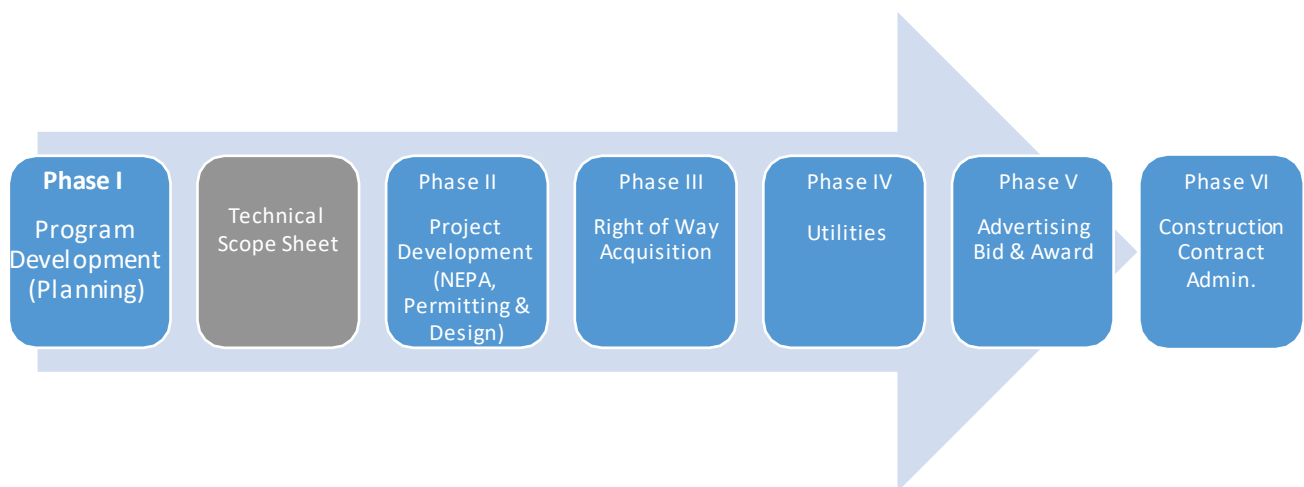


## Chapter 3- 2a. Project Technical Scope Sheet

### A. OVERVIEW

The Local Agency Technical Scope Sheet form 731-5151 describes the proposed project and serves as the support document for the FHWA authorization of federal funds. The Local Agency Technical Scope Sheet also provides a schedule that indicates to ODOT and FHWA when the LPA anticipates obligating federal funding phases such as preliminary engineering, right of way and construction.

The Environmental Prospectus is the environmental scoping document that identifies existing environmental resources, constraints, and probable processes that could be required for the project. As discussed further in Section C, Chapter 6 of this manual, the Environmental Prospectus is typically prepared or reviewed by the ODOT Region Environmental Coordinator (REC) as a requirement for all FHWA-nexus projects.



### B. SCOPING

The scoping effort builds upon the information provided by the LPA in its project application. Scoping is the process of defining the parameters of the project and the level of effort required in the various project delivery phases.

For federal-aid LPA projects that undergo a competitive application process through ODOT (such as the Local Bridge Program), scoping is performed by a regional ODOT scoping team that includes LPA representation. For federal-aid LPA projects that are funded through the local MPO, scoping is performed by the individual LPAs with assistance from the MPO. ODOT is generally not involved with the scoping of MPO funded projects.

ODOT recommends LPAs engage the appropriate personnel to participate on the scoping team to provide needed information regarding roadway design, bridge design (if applicable),

geotechnical (see note below), environmental, right of way, utilities, railroads, land survey, hydraulics and structural.

---

**Planning Phase Note:** If a project's scope will be further developed through a planning phase, and if the planning phase includes advance investigation drilling or ground-disturbing work, refer to Section C, Chapter 6 of this manual regarding environmental clearance permitting requirements. All environmental clearances, permits, and approvals must be coordinated with the ODOT Region Environmental Coordinator and the Regional Local Agency Liaison.

