



LOCAL PUBLIC AGENCY (LPA) FEDERAL AID PROJECT SCOPING CHECKLIST

FOR USE IN SCOPING FEDERALLY FUNDED LOCAL PROJECTS

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Part I. Form Information & Resources

Purpose of form: *(add show/hide button)*

The purpose of this optional form is to provide a checklist and guidance that outlines the significant project development and delivery risks, requirements, and processes on federal-aid projects. It is intended to assist Local Public Agencies (LPAs) and the agency or agencies awarding project funding to evaluate project readiness to deliver within a defined scope of work, proposed schedule, and estimated budget.

The checklist has been set up by topic with a place to make notes that guide the LPA to document key project scope information and project risks and opportunities for consideration prior to and during project development. Once the checklist has been completed, users can review and analyze the checklist to help:

- Determine project readiness by evaluating the number of unknowns.
- Identify processes that need to be taken into account in developing the project schedule.
- Identify processes that may impact costs and need to be taken into account developing the project budget.
- Identify other project risks and opportunities that will need to be managed throughout the project.

When to scope and why: *(add show/hide button)*

Ideally, full project scoping should occur **prior to** the application for federal funding. However, this form may be used to evaluate whether an already awarded project has been adequately scoped and would benefit from adding a planning phase or otherwise needs changes to the project scope, schedule, and budget to ensure successful on schedule, within-budget delivery.

Scoping is intended to adequately develop and define a project's scope of work, schedule, and budget to ensure on-time obligation and delivery. With adequate scoping, the LPA should be able to:

- Validate project purpose and potential investment options
- Define project context, scope, and schedule
- Identify project risks and opportunities
- Develop a project cost estimate showing all phases of a project are fully funded

Possible triggers to begin scoping:

- Defining new project needs and potential wants
- Evaluating stakeholder requirements, needs, and wants (for example, legislative earmarked and/or public request projects)

- Preparing for regular funding cycles
- Defining project criteria to compete for specific funding sources
- Defining the scope of shelf-ready projects to leverage and rapidly qualify for new sources of funds
- Validating previously assumed scope during project development (environmental, maintenance, right of way, unanticipated risks or opportunities, etc.)
- Defining the scope of permanent work for Emergency Repair projects
- Evaluating existing projects to add scope when new or unused funding becomes available

Outputs of Scoping:

Project scoping data may be used to select and plan the delivery of a portfolio of projects. The scoping and selection process often provides early perspectives and identifies expectations for stakeholder input and public involvement.

Scoping provides the information needed to complete the following project-specific information:

- Local Agency Technical Scope Sheet (Form [734-5151](#)) (and/or draft ODOT Charter, if applicable)
- Environmental Prospectus (Form [734-5198](#)) (always confirm version on the ODOT [NEPA](#) page)
- Project cost estimate
- STIP programming details (estimated costs and the obligation year for each phase of work required by the project)
- Scoping documentation (reports, maps, plans, and other related project documentation collected throughout the scoping process)

It is recommended that the LPA start developing drafts of the Local Agency Technical Scope Sheet (Form 734-5151) and Environmental Prospectus (Form 734-5198) concurrently with the scoping checklist. Scoping documentation is critical for use by project teams when it is time to initiate the project, as there is typically a time lag between project selection and project initiation – project sponsors and teams rely on the scoping outputs in order to avoid the need to “re-scope” when it is time to initiate the project delivery process.

Reference Documents:

- Local Agency Guidelines for Certified Local Public Agencies ([LAG Manual](#))
 - FHWA Contract Administration Core Curriculum Manual ([CACCC Manual](#))
 - ODOT and Certified LPA PS&E checklists ([PS&E Checklist](#))
 - ODOT Highway Design Manual ([HD Manual](#))
 - Local and regional plans pertaining to project area and as pertinent to the project
-

Initiated Date:

Revision Date:

(Include date picker MM/DD/YYYY)

Part II. PROJECT & AGENCY INFORMATION *(Add show/hide button for informational text in orange italics throughout.)*

- Project Lead would be the person leading the scoping effort. Be sure to list each of the different funding programs being applied for in the table below. Note that Non-certified LPAs are not currently allowed to deliver a federal aid project. The current process is for ODOT to outsource the project delivery. List each agency that has jurisdiction, ROW, easements, public access, or other rights within the project limits.*

This section to be completed by project lead:

PROJECT NAME		ODOT REGION	
PROJECT LEAD NAME	PHONE	WORK TYPE	
AGENCY APPLYING FOR FUNDING:		FUNDING PROGRAMS BEING APPLIED FOR:	
AGENCY PROPOSED TO DELIVER PROJECT	PROPOSED DELIVERY AGENCY IS CERTIFIED IN FEDERAL-AID PROJECT DELIVERY? <i>YES NO UNKNOWN</i>	APPLICANT HAS CONFIRMED DELIVERY AGENCY'S CAPACITY TO DELIVER IN TIMELINE REQUESTED? <i>YES NO UNKNOWN</i>	
OTHER AGENCIES WITH JURISDICTION OVER PROJECT LOCATION(S):			
LOCAL ROAD NAME		OTHER LOCATION INFORMATION	
HIGHWAY NO.	HIGHWAY NAME	BEGINNING MP	END MP
		BRIDGE NUMBER	

