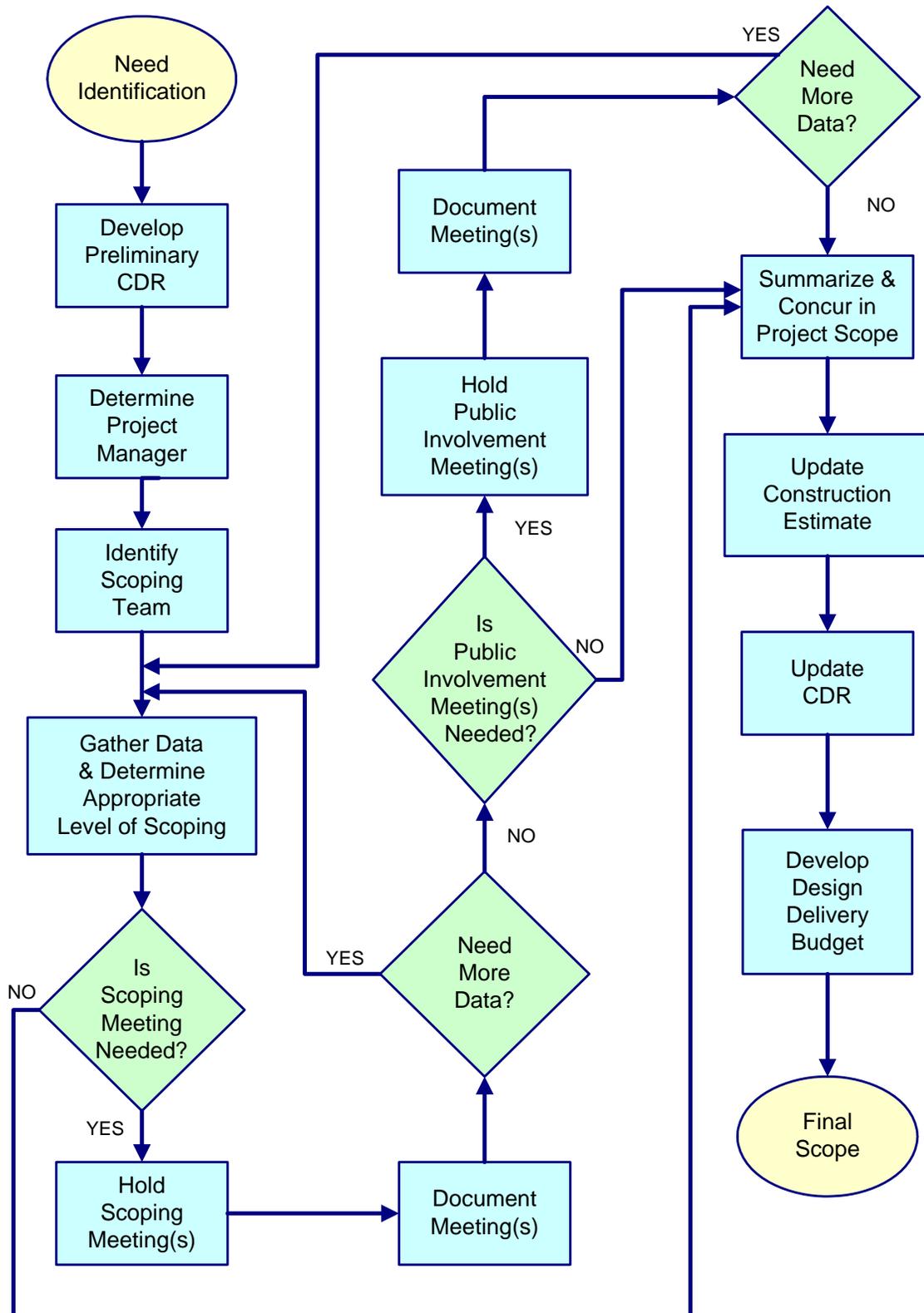


# Project Scoping Process





## TABLE OF CONTENTS

SECTION	PAGE
Project Team Members	1
Cost Estimate Worksheet	4
Planning Worksheet	5
Traffic/Systems Operations Worksheet	7
Railroads Worksheet	11
Maintenance Worksheet	13
Structures Worksheet	17
Soils Worksheet	19
Real Estate Worksheet	21
Survey Worksheet	23
Utilities Worksheet	25
Design Worksheet	27
Index	35

**NOTE:** There is an Index at the end of this document to assist in locating specific items.

<b>COST ESTIMATE WORKSHEET</b>	
Highway:	Project ID:
Termini: _____ to _____	
Level of improvement:	
<b>Estimated Costs:</b>	
General Construction	\$
Bridges	\$
Street Lighting	\$
Sidewalk	\$
Traffic Signals	\$
Landscaping	\$
Shared-use Path	\$
Drainage	\$
Traffic Control	\$
Alternative Contracting	\$
Other:	\$
<b>SUBTOTAL</b>	\$
Construction Subtotal	\$
E & C (___%)	\$
<b>SUBTOTAL</b>	\$
Construction Total	\$
Real Estate	\$
Compensable Utilities	\$
Railroad	\$
Other:	\$
<b>SUBTOTAL</b>	\$
<b>PROJECT TOTAL</b>	\$

<b>PLANNING WORKSHEET</b>	
<i>Mark with X all that apply</i>	
Highway: _____	Project ID: _____
Termini: _____ to _____	
<input type="checkbox"/> <b>Funding Sources:</b> <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Safety funds <i>(for combination, mark all that apply)</i>	
<input type="checkbox"/> <b>Ties to other projects?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No List: _____	
<input type="checkbox"/> <b>Jurisdictional Transfer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><a href="#">FDM Chapter 4</a></span> From: _____ To: _____	
<input type="checkbox"/> <b>Vacating roadway(s)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No List: _____	
<input type="checkbox"/> <b>Private Access</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <span style="float: right;"><a href="#">FDM Chapter 7</a>, <a href="#">FDM 11-5-5</a> and <a href="#">FDM12-5-5</a></span> <input type="checkbox"/> Existing access controls In Place)? Statutes: 84.09, 84.25 & 84.295 Describe: <input type="checkbox"/> Acquire access control (Discuss with Region Access Coordinator) <input type="checkbox"/> Reduce/change access points (eliminate, relocate, combine, etc.) <input type="checkbox"/> Existing permits <input type="checkbox"/> Obtain permits	
<input type="checkbox"/> <b>State Trunk Highway changes or other statutory action?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><b>FDM Chapter 4</b></span> Name type of action: _____	
<input type="checkbox"/> <b>Connecting Highway</b> <span style="float: right;"><b>FDM Chapter 4</b></span>	
<input type="checkbox"/> <b>Local group organized in support or opposition to project?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> <b>Project Type</b> <span style="float: right;"><a href="#">FDM 3-5-2</a></span> <ul style="list-style-type: none"> <li><input type="checkbox"/> Resurface</li> <li><input type="checkbox"/> Pavement Replacement</li> <li><input type="checkbox"/> Recondition</li> <li><input type="checkbox"/> Reconstruct</li> <li><input type="checkbox"/> Expansion</li> <li><input type="checkbox"/> New alignment</li> <li><input type="checkbox"/> Existing alignment</li> <li><input type="checkbox"/> Major</li> <li><input type="checkbox"/> Bridge Maintenance</li> <li><input type="checkbox"/> Bridge Rehabilitation</li> <li><input type="checkbox"/> Bridge Replacement</li> <li><input type="checkbox"/> SHRM (State Highway Rehabilitation and Maintenance)</li> <li><input type="checkbox"/> Intelligent Transportation Systems (ITS)</li> <li><input type="checkbox"/> Other: _____</li> </ul>	



