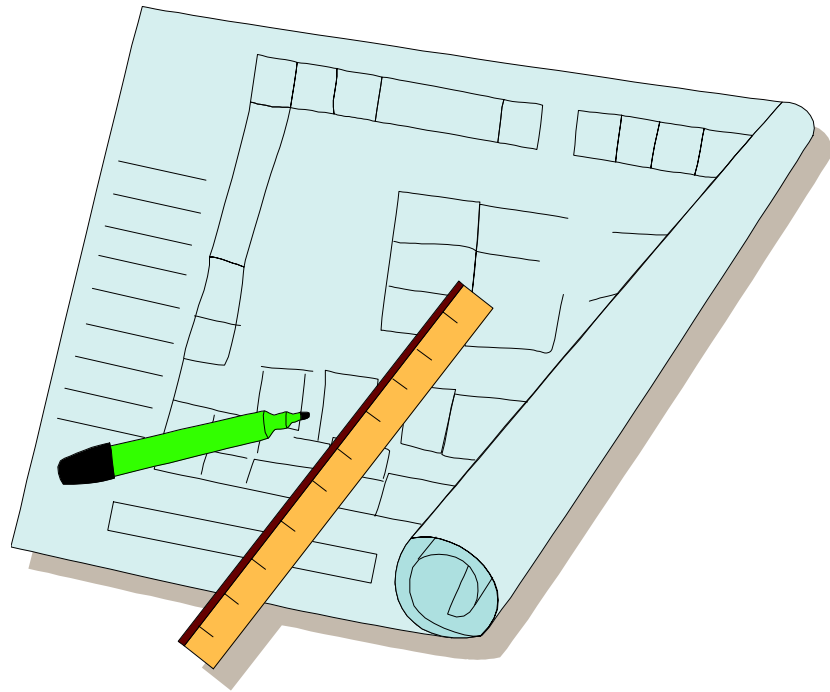


ODOT SCOPING MANUAL



**OREGON DEPARTMENT OF TRANSPORTATION
PROJECT SYSTEMS UNIT**

ODOT SCOPING MANUAL

Forward

Statement of Purpose

The intent of this manual is to provide a concise guide for scoping projects at the Oregon Department of Transportation. Project Team members should use this manual when planning and conducting scoping trips. Utilize this document as a tool to ensure pertinent issues are considered.

Organization

The organization and make up of this book is centered around the checklists devised by Amy Lesch. These checklists were presented by Amy during the Workplanning section of the Project Leader Academy.

Also interspersed throughout the chapters are “best scoping practices” from around ODOT. The selected Region process are also located in the back of the manual in their entirety. These “practices” were included to facilitate the information flow of scoping information to the Project Team Members.

Feedback

We invite your insights and ideas to make the scoping process as effective as possible. Please contact Branin Bowe with your questions, comments, and ideas. He can be reached at the following locations: *Phone:* (503) 986-3798 *Fax:* (503) 986-4391 *Email:* brannin.p.bowe@state.or.us

PROJECT SCOPING GUIDANCE AND EXPECTATIONS

Project Delivery Leadership Team

April 6, 1999

Project scoping generally

The purpose of project scoping is to identify all necessary elements that need to be considered in the delivery of a project. A good project scoping will help to avoid surprises later in later project delivery phases that result in unanticipated costs and delays.

Scoping activities should be scheduled based upon a variety of factors including the proposed quarter for letting, construction season workload requirements and availability of all team members.

The project scoping should also take into consideration any political issues that may be important in delivering the project. Guidance on these aspects of the project can be obtained from the team member responsible for planning, the project originator and regional management.

Scoping Report

In addition to the required documentation resulting from project scoping (e.g. project prospectus), the project team leader must prepare a scoping report that includes, at a minimum, the following elements:

- Clear problem statement
- Clear scope including all project elements
- Estimate of preliminary engineering, construction engineering and right-of-way costs
- Design exceptions anticipated
- Agreements required
- Right-of-way requirements
- Environmental Scope
- Utilities & Permits
- Unique / Special Elements

Scoping Process

The Project Leader Guidebook and this Scoping Manual provide detailed guidance on project scoping. The project team should be particularly aware of these process elements:

- Use multi-disciplinary team and scoping team leader approach
- On-site project review (scoping trip)
- Gather existing data on the project (e.g. accident data, traffic volume)

- Identify project options and recommended scope
- Scope projects consistent with project categories activities
- Continuous scoping: identify priorities from needs list to provide direction on work to scope for future updates, Region / Area management team can provide strategy and direction for next update

Chapter 1 – Research The Project

Project Prospectus

The Statewide Transportation Improvement Plan (STIP) is the capital improvement plan that identifies projects funded for construction. The prospectus process is a very important part regarding the continuing process of delivering the STIP. Every two years this document is updated. A key element to the successful delivery of projects in the STIP is thoroughly scoped and appropriately costed project that are documented using the prospectus forms.

Projects are identified and prioritized through the management systems, accident history, corridor studies, planning efforts used to produce the Highway Plan and the Regional Transportation Plan, and public support or concern. Prioritized lists are then generated by work type i.e. preservation, safety, modernization, bridge, etc. These lists are usually lacking in detail and often appear on a list with only the project section name identified. The process begins at this point.

Why a Project Prospectus

- Prospectus is a document to formalize the scoped project.
- Prospectus is the tool to enter project data in the Project Control System (PCS)
- A signed prospectus is the approval of the scope and budget of the project.
- A complete prospectus informs varying sections in ODOT of the project specifics and work requirements

Creating a Project Prospectus

Project Leader:

- A completed prospectus; with help from team members using data from Scoping Report.
- Forwards Parts 1 & 2 to appropriate Salem & Region Units for review, input, and concurrence (if not on project team).
- The PL is responsible to give Part 1 & 2 to Region Environmentalist and request that a Part 3 & location map are completed.
- The PL gives copy of final Part 1 & 2 to Region STIP Coordinator.

