

# **APPENDIX T – Preparation Guidelines for Bridge Maintenance Project Scope Summary Report**

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# **APPENDIX T – Preparation Guidelines for Bridge Maintenance Project Scope Summary Report**

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## **ARTICLE 1      Overview**

### **Reference Information**

Some of the references found in this appendix have hyperlinks that connect to Caltrans intranet pages which are not displayable to the general public. Until such time that the specific reference becomes available on the internet, the user will have to contact their district liaison, Caltrans project manager, or the appropriate Headquarters division to inquire about the availability of the reference.

### **Use of Bridge Maintenance Project Scope Summary Report**

The following guidance is tailored to bridge projects where the primary scope is maintenance work designed to delay or prevent conditions from progressing into the rehabilitation stage. These bridge maintenance projects address damage caused by traffic accidents, place and maintain protective wearing surfaces and coating systems and perform minor maintenance repairs.

The bridge maintenance project scope summary report (PSSR) is the project planning, scoping, and programming document for preventative maintenance State Highway Operation and Protection Program (SHOPP) projects in the:

- 20.XX.201.119 – Capital Bridge Preventative Maintenance Program.

The bridge maintenance project scope summary report is also used for planning and scoping non-SHOPP projects to be funded from the following Bridge Maintenance Programs:

- 20.80.310.000 – Other Structures
- 20.80.315.000 – Bridge Preservation-Major Maintenance
- 20.80.380.000 – Bridges/Superstructure Elements

The outline and template provided in this appendix were developed to be used primarily for SHOPP projects. Consult with the Headquarters bridge program advisor for guidance on using the outline and template for non-SHOPP projects. For more detailed information, see the Bridge Preservation Program topic on the [Structure Maintenance & Investigations website](#).

## **Preparation of Bridge Maintenance Project Scope Summary Report**

Consult with the district program advisor and the Headquarters bridge program advisor to determine if the project will be funded from the Capital Bridge Preventative Maintenance Program or one of the Bridge Maintenance Programs and to ensure that the information needed to secure a programming commitment is included in the PSSR.

The bridge maintenance PSSR should be prepared using the template provided on the following pages. This is a “fill-in the blank” type of format. If a section is not applicable to a specific project, fill in section as “Not Applicable.” Modify the format to include information that is pertinent to the scope, cost and schedule of project.

## **ARTICLE 2      Outline**

### **General**

The purpose of this outline is to identify the key elements to document in a bridge maintenance project scope summary report. All headings presented in the template shall be included in the PSSR. See [Chapter 9](#) – Project Initiation, and [Chapter 12](#) – Project Approvals and Changes to Approved Projects, for essential procedures and [Appendix L](#) – Preparation Guidelines for Project Study Report, as well as [Appendix K](#) – Preparation Guidelines for Project Report, for discussion of individual topics and discuss any specific issues with the Headquarters bridge program advisor. Even though topics such as transportation management plans (TMPs), storm water data reports (SWDRs), and *Americans with Disabilities Act (ADA) of 1990* issues are not in the standard outline, they are to be addressed as guidance in other locations may dictate and should be discussed in the report as needed.

Not every outline topic is discussed; information is presented when it differs from or is in addition to that found in [Appendix L](#) – Preparation Guidelines for Project Study Report and [Appendix K](#) – Preparation Guidelines for Project Report.

## **Front Matter**

### Cover Sheet

Modify the type of report to “Supplemental Project Scope Summary Report” as needed. Modify the purpose of report as needed and enter the appropriate programming year for SHOPP projects. Typical entries for the purpose include:

- To Request Programming in the 20XX SHOPP and For Project Initiation
- To Request Programming in the 20XX SHOPP and For Project Approval
- To Authorize Public Release of the Draft Environmental Document
- To Request Non-SHOPP Project Approval

If the purpose for the report does not include project approval, delete the phrase: “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:”, along with the associated signature block.

For SHOPP projects, the cover sheet must include endorsement by the project manager and approval by the District Director.

For non-SHOPP projects, the cover sheet must include endorsement by the project manager and approval by the Maintenance Deputy District Director. Edit the cover sheet as needed.

### Vicinity Map

### Registered Professional Stamp

## **Main Body of Report**

### **1. INTRODUCTION**

Provide a brief description of the work proposed by the project and fill out the table. If appropriate, discuss the risk factors affecting the scope, cost, and schedule. If known, include issues or commitments such as construction windows.

In most cases, bridge maintenance projects should not materially change existing geometric features nor require design exception fact sheets for deviations from mandatory and advisory design standards. Discuss the need for design exceptions with the Headquarters bridge program advisor and the Headquarters Division of Design, Project Delivery Coordinator. Discuss the need for any exceptions to design

standards in the report; see Section 3.3 of [Design Information Bulletin 79](#) – Design Guidance and Standards for Roadway Rehabilitation Projects for a discussion of applicable standards and [Chapter 21](#) – Exceptions to Design Standards.

Do not list individual bridge locations, but provide general location description and general project scope. The bridge information and work description is entered in the “Structure Location and Cost Estimate” table.

