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 E	Region Program Engineer					
Who requested the	his project? For wh	at reason?						
What is the propo	osed improvement/s	scope of work? (Note	e changes a	as project develops)				

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 reevaluate 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) The Form 1048a is to be used in conjunction with the Project Development 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.

Check ☐ when item is completed. If activity is applicable, show date completed and initial.

Check "clear box as each activity is cleared.

5) ???=Not yet determinable.

Activity

Section 1	Phase I	Phase II	Phase III	С	Certification/clearance		
Scoping, budgeting and programming	Implementation to STIP	Design Scoping Review	Field Inspection Review	L E A R	Responsible party or reviewer	Documentation or activity sign- off date	
1.01 Existing typical section							
1.02 Proposed typical section							
1.03 Consistent with STIP Public Involvement							
1.04 Maintenance input							
1.05 Estimated total project cost (PE, ROW, Util., Const., etc.)	\$	\$	\$				
1.06 Funding sources / resource allocation (State, federal, local, etc.)							
1.07 Project finances (ProMIS budget actions and phase obligation)					Resident Engineer		
1.08 Field survey required ☐Yes ☐No Date requested:		Completed date			Region Survey Coordinator		
1.09 Design Data (Form 463a)		Preliminary: Date:	Final: Date:		Resident Engineer		
1.10 Request for Design Exception (Form 464a) (Attach to Form 463a)		□ N/A □ Applicable	□ N/A □Sent		Resident Engineer		
1.11 Project schedule prepared		☐ Yes ☐ No Date:	Up-to-date Date:		Resident Engineer		

Section 2	Phase I	Phase II	Phase III	С	Certification/clearance	
Environmental	Implementation to STIP	Design Scoping Review	Field Inspection Review	L E A R	Responsible party or reviewer party or reviewer off date	
	Yes No Check	Yes No Check	Status:			
Route location approval Major Intermediate certification Minor Compliance (Form 128)					Region Planning / Environmental Manager (shaded area below)	
2.02 Public involvement						
2.03 Alternative modes of transportation Travel demand management						
2.04 Section 4(f) Section 6(f)						
2.05 Historic clearances						
2.06 Historic bridges						
2.07 Archaeology (effects determination)						
2.08 Paleontology (effects determination)						
2.09 Floodplains						
2.10 Farmland protection						
2.11 Wetlands						
2.12 Division of Wildlife (SB40)						
2.13 Threatened and endangered species						
2.14 Hazardous waste and materials ☐ Contaminated soils						
2.15 Noise analysis						
2.16 Air quality						
2.17 401 Certification						
2.18 402 Permit						
2.19 404 Permit						
2.20 NPDES Permit						
2.21 Erosion control					Landscape Architect (shaded area below)	
2.22 Landscaping						
2.23 Seeding						
2.24 Irrigation systems						
2.25 Wildflowers						
2.26 Noxious weeds						
aa. Wetlands mitigation						

Section 3	Phase I			С	Certification/clearance	
Traffic	Implementation to STIP	Design Scoping Review	Field Inspection Review	L E A R	Responsible party or reviewer	Documentation or activity sign-off date
			Status:	K		
3.01 Traffic data (Form 463a and title sheet)		Available? Yes No			Resident Engineer	
3.02 Request / analyze crash data Hazard index:	Yes No	Status:			Region Traffic	
3.03 Request turning movements from DTD ☐Shown on the plans		Yes No			Resident Engineer	
3.04 Signal warrants ☐ On file					Region Traffic	
3.05 Traffic movement diagram Intersection layout req'd ☐ Yes ☐ No Interchange layout req'd ☐ Yes ☐ No		Requested Requested			Resident Engineer	
3.06 Intersection / interchange design ☐ Yes ☐ No	Required?	Required? Requested			Resident Engineer	
3.07 Traffic signal plan		Yes No			Project Traffic Engineer	
3.08 Lighting plan		Yes No			Resident Engineer	
3.09 Permanent signing and pavement marking		Required? Yes No			Project Traffic Engineer	
3.10 Construction traffic control plans (signing, signals and pavement marking)		☐ Yes ☐ No			Project Traffic Engineer	
Section 4	Phase I	Phase II	Phase III	C.	Certification	n/clearance
Structures	Implementation to STIP	Design Scoping Review	Field Inspection Review	L E A R	Responsible party or reviewer	Documentation or activity sign- off date
	Yes No Check	Yes No Check	Status:			
4.01 Major structure - bridge					Project Structural Engineer	
4.02 Major structureculvert					Project Structural Engineer	
4.03 Major structure - unusual					Project Structural Engineer	
4.04 Pedestrian overpass / underpass					Project Structural Engineer	
4.05 Architectural / aesthetic treatment						
4.06 Foundation investigation and recommendation					Project Structural Engineer	
4.07 Structure selection report					Project Structural Engineer	
4.08 Retaining walls					Project Structural Engineer	
4.09 Noise walls					Project Structural Engineer	
4.10 Analysis of structures to be resurfaced		Req'd Requested			Project Structural Engineer	
4.11 Determine existing structural adequacy		OK N/A Check			Project Structural Engineer	
4.12 Crashworthy bridge rail		OK N/A Check			Project Structural Engineer	
4.13 Vertical clearance of structure		OK N/A Check			Resident Engineer	

