

# Supplemental Preparation Guidelines for SHOPP Bridge 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 Bridge Program(s):

Bridge Rehabilitation and Replacement (20. XX.201.110)

Bridge Scour Mitigation (20. XX. 201.111)

Bridge Rail Replacement/Upgrade (20. XX. 201.112)

Bridge Seismic Restoration (20. XX. 201.113)

Bridge Preventive Maintenance (20. XX. 201.119)

Transportation Permit Upgrades for Bridges (20. XX. 201.332)

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<sup>1</sup> 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<sup>1</sup> is as follows.

## MAIN BODY OF REPORT

### 1. Introduction, Work Description and Summary Table

<b>Funding Source</b>	SHOPP Bridge (20.XX.201.110, 20.XX.201.111, 20.XX.201.112, 20.XX.201.113, 20.XX.201.119, or 20.XX.201.332)
<b>SHOPP Project Output</b>	<i>Bridge (X bridges)</i>

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

### 2. Purpose and Need

The typical purpose statement of the Bridge Program should include:

This project proposes to preserve the structural integrity of (number) structures in a safe and economic manner to prevent bridge failure.

Typical need statements could include:

Structural conditions have been identified for this (these) structure(s) that if not addressed would affect the structural integrity of the structure(s) and ultimately the safety of the traveling public.

Use the plural version when more than one bridge is included in the project. The plural version is also used when a left and right structure of the same bridge are included in the project.

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

### 3. Recommendation

Criteria for determining the level of documentation:

- Level 1 – Bridge Preventive Maintenance (201.119) projects
- Level 2 – Projects in bridge programs 201.110, 201.111, 201.112, 201.113 and 201.322 when bridge work does not have environmental impacts.

- Level 3 – Projects in bridge programs 201.110-201.113 and 201.322 when bridge work has environmental impacts and bridge replacement is the preferred alternative.

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

#### 4. Risk Summary

Use Interim SHOPP PIR Guidance instructions for this section.

#### 5. Background

The project background should address BIR which identified the problem and any SM&I recommendations documented during SM&I Strategy Meeting(s).

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

#### 6. Asset Management

Use Interim SHOPP PIR Guidance instructions for this section.

#### 7. Corridor and System Coordination

Use Interim SHOPP PIR Guidance instructions for this section.

#### 8. Existing Facility Condition

Topics with potential impacts are:

<b>Corridor Geometric Information and Condition</b>	
<b>LEVEL</b>	<b>TOPIC</b>
2,3	Earth retaining systems
1,2,3	Fences
1,2,3	Guardrail
1,2,3	Hydraulic facilities
1,2,3	Landscape
1,2,3	Landscape irrigation facilities
1,2,3	Lights
1,2,3	Noise barriers
1,2,3	Railroads
1,2,3	Right-of-way
1,2,3	Signs
1,2,3	Traffic collisions
1,2,3	Traffic management systems

1,2,3	Traffic signals
1,2,3	Traffic volumes
1,2,3	Utilities
1,2,3	Others

<b>Roadway Geometric Information &amp; Condition</b>	
<b>LEVEL</b>	<b>TOPIC</b>
2,3	Alignment
1,2,3	Driveways
1,2,3	Intersections
1,2,3	Median
1,2,3	Others conflict Points
1,2,3	Pavement cross slope
1,2,3	Posted and Design Speed
1,2,3	Profile
1,2,3	Shoulders
2,3	Sight Distance
2,3	Super Elevation
1,2,3	Others

<b>Structure Geometric Information</b>	
<b>LEVEL</b>	<b>TOPIC</b>
1,2,3	Bridge rail
1,2,3	Bridge approach rail
1,2,3	Bridge approach slab
2,3	Vertical clearance
1,2,3	Width between curbs
1,2,3	Others

Bridge Scour Mitigation (111) projects are typically substructure and therefore structure geometric information and condition is not required.

Include Roadway Geometric Information for Bridge Replacement 110 projects which span over roadways. Roadway Geometric Information for Bridge Rehabilitation (110) and Bridge Seismic Restoration (113) may be required if bridge is to be accessed from roadway beneath structure to complete work.

