

# APPENDIX Q - Preparation Guidelines for Project Scope Summary Report (Freeway Maintenance Access)

## Table of Contents

APPENDIX Q - Preparation Guidelines for Project Scope Summary Report (Freeway Maintenance Access) .....	Q-2
CHAPTER 1 – Overview.....	Q-2
CHAPTER 2 - Guidelines for Completing the PSSR (Freeway Maintenance Access) Template	Q-5
CHAPTER 3 – Template for Project Scope Summary Report (Freeway Maintenance Access)	Q-13

# APPENDIX Q - Preparation Guidelines for Project Scope Summary Report (Freeway Maintenance Access)

## CHAPTER 1 – Overview

### Use of Project Scope Summary Report (Freeway Maintenance Access)

These guidelines provide information to be used with the procedures described in the [Highway Design Manual \(HDM\)](#), [Design Information Bulletin 79](#) and Chapters [9](#), [10](#), [11](#), and [12](#) of the Project Development Procedures Manual (PDPM). These projects are funded from the 20.20.210.230 Freeway Maintenance Access (230 Program). The Project Scope Summary Report (Freeway Maintenance Access) (PSSR) template satisfies the requirements for both the project initiation document (PID) and the project report (PR) if the environmental document criteria is also met.

The project development team (PDT) should review project factors and determine whether the PSSR will signify completion of the project initiation phase or if a combined project initiation and approval process is appropriate. Article 5, [Chapter 9](#) of this manual describes subsequent approval procedures related to the project development milestone reached with the signing of the PSSR.

The following guidance is tailored to projects with the primary project purpose of providing off-pavement access for maintenance personnel and equipment. To properly scope the project, the project team may need to address other transportation needs. See [Appendix L](#) – Preparation Guidelines for Project Study Report and [Appendix K](#) – Preparation Guidelines for Project Report for fundamental guidance and scoping tools on the preparation of PID and project approval documents. The PSSR template should be modified to include or exclude any applicable deficiencies or issues. For a detailed sequence of the PID activities see the [Project Development Workflow Tasks](#).

Both Headquarters and the district use the PSSR as the primary project reference document, and as such, the need for accurate and complete project information is essential.

## **PID Preparation**

### **Scoping Team**

A scoping team is staffed at the discretion of the district to scope the freeway maintenance access project. Scoping provides a forum to identify and make decisions on significant issues. At a minimum, the district scoping team should include field maintenance personnel, district landscape architect, and the district landscape specialist. The district maintenance superintendent should be contacted to identify the appropriate field crew representatives for each project.

### **Project Scoping**

The scoping team determines the project limits. When developing alternatives to improve maintenance access to the freeway worksite, consider the following:

1. How often will various crews use the location?
2. What are the different types of maintenance uses that will occur at this location?
3. Can access be improved using walk-through gates or drive-through gates from off-highway facility?
4. Is an access road within the right of way viable?
5. Can crews access the site from points other than the mainline? If not, consider the use of maintenance vehicle pullouts.
6. Does the existing freeway entrance and exit conform to paving and contrast surface treatment as described in [HDM Topic 504.2](#)?
7. What are the conditions of the paving and contrast surface treatment within the gore area?
8. What are the maintenance safety issues with respect to the location of existing elements within the gore area? Consider various elements of roadside design that contribute to the safety of maintenance workers. See [HDM Topic 706](#).
9. Can the existing equipment (e.g., irrigation controllers, irrigation valve clusters, traffic controllers, etc.) be moved to a safe location?

The use of the Design Scoping Index found in [Appendix L](#) can assist the project team in properly scoping a project. The Design Scoping Index can be used to identify facility deficiencies and the concerns of stakeholders. The Design Scoping Index ties together the Planning Scoping Checklist, the Design Checklist, the Traffic Scoping Checklist, the PEAR, the DES Scoping Checklist, and the Right of Way Data Sheet. The Project Development Team (PDT) should evaluate which deficiencies can be addressed given the purpose and need, program definition, and funding constraints.

District personnel should consult with the Headquarters Design Coordinator regarding the appropriate application of design standards.

### **Field-Review**

Projects shall be reviewed in the field as discussed in Chapter 2, Article 2 of [Appendix L](#) of this manual and the [PDWT Manual](#).