<b>TRAFFIC/SYSTEMS OPERATIONS WORKSHEET</b>	
Mark with X all that apply	
Highway: _____	Project ID: _____
Termini: _____ to _____	
Level of improvement: _____	
<b>IMPROVEMENTS NEEDED:</b>	
<input type="checkbox"/> <b>Crash Data</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A    Date: _____ Fatality Rate % Fatal/Injury Crash types <input type="checkbox"/> Fatal <input type="checkbox"/> Injury <input type="checkbox"/> Prop. Damage Intersection Crash Rate	
<input type="checkbox"/> <b>Safety Concerns:</b>	
<input type="checkbox"/> <b>Increase Passing</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, Increase Passing to what % Current % passing: _____ <input type="checkbox"/> Passing Lanes <span style="float: right;"><a href="#">FDM 11-15-10</a></span>	
<input type="checkbox"/> <b>Traffic Signals/Roundabout</b> <span style="float: right;"><a href="#">FDM 11-50-50</a> / <a href="#">FDM 11-26-1</a></span> <input type="checkbox"/> Existing type and condition:  <input type="checkbox"/> Proposed:  <input type="checkbox"/> Isolated intersection(s) <input type="checkbox"/> Interconnected system	
<input type="checkbox"/> <b>Lighting</b> <span style="float: right;"><a href="#">FDM 11-50-60</a></span> <input type="checkbox"/> Existing type and condition:  <input type="checkbox"/> Proposed (Standard or Decorative):  <input type="checkbox"/> Continuous Located : <input type="checkbox"/> in median <input type="checkbox"/> at side of roadway <input type="checkbox"/> Isolated Intersections	
<input type="checkbox"/> <b>Pavement Marking</b> <span style="float: right;"><a href="#">FDM 11-50-1</a></span> <input type="checkbox"/> Existing type and condition: <input type="checkbox"/> Proposed:	
<input type="checkbox"/> <b>Signing</b> <span style="float: right;"><a href="#">FDM 11-50-10</a></span> <input type="checkbox"/> Existing type and condition:  <input type="checkbox"/> Proposed:  <input type="checkbox"/> Traffic Signs <input type="checkbox"/> Isolated Locations <input type="checkbox"/> Project Level <input type="checkbox"/> Sign Bridges/Structures	

<b>TRAFFIC/SYSTEMS OPERATIONS WORKSHEET</b> Mark with <b>X</b> all that apply	
<input type="checkbox"/> <b>Incident Management Signing</b> <input type="checkbox"/> Existing type and condition:  <input type="checkbox"/> Proposed:	
<input type="checkbox"/> <b>Spot Improvements</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Improve intersection angles <input type="checkbox"/> Improve sight distance and vision triangles <input type="checkbox"/> Improve intersection capacity <input type="checkbox"/> Redesign horizontal curve <input type="checkbox"/> Change median openings <input type="checkbox"/> Intersection separation <input type="checkbox"/> Intersection interchange <input type="checkbox"/> Intersection at grade <input type="checkbox"/> Access Modifications	<a href="#">FDM 11-25-1</a>
<input type="checkbox"/> <b>Temporary Signals</b> <input type="checkbox"/> Existing signals/flashers <input type="checkbox"/> Agreement Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Operated by: Maintained by: <input type="checkbox"/> Revised under project? <input type="checkbox"/> Yes <input type="checkbox"/> No By:	

<b>TRAFFIC/SYSTEMS OPERATIONS WORKSHEET</b> <i>Mark with X all that apply</i>	
<b>Signals</b> (continued)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed signals/flashers                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Traffic Study by:</li> <li><input type="checkbox"/> Agreement Required? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Operated by:</li> <li>Maintained by:</li> <li><input type="checkbox"/> System Integration</li> <li><input type="checkbox"/> Pedestrian/Bicycle Provisions</li> <li><input type="checkbox"/> Railroad Preemption</li> <li><input type="checkbox"/> Design by:</li> </ul> </li> </ul>
<b><input type="checkbox"/> Construction</b>	<div style="text-align: right;"><a href="#">FDM 11-50-20</a></div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Will construction impact emergency services?                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire <input type="checkbox"/> Ambulance <input type="checkbox"/> School Bus</li> </ul> </li> <li><input type="checkbox"/> Open to traffic</li> <li><input type="checkbox"/> Closed with detour: by:</li> <li><input type="checkbox"/> Closed without detour</li> <li><input type="checkbox"/> Staged under traffic</li> <li><input type="checkbox"/> Work Zone Advisory Speeds:</li> <li><input type="checkbox"/> Work Zone Enforceable Regulatory Speeds:</li> <li><input type="checkbox"/> Work Zone State Patrol involvement for special monitoring                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> </li> <li><input type="checkbox"/> Narrow roadway widths or reduced vertical clearances during construction <input type="checkbox"/> Yes <input type="checkbox"/> No                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Impact on vehicle size/weight permits:</li> </ul> </li> <li><input type="checkbox"/> Temporary roads <input type="checkbox"/> Paved <input type="checkbox"/> Crushed Aggregate</li> <li><input type="checkbox"/> New Regulatory Speed Zones</li> <li><input type="checkbox"/> Temporary signal:                             <ul style="list-style-type: none"> <li>Design by:</li> <li>Timing by:</li> <li>Maintenance by:</li> </ul> </li> <li><input type="checkbox"/> Special considerations:</li> <li><input type="checkbox"/> Highway advisory radio <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Changeable Message Signs</li> <li><input type="checkbox"/> Public Information campaign                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Advance notices on highway of impending work</li> <li><input type="checkbox"/> Other:</li> </ul> </li> </ul>
<b><input type="checkbox"/> Traffic Counts</b>	<div style="text-align: right;"><a href="#">FDM 3-10-10</a></div> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</li> <li><input type="checkbox"/> Manual <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Turning counts: By:</li> <li><input type="checkbox"/> Mainline counts: By:</li> <li><input type="checkbox"/> Sideroad counts: By:</li> <li><input type="checkbox"/> Businesses</li> <li><input type="checkbox"/> Malls</li> </ul>