Land uses, destinations, and services surrounding the project vicinity

Railroad facilities

Include any relevant information.

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

## 9. Alternatives

Important topic for each alternative.

LEVEL	TOPIC
1,2,3	<del>California Highway Patrol (CHP) enforcement activities</del>
2,3	· Earth retaining systems
1,2,3	<del>Erosion control</del>
1,2,3	<del>Highway planting and irrigation</del>
1,2,3	<del>High occupancy vehicle lanes</del>
2,3	· Interim features
1,2,3	<del>Noise barriers</del>
1,2,3	<del>Operational improvement features</del>
2,3	· Proposed engineering features
1,2,3	<del>Ramp metering</del>
1,2,3	<del>Reversible Lanes</del>
1,2,3	<del>Roadside design and management</del>
1,2,3	<del>Traffic analysis</del>
2,3	· Other topics as needed - Coastal Zone Permit, Railroad, Stakeholders

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. All complete street facilities and proposed new ones must be shown on the plans. Lack of new complete street elements in the project requires valid justification presented as a narrative.

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 instructions for this section.

## 12. Environmental Compliance

Use Interim SHOPP PIR Guidance instructions for this section.

## 13. Right-of-Way

Use Interim SHOPP PIR Guidance instructions for this section.

## 14. Stormwater

Use Interim SHOPP PIR Guidance instructions for this section.

## 15. Transportation Management Plan

Use Interim SHOPP PIR Guidance instructions for this section.

## 16. Broadband And Advance Technologies

Use Interim SHOPP PIR Guidance instructions for this section.

## 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:

LEVEL	TOPIC
1,2,3	• Accommodation of oversize loads
1,2,3	• <del>Airports or emergency related helipads</del>
1,2,3	• <del>Air quality conformity</del>
1,2,3	• Constructability issues
1,2,3	• Construction staging
1,2,3	• <del>Environmental justice (Title VI considerations)</del>
1,2,3	• <del>Floodplain issues</del>
1,2,3	• <del>Graffiti control</del>
2,3	• Maintenance and Cooperative Agreements

1,2,3	•— Maintenance and Worker Safety
1,2,3	•— Material and/or disposal site
1,2,3	•— Material disposal, staging and borrow sites
1,2,3	•— Recycled materials
1,2,3	•— Noise abatement decision report
2,3	• Report on feasibility of providing access to navigable rivers
1,2,3	•— Resource conservation
1,2,3	control •— Route adoptions, freeway agreements, relinquishments and modification of access
1,2,3	•— Salvaging and recycling of hardware and other non-renewable resources
2,3	• See level rise
1,2,3	•— Tribal Employment Rights Ordinance (TERO)
1,2,3	•— Value analysis
1,2,3	•— Other topics as needed

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

## 18. Estimate, Funding and Programming

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)

The report level determination will dictate which attachments are to be used to support the discussion in the report. The appropriate attachments for the Bridge Preservation Program is detailed below.

### When Bridge is the Project Anchor (Main Asset)

- Required:
  - Layouts/Strip Maps (Level 2 and 3)
  - Structure PIR Cost Estimate (Level 2 and 3)
  - Environmental Evaluation/Determination (all)
  - PIR Stormwater Data Report (Level 2 and 3)
  - Preliminary Geotechnical Report (Level 2 and 3 if structure being widened or replaced)
  - Risk Register/Risk Management Plan (all)
  - Traffic Management Plan (all – optional if no roadway work)
  - Preliminary Project Estimate (all)
  - Bridge Inspection Reports (latest BIR and BIR when work recommendation was made – Level 2 and 3)
  - SHOPP Tool Performance Tab Table (all)
  - Bridge Project EA Report (all)
- Optional:
  - Typical Sections (Level 2 and 3)

**When Bridge isn't the Project Anchor (Main Asset)**

Bridge needs shown. Other required attachments should follow the guidelines of the anchor asset.

- Required:
  - Structure PIR Cost Estimate (for non-preservation work)
  - Preliminary Geotechnical Report (if structure being widened or replaced)
  - Bridge Inspection Reports (latest BIR)

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