Indicate any of the following preliminary reports and project related documents that are already developed or on-hand for the proposed project:

- Straight-line Charts and Highway Inventory, are specific to the ODOT Highway System and are accessible on the ODOT website. Other information may be accessible from the ODOT website. For example, the ODOT TransGIS website may help identify railroad crossings, SPIS sites, and other information on both ODOT and local systems.*

- | | |
|---|---|
| <input type="checkbox"/> Straight-line Chart | <input type="checkbox"/> Photos |
| <input type="checkbox"/> Highway Inventory Summary Milepost Log | <input type="checkbox"/> Planning Documents (IAMP, AMP Corridor Studies, TSP, etc.) |
| <input type="checkbox"/> As-Constructs Drawings | <input type="checkbox"/> Site Maps |
| <input type="checkbox"/> R/W Maps | <input type="checkbox"/> Bridge Inspection report (If on the roadway network, can be requested by ODOT) |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> Other: _____ | Other: _____ |

PART. III. PROJECT PURPOSE & SCOPE SUMMARY

A. Project Purpose and Need Statement

1. Define the problem

- Be specific in defining the problem. Define the intent of what the project is trying to accomplish. Examples: Bridge needs to be replaced due to low load rating; frequent crashes at signalized intersection; or, lack of transportation pedestrian and bike alternatives along corridor.*

2. Proposed solution (Describe the design elements to be included.)

- *Include details such as what elements are to be constructed and where. Examples: Bridge to be replaced; traffic analysis needed to warrant signal; new ITS systems long corridor; etc.*
- *Helps in the preparation of the statement of work for procurement of a consultant.*

3. Alternatives Considered (Describe any design alternatives considered.)

- *Include alternatives considered, or decisions made pertaining to alternatives in prior planning efforts. If available, include an alternatives analysis from previous work. This documents which alternatives have already been identified as not being feasible and why. This helps avoid the need to further consider these alternatives during design and to mitigate risks already identified through the alternatives analysis. If a preferred alternative has not already been determined through an alternatives analysis, this will need to be done in the Planning phase.*

4. Justification/Rationale (Explain project goals and objectives and any criteria that led to the selected solution.)

- *Explain what necessitates the project. Examples: Bridge replacement project necessitates detour due to no other routes currently available and current bridge is load rated restricting emergency services to community; alternatives analysis and public feedback determined preferred trail alignment and trail extension in current local/regional transportation plan; etc.*

B. Stakeholder Buy-in

The following stakeholders support the project, including the proposed solution. Note applicable information.

1. Elected Official(s) commitment to the projects ___ YES ___ NO ___ UNKNOWN

2. Other impacted jurisdictions ___ YES ___ NO ___ UNKNOWN

- *List all impacted jurisdictions (parks, transportation bureaus, drainage districts, trail systems, city/county/state facilities, local regulatory agencies)*

3. Public impacted by project, including vulnerable populations ___ YES ___ NO ___ UNKNOWN

- *List how and where the public will be impacted, and if known if there are specific populations more affected than others such as large "" community impacted by current closed road limiting access, or access to local school will be provided to school via a route until project completed....*

C. Scoping Summary *(For an overview of the federal-aid project delivery lifecycle for Certified LPA projects, see [LAG Manual, Sec. C, Ch. 1.](#))*

1. Planning (Completed by the project lead with input from agency planning group prior to scoping. Discuss documents that may exist – agreements, permits, TSP, STAs, IAMP, or planning activities that will need to take place prior to this project.)

- *For an overview of planning and program development for federal-aid projects, see [LAG Manual, Sec. C, Ch. 2.](#)*
- *Be sure to include reports in the general vicinity of the area that can add context, or additional helpful information to consultants or others who may be involved in the design and construction such as geotechnical reports done both within and surrounding area, hazmat, archeological or historical studies, or other reports/deliverables done as an internal or outsourced project.*
- *If the project intended to be a planning project (determine scope, schedule, budget, preferred alternative, corridor level study to identify projects within the corridor) then explain what kind of planning effort is being asked for and provide*

how far of a planning effort the project is to go in the planning process, such as concept through 30% design. Note: FHWA will not allow a planning project to progress past 30% design, as this would be considered preliminary engineering. Planning level studies pertaining to alternatives analysis and conceptual design can take 1-2 years to complete. Feasibility studies depending on jurisdiction approval and TSP acceptance can also take 1-2 years to complete not including procurement timelines.

2. Traffic data analysis (Ideally, completed by prior to or during scoping. Includes analysis of traffic crash data, ID problem areas, SPIS sites, sight distance access issues and ADT.)

