

Table 1 - Outline of procedures in planning and implementation of major schemes (Highways & Roads – HAUC)

STAGE	ACTION OF AUTHORITY	UNDERTAKER'S ACTION	REF
Preliminary Enquiries	Request location of undertaker's apparatus	Provide information, normally within 10 working days	C2
Draft Scheme(s) and Budget Estimates	Prepare draft scheme including any special aspects	Provide budget estimate and indicate special requirements normally within 20 working days	C3
	Amend schemes to reduce costs	Assist in studying alternatives	
The Final Detailed Scheme and Detailed Estimates	Prepared detailed scheme and ask undertakers for detailed estimate and specification	Provide detailed estimate and specification, normally within 25 working days	C4
	(consider further amendments to the scheme)		
Formal Notice and Advance Orders	Place order with undertakers for long lead-time items	Order long lead-time items	C5
	Serve notice upon undertakers	Respond to notice	
Selection of Contractor and Issue Main Orders	<ul style="list-style-type: none">Place order on undertakersAppoint contractor and advise them ofundertaker's requirementsAppoint engineer	Notify authority and contractor of representatives	C6
Construction	Arrange discussions and liaison	Confirm timescales and liaise with Engineer and contractors	C7
Financial Monitoring and Payment	Settle invoices	Present invoices (interim if appropriate)	C9