Abbreviated)				Α	2	R	1		- 1	R		

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105	CM/GC Invoice for Pre-Construction Services (141.33)(Monthly)				Α			R					İ	R = Responsible: Which position or department will be Responsible for
106	CM/GC Payments (Monthly)				R				Α					completing each task? (Completes Task - worker)
107	PS&E Checklist (See Checklist) Insurance, Req, Env, ROW, etc.				R	A		С						-
108	Insurance Risk Assessment	R			_	С								A = Accountable: Which position or department will be Accountable,
	90% Design Milestone (Plans & Schedule of Items Produced)				A	D			_		C		+	ultimately answerable for the activity or decision for major tasks and the result? This oftentimes is different than the Responsible party. (Manage
	90% Design Milestone Received and Reviewed					С		-	•	<u></u>			-	Task - manager)
	90% Design Milestone Plan Provided to CMGC				A			D						
112	5-Day Risk Workshop (10-Days after A&E 90% Design)					R	С	n D	С		-			C = Consulted: Which positions or departments must be Consulted?
113	CPM Schedule (180.41) (Recurring Monthly)				_		_		L		'		-	Consulted parties have a say before, making decisions or tasks are
	Permitting Plan (Recurring Monthly)				A	С		K D					-	completed. They are not responsible or accountable for the outcome.
114					A	K		K .						I = Informed: Which positions or departments must be Informed as the
115	Subcontracting Plan Submitted (20 Days after Design Milestone)				A			K						tasks progress? These parties don't need to provide input during the
116	If Subcontracting Plan has changes then see steps 117-123. If no changes move to step 124.													process but must be aware of decisions made.
117	Region Reviews Subcontracting Plan and Consults with OPO (Solicitation Process?)	С			A								_	-
118	Region Consults with OCR (DBE Program Manager) for DBE Subcontracting Topics			С	A									NOTE: If "A" is assigned to a task without an "R", then both "A" and
119	OCR Coordinates with DOJ for Subcontracting Plan Legal Review for DBE Subcontracting Topics			Α						С				"R" is assigned to the Position/Department for that task.
120	OCR Notifies Region of Concurrence with Subcontracting Plan after Review			Α	R									RACI CHART - Step by Step.
121	Region Sends Subcontracting Plan to CAU for Review				A				R					
122	CAU Coordinates with DOJ for Subcontracting Plan (Legal Sufficiency Review)				A				R	С				1_ Complete the Project's name. In the grey cells below, fill the
123	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			ı	A			ı						name of the phases that your project is divided and, inside them, each task must be developed.
124	Diversity Plan Submitted (20 Days after Design Milestone)				A			R						
125	If Diversity Plan has changes then see steps 126-133. If no changes move to step 134.													2_ In the TASKS column, list all the tasks in the order to be
126	Region Reviews Diversity Plan and Consults with OCR			R	A									completed.
127	OCR Reviews Diversity Plan			R	A									3_ If you need to change the priority of the tasks, simply move
128	If necessary, Region Facilitates Changes to the Diversity Plan with the CM/GC			С	A			R						the task row and the number will stay freeze.
129	OCR Coordinates with DOJ for Diversity Plan Legal Review related to OCR Program			Α					ı	С				4_ List every position or department that will have a role in the
130	OCR Notifies Region of Concurrence with the Diversity Plan after DOJ Legal Review			Α	R									project on the top column.
131	Region Sends Diversity Plan to CAU for Review				A				R					Assign a role (RACI) to each department or position, using
132	CAU Coordinates with DOJ for Diversity Plan (Legal Sufficiency Review - related to CM/GC Contract)				Α				R	С				the legend on the right column to choose a letter from the
133	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			1	Α			ı						drop down list.The cell will be color-coded automatically.