<b>TRAFFIC/SYSTEMS OPERATIONS WORKSHEET</b>	
<i>Mark with X all that apply</i>	
<input type="checkbox"/> <b>Level of Service</b> Existing:  Future following improvement:	<a href="#">FDM 11-5-3</a>
<input type="checkbox"/> <b>Intelligent Transportation Systems</b> Type:	
<b>COMMENTS:</b>	
<b>Region Contact Person:</b> (Traffic) Phone: _____ EMAIL Address:	

<b>RAILROADS WORKSHEET</b>						
<i>Mark with X all that apply</i>						
Highway: _____		Project ID: _____				
Termini: _____		to _____			<a href="#">FDM Chapter 17</a>	
Level of improvement: _____						
<b>Are there Railroad Crossings within or near the project limits? <input type="checkbox"/> Yes <input type="checkbox"/> No</b>						
Crossing Number	Railroad Company (Owner)	Contact	Phone Number	Date	Signalized Crossing (Yes or No)	Surface Condition
<b>COMMENTS:</b>  						
Crossing Number	Number of Tracks	Number of Trains/ Day	Speed	Crossing Type		
<input type="checkbox"/> <b>Detour needed at crossing number(s):</b> Attach crossing detour plan.						
<input type="checkbox"/> <b>Approach paving required? <input type="checkbox"/> Yes <input type="checkbox"/> No</b> By whom? *Note: If railroad is to be responsible for approach paving, CO must include it in the agreement.						
<input type="checkbox"/> <b>Change in elevation resulting from proposed work? <input type="checkbox"/> Yes <input type="checkbox"/> No</b> How will it affect curb and gutter, sidewalks, inlets etc.						
<input type="checkbox"/> <b>Railroad Protective Liability Insurance Required?</b> <input type="checkbox"/> Yes, crossing is on an improvement project <input type="checkbox"/> No, this is a stand alone crossing						
<input type="checkbox"/> <b>Send Railroad Notification Letter (86.13)</b>						



<b>MAINTENANCE WORKSHEET</b>	
<i>Mark with X all that apply</i>	
Highway: _____	Project ID: _____
Termini: _____ to _____	
Level of improvement: _____	
<b>Surface Type:</b>	
<input type="checkbox"/> P.C. Concrete <input type="checkbox"/> Asphaltic Concrete <input type="checkbox"/> Asphaltic Road Mix <input type="checkbox"/> Asphalt Concrete over PC Concrete	
<b>Improvements to address:</b>	
<input type="checkbox"/> Drainage Districts	
<input type="checkbox"/> Cattle Crossings <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Cattle Passes <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><a href="#">FDM 11-55-10</a></span>	
<input type="checkbox"/> Cross Drains <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <span style="float: right;"><a href="#">FDM Chapter 13</a></span>	
<input type="checkbox"/> Replace existing pipes <input type="checkbox"/> Extend existing pipes <input type="checkbox"/> Replace small box culverts with pipes <input type="checkbox"/> Culvert liners	
<input type="checkbox"/> Existing Storm/Sanitary Sewer System <span style="float: right;">FDM Chapter 13</span>	
<input type="checkbox"/> New (pipes) crossing <input type="checkbox"/> Re-attach pipe ends <input type="checkbox"/> Realign channel/pipe <input type="checkbox"/> Proper treatments	
<input type="checkbox"/> Endwalls <input type="checkbox"/> Outfalls <input type="checkbox"/> Scour protection	
<input type="checkbox"/> Roadside Drainage <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <span style="float: right;">FDM Chapter 13</span>	
<input type="checkbox"/> Open System	
<input type="checkbox"/> Ditch capacity <input type="checkbox"/> Ditch flow (ponding) <input type="checkbox"/> Ditch erosion <input type="checkbox"/> Ditch siltation <input type="checkbox"/> Drainage onto private property <input type="checkbox"/> Drainage off private property onto roadway (from driveways etc.) <input type="checkbox"/> Replace driveway/cross road culverts <input type="checkbox"/> Realign channel/pipe <input type="checkbox"/> Pave ditch <input type="checkbox"/> Sewers drain to ditch <input type="checkbox"/> Sediment ponds/retention/detention basins	



<b>MAINTENANCE WORKSHEET</b> <i>Mark with X all that apply</i>	
Pavement (continued)	
<input type="checkbox"/> Pavement Distress <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> PC Concrete <input type="checkbox"/> Raveled transverse joints and cracks <input type="checkbox"/> Raveled longitudinal joints and cracks <input type="checkbox"/> Cracked slabs with movement <input type="checkbox"/> Joint Tenting <input type="checkbox"/> Surface Spall <input type="checkbox"/> Asphaltic Surface <input type="checkbox"/> Transverse cracking <input type="checkbox"/> Block cracking <input type="checkbox"/> Alligator cracking <input type="checkbox"/> Raveled surface <input type="checkbox"/> Raveled edge  <input type="checkbox"/> Type and quality of available material:   <input type="checkbox"/> Alternative rehab strategies (include life expectancy and estimated cost per mile) 1.  2.  3.	<a href="#">FDM Chapter 14</a>
<input type="checkbox"/> Winter Driving: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Areas of snow drifting <input type="checkbox"/> Areas of ice buildup <input type="checkbox"/> Pavement Shaded, snowmelt sheeting <input type="checkbox"/> Other:	
<input type="checkbox"/> Vegetative Management Plans <input type="checkbox"/> Living snow fence <input type="checkbox"/> No mow zone <input type="checkbox"/> Special seed mixtures:  <input type="checkbox"/> Reseeding of medians	

<b>MAINTENANCE WORKSHEET</b>	
<i>Mark with X all that apply</i>	
<b>[ ] Current vegetation description:</b>	
<input type="checkbox"/> Good ground cover	
<input type="checkbox"/> Slopes steep and eroding	
<input type="checkbox"/> Trees shading road	
<input type="checkbox"/> Steep slopes shading road	
<input type="checkbox"/> Current vegetation management plan available	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[ ] Underdrain problems</b>	
<b>[ ] Saturated subgrade</b>	
<b>COUNTY MAINTENANCE SUPERVISOR/PATROLMAN COMMENTS:</b>	
<b>County Contact Person:</b>	
Phone:	
<b>COMMENTS:</b>	
<b>REGION CONTACT PERSON:</b>	
(Maintenance) Phone: _____ EMAIL Address:	

