

1 Introduction

1.1 Overview of Manual Purpose

The Analysis Procedures Manual (APM) was created to provide a comprehensive source of information regarding current methodologies, practices and procedures for conducting long term analysis of Oregon Department of Transportation (ODOT) plans and projects. Although this information is extensive, it is not intended to be exhaustive.

The APM shall be utilized by ODOT staff as well as external consultants and contractors conducting and reviewing plans, projects and/or studies for ODOT. It also applies to work performed under ODOT Grants.

The procedures addressed in this manual have been organized to follow the progression of analysis conducted for a typical transportation plan or project. It begins with project scoping and data collection, and ends with alternatives evaluation and production of the final report. There are examples provided to “walk” the user through a process. These examples are denoted by black bars at the beginning and end of the example.

While the direction provided represents recommended best-practices for producing consistent and accurate results, it should be recognized that every project analysis presents a unique set of problems to address. This manual is not intended to replace the need for sound engineering judgment, which must continue to be a vital part in the process of applying the methodologies to individual studies.

1.2 Manual Structure

Acronyms are shown in parenthesis after a term, phrase or reference is listed the first time. The acronym is used thereafter in the text.

Manuals, papers and other publication titles are italicized.

There are a number of references to web sites, web pages and web accessed documents. Appendix A is a listing of all web links referenced.

Examples are identified with a solid bar the width of the page at the beginning and end of each example.

1.3 Manual Updates

Analysis techniques and project requirements change over time. The ability to immediately incorporate new information into this manual is essential to providing users with the most current resource possible. To accommodate expedient updating, the APM has been designed as an on-line tool, and the on-line version is the official document.

As this is an on-line document, and will not be published and distributed as a traditional publication, there is no user list for update notifications. It is the user's responsibility to verify they are using the most current version of information as their reference.

Update information will be detailed on the web page so that users can identify what has changed and when. Updated pages will have the change date as part of the document footer.

1.4 ODOT Structure

ODOT, through its ten Divisions, is responsible for developing Oregon's:

- System of highways and bridges
- Public transportation services
- Rail passenger and freight systems
- Bicycle and pedestrian paths
- Driver licensing and vehicle registration programs
- Motor carrier operations, and
- Transportation safety programs

As part of the Transportation Development Division (TDD), the Transportation Planning Section provides direction for long-term management and improvement of the transportation system through analysis, modeling, research, policy development, and coordination with other agencies.

Analysis and modeling for Regions 2-5 are the responsibility of the Transportation Planning Analysis Unit (TPAU), which uses these tools to:

- Provide support and evaluation of corridor and transportation system plans.
- Provide transportation model development guidance to region staff, metropolitan planning organizations (MPO) and local jurisdictions.
- Forecast transportation needs and evaluate the impacts of transportation, economic and land use decisions.
- Help decision-makers find cost-effective ways to manage transportation facilities that alleviate traffic congestion.
- Conduct transportation analysis to support project selection decisions for the Statewide Transportation Improvement Program (STIP).
- Develop traffic data for environmental analysis and design recommendations during project development.

Traffic analysis may also be conducted by Region staff, which is the case in Region 1. Analysis conducted in Region 1 is the responsibility of the Traffic Section, which resides in the Technical Center.

Note: All references in this manual to the Department refer to ODOT, and all references to regions relate to ODOT regions.