CONCEPT DEFINITION REPORT (a working file of this template: FDM 3-5-1, A1 doc1)

Date:_____ **To:** _____ **From:** District _____

I. Design ID:_____ Related ID(s): _____

Highway No. or Local Road Name: _____

Title: _____

County: _____ Length: _____

Functional Class: _____ Current AADT: _____

LOCATION: _____

II. A. Roadway Conditions:

Pavement: Type: _____ Width:_____ Year: _____

IRI: _____ PDI: _____

Shoulder: Type: _____ Width: _____

Crash Rate: _____ Year: _____

Improvement Flags: From RP _____ to RP _____

From RP _____ to RP _____

Substandard Alignment: Horizontal: _____ Vertical: _____

B. Structure: Type: _____

Bridge Number: _____Year Constructed: _____

Clear roadway width: _____ SR: _____ RS: _____

C. Railroad: _____ Existing Facility_____

JUSTIFICATION: _____

_____

_____

III. PROPOSED IMPROVEMENT: _____

_____

Environmental documentation type: _____

Improvement Type: _____ PMSID: _____

Cost: _____ Program Year: _____ Program: _____

Local Participation: _____ Access Control: _____

Real Estate: _____ R/E Cost: _____

NATIONAL HIGHWAY SYSTEM: _____ EXEMPT: _____

Railroad Crossing/Structure: _____

Project Supervisor: _____ Recommend Acceptance: _____

Accepted By: _____ Date: _____

The following instructions are for use in completing the standardized Concept Definition Report (CDR) format. A CDR can be prepared by simply filling out the form shown (type or print please). The information requested is the minimum needed to show the "where", "why" and "what" aspects of the project as well as give some preliminary indications about critical issues such as local participation, environmental document type, access control, etc.

Top Portion:	**Date**: Date the CDR is completed or submitted.
	From: District number.
Section I.	**Design ID.** 8 - digit FOS ID number. This will usually be completed by DOT if a consultant prepares the report.
	Related Design ID(s) FOS ID's for associated design projects; that is, projects tied to this one for bidding purposes. This most commonly occurs with bridges.
	Highway No. or Local Road Name Self explanatory (e.g. USH 12)
	Title: Project limits or termini (i.e. CTH "X" - Sunset drive) or common name for the project (e.g. Crandon Overhead) when termini are not applicable.
	County Self explanatory.
	Length In miles to nearest one hundredth for most highway projects and number of feet for bridges.
	Functional Class Self explanatory (e.g. Principal Arterial)
	Current ADT Average daily traffic for most recent year counted. If counts were made at more than one location on the project, list the range of values.
	Location General description of the area (e.g. north of the City of Whitewater in northwestern Walworth County). This is required only if the location is not readily discernible from the description under Title above.
Section II	**Pavement Type** Indicate whether the existing pavement is concrete (PCC) or asphaltic (AC) or road mix.
	Pavement: Width Total width of existing travel lanes in feet. Gutter widths should be included for urban roadways but indicate "F-F" after the dimension. Do not include shoulder paving.
	Pavement Year Year the existing pavement was constructed.
	Pavement: IRI Latest International Roughness Index. This is required for rural STH projects only but should be included for local projects also if the data is available.
	Pavement: PDI Latest Pavement Distress Index rating. This is required for STH projects only but should be included for local projects also if the data is available.
	Shoulder Type Surface type: turf, aggregate, asphalt paving (AC), or concrete paving (PCC).
	Shoulder Width Total width. If paved also indicate the paved width.
	Crash Rate Number of crashes per 100 million vehicle miles of travel. This is required for STH projects only but should be included for local projects also when the data is available.
	Crash Year Year(s) for which the crash rate was computed. This should generally be the average for the latest three years for which crash data is available.
	Substandard Alignment: Horizontal and Vertical At a minimum provide a "yes" or "no" response. If information is available indicate the number of curves by speed rating (in **5 mph** increments) which are substandard (below posted speed).
	Improvement Flags: For 3R projects, identify those highway segments that have been assigned Improvement Flags by the Safety Programming Process described in FDM 11-1-4.

Section II - cont.	
	Structure Type Existing bridge type as commonly described by bridge engineers (e.g. steel girder, slab span, haunched slab, concrete box culvert, etc.)
	Bridge Number WisDOT assigned bridge number(s) (e.g. B-28-0064). If there are bridges within the project limits, complete this section whether or not they are proposed for improvement. List all bridges within the project.
	Bridge: Year Constructed Year construction of the existing structure was completed.
	Clear Roadway Width Distance between sidewalk curbs or parapet walls.
	SR Latest Sufficiency Rating for the structure.
	RS Latest Rate Score for the structure.
	Railroad Name of railroad.
	Existing Facility At grade crossing or grade separation. If crossing, specify current warning device (cross bucks only, flashing light signals, cantilevers, gates.)
	Justification Brief statement describing problems with the existing facility. This is required only if data showing the deficiencies is not available or if the deficiencies are not readily apparent from the data given (e.g. PDI may be fairly low even though there is severe pavement rutting or faulting).
Section III	**Proposed Improvement** Narrative recommendation; a description of the major elements of the proposed project (e.g. reconstruct, resurface and widen shoulders to 6 feet, overlay bridge deck, etc.). The proposed improvement would logically address the deficiencies stated in "Justification."
	Environmental Document Type Proposed environmental action type as defined in Facilities Development Manual FDM 21-5-5 and FDM 21-5-1.
	Improvement Type Program name for the type of improvement. These are identified in FDM 3-5-2.
	PMSID Program Management System ID number. This is a 10-digit program identifier assigned by the District SPO Section. This is required for STH project only.
	Cost Anticipated cost of construction, real estate, utilities, and railroads.
	Program Year Fiscal year for which construction dollars are included in the applicable program.
	Program Title of the applicable program (i.e. Interstate, HES, Local Bridge, etc.) or (some prefer to show Program Code, or both).
	Local Participation Identify whether cost sharing is expected to apply or there will be substantial amounts of non-participating work (i.e. parking lanes). Indicate "yes" or "no". This is required for STH projects only.
	Access control Identify whether or not access control will be acquired as part of the project. If it will, indicate whether the route is TIER I or TIER II. If it won't, write "N/A". If existing, write "Exist." This is required for STH projects only.
	Real Estate: Right of Way Acquisition**.** Anticipated "None", "Minor" or "Yes".
	National Highway System. Identify if the project is located on the NHS by entering "yes" or "no."
	Exempt If the project is on the NHS, and based on the estimated construction dollar value (including estimated right-of-way costs) and the improvement type, determine whether project development will be subject to FHWA oversight, or exempt, and identify by entering "Yes" (exempt) or "No" (oversight). See Facilities Development Manual FDM 5-5-15.
	Railroad Crossing/Structure: Identify what work is proposed at each existing crossing on (or within 1000 feet of) the project or if new crossings are being proposed.

Bottom Portion	**Project Supervisor** Provide the name of the District supervisor who will be responsible for the project.
	Recommended for Acceptance Provide the name of the District SPO or PD Supervisor who is responsible for preparing the Concept Definition Report.
	Accepted By District Director, Manager, or Designee, Date.
	Other acknowledgements.