<b>STRUCTURES WORKSHEET</b>							
<i>Mark with X all that apply</i>							
Highway: _____				Project ID: _____			
Termini: _____ to _____				<a href="#">FDM 11-35-1</a>			
Level of improvement: _____							
<b>Existing Latest Inspection</b>							
Str. No.	Structure Identification			Plans Available	Inspection Report Date	Report Attached	
1.	Structure B/C/P/R- -						
2.	Structure B/C/P/R- -						
3.	Structure B/C/P/R- -						
4.	Structure B/C/P/R- -						
5.	Structure B/C/P/R- -						
6.	Structure B/C/P/R- -						
<b>Type of Work (check if required)</b>							
Str. No.	Rehabilitation	Replacement	New	Date SSR to be submitted to BOS ( <a href="#">FDM 3-20-30</a> )	Date to be submitted to Geotech unit*	Recommended Work	Estimated Cost \$ (thousands)
1.							
2.							
3.							
4.							
5.							
6.							
* Use separate copies of this sheet to answer questions below for each structure listed above.							
<input type="checkbox"/> High Cost Structure							
<input type="checkbox"/> Dam							
<input type="checkbox"/> Approach Work							
<input type="checkbox"/> Special Foundations							
<input type="checkbox"/> Approach Slabs							
<input type="checkbox"/> Gauging station (USGS)							
<input type="checkbox"/> Pedestrian/Bike Lanes							
<input type="checkbox"/> Aesthetic Enhancements (Form Liners, Decorative Railing, etc.) Describe:							
<input type="checkbox"/> Canoe/Boat landing							
<input type="checkbox"/> Utilities <input type="checkbox"/> Adjacent Existing <input type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/> Affixed to Structure							
<input type="checkbox"/> Local Fire Dept. Access							
<input type="checkbox"/> Traffic Monitoring Equipment							
<input type="checkbox"/> Temporary signals needed - structure to be kept open during construction Number of lanes to be kept open:							
<input type="checkbox"/> Fisherman's Platforms							
<input type="checkbox"/> Snowmobiles							
<input type="checkbox"/> Noise Barriers <span style="float: right;"><a href="#">FDM Chapter 23</a></span> Retrofit <input type="checkbox"/> Yes <input type="checkbox"/> No							

<b>STRUCTURES WORKSHEET</b> <i>Mark with X all that apply</i>	
New <input type="checkbox"/> Yes <input type="checkbox"/> No Decorative Enhancements <input type="checkbox"/> Yes <input type="checkbox"/> No Describe:	
<input type="checkbox"/> Retaining Walls Decorative Enhancements <input type="checkbox"/> Yes <input type="checkbox"/> No Describe:	<a href="#">FDM 11-55-5</a>
<input type="checkbox"/> Sign Trusses/Supports	
<input type="checkbox"/> Signs mounted on bridge	
<input type="checkbox"/> Lighting <input type="checkbox"/> Overhead <input type="checkbox"/> Underdeck <input type="checkbox"/> Lights mounted on structure	
<input type="checkbox"/> Other:	
<b>COMMENTS:</b>	
<b>Region Contact Person:</b> (Structures) Phone: _____ EMAIL Address: _____	

<b>SOILS WORKSHEET</b> <i>Mark with X all that apply</i>	
Highway: _____	Project ID: _____
Termini: _____ to _____	
Level of improvement: _____	
<input type="checkbox"/> Geotechnical Bulletin No. 1 Reviewed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<input type="checkbox"/> Guidelines for Roadway Geotechnical Investigations and Reports <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<input type="checkbox"/> Soil Boring Request Form <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<input type="checkbox"/> Structural Boring Request Form <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<input type="checkbox"/> Design group index:	
<input type="checkbox"/> Soil Support Values:	
<input type="checkbox"/> Type and quality of available material:	
<input type="checkbox"/> Roadway:	
<input type="checkbox"/> Frost damage problems <input type="checkbox"/> Marsh excavation required <input type="checkbox"/> Marsh disposal plan required <input type="checkbox"/> Bedrock or outcrops to be encountered <input type="checkbox"/> Slope Stability: Cut Fill <input type="checkbox"/> High water table areas <input type="checkbox"/> Springs/seeps <input type="checkbox"/> Excavation Below Subgrade <input type="checkbox"/> Floating road core/Corduroy	
<input type="checkbox"/> Pavement Evaluation: Contact Region Pavement Design Engineer	
<input type="checkbox"/> Asphaltic Concrete Pavement <i>(ACP Thickness Verification &amp; Condition - Not Recycling Cores)</i> _____ Approximate number of cores at 1000 to 2000 foot intervals _____ Approximate number of cores (at specific locations)	
<input type="checkbox"/> Portland Cement Pavement <i>(PCC Pavement Depth Verification &amp; Joint Study - Not Pay Cores)</i> _____ Approximate number of cores at 1000 to 2000 foot intervals _____ Approximate number of cores (at specific locations)	

<b>SOILS WORKSHEET</b>			
<i>Mark with X all that apply</i>			
<input type="checkbox"/> Pavement:			<a href="#">FDM Chapter 14</a>
Type of Work	# of Borings	Depth	Locations
<input type="checkbox"/> Replacement:			
<input type="checkbox"/> Resurface:			
<input type="checkbox"/> Recycle:			
<input type="checkbox"/> Culverts:			
<input type="checkbox"/> Corrosion survey by:			
Structure No.	Existing Foundation	No. of Borings	Planned Depth
1.			
2.			
3.			
4.			
<input type="checkbox"/> Hazardous material/contaminated soil testing: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, refer also to Design, Environmental Documentation)			
<input type="checkbox"/> Two stage soil investigation			
<input type="checkbox"/> Preliminary gradeline			
<input type="checkbox"/> Final gradeline			
<input type="checkbox"/> Gradeline Review			
<input type="checkbox"/> Borings at cut to fill transitions			
<input type="checkbox"/> Borings in cut sections			
<input type="checkbox"/> Deep marshes/wetlands - special access required for drilling			
<b>COMMENTS:</b>			
Region Contact Person:			
(Soils) Phone: _____ EMAIL Address: _____			

