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FIELD INSPECTION**

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**CHAPTER 2B - PHASE I, INITIAL ROADWAY INVESTIGATION & PRELIMINARY  
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**SECTION 2B – 1 - GROUND SURVEYS**

**SURVEY AUTHORIZATION**

See [PM-100 Scoping Report](#)

Surveys are performed in accordance with the current VDOT [Survey Manual, Chapter 1](#).\*

Above and Underground utilities are to be designated as instructed in VDOT [Survey Manual, Chapter 13](#).

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\* Rev. 1/19

## SECONDARY (ARTERIAL-COLLECTOR-LOCAL ROADS)

Secondary project surveys are requested by the District Administrator in accordance with planning schedules, particularly in the Secondary System Contract Advertisement Schedule.

### DATA REQUIRED

In order to assist the survey party in establishing proper horizontal and vertical controls, certain data must accompany the survey authorization. This data should include, but is not limited to:

- (1) Prints of adjacent projects in the planning or construction stage
- (2) Existing road plans
- (3) National Geodetic Survey controls, both horizontal and vertical
- (4) Prints of the proposed alignment and grade (if available)
- (5) U.S. Geological Survey topographic quadrangle maps of the area and
- (6) Photographs of the area
- (7) Approved [PM-100\\*](#)

### COMPLETE SURVEYS

Projects designed in the Districts: When the field work has been completed by the Survey party, the District Survey Party Engineer transmits the electronic data by memorandum to the District Design Unit for the plotting of horizontal and vertical data. The Central Office shall be notified that the survey is complete.

Projects designed in the Central Office, or by Consultants: When the field work has been completed by the Survey Party, the electronic data is to be submitted to the Central Office by memorandum.

When the designer receives the survey, it should be checked for utility designations. If none are shown, a request should be made as outlined in VDOT [Survey Manual](#), Chapter 13.

Bridge site plans and data sheets will be plotted by the survey party and transmitted to the Central Office by the District Survey Party Engineer, with the exception of Secondary Projects, which are to be sent to the District Structure and Bridge Division.

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\* Rev. 1/09

## **SECTION 2B – 2 - COORDINATION WITH OTHER DIVISIONS AND AGENCIES**

### **REQUEST FOR SOILS DATA**

Soils data is to be requested on Form [LD-252](#). A copy of the tentative alignment and grades is to accompany this form to the Materials Division. It should be noted that this is a very preliminary soils evaluation and is not to be confused with the more detailed soils report furnished at a later date.

### **REQUEST FOR HYDRAULIC EVALUATION**

In projecting alternates, consideration must be given to hydrology, hydraulics, and the potential effects a given projection will have on flood prone areas, wetlands, navigable waters and water quality. Consequently, the alternates being considered are to be reviewed by the Hydraulics Section during this stage of project development.

### **COORDINATION WITH ENVIRONMENTAL DIVISION**

Due to the increased emphasis being placed on the effects of a proposed highway on the environment, it is essential that this Division be contacted in the early stages of development on all projects. A memorandum is to be written stating that preliminary development is underway and requesting their evaluation of the corridors under consideration. A copy of these study corridors is to accompany this memorandum. See [Appendix C, Section C-2-NOISE ABATEMENT](#) and [Section C-4-WATER RELATED PERMITS](#) for further instructions on coordination with the Environmental Division.

### **COORDINATION WITH LANDSCAPE ARCHITECT**

See [IIM-LD-253](#) – Landscape Architecture Program as well [Appendix B\(1\)](#) (Streetscape and Landscape and Landscape Considerations).\*

### **COORDINATION WITH OTHER STATE AGENCIES**

Project Early Notification will involve all applicable state environmental resource agencies in the early stages of project development. If, however, a project has not been included in the Project Early Notification Process, requests for review with environmental resource agencies such as Historic Landmarks, State Historian, Commission of Game and Inland Fisheries, etc., are to be coordinated through the Environmental Division. Each project has its own individual characteristics and should be reviewed carefully at an early stage to determine if a possible conflict may arise.

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\* Rev. 7/17

## OCCUPIABLE SPACE / BUILDINGS ON ROADWAY PROJECTS

### PERMIT REQUIREMENTS

#### POLICY\*

- It should be determined as early as possible in the project development process if the project will involve the construction of a building or other occupiable space, or any work on an existing building or occupiable space.
- The Project Manager shall contact the Administrative Services Division (ASD), Capital Outlay Section as soon as it is determined that any building or occupiable space will be involved.
- Any work on a building or occupiable space on a project within the state right of way must comply with the Virginia Uniform Statewide Building Code.
- The Administrative Services Division (ASD), Capital Outlay Section shall request any required Building Permits from the Bureau of Capital Outlay Management (BCOM).

For assistance with permits or document requirements, consult the Administrative Services Division (ASD), Capital Outlay Section.

