District Supervisor Coordination Milestones and Escalation Benchmarks

PRIMARY MILESTONES FOR ESCALATION

Schedule	Cost
Pre-Scoping Phase: Delay of 10% or more *(SPG Section 2.5)*	Pre-Scoping Phase: Increase of 40% or more *(SPG Section 2.5)*
Design/Construction Phases: Three month or more delay to the approved schedule *(SPG Section 3.1.1.4)*	Design/Construction Phases: Increase of 20% for projects with CN value $500K–$1M and 10% for projects with CN value of +$1M from the approved project budget *(SPG Section 3.1.1.4)*

ALL MILESTONES FOR ESCALATION

Topic/Phase	Trigger	Notification	Action Required	Notes
Pre-Scoping	(After 30-day comment period) 15+ days no resolution / response from project stakeholder *(SPG Section 2.1.1)*	●		
	Whether to conduct public outreach *(SPG Section 2.3.1.2)*		●	Decision by Supervisor within one week
	Schedule delayed by 10% of overall pre-scope schedule *(SPG Section 2.5)*	●		
	Cost increase of 40% over original rough order of magnitude estimate *(SPG Section 2.5)*	●		
	Unanticipated major property impacts that affect project scope, schedule, cost, or public perception *(SPG Section 2.5)*	●		
	Unanticipated utility impacts expected to delay implementation by 6+ months or increase cost by 30%+ *(SPG Section 2.5)*	●		
	Unanticipated right-of-way issues expected to delay completion by 6+ months or increase cost by 30%+ *(SPG Section 2.5)*	●		
	Major scope modifications (e.g. facility type change, alignment, key connections) resulting from external situations *(SPG Section 2.5)*	●		
	Identification of major environmental impacts such as wetlands, floodplains, trees, etc. *(SPG Section 2.5)*	●		
	Project construction delay of 6+ months or modification due to another active project entering the construction phase *(SPG Section 2.5)*	●		

(continued)

ALL MILESTONES FOR ESCALATION

Topic/Phase	Trigger	Notification	Action Required	Notes
Design	A change in project scope that results in additional property impacts, environmental or regulatory impacts, significant tree impacts, increased utility impacts, additional construction risks, or other material impacts *(SPG Sections 3.1.1.4, 20.1.1)*		●	Consult if project should be re-scoped and if updated scoping document is required. Potentially obtain concurrence from Supervisor.
	Cost increase in the estimated total project cost of 20% for projects with CN value $500K-$1M and 10% for projects with CN value +$1M from the approved project budget *(SPG Section 3.1.1.4)*		●	Consult if project should be re-scoped and if updated scoping document is required. Potentially obtain concurrence from Supervisor
	A delay of 3 months or more to the approved project delivery schedule *(SPG Section 3.1.1.4)*		●	Consult if project should be re-scoped and if updated scoping document is required. Potentially obtain concurrence from Supervisor
Survey	Stakeholder distribution letter *(SPG Section 6.1.5.5.4)*	●		
Utility Coordination	45+ days with non-responsive utility owners *(SPG Section 9.3)*	●		
Land Acquisition	Pre-Notice to Proceed: Notification of anticipated acquisitions *(SPG Sections 10.2.4.1, 20.2)*	●		
	4 months after Land Acquisition Notice to Proceed or 5 months before scheduled land acquisition completion date, if negotiations with affected property owners are unsuccessful or are anticipated to be substantially delayed, evaluate condemnation *(SPG Section 10.2.4.4)*		●	Determine whether condemnation should be pursued and approval by Supervisor
Construction	After construction contract award *(SPG Section 13.4.1.2)*		●	Determine whether a “Pardon Our Dust” meeting is appropriate and, if required, establish the meeting date, time and location
Public Outreach	At Pre-scoping, 30% design, 60% design *(SPG Section 15)*		●	Coordinate with Supervisor’s office to establish timing and objectives before initiating outreach activities
	Additional public outreach if impacts to schedule *(SPG Section 15)*	●		
	Documentation of public comments *(SPG Sections 15.1.7–15.1.10)*		●	Brief Supervisor of proposed disposition and resolution status of comments, review and evaluate comments, revised plans and outcomes