<b>REAL ESTATE WORKSHEET</b> <i>Mark with X all that apply</i>	
Highway: _____	Project ID: _____
Termini: _____ to _____	
Level of improvement: _____	
<input type="checkbox"/> List available plats (include date of last update)	
Budget: \$ _____ FY: _____	
<input type="checkbox"/> Access Control Required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Type of Access control: <input type="checkbox"/> §84.09 Stats. (acquired) <input type="checkbox"/> §84.25 (declared) <input type="checkbox"/> §84.295	
<input type="checkbox"/> Access Modifications Required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Describe: _____	
<input type="checkbox"/> Vision Corners Required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">FDM 11-10-5</a>
<input type="checkbox"/> Plat required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">FDM Chapter 12</a>
Length of urban _____	
Length of rural _____	
% of project length requiring new right-of-way _____	
<input type="checkbox"/> Title searches - Phase I (ownership) by: _____ : # Needed _____	
Phase II (____ yr search) by: _____ : # Needed _____	
Phase III (update at closing) by: _____ : # Needed _____	
<input type="checkbox"/> Encroachments identified/surveyed?	<a href="#">FDM 12-1-20</a>
List of Encroachments _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	
Revocable occupancy permits required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Developed by: _____	
<input type="checkbox"/> Descriptions by: <input type="checkbox"/> State <input type="checkbox"/> Local Gov't _____ : # Parcels _____	<a href="#">FDM 12-10-20</a>
<input type="checkbox"/> Appraisals by: <input type="checkbox"/> State <input type="checkbox"/> Local Gov't _____ : # Parcels _____	
<input type="checkbox"/> Acquisition Negotiation by: <input type="checkbox"/> State <input type="checkbox"/> Local Gov't _____ : # Parcels _____	
<input type="checkbox"/> Closing by: <input type="checkbox"/> State <input type="checkbox"/> Local Gov't _____ : # Parcels _____	
<input type="checkbox"/> Relocation Plan/Assistance by: <input type="checkbox"/> State <input type="checkbox"/> Local Gov't _____ : # Parcels _____	
<input type="checkbox"/> Railroad involvement	
<input type="checkbox"/> Easement Parcel	
<input type="checkbox"/> Fee Parcel	
<input type="checkbox"/> Encroachment	
<input type="checkbox"/> Contaminated sites identified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Exceptions necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> PECFA Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Remediation as part of construction contract? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Mitigation required for project completion? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Asbestos inspection/removal	
<input type="checkbox"/> Illegal discharge to roadway ditch, health department notified?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>REAL ESTATE WORKSHEET</b> <i>Mark with X all that apply</i>	
<input type="checkbox"/> Old Building (Demolition)	
<input type="checkbox"/> Foundation	
<input type="checkbox"/> Septic removal	
<b>COMMENTS:</b>   	
<b>Region Contact Person:</b> (Real Estate)      Phone: _____      EMAIL Address:	

<b>SURVEY WORKSHEET</b> <i>Mark with X all that apply</i>	
Highway: _____	Project ID: _____
Termini: _____ to _____	
Level of improvement: _____	
<input type="checkbox"/> <b>Plat required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <a href="#">FDM Chapter 12</a>	
Length of urban: _____ Length of rural: _____ % of project on existing right-of-way: _____ % of project on new right-of-way: _____	
<input type="checkbox"/> <b>Section corner monumentation by:</b> _____ : # In _____ # Needed Section corner ties by: _____ : # Needed Number of office searches: _____ Number of field searches: _____ <input type="checkbox"/> Lot and block corner monuments in urban areas	
<input type="checkbox"/> <b>Appraisal staking by:</b> Estimated number of parcels: _____	
<input type="checkbox"/> <b>R/W Monumentation by:</b> _____ <a href="#">FDM 9-25-6</a> Estimated number of points: _____ Plats available? <input type="checkbox"/> Yes <input type="checkbox"/> No   Project ID: _____	
<input type="checkbox"/> <b>Vertical Alignment</b> <input type="checkbox"/> Is there vertical control in the area of survey? <input type="checkbox"/> Yes <input type="checkbox"/> No   (moved here from design worksheet)	
<input type="checkbox"/> <b>Provide DOT w/ R/W Monumentation coordinates point file</b> <input type="checkbox"/> Electronics (specify program or file type): _____ <input type="checkbox"/> Hard Copy	
<input type="checkbox"/> <b>Survey (Call diggers hotline 10 days prior to field work for utility locations)</b> <a href="#">FDM Chapter 9</a> <input type="checkbox"/> Data Collector* <input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____ *Discuss % of survey on existing alignment and amount of off-location surveying, remote area access and costs: _____	
<input type="checkbox"/> <b>Data Files:</b> <input type="checkbox"/> Hard Copies <input type="checkbox"/> Electronic (specify program or file type): _____ <input type="checkbox"/> SDMS Format <input type="checkbox"/> Ties to rail and utility facilities (existing facilities) <input type="checkbox"/> Ties to corners <input type="checkbox"/> Temporary marking of existing and proposed right of way <input type="checkbox"/> Permanent marking of existing and proposed right of way <input type="checkbox"/> R/L Marking	



<b>UTILITIES WORKSHEET</b> <i>Mark with X all that apply</i>	
Highway: _____	Project ID: _____
Termini: _____ to _____	<a href="#">FDM Chapter 18</a>
Level of improvement: _____	
<input type="checkbox"/> Trans 220 Project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Metric	
Utility companies and municipal facilities affected by this project:	
Name: _____ Address: _____ Contact Person: _____ Phone no. : _____ Type of Utility: _____ Member of Diggers Hotline? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name: _____ Address: _____ Contact Person: _____ Phone no. : _____ Type of Utility: _____ Member of Diggers Hotline? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name: _____ Address: _____ Contact Person: _____ Phone no. : _____ Type of Utility: _____ Member of Diggers Hotline? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name: _____ Address: _____ Contact Person: _____ Phone no. : _____ Type of Utility: _____ Member of Diggers Hotline? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name: _____ Address: _____ Contact Person: _____ Phone no. : _____ Type of Utility: _____ Member of Diggers Hotline? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name: _____ Address: _____ Contact Person: _____ Phone no. : _____ Type of Utility: _____ Member of Diggers Hotline? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name: _____ Address: _____ Contact Person: _____ Phone no. : _____ Type of Utility: _____ Member of Diggers Hotline? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name: _____ Address: _____ Contact Person: _____ Phone no. : _____ Type of Utility: _____ Member of Diggers Hotline? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>UTILITIES WORKSHEET</b>	
<i>Mark with X all that apply</i>	
<input type="checkbox"/> <b>Utility Agreements</b> obtained by: <input type="checkbox"/> State <input type="checkbox"/> Consultant <input type="checkbox"/> Local Government Subject to approval by: Estimated number of parcels: Highway Access Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<a href="#">FDM 18-5-10</a>
<input type="checkbox"/> <b>Special Provisions Article(s)</b> prepared by:	
<input type="checkbox"/> <b>Utility Status Report</b> prepared by:	
<input type="checkbox"/> <b>Utility Coordination</b> by:	
<input type="checkbox"/> <b>Utility Moves Required</b> <input type="checkbox"/> Potentially Compensable <input type="checkbox"/> Potentially Non-Compensable	
<input type="checkbox"/> <b>Programmed Utility Dollars \$</b>	
<input type="checkbox"/> <b>Agreements:</b> <input type="checkbox"/> Identification <input type="checkbox"/> Relocation <input type="checkbox"/> Additions	
<input type="checkbox"/> <b>Utility accommodation on structure:</b> (List those utilities which will need to submit request and layout for accommodation on structure)	
<input type="checkbox"/> <b>Existing utilities on existing structure</b>	
<input type="checkbox"/> <b>Existing utilities to be protected</b>	
<b>COMMENTS:</b>	
<b>Region Contact Person:</b> (Utilities) Phone: _____ EMAIL	