### DEFINITIONS

- Occupiable Space:
  - A room or enclosed space designed for human occupancy in which individuals congregate for amusement, educational or similar purposes or in which occupants are engaged at labor, and which equipped with means of egress and light and ventilation facilities meeting the requirements of this code.
- Building:
  - A combination of materials, whether portable or fixed, having a roof to form a structure for the use or occupancy by persons, or property.

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\* Added 7/16

**EXAMPLES\***

- These instructions include new construction, renovations, additions, upgrades, replacement of systems, and re-roofing.
- Some examples include:
  - Pump Stations
  - Bus Shelters
  - Tunnel Portals
  - Vent Buildings
  - Communication/Data Shelters
  - Picnic Shelters
  - Covered Pedestrian Bridges
  - Ferry Buildings
  - Storage Buildings
  - Inspection/Security/Booths
  - Toll Booths

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\* Added 7/16

## **SECTION 2B – 3 - DETERMINATION OF ROADWAY DESIGN**

### **OPERATIONAL / CAPACITY / SAFETY ANALYSIS**

\*This type of analysis is a review of the volume and types of traffic and the physical characteristics of the roadway, which includes operational, capacity, and safety analysis and/or traffic flow simulation, as well as Highway Safety Manual methods for evaluating potential safety impacts of proposed projects. The goal is to develop potential roadway and/or traffic control improvement to reduce crash potential and to improve operations for all road users through the intersection(s) and along other sections of the roadway.

Traffic Data shall be analyzed in relation to the pre-determined Functional Classification.

The basic number of thru lanes required in order for the mainline to operate at a satisfactory level of service shall be determined by capacity analyses. Capacity and crash risk of connecting and crossing roadways shall also be determined, taking into consideration plans for future improvements to these facilities.

Where at-grade intersections are proposed, a capacity analysis shall be performed to determine whether or not the intersection will operate at a satisfactory level of service. Innovative intersections shall be considered before proposing to replace an existing at-grade intersection with an interchange or before proposing a new grade-separated interchange on an existing non-limited-access facility. When interchanges are proposed or are being considered, an analysis in accordance with IIM-LD-200 shall be performed to determine the most appropriate interchange type.

Design year peak hour traffic projections shall be used for all capacity analyses (see Chapter 2 of this Manual). Traffic capacity analysis shall be performed in accordance with the Traffic Operations and Safety Analysis Manual (TOSAM).

A safety analysis review of crash data and the physical characteristics of the roadway that includes an evaluation of potential engineering countermeasures (physical roadway improvements and/or use of traffic control devices) to reduce the potential for crashes at intersections and along other sections of the roadway.

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\* Rev. 1/19



## INTERCHANGE DESIGN

Because of the wide variety of site conditions, traffic volumes, highway types and interchange layouts, the warrants which justify an interchange may differ at each location. The six major factors to be considered are:

1. Control of access
2. Elimination of bottlenecks or spot congestion
3. Elimination of hazards
4. Site topography
5. Road user benefits
6. Traffic volumes

Other than on a freeway, the inability to provide the necessary capacity with an at-grade intersection is a common warrant for an interchange.

More detailed warrants and general types of interchanges may be found in Chapter X "Grade Separations and Interchanges" of AASHTO's A Policy on Geometric Design of Highways and Streets.

## REFINING HORIZONTAL ALIGNMENT

Horizontal alignment is to be reviewed for possible revisions due to information received under Section 2B-1- GROUND SURVEY such as: obvious areas of unsuitable material and/or rock, major utility facility relocations and environmental considerations (such as splitting communities, splitting watersheds, conflicts with National or State Forests and Parks, historical property, archaeological sites, recreational areas, sites affected by noise beyond acceptable limits, etc.). The 2009 General Assembly passed Chapter 120 (HB 2577), which amends the Code of Virginia by adding in Article 15 of Chapter 1 of Title 33.2 a section numbered [33.2-276](#), relating to highway noise abatement. The law provides that, for any highway construction or improvement project that includes, or may include, requirements for the mitigation of traffic noise impacts, VDOT should consider, but is not required to implement, noise reducing design techniques, such as shifting the horizontal alignment away from the noise sensitive receptors.

Horizontal alignment must remain within acceptable limits as prescribed in the Geometric Design Standards (See [Appendix A, Section A-1](#) and [Chapter 2A, Section 2A-6](#)<sup>\*</sup>) unless an authorized [exception](#) is made by the State Location and Design Engineer and, if applicable, the Federal Highway Administration.

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\* Rev. 1/17

## REFINING VERTICAL ALIGNMENT

Vertical alignment is to be reviewed for possible revisions resulting from data received under Section 2B-1- GROUND SURVEY such as: soil data (compaction factors, etc.) indicating the need to raise or lower grades for earthwork balances, major utility facilities, hydraulic requirements and considerations such as raising grades to obtain adequate cover for drainage structures and vertical clearances for various grade separations.