The SHOPP performance measure for the Capital Bridge Preventative Maintenance Program is the number of bridges that are included in the project and should be entered in the SHOPP project output row of the information table in the introduction section of the template. Delete this row for non-SHOPP projects.

## **2. PURPOSE AND NEED**

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

Discuss potential right-of-way issues related to property acquisition, easements, permits to enter, utility conflicts resulting in protection or relocation, railroad coordination and environmental mitigation that involves right-of-way.

## **4. ENVIRONMENTAL COMPLIANCE**

Discuss potential environmental issues such as contamination, historic landscapes, endangered species, permits, and mitigation.

Consult with the district environmental unit for a determination on the type of environmental documentation anticipated for the project and check the appropriate box. Attach the preliminary environmental analysis report, Categorical Exemption/Categorical Exclusion Determination Form or draft environmental document as needed.

## **5. ESTIMATE**

Include a cost breakdown for each of the major elements of the project by providing the information to complete the tables in the template.

To minimize future cost increases, a thorough scoping of the project needs to be completed during the design field review and a reliable estimate needs to be prepared. 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 field review.

All anticipated work should be included. The project cost estimate should be prepared using the methodology presented in this outline. If appropriate, address risks that are not typical for preventative maintenance work that will potentially impact the cost, scope or schedule.

The cost estimate section is divided into three sections. Use a maximum of 10 percent for the contingency factor unless written permission to use a higher percentage is obtained from the SHOPP Bridge Preservation Program manager.

#### A. Structure Location and Cost Estimate

Fill out the table listing the bridge information, proposed bridge work, and associated cost. Bridge work and costs are directly the result of the Area Bridge Maintenance Engineers work recommendations entered into the Structure Maintenance and Investigations Bridge Database known as SMART. The district must work with the Headquarters bridge program advisor to compile this information. The list of Headquarters bridge program advisors is located in the current Bridge Maintenance Program Guidelines under the Bridge Preservation Program topic on the [\*Structure Maintenance & Investigations website\*](#).

The district may elect to provide a summary under this section and attach the Bridge Project EA Report that is created during the coordination with the Headquarters bridge program advisor in lieu of recreating the information in the table.

#### B. District Cost Estimate

The district portion of the cost estimate includes all non-bridge items except supplemental work and state furnished materials and expenses. The district cost estimate includes items such as: construction site management; prepare water pollution control program; construction area signs; traffic control system; various traffic signs, striping, markings and markers; mobilization; and any other additional work that may be required.

Districts should base their cost estimates on experience with similar projects and available historical data. See [\*Chapter 20\*](#) – Project Development Cost Estimates for further details on estimating project costs.

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

This section includes items that are not paid directly to a contractor or included as part of a bid package. These items include maintain traffic, California Highway Patrol (CHP) enhanced enforcement, and resident engineers office.

## **6. FUNDING/PROGRAMMING**

### Funding

### Programming

#### Proposal Programming Data:

#### Combined Projects:

#### Multiple Counties:

#### Support Estimate:

#### Non-SHOPP Projects

Enter the support estimate in personnel years (PYs). Bridge Maintenance Program projects are not resourced in the same manner as Capital Bridge Preventative Maintenance Program projects. A reasonable estimate of PYs is all that is required for these projects. The resource estimate will be evaluated by the Headquarters bridge program advisor in an effort to balance the statewide allocation. However, projects funded from 20.80.030.115 are included on the annual Contract for Delivery and; therefore, the schedule must be entered into the authorized Capital project scheduling tool which is currently XPM. A one hour resource may be entered in order to prevent a resource error code.

#### Project Estimate:

#### Non-SHOPP Projects

Enter the project estimates, in thousands of dollars, for Construction and Right-of-Way components. Do not include costs from section "C. Supplemental Work and State Furnished Materials and Expenses Cost Estimate" in the determination of the current year project cost estimate. The items found in this section are funded from other Maintenance Program funds.

#### Support Cost Ratio:

## **7. DELIVERY SCHEDULE**



## **8. RISKS**

## **9. EXTERNAL AGENCY COORDINATION**

## **10. PROJECT REVIEWS**

## **11. PROJECT PERSONNEL**

## **12. ATTACHMENTS**

Include attachments that provide greater detail for development of the project.

Possible attachments are:

- Location map
- Preliminary environmental analysis report (PEAR) or Categorical Exemption/Categorical Exclusion Determination Form or draft environmental document
- Right-of-way data sheet
- Bridge Project EA Report
- Storm water data report-signed cover sheet
- Life-cycle cost analysis
- Risk register

The location map is only needed if the vicinity map does not adequately show the characteristics of the project area. Pertinent project features may be shown on the location map as needed to understand the proposed work.

Bridge Inspection Reports do not need to be attached for distribution to the Headquarters bridge program advisor or SHOPP Bridge Preservation Program manager.

# **ARTICLE 3      Template**

This article is a template for the bridge maintenance project scope summary report. When using the template, delete any italicized text within the body of the document. The italicized text provides instructions for template users and does not provide any value to the final document.

The template is located at:

<http://www.dot.ca.gov/hq/oppd/pdpm/templates/apdxt-template.docx>