

# Scoping Tasks and Timelines

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## General Overview

The majority of MDOT's projects are selected through the Call For Projects process. The scoping process and the completion of the steps are vital to a successful design and its subsequent construction as well as the MDOT program.

### *Scoping timelines for each region*

The recommended timeline is specific to the CFP. It is understood that the seven MDOT regions (Bay, Grand, Metro, North, Southwest, Superior and University) may differ on exactly when they perform each scoping step, but there is a general pattern common to all regions. Scopes and estimates may be done as time and schedule permit.

### *Time between scoping and construction*

The CFP process begins approximately six years prior to the letting and construction of a project, with the exception of CPM, CSM and T&S projects which are typically scoped two years before the let date. The process outlined in this manual, tools and best management practices (BMPs), are relevant guidance for scoping all projects (the timeline mentioned may not apply to projects that are not included in the CFP). The importance of a complete and detailed scoping package is valid regardless of when the scoping is performed.

### *Importance of completing each step in order*

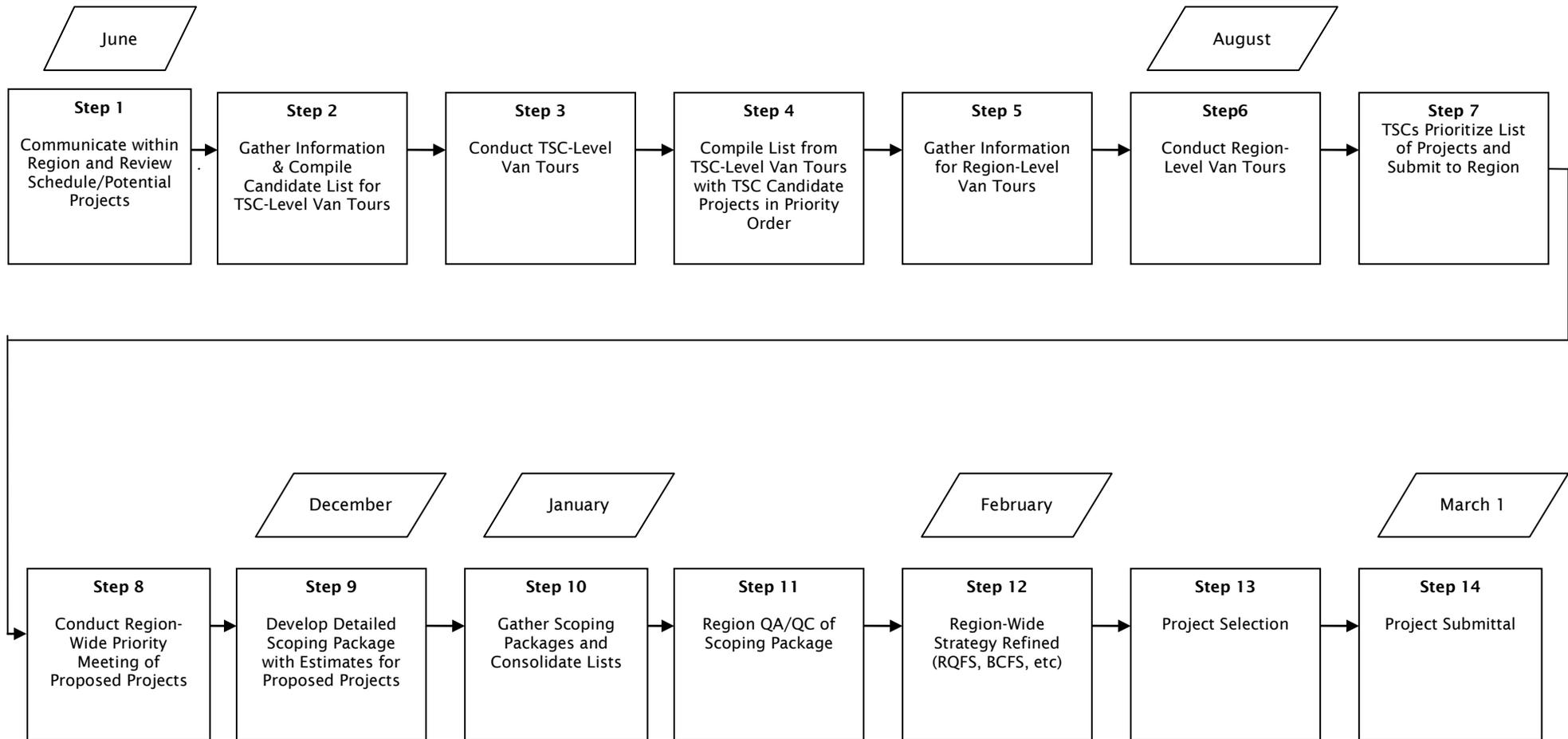
This chapter defines the scoping steps, provides a timetable for reference and defines the responsibilities and outcomes of each step in the CFP process. The steps of the scoping process must be completed in order as the information builds on the preceding step.

