

# APPENDIX Q – Preparation Guidelines for Project Report (Roadside Safety Improvements)

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# APPENDIX Q – Preparation Guidelines for Project Report (Roadside Safety Improvements)

## ARTICLE 1 Overview

### Use of Project Report (Roadside Safety Improvements)

The project report (roadside safety improvements) is the project approval document for roadside preservation State Highway Operation and Protection Program (SHOPP) projects in the 20.XX.201.235 – Roadside Safety Improvements Program.

The following guidance is tailored to roadside safety improvements projects where the primary scope is worker safety.

Roadside safety improvements projects improve safety by reducing the frequency and duration of worker exposure to traffic by:

- eliminating the need for workers on foot adjacent to the traveled way.
- increasing worker access from locations off of the traveled way.
- accommodating mechanized maintenance activities.
- minimizing the need for recurrent damage repair by relocating equipment away from traffic or replacing facilities with more appropriate ones that are not as prone to damage.

Common worker safety improvements are described in the Landscape Architecture Program (LAP) roadside toolbox, available at: [Roadside Management Toolbox website](#).

### Preparation of Project Report (Roadside Safety Improvements)

These guidelines provide information to be used with the requirements described in [Chapter 10](#) – Formal Project Studies, [Chapter 12](#) – Project Approvals and Changes to Approved Projects, and [Chapter 29](#) – Landscape Architecture.

The following guidance is tailored to projects with the primary purpose of improving safety for maintenance personnel. See [Appendix K](#) – Preparation Guidelines for Project Report for fundamental guidance on the preparation of project approval documents.

The project report (roadside safety improvements) should be prepared using the report template associated with this appendix, see Article 3. The report should be similar in organization, but can vary based on features, complexity and issues specific to each project. Modify the report format to include information that is pertinent to the scope, cost and schedule of project. If a section is not applicable to the project, fill in as “Not applicable.”

## **ARTICLE 2      Outline**

### **General**

The project report (PR) outline located in [Appendix K](#) – Preparation Guidelines for Project Report was adapted to meet the documentation needs of the Roadside Safety Improvements Program. Some sections of the standard PR were modified to facilitate the presentation of project information.

Consult with the district program advisor and the Headquarters SHOPP program manager to determine how project-specific issues should be presented.

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

### **Front Matter**

#### Cover Sheet

#### Licensed Landscape Architect Stamp

The licensed landscape architect stamp or seal and number with signature shall be placed on a separate sheet, which shall be part of the report. Also included on this sheet shall be a statement indicating that the licensed landscape architect is attesting to the technical information contained therein and the data upon which recommendations, conclusions, and decisions are based. This seal does not constitute approval of the report. Approval of the report is a management decision and is separate from this technical signature of the person in responsible charge.

## **Main Body of Report**

### **1. INTRODUCTION**

The SHOPP performance measure associated with the Roadside Safety Improvements Program is “Locations.” In the table, enter the number of locations for the SHOPP project output.

### **2. RECOMMENDATION**

### **3. BACKGROUND**

Describe the field maintenance crews in the area, what tasks are performed, and the frequency and duration of tasks performed.

### **4. PURPOSE AND NEED**

### **5. ALTERNATIVES**

#### **5A. VIABLE ALTERNATIVES**

Describe the improvements that are necessary to improve worker safety. Describe how the proposed roadside safety improvements address the project purpose-and-need. Identify the alternative recommended for programming purposes.

#### **5B. REJECTED ALTERNATIVES**

### **6. CONSIDERATIONS REQUIRING DISCUSSION**

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.

#### **6A. HAZARDOUS WASTE**

#### **6B. VALUE ANALYSIS**

Typically this section is not applicable. These projects usually do not reach the project cost threshold that requires a value analysis study, however; the principles of value engineering may be applied to ensure cost effectiveness of the project.

#### **6C. RESOURCE CONSERVATION**

**6D. RIGHT-OF-WAY ISSUES**

**6E. ENVIRONMENTAL COMPLIANCE**

**6F. AIR QUALITY CONFORMITY**

**6G. TITLE VI CONSIDERATIONS**

Typically this section is not applicable. These projects usually do not require public presentations, meetings, participation or other involvement where Title VI of the *Civil Rights Act of 1964* could be an issue.

**6H. NOISE ABATEMENT DECISION REPORT**

Typically this section is not applicable. These projects usually do not require a draft project report to authorize public release of a draft environmental document.

**6I. TRANSPORTATION MANAGEMENT PLAN**

See [Appendix K](#)– Preparation Guidelines for Project Report topic “Transportation Management Plan” in outline item “7. Other Considerations As Appropriate.”

**6J. STORMWATER COMPLIANCE**

An approved storm water data report (SWDR) as described in [Storm Water Quality Handbooks: Project Planning and Design Guide](#) must be completed during the project approval phase. Discuss any issues that affect the project.

**6K. HIGHWAY PLANTING AND IRRIGATION**

Discuss any modifications or additions to existing highway planting and irrigation.

**7. OTHER CONSIDERATIONS AS APPROPRIATE**

Only include appropriate topics.

**8. FUNDING, PROGRAMMING AND ESTIMATE**

Support Estimate:

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.

**9. DELIVERY SCHEDULE**

**10. RISKS**

## **11. EXTERNAL AGENCY COORDINATION**

## **12. PROJECT REVIEWS**

The scoping team field review is only required if the project report purpose is to request programming and for project approval.

## **13. PROJECT PERSONNEL**

## **14. ATTACHMENTS**

# **ARTICLE 3      Template**

This article is a template for the project report (roadside safety improvements). 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/apdx-q-template.docx>