**Preliminary Impact (30%) REVIEW MEETING AGENDA**

Date:

Project ID:       Supervisor:

Title:       Project Manager:

Highway:       Designer(s):

County:       (Firm and Names)

* Introductions
* Project Location and Need
* Design Summary
* Major Design Changes Between Kick-off and 30% Plans
* Discuss Alternatives and Reasons for Preferred Alternative

**Project Schedule/Estimate**

* **PS&E Date:**
* **Advanceable Date:**
* **LET Date:**
* **Env. Document Date:**
* **DSR Date:**
* **Slope Intercept Date:**
* **Plat Recorded Date:**
* **DT1078 Submittal Date\*:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Date | Estimate\*\* Construction (w/o delivery) | Estimate Right of Way | Estimate Utilities | Estimate Railroad | Comments |
| Scope Approved: |       |       |       |       |       |       |
| Design Kick-off Meeting: |       |       |       |       |       |       |
| FIIPS Estimate: |       |        |        |        |        |        |
| Current Estimate: |       |        |        |        |        |        |

\* - The date DT1078’s are sent to the utility companies

\*\* - State 3R projects – Inflate construction estimate by 2.5% per year to the LET Date

 - Backbone and HISP projects – All estimates will be in current dollars

**Current estimate in current dollars:**

* Change Management Discussion (See *NE Region Change Management Policy & Procedure*)
* Funding Participation and Local Agreements (SMA)
	+ Status/Approval Date
	+ Maintenance Agreements
	+ Lighting
* Traffic Management Plan (TMP)
	+ TMP Type
	+ Status/60% approval date:
* Real Estate Requirements
	+ Additional right of way needs since Design Kick-Off
	+ Number of Parcels
	+ Adequate time scheduled for acquisition
* Plat
* Access
	+ Issues with driveways
* Encroachment
	+ Encroachment actions
	+ Roadside Hazard actions
* Environmental Process
	+ Impacts (Wetlands, Noise, HazMat, Historical Properties, know archeological sites, etc.)
	+ Potential Section 4f/6f properties
	+ Section 106 (archaeology and history)
	+ Agency Coordination (DNR, COE, Native Americans, etc)
		- Review Preliminary Comments from DNR
	+ Environmental Document Type and status submittal
* Stormwater/Erosion Control
	+ Stormwater Requirements
	+ Temporary and Permanent Erosion Control Concerns
	+ Waterway Concerns
* Utility Coordination
	+ Anticipated utility conflicts
	+ Potential high cost/high risk utilities in project limits
	+ Utility Coordination Task List
* Railroad Coordination
	+ Railroad within 1000’ of the project limits or an at-grade crossing on the detour?
	+ Coordination needed for the Railroad
* Maintenance Concerns
	+ Additional structural or culvert improvements identified since Design Kick-Off Meeting.
	+ Storm Sewer Televising status/results
	+ Additional Maintenance Concerns
* Public Involvement
	+ Results from PIM
	+ Date of next PIM
* Discuss Comments Made Prior to Meeting
	+ Comments the Designer Disagrees With
	+ Comments that Require Further Study
* Additional Comments/Concerns

Responses to Section Comments Due Date:

**Action Items:**

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**\*Note: Review agenda provides a guide for possible discussion topics. Designer shall modify agenda and provide additional information based on the specific project needs.**

Project Data

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Existing Conditions* | *Proposed* | *Remarks/Comments* |
| *Design Speed* |  |  |  |
| *Traffic Projections* |  |  |  |
| *Typical Sections and Clear Zone* |  |  |  |
| *Geometric Design Elements* |  |  |  |
| *Preliminary Drainage/Storm Sewer* |  |  |  |
| *Pavement Considerations* |  |  |  |
| *Soils Report* |  |  |  |
| *Culvert/Bridge Design Elements* |  |  |  |
| *Side Roads/Intersections (Geometry/Traffic control Review)* |  |  |  |
| *ICE Reviews* |  |  |  |
| *Roundabout Reviews* |  |  |  |
| *Verify Design Vehicle/OSOW* |  |  |  |
| *Recreation Considerations* |  |  |  |
| *Park and Ride* |  |  |  |
| *Bicycle/Pedestrian Accommodations* |  |  |  |
| *Unique Design Requirements* |  |  |  |
| *Exceptions to Standards/Substandard Features* |  |  |  |
| *Connecting Highway Changes and Status* |  |  |  |
| *Commitments* |  |  |  |
| *NHS status* |  |  |  |

