

From: [Rabe, Tammy - DOT](#)
To: [DOT DL DTSD NE Email Users](#)
Subject: Roll out for Preliminary Scope & Pre-Final Scope Certification Review Meetings.
Date: Friday, January 10, 2020 10:28:56 AM
Attachments: [Pre-Final Scope Review Agenda.docx](#)
[Preliminary Scope Review Agenda.doc](#)

Please see the information below.

From: Jarosinski, Jodi - DOT
Sent: Friday, January 10, 2020 10:13 AM
To: Rabe, Tammy - DOT <Tammy.Rabe@dot.wi.gov>
Subject: RE: Roll out for Preliminary Scope & Pre-Final Scope Certification Review Meetings.

Hello,

To align with the recent changes in the Facility Development Process the NE Region will no longer have Design Kick Off Review Meetings and Preliminary Impact Review Meetings. In their place is the Preliminary Scope Review Meeting and Pre-Final Scope Certification Review Meeting. If you noticed the change in Final Scope Certification Review Meeting to Pre-Final Scope Certification Review Meeting, this is to be consistent with the other review meetings, pre-DSR, pre-PS&E. This meeting is in preparation for the Final Scope Certification, therefore the pre was added.

The intent of this e-mail is to give a broad overview of the changes because it is a region wide e-mail. Please review the agendas and talk to your supervisor if you are unsure how this will impact your work. In the past year we have touched base with work units and tried to communicate the changes in the first part of the design process, if things have changed please let me know so we can adjust to meet everyone's needs the best we can.

These meetings will be held between Lifecycle 10 and 11, the Project Definition phase of the Facility Development Process. The title of these review meetings coincide with the milestones shown in the design phases of the Facility Development Process.

The primary focus of the process change is to reduce risk to the budget, scope and schedule of the projects. There is an added emphasis on knowing the impacts of the improvements early in the design process to ensure the right fixes are completed at the right time.

For additional information on the Facility Development Process refer to Attachment 1.1 in Chapter 3 of the FDM.

*Note there are still projects that are in transition from the old design process that will still use Design Kick Off Review and Preliminary Impact Review Meeting Agendas.

Here is a brief summary of the new Preliminary Scope Review Meeting and Pre-Final Scope Certification Review Meetings and the changes in the agendas for the Design Review Meetings. The meeting agendas are attached at the bottom of this e-mail and the last pages of the agendas give additional guidance on what is expected for items in the agendas.

Meeting Goals:

Preliminary Scope Review Meeting: To have all needs identified and results of Safety Certification Process.

Project specific items are identified, such as culvert pipe replacements, beam guard deficiencies, curb ramp replacements, patching, frost heaves, safety improvements needed and so on.

Different from Design Kick Off Review Meetings because the project needs are identified. Design Kick Off Review Meetings did not have as much information prepared for the projects.

Pre-Final Scope Certification Review Meeting: To have the scope, budget and schedule finalized. The preferred WisDOT alternative will be chosen, pavement design will be completed, railroad, utility and right of way impacts will be identified, Structures Certification will be completed with all structure work identified.

Different from Preliminary Impact Review Meetings because the design is more developed, all work to be included has been identified, preliminary impacts are identified, pavement design is completed and structure work is known.

Meeting Timelines:

Preliminary Scope Review Meeting: Will be held roughly 3-6 months from the Conceptual Scope Complete e-mail sent from Programming. This timeframe will vary depending on the project needs and how much information, research is needed.

Pre-Final Scope Certification Meeting: Will be held between 6 months to 1.5 years from the Preliminary Scope Review Meeting. This meeting is held prior to the Final Scope Certification being signed.

Meeting Agendas:

The review agendas are now set up very similar. Here is a brief overview of modifications.

Introduction:

A blank has been added to the project information on the top of the agenda if the project will be consulted out. In the new process projects should not be consulted out prior to the completion of the Final Scope Certification (LC 11).

Project Schedule/Estimate:

Advanceable PS&E and Let date were added along with the date the Final Scope Certification will be signed.

Cost breakdown by categories were added and non-let project ids

Subtitle Project Breakdown:

Was added to separate improvement needs from the schedule and budget.

Preliminary Scope & Pre-Final Scope Certification has had more specific topic breakdowns added similar to other review meeting agendas. These meetings will provide more information than the Design Kick Off Review Meeting and Preliminary Scope Review Meeting.

Project Data Table:

Reduced to pertinent information with the new asset management theme in mind. Removed pavement considerations since this is dictated by FIIPS improvement concept, removed soils report since this is discussed above, removed culvert/bridge design elements because this is covered in the Project Breakdown section, Side Roads/Intersection removed and of the topics being changed would be discussed in Project Breakdown section, Bicycle/pedestrian accommodations removed due to added discussion in the Project Breakdown section, Exception to Standards/Substandard Features is now called Design Justifications.

As with all processes we can tweak as needed, so please let me know if you have any questions or comments.

Thanks!

Jodi

Jodi Jarosinski, P.E.

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