### *Steps in the CFP cycle*

#### **Scoping steps in the CFP cycle (suggested):**

- Potential Project Identification and Research: Early Summer to Early Fall
- Detailed Project Scoping and Cost Estimation: Late Summer to Late Fall
- Final Review and Selection of Projects: Winter
- Call For Projects (CFP) Created and Submitted to Lansing: Late Winter to Early Spring (This is not part of the scoping process but is part of the CFP process)

# Project Scoping Process - Timeline



## Potential Project Identification and Research

Suggested CFP Schedule:

June



### Step 1 Communicate within Region and Review CFP Schedule / Potential Projects

Generally, this step involves the Region staff gathering and providing road and bridge condition data and maps. This information allows the TSC to make an initial list of sections of road/bridges that are project candidates, based on condition, statewide goals, local project coordination, traffic and safety analysis and stakeholder input. The Region also provides road and bridge condition maps based on the previous year's data to assist the TSCs in the prioritization of their potential projects.

The Region typically reviews and/or modifies the entire schedule for the Call For Projects Process for the year (including interim due dates and responsibility breakouts).

#### The Goal:

To gather and analyze data in order to compile a preliminary project candidate list in accordance with Region strategies.

#### Responsible Party:

Region Development Staff.

#### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Pavement Strategy	Network percentage requiring work (freeway/non-freeway)	RQFS	Region Pavement Engineer
Bridge Strategy	Network percentage requiring work (freeway/non-freeway)	BCFS	Region Bridge Engineer

<b>Support Information Needed</b>	<b>Tools / Data</b>	<b>Program</b>	<b>Staff Resource or Location</b>
Pavement Condition	RSL Map & Data		Region Pavement Engineer
	DI Data		
	Rut Information		
	Surface Condition Data		Sufficiency Report
Bridge Condition	NBI Map & Data	MBIS or TMS	Region Bridge Engineer
	Fracture Critical Bridge List		
	Scour Critical Bridge List		
Previous Non-selected Projects	Lists (Spreadsheets)	Excel	Prior Year's CFP Information
Project Scoping Schedule (Region Specific Timeline)	Calendar		System Manager



## Step 2 Gather Information and Compile Candidate List for TSC-Level Van Tours

From the information provided by the Region, the TSC compiles a candidate list of proposed projects. Typically information packages are created and disseminated to the TSC-Level Van Tour attendees for notes and discussion before, during and after the actual van tour.

**The Goal:**

Develop preliminary candidate project package for the TSC-Level Van Tours.

**Responsible Party:**

TSC Development Staff.

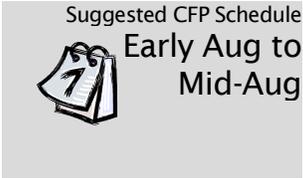
### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Region Supplied Data & Maps from Step 1			Region Pavement Engineer
Past Projects, Historical Information, Adjacent Project Information	Old Plans, CS Maintenance Logs	Projectwise, PHD	Development or Delivery Staff, Region Pavement Engineer
	ROW Maps		MDOT Intranet, Region Real Estate Staff
Traffic Information	ADT, AADT, % Commercial, Annual Traffic Count Maps	TMIS, Maptitude	Sufficiency Report, TSC T&S Engineer, MDOT Intranet, Lansing Planning Division