A field review including pertinent maintenance personnel is mandatory. Priority is based on how often the site will be used and the variety of maintenance crews that can be served. For example, one site may provide access for crews for the maintenance of sign, guardrail, utilities, and landscape crews.

### **Safety Considerations**

The District Safety Review Committee must review the project prior to approval of a PID. See [Chapter 8](#) of this manual and the [HDM Section 110.8](#) for specific information regarding safety reviews. Project revisions that occur as a result of the safety review may require additional environmental studies or right of way requirements. Notify the appropriate district unit of any revisions and determine the follow-up action required.

### **PID Approval**

The District Director (or Deputy Director per Caltrans Delegation of Authority) is responsible for approval of the PSSR.

### **PID Distribution**

A copy of the draft PSSR shall be sent to the appropriate [HQ SHOPP Program Advisor](#).

Two copies of the approved report shall be sent to:

Division of Design  
Office of Project Development Procedures  
Attention: Design Report Routing  
Mail Station #28

One copy of the approved report shall be sent to:

Appropriate HQ State Highway Operation and Protection Program (SHOPP)  
program advisor

Five copies of the approved report shall be sent to:

HQ Division of Engineering Services  
Program/Project & Resource Management  
MS 9-5/11g

## CHAPTER 2 - Guidelines for Completing the PSSR (Freeway Maintenance Access) Template

### General

The standard Project Study Report (PSR) outline found in [Appendix L](#) was adapted to meet the documentation needs of 230 Program projects. Sections of the standard PSR were combined and fill-in-the-blank features were included to facilitate the presentation of project information. The following template is a guideline. The actual report should be similar in organization and may contain similar headers and subheadings, but will vary based on features, complexity and issues. A template for the PSSR is found in [Chapter 3](#) of this appendix. The space for filling in various sections of the template has been condensed for practical viewing of the template. As appropriate, each section can be expanded to accommodate necessary information. The template should be modified to include or exclude any pertinent project information. "Not applicable" should be placed in the blanks for topics that do not apply to a specific project.

### Cover Sheet

All PSSRs should have a standard cover sheet to provide project identification information and signatures. Information to be provided includes the following:

- Title

Indicate "Project Scope Summary Report (Freeway Maintenance Access)".

- File Reference

#### District-County-Route-Post Mile (Dist-Co-Rte-PM)

The post mile should be given to the nearest 0.1 mile; if the project is 0.2 mile or more in length, give both the beginning and ending post mile.

#### Responsible Unit (RU)

The unit source code of the registered civil engineer or registered landscape architect in charge of the technical features of the project.

#### Expenditure Authorization (EA)

The multiphase EA, using the "0" phase for the project.

Month Year

Give the month and the year the report is being prepared in.

- Clearly state the reason for the PID on the title sheet. Where the PSSR (FREEWAY MAINTENANCE ACCESS) is a PID and project report, include the following statements:
  - "Request Programming in the 200X SHOPP"
  - "Provide Project Approval"

Project approval requires that the environmental determination must either be a CE or an approved environmental document is attached to the report.

Where the PSSR (Freeway Maintenance Access) does not provide project approval, delete the statement "And Provide Project Approval" from the cover sheet.

- On Route \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Provide a brief description of the project limits that corresponds to the post mile given above and ties the limits to commonly known physical features on the ground that can be identified on available mapping.

- Right of Way Certification

The statement shown in the template must be used and signed by the District Division Chief for Right of Way. The signature indicates that the right-of way information in the PSSR and the right of way data sheet are complete, current and accurate.

- Recommended Approval

A recommendation for approval must be signed by the project manager as an indication that all appropriate studies have been included and as an indication that the proposal is in accord with Caltrans policies.

- Approval

The PSSR is approved once the report is signed and dated by the District Director or their designee. If applicable, the date of signing becomes the official project approval date.

### **Vicinity Map Sheet (Separate Sheet)**

- Vicinity Map

Refer to the discussion on Strip Map under the discussion of Attachments.

- On Route \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Provide a brief description of the project limits that corresponds to the post mile given above and ties the limits to commonly known physical features on the ground that can be identified on available mapping.

### **Registered Civil Engineer's Stamp and Statement (Separate Sheet)**

The second page of the PSSR contains the required stamp or seal and signature of a registered civil engineer or registered landscape architect who is the person in responsible charge. The sheet must include a statement indicating that the registered civil engineer attests to the technical information contained herein and the data upon which recommendations, conclusions, and decisions are based. Approval of the PSSR is a management decision and is separate from this technical signature of the person in responsible charge.