As mentioned above, Chapter 120 of the 2009 Acts of Assembly provides that, for any highway construction or improvement project that includes, or may include the requirements for the mitigation of traffic noise impacts, VDOT should consider, but is not required to implement, noise reducing design, such as placing the roadway in a cut section.

Vertical alignment must remain within acceptable limits as prescribed in the Geometric Design Standards (See [Appendix A, Section A-1](#) and [Chapter 2A, Section 2A-6](#)) unless an authorized [exception](#) is approved by the State Location and Design Engineer and, if applicable, the Federal Highway Administration. Also see [IIM-LD-227](#) for Design Exceptions.

## PERMIT DETERMINATION

The designer shall submit Form [LD-252](#) to the Environmental Engineer with appropriate data. The Environmental Division will review the project and determine what type of water related permits may be required. (See [Appendix C, Section C-4-WATER RELATED PERMITS](#)).

## COORDINATION WITH OTHER DIVISIONS AND AGENCIES

After refinements as outlined in this section are made, the electronic files are to be placed in [ProjectWise](#) to allow other divisions and agencies that have been involved up to this point access to the revised plans. For example, furnishing the electronic files allows the Environmental Division to resolve as many problems as possible at this stage (archaeological sites, etc.) and the Local Assistance Division, on applicable projects, to coordinate with city or town representatives.

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\* Rev. 7/18

## **SECTION 2B – 4 - REQUEST FOR ENVIRONMENTAL EVALUATION**

### **REQUEST FOR APPROPRIATE ENVIRONMENTAL DOCUMENT**

When preliminary plans are complete, the Environmental Division should be requested (Form [LD-252](#)) to prepare an appropriate environmental document. This memorandum should contain a brief description of the corridor or corridors to be presented at the public hearing and the approximate date of the public hearing. Copies of this memorandum should go to the District <sup>\*</sup>Engineer/Administrator, District Construction Engineer and other affected divisions within the Department. This is the point at which an official environmental document is requested. The Environmental Division is involved in environmental evaluations earlier in the location studies ([See Section 2A-1-PROJECT INITIATION](#)).

### **DATA TO BE SUBMITTED**

Electronic files of the corridor/s under consideration and copies of pertinent correspondence for each corridor should accompany the request for the preparation of an environmental document. Costs will be figured after the request, and furnished prior to the completion of the document. In addition, it is desirable that the designer and the Environmental Team leader assigned to the project meet in order to review the data submitted and assure a complete understanding of the various aspects of the project. Contact should also be made with the [Policy and Procedure Section](#) to discuss visual aids, statements, brochures and a public involvement program. Traffic data is requested from the Transportation and Mobility Planning Division by Environmental Division.

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\* Rev. 7/15

## **SECTION 2B – 5 - COST ESTIMATES**

### **DETERMINING PRELIMINARY ENGINEERING AND CONSTRUCTION COSTS**

At each milestone before Field Inspection (FI) in the project development process, the Project Cost Estimating System (PCES) is to be used to generate an estimate for construction and preliminary engineering.

Project cost estimates at Field Inspection Stage should be based on quantities and run through Trns.port, then uploaded to PCES.

### **REQUEST FOR COST ESTIMATES FROM OTHERS**

Right of way, utility, relocation advisory assistance, and effect on the local tax base estimates and reports are to be requested on [PM-104\\*](#) or by memorandum, depending on the situation. This request is to contain the type access anticipated, a summary of the breakdown required and other information deemed important. Three copies of the proposed method/methods of development are to accompany all requests for R/W information. Request for cost estimates for items such as traffic sign illumination, signals, bridges, etc., required from other divisions, are to be requested on [PM-104](#) or by memorandum. A copy of the proposed method or methods, of development is to accompany this request, if available. The Local Assistance Division makes all contacts with municipalities in urban funded projects.

### **COST ESTIMATES**

Cost estimates for Preliminary Engineering (PE), Right of Way (R/W) and Construction (Const.) are to be prepared on all plans of development necessary to advance to Preliminary Field Inspection stage. The estimates are to be entered into the PCES system.

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\* Rev. 1/09

**SECTION 2B – 6 - CONSTRUCTABILITY QUALITY REVIEW**

For Project Development\* Constructability Review Guidelines See [Appendix “E”](#) in the Road Design Manual.

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\* Rev. 7/11

## **SECTION 2B – 7 - THE PRELIMINARY FIELD INSPECTION**

### **PURPOSE**

Preliminary Field Inspections (where necessary) are held to obtain consensus from the District Offices, Municipalities and other affected agencies and Divisions represented concerning items of major importance such as the location or the method of development, median widths, minimum right of way width, typical section geometrics, horizontal and vertical controls, hydrologic and environmental effects, right of way impacts, sight distances, bridges, utilities, need for bicycle facility, etc. It is not intended that minor items, such as exact pipe locations, exact balance of quantities, turning radii, etc., be reviewed and discussed.