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Safety Issues	Guardrail Condition, location	TMS, Maptitude	Physical Feature Inventory
	High Crash (Transparency Report) Intersections/ Segments	TMS	TSC T&S Engineer
	Crash Data	TMS	TSC T&S Engineer
Stakeholder Input	Complaint File		Region or TSC
	Listening Sessions		Region or TSC Staff
	Legislative Sessions/MDOT Summits		
	FHWA		
	MPO/RTF		

In some cases it may be appropriate to gather some of the information listed below to assist in determining additional projects that may be candidates for the TSC-Level Van Tour.

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Drainage Issues	Existing Problem Areas		TSC Maintenance Staff
Soils Issues	Existing Problem Areas		TSC Maintenance Staff / Region Soils Engineer
	Existing Soil Borings	MicroStation	Region Soils Engineer
Maintenance Issues	Existing Problem Areas	MARS	Region Maintenance Staff



### Step 3 Conduct TSC-Level Van Tours

The TSC-Level Van Tour is the opportunity to review each candidate project as a group to gain a better understanding of the specific issues related to each project. Clear and concise notes must be taken for each project. Alternatives for further investigation or estimation should be discussed and a consensus reached for each project.

This van tour may include the Region Bridge Engineer for earlier coordination, but is not required. The TSC should coordinate early with the Region Bridge Engineer via a separate meeting to discuss bridge issues prior to the TSC Van Tour. After the preliminary list is developed, by the Region Bridge Engineer, this information is then brought to the Region-Level Van Tours.

**The Goal:**

A visual inspection by multi-disciplined staff of the preliminary candidate list of projects. This is done in order to develop a prioritized candidate list of projects and fix types for submittal to the Region Office.

**Responsible Party:**

TSC Development Staff is responsible for organizing the van tour, compiling the list of projects to be scoped and summarizing the van tour notes for the next step.

#### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Preliminary Candidate Project Package from Step 2			
List of Invitees	Background Information From Respective Invitee (Represented Support Area)		See List

<b>Support Information Needed</b>	<b>Tools / Data</b>	<b>Program</b>	<b>Staff Resource or Location</b>
Potential Fixes			Scoping Manual Chapter 5
Fix Guidelines			Scoping Manual Chapter 5
Funding Template Criteria			Scoping Manual Chapter 2
Maintaining Traffic Issues			TSC T&S Engineer
Road/Bridge Scoping Report & Details Worksheet	Checklist		Scoping Manual Appendix

**Required Attendees for TSC Van Tours:**

- TSC Operations Engineer
- TSC Construction Engineer
- TSC Consultant Coordinator
- TSC Traffic and Safety Engineer
- TSC Maintenance Coordinator
- TSC Manager

**Optional Invitees:**

- County Road Commission or Municipality or Local Agency
- Permits or Utility Engineer
- Design Engineer
- Region Bridge Engineer



**Step 4**      **Compile List from TSC-Level Van Tours with TSC Candidate Projects in Priority Order**

Discussion of candidate projects and potential fix types are often discussed by TSC staff in a debriefing meeting following the TSC-Level Van Tour. Typically it is during this meeting that a priority list is developed from the candidate list (sorted by template).

**The Goal:**

Prepare a priority list of potential projects with identified project issues. Develop a proposed project map.

**Responsible Party:**

TSC Development Staff, in consultation with TSC Staff and approval of the TSC Manager.

Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
All Information from Steps 1-3			TSC Development Staff
Summary of TSC-Level Van Tour Notes	Spreadsheets and Maps	Excel Mapitude	TSC Development Staff



## Step 5 Gather Information for Region-Level Van Tours

A prioritized candidate list from the TSCs is submitted to the Region for review a minimum of two weeks prior to the Region-Level Van Tour. The Region may obtain additional information when reviewing the list for use on the Region-Level Van Tour. The Region will analyze the candidate list (completed spreadsheet) and revised maps from all TSCs and compare it to the Region’s Network Condition Strategy.