- Can help warrant a change to an existing intersection from stop sign to a signal, or whether a hybrid beacon/rapid flash beacon is warranted/justified, or can help justify leaving an existing half signal in place. Also provides data to help justify other needs on a project such as problem areas of bikes or pedestrians, or lack of particular facilities.
- Intelligent Transportation Systems (ITS): A concept of operations (CONOPS) and a systems analysis to assess the current operational status and needs of the project area, corridor, and/or overall system wide network will need to be completed in the OTHER phase of the STIP prior to obligating the PE phase as per FHWA guidance. This work is needed whenever there is a potential change in how the current system operates, or implementing a new ITS system. Simply replacing equipment for the same equipment, or adding additional equipment that does not change the current functional ability of the system may not require a CONOPS and Systems Analysis depending on the scope of the project. Implementation after construction of the system would also be part of the OTHER phase of work. Allocate additional 2 years minimum for implementation after construction. CONOPS and Systems Analysis can take 1-2 years or more depending on the complexity and size of the system, corridor, or area being addressed with the project (does not include procurement timelines).
- ITS projects, with FHWA approval, may have the ability if dealing with no civil components during construction, and all work is software and controller based, all work may be able to occur within the OTHER phase, this does not remove the requirements of a PS&E, authorization to complete the work, or NEPA requirements of the project.

3. Scoping team recommended solution (Completed by project lead immediately after scoping. This section should be validated and confirmed in above section under "A1-4", information here is more detailed and specific than above items.)

- For an overview on scoping on Certified LPA projects, see [LAG Manual, Sec. C, Ch. 3](#).
- Explain the timeline of the funding/phasing of the project such as if all the funding will be applied for at once for all phases of work (PL, PE, RW, UT, CN, OT) or if the project will apply for planning funding now only, and the rest in a future funding cycle.
- Recommended solution would need to necessitate what phases would be required in the STIP, and separate budgets for each that may need to charge those budgets such as ODOT, LPA, potentially regulatory agencies, consultants, construction contractors, others. Budgets must include fully funding, including all locally provided funding, match to federal funding, and federal funding being applied for. Match requirements are often listed with the selection requirements for each type of funding as well as other potential funding requirements.
- Be as specific as possible with the locations and elements being proposed, if needed specify the difference between required scope and possible scope to ensure what the funding is being provided for, and what elements are not required as part of the project. Elements such as sidewalk, ADA ramps, curb, drainage features, pavement, grinding, multi-use path, signals, rapid flash beacons, illumination, etc.
- Typical section being proposed for each area, roadway, corridor, etc.

4. Construction/constructability (Completed by construction rep immediately after scoping. Includes issues, staging concerns, detours, Buy America Waivers, LPIF's required, potential anticipated items, etc.)

5. Summary of risks and opportunities (Completed by project lead throughout scoping. Includes footprint, project, relationships with other jurisdictions, tripwires to be avoided – include as necessary other jurisdiction contacts, agreements, previous outreach. Identify opportunities. **Indicate whether risks to project budget and timelines could be mitigated by adding a planning phase to determine feasibility of proposed solution.**)

- *Schedule:*

- *Should anticipate whether consultants are needed for part of or all design related elements, as well as any amendments needed as a result of moving onto the next phase of work such as from planning to preliminary design or design to construction.*
- *Reflect each phase of work in the STIP*
- *The requirements of obligating the ROW or Utility phases each have specific requirements that must be met prior to obligating the phase, take this into account if the proposed project will need these phases, add additional time into the schedule and budget for the work to get these phases obligated. Agreements for either phase can take several months at a minimum.*
- *OTHER phase may be used as an opportunity in certain circumstances to obligate or separate funding from other phases of work for a specific purpose. One such opportunity would be to obligate funding within the OTHER phase to pay for construction related work prior to the construction phase such as tree trimming, Migratory Bird Treaty Act (MBTA) work, or mitigation work that won't be paid to the construction contractor, each circumstance needs to be specifically discussed with ODOT prior to programming in the STIP.*

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6. Scoping Team (Click the "+" button to add another team member, click "-" to delete.)

- *List all persons involved in scoping effort, including internal personnel, other agencies, consultants, regulatory agencies contacted for guidance, other private entities or groups contacted for information*

NAME	DIVISION / UNIT / AGENCY / FUNCTION (AS APPLICABLE)	PHONE

PART. IV. SCOPING ELEMENTS

Fields will expand as you type. End reviewer comments with your full name and date.

