**Bridge Maintenance**

**Project Scope Summary Report**

**To**

**Request Programming in the 20XX SHOPP**

**And For**

**Project Approval**

 On Route

 Between

 And

I have reviewed the right-of-way information contained in this report and the right-of-way data sheet attached hereto, and find the data to be complete, current and accurate:

 (Name), *DISTRICT DIVISION CHIEF, RIGHT OF WAY*

APPROVAL RECOMMENDED: *(delete signature block when milestone M015 has already been completed and for non-SHOPP projects)*

 (Name), *DISTRICT DIVISION CHIEF, PLANNING*

APPROVAL RECOMMENDED:

 (Name), *PROJECT MANAGER*

PROJECT APPROVED: *(only include “PROJECT” for milestone M200 PA&ED)*

 (Name), *DISTRICT DIRECTOR (or delegated authority) DATE*

**Vicinity Map**

|  |
| --- |
| *Insert a vicinity map, showing:** *Project limits*
* *Topographical features listed in report*
* *North arrow*

*Delete this page for projects with more than three locations* |

This bridge maintenance 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*

**XX/XX/XX**

**C12345**

**Name**

**1. INTRODUCTION**

Project Description:

*Describe the proposed project. Discuss the need for any exceptions to design standards.*

See the “Structure Location and Cost Estimate” in section 6 for specific work items included in this project.

|  |  |
| --- | --- |
| **Project Limits** | *District-County-Route**Begin Post Mile/End Post Mile* |
| **Number of Alternatives** | *Delete row if not applicable* |
|  | **Current Cost****Estimate:** | **Escalated Cost Estimate:** |
| **Capital Outlay Support** | *Delete “Capital Outlay” for non-SHOPP projects* |  |
| **Capital Outlay Construction** | *Delete “Capital Outlay” for non-SHOPP projects* |  |
| **Capital Outlay Right-of-Way** | *Delete “Capital Outlay” for non-SHOPP projects* |  |
| **Funding Source** | *Typically 20.XX.201.119 or enter non-SHOPP program code* |
| **Funding Year** |  |
| **Type of Facility** | *#-lane conventional highway, expressway, freeway* |
| **SHOPP Project Output** | *Number of bridges. Delete row for non-SHOPP projects* |
| **Anticipated Environmental Determination or Document** | *Delete “Anticipated” as needed* |
| **Legal Description** | *See the Plans Preparation Manual Section 2-2.2 heading “Title Sheet Project Descriptions”* |
| **Project Development Category** | *Typically Category 5 for this type of project, see PDPM Chapter 8, Section 5* |

**2. PURPOSE AND NEED**

**Purpose:**

 *State the purpose of the project.*

**Need:**

 S*tate the need for the project.*

**3.** **RIGHT-OF-WAY**

*Discuss right-of-way issues. Specifically address utility conflicts and railroad coordination.*

**4.** **ENVIRONMENTAL COMPLIANCE**

*Discuss environmental issues.*

Anticipated Environmental Determination/Document:

**CEQA NEPA**

[ ] Categorical/Statutory Exemption [ ] Categorical Exclusion

[ ] Negative Declaration [ ] Finding of No Significant Impact

**5. ESTIMATE**

A. Structure Location and Cost Estimate

*A Bridge Project EA Report showing bridge work and cost estimates may be attached instead of completing the following table.*

|  |  |  |  |
| --- | --- | --- | --- |
| Bridge Number | Bridge Name or (District-County-Route-Post Mile) | Work Description | Cost Estimate |
|  |  |  |  |
|  |  |  |  |
|  |  | Add lines as needed |  |

SUM of Structure Estimate

Contingency (maximum 10%)

SUBTOTAL

B. District Cost Estimate

|  |  |  |
| --- | --- | --- |
| Work Description | Included in Project(Yes/No) | Cost Estimate |
| Construction site management |  |  |
| Prepare water pollution control program |  |  |
| Construction area signs |  |  |
| Traffic control system |  |  |
| Traffic signs, striping, markings, and markers |  |  |
| Mobilization |  |  |
| Railroad Agreement *(list work required)* |  |  |
| *Other items list work category and add lines as needed* |  |  |

SUM of District Estimate

Contingency (maximum 10%)

SUBTOTAL

C. Supplemental Work and State Furnished Materials and Expenses Cost Estimate

|  |  |  |
| --- | --- | --- |
| Work Description | Included in Project(Yes/No) | Cost Estimate |
| Maintain Traffic |  |  |
| CHP enhanced enforcement |  |  |
| Resident engineers office |  |  |
| *Other items list work category and add lines as needed* |  |  |

SUM of District Estimate

Contingency (maximum 10%)

SUBTOTAL

**6. FUNDING/PROGRAMMING**

Funding

*Discuss the project funding and include one of the following statements for both SHOPP projects and non-SHOPP projects:*

It has been determined that this project is eligible for Federal-aid funding.

*Or*

It has been determined that this project is not eligible for Federal-aid funding.

