

# Supplemental Preparation Guidelines for SHOPP Mobility (Transportation Management System) Program Project Initiation Report

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## OVERVIEW

The report should be prepared using the guidance provided in the Interim SHOPP PIR Guidance along with the State Highway Operation and Protection Program (SHOPP) program specific information found here. Consult with the district program advisor and the Headquarters SHOPP program manager to determine how to handle individual project aspects.

This guidance is for completing the project initiation report and not for developing the project. While there is obvious overlap between the information needed in the report and project development requirements, the purpose of the report is to provide enough information for management to approve programming subsequent phases of the project.

Properly determining the report documentation level is intended to maintain simplicity in the documentation process and to properly define the scope, cost and schedule of the project being initiated. This decision should be based on the necessity to describe the project's specific issues and identify the risks associated with excluded information.

Regardless of which SHOPP program the project is being developed for, the goal is to begin at the lowest level (Level 1) of detail needed in each section and only provide additional detail when warranted by the project's unique characteristics.

This supplemental guidance applies to the following SHOPP Mobility Program:

Transportation Management Systems (20.XX.201.315)

The SHOPP program manager has determined that all projects are subject to varying documentation level and shall include discussion for some of the outline topics from Interim SHOPP PIR Guidance as designated within this document. Differentiation of the documentation level also matters for determining the attachments. Guidance to supplement each topic from Interim SHOPP PIR Guidance is as follows.

# MAIN BODY OF REPORT

## 1. Introduction, Work Description and Summary Table

<b>Funding Source</b>	20.XX.201.315
<b>SHOPP Project Output</b>	<i>TMS Elements</i>

Use Interim SHOPP PIR Guidance.

## 2. Purpose and Need

Use Interim SHOPP PIR Guidance.

## 3. Recommendation

Use Interim SHOPP PIR Guidance.

## 4. Risk Summary

Use Interim SHOPP PIR Guidance.

## 5. Background

Include discussion as to what initiated the project, such as: a monitoring list, investigation, or a complaint from a citizen or politician.

Use Interim SHOPP PIR Guidance.

## 6. Asset Management

Use Interim SHOPP PIR Guidance.

## 7. Corridor and System Coordination

Use Interim SHOPP PIR Guidance.

## 8. Existing Facility Condition

The SHOPP program manager has determined that the strikethrough items do not need to be discussed in the report. Include the topics designated by the SHOPP program manager and provide information as appropriate.

Copy and paste the following into the report template; delete italicized text.

## **Corridor Geometric Information and Condition**

### Right of way

*Include the width and whether or not there is controlled access.*

### Fences

*Include the location, height and type.*

### Noise barriers

*Include the location, height and type.*

### Earth retaining systems

*Include the location, height and type.*

### Utilities

*Include the location and type.*

### Landscape

*Include the location and type.*

### Landscape irrigation facilities

*Include the location and type.*

### Hydraulic facilities

*Include the location and type.*

### Traffic management systems

*Include the location and type.*

### Traffic signals

*Include the location and type.*

### Lights

*Include the location and type.*

### Signs

*Include the location and type.*

### Metal beam guardrail

*Include the location and type.*

Traffic volumes

Include the information discussed in [Highway Design Manual \(HDM\) Topic 104 – Design Designation](#). Include bicycle, pedestrian, and transit volumes.

**Roadway Geometric Information and Condition**

Please refer to Supplemental Preparation Guidelines for SHOPP Pavement Program PIR

[Supplemental Preparation Guidelines for SHOPP Pavement Program Project Initiation Report](#)

Use Interim SHOPP PIR Guidance instructions for the rest of this section.

**9. Alternatives**

The SHOPP program manager has determined that some of the topics need to be discussed in the report. Include the topics designated by the SHOPP program manager and provide information as appropriate.

The topics listed for the specific SHOPP program may not apply to some projects. When this occurs, include the topic and state that the project does not involve the topic or that the project has no effect on the topic. The list of topics includes:

