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| --- |
| COLORADO DEPARTMENT OF TRANSPORTATION  **PROJECT SCOPING/CLEARANCE RECORD** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Construction Project # | | Project Code | | PE Project # | | PE Project Code | | STIP # | |
| Project Location | | | | | County | | City | | |
| Begin point | End point | | Region Program Engineer | | | | | | Region |
| Who requested this project? For what reason? | | | | | | | | | |
| What is the proposed improvement/scope of work? (Note changes as project develops) | | | | | | | | | |

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| --- | --- |
| **Phase descriptions:** (see Procedural Directive 512.1 for further information/instructions)  **Phase I**  Implementation to Statewide Transportation Improvement Program (STIP). As a project is included in the STIP. These activities should be reviewed for scoping the project, identifying concerns and determining future budget requirements.  **Phase II**  Design Scoping Review (DSR) – Takes place in the year before Preliminary Engineering (PE) is budgeted or immediately when PE is budgeted, to re-evaluate original scope. May be combined with pre-survey conference.  **Phase III**  Field Inspection Review (FIR) – Before or during the FIR, all project development and design needs identified in the scoping process must be resolved. The scope should not be changed after the FIR. | **Comments:**  1) This form (Form 1048) is to be used in conjunction with the Project Development Manual. The numbering on this form corresponds with the Section and Subsection numbering in the manual.  2) The Resident Engineer typically delegates project management responsibilities to other positions based on the type of project and available expertise.  3) Documentation or activity sign-off date indicates clearance. All certification boxes require concurrence before project may be advertised. Use N/A if not applicable.  4) Blanks may be filled in a variety of ways.  N/A = Not Applicable. ???=Not yet determinable.  If activity is applicable, show date completed and initial. Check  when item is completed.  Check “clear" box as each activity is cleared. |

Activity

| Scoping, Budgeting and Programming | Phase I Implementation to STIP | Phase II Design Scoping Review (DSR) | Phase III Field Inspection Review (FIR) | C  L  E  A  R | Certification/Clearance | |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible party or reviewer (initial) | Documentation or activity sign‑off date |
| Statewide Transportation Improvement Program  Public Involvement |  |  |  |  |  |  |
| Estimated Initial Project Cost and Schedule |  |  |  |  |  |  |
| Funding Sources and Resource Allocation  (State, federal, local, etc.) |  |  |  |  |  |  |
| Project Creation and Finances |  |  |  |  | Resident Engineer |  |
| Consultant Selection and Contracting Process | Yes No ??? | Yes No Check | Status: |  | Agreements |  |
| Contract Certification and Evaluation Requirements for Contract Management System (CMS) |  |  |  |  |  |  |
| Pre-construction Project (or Design) Schedule |  |  |  |  |  |  |
| Innovative Contracting |  |  |  |  |  |  |
| Entity Agreement (Local Agency, Inter-governmental, Inter-agency, Public/Private) 1.  2. | Yes No ??? | Yes No Check | Status: |  | Agreements |  |
| Project Delivery Methods |  |  |  |  |  |  |
| Force Account Construction Method  Form 895 | Yes No ??? | Yes No Check | Yes No Date |  | Region Program Engineer |  |
| Consolidated Projects |  |  | Applicable?  Yes  No |  | Resident Engineer |  |
| Is this a Signature Project? |  | Yes No |  |  | Resident Engineer |  |
| *FASTER* Bridge Enterprise Project |  | Yes No |  |  | Resident Engineer |  |