134	EWP Pre-con Phase Eval Report Proposal (141.40(d)(g)) (30 Days after Design Milestone)				Α	С		R						
	Risk Management Plan, Constructability Reviews, Cost Estimating, and Pre-Construction Report Submitted - Updated (90% Milestone) (141.45(b),				,	С		ь						
135	141.21; 141.31(b); 141.40(b)) (45 Days after 90% Design)							`						
136	Pre-Construction Report Received (90% Design Milestone)				R	Α			I		- 1			
137	Schedule, Estimate & Report Reviewed by Region				A	R			С		C			
138	Blind ICE Estimate						4				R			
139	Region Submits Form #1 to OCR for Approval			R	A			R						
140	OCR Approves Form #1 and Sends back to Region			Α	R									
141	Region Receives Form-1 (Part of the 90% Proposal Submittal)			R	Α									
142	1-Day Risk Workshop (Abbreviated)				A	R		R	L		R			
143	CM/GC Invoice for Pre-Construction Services (141.33)(Monthly)				A			R						
144	CM/GC Payments (Monthly)				R				A					
145	Region to DRAFT - Early Work Amendment				A	С		C (С	C				
146	Region to Initiate Discussion of EWA with FHWA				Α									
147	Region to Draft and Develop Increase in Auth. to OTC (if necessary)				Α				R					1
148	Region to Send DRAFT - Early Work Amendment to CAU for Review		С		A				R	R C				
149	CAU to Review Contract Changes to 100s for Evaluation		С		R					С				
150	CAU to Review EWP to verify Agency Maintains Severability. Yes or No?		С		R					C				-
151	Region Addresses Comments Back after CAE (& ADS if applicable)		С		Α				c					
	100% Design Milestone (Plans & Schedule of Items Produced) Owner's Rep Quality Assurance. Plan Reviews.			_	A	R					C			+
153	Quality Assurance Review. Verify parts of the design, specs, etc. to be reviewed.				Α		С							+
154	100% Design Milestone Received and Reviewed				Δ	С								+
155	100% Design Milestone Plan Provided to CMGC				A	Ī		R						+
156	5-Day Risk Workshop (10-Days after A&E 100% Design)					R	С	R (С					+
157	CPM Schedule (180.41) (Recurring Monthly)					C		R						+
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					REGION/							RACI	S S S S S S S S S S S S S S S S S S S
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158	Permitting Plan (Recurring Monthly)				Α	2	R						
	Subcontracting Plan Submitted (20 Days after Design Milestone)				A		R						
160	If Subcontracting Plan has changes then see steps 161-167. If no changes move to step 168.				^								
	Region Reviews Subcontracting Plan and Consults with OPO (Solicitation Process?)	С			Α								
	Region Consults with OCR (DBE Program Manager) for DBE Subcontracting Topics			С	Α								
	OCR Coordinates with DOJ for Subcontracting Plan Legal Review for DBE Subcontracting Topics			Α				1	С				R = Responsible: Which position or department will be Responsible
	OCR Notifies Region of Concurrence with Subcontracting Plan after Review			Α	R								completing each task? (Completes Task - worker)
	Region Sends Subcontracting Plan to CAU for Review				Α			R					
	CAU Coordinates with DOJ for Subcontracting Plan (Legal Sufficiency Review)				Α			R	С				A = Accountable: Which position or department will be Accountable, ultimately answerable for the activity or decision for major tasks and
	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			1	Α		- 1						result? This oftentimes is different than the Responsible party. (Mana
	Diversity Plan Submitted (20 Days after Design Milestone)				Α		R						Task - manager)
169	If Diversity Plan has changes then see steps 170-177. If no changes move to step 178.												C = Canaditad Milater and Sanada day
	Region Reviews Diversity Plan and Consults with OCR			R	Α								C = Consulted: Which positions or departments must be Consulted? Consulted parties have a say before, making decisions or tasks are
171	OCR Reviews Diversity Plan			R	Α								completed. They are not responsible or accountable for the outcome
172	If necessary, Region Facilitates Changes to the Diversity Plan with the CM/GC			С	Α		R						
173	OCR Coordinates with DOJ for Diversity Plan Legal Review related to OCR Program			Α				- 1	С				I = Informed: Which positions or departments must be Informed as the
174	OCR Notifies Region of Concurrence with the Diversity Plan after DOJ Legal Review			Α	R								tasks progress? These parties don't need to provide input during the process but must be aware of decisions made.