<b>Required for Levels:</b>	<b>Topic</b>
1, 2, & 3	Proposed engineering features
1, 2, & 3	Design standards and deviations from mandatory and advisory design standards ( <i>Highway Design Manual</i> , Tables 82.1A and 82.1B)
1, 2, & 3	<del>Interim features</del>
1, 2, & 3	<del>High occupancy vehicle lanes</del>
1, 2, & 3	Ramp metering
1, 2, & 3	California Highway Patrol (CHP) enforcement activities
1, 2, & 3	<del>Park and ride facilities</del>
1, 2, & 3	<del>Highway planting and irrigation</del>
1, 2, & 3	<del>Erosion control</del>
1, 2, & 3	<del>Roadside design and management</del>
1, 2, & 3	<del>Noise barriers</del>
1, 2, & 3	<del>Earth retaining systems</del>
1, 2, & 3	<del>Non-motorized and pedestrian features</del>
1, 2, & 3	<del>Context sensitive solutions and complete streets</del>
1, 2, & 3	Traffic analysis
1, 2, & 3	Current construction and right-of-way cost estimates
1, 2, & 3	<del>Other</del>

Use Interim SHOPP PIR Guidance instructions for the rest of this section.

## **10. Complete Streets**

List all the Complete Street elements that are included in this project. Lack of Complete Street elements in the project requires valid justification presented as a narrative. Include all the existing Complete Street elements existing in the project boundaries and, if needed, how they will be updated.

For general information on Complete Streets policy and planning guidance, refer to the general Caltrans Complete Streets Program website. <http://www.dot.ca.gov/transplanning/ocp/complete-streets.html>

Use Interim SHOPP PIR Guidance for more information.

## **11. Climate Change Considerations**

Use Interim SHOPP PIR Guidance.

## **12. Environmental Compliance**

Use Interim SHOPP PIR Guidance.

## **13. Right-of-Way**

For Level 1 documentation, the SHOPP program manager has determined that this topic does not need to be discussed in the report. Include the following in the report:

Discussion for this topic is not required by the guidelines.

For Level 2 and Level 3 documentation, use Interim SHOPP PIR Guidance.

## **14. Stormwater**

For Level 1 documentation, the SHOPP program manager has determined that this topic does not need to be discussed in the report. Include the following in the report:

Discussion for this topic is not required by the guidelines.

For Level 2 and Level 3 documentation use Interim SHOPP PIR Guidance.

## **15. Transportation Management Plan**

Use Interim SHOPP PIR Guidance.

## 16. Broadband and Advance Technologies

Describe the anticipated accommodation for:

- A. Wired broadband facility
- B. Fueling opportunities for zero-emission vehicles.
- C. Provision of infrastructure-to-vehicle communications for transitional or full autonomous vehicle.

For more information refer to Interim SHOPP PIR Guidance.

## 17. Additional Considerations

The SHOPP program manager has determined that some of the topics need to be discussed in the report. Include the topics designated by the SHOPP program manager and provide information as appropriate.

The topics listed for the specific SHOPP program may not apply to some projects. When this occurs, include the topic and state that the project does not involve the topic or that the project has no effect on the topic. The list of topics includes:

Required for Levels:	Topic
1, 2, & 3	Maintenance and worker safety
1, 2, & 3	Contaminated material including regulated, designated and hazardous waste
1, 2, & 3	Material and/or disposal site
1, 2, & 3	Salvaging and recycling of hardware and other non-renewable resources
1, 2, & 3	Recycled materials
1, 2, & 3	Resource conservation
1, 2, & 3	Value analysis
1, 2, & 3	Air quality conformity
1, 2, & 3	Environmental Justice (Title VI considerations)
1, 2, & 3	Noise abatement decision report
1, 2, & 3	Public hearing process
1, 2, & 3	<del>Route adoptions, freeway agreements, relinquishments &amp; modification of access control</del>
1, 2, & 3	<del>Report on feasibility of providing access to navigable rivers</del>
1, 2, & 3	<del>Public boat ramps</del>
1, 2, & 3	Floodplain issues
1, 2, & 3	Constructability issues
1, 2, & 3	Construction staging
1, 2, & 3	Accommodation of oversize loads
1, 2, & 3	Graffiti control

1, 2, & 3	Other – Road safety audit
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Use Interim SHOPP PIR Guidance instructions for the rest of this section.

## **18. Estimate, Funding and Programming**

For the project initiation phase, use the SHOPP program manager has designated the contingency should start at 5 percent. Any contingency higher than 5 percent must be justified by risk elements listed in the risk register.

Use Interim SHOPP PIR Guidance.

## **19. Delivery Schedule**

Use Interim SHOPP PIR Guidance.

## **20. External Agency Coordination**

Use Interim SHOPP PIR Guidance.

## **21. Project Reviews**

Use Interim SHOPP PIR Guidance.

## **22. Project Personnel**

Use Interim SHOPP PIR Guidance.

## **23. Attachments (Number of Pages)**

Use Interim SHOPP PIR Guidance.