| Project Development Process | Phase I Implementation to STIP | Phase II Design Scoping Review (DSR) | Phase III Field Inspection Review (FIR) | C  L  E  A  R | Certification/Clearance | |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible party or reviewer (initial) | Documentation or activity sign‑off date |
| Design Scoping Review |  | Date(s): |  |  | Resident Engineer |  |
| Stage Construction  (Future Capacity Considerations) |  | Yes No Check | Yes No Check |  | Resident Engineer |  |
| Existing typical section |  |  |  |  |  |  |
| Proposed typical section |  |  |  |  |  |  |
| Design Data (Form 463) |  | Preliminary:  Date: | Final:  Date: |  | Resident Engineer |  |
| Design Exception (Form 464) (Attach to Form 463) |  | N/A  Applicable | N/A  Sent |  | Resident Engineer |  |
| Procedures for Addressing Safety Requirements on Resurfacing, Restoration and Rehabilitation Projects |  |  | Date: |  | Resident Engineer |  |
| Safety Review (Including Clear Zone Decisions) |  | Applicable  Yes  No | Status: |  | Resident Engineer |  |
| Roadside Barrier Design and Review |  | Need  ???  Yes  No | Yes No Check |  | Resident Engineer |  |
| Bicycle and Pedestrian Facilities | Yes No ??? | Yes No Check | Status: |  | Resident Engineer |  |
| Hydraulic Design  Erosion Control  Stormwater Quality   Management |  | Yes No Check | Status: |  | Hydraulics Engineer |  |
| Consideration of Alternative Pipe Materials for Culverts, Storm Sewers, and Cross Drains (Underdrains and Sidedrains) |  |  | Justified  Status: |  | Resident Engineer |  |
| CDOT Maintenance Input |  |  |  |  |  |  |
| Field Survey (Form 1217) Required Yes No  Date requested: |  | Completed Date |  |  | Region Survey Coordinator |  |
| Value Engineering  (During Design Phase) |  | Yes No Check | Yes No N/A |  | Resident Engineer |  |
| Design Project Management and Region Plan Status Review |  |  | Date(s): |  | Resident Engineer |  |
| Field Inspection Review  Combined FIR/FOR |  |  | Date(s): |  | Resident Engineer |  |
| Constructability Reviews |  |  | Date(s): |  | Resident Engineer |  |
| Design Office Review (Status Meeting) |  |  | Date(s): |  | Resident Engineer |  |
| Design Decision Letter Applicable  Yes  No |  | Date(s): | Date(s): |  | Resident Engineer |  |
| \*\*On-the-Job Trainee Approval  Force Account  Special Reviewed |  |  | Yes No Date |  | Region Civil Rights Manager |  |
| \*\*Disadvantaged Business Enterprise Goals |  |  | Yes No Status |  | Region Civil Rights Manager |  |
| Special Provisions  Reviewed By |  |  | Yes No Check |  | Resident Engineer |  |
| Proprietary Items |  |  | Yes No Date |  | Region Program Engineer |  |
| Project Information Technology Needs |  |  |  |  | Resident Engineer |  |
| \*\*Project Control Data (Form 859) |  |  | Status: |  | Region Program Engineer |  |
| \*\*Estimate Review by Engineering Estimates and Market Analysis Unit |  |  |  |  | Engineering  Estimates |  |
| \*\*Final Office Review |  |  | Date(s): |  | Resident Engineer |  |
| \*\*Bid Package Review (Form 1299)  Region  FHWA |  |  | Date: |  | Resident Engineer |  |
| \*\*Plans, Specifications and Estimate Approval (Form 1180) |  |  | Date:  Date: |  | Resident Engineer |  |
| Purchase Requisition for Construction Contract |  |  |  |  | Resident Engineer |  |
| Plans and Reproduction Processes |  |  |  |  | Resident Engineer |  |
| \*\*Advertisement |  |  |  |  | Resident Engineer |  |
| \*\*PS&E Revisions Under Advertisement Approved  Yes  No |  |  | Date: |  | Resident Engineer |  |
| \*\*Re-advertisement |  |  |  |  | Region Program Engineer |  |
| Retaining Bid Surplus Funds |  |  |  |  | Resident Engineer |  |

\*\*Report status in Phase III column, activity usually falls after FIR.

