Project ID:       Supervisor:

Title:       Project Manager:

Highway:       Designer(s):

County:       To be consulted: yes/no

* Introductions
* Location & Purpose and Need
* FIIPs Improvement Concept Code:
  + Has it changed since Preliminary Scope? Y/N
* Improvement Strategy: *Choose one: Perpetuation, Rehabilitation, Modernization*
  + Has it changed since Preliminary Scope? Y/N
* Project Overview, Proposed Improvements and Countermeasures being incorporated from Safety Certification Document (SCD).

**Project Schedule/Estimate**

* **PS&E Date:**
* **Advanceable PS&E Date:**
* **LET Date:**
* **Advanceable LET Date:**
* **Final Scope Certification 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 |
| Conceptual Scope Approved: |  |  |  |  |  |
| Cost breakdown by category |  |  |  |  |  |
| Preliminary Scope: |  |  |  |  |  |
| Cost breakdown by category |  |  |  |  |  |
| FIIPS Estimate: |  |  |  |  |  |
| Cost breakdown by category |  |  |  |  |  |
| Current Estimate: |  |  |  |  |  |
| Cost breakdown by category |  |  |  |  |  |

\* - 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:**

* Funding Participation and Local Agreements (SMMA & SMFA)
  + Status/Approval Date
* Project IDs created for:

Real Estate:      Railroad:       Utilities:

**Project Breakdown**

* Preliminary Real Estate Needs
  + Additional right of way needs since Preliminary Scope
  + Number of Parcels and type
* Preliminary Plat Needs
* Driveways Access
* Proposed Bicycle/Pedestrian Accommodations
  + Existing bicycle/pedestrian use consideration in accommodation
* Pavements
* Soils
* Environmental Process
  + Known Risks from RBEST
  + Potential Section 4f/6f properties
  + Section 106 (archaeology and history)
  + Agency Coordination (DNR, COE, Native Americans, etc)
    - Review Preliminary Comments from DNR
  + Anticipated Environmental Document Type
* Water Management
  + Storm water Requirements
  + Temporary and Permanent Erosion Control Concerns
  + Waterway Concerns
* Structure Maintenance
  + Structure – Results of Structure Certification
  + Box Culverts
  + Sign Bridges
* Roadway Maintenance
  + Encroachments & Roadside Hazard Report
  + Storm Sewer Televising status/results
  + Culvert pipes
  + Beam Guard and/or Cable Guard condition & grading
  + Additional Maintenance Concerns (improvements must be consistent with the improvement concept)
* Traffic Operations
  + OSOW, ITS, Signals, Lighting, Safety, Work Zone, Detour, Crosswalk Permits, Signing & Pavement Marking
* Traffic Management Plan (TMP)
  + TMP Type
  + Status:
* Utility Coordination
  + Potential utility conflicts
  + Potential high cost/high risk utilities in project limits
  + Utility Coordination Task List
  + DT1077’s & system maps
* Railroad Coordination
  + Railroad within 1000’ of the project limits or an at-grade crossing on the detour?
  + Potential Railroad Impacts & Coordination
* Survey Needs
* Public Involvement (PI)
  + Public Involvement Plan (PIP) signed by Region Communications Manager (RCM)
    - PIP updates with additional project work with appropriate PI since initial RCM review
  + Stakeholder concerns/issues
* 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:**



**Project Data**

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Existing Conditions* | *Proposed* | *Remarks/Comments* |
| *Design Speed* |  |  |  |
| *Typical Sections and Clear Zone* |  |  |  |
| *AADT/Traffic Projections* |  |  |  |
| *Geometric Design Elements that are changing* |  |  |  |
| *Preliminary Drainage/Storm Sewer* |  |  |  |
| *ICE Reviews* |  |  |  |
| *Roundabout Reviews* |  |  |  |
| *Recreation Considerations* |  |  |  |
| *Park and Ride* |  |  |  |
| *Unique Design Requirements* |  |  |  |
| *Design Justifications* |  |  |  |
| *Connecting Highway Changes and Status* |  |  |  |
| *Commitments* |  |  |  |
| *NHS status* |  |  |  |