### **PRELIMINARY FIELD INSPECTION**

After the proposed method of development has been completed the Project Manager, or a representative, is requested to schedule the Preliminary Field Inspection. On Local Assistance Division projects, the Local Assistance Division makes this request, after being advised that preparations for the review have been completed. The Preliminary Field Inspection is to be scheduled far enough in advance to allow for proper distribution and review of the prints.

The following notes are to be added to all plan and profile sheets including the title and detail sheets; "PRELIMINARY F. I. PLANS" and "THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY."

### **AVAILABILITY OF PLANS**

The availability of plans is to be made in accordance with instructions contained in [PM-105](#). A notice of the availability of the plans should be made two weeks in advance of the Preliminary Field Inspection.

### **ITEMS TO BE REVIEWED**

The proposed scheme of development is to be reviewed in its entirety, starting with the typical section. Items listed above, under PURPOSE, should be discussed, in addition to any other significant items relative to the project. Questions, comments, and recommendations from other divisions are to be considered and discussed. Certain items, such as entrance locations on urban projects, may require a separate review at a later date by appropriate personnel.

Deleted Information\*

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\* Rev. 7/15

## **REVIEWING THE PROPOSED METHOD OF DEVELOPMENT**

All Preliminary Field Inspections are to be conducted by the Project Manager, or a representative, who may request that the Engineer who prepared the scheme of development make the presentation. On Urban projects, the Project Manager or the Engineer who prepared the method of development and/or a representative from the Local Assistance Division may make the presentation.

## **PREPARATION OF INSPECTION REPORT**

A report to the Project Manager, or from each discipline involved, is to be written immediately after the Preliminary Field Inspection outlining items discussed. A similar report is generally received from the District <sup>\*</sup>Engineer/Administrator. Those disagreeing with the conclusions reached at the PFI may also file reports outlining their disagreement.

## **INCORPORATING CHANGES INTO PLANS**

When sufficient time has elapsed to allow those who wish to file a report concerning the Preliminary Field Inspection, the recommendations agreed upon are to be incorporated into the plans. If a difference of opinion exists, the State Location and Design Engineer is to be consulted for a decision. On Urban Projects, the Local Assistance Division Director is to be consulted also.

## **PREPARATION OF PROJECT COST ESTIMATE AND REPORT**

Construction cost estimates are received from other sections as noted in Section 2B-5-REQUEST FOR COST ESTIMATES FROM OTHERS. Right of Way and Utility Estimates are then added to the construction estimate to complete the estimate of project costs. These costs are placed in the Project Cost Estimating System.

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\* Rev. 7/15

## **SECTION 2B – 8 - VALUE ENGINEERING**

### **VALUE ENGINEERING (VE)**

Value Engineering is defined as the systematic application of recognized analysis techniques by a multi-disciplined team that:

- Identifies the function of a product or service.
- Establishes a worth for that function.
- Generates alternatives through the use of creative thinking.
- Provides the necessary functions at the lowest overall cost.
- Develops recommendations as a result of the job plan followed during a review.

Value Engineering is required on any project regardless of highway classification with a total construction cost of more than \$15 million.

Upon receipt of the Initial Field Review and Scoping Report, the Value Engineering Section of the Construction Division will review and submit the project to the Value Engineering Advisory Committee for their consideration as a VE review candidate.

The Value Engineering Section will assemble the required review team and conduct the review in accordance with Project Development Process scheduling. On major/complex projects a second study may be conducted.

Prior to the review, the VE coordinator will send a letter to the Project Manager outlining the materials necessary for the review.

The Value Engineering Team shall review the project to determine if any significant savings cost avoidance and/or quality improvements can be achieved by providing the required service or necessary function at the lowest overall cost.

In all instances, the required service or necessary function will be achieved at the lowest possible life-cycle cost consistent with requirements for performance, maintenance, safety, and aesthetics.

The analysis is to be performed promptly by the Team and is to provide the appropriate District Engineer /Administrator and appropriate Assistant State L&D Engineer, with the team's recommendations.

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\* Rev. 7/18



The Chief Engineer will review the Team's recommendations along with those from the District Engineer/Administrator and the Division Engineer/Administrators and determine the implementation potential of the Value Engineering proposals.

The Project Manager will verify that accepted VE recommendations have been incorporated into the project by initialing the accepted recommendation on a copy of the Chief Engineer's Response Letter/Project Summary Information Form and forward it to the VE Regional Coordinator.

Any savings should be noted on Form [PM-131](#) (Final Scoping Certification).