| Environmental | Phase I Implementation to STIP | Phase II Design Scoping Review (DSR) | Phase III Field Inspection Review (FIR) | C  L  E  A  R | Certification/Clearance | |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible party or reviewer (initial) | Documentation or activity sign‑off date |
|  | Yes No Check | Yes No Check | Status: |  |  | |
| CatEx Approval (Form 128) |  |  |  |  | Resident Engineer |  |
| 4(f) Properties |  |  |  |  | Reg Plnr/Env Mgr |  |
| 6(f) |  |  |  |  | Reg Plnr/Env Mgr |  |
| Air Quality |  |  |  |  | Reg Plnr/Env Mgr |  |
| Farmland |  |  |  |  | Reg Plnr/Env Mgr |  |
| Floodplains |  |  |  |  | Reg Plnr/Env Mgr |  |
| Hazardous Materials |  |  |  |  | Reg Plnr/Env Mgr |  |
| Historic Properties Clearances (Archaeology, History, Historic Bridge) |  |  |  |  | Reg Plnr/Env Mgr |  |
| Migratory Birds |  |  |  |  | Reg Plnr/Env Mgr |  |
| Noise Analysis |  |  |  |  | Reg Plnr/Env Mgr |  |
| Noxious Weeds |  |  |  |  | Landscp Architect |  |
| Paleontology |  |  |  |  | Reg Plnr/Env Mgr |  |
| Senate Bill 40 404 Permit |  |  |  |  | Reg Plnr/Env Mgr |  |
| Social Resources |  |  |  |  | Reg Plnr/Env Mgr |  |
| Stormwater Management Plans (SWMP) |  |  |  |  | Reg Plnr/Env Mgr |  |
| Threatened and Endangered Species |  |  |  |  | Reg Plnr/Env Mgr |  |
| Water Quality 401 Certification 402 Permit NPDES Permit |  |  |  |  | Reg Plnr/Env Mgr |  |
| Wetlands 404 Permit |  |  |  |  | Landscp Architect |  |

| Traffic | Phase I Implementation to STIP | Phase II Design Scoping Review (DSR) | Phase III Field Inspection Review (FIR) | C  L  E  A  R | Certification/Clearance | |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible party or reviewer  (initial) | Documentation or activity sign‑off date |
|  |  |  | Status: |  |  | |
| Traffic Data (Form 463) |  | Available?  Yes  No |  |  | Resident Engineer |  |
| Request and Analyze Crash Data | Yes  No | Status: |  |  | Region Traffic |  |
| Turning Movements Request Shown on the plans |  | Yes  No |  |  | Resident Engineer |  |
| Traffic Movement Diagram Intersection layout req’d  Yes  No  Interchange layout req’d  Yes  No |  | Requested  Requested |  |  | Resident Engineer |  |
| Signal warrants  On file |  |  |  |  | Region Traffic |  |
| Intersection and Interchange Design  Yes  No | Required? | Required?  Requested |  |  | Resident Engineer |  |
| Traffic signal plan |  | Yes  No |  |  | Project Traffic Engineer |  |
| Lighting plan |  | Yes  No |  |  | Resident Engineer |  |
| Permanent Signing and Pavement Marking |  | Required?  Yes  No |  |  | Project Traffic Engineer |  |
| Construction Transportation Management Plans |  | Yes  No |  |  | Project Traffic Engineer |  |
| Engineering Judgment and MUTCD Request Options |  | Status: |  |  | Project Traffic Engineer |  |
| Transportation Systems Management and Operations Evaluation | Requested | Status: |  |  | Project Traffic Engineer |  |

| Structures | Phase I Implementation to STIP | Phase IIDesign Scoping Review (DSR) | **Phase III**  Field Inspection Review (FIR) | C  L  E  A  R | Certification/Clearance | |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible party or reviewer (initial) | Documentation or activity sign‑off date |
| Yes No Check | Yes No Check | Status: |  |  |
| Major Structure – Bridge |  |  |  |  | Project Structural  Engineer |  |
| Major Structure – Culvert |  |  |  |  | Project Structural  Engineer |  |
| 5.02B Major Structure – Tunnel |  |  |  |  | Project Structural  Engineer |  |
| Major Structure – Unusual |  |  |  |  | Project Structural Engineer |  |
| Pedestrian Overpasses and Underpasses |  |  |  |  | Project Structural Engineer |  |
| Architectural and Aesthetic Treatments |  |  |  |  |  |  |
| Foundation Investigation and Recommendation |  |  |  |  | Project Structural Engineer |  |
| Structure Selection Report |  |  |  |  | Project Structural Engineer |  |
| Retaining Walls |  |  |  |  | Project Structural Engineer |  |
| Noise Walls |  |  |  |  | Project Structural Engineer |  |
| Analysis of Structures to be Resurfaced |  | Required  Requested |  |  | Project Structural Engineer |  |
| Determine Existing Structural Adequacy |  | OK N/A Check |  |  | Project Structural Engineer |  |
| Crashworthy Bridge Rail |  | OK N/A Check |  |  | Project Structural Engineer |  |
| Vertical Clearance of Structure |  | OK N/A Check |  |  | Resident Engineer |  |
| Accelerated Bridge Construction (ABC) |  | OK N/A Check |  |  | Resident Engineer |  |