When To Revise A Project Prospectus

When Scope Changes

- Project Leader, after region management approval, immediately documents change on prospectus; clearly identifying it as “REVISED”
- PL gives copy of revised prospectus to Region Environmentalist & STIP Coordinator
- Part 3 revised if necessary & packet returned to prospectus processor
- Packet prepared, submitted, and copies distributed in same manner as new project

Change In Cost

- Usually occurs with scope change
- Project cost initially understated and prospectus needs to be updated to reflect more accurate cost
- Part 1 and 2 revised
(cost change only does not necessitate Part 3 revision)

STIP Update

- STIP Coordinator needs current project data to accurately program the STIP
- Scopes and costs need to be accurate especially for the first two years of STIP
- Under estimating costs jeopardizes project delivery

Included in this chapter:

- Chapter 1 Checklist – Research the Project
- Project Prospectus Slides

CONGRATULATIONS! - YOU ARE THE PROJECT LEADER (1)
YOU HAVE THE PROJECT PROSPECTUS
RESEARCH THE PROJECT

<input type="checkbox"/>	<p>Make sure you have all parts of the Prospectus (1, 2, 3 & vicinity map), and that it is filled out completely and has the appropriate signatures and approvals.</p>
<input type="checkbox"/>	<p>Carefully review each section of the Prospectus and familiarize yourself with the Purpose & Need, Solution, programmed construction, right-of-way and PE amounts, milestone (construction, final plans, FEIS), target delivery date and project details.</p>
<input type="checkbox"/>	<p>Obtain copies of any pertinent information from the project file, if there is one. Review any notes or meeting minutes recorded during the STIP update project scoping process.</p>
<input type="checkbox"/>	<p>Discuss the project with your supervisor and other key Region and/or Area staff (Region Project Delivery Manager, Region Traffic Supervisor, Region Geologist, Region Planner, District Maintenance Supervisor, etc.). Ask for confirmation of the proposed scope of the project and any information or insight that they can offer.</p>
<input type="checkbox"/>	<p>Research Highway Corridor Plans, Transportation System Plans, the Oregon Highway Plan, Oregon Transportation Plan and local Comprehensive Plans. What do these plans say about existing and future transportation problems, needs and solutions in this area?</p>

Chapter 2 – Form the Project Team

Definition

Project Teams exist to ensure the appropriate technical issues are addressed in decision processes and executed in a timely manner. Each project in the STIP will have a Project Team assigned. The composition of this team will vary from project to project, consistent with the size and complexity of the project. The Project Team is the appropriate group to establish project strategies, resolve project issues, and ensure informed consent from project participants and stakeholders. It is expected that they will meet regularly to achieve these ends.

Roles, Responsibilities and Authority

Project Team Member Role

- Belong as a decision-making and working member of a Project Team to ensure a high quality and timely project.

Project Team Member Authority

- The Project Team is responsible for project management decisions, technical quality of the project and for assisting the Project Leader in successful development of the project. Project Team members have the authority:
 - To make decisions specific to the project, including project approach and schedules.
 - To recommend protocols, solutions, or applications of standards or proper courses of action.
 - To make technical decisions based on adequate personal expertise or expertise from resource team input.

Project Team Member Responsibility

- Recommend to the Project Leader additional resource areas that should participate as members of the Project Team. Recommend a larger resource team as needed to provide technical support at appropriate points in the project.
- Advise the Project Leader regarding project consistency with applicable laws, regulations and policies.
- Where irreconcilable conflicts arise, recommend to the Project Leader modification of the project Business Plan date, authorized project construction budget, or the scope of the project.
- Assist in preparation of a project development work plan to contain the following: name of the team member assigned from each resource area; description of work tasks, levels of effort, budget and schedule for the resource area's participation in developing the project.

- Negotiate with the Project Leader any changes in project development schedule and budget to keep the master project schedule on track.
- Inform the Project Leader of unforeseen issues that might impact the project scope, schedule, and budget.
- Represent and lead his/her resource group and be responsible for ensuring the technical support and technical excellence of the work effort by that resource group.
- Participate as a decision-making member of the Project Team to ensure a high quality and timely project.
- Identify issues that must be resolved and help the Project Team to develop a strategy for successful resolution.

Scoping Packet

The Project Leader (PL) will assemble the following information (scoping packet) to provide to each member of the scoping team. Scoping packets will be distributed to each member in sufficient time for review, prior to each scoping trip.

- Project name, highway number & name, appropriate city or county, and mile post (project limits).
- Initial problem identification
- Initial proposed alternatives (scope)
- Preliminary cost estimate
- Preliminary schedule
- Current ADT, total accidents (5-year), fatalities, injuries and their respective locations.
- Review the STIP Safety Investment Program map to verify the safety category of each project.
- Accident summary 5- years.
- Milepost log (project limits)
- Straightline chart
- As-constructed plans – most recent improvement or preservation projects
- Review “as constructed” plans - does the existing public road intersections meet ODOT’s Stopping Sight Distance requirements, are there any horizontal curves below 25 km/h of ODOT’s New Construction. Standards, and are there any vertical curves more than 30 km/h below ODOT’s New Construction. Standards.
- Bridge log & As-constructed plans
- Bridge reports
- Right-of-way maps
- Review the video log for the section - make notes of items to look at in the field.