A. General Design: N/A_____ (Hide section when N/A selected.) (For an overview of general design requirements and design approvals for Certified LPA projects, see [LAG Manual, Sec. C, Ch. 9 and Ch. 10.](#))

1. Define Project Limits (Describe or confirm limits, why limits chosen, potential staging areas and disposal sites.)

- *Changing the project limits later may cause potential delays, cost impacts, and may change the overall scope of a project. The project limits must fit within the constraints of the chosen project. The project awarded will be required to fulfil the scope awarded, within the budget provided, and within the time allotted. Increasing/decreasing the project limits may require STIP amendments, IGA amendments, procurement contract amendments, different levels of environmental work, and different elements due to additional or decreased scope as a result of the project limit changing. Be specific enough to detail where the project is at, but provide flexibility to maneuver around obstacles that may be found in design.*
- *For example: The awarded project description includes road reconstruction on Hersch Street from 1st Avenue to 5th Avenue and signal installation at 3rd and Hersch Street. If the work is occurring between the intersections listed, don't expect to be able to add striping between 5th and 6th Ave without making major changes to the project documents. Instead list the project limits from 1st to 6th if striping or other work may be required to ensure the project limits incorporate all potential work.*
- *Planning level project: Provide corridor limits, study area, or feasibly study area.*

2. Current Design Standards (Completed prior to scoping. Describe current, applicable design standards for each section that includes design speed, lane widths, shoulder widths, bike lanes, and highway classification. **Note:** For all work on or along the State Highway System ODOT standards will apply.)

- *Design criteria developed during a planning phase can be useful (examples can be asked for from ODOT, including current template)*
- *Non-certified LPA projects: Oregon's APWA Construction specifications will be used alongside ODOT's boilerplate specifications, all available on the ODOT webpage.*
- *Non-certified LPA projects will use all ODOT forms as required for the entirety of the project (Design through Construction).*
- *Non-certified LPA projects must use ODOT standard drawings, all ODOT ADA forms/processes/requirements in design and construction. Certified LPAs may use their own design parameters, standard drawings, ADA processes as identified in the associated master certification agreement or supplemental agreements for the specific project.*
- *ODOT Utility manual, ROW manual, and minimum AASHTO/MUTCD must be followed/met on all LPA projects regardless of certification.*
- *Use of LPA design standards is acceptable with the caveat that ODOT/Federal standards take precedence over the local standards depending on the specific standard.*
- *ODOT facilities (State Highways), and NHS both have specific requirements that must be met.*
- *Oregon Bike Bill if triggered will dictate specific design requirements.*
<https://www.oregon.gov/odot/programs/pages/bikeped.aspx>

3. Design Exceptions (Describe existing conditions that would cause a design exception. Vertical/horizontal clearances, alignments, bridge widths and rail, shoulder/lane widths. Note whether ODOT or other jurisdictional approvals will be required.)

- *Consider impacts to project timeline and review costs when ODOT or other jurisdictional design approvals will be required.*
- *During scoping, proposals may be made in order to lessen impact on an environmental resource, lessen cost to a project, or lessen the impact on the public by way of a design exception to a particular design standard. If identified early, a firm justification can be looked at during design, or an alternative determined to not need the design exception. Any design exception on a Non-certified LPA project will require ODOT review and approval, Certified LPAs must reference the [Certified LPA Approval Authority Matrix](#), LAG Manual, and Agreements.*

4. **Special Design Features** (Aesthetics, architecture, landscaping, gateway, etc.)

- *Some items may not be federally participating, some may not be federally allowed, there is a distinction depending on the item. An example is an elevator where the cost of foreign steel will be more than allowed on a project, in this case a waiver would be required (expect a minimum of 2 years for waiver review or longer). Some items for aesthetics may not be federally eligible but may still be on the project and paid for with non-federal funding. Anything in this category should be discussed early on in the project to determine participation and possible funding or standard issues.*
- *Each project is expected to have a particular useful life. Examples: The useful life of is generally 20 years for new or reconstructed pavement, 25 years for bridge repair, and 75 years for a new bridge replacement. Permeable asphalt for example may help with meeting a mitigation issue for water runoff. However, the maintenance aspect of keeping it clean and permeable should be considered, as future funding may be at risk if not properly maintained.*

5. **Preliminary Pavement Design** (Completed prior to or during scoping. Widening/leveling/subgrade, repair/pavement design, special pavement needs/issues, inlet needs, under road culverts, increased ADT requiring higher level of asphalt.)

6. **Road Approaches/Accesses** (Issues, sight distance problems, approach grade, radii.)

- *ODOT requires access permitting for all State Highway accesses, estimate additional design specific work, public involvement with access permittees, forms, following ODOT Access processes prior to, during, and after ROW phase, and during and after construction. Additional survey may be required, as well as special inspections from ODOT Permit office.*
- *Other local jurisdictions may have their own access/approach requirements*

7. **ADA Needs** (Ramps, driveways, curbs and sidewalks.)

- *See the [ADA Curb Ramp Process](#) for that applies to local projects that will be delivered by ODOT or delivered by an LPA when work is on or along the State Highway or the LPA's ADA design, design exception and inspection processes have not been approved by ODOT and FHWA for use on federal-aid projects. Consider impacts to project timeline.*

8. **Utility Conflicts/Easements** (Completed prior to scoping. Identify underground, conduit and overhead conflicts. Apparent utility work effort – minimal, moderate, intermediate, complex [explain]. Apparent non-reimbursable facilities, gas, phone, toll-cable, TV, electrical, water, sand, sewer, steam, other. List owner/operators known at this time. Describe apparent reimbursable facilities, location, why reimbursable. Other concerns, costs, potential to delay construction.)