<b>DESIGN WORKSHEET</b> <i>Mark with X all that apply</i>				
Highway: _____ Project ID: _____				
Termini: _____ to _____ Level of improvement: _____				
<b>[ ] Road Classification</b>				
<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Connecting Highway <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Local Latest ADT: _____, Year Latest % Trucks: _____, Year				
<b>[ ] Design criteria to be Used</b> <a href="#">FDM 4-15-5</a> , <a href="#">FDM 11-15-1</a> , <a href="#">FDM 11-10-5</a> , <a href="#">FDM 11-40-1</a>				
<input type="checkbox"/> Resurfacing <input type="checkbox"/> Pavement Replacement <input type="checkbox"/> Reconditioning % of re-grading: % of resurfacing or shoulder wipe out: No. of intersections requiring improvement <input type="checkbox"/> Reconstruction <input type="checkbox"/> 2 lane <input type="checkbox"/> 4 lane  <input type="checkbox"/> Bridge  Horizontal Alignment: <input type="checkbox"/> Is there Horizontal control in the area for survey? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Does the existing horizontal alignment meet current design standards for new construction for the posted speed limit? <input type="checkbox"/> Yes <input type="checkbox"/> No, Specify substandard locations in the table below:				
Substandard Horizontal Alignment Locations				
Locations	Posted Speed Limits	Max. Degree or Min. Radius of Curve Allowed (new const. std.)	Existing Degree or Radius of Curve	Maximum Degree or Min. Radius allowed (3-R Standards)

<b>DESIGN WORKSHEET</b>				
<i>Mark with X all that apply</i>				
<b>Design criteria to be Used (continued)</b>				
<input type="checkbox"/> Does the existing vertical alignment meet current design standards for new construction for the posted speed limit? <input type="checkbox"/> Yes <input type="checkbox"/> No - Specify substandard locations in the table below:				
Substandard Vertical Alignment Locations				
Locations	Posted Speed Limit	Max. Percent Grade Allowed	Existing Percent Grade	Max. Percent Grade Allowed 3-R Standards
<input type="checkbox"/> Clear zone: _____ feet from <input type="checkbox"/> Stopping Sight Distance  <input type="checkbox"/> Does the existing horizontal and vertical alignment meet current stopping sight distance requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No - Specify substandard locations:				
Substandard Stopping Sight Distance Locations				
Locations	Posted Speed Limit	Min. Stopping Sight Distance Allowed	Existing Stopping Sight Distance	Min. Stopping Sight Distance Allowed 3-R Standards

Improvement Flags for 3R Projects ( <a href="#">FDM 11-1-4</a> )		
From RP	To RP	Problem Description ( <a href="#">FDM 11-1 Attachment 4.5</a> )
Programmatic Exception to Standards for 3R Projects ( <a href="#">FDM 11-1-4</a> )		
From RP	To RP	Crash Flags?

DESIGN WORKSHEET								
Mark with X all that apply								
<b>Design criteria to be Used (continued)</b> <input type="checkbox"/> Existing Pavement and Shoulder Widths  <input type="checkbox"/> Does the existing pavement and shoulder width meet current width standards? <input type="checkbox"/> Yes <input type="checkbox"/> No - Specify substandard locations:								
Existing Pavement & Shoulder Widths								
Locations	Existing Lane and Shoulder Width			Lane and Shoulder Width Required			3-R Lane and Shoulder Width	
	Lane	Paved Shoulder	Total Shoulder	Lane	Paved Shld.	Total Shoulder	Lane	Total Shld.
<b>Access Modifications Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><a href="#">FDM Chapter 7</a>, <a href="#">FDM 11-5-5</a></span> Describe: (removal, relocation, spacing, shared access point, cul-de-sacing, service roads)								
<b>Type of Bicycle Accommodation</b> (paved shoulder, wide outside lane, bike lane, shared-use path) If Urban Cross-section, are there sidewalks <input type="checkbox"/> Yes <input type="checkbox"/> No								
<b>Freeway Operations Coordination?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No								
<b>Alternative Contracting Methods Needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No								
<b>Intelligent Transportation Systems (ITS) Coordination?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No								
<b>Vision Corners needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><a href="#">FDM 11-10-5</a></span>								
<b>Passing lanes needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><a href="#">FDM 11-15-10</a></span>								
<b>Value Engineering Study needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><a href="#">FDM 1-15-1</a></span>								
<b><input type="checkbox"/> Plan Development</b> <span style="float: right;"><a href="#">FDM Chapter 15</a></span> <input type="checkbox"/> Aerial Mapping by: _____ Scale: <input type="checkbox"/> Digital Mapping w/ X-Sections by: _____ Scale: <input type="checkbox"/> Expedient Planimetric mapping by: _____ Scale: <input type="checkbox"/> Aerial Mosaic Base Sheets by: _____ Scale: <input type="checkbox"/> CADD <input type="checkbox"/> Yes <input type="checkbox"/> No Software: <input type="checkbox"/> Final Electronic files required <input type="checkbox"/> Yes <input type="checkbox"/> No (FDM Section 19-10-43) <input type="checkbox"/> Plat <input type="checkbox"/> Road Plans <input type="checkbox"/> Structure Plans <input type="checkbox"/> Separate PS&E packages List types:  <input type="checkbox"/> As-Builts on file? Project ID:  <input type="checkbox"/> PS&E Submittal to: <input type="checkbox"/> Region <input type="checkbox"/> Central Office								