Pre-Scoping Trip

PL will set up Scoping Trips with the following staff:

- Project Leader

- Region Designer
- Roadway Design Liaison
- Bridge Liaison (as needed)
- Region Right-of-Way Liaison
- Region Environmentalist
- District Maintenance staff (Area Maintenance Manager)
- Construction Project Manager or Assistant P.M.
- Region Traffic (as needed)
- Pavement Design Representative
- Utility Liaison

Scoping Trip

Each member is expected to take notes of important discussions, decisions and recommendations that are made during the scoping trip, for each project. The PL will have the notes consolidated for each project and copies distributed to scoping team members and appropriate ODOT staff.

Minimum lists of items to cover during scoping

- Discuss safety concerns and possible solutions
- Discuss current pavement condition and surfacing design alternatives
- Discuss stage construction concerns
- Determine preliminary right-of-way needs or impacts.
- Make notes on any utilities that may be impacted, or need to be relocated.
- Determine any environmental impacts, wetlands, hazmat, T&E, archaeological, historic.
- Look at how to provide for pedestrian and bicycle travel
- Look at ADA needs, ramps, sidewalks & driveway approaches
- Determine the level of effort required for survey
- Determine the level of effort for roadside inventory
- The Roadside Inventory should be limited to the following areas:
- Roadside obstacles within the clear zone or R/W identified.
- Existing guardrail including bridge rail connections and blunt end deficiencies
- Public road intersections with deficient Stopping Sight Distance.
- Horizontal curves more than 25 km/h below ODOT's New Const. Standards
Vertical curves more than 30 km/h below ODOT's New Const. Standards
- Summarize each project with the scoping team.

Project Team Members should consider the following throughout the Scoping and Design Process

- Get ALL your issues and concerns in writing
- Address any / all requirements from the various agencies that will be impacted by this job
- Help our designers avoid / eliminate any surprises in the design process
- Help gather all the needed design data on this trip

- Help our designer formulate a list of questions or concerns that have to be addressed during the Design process
- Help our designer do the design for this job ONCE and thus eliminate any RE-DESIGN because of missed or overlooked issues
- Ask questions of the other Team members to insure that you have a complete understanding of project issues
- Make copies of your notes from the tour today and give those to our designer
- Use a consensus process to make decisions affecting this job

Post-Scoping Trip

The PL will have the scoping notes consolidated for each project and copies distributed to scoping team members and appropriate ODOT staff. Any revisions to consolidated notes will then be completed. These scoping notes will then become documents that will be included into the project files.

Adjustments to projects will be made based on scoping team decisions and recommendations. Any decisions or recommendations that change the initial scope, project limits, project budget or preliminary schedule, will need approval from Region, before implementation.

The PL will have a comprehensive schedule and cost estimate developed for each project. The prospectus (programming document) will then be completed and programmed for each project.

PL will assemble Project Development Teams (PDT) prior to beginning design of any projects. These PDT's will guide development of these projects from initial design through construction, (see project team paper).

Included in this chapter:

- Chapter 2 Checklist – Form the Project Team
- Response to Project Team Issues – Scoping Topic

FORM THE PROJECT TEAM (2)

<input type="checkbox"/>	<p>Assemble the voting Project Team and non-voting Resource Team, composed of the following people, as appropriate. Region and/or Area Management will be consulted when developing the list of initial Project Team members. Additional members will be added to the Project Team at the discretion of the initial ODOT Project Team members.</p> <p style="text-align: center;">PROJECT TEAM / RESOURCE TEAM MEMBERS</p> <ol style="list-style-type: none"> 1. ODOT Project Leader 2. ODOT Roadway Engineering Designer or representative 3. ODOT District Maintenance representative (i.e. Area Maintenance Manager) 4. ODOT Construction Project Manager or Project Coordinator 5. ODOT Region Environmentalist (Class 2 projects) or Environmental Services Project Manager (Class 1 or 3 projects) (as needed) 6. ODOT Region Right-of-Way Agent (if right-of-way or easements are needed) 7. ODOT Bridge Engineering Designer or representative (if structural design is needed) 8. ODOT Transportation Planner / Analyst (if major transportation alternative analysis is needed) <p>(The following may be added to the Project Team, at the discretion of the initial Project Team members)</p> <ol style="list-style-type: none"> 9. Other ODOT staff, as needed (i.e. Traffic Engineer, Bicycle/Pedestrian Specialist, Engineering Geologist, Geotechnical Engineer, Pavement Designer, Utility Relocation Specialist, Aviation Specialist, Public Transit Specialist, Traffic Safety Specialist, Rail Crossing Specialist, Public Affairs Specialist, Professional Land Surveyor, etc.) 10. Local City and/or County Public Works, Planning or Community Development Department representatives 11. Other Federal, State or Local agency representatives
<input type="checkbox"/>	<p>An initial Project Team meeting should be held, to review the proposed scope of the project, to introduce Team members to one another, to review the draft project development schedule, and to request project task workplans from each resource unit.</p>
<input type="checkbox"/>	<p>In some instances, especially on a large, complex project where the Team will be working together for a long time, it would be helpful to have a teambuilding session to go over the Project Team Policy Paper and discuss how the Team will operate (i.e. the decision-making process, Project Team, Team Leader and Team Member authorities, Team Agreements, etc.), before starting work on the project development process.</p>

<input type="checkbox"/>	<p>On larger, more complex projects, forming Subteams (with Project Team members as Subteam Leaders) to work on important project development tasks, can help to provide Team members with more opportunity for meaningful involvement in the project, and ensure that tasks move forward in-between Project Team meetings. This can also reduce the day-to-day leadership workload of the Project Leader, and provide a forum for detailed task-specific technical discussions outside of Project Team meetings.</p>
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TAKE A LOOK AT THE PROJECT IN THE FIELD