- *On federal-aid projects, the ODOT Statewide Utility Liaison must review reimbursable utility agreements and co-certify (Form 734-5162) that all utility work has been completed, or that all necessary arrangements have been made for it to be undertaken and completed as required for proper coordination with the construction schedule. See [LAG Manual Sec. C, Ch. 11](#). Consider impacts to project timeline.*
- *If ODOT conducts a utility agreement, it can be a lengthy process to discuss and have all parties review, potentially delaying work if not started well in advance of construction.*
- *A reimbursable utility is one that has a property right to where their utility is located, review the ODOT Utility manual for additional guidance. If the utility has not legal right to the land the utility is on, they are not reimbursable. Permit or franchise is not reimbursable with federal dollars.*

B. SURVEY: N/A_____ (Hide section when N/A selected.)

1. **Survey Needs-Confidence Point Level** (Describe broad limits. Construction level DTM limits, quality level, special features.):

- Any prior survey work done or completed, have available for the design team to start with, including any preliminary or surrounding work.

2. **R/W Monumentation:**

C. RIGHT OF WAY ELEMENTS: N/A_____ (Do not provide hide section option, even when N/A is selected.)

1. **R/W** (R/W easements, slope, drainage, temporary construction easements, mitigation sites.)

- A Right of Way Certification form must be completed by the LPA and co-signed by the Region Right of Way Manager prior to PS&E approval for all projects. See [LAG Manual Sec. C, Ch. 7 and Ch. 11](#). Consider costs, impacts to project timeline, and risk of non-compliance.
- Local agencies should exercise caution before determining that right of way acquisition is not required. If an LPA determines right of way acquisition is not necessary and subsequently determines there is a need, the project will likely be delayed.
- If any phase of a project is federally funded, all R/W acquired for the project must have been acquired in strict conformance with the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 as amended and as explained in the ODOT Right of Way Manual.
- To be reimbursed for R/W costs, a separate STIP funding phase and R/W services agreement with ODOT are required. Additionally, authorization of federal funds for right of way requires FHWA approval of environmental documents.
- Relocation will automatically take the project out of a PCE environmental process and push it into another type of environmental process depending on the project, the result will be all environmental work will need to be completed prior to obligation of ROW. Other than simply acquiring needed property/easements, there are triggers that may affect when ROW acquisition can occur, and what other processes may be affected.
- ROW estimate must incorporate ODOT costs, consultant cost, and all other costs during the process of acquisition. In most circumstances, regardless of possible donation, it should always be assumed that acquisition will be needed and an estimate of that acquisition will be needed. Do not assume that due to someone being willing to donate, list the potential cost of the acquisition on the ROW estimate.
- ROW obligation requires a ROW estimate with all costs associated with acquisition services, exhibits and property descriptions for each file for both permanent and temporary acquisitions.
- It's better to include the ROW phase in a project as a potential rather than leaving it out entirely until known that it is not needed due to potential delays with STIP amendments. Money can be moved later on in a project if not needed, or a phase cancelled.
- Estimate what may be needed for permanent and temporary easements.

2. **Railroad** (Note whether the project is within 500 feet or may impact the sight distance of railroad, crossing orders, permits, R/W may be required, etc.)

- On all federal-aid projects, a signed assurance is required stating that all railroad work has been completed, or that all necessary arrangements have been made for it to be undertaken and completed as required for proper coordination with the construction schedule prior to PS&E approval. See [LAG Manual Sec. C, Ch. 11](#). Consider impacts to project timeline and costs.
- Coordinating railroad agreements, crossing orders, and permits involves a lengthy (1-2 years) and intricate process that will involve the ODOT Statewide Rail Liaison and may involve the ODOT Rail Crossing Unit.
- A rail order can take 6-9 months to be developed and be completed. A rail order is required whenever an alteration is made to an existing, new, or rail crossing removed from service. An alteration can be anything from a sign, signal, striping, or change to the cross section of the roadway/path crossing the tracks, or any alteration to the area within the safe stopping distance of the tracks. ODOT Rail Safety makes the determination of what is and what is not an alteration, when a rail order is required, and sets the process. Most of which is determined by State Law. The rail order may require the project to construct specific improvements, of which cannot be altered without amending the rail order depending on the circumstance. This would include change orders for changes occurring during

construction may necessitate a rail order amendment.

- Anytime any work is done within rail ROW, a rail construction and maintenance agreement is needed between the railroad(s) and the agency owning/maintaining the road leading up to and from the tracks. Estimate 9-12 months for the agreement to be finalized. Most railroads will require design work to be 90% for work near the rail complete prior to finalizing due to potential changes in the design.
- Any and all work leading up to and from a crossing, must be public. If a road is private, yet the project is funding improvements to or from that crossing, the crossing and roadway leading to and from that crossing must be public. Depending on the circumstances of the project, this will warrant discussion if the crossing or improvements are not already public ROW.
- If possible, determine the operating entity of the tracks, as well as the owner, they may be separate entities and have separate requirements of the project to work around or near their tracks.