Section 5	Phase I	Phase II	Phase III	C	Certificatio	n/ciearance
Materials	Implementation to STIP	Design Scoping Review	Field Inspection Review	L E A R	Responsible party or reviewer	Documentation or activity sign- off date
			Status:			
5.01 Pavement analysis / distress	Туре:	Type:	Type:		Region Materials Engineer	
5.02 Foundation investigation and drilling		Yes No Request	Status:		Resident Engineer	
5.03 Geotechnical studies		Yes No Request	Status:		Geology Program	
5.04 Pit option		Yes No Check	Status:		Resident Engineer	
5.05 Pit reclamation requirements			Yes No Check		Resident Engineer	
5.06 Pavement justification report			Status:		Region Materials Engineer	
5.07 Alternate pavement design (life cycle cost analysis)			Status:		Region Materials Engineer	
Section 6	Phase II		Phase III	С	Certificatio	n/clearance
Right of Way and Utilities	Implementation to STIP	Design Scoping Review	Field Inspection Review	L E A R	Responsible party or reviewer	Documentation or activity sign- off date
6.01 Right-of-way involvement Access control? Easement acquisition required?	Yes No Type	Yes No Check ☐ ☐ ☐ ☐ #= ☐ #=	Status:		ROW Manager	
Relocation assistance Trespass permit required? Advertising signs (commercial)						
□lllegal □ Legal						
Existing easements Identify Clearance		Type:	Yes No #			
6.02 Permits req'd to work on govt.	Yes No ???	Yes No Check	Status:		Resident Engineer	
land Forest Service Bureau of Land Management 1 2.						
6.03 Utility involvement	Yes No ???	Yes No Check	Status:		Region Utility	
Existing utility easements? Visual inspection Request locates		Status:	Status.		Engineer	
Clearance			☐ Yes ☐ No			
6.04 Railroad involvement 1 2	Yes No ???	Yes No Check	Status:		Resident Engineer	