<input type="checkbox"/>	<p>Prepare a scoping packet with the following information (as needed) and distribute to Project Team and Resource Team members and key stakeholders. Hold one or more Scoping Trips to look at the project in the field.</p> <p style="text-align: center;">Scoping Packet for Field Trip</p> <ol style="list-style-type: none"> 1. Project Prospectus, Parts 1, 2 & 3 and vicinity map 2. Purpose and Need Statement – what is the problem we are trying to correct? 3. Design standards to be used – does the current alignment meet these standards? 4. Existing pavement condition and preliminary ideas for surfacing treatments 5. Current and future (build year & design year) traffic volumes 6. 5 year accident history, accident rate and collision diagrams for major intersections (or info from SPIS site file) and analysis of accident “hot spots” 7. Bridge inspection report and recommended action(s), as needed 8. Milepoint log, straightline chart, right-of-way maps, “as-constructed” drawings, USGS quad maps, etc., as needed
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Response to Project Team Issues
in clarification of the
Guideline for Project Teams
Oregon Department of Transportation
dated November 1997

Scoping	Scope, schedule and budget are not adequately thought out in advance of project development. This is generally perceived as an inaccurate STIP. It leaves the intent of projects unclear and leads to conflicts throughout project development and/or inappropriate scoping to meet unrealistic constraints.
Scoping	Project Teams are not clear on priorities between scope, schedule, and budget. This leads to including un-needed items and spending too much money.

In past STIP documents scope, delivery date, PE budget, and construction cost estimate for most projects were established from limited information. The impact on project development is as described above. Most of the projects in the 1998 – 2001 STIP have the same status. Efforts are underway to improve the level of scoping when the prospectus is first written, before projects reach development phase, which should improve the quality of information in the next STIP. For now, expect limited effort was put into projects in the current STIP.

As a result, the Project Leader and Project Team should expect to spend time verifying the scope, delivery date, PE budget, and construction cost in the original prospectus before any project development work begins. This is accomplished through detailed work planning which will take time and effort. The Project Leader is responsible for assembling the detailed work plan. The Project Leader Guidebook from the Project Leader Academy provides a checklist to help identify what issues could come up on a project and who to contact. All potential Team and Resource members should be identified and involved. The work plan should include a revised Prospectus if necessary and schedule. The Guidebook also provides instructions for completing a Prospectus.

The Project Team is expected to consider all reasonable means to deliver the project as described in the STIP. If the Team identifies a need to change scope, delivery date, PE budget, or construction cost, the Project Leader is expected work with Region Management and Program Oversight Team (for project in the Bridge or Interstate Maintenance Management Programs) to make any revisions. The Project Leader is responsible for understanding and presenting Region priorities to the Team. Region 1 has *Decision-Making Guidelines Supporting Project Teams* (attached) describing their process and structure for taking project decision to Region Management, including authorities and responsibilities. Other Regions have similar structure and process in place. Region Project Delivery Mangers can be the initial contact.

Work planning at the beginning of project development will not solve problems associated with a lack of adequate scoping for projects in the STIP. Adequate work planning at the beginning of project development does provide an opportunity for the Project Team and Region Management to be clear about the intent and priorities for a project. This should solve many of the scoping issues that currently drag on through project development.

Chapter 3 – Confirm or Identify Problems or Needs

Overview

Performing this section requires careful research into the history of the project area. Confirm what the Project Prospectus says about the transportation problems. However, do not assume that the Project Prospectus accurately describes ALL the problems or needs.

Listed on the checklist are several issues to consider and offices to contact. This narrative will deal with the location of information not specifically stated in the Chapter 3 checklist.

Content

Request and review data on current and future levels of service, travel time & delay

- This information can be found in the City or County Transportation System Plan (TSP). These documents are 20-year forecasts for specific streets and locations.

Check the current traffic volumes in the latest Traffic Volume Tables. Request updated traffic counts and manual turning movement traffic counts, if needed.

- This information can be found on the Transportation Systems Management Page at the following address: http://www.odot.state.or.us/tdb/traffic_monitoring/tsm-home.htm

Request updated pedestrian and bicycle counts, especially in urban or suburban areas

- Contact the Bicycle and Pedestrian Unit. The person to contact currently is Michael Ronkin.

Print out and review the 5-year accident history and collision diagrams or review the Safety Priority Index System (SPIS) site file. Discuss with Region Traffic Engineer.

- Contact the SPIS Coordinator of the Traffic Investigation Unit (Traffic Management Section). The current coordinator is Lyle Misbach.

Obtain and review the most recent “as constructed” grading, paving & bridge plans. Check the current roadway geometry – does the existing highway meet current ODOT (3R or 4R) or AASHTO geometric standards?

- This information is available through the Traffic Design Unit and the Bridge Section.

Are Salmon Recovery or Fish Passage improvements needed?

- Contact the Environmental Section for this information.