### The Goal:

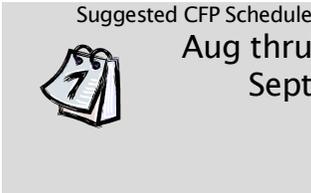
An information package is developed, including revised maps, for the Region-Level Van Tours.

### Responsible Party:

TSC and Region Development Staff.

### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Previous info gathered from Step 1			Region Development Staff
TSC Prioritized List and Map from Step 4			TSC Development Staff
Environmental Information			Region Resource Analyst or Lansing Planning Division
Studies/ Corridor Information	Studies Road History	P <sup>3</sup> Projectwise	Region Development Staff



## Step 6 Conduct Region-Level Van Tours

The Region-Level Van Tour is the opportunity for the TSC and Region to discuss the proposed projects, project issues and strategic goals, while reviewing the location as a group. Clear and concise notes must be taken for each project. Alternatives for further investigation or estimation should be discussed and consensus reached for each project.

### The Goal:

Visual inspection of TSC’s prioritized candidate list, by multi-disciplined staff from the Region, Lansing and the TSC (and other personnel if necessary). Develop a consensus of the prioritized candidate list of projects and fix options (with supporting discussion notes).

### Responsible Party:

Region Development Staff.

### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Information from Steps 4 & 5			Region & TSC Development Staff
List of Invitees			See below

### Required Attendees for Region-Level Van Tour:

- Region Consultant Coordinator
- Minimum of one, *maximum of 3* representative from TSC (Recommended – TSC Operations Engineer, TSC Construction Engineer and TSC Manager)
- Region System Manager
- Region Pavement Management Engineer
- Region Soils Engineer
- Lansing Environmental Clearance Coordinator
- Region Resource Specialist
- Bridge Engineer

### Additional/Optional Attendee List:

- Region Real Estate
- Region Surveyor
- Lansing Geometrics Unit Representative
- Lansing Hydraulics Representative
- Region Staff Engineer
- FHWA Area Engineer

## Detailed Project Scoping and Cost Estimation



### Step 7 TSC Prioritize List of Projects and Submit to Region

Following the Region-Level Van Tour, it is suggested that a follow-up meeting be held with each TSC to ensure that all participants have understood the information that was discussed with respect to each project candidate. It is essential that each participant is clear on the proposed fix. At this time each TSC can edit the candidate list, to incorporate the Region-Level Van Tour notes and discussions. After the information has been edited, it is then sent to the Region to be combined into a draft master projects list for the entire Region, separated by template and sorted by the TSC priority ranking.

#### The Goal:

Develop the final prioritized list of proposed projects based on general agreement from the Region-Level Van Tours.

#### Responsible Party:

TSC Development Staff.

#### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Information from Steps 4 & 6	Project Spreadsheets	Excel	TSC & Region Staff



## Step 8 Conduct Regionwide Priority Meeting of Proposed Projects

A Project Prioritization Meeting, with the Region and TSCs, is held to discuss the combined prioritized list. The list weighs the priorities of the candidate jobs from all of the TSCs. It is recommended to assign a priority ranking at a Regionwide level, comparing candidate projects and priority rankings between the TSCs. All of the projects are discussed with the TSCs and Region staff. It is determined at this meeting which projects are to be estimated and considered for selection. It is important to preliminarily determine the highest ranked project candidates, so estimating can focus on the projects that will likely be chosen.

The above mentioned process will hold true for all templates being considered. For all templates the determination of which projects to estimate for the current year's Call For Projects is made at this meeting.

Following the meeting, the final version of the prioritized list is updated to reflect the comments and direction to be taken (including the priority ranking and fix options to estimate).

<b>The Goal:</b>
Regionwide priority list of candidate projects for TSCs to scope and estimate (Final Project Candidate List).
<b>Responsible Party:</b>
Region & TSC Development Staff.

### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Any Updated Information from Step 1			Region Staff
Information from Step 7	Final Projects Candidates List (Spreadsheet) is distributed	Excel	TSC & Region Develop Staff

Suggested CFP Schedule  
**Mid-Nov**  
**to Dec 31**




*Statewide Scoping Master Checklist*

*Scoping Report and Details Worksheet*

## Step 9      Develop Detailed Scoping Package with Estimates for Proposed Projects

Each TSC takes the Final Project Candidate List (distributed from the Region to the TSCs in Step 8), scopes the candidate projects and develops cost estimates for the fix options agreed upon at the Project Prioritization Meeting (Step 8). All documentation from this step and the previous steps are incorporated into a detailed comprehensive scoping package. At this step the “Statewide Scoping Package Master Checklist” and the “Scoping Report and Details Worksheet” must be completed in full and the package compiled and entered into Projectwise. In addition, the projects that are selected for estimating, at the Project Prioritization Meeting, will need JNs obtained for the scoping package (for only those candidate projects being estimated). See Chapter 10 of the manual for additional information and the instructions for setting up the ProjectWise structures.

**The Goal:**

Develop Project Scoping Packages that are comprehensive, inclusive and detailed, with estimates and completed checklists.

**Responsible Party:**

TSC Development Staff

Needed Information and Tools

<b>Support Information Needed</b>	<b>Tools / Data</b>	<b>Program</b>	<b>Staff Resource or Location</b>
Information from Step 3, 6 & 8	Project Spreadsheets, Notes & Files		TSC Development Staff
Obtain Job Number	Project Spreadsheets	MPINS	Region/TSC Development Staff
Projectwise File Structure	Files, Project List, JN	Projectwise	Region/TSC Development Staff
Project Estimate	Estimating Spreadsheet	Excel Trnsport	Scoping Manual Chapter 7, 8 & Appendix
Current programmed local or state projects	STIP/TIP		Region Development/ Planning Staff
	Local Project List		Local Agencies, MPO, RTF, Region Planning Staff
	MDOT 5 Year Program	ACRS	
	Current Year CFP Book	Adobe	Region/TSC Development Staff

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Strategy Guidelines	Existing Strategies		Region Development Staff
	BCFS/RQFS	BCFS RQFS	Region Development Staff
	Known Constraints (EIS or EA)		Region Development/ Planning Staff
	New Initiatives		Region System Manager
Checklists	Scoping Package		Scoping Manual Appendix
	Detailed Worksheets		
	Estimating		
	Constructability		
Associated Items	Bridge Deck Matrix Considerations, Sketches, Beam Repair Measurements, Photographs, Previous Inspections and etc		
	ADA/Sidewalk		
	Elderly Mobility		
	SR2S (Safe Routes to School)		

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Work Zone Safety and Mobility Policy Analysis	Acceptable Delay Worksheet		Work Zone Safety and Mobility Manual
	LOS		Sufficiency Report
	Traffic Counts	TMS	
	Capacity Analysis	Synchro Corsim V/C CO <sup>3</sup>	Work Zone Safety and Mobility Manual
	Delay Mitigation Concepts		Work Zone Safety and Mobility Manual/Scoping Report & Details Worksheet
Stakeholder Engagement/CSS	Stakeholder Engagement Activity Matrix		Guidelines For Stakeholder Engagement
CFP Instructions	Current Year Instructions		Region Development Staff
Current Guidelines	Road Design Manual; Bridge Design Manual; Geometric Design Guides		MDOT Intranet
Template Criteria			Scoping Manual Chapter 6

The Estimator (developing the scoping documents) and the TSC Manager or TSC Engineer must sign and date the Statewide Scoping Package Master Checklist when the review is completed.

Additionally, the Scoping Package and all contents must be stored in Projectwise. The file structure that will be used is described in Chapter 10 of this manual.

## Final Review and Selection of Projects

Suggested CFP Schedule  
**Month of  
 January**



### Step 10 Gather Scoping Packages and Consolidate List

Each TSC submits the scoping packages to the Region for review. Region will combine all data into Final Project Candidate List.

**The Goal:**

Update of region lists, reflecting details from scoping package.

**Responsible Party:**

Region Development Staff

#### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Scoping Package			TSC Development Manager
Prioritization Meeting Notes			TSC Development Staff
Van Tour Notes			TSC Development Staff



## Step 11 Region QA/QC of Scoping Package

The Region receives the Scoping Package from the TSCs and reviews the package for completeness, omissions, errors and conformity with previously agreed upon scoping direction.