| Materials | Phase I Implementation to STIP | Phase II Design Scoping Review (DSR) | Phase III Field Inspection Review (FIR) | C  L  E  A  R | Certification/Clearance | |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible party or reviewer (initial) | Documentation or activity sign‑off date |
|  |  |  | Status: |  |  |  |
| Pavement Analysis for Distress | Type: | Type: | Type: |  | Region Materials Engineer |  |
| Preliminary Soil Survey |  | Yes No Request | Status: |  | Region Materials Engineer |  |
| Foundation Investigation and Drilling |  | Yes No Request | Status: |  | Resident Engineer |  |
| Geotechnical Studies |  | Yes No Request | Status: |  | Geology Program |  |
| Life Cycle Cost Analysis |  |  | Status: |  | Region Materials Engineer |  |
| Pavement Justification Report |  |  | Status: |  | Region Materials Engineer |  |

| Right of Way and Utilities | Phase I Implementation to STIP | Phase II Design Scoping Review (DSR) | Phase III Field Inspection Review (FIR) | C  L  E  A  R | Certification/Clearance | |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible party or reviewer (initial) | Documentation or activity sign‑off date |
| Right-of-way Involvement Access control? Easement acquisition required? Relocation assistance Trespass permit required? Advertising signs (commercial)  Illegal  Legal Existing easements  Identify       Clearance | Yes No Type | Yes No Check    # =  # =  # =  Type:  Type: | Status:          Yes No # |  | ROW Manager |  |
| Permits Required to Work on Government Land Forest Service Bureau of Land Management 1.       2. | Yes No ??? | Yes No Check | Status: |  | Resident Engineer |  |
| Utility Involvement Existing utility easements? Visual inspection Request locates Clearance | Yes No ??? | Yes No Check  Status:  Date: | Status:  Yes  No |  | Region Utility Engineer |  |
| Railroad Involvement 1.       2. | Yes No ??? | Yes No Check | Status: |  | Resident Engineer |  |

| Additional Project Development Considerations | Phase I Implementation to STIP | Phase II Design Scoping Review (DSR) | Phase III Field Inspection Review (FIR) | C  L  E  A  R | **Certification/Clearance** | |
| --- | --- | --- | --- | --- | --- | --- |
| Responsible party or reviewer (initial) | Documentation or activity sign‑off date |
| Americans with Disabilities Act Standards | Yes No ??? | Yes No Check | Status: |  | Resident Engineer |  |
| Detour Design | Yes No ??? | Yes No Check | Status: |  | Resident Engineer |  |
| Airport and Heliport Clearances | Req’d ???  Yes  No | Yes No Check | Status: |  | Resident Engineer |  |
| Safety Rest Areas | Yes No ??? | Yes No Check | Status: |  | Resident Engineer |  |
| Railroad Design RR company       RR flagging and insurance requirements  RR facilities  RR standards reviewed | Yes No ???      Yes  No  Yes  No | Yes No Check | Status: |  | Resident Engineer |  |
| Transit Accommodations | Yes No ??? | Yes No Check | Status: |  | Resident Engineer |  |
| Irrigation Company Agreement  1.       2. | Yes No ??? | Yes No Check | Status: |  | Region Utility Engineer |  |
| Climbing and Passing Lanes |  | Yes No ??? | Yes No Check |  | Resident Engineer |  |
| Stockpasses, Landowners’ Access, Wildlife Crossings and Machine Passes |  | Yes No ??? | Yes No Check |  | Resident Engineer |  |
| Experimental Items |  | Yes No Check | Yes No Date |  | Region Program Engineer |  |
| Disposal of Excess Material Off Project Site |  |  | Yes No Date |  | Resident Engineer |  |
| Mandatory Source of Materials or Materials Furnished by a Public Agency |  | Yes No Check | Yes No Date |  | Resident Engineer |  |