CONFIRM OR IDENTIFY PROBLEMS OR NEEDS (3)

<input type="checkbox"/>	Request and review data on current and future levels of service, travel time & delay...
<input type="checkbox"/>	Check the current traffic volumes in the latest Traffic Volume Tables. Request updated traffic counts and manual turning movement traffic counts, if needed.
<input type="checkbox"/>	Ask the Region Traffic Unit to estimate future (build & design year) traffic volumes.
<input type="checkbox"/>	Request updated pedestrian and bicycle counts, especially in urban or suburban areas.
<input type="checkbox"/>	Print out and review the 5 year accident history and collision diagrams or review the Safety Priority Index System (SPIS) site file. Discuss with Region Traffic Engineer.
<input type="checkbox"/>	Ask the Area Maintenance Manager for input on trouble spots in the project area.
<input type="checkbox"/>	Ask the Region Bridge Inspector for a copy of the most recent Bridge inspection report and recommended action, if a bridge is involved.
<input type="checkbox"/>	Get the current pavement condition from the Pavement Management Unit.
<input type="checkbox"/>	Ask the Region Geologist and Geotechnical Unit for information on any known slide, rockfall or foundation problems in the area.
<input type="checkbox"/>	Ask the Region Environmentalist or Environmental Project Manager to research the potential for Threatened & Endangered Species, ODEQ-listed hazardous material sites, Air Quality, Water Quality, Salmonid passage, Land Use, etc. issues in the area.
<input type="checkbox"/>	Obtain and review the most recent “as constructed” grading, paving & bridge plans. Check the current roadway geometry – does the existing highway meet current ODOT (3R or 4R) or AASHTO geometric standards?
<input type="checkbox"/>	Are Salmon Recovery or Fish Passage improvements needed?
<input type="checkbox"/>	Obtain a list of current access permits (District office) and rights of access (from deeds for adjacent properties) and compare to driveways that actually exist.
<input type="checkbox"/>	Is the project near an airport? (may require an airport clearance permit)

Chapter 4 – Confirm or Identify Solutions

Overview

This chapter and the corresponding checklist deals with the confirmation and identification of solutions based on the previous chapter “Identify Problems and Needs. The steps contained in the checklist

Content

Region 2 – STIP Scoping Process

(Yr. 2000 – 2003)

Prior to the Scoping Trip_____

Assemble scoping packets:

The Project Leader (PL) will assemble the following information (scoping packet) to provide to each member of the scoping team. Scoping packets will be distributed to each member in sufficient time for review, prior to each scoping trip.

- Project vitals
Project name, highway number & name, appropriate city or county, and mile post (project limits).
- Initial problem identification
- Initial proposed alternatives (scope)
- Preliminary cost estimate
- Preliminary schedule
- Traffic data
Current ADT, total accidents (5-year), fatalities, injuries and their respective locations.
Review the STIP Safety Investment Program map to verify the safety category of each project.
- Attachments
Accident summary 5- years.
Milepost log (project limits)
Straightline chart
As-constructed plans – most recent improvement or preservation projects
Review “as constructed” plans - does the existing public road intersections meet ODOT’s Stopping Sight Distance requirements, are there any horizontal curves below 25 km/h of ODOT’s New Const. Standards, and are there any vertical curves more than 30 km/h below ODOT’s New Const. Standards.
Bridge log & As-constructed plans
Bridge reports
R/W maps
Review the video log for the section - make notes of items to look at in the field.

PL will set up Scoping Trips with the following staff:

- Project Leader
- Region Designer
- Roadway Design Liaison
- Bridge Liaison (as needed)
- Region Right-of-Way Liaison
- Region Environmentalist
- District Maintenance staff (Area Maintenance Manager)
- Construction Project Manager or Assistant P.M.
- Region Traffic (as needed)
- Pavement Design Representative
- Utility Liaison

Scoping Trip

Each member is expected to take notes of important discussions, decisions and recommendations that are made during the scoping trip, for each project. The PL will have the notes consolidated for each project and copies distributed to scoping team members and appropriate ODOT staff.

Minimum lists of items to cover during scoping:

1. Discuss safety concerns and possible solutions
2. Discuss current pavement condition and surfacing design alternatives
3. Discuss stage construction concerns
4. Determine preliminary right-of-way needs or impacts.
5. Make notes on any utilities that may be impacted, or need to be relocated.
6. Determine any environmental impacts, wetlands, hazmat, T&E, archaeological, historic.
7. Look at how to provide for pedestrian and bicycle travel
8. Look at ADA needs, ramps, sidewalks & driveway approaches
9. Determine the level of effort required for survey
10. Determine the level of effort for roadside inventory
 - The Roadside Inventory should be limited to the following areas:
 - Roadside obstacles within the clear zone or R/W identified.
 - Existing guardrail including bridge rail connections and blunt end deficiencies
 - Public road intersections with deficient Stopping Sight Distance.
 - Horizontal curves more than 25 km/h below ODOT's New Const. Standards
 - Vertical curves more than 30 km/h below ODOT's New Const. Standards
11. Summarize each project with the scoping team.

Post Scoping Trip

The PL will have the scoping notes consolidated for each project and copies distributed to scoping team members and appropriate ODOT staff. Any revisions to consolidated notes will then be completed. These scoping notes will then become documents that will be included into the project files.

Adjustments to projects will be made based on scoping team decisions and recommendations. Any decisions or recommendations that change the initial scope, project limits, project budget or preliminary schedule, will need approval from Region, before implementation.

The PL will have a comprehensive schedule and cost estimate developed for each project. The prospectus (programming document) will then be completed and programmed for each project.

PL will assemble Project Development Teams (PDT) prior to beginning design of any projects. These PDT's will guide development of these projects from initial design through construction, (see project team paper).

Region 2 – STIP Preparation Schedule

(Yr. 2000 – 2003)

- Sept. 98 **Draft List to Project Leaders for** (Interstate Maintenance)
- Oct. **Draft List to Project Leaders for** (Preservation)
- Nov. 6 **Draft List to Project Leaders** (Mod., Bridge, Operations, Safety, Fish)
- Nov. 12 **Begin Project Scoping** (Assemble Scoping Teams, Begin Scoping Proj.)
- Dec. **Send Draft STIP to OTC** (Receive PE approval, to begin Proj. Dev.)
- Dec. 15 **Begin Field Scoping**
- **Jan. 1999**
- Jan. 15 **Complete Field Scoping**
- Feb.
- Mar. **Public Review**
- Mar. 15 **Complete Scope, Estimates, Schedules** (Complete Prospectus)
- April 1 **STIP is complete** (Send to OTC)
- May
- Jun.
- Jul.
- Aug.
- Sept.
- Oct. **OTC approval**
- Nov.