#### **1. INTRODUCTION AND BACKGROUND**

Provide a one or two sentence description of the project. Fill in the table.

#### **2. RECOMMENDATION**

See [Article 2, Appendix K](#) for a discussion of this section of the report.

#### **3. PURPOSE AND NEED STATEMENT**

See the following website for guidance on the development of purpose and need statements. [http://www.dot.ca.gov/ser/downloads/general/PN\\_Report.pdf](http://www.dot.ca.gov/ser/downloads/general/PN_Report.pdf).

**Need:**

**Purpose:**

#### **4. EXISTING FACILITY, DEFICIENCIES AND TRAFFIC DATA**

##### **4A. ROADWAY GEOMETRIC INFORMATION**

If appropriate, provide the information requested in the table. If lane widths are not uniform, note the width of each lane.

For a bicycle lane not within the shoulder (e.g., left of a right turn only lane), use "Other Bicycle Lane" column. If the roadway is a bicycle route, but does not have designated bicycle lanes, answer, "yes" in the "Bike Route" column.

Identify and provide the dimensions of transportation facilities that are not described in columns 2, 3, 4, 5, or 6. For example, if there is a pedestrian walkway adjacent to the roadway, identify the type of facility and the width of the facility. Edit the legend for the table as appropriate.

In the "Remarks" area, if mandatory or advisory Design Standards are not being met, explain why, and provide exception approval date. An "Exception to Mandatory Design Standards Fact Sheet" must be completed. The district's process for advisory design exceptions must be followed.

#### **4B. CONDITION OF THE EXISTING FACILITY**

If appropriate, provide the latest information available for each homogeneous segment. Information about the traveled way is obtained from the most recent Pavement Management System (PMS) –Pavement Condition Survey Data.

If the facility is adjacent to the roadbed and is provided for the exclusive use of bicycles and pedestrians, complete the table for bicycle path data. See [HDM Chapter 1000](#) for bikeway condition guidance. Edit the heading to show the appropriate location reference point.

#### **4C. STRUCTURES INFORMATION**

If appropriate, provide the information requested. If there is no structure within the limits of the project delete the table and insert "Not Applicable" in this section. If this project affects a structure, fill out the table and discuss the following issues:

Evaluation of Design Standards based on consultation with the Headquarters Design coordinator: See [HDM Index 307.3](#) and [DIB 79](#) for details on bridge (lane and shoulder) width criteria.

As appropriate, discuss evaluation of the bridge rail type with respect to pedestrian and bicycle use in the remarks sections.

#### **4D. TRAFFIC DATA**

##### **Traffic Volumes and Characteristics**

Provide vehicle, bicycle, and pedestrian traffic data. Discuss the current traffic data with respect to traffic demand in the construction year and how these factors affected the decisions regarding the timing of major improvements such as additional lanes or bicycle and pedestrian facilities. Summarize information provided by the district transportation planning unit on bicycle and pedestrian traffic.

#### **4E. SAFETY IMPROVEMENTS**

##### **Safety Review Committee**

Summarize the recommendations of the Safety Review Committee and discuss how these features were incorporated into the project.

##### **Accident Data**

The individual accident records shall not be included in the PSSR. The analysis of the accident data shall be summarized as part of the project Safety Analysis. A summary of the recommendations shall be included in the PSSR.

#### **5. CORRIDORS AND SYSTEM COORDINATION**

It is important to provide a broad view of what is planned for the corridor. Information from district planning can be obtained by requesting a Planning Scoping Checklist.

#### **6. ALTERNATIVES**

Discuss the proposal for freeway maintenance access in terms of how it will address the project purpose and need. Discuss the improvements that are necessary to bring the facility up to current design standards. Identify the alternative recommended for programming purposes and if appropriate, clearly identify the preferred alternative. Issues for each alternative may be itemized under that alternative or summarized for several alternatives.

##### **Other Considerations**

Summarize all major issues, reviews, and coordination efforts within Caltrans and with other interested agencies. The template has a list of common issues. Address each item as appropriate or put "not applicable". The template should be edited to include project issues that are not on the template. If appropriate, include a discussion of the risks to scope, cost, and schedule.