---

Scoping can be done by meeting with the assigned project personnel and specialists in the field at the site, or in the office if sufficient data is available. A field review is highly recommended, however, as it provides the best venue to gather project information, photograph the site for future reference, and determine if there are any other considerations needed for a successful project. ODOT recommends the scoping process be documented by a draft scoping package, as described below.

### B.1. Scoping Package

The scoping team is responsible for developing a draft scoping package. LPAs are invited to use the optional Local Public Agency Federal Aid Project Scoping Checklist form 734-5293 for MPO awarded projects and to review ODOT's Scoping Expectations Framework for additional information for ODOT awarded projects. ODOT's project scoping checklist is available in the Resources box entitled "*ODOT Project Scoping Notes*."

#### Resources:

- [Local Public Agency Federal Aid Project Scoping Checklist \(734-5293\)](#)
- [ODOT Project Scoping Expectations Framework](#)
- [ODOT Project Scoping Notes \(734-5128\)](#)

The draft scoping package, at a minimum, should include the following:

- Decisions regarding site investigation and analysis procedures for geometric design elements, foundations, hydraulics, structures, right of way, environment, traffic, utilities, permits, etc.
- The names and roles of the teams' members throughout the project (if known)
- Outside agency involvement
- Preliminary discussion of alternative designs and establishment of the project limits or footprints
- "Scoping Notes"
- Discussion of funding

- Desired project schedule
- A detailed breakdown of the cost for all phases of work

The scoping team collects comments from all parties involved. The comments are then incorporated into the final scoping package. Any disagreements should be resolved prior to completion of the final scoping document.

### C. THE LOCAL AGENCY TECHNICAL SCOPE SHEET

LPAs must coordinate with the Regional Local Agency Liaison to develop and submit the Technical Scope Sheet, as ODOT must concur with the final version.

#### C.1. Technical Scope Sheet - Part 1

Part 1 of the scope sheet is used, in part, for FHWA federal-aid programming purposes and includes items such as:

- General location information
- Estimated cost
- Project components
- Project categories
- Right of way information
- Who will perform the work
- Proposed bid let date and funding information
- Average daily traffic
- Existing and proposed roadway information
- Definition of the problem
- Proposed solution to the problem
- Justification for the project

#### Resources:

- [Local Agency Technical Scope Sheet \(734-5151\)](#)

#### C.2. Technical Scope Sheet - Part 2

Part 2 provides additional information about the proposed project, such as:

- Who is responsible for various project development activities
- Who is responsible for various permits and clearances
- Number of right of way acquisitions and relocations
- Suggested base design

- Structure information
- Existing and proposed improvement widths

### D. THE ENVIRONMENTAL PROSPECTUS

The Environmental Prospectus document serves to recommend the preliminary NEPA classification for a project with a FHWA-nexus and discusses topics such as land use, impacts to wetlands and waterways, water quality impacts, biological impacts, archaeological and historic impacts, and hazardous materials to name a few. It also provides the information necessary to determine if the project can be processed using ODOT's Programmatic Categorical Exclusion (PCE) Agreement.

Generally, the Region Environmental Coordinator (REC) will prepare and approve the Environmental Prospectus; however the LPA may be asked to prepare a draft. The LPA should obtain and provide supporting data such as an exhibit map of the project's area of potential impact (API). Certified LPAs should coordinate with the Regional Local Agency Liaison and Region Environmental Coordinator for completion of the Environmental Prospectus.

#### Resources:

The resources listed here include resources that may be needed to complete the Local Agency Technical Scope Sheet.

- [ODOT Project Delivery Guide](#)
- [Local Agency Technical Scope Sheet](#) 734-5151
- [NEPA Program](#)
- [LPA Statement of Work Library](#)
- [ODOT TransGIS Tool](#) (see Boundaries layer for U.S. Congressional Districts, Oregon Legislative Senate Districts and Oregon Legislative House (Representative Districts))
- [Highway Design Manual](#)
- [ODOT Geo-Technical Design Manual \(GDM\)](#)
- [ODOT Functional Classifications](#)