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

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

* Location & Purpose and Need
* FIIPs Improvement Concept Code:
  + Has it changed since Preliminary Scope? Y/N
* Improvement Strategy: *(Perpetuation, Rehabilitation, Modernization.)* 
  + Has it changed since Preliminary Scope? Y/N
* Project Overview, Proposed Improvements and Countermeasures being incorporated from Safety Certification Document (SCD).
* Project Schedule/Estimate Discuss any changes and what caused the change. Add non-let project ids if they have been created.
* Change Management Discussion (See *NE Region Change Management Policy & Procedure*) Refer to Region’s Change Management Procedures
* Funding Participation and Local Agreements (SMMA & SMFA)
  + Status/Approval Date
* Project IDs created for: If non-let project ids need to be created, get estimate from area leads and request non-let project ids to be created.

Real Estate:      Railroad:       Utilities:

**Project Breakdown:**

* Real Estate Needs
  + Additional right of way needs since Preliminary Scope
  + Number of Parcels and type
* Plat Needs – Discuss when will the preliminary slope intercept will be sent to Plats.
* Driveways Access - Discuss any existing driveways that should be modified for safety, width, location or any other reasons.
* Bicycle/Pedestrian Accommodations – Discuss proposed and if any SDDs cannot be met or any other desirable accommodations. Discuss how the existing bicycle/pedestrian use is to be considered in the accommodations.
* Pavements
* Soils
* Environmental Process
  + Known Risks from RBEST
  + Potential Section 4f/6f properties
  + Section 106 (archaeology and history)
  + Agency Coordination (DNR, COE, Native Americans, etc)
    - Review Preliminary Comments from DNR
  + Anticipated Environmental Document Type
* Water Management Discuss proposed work and any potential issues/concerns
  + Storm water Requirements
  + Temporary and Permanent Erosion Control Concerns
  + Waterway Concerns
* Structure Maintenance – Discuss proposed work and any potential issues/concerns
  + Structure – Results of Structure Certification
  + Box Culverts
  + Sign Bridges
* Roadway Maintenance Discuss proposed work and any potential issues/concerns
  + Encroachments & Roadside Hazard Report
  + Storm Sewer Televising status/results
  + Culvert pipes
  + Bean Guard and/or Cable Guard condition & grading
  + Additional Maintenance Concerns (all improvements must be consistent with the improvement concept)
* Encroachments - Discuss ones that need a permit or are to be removed.
  + Existing and proposed actions
  + Roadside Hazards and proposed actions
* Traffic Operation
  + OSOW, ITS, Signals, Lighting, Detours, Safety, Work Zone, Crosswalk Permits, Signing & Pavement Marking
* Traffic Management Plan (TMP) Discussion on how to handle the traffic, detour, staged or flagging?
  + TMP Type
  + Documentation
* Utility Coordination –
  + Anticipated utility conflicts – Discuss if utilities or design should be modified.
  + 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?
  + Coordination needed for the Railroad
* Survey Needs
* Public Involvement
* Discuss Comments Made Prior to Meeting – Discuss comments that affect multiple departments. Not all comments need to be discussed.

Project Data (Include and expand on those that apply to project) These do not have to be discussed during the meeting only for reference, but table needs to be part of the agenda.

* + *Design Speed – Document current and proposed if changing.*
  + *AADT/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.*
  + *Geometric Design Elements that are changing - Document what geometrics are changing in the project.*
  + *Preliminary Drainage/Storm Sewer – Document existing drainage and storm sewer and proposed improvements. In the remarks document any specific design considerations.*
  + *ICE Reviews – Document the preferred alternative*
  + *Roundabout Reviews – What has been reviewed for the Roundabout design?*
  + *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.*
  + *Unique Design Requirements -* *Document any existing or proposed elements outside of the normal roadway criteria.*
  + *Design Justification (Exceptions to Standards/Substandard Features) –Documents any existing sub standards and potential.*
  + *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.*