#### **7. TRANSPORTATION MANAGEMENT PLAN**

##### **7A. TRANSPORTATION MANAGEMENT PLAN**

Summarize the recommendations from the Transportation Management Plan (TMP). TMPs will be required if significant construction delays are anticipated. TMPs develop construction traffic handling practices such as lane closures, detours, and work-hour restrictions to minimize delays. As appropriate, address how bicycle and pedestrian traffic will be accommodated during construction. Costs associated with TMPs should be included in the cost estimate.

## **7B. VEHICLE DETECTION SYSTEMS**

If appropriate, discuss the recommendations of the district traffic unit as it applies to maintaining the operation of the existing vehicle detection system. The vehicle detection is critical to traffic management and traveler information applications. Costs associated with staging or installation of any temporary detection system should be included in the cost estimate.

## **8. ENVIRONMENTAL DETERMINATION/DOCUMENT**

If the proposed project is categorically exempt and/or categorically excluded (CE/CE), this should be indicated in the PSSR along with the approval date. Before approving a PSSR containing a CE/CE statement, the individual having authority to approve the project will have in hand the CE/CE determination form signed by the environmental unit chief and the functional unit division chief. The individual approving the project will then review the project to be certain that there have been no changes that affect the exemption determination and check that the project descriptions on the CE/CE determination form and in the PSSR correspond to each other. If there is any question, the environmental unit chief must be consulted. The CE/CE determination form, when required, must be attached to the PSSR.

## **9. FUNDING AND SCHEDULING**

### **9A. COST ESTIMATE**

This template covers major items for a freeway maintenance access project. The table should be expanded to add cost items that are not listed on the template, but are specific to the project.

To minimize future cost increases, a thorough scoping of the project needs to be completed during the design field-review and a reliable project cost estimate needs to be prepared. Unreliable cost estimates may result in severe problems in Caltrans' programming and budgeting, and in local and regional planning. Realistic evaluations as to the final concept, scope, and cost of each project are to be established as early as possible and should be based on the results of the design field-review. All anticipated work should be included. The project cost estimate should be prepared using the methodology presented in the outline.

### **9B. PROJECT SUPPORT**

Include estimated PY effort and other support costs of project development and construction from the time the project is initially programmed through the final stages of construction. The proposed schedule should be based upon an evaluation of the worst case and the optimal scenario. This information is not required for minor projects.

The cost of any specialty contracts or other atypical direct project costs that may be required for the project should also be estimated by the proposed fiscal year.

## 9C. PROJECT MILESTONES

Provide the project milestone dates in the table in the template.

## 10. FEDERAL COORDINATION

Discuss coordination with Federal Highway Administration (FHWA).

If either federal action or the use of federal funds is anticipated, include the following language:

This Report has been reviewed by *(Name and title of the FHWA Liaison Engineer)* reviewing on *(date)*. Per (latest Federal Transportation Act), this project is eligible for federal-aid funding and is considered to be STATE-AUTHORIZED under current FHWA-Caltrans Stewardship Agreements.

If either no federal-aid funding will be used or no FHWA approval required, delete the above statement and replace with the statement: *"No federal-aid funding anticipated or no FHWA action required for this project."*

## 11. REVIEWS

The template includes a list of suggested reviews. Each district should modify the template to reflect district review procedures.

Include reviewer's signature and review completion date, or N/A if not applicable.

Approval of exceptions to mandatory design standards is the responsibility of the Headquarters Division of Design. This is accomplished via the mandatory design standard fact sheet process (see [Chapter 21](#) and [Appendix BB](#)). Approval of exceptions to mandatory design standards must be sought as early as possible in the project development process, especially where project concept and/or cost estimate depend on the proposed design exceptions. As soon as nonstandard design features are identified, the Headquarters Design coordinator or reviewer should be contacted to discuss the proposed nonstandard features. All nonstandard advisory design standards shall be handled in accordance with the District's approved procedures.

## 12. LIST OF ATTACHMENTS

Include the items listed on the template. See [Appendix L](#) for a detailed discussion of attachments.

- Strip map (may be eliminated if Vicinity Map on Cover Sheet is adequate)

A small map showing the project limits consistent with the brief description, post miles, and a north arrow. The map should be sufficient to locate the project at a glance for a person unfamiliar with the project. It should show the features used to identify the project limits such as roads, streams, junctions or railroads, and the nearest town (unless too distant), and a note indicating the direction to and name of

the next town in each direction. In addition, if appropriate to understand the proposed work, pertinent project features may be shown on the strip map, but not on the vicinity map.