**How to fill out the 30% Agenda – Delete once agenda is completed.**

**Delete topics that do not pertain to the project.**

* Design Summary – *Discuss project, give overview and touch on unique issues specific to your project. Give the background.*
* Major Design Changes between Kick-off and 30% Plans - Discuss anything different from the scoping document or the Design Kick-off Meeting?
* Discuss Alternatives under Consideration - *Discuss alternatives and preferred alternative. Talk about pros and cons of each alternative and why the preferred alternative is the preferred option. Bring Costs for each alternative.*
* Project Schedule/Estimate
* Change Management Discussion (See *NE Region Change Management Policy & Procedure*) If the cumulative cost of the project has increased by $200,000 need to follow the change management procedure. Or if project limits have changed or if a different type of improvement is now 50% of the project, moving the project from a resurface to a re-condition to a reconstruct.
* Funding Participation and Local Agreements (SMA)
	+ Status/Approval Date
	+ Maintenance Agreements - Discuss the maintenance agreements in the SMA.
	+ Lighting - Discuss if there will be lighting on the project.
* Traffic Management Plan (TMP) Discuss anything interesting regarding how to handle the traffic. Will there be a detour, staged or flagging?
	+ TMP Type
	+ Documentation
* Real Estate Requirements
	+ Schedule
* Plat – Discuss when will the preliminary slope intercept will be sent to Plats.
* Access Control - Discuss any existing driveways that are substandard? Are there any unsafe driveways? Are there any driveways with potential political issues? If any issues are brought up make sure to follow up with the Access Engineer.
* Encroachments - Discuss big ones that need a permit or are to be removed.
	+ Existing and proposed actions
	+ Roadside Hazards and proposed actions
* Environmental Process - Discuss the following:
	+ Impacts (Wetlands, Noise, Cultural Resources, HazMat, Historical Properties, know archeological sites, etc) Any anticipated impacts.
	+ Potential Section 4f/6f properties (Publically-owned parks/recreational land; wildlife and waterfowl refuges; lands with natural resources grant funding (Ex. LWCF, WDNR Stewardship)
	+ Section 106 (archaeology and history)- Is the project on the screening list?
	+ Agency Coordination (DNR, COE, Native Americans, etc)
		- Review Preliminary Comments from DNR - Discuss initial comments from the DNR; are there any big commitments needed?
	+ Environmental Document Type and status.
* Stormwater/Erosion Control- Discuss the following:
	+ Stormwater Requirements
	+ Temporary and Permanent Erosion Control Concerns
	+ Waterway Concerns
* Utility Coordination – Discuss the following:
	+ Anticipated utility conflicts - what is the correct action, redesign or move utility? This might be a good place to discuss to see what other department’s opinions are.
	+ Potential high cost/high risk utilities in project limits
	+ Utility Coordination Task List – discuss responsibilities
* Railroad Coordination -
	+ Railroad within 1000’ of the project limits or an at-grade crossing on the detour? Discuss if the project limits or detour has changed since Design Kick Off that affects railroad.
	+ Coordination needed for the Railroad
	+ *Discuss items necessary to complete Railroad Coordination*
		- *Review the scope of the project and any necessary railroad work.*
		- *Railroad Project Submittal Package (RPSP) – schedule of the RPSP and what items need to be included in it.*
		- *Office of the Commissioner of Railroads (OCR) Hearing or Determination required*
		- *Railroad Real-estate*
* Maintenance Concerns - Discuss the following and how they will be built
	+ Structure – additional improvements identified since scoping or from the culvert inspection report
	+ Storm Sewer Televising status/results

Project Data (Include and expand on those that apply to project) These do not have to be discussed during the meeting only for reference. Fill out the table.

* + *Design Speed – Document current and proposed if changing.*
	+ *Traffic Projections – Document current and future, construction and design. Any turning movement counts if they were completed.*
	+ *Typical Sections and Clear Zone –Document existing and proposed for each segment with the stationing.*
	+ *Vertical & Horizontal Alignment- Document current vertical & geometric alignment and preferred alternative. Document on other alternatives considered.*
	+ *Preliminary Drainage/Storm Sewer – Document existing drainage and storm sewer and proposed improvements. In the remarks document any specific design considerations.*
	+ *Pavement Considerations - Document existing conditions, document proposed if there is one or the alternatives (pavement design is completed after soil and traffic reports are completed). In the Remarks document potential issues with soil or existing conditions that would affect the pavement design and if there are any local requests on the type of pavement.*
	+ *Soils Report – Document existing soils based off the soil report and any proposed soil improvements that are needed. In the remarks, state any potential frost heaves, or any issues documented in as-builts or recently constructed projects in the area.*
	+ *Culvert/Bridge Design Elements - Document existing structures and proposed alternative. Maintenance should also bring new information or verify what is proposed to be done.*
	+ *Side Roads/Intersections (Geometry/Traffic Control Review) – Document any sub standards and any proposed modifications. In the remarks, document crash trends at the intersections.*
	+ *ICE Reviews – Document the existing intersection control and the proposed alternatives in the ICE. In the remarks, document the stage ICE report?*
	+ *Roundabout Reviews – What has been reviewed for the Roundabout design?*
	+ *Verify Design Vehicle/OSOW – Document what vehicle can navigate the project now, and the proposed design vehicle. Review FDM 11-25-2 attachments 2.1 & 2.2. See if SPO has any known concerns with OSOW movements in your project.*
	+ *Recreation Considerations –Document any big attractions that could possibly cause issues with staging or construction or if any of the attractions need special design considerations.*
	+ *Park & Ride – Document if there any in the area and if any work needs to be done on the park and ride in coordination of the construction project.*
	+ *Bicycle/Pedestrian Accommodations – Document existing bike/ped accommodations and the proposed. If the construction project has federal funds bike/peds need to be taken into consideration for reconditions and higher improvements.*
	+ *Unique Design Requirements - Document any existing or proposed elements outside of the normal roadway criteria.*
	+ *Exceptions to Standards/Substandard Features – Document any existing and proposed 13 Controlling Criteria that will not be designed to an exception. Document in the remarks if a programmatic or formal exception to standards is expected.*
	+ *Connecting Highway Changes – Document existing and proposed connecting highway limits.*
	+ *Commitments – Document any commitments made to the public, legislation, other agencies, exc.*
	+ *NHS Status – Document if project is NHS or non NHS highway.*