D. HYDRAULICS: N/A_____ (Hide section when N/A selected.)

1. Water Quality/Detention Needs:

- Local regulatory agencies or drainage districts may have more stringent requirements than the State or Federal requirements that must still be met.

2. Drainage Needs (Scoping Team/Roadway recommendations assumed in roadway estimate. Damaged or plugged culverts, extensions, offsite drainage, flooding problems):

- Offsite drainage is still drainage connected to the current project, and must still be captured within the project limits, such as water quality swales adjacent or nearby, but not necessarily in the bulk of the project work being done.
- An O&M manual will be required to some extent to identify how facilities will be maintained during their useful life if a FAHP is required on the project. O&M manuals are typically required on or along State Highways for all drainage facilities.

E. GEOTECHNICAL: N/A_____ (Hide section when N/A selected.)

1. Foundation/Geology Needs (Drilling needed? Surcharge? Other?)

- Environmental permitting and compliance must be considered in advance of geotechnical drilling or other ground disturbing work, which may happen very early in the project. Necessary environmental permits include: wetlands, ESA, and archaeological clearances as relevant. Geo-technical drilling or other ground-disturbing work must not proceed until all relevant environmental clearances, permits, and approvals are obtained and "in hand". Failure to do will put the LPA and ODOT out of compliance with FHWA environmental agreements. See **LAG Manual Sec. C, Ch. 3 and Ch. 6**. Consider impacts to project timeline and risk of non-compliance.

F. TRAFFIC: N/A_____ (Hide section when N/A selected.)

1. Signing Needs (Replace some or all? Move? Will project impact TIC signing? Signing plans needed? Sign bridge-see foundation needs.):

- Some signing may require geotechnical work due to foundations

2. Striping/Delineation Needs (Replace some or all? Paint or durable? Add/remove/install? Is a Striping Plan required with project? Approved crosswalks?):

3. Signal/Illumination Needs (Pedestrian crossing needs/ADA modifications.):

- Some signal or illumination work may require geotechnical work for the foundations.
- Any and all signal related plans on or along State Highway must be signed off by the State Traffic Engineer prior to final PS&E. This means additional review times during each milestone review of plans and specifications, and additional time prior to PS&E to sign bid documents.

4. **Traffic Control** (Diversion/stage construction/traffic, road closure, temporary bridge, Motor Carrier Requirements, ADA/ pedestrian and bicycle access and connectivity during construction.):

- All traffic control must be addressed in the plans and specs, and called out specifically. Traffic control plans are required on all federal aid projects, and must be clear to the construction contractor of what and where they are in the bid documents. Simple short term projects may use standard drawings and other pre-described guidance, however this must still be called out and described in the bid documents.
- A traffic management plan is required on all projects, Non-certified LPA projects will use a simpler version of ODOT's traffic management plan. A traffic management plan must consist of traffic control plans and other documents to form a well determined plan on how to deal with traffic control for all modes of transportation on the project.

5. **Mobility** (Freight route, emergency route for other major highway, lane use restrictions, detour route(s).)

- If Project is on or will impact state highway mobility, the Mobility Consideration Checklist (Form #735-9983) will be required and the project may have to present its mobility plan to and receive approval from the Mobility Advisory Committee. See **LAG Manual Sec. C, Ch. 11. Consider potential costs and impacts to project timeline.**
- If a project impacts mobility on a State Highway, it may require meeting with e Freight Committee, a well contemplated traffic management plan, and additional meetings, specifications, and constraints to the project mitigating the impact to the freight community. If your project is on or along a State Highway, plan to follow ODOT processes for addressing mobility impacts, meetings, deliverables, etc.
- Mobility checklist is required on every project, if no impact, then no impact will be required to be marked on the checklist and reviewed to confirm that there is no impact to the State Highway System.

G. BRIDGE: N/A_____ (Hide section when N/A selected.) (For information about bridge design requirements for Certified LPA projects, see **LAG Manual Sec. C, Ch. 14.**)

1. **Bridge Needs** (Completed prior to scoping. See bridge inspection reports, sufficiency rating, other structural items, end treatments, joints, deck, erosion, scour protection, remove, replace, overlay, replace seals.):

2. **Bridge Rail Needs** (Leave, adjust, replace, change type, aesthetic treatment, add end terminals, fencing.):

3. **Type, Size and Location Needs:**

- Can be determined as part of design, preliminary data is useful here if available. General information on the existing structure to be considered minimal.