<b>DESIGN WORKSHEET</b>	
<i>Mark with X all that apply</i>	
<p><b>[ ] Additional Contracts needed:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Value Engineering (see <a href="#">FDM 1-15-1</a>)</li> <li><input type="checkbox"/> Real Estate</li> <li><input type="checkbox"/> Hazardous Materials</li> <li><input type="checkbox"/> Clearing</li> <li><input type="checkbox"/> History</li> <li><input type="checkbox"/> Archaeology</li> <li><input type="checkbox"/> Air/Noise study</li> <li><input type="checkbox"/> Clearing and Grubbing                             <ul style="list-style-type: none"> <li>Marketable Timber? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li><input type="checkbox"/> Private owner</li> <li><input type="checkbox"/> Underlying rights</li> </ul> </li> <li><input type="checkbox"/> Land Survey (section corners)</li> <li><input type="checkbox"/> Razing</li> <li><input type="checkbox"/> Endangered Species (monitoring/investigation/relocation of plants and animals)</li> <li><input type="checkbox"/> Asbestos Testing/Removal</li> </ul>	
<p><b>[ ] Additional Road Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Marking Plan by:</li> <li><input type="checkbox"/> Signing Plan by:</li> <li><input type="checkbox"/> Traffic Signal Plan by:</li> <li><input type="checkbox"/> Lighting Plan by:</li> <li><input type="checkbox"/> Construction Staging Plan by:</li> <li><input type="checkbox"/> Work Zone Traffic Control Plan by:</li> <li><input type="checkbox"/> Freeway Traffic Management</li> <li><input type="checkbox"/> Landscaping Plan</li> <li><input type="checkbox"/> Aesthetic Enhancements Plan</li> <li><input type="checkbox"/> Vegetative Management</li> <li><input type="checkbox"/> Storm Sewer Plan</li> <li><input type="checkbox"/> Storm Water Management</li> <li><input type="checkbox"/> Utility Plan</li> <li><input type="checkbox"/> Wetland Mitigation Plan</li> <li><input type="checkbox"/> Wetland Mitigation Monitoring Plan</li> <li><input type="checkbox"/> Shared-use paths</li> <li><input type="checkbox"/> Snowmobile Trail</li> <li><input type="checkbox"/> Single sheet project schematic</li> <li><input type="checkbox"/> Erosion control plan for construction staging</li> <li><input type="checkbox"/> Erosion control plan for final features</li> <li><input type="checkbox"/> Sidewalks</li> </ul>	<p><a href="#">FDM Chapter15</a></p>
<p><b>[ ] Additional Structure Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Retaining Walls</li> <li><input type="checkbox"/> Check Shop Drawings</li> <li><input type="checkbox"/> Special Culvert Endwalls</li> <li><input type="checkbox"/> Pedestrian Bridge</li> </ul>	
<p><b>[ ] Reports</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location Study Report Date: _____</li> <li><input type="checkbox"/> Exceptions to Design Standards Report Date: _____</li> <li><input type="checkbox"/> Pavement Design Report Date: _____</li> <li><input type="checkbox"/> Design Study Report Date: _____</li> </ul>	<p><a href="#">FDM 3-15-25</a></p> <p><a href="#">FDM 11-1-2</a></p> <p><a href="#">FDM 14-1-35</a></p> <p><a href="#">FDM 3-15-25</a></p>

<b>DESIGN WORKSHEET</b>	
<i>Mark with X all that apply</i>	
<b><input type="checkbox"/> Historical/Archaeological Activities</b>	<a href="#">FDM 26-5-1</a>
<input type="checkbox"/> Greater than ½ acre (0.2 hectare) disturbance outside existing slope intercepts, Arch survey will be required	
<input type="checkbox"/> Area of potential effect and reconnaissance survey	
<input type="checkbox"/> Evaluation survey	
<input type="checkbox"/> Formal archaeological report	
<input type="checkbox"/> Formal historical report	
<input type="checkbox"/> Determination of Eligibility, (NPS 10-900) for National Register of Historical Places	
<input type="checkbox"/> Documentation for Consultation Report and Data Recovery Plan	
<input type="checkbox"/> Memorandum of Agreement	
<input type="checkbox"/> Archival quality record of site	
<input type="checkbox"/> Documentation of coordination	
<b><input type="checkbox"/> Environmental Documentation (Trans 400)</b>	
<input type="checkbox"/> Programmatic Environmental Report (PER)	<a href="#">FDM 21-5-1</a>
<input type="checkbox"/> Environmental Report (ER)	<a href="#">FDM 21-15-15</a>
<input type="checkbox"/> Environmental Assessment (EA)	<a href="#">FDM 21-15-5</a>
<input type="checkbox"/> Environmental Impact Statement (EIS)	<a href="#">FDM 21-15-1</a>
<input type="checkbox"/> Noise Analysis	<a href="#">FDM Chapter 23</a>
<input type="checkbox"/> Noise Study Report	<a href="#">FDM 23-45-1</a> and <a href="#">FDM 23-45-5</a>
<input type="checkbox"/> Air Quality Analysis	<a href="#">FDM Chapter 22</a>
<input type="checkbox"/> 4f	<a href="#">FDM 21-25-1</a>
<input type="checkbox"/> 6f	<a href="#">FDM 21-25-5</a>
<input type="checkbox"/> Agricultural Impact Statement (AIS)	<a href="#">FDM 21-25-30</a>
<input type="checkbox"/> Upland Protection Area	
<input type="checkbox"/> Wetland Mitigation Concept Plan	
<input type="checkbox"/> 404 Permit	<a href="#">FDM 21-30-1</a>
<input type="checkbox"/> Section 9 and/or 10 Permit	<a href="#">FDM 21-30-1</a>
<input type="checkbox"/> Coastal Waters	
<input type="checkbox"/> Hazardous Materials Assessment	
<input type="checkbox"/> Reconnaissance Investigation (Phase 1A)	<a href="#">FDM 21-35-5</a>
<input type="checkbox"/> Record Search/Report (Phase 1B)	<a href="#">FDM 21-35-5</a>
<input type="checkbox"/> Phase 2 Environmental Sampling	<a href="#">FDM 21-35-10</a>
<input type="checkbox"/> Phase 2½ Remediation Planning in R/W only	<a href="#">FDM 21-35-15</a>
<input type="checkbox"/> Phase 3 Remediation Planning	<a href="#">FDM 21-35-15</a>
<input type="checkbox"/> Phase 4 Remediation	<a href="#">FDM 21-35-20</a>
<input type="checkbox"/> Endangered species surveys/Section 7 Consultations	
<input type="checkbox"/> Endangered species recovery plan	
<input type="checkbox"/> Storm water management analysis	
<input type="checkbox"/> Erosion control analysis	<a href="#">FDM Chapter 10</a>
<input type="checkbox"/> Land Use Analysis plan (secondary impacts)	
<input type="checkbox"/> Aesthetics	<a href="#">FDM Chapter 27</a>
<b><input type="checkbox"/> Agency Coordination</b>	<a href="#">FDM Chapter 5</a>