- Field-Review Roster
- SHOPP Output Table

## CHAPTER 3 – Template for Project Scope Summary Report (Freeway Maintenance Access)

This chapter is a template for the PSSR (Freeway Maintenance Access). Guidance for completing this template is located in Chapter 2 of this appendix.

Dist - Co - Rte, PM  
EA  
20.XX.201.230  
Month/Year

**PROJECT SCOPE SUMMARY REPORT  
(Freeway Maintenance Access)**

**To**

**Request Programming in the 20XX SHOPP  
And  
Provide Project Approval  
(Include " And Project Approval" if appropriate)**

On Route \_\_\_\_\_

Between \_\_\_\_\_

And \_\_\_\_\_

*I have reviewed the right of way information contained in this Project Scope Summary Report and the R/W Data Sheet attached hereto, and find the data to be complete, current and accurate:*

\_\_\_\_\_  
*DISTRICT DIVISION CHIEF – RIGHT OF WAY*

APPROVAL RECOMMENDED:

\_\_\_\_\_  
*PROJECT MANAGER*

APPROVED:

\_\_\_\_\_  
*DISTRICT DIRECTOR*

\_\_\_\_\_  
*DATE*

Dist. - Co. - Rte. – PM.  
Month/Year

## Vicinity Map

Show:

- Project limits
- Topographical Features Listed in Report
- North Arrow

On Route \_\_\_\_\_

Between \_\_\_\_\_

And \_\_\_\_\_

Dist. - Co. - Rte. - PM.

This Project Scope Summary Report has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.

---

*REGISTERED CIVIL ENGINEER*

*DATE*



# **Table of Contents**

**(Separate Sheet)**

**1. INTRODUCTION AND BACKGROUND**

Brief Project Description:

---

---

See the Cost estimate for specific work items included in this project.

<b>Project Limits</b> [Dist., Co., Rte., PM]	
<b>Capital Costs:</b>	
<b>Right of way Costs:</b>	
<b>Funding Source:</b>	
<b>Number of Alternatives:</b>	
<b>Recommended Alternative (for programming and scheduling):</b>	
<b>Type of Facility (conventional, expressway, freeway):</b>	
<b>Number of Structures:</b>	
<b>Anticipated Environmental Determination/Document:</b>	
<b>Legal Description</b>	

**2. RECOMMENDATION**

**3. PURPOSE AND NEED STATEMENT**

**Need:**

**Purpose:**

**4. EXISTING FACILITY, DEFICIENCIES AND TRAFFIC DATA**

**4A. Roadway Geometric Information**

	Facility (1)	Minimum	Through Traffic Lanes (2)			Paved Shoulder Width (3)		Median (4)	Shoulder is a Bicycle Lane (Y/N) (5)	Other Bicycle Lane Width (6)	Bicycle Route (7)	Facilities Adjacent to the Roadbed (8)
	Location	Curve Radius	No. of Lanes	Lane Width	Type (Flex, Rigid, or Composite))	Left	Right	Width	Width	Width	(Y/N)	(Code/Width)
Existing	*											
Proposed	**											
	Min. 3R Stds.											

Column "Other Bicycle Lane Width": Width of a bicycle lane that is outside the shoulder and is part of the traveled way.

Code for Column "Facilities Adjacent to the Roadbed":

B: Bicycle Path

P: Pedestrian Walkway

B/P: Shared Bicycle and Pedestrian Path

L: Landscaped area between the curb and sidewalk

\* Enter *EXISTING* Post Mile limits (Expand as needed, for varied geometrics.)

\*\* Enter *PROPOSED* Post Mile (Expand as needed, for varied geometrics.)