H. ENVIRONMENTAL ELEMENTS (Do not provide hide section option.) (See **LAG Manual, Sec. C, Ch. 3 and 6** for information about environmental and NEPA requirements on federal-aid projects. It is recommended to consult with the ODOT Region Environmental Coordinator during project scoping as early as possible in project development. **Consider impacts to project timeline and compliance risks.**)

1. **NEPA Classification** (Level anticipated: PCE/CE (class 2), EA (class 3. EIS (class 1))

- See ODOT [Environmental Prospectus - Environmental Scoping Form](#).
- The ODOT Project Vicinity Mapping Web Application tool can help determine resources in or near your project and

consists of ODOT layers along with a linking ability to external resource agency layers as well. PLEASE NOTE: Although this is an ArcGIS application, because it is “web-based” (and therefore accessible to any/everyone) a draft map cannot be saved and worked on at a later date. This tool is required to be used for Project Vicinity Maps that support the FHWA NEPA documents that the ODOT Region Environmental Coordinators (RECs) approve or facilitate approval for all FHWA-nexus projects. And finally, this tool is continually (but not necessarily frequently) being updated. (this application can also be found on the [ODOT NEPA Program Website](https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=5885d24feeee417d9b11a08f1f59fad9) in the NEPA “Forms and Templates” section or directly at this link: <https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=5885d24feeee417d9b11a08f1f59fad9>).

- PCE normally take up to 1 year, CE’s 1-2 years, EA’s up to 5 years or more, EIS can take 2-5 years or more. This is general guidance for the purposes of estimation and scheduling. For more information, contact ODOT or references provided.
- Know the project area, and recommend do not change it unless necessary as it will have a direct impact on the API/APE of the project pertaining to environmental required documentation, and may necessitate additional work be done, or re-done adding expense and time to the project.

2. **Hazmat Sites** (Identify known and possible hazmat sites prior to scoping. If unknown, note that it is unknown. If inapplicable, note “N/A”.)

- For the purposes of acquiring ROW, ROW will not be able to be obtained without knowing potential contaminants of the property, as this could affect price.

3. **Historical Sites** (Identify prior to scoping to the extent known. If unknown, note that it is unknown. Identify known and possible sites below (e.g., historical barns/buildings). If inapplicable, note “N/A”.)

4. **Archaeological Sites** (Identify prior to scoping to the extent known. If unknown, note that it is unknown. Level of survey needed and estimated cost. **Note:** ODOT is the point of contact with Tribes on any tribal coordination required.)

5. **Wetlands** (Identify prior to scoping to the extent known. If unknown, note that it is unknown. Known or possible wetlands, migration sites, ponds, standing water. If inapplicable, note “N/A”.)

6. **Fish Passage Needs:**

7. **Endangered Species Act** (T&E species):

8. **Other Environmental Considerations** (Identify prior to scoping to the extent known. If unknown, note that it is unknown. Known habitat, fish passage, birds, plants, land use, water quality, 4F-public recreation, park lands, recreation areas, wildlife refuges, noise, in-water work period, potential disposal sites, landscaping needs, erosion control, Storm water operations and maintenance manual (for work on or along the State Highway), Migratory Bird Treaty Act, timing constraints.):

- 4F resources, Park resources, Section 6 Historical resources, all of which can add substantial time to a project. The more information known ahead of time, the more ODOT can help provide timelines and mitigate delays on a project depending on the specific project circumstances.

9. **Environmental Permits** (DSL, CORPs, floodplain, federal, state, county.):

- This also include local regulatory agency permitting, or LPA specific permits per local law, regulation, or code. This may stipulate specific requirements and conditions of design, or necessitate additional mitigation work on or along a facility

being constructed. The LPA is considered the expert in this realm, and will be relied upon to ensure coordination with and adhering to requirements of these local regulatory agencies.

I. OTHER PROJECT DEVELOPMENT CONSIDERATIONS

<p>1. Special features or funding limitations? (Are there special funding program or project type considerations that may limit how funds are spent or add additional phases or administration oversight milestones (ITS, CMAQ, Safety, BUILD, etc.)?)</p> <ul style="list-style-type: none">• <i>Consider impacts to project scope limitations, timelines, and resources needed to administer project.</i>• <i>Any funding required to be added or moved or removed within the STIP requires a STIP amendment, often requiring justification. This also includes altering the year of obligation listed in the STIP, changing project limits, and major scope changes (addition or deletion). This does not matter what phase the project is in, design or construction related.</i>• <i>Each phase must be fully funded in the STIP, and list all funding used for the purposes of the project, no matter who is spending the funding, or the purpose of that funding. This for instance would include all project management related work during design or construction done by a Non-certified LPA, regardless of if they are a sub-recipient of federal funding or not.</i>• <i>The LPA must be willing and able to provide any additional funding not covered by the federal award, including any and all match requirements</i>• <i>\$1 of federal money in any phase of the project will necessitate following the federal requirements in other phases. For instance, if there are only federal dollars in construction, NEPA and other requirements must still be met in design regardless if PE or ROW has federal funding. The same goes for Construction, if PE has federal funding but not construction, construction will still have federal requirements that must be met.</i>	<p>___ YES ___ NO ___ UNKNOWN</p> <p>Notes:</p>
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2. Agreement(s) needed?