REGION 4

2000-2003 STIP Project Scoping Process (Condensed Version)

Project Leader is Assigned; Project Team Formed

Use *REVISED* Design Standard Manual and Exceptions Process.

Review Preliminary Scoping Report; Confirm or identify problems or needs, and initial estimate;

Identify alternative solutions, exceptions needed & detailed estimates (See Attached Examples)

Select recommended alternative with cost estimate;

Reach tentative agreement on exceptions with Roadway;

Present Scoping Packet to R4 Team for approval of scope & construction estimate:

Scoping Packet Recommendation should include: Narrative Scoping Report identifying Project Name, Key #, Beginning & Ending Mile Points, County; Problem Statement; Alternatives; Safety Analysis (Use new SPIS data, identify safety category, include B/C ratio for safety elements considered and recommended to include.). Identify recommended alternative with identified exceptions; include Design Exception Request(s) ready for Region signature.

Project Prospectus is optional. Program & Planning Unit can complete project prospectuses from Scoping Report, except for Part 3's. Information required to complete the project prospectus will need to be clearly identified in the scoping report.

Once project scope is approved at R4 Team, provide Bob Bryant clean copy of Scoping Packet for signature; Bob will sign Scoping Report, Exception Request(s); deliver to STIP Coordinator. Kelly will log & track approved scopes, coordinate preparation of prospectus forms, transmittal letters for exceptions and distribute completed project prospectus' to region and Salem staff.

Prospectus Distribution List:

Region Staff:

Shelly Schmidt, Environmental
Russ Frost, Geology
Barry Zelmer, Utilities
Mary Lauzon, R/W
Kelly Hanslovan, STIP
Mike Pulzone, Bridge
Randi Kobernik, Agreements
Steve Wilson, Traffic

Salem Staff:

Lori Butler, Environmental
Kathy Kleen, Funds & Grants
Cathy Nelson, Roadway
Scott Liesinger, Bridge
Tom Wallace, Roadway
Joe Speight, Operations
John Marks, Geo-Tech
Roger Miles, Pavements

John Marks, GeoTech
Ken Ferimond, Hydrolics
Glen Thommen, Foundation
Lilli Nguyen, Bridge
Julie Bunnell, Permits
Michael Ronkin, Bike/Ped
Mat Caswell, RR Utilities
Others???

Drafted by Kelly Hanslovan, 12/3/98
Region 4 STIP Coordinator, 388-6393

Project Prospectus/Scoping Checklist

Project Team Leaders need to send copy of Project Prospectuses to STIP Coordinator and Region Environmentalist.

Required Items:

- 1) Narrative Scoping Report
- 2) Parts 1 & 2 of Project Prospectus w/ note of who and when the prospectus was prepared.
- 3) Project Location Map

Optional Items

- 1) Design Exception Requests

Region Environmentalist will begin preparing Part 3's for projects in order to go to contract.

STIP Coordinator will log in project prospectuses, obtain Region Manager signature, copy & distribute to staff (see list below).

Prospectus Distribution List:

Region Staff:

Shelley Schmidt, Environmental
Russ Frost, Geology
Barry Zelmer, Utilities
Mary Lauzon, R/W
Kelly Hanslovan, STIP
Mike Pulzone, Bridge
Randi Kobernik, Agreements
Steve Wilson, Traffic
Jules Wetzel, Region Surveyor
Ken Doud, R/W
Region Planner
Project Team Leader

Salem Staff:

Lori Butler, Environmental
Kathy Kleen, Funds & Grants
Cathy Nelson, Roadway
Scott Liesinger, Bridge
Tom Wallace, Roadway
Michael Ronkin, Bike/Ped
Roger Miles, Pavements
Dale Deatherage, Specifications

Steve Narckiewicz, Geo Tech
Ken Farrimond, Hydraulics
Glen Thommen, Foundation
Lilly Nguyen, Roadway
Julie Bunnell, Permits
Matt Caswell, RR Utilities
John Marks, GeoTech

**AGENDA
PENDLETON PAVING PROJECTS**

**DISTRICT 12 OFFICE
APRIL 8, 1999
8:00AM**

INTRODUCTIONS

**SIGNUP SHEET
SCOPE BOOKLETS**

**SCOPE PURPOSE
CHALLENGE**

OUTLINE OF TOUR

TOUR THE JOB

NOON - ADJOURN FOR LUNCH

RECONVENE TOUR

**CONVENE AT DISTRICT OFFICE FOR DEBRIEFING
COPY NOTES**

5:00 PM ADJOURN

Project Name	
Hwy	
Key	Date

Attendance List

Name	Title	Telephone Number
Representing		Fax Number
Mailing Address		
City, State, ZIP		e-mail

Name	Title	Telephone Number
Representing		Fax Number
Mailing Address		
City, State, ZIP		e-mail

Name	Title	Telephone Number
Representing		Fax Number
Mailing Address		
City, State, ZIP		e-mail

Name	Title	Telephone Number
Representing		Fax Number
Mailing Address		
City, State, ZIP		e-mail

Name	Title	Telephone Number
Representing		Fax Number
Mailing Address		
City, State, ZIP		e-mail

0 % SCOPING TOUR PURPOSE

You have been invited to participate in a scoping tour for this particular project. In your booklet you should have a Trip Agenda; Project Team Listing; Schedule for Contract Letting; Scope Trip Check List; Project Prospectus; Bridge Inspection Report for any structures within the project limits; Straight-line map; Accident History and a section for Notes/Comments. The Project Prospectus gives you some project data for this particular job. You will find :

- Project Limits, Beginning and ending Mile Points
- Project Budget – PE, Right-of-way, Roadway, TP&DT, E&C, Total Construction
- Project Problem Defined
- Proposed Solution for the problem
- Project Justification to do the work

As you can see from the PROJECT TEAM sheet each of you have a role as either a RESOURCE or VOTING member. All of you are expected to participate throughout the whole Design process (Now until Contract Letting) for this job. Any information you have about this job should be shared with the rest of the Team members.