**The Goal:**

To obtain complete and accurate project Scoping Packages, with proposed changes and/or corrections through review and analysis.

**Responsible Party:**

Region Staff or other staff as assigned for review in the QA/QC process (preferably not involved with the Scoping process to date).

### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
CFP Letter			Region System Manager
Detailed Scoping Packages			TSC/Region Development Staff
Timeframe/Schedule	CFP Letter/Calendar		Region System Manager
Manuals & Guides			MDOT Intranet
Template Criteria			Scoping Manual Chapter 6



*Statewide Scoping Package Master Checklist*

The QA/QC reviewer must sign and date the Statewide Scoping Package Master Checklist when the review is completed.

Suggested CFP Schedule  
**Late Jan**  
**to Mid-Feb**



## Step 12 Region-Wide Strategies Refined (RQFS & BCFS)

Based on funding, goals and etc., changes made to the network over the previous year and the proposed projects, a preliminary RQFS/BCFS analysis is performed and submitted to Lansing Statewide Project Planning. This will ensure the new draft project selection aligns with the previous year's strategy.

**The Goal:**

Direction for project selection.

**Responsible Party:**

Region System Manager, Region Pavement Engineer and Region Bridge Engineer.

### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Current Programmed Projects		ACRS MPINS	
Draft Selected Candidate Project List	Draft/Refined List (Spreadsheet)	Excel	Region System Manager
Condition Data			See Step 1 for details/Region Pavement Engineer/Region Bridge Engineer
Current RQFS/BCFS Analysis		RQFS/BCFS	Region Pavement Engineer/Region Bridge Engineer



### Step 13 Project Selection

The Region analyzes the Project Candidate List and weighs Strategic Goals and Strategies, Template Targets, project priority ranking, project impacts, a balance of mix of fixes, stakeholder engagement, capital distribution among the TSCs, corridor strategies and estimated project costs for the various fix options to determine which projects will be selected for inclusion in the Call For Projects. The Let Dates are set in order to provide a balance of lettings within the first two quarters of the Fiscal Year. As financial constraints allow, EPE, PE, ROW and/or other necessary phases are also assigned to the fiscal years prior to the project activity.

**The Goal:**  
Final constrained project list.

**Responsible Party:**  
Region System Manager.

#### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
Strategic Direction	CFP Instructions		Region System Manager
Estimated Program Targets	Partnering/ Funding Opportunities	MMS/ACRS	Call For Projects Letter
Individual Project Estimates	Spreadsheets or Lists		From Step 9
Template Constraint	Spreadsheets	Excel ACRS MMS	Region System Manager/Lansing Planning/Lansing C&T Bridge
Strategies		RQFS/BCFS	
Stakeholder Input	Lists/Files		All

## Call For Projects Submittals

### Step 14 Submission to Lansing for Interim Approval of the CFP

In the CFP process, following the selection of projects (step 13), the Region submits the Proposed Project lists (by Template) to Statewide Planning Division for review and approval. Statewide Planning Division reviews and corresponds with each Region regarding the submittal, at the same time it is forwarded to the Project Screening Committee. The Project Screening Committee analyzes the statewide project list for compliance with the statewide goals, on region by region basis.

#### The Goal:

A draft program that is constrained, consistent with developed strategies, provides a cost effective “Mix of Fixes” plan and ready for preliminary review by the Project Screening Committee.

#### Responsible Party:

Region System Manager

#### Needed Information and Tools

Support Information Needed	Tools / Data	Program	Staff Resource or Location
CFP Letter			Region System Manager

## Step 15 Final Submission of the CFP

Comments from Step 14 are sent back to each region by mid-April. The Region will incorporate comments from the Project Screening Committee and finalize the Final Project List (by Template). The CFP Notebook, with all components from the CFP instructions, is compiled for submittal in May to Statewide Transportation Planning Division in Lansing (and entered in ProjectWise).

### The Goal:

Incorporate or address the March submittal's review comments, program all approved projects and develop the notebook for the CFP May submittal process.

### Responsible Party:

Region System Manager