- *Generally an IGA must be in place prior to start of reimbursable work. IGA processing takes several months, and multi-jurisdictional IGAs may take even longer. For Certified LPAs, see [LAG Manual Sec. C, Ch. 4](#). Consider impacts to project timeline and when LPA's project costs will become eligible for reimbursement.*
- *A multiparty agreement may be recommended under a circumstance in which the ROW is not owned by the delivery partner/agency, and will remain another agencies jurisdiction. If funding is being shared across several agencies, or maintenance responsibilities are being transferred or created between agencies, a multiparty agreement may be required at ODOT's discretion.*
- *A Certified LPA delivering on behalf of a Non-certified LPA (COBO project) may also require a multiparty agreement depending on the circumstances of the project, funding, and selection process.*
- *Template language is standardized for a reason, and in general will not be allowed to be changed.*
- *A typical IGA can take 6-9 months to complete depending on the clarity of the scope, schedule, and budget. The more detail provided as a result of scoping, the more accurate and quickly an IGA can be drafted.*

___ YES ___ NO ___ UNKNOWN

Notes:

3. Consultant services needed?

- *Consultant selection must follow federally compliant processes either procured by ODOT (timeline for RFP development through executing the contract ranges from 4-9 months); or for a Certified LPA, following the procedures in the ODOT LPA A&E Requirements Guide. For Certified LPAs, see **LAG Sec. C, Ch. 12**.*
- *Consider impacts to project timeline; and the budget needs to reflect the addition of profit in the fee of a consultant, and presumed additional cost associated with consultant work.*
- *Procurement timelines vary by agency depending on availability of personnel and familiarity with a project. For Certified LPA or COBO projects, check with the delivering agency's procurement group for timelines prior to creating a schedule. Remember to add in procurement timelines into the first and potentially future phases of work to avoid costly delays (OTHER phase for ITS work instead of PE).*
- *For Non-certified LPA projects, a two tier selection process is required per state law, meaning ODOT will provide the procurement services, but the LPA must select the consultant following ODOT's process. DOJ reviews are required based on accumulative authorization for spending on the contract, or when requested. DOJ reviews can take several days to several months depending on the complexity and length of the contract being reviewed. DOJ comments will not be shared with LPA; The ODOT contract administrator will help address comments with outside entities such as consultants and LPAs. As the contract administrator, ODOT controls all aspects of the contract, e.g., notices to proceed, approvals, authorizations, task work and payments.*
- *The LPA is responsible for all non-participating work done by the consultant, and any overage due to task work required as part of the project.*

___ YES ___ NO ___ UNKNOWN

Notes:

4. Construction specification review needed?

- *The general conditions for construction, bid booklet, contract documents, and any LPA-specific special provisions must be approved prior to use on a federal-aid project. For Certified LPAs, see **LAG Sec. C, Ch. 11**. Consider impacts to project timeline.*
- *Consider LPIFs needed (see below guidance)*
- *Anticipated items required*
- *Agency expecting to do any construction related work during construction*
- *Non-participating items such as more than one year plant establishment*
- *Betterments to utilities*

___ YES ___ NO ___ UNKNOWN

Notes:

<p>5. Civil rights programs – Any special considerations?</p> <ul style="list-style-type: none"> <i>The Disadvantaged Business Enterprise (DBE) and On-the-Job Training programs are required as a condition of federal-aid. ODOT Office of Civil Rights (OCR) assigns contract goals, reviews required contract provisions, and requires LPA monitoring and reporting during contract administration. See LAG Sec. C, Ch. 8.</i> <i>More complex local projects may need advance coordination with OCR to develop goals and administrative tracking. Does this project need advance coordination?</i> <i>Consider impacts to project timeline and compliance risks.</i> 	<p>___ YES ___ NO ___ UNKNOWN</p> <p>Notes:</p>
<p>6. Steel/Iron (Buy America) needs?</p> <ul style="list-style-type: none"> <i>When any phase of a project is federally funded, Buy America applies to all phases. See LAG Section C, Ch. 11.</i> <i>Buy America requirement apply to the small component parts as well as large material items. It is very difficult to receive approval for a waiver, which must be approved by the Secretary of the USDOT.</i> <i>Consider impacts to project materials needs and related risks.</i> 	<p>___ YES ___ NO ___ UNKNOWN</p> <p>Notes:</p>
<p>7. Letters of Public Interest Findings (LPIF) needed?</p> <ul style="list-style-type: none"> <i>On local federal-aid projects, an ODOT-approved LPIF is required to document why it is in the public's interest to not follow a regulatory requirement (e.g., use of patented/proprietary materials; LPA supplied materials; salvaged materials; work performed by utilities, railroad or agency forces; publicly owned equipment; and mandatory disposal site trigger an LPIF.</i> <i>For Certified LPAs, see LAG Sec. C, Ch. 11; also see ODOT LPIF Guidance.</i> <i>Consider impacts to project timeline.</i> 	<p>___ YES ___ NO ___ UNKNOWN</p> <p>Notes:</p>

Update Comments (Click the "+" button to add another team member, click "-" to delete.)

DATE	COMMENTS NAME	COMMENT	RESOLVED (Y/N)