Remarks:

---



---



---



**4B. Condition of Existing Facility (Repeat info for each homogeneous segment):**  
 (1) Pedestrian Facility Data

<b>Facility Type and Location(s)</b> <i>(Station, post mile or other reference point)</i>	<b>Meets ADA Standards?</b> <i>(Yes or No for each listed location)</i>	<b>If Facility does not meet ADA Standards, what feature(s) are not ADA compliant?</b> <i>(List features per location)</i>	<b>Status of Each Noncompliant Location</b> <i>[Use the following statements, as appropriate:</i> <ul style="list-style-type: none"> <li>• <i>Will be corrected as part of this project;</i></li> <li>• <i>Will not be corrected because it is technically infeasible to correct;</i></li> <li>• <i>This work is outside the scope of this project. This facility and its location have been so documented in the Project History File and this information was submitted to the District ADA Coordinator on (Date) for inclusion in the Department's Transition Plan. ]</i> </li></ul>
<b>Sidewalks:</b> <i>(List locations as appropriate)</i>			
<b>Curb Ramps:</b> <i>(List locations as appropriate)</i>			
<b>Crosswalks:</b> <i>(List locations as appropriate)</i>			
<b>Driveways:</b> <i>(List locations as appropriate)</i>			
<b>Shared bicycle/pedestrian path:</b> <i>(List locations as appropriate)</i>			
<b>Others:</b> <i>(List locations as appropriate)</i>			

Remarks

---



---



---

(2) Bicycle Path Data

Deficiency	Location <i>(Station, post mile limits or other reference points)</i>

Remarks

---

**4C. Structures Information**

Structures	Width Between Curbs			Replace Bridge Railings (Y or N)	Vertical Clearance			Work Identified in STRAIN (Y or N)	Replace Bridge Approach Rail (Y or N)	Replace Bridge Approach Slab	
	Name/No.	Exist	3R Std		Prop	Exist	3R Std			Prop	(Y/N)

Remarks

---



---

**4D. Vehicle Traffic Data**

Present Year ADT \_\_\_\_\_

Construction Year ADT \_\_\_\_\_ 10-Year ADT \_\_\_\_\_

DHV \_\_\_\_\_ 20-Year ADT \_\_\_\_\_

D \_\_\_\_\_ % Trucks \_\_\_\_\_

\*T.I. (10-Year) \_\_\_\_\_ ESAL (10-Year) \_\_\_\_\_

\*T.I. (20-Year) \_\_\_\_\_ ESAL (20-Year) \_\_\_\_\_

\* Must correlate with T.I. in Materials Report

Safety Field-Review \_\_\_\_\_  
 (Date)

Latest 3-Year Accident Data: \_\_\_\_\_  
 (average vs. actual rates)

Location(s) of Accident Concentration: \_\_\_\_\_

Corrective Strategy: \_\_\_\_\_

---

**5. CORRIDOR AND SYSTEM COORDINATION**

**6. ALTERNATIVES****6A. Proposal:**

---

---

**6B. Design Exceptions:**

---

---

**6C. Environmental Compliance:**

---

---

**6D. Hazardous waste disposal site required? If yes, where are sites?**

---

---

**6E. Other Agencies Involved (Permits/Approvals from Fish & Game, Corps of Engineers, Coastal Commission, etc.):**

---

---

**6F. Materials and or disposal site needs and availability?**

---

---

**6G. Highway planting and irrigation:**

---

---

**6H. Roadside Design and Management:**

---

---

**6I. Stormwater Compliance:**

---

---

**6J. Right of way Issues (include utility issues):**

---

---

**6K. Railroad Involvement:**

---

---

**6L. Salvaging and recycling of hardware and other non-renewable resources:**

---

---

**6M. Prolonged temporary ramp closures:**

---

---

**6N. Recycled Materials:**

---

---

**6O. Local and Regional Input:**

---

---

**6P. What are the consequences of not doing this entire project?**

---

---

**6Q. List all alternatives studied, cost, reasons not recommended, etc.:**

---

---

**7. TRANSPORTATION MANAGEMENT**

**7A. Transportation Management Plan**

---

---

**7B. Vehicle Detection Systems**

---

---

**8. ENVIRONMENTAL DETERMINATION/DOCUMENT**

---

Date Approved: \_\_\_\_\_

**9. FUNDING AND SCHEDULING****9A. COST ESTIMATE**

	<u>Yes/No</u>	<u>Quantity</u> <u>(unit)</u>	<u>*Cost</u>
<u>Access Work</u>			
(A) Access Gates - Personnel	_____	_____	_____
(B) Access Gates - Equipment	_____	_____	_____
(C) Light Duty Access Trails	_____	_____	_____
(a) All Weather Surface	_____	_____	_____
(b) Graded Surface	_____	_____	_____
(c) Other (Type) # _____	_____	_____	_____
(D) Shoulder Widening/Turnouts**	_____	_____	_____
(a) Paved Surface	_____	_____	_____
(b) All Weather Surface	_____	_____	_____
(c) Graded Surface	_____	_____	_____
(d) Other (Type) # _____	_____	_____	_____
(E) Staircases	_____	_____	_____
(F) Other Off Pavement Access Work	_____	_____	_____
<b>COSTS SUBTOTAL</b>			_____