Section 7	Phase I	Phase II	Phase III	С	Certification/clearance	
Agreements, Justifications and Approvals	Implementation to STIP	Design Scoping Review	Field Inspection Review	L E A R	Responsible party or reviewer	Documentation or activity sign-off date
7.01 Safety rest areas	Yes No ???	Yes No Check	Status:		Resident Engineer	
7.02 Detour design	Yes No ???	Yes No Check	Status:		Resident Engineer	
7.03 Frontage road design	Yes No ???	Yes No Check	Status:		Resident Engineer	
7.04 Railroad design RR company RR flagging and insurance requirements RR facilities RR standards reviewed	Yes No ????	Yes No Check	Status:		Resident Engineer	
7.05 Airport / heliport clearances	Req'd ????	Yes No Check	Status:		Resident Engineer	
7.06 Americans With Disabilities Act standards	Yes No ???	Yes No Check	Status:		Resident Engineer	
7.07 Bicycle and pedestrian facilities Standards reviewed	Yes No ???	Yes No Check	Status:		Resident Engineer	
7.08 Transit accommodations	Yes No ???	Yes No Check	Status:		Resident Engineer	
7.09 Safety review (including clear zone decisions)		Applicable ☐ Yes ☐ No	Status:		Resident Engineer	
7.10 Resurfacing project safety letter			Date:		Resident Engineer	
7.11 Guardrail/ barrier design and review		Need ???? Yes No	Yes No Check		Resident Engineer	
7.12 Hydraulic design ☐ Erosion control ☐ Stormwater quality management		Yes No Check	Status:		Hydraulics Engineer	
7.13 Culverts other than Bid Items 617 and 624			☐ Justified Status:		Resident Engineer	
7.14 Climbing and passing lanes		Yes No ???	Yes No Check		Resident Engineer	
7.15 Stockpass and machine pass		Yes No ???	Yes No Check		Resident Engineer	
7.16 Alternate bids		Yes No ???	Yes No Check		Program Engineer	
7.17 Consolidated projects			Applicable Yes No		Resident Engineer	
7.18 Special provisions ☐ Reviewed by			Yes No Check		Resident Engineer	
7.19 Consultant selection and contracting process	Yes No ???	Yes No Check	Status:		Agreements	
7.20 Entity agreement (local agency, intergovernmental, interagency, public, private) 1 2	Yes No ????	Yes No Check	Status:		Agreements	
7.21 Irrigation company agreement 1. 2.	Yes No ???	Yes No Check	Status:		Region Utility Engineer	

Section 8		Phase I		Phase II Design Scoping		Phase III	С	Certification/clearance			
General	Imple to ST	ementa TP		Desi Revi		coping	Rev	ection riew	L A R	Responsible party or reviewer	Documentation or activity sign- off date
8.01 Force account and FIPI (Form 895)	Yes	No	???	Yes	No	Check	Yes	No Date		Region Program Engineer	
8.02 Method of construction	Yes	No	???	Yes	No	Check	Yes	No Date		Resident Engineer	
8.03 Work by others (with federal aid)	Yes	No	???	Yes	No	Check	Yes	No Date		Resident Engineer	
8.04 Work by state forces	Yes	No	???	Yes	No	Check	Yes	No Date		Resident Engineer	
8.05 Value Engineering				Yes	No	Check	Yes	No N/A		Resident Engineer	
8.06 Stage construction (future capacity considerations)				Yes	No	Check	Yes	No Check		Resident Engineer	
8.07 Experimental items				Yes	No	Check	Yes	No Date		Region Program Engineer	
8.08 Mandatory source of materials				Yes	No	Check	Yes	No Date		Resident Engineer	
8.09 Design Scoping Review				Date:						Resident Engineer	
8.10 Field Inspection Review ☐ Combined FIR/FOR							Date	e(s):		Resident Engineer	
8.11 Design Office Review							Date	e(s):		Resident Engineer	
8.12 **Final Office Review							Date	e(s):		Resident Engineer	
8.13 Design decision letter Applicable ☐ Yes ☐ No				Date(s):		Date			Resident Engineer	
8.14 Disposal of excess materials off project site							Yes			Resident Engineer	
8.15 Use of materials furnished by a public agency							Yes			Region Program Engineer	
8.16 Propriety items							Yes	No Date No Date		Region Program Engineer	
8.17 **On-the-job trainee approval Force account Special reviewed							Yes			Region EEO/Civil Rights Specialist	
8.18 **Disadvantaged Business Enterprise goals							Yes	No Status		Region EEO/Civil Rights Specialist	
8.19 **Project control data (Form 859a)							Stati	us:		Region Program Engineer	
8.20 **PS&E approval							Date Date			Resident Engineer	
8.21 **Federal-aid program data (Form 418)										OFMB	
8.22 **Bid package reviewed ☐ Region ☐ FHWA							Date):		Resident Engineer	
8.23 **Advertisement										Resident Engineer	
8.24 **PS&E revisions under ad Approved ☐ Yes ☐ No							Date	e:		Resident Engineer	
8.25 **Re-advertisement										Region Program Engineer	
8.26 **Estimate Review by Eng. Estimating										Engineer Estimating	

^{**}Report status in Phase III column, activity usually falls after FIR.