Programming

*If the project is already programmed, include the data for comparison and discuss how the proposed estimates compare to the current programmed amounts.*

*Discuss if project has been combined.*

*Complete the table for each funding source. Consult with the project manager to determine the fiscal funding year, the escalated estimates, and the escalation rates. Enter funding source, estimates, adjust fiscal year designations as needed, and state any key assumptions including the escalation rates used.*

|  |  |
| --- | --- |
| Fund Source | Fiscal Year Estimate |
| 20.XX.###.### | Prior | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 | 19/20 | Future | Total |
| Component | In thousands of dollars ($1,000) |
| PA&ED Support |  |  |  |  |  |  |  |  |  |
| PS&E Support |  |  |  |  |  |  |  |  |  |
| Right-of-Way Support |  |  |  |  |  |  |  |  |  |
| Construction Support |  |  |  |  |  |  |  |  |  |
| Right-of-Way |  |  |  |  |  |  |  |  |  |
| Construction |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |

*State the support cost ratio. Consult with the project manager to determine the support cost ratio.*

The support cost ratio is ##.##%.

*For non-SHOPP projects delete the above table and support cost ratio statement, and use the following tables:*

Support and Project Estimates

|  |  |
| --- | --- |
| Component | In personnel years (PYs) |
| Project Support |  |

*State any key assumptions*

|  |  |
| --- | --- |
| Component | In thousands of dollars ($1,000) |
| Right-of-Way |  |
| Construction |  |

*State any key assumptions*

**7. DELIVERY SCHEDULE**

|  |  |  |
| --- | --- | --- |
| Project Milestones | Milestone Date(Month/Day/Year) | Milestone Designation (Target/Actual) |
| PROGRAM PROJECT | M015 |  |  |
| BEGIN ENVIRONMENTAL | M020 |  |  |
| NOTICE OF PREPARATION (NOP) | M030 |  |  |
| NOTICE OF INTENT (NOI) | M035 |  |  |
| CIRCULATE DED EXTERNALLY | M120 |  |  |
| PA & ED | M200 |  |  |
| PS&E TO DOE | M377 |  |  |
| DRAFT STRUCTURES PS&E | M378 |  |  |
| RIGHT OF WAY CERTIFICATION | M410 |  |  |
| READY TO LIST | M460 |  |  |
| FUND ALLOCATION | M470 |  |  |
| HEADQUARTERS ADVERTISE | M480 |  |  |
| AWARD | M495 |  |  |
| APPROVE CONTRACT | M500 |  |  |
| CONTRACT ACCEPTANCE | M600 |  |  |
| END PROJECT | M800 |  |  |

*M030 is only required when there is an EIR environmental document, M035 is only required when there is an EIS environmental document, M120 is only required if there is a draft environmental document that will be released to the public, and M378 is not required, but optional if there are structures involved, delete rows as needed. The Milestone Designation column may be deleted when all the milestone dates are in the future.*

**8. RISKS**

*Summarize information from the risk register.*

**9. EXTERNAL AGENCY COORDINATION**

Federal Highway Administration (FHWA)

*Discuss if the project has been identified as a “Project of Division Interest” or “Project of Corporate Interest.”*

*Discuss project actions, as appropriate, assumed by Caltrans and any coordination with the FHWA for review and approval of project actions.*

*If the project proposes new or modified Interstate access, include a discussion of any issues and the proposed or actual dates for the Determination of Engineering and Operational Acceptability and Final Approval.*

The project requires the following coordination:

*The following is a list of common entities that Caltrans coordinates with on projects, delete and add to the list as appropriate.*

US Army Corps of Engineers

Department of the Army Permit for:

Clean Water Act Section 404

Rivers and Harbors Act of 1899 Section 9

Rivers and Harbors Act of 1899 Section 10

General Permits (Regional Permit, Nationwide Permit or Programmatic Permit)

Standard Permits (Individual Permit or Letter of Permission)

Section 9 Permit

United States Coast Guard

Rivers and Harbors Act of 1899 Section 9

Bridge Permit

California Department of Fish and Wildlife

California Fish and Game Code Section1602

Lake or Streambed Alteration Agreement

California Coastal Commission and/or Local Coastal Program

California Public Resources Code Division 20 (California Coastal Act)

Coastal Development Permit

California State Lands Commission

California Public Resources Code Division 6

Permit

Central Valley Flood Protection Board

California Water Code Division 5, Part 4

Encroachment Permit

Regional Water Quality Control Board

Clean Water Act Section 401

Water Quality Certification

San Francisco Bay Conservation and Development Commission

California Government Code Title 7.2

California Public Resources Code Division 19

Major Permit, Administrative Permit, or Regionwide Permit

Local Agency

Cooperative Agreements with

Local Agency

Agreements with

Railroads

Railroad Agreement for at-grade or separated-grade crossings

Other

Specify

**10. PROJECT REVIEWS**

District Program Advisor *Enter Name* Date

Headquarters Bridge Program Advisor *Enter Name* Date

Headquarters SHOPP Program Manager *Enter Name* Date

District Maintenance *Enter Name* Date

District Safety Review Date

Constructability Review Date

Project Manager *Enter Name* Date

**11. PROJECT PERSONNEL**

*List the project personnel, such as:*

Name, Title Phone #

**12. ATTACHMENTS (Number of Pages)**

*List attachments with the number of pages, such as:*

A. Location map (1)

B. Storm Water Data Report-signed cover sheet (1)