

VIRGINIA DEPARTMENT OF TRANSPORTATION

**INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM**

GENERAL SUBJECT: PRE-SCOPING FUNDS	NUMBER: IIM-PMO-1
SPECIFIC SUBJECT: APPROPRIATE CHARGES FOR PRE-DESIGN ACTIVITIES	DATE: JUNE 18, 2012
	SUPERSEDES: N/A
APPROVED:	Mohammad Mirshahi, PE Deputy Chief Engineer / State Location & Design Engineer Approved May 29, 2012

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EFFECTIVE DATE

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- This memorandum is effective upon receipt and will be reviewed every twelve months and revised as necessary.

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PRE-DESIGN FUNDS

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- Planning funds for each district are provided in the SYIP for use on certain pre-design activities.
- The amount of pre-scoping funds for each district is determined based on the size of the construction program.
- Each district is provided a pre-design UPC number and expenditures shall be charged directly to these UPCs; the funds may not be transferred.
- These state funds are planning program funds, not construction program funds, and may only be used for pre-design activities such as those listed on the following page.
- Each district is responsible for managing these funds, including monitoring expenditures and ensuring the expenditures do not exceed the allocations.

WHEN TO USE (the following list is meant to be illustrative only)

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- Project Meetings
  - Sponsor-driven initial scoping meeting
  - Delivery method decision (DBB, DB, PPTA)
  - Stakeholder identification and outreach
  - Project field visits
  
- Project Data Gathering and Review
  - Review of old plans
  - Establishing design criteria
  - Tax map review
  - Survey preparatory work
  - Aerial surveying
  - Photogrammetry
  - Limited surveying
  - Preliminary geotechnical work
  - Pre-design project inspection
  - Bridge inspection report review
  - Deck evaluations
  - Asbestos inspections
  - Engineering data collection and analysis
  
- Pre NEPA work and permit determination
  
- Consultant procurement