

Introduction (revised 6-24-2019)

Consistency is an important concept. Sharing ideas and learning from the experience of others can be a great help in everything we do, including scoping projects. The purpose of the Statewide Scoping Process is to establish a uniform, documented statewide process that improves the internal consistency while reducing the number of changes to projects and the 5 Year Plan during design. It provides process guidelines while allowing flexibility for differences in regions and project's uniqueness.

The process begins with an identified need and ends with a selected project supported by a complete scoping package. The project analysis considers a variety of issues such as existing condition, strategy, mix of fixes, constraints, constructability, stakeholder input, integration of legal multi-modal alternatives, project coordination, budget, special considerations, etc.

This process is the result of collaboration of representatives from all seven MDOT regions (University, Bay, Southwest, Metro, Superior, North, and Grand), as well as from the Design Division, the Bureau of Transportation Planning (BTP) Statewide Planning Division, the BTP Environmental Section, the Traffic Operations Section, the Construction & Technology (C&T) Division and Federal Highway Administration (FHWA). Also providing input were MDOT advocates for constructability, senior mobility and context sensitive solutions (stakeholder engagement). The collaboration was sponsored by the Performance Excellence Division.

What the Scoping Process Can Do For You

Below are just a few examples, among other reasons, of the benefits to following the scoping process:

- Helps you remember everything you need to do
- Alerts you to possible project additions and complications
- Ensures effective use of resources by defining roles and responsibilities
- Helps you integrate all legal users and incorporate initiatives such as the MDOT Mobility Policy, Stakeholder Engagement and Safe Route 2 School
- Helps you document and justify decisions
- Ensures new initiatives are considered
- Assists with the development of a consistent and reliable deliverables
- Helps develop a product with a comprehensive estimate

About This Manual



This manual explains how to follow the scoping process defined by the Michigan Department of Transportation. “Scoping” is defined as “a multi-disciplinary effort to analyze transportation system needs and define projects in alignment with MDOT policies and goals.”

This manual is comprised of the following sections: Program Development; Strategy Development for Roads and Bridges; Condition Rating and Measurement Systems; Signs of Pavement Distress and Fix Selection Guidelines; Items to Consider While Scoping; Project Scoping and Package Requirements; Cost Estimating; Scoping Tasks and Timelines; Following Programming of the Job; Changes to the Scoping Package; Best Practices; Appendices and Glossary.

Icons throughout the book, shown at left, indicate when best practices, a suggested schedule, forms (or checklists), computer software, documentation or guidelines are available to help you and when coordination is needed from a team.

Chapter 2, Program Development, describes how, why and what to consider when developing a program and the projects selected within the program.

Chapter 3, Strategy Development for Roads and Bridges, describes the strategies for the various templates and introduces approved fixes.

ICON KEY

	Best practice
	Suggested schedule
	Form or checklist
	Computer software
	Helpful documentation
	Guideline
	Coordination Opportunity

Chapter 4, Condition Rating and Measurement Systems, describes the tools available in evaluating the condition of roads and bridges.

Chapter 5, Signs of Pavement Distress and Fix Guidelines, gives examples of different pavement and bridge distress and explains some of the optional fixes available for specific issues.

Chapter 6, Items to Consider While Scoping, lists the multitude of items that should be considered when scoping a project, however, are sometimes overlooked as they do not directly relate to the pavement or structure but benefits all legal users.

Chapter 7, Project Scoping and Package Requirements, introduces the checklists to be used during the scoping process, and what must be included in the scoping package.

Chapter 8, Cost Estimating, details the estimating process, introduces tools to be used while estimating and provides resources for costs and quantities of specialty items.

Chapter 9, Scoping Tasks and Timelines, describes the steps that should be taken when scoping and estimating for the yearly Call For Projects (CFP) process. Suggested timelines for the CFP process are provided, but the steps in the process apply to any project being scoped.

Chapter 10, Following Programming of the Job, describes some of the next steps in a project's life.

Chapter 11, Changes to the Scoping Package, discusses the effects of change in policy or design standard on the scoping package. Impacts or effects of changes to the project scope and the methods to update the scope are also included in this chapter.

Chapter 12, Best Practices, describes many best practices in detail.

The Appendix contains explanations of acronyms, a glossary of MDOT terms, and helpful contact information.

The following books, manuals, documents and guides are among the items referenced in the development of this Scoping Manual:

- [MDOT Road Design Manual](#)
- [MDOT Bridge Design Manual](#)
- [MDOT Drainage Manual](#)
- [MDOT Design Survey Manual](#)
- [MDOT Capital Preventive Maintenance Manual](#)
- [MDOT Bridge Capital Scheduled Maintenance Manual](#)
- [MDOT Pontis Bridge Inspection Manual](#)
- [MDOT Work Zone Safety and Mobility Manual](#)
- [MDOT Guidance Document #10202 – Uniformed Law Enforcement in Work Zones](#)
- [MDOT Guidelines For Stakeholder Engagement](#)
- [Asset Management's Road quality documents](#)
- FHWA website <http://www.fhwa.dot.gov/pavement/pres.cfm>

- *The Preventive Maintenance Concept*, Pavement Preservation, <http://www.fp2.org/why-pavement-preservation/>
- *Preservation Toolbox* Foundation for Pavement Preservation website, <http://www.fp2.org/preservation-toolbox/>
- [MDOT FY2017-2020 State Transportation Improvement Program](#)
- [MDOT State Long Range Transportation Plan 2005-2030 Highway/Bridge Technical Report](#)
- [MDOT Soil Erosion and Sedimentation Control Manual](#)
- MDOT Sufficiency Report
- AASHTO Guide for Development of New Bicycle Facilities
- AASHTO Highway Safety Manual
- AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities
- MDOT Research Record, Construction and Technology, Issue Number 88, March 2000, www.michigan.gov/documents/mdot_c&t_rr-88_67046_7.pdf