175	Region Sends Diversity Plan to CAU for Review				Α			R					process but must be aware or decisions made.
176	CAU Coordinates with DOJ for Diversity Plan (Legal Sufficiency Review - related to CM/GC Contract)				Α			R	С				NOTE: If "A" is assigned to a task without an "R", then both "A"
177	Region Provides Written Notification to the CM/GC Contractor of Approval Once Legal Review is Complete			1	Α		1						"R" is assigned to the Position/Department for that task.
178	EWP Pre-con Phase Eval Report Proposal (141.40(d)(g)) (30 Days after Design Milestone)				Α	С	R						RACI CHART - Step by Step.
179	Constructability Reviews, Cost Estimating, and Pre-Construction Report Submitted - Updated (100% Milestone) (141.21; 141.31(b); 141.40(b)) (45				A	С	R				ı		
180	Pre-Construction Report Received by Region (100% Design Milestone)				R	4		- 1			- 1		1_ Complete the Project's name. In the grey cells below, fill the
181	Region to Review Schedule, Estimate & Report				Α	3		С			С		name of the phases that your project is divided and, inside them, each task must be developed.
182	Construction Approach, Means, and Methods Plan (60 Days before Mobilization)				Α		R	1					
183	Blind ICE Estimate					Α					R		2_ In the TASKS column, list all the tasks in the order to be completed.
184	Region to Update the Draft EWA				A	C	С	С					
185	Region Resubmits Updated Draft EWA for Review to CAU				Α	₹	R	R		С			3_ If you need to change the priority of the tasks, simply move
186	CAU Verifies Quality Assurance Review Complete				(C R		Α					the task row and the number will stay freeze.
187	CAU Sends to DOJ for Legal Sufficiency Review				ı			Α	R				4_ List every position or department that will have a role in the
188	DOJ Sends Reviewed EWA to CAU							Α	R				project on the top column.
189	Region to Send EWA for FHWA Review, if applicable				Α					R			Assign a role (RACI) to each department or position, using
190	Region to request the Bonds and Insurance from the CM/GC	1			Α		R	С					the legend on the right column to choose a letter from the
191	Region to Request Form #2 from OCR			R	Α								drop down list.The cell will be color-coded automatically.
	CAU verifies FHWA EWA Review, Approval (and Cost Estimating Review)				1			Α		С			
193	Region and CAU Verifies Subcontracting Plan Approvals are in place (EWA) Process?	С			A			R					
194	Region and CAU Verifies Diversity Plan Approvals are in place (EWA) Process?			С	A			R					
195	Region to Verify Approval of Bonds and Insurance with OPO Region to Verify Approval of Form #2 with OCR	R			A			R					
196	Region to Verity Approval of Form #2 with OCR Region to Send Bonds, Insurance, and Form #2 to CAU for Review			K	A			R					
197	CAU Verifies Recommendation of OPO and OCR	-		-	A	_		R					
	CAU Sends EWA to Region PM to obtain CMGC Contractor's Signature, Bonds, Insurance, and Form #2	С		С			С	A					
199 200	Region PM Recommends and Signs EWA	K		K	A		C	K					
	Area Manager Recommends and Signs EWA				A								
201	Area Manager Recommends and Signs EWA Area Manager sends EWA to CAU for Final Approval and Processing				A								
202	EWA is Signed by the CAE (Execution & Notice to Proceed)			-	A								
203 204	Executed EWA is Distributed		\vdash		K			A					
	EWA is incorporated into Contract Payment System (CPS)							A					
203	EWA is incorporated into Contract Payment System (CPS)							Α					