Additional Work	Yes/No	Quantity (unit)	*Cost
(A) Traffic Control	_____	_____	_____
(B) Earthwork***	_____	_____	_____
(C) Pavement**** (include remove and replace)	_____	_____	_____
(D) Clearing and Grubbing	_____	_____	_____
(E) Other Landscape Related Work# (List type of work)	_____	_____	_____
(F) Guardrail (include remove and replace)	_____	_____	_____
(a) Metal Beam	_____	_____	_____
(b) Concrete	_____	_____	_____
(c) Bridge Approach	_____	_____	_____
(d) Other (Type) #_____	_____	_____	_____
(G) Drainage Adjustment and Rehabilitation# (List type of work)	_____	_____	_____
(H) Retaining Walls	_____	_____	_____
(I) Utility Relocation	_____	_____	_____
(J) Railroad Agreements	_____	_____	_____
(K) Right of Way	_____	_____	_____
(L) Environmental Mitigation	_____	_____	_____
(M) Relocation of Materials	_____	_____	_____
(N) Other Work (Type) #_____	_____	_____	_____
<b>COST SUBTOTALS</b>			_____
<b>SUM OF SUBTOTALS</b>			_____
<b>20% Contingency</b>			_____
<b>TOTAL PROJECT COST</b>			_____

- Note:
- \* If duplicated in other items, show cost in parenthesis.
  - \*\* Include cost of shoulder backing material, as needed.
  - \*\*\* Earthwork other than that required for grading turnouts or access trails.
  - \*\*\*\* Pavement work other than that required for the Off Pavement Access work.
  - # Add Additional lines as necessary. Do not include support costs.

**9B. PROJECT SUPPORT:**

	PROJECT SUPPORT COMPONENTS								
	PA&ED 0 Phase		Design 1 Phase		Right of Way 2 Phase		Construction 3 Phase		Total
	Dist	DES	Dist	DES	Dist	DES	Dist	DES	
Estimated PYs									
Estimated PS \$'s									
Estimated PYE \$'s (\$1000's)									
Total \$'s									

**9C. Project Schedule:**

Milestones	Delivery Date (Month, Day, Year)
Begin Environmental Notice of Intent (NOI)	
Circulate DED	
PA & ED	
Regular Right of way Project PS&E	
Right of way Certification	
Ready to List	
Approve Contract	
Contract Acceptance	
End Project	

**10. FEDERAL COORDINATION**

This Report has been reviewed by *(Name and title of the reviewing FHWA Liaison Engineer)* on *(date)* per *(latest Federal Transportation Act)*, this project is eligible for federal-aid funding and is considered to be STATE-AUTHORIZED under current FHWA-Caltrans Stewardship Agreements. *(If either no federal-aid funding will be used or no FHWA approval required, delete the above statement and replace with the statement: "No federal-aid funding anticipated or no FHWA action required for this project.")*.

**11. SCOPING TEAM FIELD REVIEW ATTENDANCE ROSTER:**

Attachment_____	Date_____
Project Reviewed by: District Maintenance_____	Date_____
District Safety_____	Date_____
HQ Division of Design_____	Date_____
HQ Program Advisor_____	Date_____
District Landscape Specialist_____	Date_____
District Maintenance Landscape Architect_____	Date_____
FHWA_____	Date_____
Others_____	Date_____

**12. ATTACHMENTS**

- A. Strip Map - (may be eliminated if Vicinity Map on Cover Sheet is adequate)
- B. Typical Section(s)
- C. Proposed Project Schedule (PMCS-PYRS screen)
- D. Categorical Exemption/ Exclusion Form or Draft Environmental Document
- E. Right of Way Data Sheet
- F. Scoping Team Field-review Attendance Roster
- G. STRAIN Data/Supplemental Bridge Report
- H. Advance Planning Study, if applicable
- I. SHOPP output Table