

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: FIELD REVIEW / PROJECT SCOPING	NUMBER: IIM-LD-210.7
SPECIFIC SUBJECT: PM-100 (PMO-Form-04; FORM LD-430); PM-131 (PMO-Form-18; FORM LD-404)	DATE: AUGUST 22, 2011
	SUPERSEDES: IIM-LD-210.6
DIVISION ADMINISTRATOR APPROVAL: Mohammad Mirshahi, P.E. State Location and Design Engineer Approved August 22, 2011	

Changes are shaded.

CURRENT REVISION

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- This memorandum was revised to remove the requirement for providing the Project Scoping Report prior to the Request for Proposal (RFP).
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EFFECTIVE DATE

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- This memorandum is effective upon receipt.
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INTRODUCTION

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- Information related to project management has been removed and is now available at the Project Management Office Team Site at:
http://www.virginiadot.org/business/project_management.asp
 - Project scoping is a process, not a point in time. The initial scoping process begins upon PE Authorization, and after the Project Sponsor holds a Pre-Scoping Meeting to transition the project from Programming to the Design Phase. During this time the purpose and need statement is to be developed. All available data related to the project such as old plans, aerial photos, and all other miscellaneous documents, including organization of the project team members, are to be distributed to the Project Sponsor and Team Members during the scheduling of the initial scoping process. Each discipline represented on the project team will proceed to investigate the proposed project from the perspective of their

discipline. The State Environmental Review Process (SERP) or Environmental Review Process (ERP) should be initiated at this time. The Scoping Meeting is to be held when all team members are ready to present their respective findings and the results of the SERP or ERP are available. The project team, under the leadership of the Project Manager, determines the scope of the project and establishes the project cost estimate, the project budget, and the project schedule at this meeting. PM-100; (PMO-Form-04; Form LD-430) is completed as the documentation of the scoping meeting.

FIELD REVIEW AND PROJECT SCOPING

- All projects require a Field Review and Project Scoping. This should be done immediately after the project is included in the Six Year Improvement Program (SYIP). For projects shown in the SYIP that will not have PE funds available until later years in the program, a review and update as necessary of the Initial Project Scoping will be required when PE funds are available.
- The project will be reviewed in the field by the team members prior to the team meeting.
- The Project Scoping for some projects cannot be completed until the Preliminary Plan Review stage. In these cases, the initial scope will be reviewed and finalized at the PFI.
- The Field Review and Project Scoping is to be scheduled, conducted, and documented on PM-100 (PMO-Form-04, Form LD-430) by the Project Manager immediately following the review.
- It is not required that the Project Scoping Report be approved prior to the Request for Proposal (RFP), however the Project Manager must have an adequate understanding of the project scope to ensure that necessary details are included in the RFP.
- Copies of the completed PM-100 (PMO-Form-04, Form LD-430) will be sent to individuals listed on the form and a copy of the completed form will be retained in the project folder for access during various stages of project development. PM-100 (PMO-Form-04, LD-430) is to be uploaded to iPM Documents by the Project Manager.

FIELD REVIEW AND SCOPING REPORT PM-100 (PMO-Form-04, FORM LD-430)

- PM-100 (PMO-Form-04, Form LD-430) is used to document the recommended scope of work as determined at the Project Scoping. This form is to be completed by the Project Manager to whom the project is assigned at the conclusion of the Project Scoping.

- PM-100 (PMO-Form-04, Form LD-430) consists of three parts:
 - PM-100 (PMO-Form-04, Form LD-430) (Part A) establishes the project scope and the general limits of survey information required and authorizes survey on all projects after the Field Review is held. Part A also documents Final Scoping Approval on projects determined by the Project Manager to require no further studies to establish project scope.
 - PM-100 (PMO-Form-04, Form LD-430) (Part B) documents information discussed at the Field Review for all projects. This information should be included with information submitted with requests for project survey.
 - PM-100 (PMO-Form-04, Form LD-430) (Part C) will be used to document Final Scoping Approval for projects requiring a Preliminary Field Inspection in an effort to finalize the project scope and survey requirements.
- Copies of the completed PM-100 (PMO-Form-04, Form LD-430) will be sent to individuals listed on the form and with a copy of the completed form retained in the project folder for access during various stages of project development.
- PM-100 (PMO-Form-04, Form LD-430) will be provided to members of the Review Team for Scope Approval.

FEDERAL HIGHWAY ADMINISTRATION PARTICIPATION

- The Federal Highway Administration (FHWA) is to be invited to Project Scoping on all projects having Federal funding. The FHWA will determine if participation is necessary. FHWA participation will be required on projects requiring Federal Oversight, determined as follows:
 - Federal-Aid projects on the non-Interstate NHS system with an estimated construction cost over \$25 million (as per 2005 SAFTEA-LU Program Efficiencies Agreement dated May 21, 2007: Cost as estimated when the project is entered into the Six-Year Improvement Program).
 - Federal-Aid projects in the Interstate System with an estimated construction cost over \$1 million. (Cost as estimated when the project is entered in the Six Year Improvement Program)
- Federal Oversight will remain as designated in the Six year Improvement Program unless there is a significant change in the scope that alters the construction estimate. In determining of the need to change the federal designation will be coordinated between Location and Design Division, Programming Division, and FHWA.

FINAL SCOPING CERTIFICATION PM-131 (PMO-Form-18, FORM LD-404)

- Prior to the signing of plans for right of way (or construction when no right of way is required), the Project Manager will complete a Final Scoping Certification PM-131 (PMO-Form-18, LD-404) stating that the project is within the original scope or provide documentation concerning deviations.