You will be asked to:

- Fill in the blanks on the SCOPING TRIP QUESTIONNAIRE
- Get ALL your issues and concerns in writing
- Address any / all requirements from the various Agencies that will be impacted by this job
- Help our Designer avoid / eliminate any surprises in the Design process
- Help gather all the needed Design data on this trip
- Help our Designer formulate a list of questions or concerns that have to be addressed during the Design process
- Help our Designer do the Design for this job ONCE and thus eliminate any RE-DESIGN because of missed or overlooked issues
- Ask questions of the other Team members to insure that you have a complete understanding of project issues
- Make copies of your notes from the tour today and give those to our Designer
- Use the Consensus Process to make decisions affecting this job (Define, if needed)

Our Designer will be using your notes and comments for designing this project. He/she will be contacting some of you from time to time as he/she proceeds with the Designing of this job. The PDT will be meeting at selected intervals (30%, 50%, 70% Reviews of the project). We expect to have a review of the Preliminary Plans and Final Plans during the Design process. PDT meetings may be called when the Designer feels the need for a Team decision. The Designer will be contacting both the Voting members and the Resource members for their input on critical issues.

NOTES

PDT = Project Development Team – group of people assigned to Design a project

PE = Preliminary Engineering – monies for Engineering work done to Design a project

TP&DT = Temporary Protection and Direction of Traffic – monies for temporary traffic control during construction

E&C = Engineering and Contingencies – monies used for administration of the construction contract

***CHARGE FROM THE PROJECT MANAGER
TONY GEORGE***

“ON TIME AND IN BUDGET”

PROJECTS WITH 6 MONTHS OR LESS TO BID LET DATE

#XXXXXX THEATER LANE SIGNAL, HWY 54, (MARCH) Final Plans have been approved and submitted to the contractor to begin the Contract Change Order process. R/W acquisition process is underway. (Green Light)

(FEBRUARY) Final edits are being made to the Final Plans at this time. R/W acquisition process has begun. Negotiations with the existing prime contractor for Hwy 395 Paving job have started for the inclusion of the traffic signal in the current contract. (Green Light)

#08738 FIVE MILE - BULLY CREEK, [Hwy 28], (MARCH) Biological Assessment submitted for embankment work in-water. Fill/Removal permit approval pending concurrence from USFWS and NMFS. Project is currently being advertised for the 8April99 Bid Let date. (Red Light)

(FEBRUARY) Our field designer will be in Salem next week to help put the final touches on the Plans and Specifications. The barb Design has been deleted and replaced by a modified shoulder embankment to lessen the impacts to the flowing stream. Fill/Removal permit application submitted. Final details for the plantings along the shoulder widening are being worked out. Part 3 of the Prospectus has been submitted to FHWA for approval. Bid Let Date is 25MAR99. (Red Light)

#09486 I-84 - UMATILLA RIVER BRIDGE, [Hwy 2], (MARCH) This project has been awarded. This will be the last report for this project.

(FEBRUARY) The Plans in Hand meeting resulted in some minor corrections to the Plans. Part 3 of the Prospectus has been submitted to FHWA for approval. Project is on track for Bid Let on 25FEB99. (Green Light)

#08853 McNary - DIAGONAL ROAD, [Hwy 2], (MARCH) This project has been awarded. This will be the last report for this project.

(FEBRUARY) The field Designer spent some time in Salem to put the finishing touches on the Final Plans and Specifications. Part 3 of the Prospectus has been submitted to FHWA for approval. Project is on track for Bid Let 25FEB99. (Yellow Light)

PROJECTS WITH 6 MONTHS OR LESS TO BID LET DATE

#09490 FAIRVIEW WAY - LOUNSBERRY CREEK, [Hwy 52], (MARCH) Project is currently being advertised for bidding. This will be the last report for this project. Bid Let Date is 25MAR99. (Yellow Light)

(FEBRUARY) Plans in Hand meeting set for 2/5/99. No prospective material source is being offered at this time due to insufficient time to obtain proper permits. All comments are in from the Advance Plans review. GEOTECH has approved the typical sections for the rock cuts. If the bid costs come in under estimate, there may be an opportunity to do some needed seeding & mulching work on the project. Bid Let Date is set for 25MAR99. (Yellow Light).