**DESIGN WORKSHEET**

*Mark with X all that apply*

**[ ] Permits/Approvals**

- § 404
- § 401 Individual Water Quality Certification
- § 9 and/or 10
- History
- Archaeology
- Real Estate
- Mitigation
- Railroad Company(ies)
  - Current Owner Name:
  - Date: \_\_\_\_\_ Contact:
  - Phone:
- Office of Commissioner of Railroads
- DNR construction timing/scheduling considerations and special construction requirements
  
- DNR Concurrence
  - Initial
  - Erosion Control and Storm Water Management
  - Final

**[ ] Public Involvement Plan**

[FDM Chapter 6](#)  
[FDM 3-10-5](#)

- Local officials meeting(s) No. \_\_\_\_\_
- County highway commissioners/committee
- Public informational meeting(s) No. \_\_\_\_\_
- Public informational meeting(s) During Scoping  Yes  No
- Public hearing
- Open forum hearing
- Advisory groups
- Individual property owner meeting(s) No.
- Public Awareness Campaign - Design
  - Newsletter: # per year \_\_\_\_ Total  
individual mailing required  Yes  No  N/A
  - News releases: # per year \_\_\_\_ Total
  - Phone number
  - Local office
  - Field meeting with property owners to discuss access needs.
- Public Awareness Campaign - Construction
  - Newsletter: # per year \_\_\_\_ Total  
individual mailing required  Yes  No  N/A
  - News releases: # per year \_\_\_\_ Total
- Grand Opening events - tents, bands etc.:

**COMMENTS: (Public Involvement):**

<b>DESIGN WORKSHEET</b>	
<i>Mark with X all that apply</i>	
<p><input type="checkbox"/> <b>DOT/Consultant Meetings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordination Meetings Number:</li> <li style="padding-left: 40px;">Timing: <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> by activity</li> <li style="padding-left: 40px;"><input type="checkbox"/> 30% Review Meeting</li> <li style="padding-left: 40px;"><input type="checkbox"/> Start of Final Plans</li> <li style="padding-left: 40px;"><input type="checkbox"/> Minimum of 90 Days Prior PS&amp;E</li> <li style="padding-left: 40px;"><input type="checkbox"/> 90 Days prior to Plans Ready to Let</li> <li style="padding-left: 40px;"><input type="checkbox"/> Other: _____</li> </ul> <p><input type="checkbox"/> Is consultant also public works advisor for the affected local unit of government?</p> <p style="padding-left: 40px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Operational Planning Meeting</li> <li><input type="checkbox"/> Community Pre-construction Meeting</li> <li><input type="checkbox"/> Pre-construction Conference</li> <li><input type="checkbox"/> Utility Coordination Meeting</li> <li><input type="checkbox"/> Soil Investigation Meeting</li> <li><input type="checkbox"/> Number of plan review submittals:</li> <li><input type="checkbox"/> Preliminary plan field review meeting with appropriate personnel</li> <li><input type="checkbox"/> Final plan field review with appropriate personnel</li> <li><input type="checkbox"/> Railroad Coordination</li> <li><input type="checkbox"/> OCR Hearing</li> <li><input type="checkbox"/> Other:</li> </ul>	<p><a href="#">FDM 3-10-1</a></p>
<p><input type="checkbox"/> <b>List ties to Other Projects:</b></p>	
<p><input type="checkbox"/> <b>Unique Region Requirements or features to address:</b></p>	
<p><input type="checkbox"/> <b>Special Commitments:</b></p>	



**PROJECT SCOPING CHECKLIST  
INDEX**

Access .....	5,21
Agency Coordination.....	31
Agreements	
Project Related .....	6
Approaches	
Railroad.....	11
Structure .....	17
Approvals .....	32
Bicycles .....	6,29,30
Connecting Highway .....	5
Construction	
Costs.....	4
Traffic Control .....	9
Consultant Meetings .....	33
Contacts	
County.....	16
Contracts	
Additional .....	30
Negotiations .....	34
COST ESTIMATE WORKSHEET .....	4
Crash	
Data .....	7
Rate .....	6,7
Culverts.....	20
Deficiency Information .....	6
Design	
Horizontal Alignment.....	27
Stopping Sight.....	28
Vertical Alignment .....	28
DESIGN WORKSHEET .....	27
Drainage	
Detention/Retention Basins .....	13
Maintenance Concerns .....	13
Environmental	
Documentation.....	31
Historical/Archaeological.....	31
Erosion Control	
DNR Concurrence.....	32
Studies .....	31
Funding	
Sources.....	5
Improvements	
Maintenance Concerns .....	13
Intersections	
Type .....	7
Jurisdictional Transfer .....	5
Lighting .....	7,18
MAINTENANCE WORKSHEET .....	13

Noise Barriers .....	18
Passing .....	7,29
Pavement.....	14,15,29
Evaluation .....	19
Marking .....	8
Type (Existing) .....	13
Pedestrians .....	6,29,30
Permits.....	32
Plan Development.....	29
PLANNING WORKSHEET .....	5
Project	
Associated Project Numbers.....	1
Length.....	1
Other.....	5,33
Team Members.....	1
Type .....	5
Public Involvement	
Plan.....	32
Public Awareness Campaign .....	32
Public hearings .....	32
Public Information Meeting .....	32
RAILROADS WORKSHEET.....	11
Real Estate	
Costs.....	4
R/W Plat.....	21
REAL ESTATE WORKSHEET .....	21
Reports .....	30
Retaining Walls.....	18
Right-of-Way	
Plat.....	23
Safety Concerns .....	7
Signing.....	8
Changeable Message Signs .....	9
Incident Management .....	8
Soils	
Borings.....	19
Hazardous Materials .....	20
SOILS WORKSHEET.....	19
Spot Improvements.....	8
Storm Water	
DNR Concurrence.....	32
STRUCTURES WORKSHEET .....	17
SURVEY WORKSHEET .....	23
Table of Contents .....	3
Traffic	
Counts.....	9
Projection .....	10
Signals .....	7-9
Signals, Temporary.....	17
Traffic Control	
Construction.....	9
TRAFFIC/SYSTEMS OPERATIONS WORKSHEET .....	7

Utilities	
Compensable Costs.....	4
Structures.....	17
UTILITIES WORKSHEET.....	25
Vegetative Management.....	15
Winter Driving.....	15

Return to [FDM 3-5](#)