#10270 MP 15.05 – SCL PILOT ROCK, (MARCH) The Base Map is nearly done. The R/W has all been plotted and centerline is being plotted. The profile portion should be completed next week. Updates will be presented to the City of Pilot Rock at their monthly Town Hall meetings. No in-water work anticipated at this time. Stormwater design issues pending Preliminary Plans. In order to allow for full review of Preliminary Plans, project Bid Let Date may slip three weeks to 12AUG99. (Yellow Light)

(FEBRUARY) Fieldwork has been completed and mapping data has been submitted to our Salem Designer. There was a good attendance at the Town Hall meeting. There was much support for the project. Anticipate having future Town Hall meetings to keep residents informed as the Design progresses. Stormwater issues will be addressed in the Preliminary Plans. Bid Let Date is set for 22JUL99. (Green Light)

PROJECTS WITH *MORE THAN 6 MONTHS* TO BID LET DATE

#10539 JCT. OREGON-WASHINGTON HWY (Pendleton) MERGE LANE, (MARCH) No change from (FEBRUARY) report. Bid Let Date is set for 24FEB2000. (Green Light)

(FEBRUARY) This project is being researched to determine the intent and purpose of this work along with the potential R/W impacts to adjacent properties. Due to the workload and uncertainties of this job we are requesting that this job go to a consultant. Bid Let Date is set for 24FEB2000. (Green Light)

#09507 PENDLETON PAVING PROJECTS, (MARCH) Due to the increased workload of this office and the workload of Roadway Design Unit, we are requesting that the design portion of this job be consulted out. Bid Let Date is set for 24FEB2000. (Green Light)

(FEBRUARY) 0 % Scoping tour is expected in the near future. Roadside inventory is expected to start soon. This office is requesting that this project be combined with Key # 10498 as a single paving project in the Pendleton area. This would promote better bid prices and better control by having a single contract. The new Requested Bid Let Date would be **24FEB2000**. (Green Light)

#10498 JCT. PENDLETON HWY – M.P. 6.9, (MARCH) Due to the increased workload of this office and the workload of Roadway Design Unit, we are requesting that the design portion of this job be consulted out. Bid Let Date is set for 24FEB2000. (Green Light)

(FEBRUARY) 0 % Scoping tour is expected in the near future. Roadside inventory is expected to start soon. This office is requesting that this job be combined with Key # 09597 as a single paving project in the Pendleton area. This would promote better bid prices and better control by having a single contract. Bid Let Date for this job would remain the same at 24FEB2000. (Green Light)

#08518 Umatilla River (8th St.) BR.# 59C111, (MARCH) This office has turned this project over to Tom Carman. He will be taking the lead for the delivery of this project. There are some funding issues between the City of Pendleton and Umatilla County that may delay this project. This will be the last report for this job from this office. Bid Let Date is set for 23 MARCH2000. (Yellow Light)

(FEBRUARY) The PDT will be meeting 2/11/99 to discuss limitations and options with regards to SHIPO requirements. Funding concerns will also be addressed. Field Survey work has been placed on hold until the PDT has met. Because of the Hermiston workload and possibilities delays with this project we are recommending the Design and build process be given to a consultant. Bid Let Date is set for 23MARCH2000. (Yellow Light)

PROJECTS WITH *MORE THAN 6 MONTHS* TO BID LET DATE

#09500 John Day River (Coles) Bridge, (MARCH) Roadside inventory and Survey work is

expected to begin this summer. Bid Let Date is set for 23MARCH200. (Green Light)

(FEBRUARY) This is a new project on the STIP. No Designer has been selected. Project Team has not met. 0% Scoping meeting has not occurred. Bid Let Date is set for 23MARCH2000. (Green Light)

#09497 UMATILLA RIVER BR. #00624A, (MARCH) This office has revisited the need of work for this job. There has been substantial growth in the Umatilla/Irrigon area and there is a real need to have a wider structure to accommodate the growing traffic problem. Putting up new bridge rail components will only enhance the safety for traffic on the structure. It does not address the need for the ever-increasing traffic in the area. Currently there are congestion and site distance problems with the Power Line Road connection at the structure. Bid Let Date is set for 13APRIL2000. (Green Light)

(FEBRUARY) Roadside Inventory and photo log have been completed. Data has been submitted to Salem for bridge rail retrofit Design work. Bid Let Date is set for 13APRIL2000. (Green Light)

#10267 TOLLGATE SECTION, (MARCH) Awaiting a break in the weather to resume fieldwork. Assembling provisions to have surveyors hired under our flexible service contract. The USFS / ODOT easement transfer is in progress at this time. Anticipate needing a BA for Extending the culvert at Looking Glass Creek. The extra help is needed in order to complete the network and design and make the Bid Let Date of 13OCT2000. (Green Light)

(FEBRUARY) PDT meeting set for 3/10/99. Part 3 of the Prospectus should be drafted by the end of the month. Mike Maley has been assigned to help with this project. Work is being done in an attempt to utilize the mapping done by other crews into a useable format. Bid Let Date is set for 13OCT2000. (Green Light)

#10465 North Fork John Day (Kimberly) Br.#2398 (MARCH) This bridge was rescoped and a Prospectus was generated from that scoping tour. Because of the current workload for Hermiston, we are asking that the flexible service contract be utilized to obtain the field data. The Salem Bridge Design Unit would still do the bridge design portion of the work and the Roadway Design Unit would do the road design portion of the work. Bid Let Date is set for 13OCT2000. (Green Light)

(FEBRUARY) This is a new project on the STIP. The work consists of replacing the approach spans and then overlaying the existing deck with some sort of latex modified concrete mix. Due to the workload in the Hermiston office this is a candidate for consultant Design and build. Bid Let date is 13OCT2000. (Green Light)

#09522 CAPE HORN SUMMIT - ALBEE ROAD, [Hwy 28], (MARCH) Project research work to begin late this summer or early fall. Bid Let Date is set for 25JAN2001. (Green Light)

(FEBRUARY) Our preference would be to rename this job to "CAPE HORN SUMMIT – ALBEE ROAD". This would better fit the geographical termination of the adjacent project currently under contract (SCL Pilot Rock-Cape Horn Summit). Unless otherwise advised, next months report shall rename this project as shown in "RED". Bid Let Date is 25JAN2001. (Green Light)

