

PROJECT ASSESSMENT (PA) FORMAT FOR TRANSPORTATION ENHANCEMENT (TE) PROJECTS

A. TITLE PAGE

Include project name, street name and limits, submittal month/year, project sponsor, federal-aid project number and TRACS number. Below the project name, write "Transportation Enhancement Project".

B. INTRODUCTION

The introduction contains the project program information. The project name & route name including termini and Functional classification, location, estimated cost, funding type (Transportation Enhancement & Local funds), Fiscal Year of expected construction, expected project development start and completion dates. Include who will bid the project and administer the construction. Briefly explain if the project will be a stand-alone transportation enhancement project or if the transportation enhancement component will be part of a larger project such as a roadway improvement project.

C. BACKGROUND DATA

This section should include a summary describing the need/justification for the Transportation Enhancement project. Include all project development completed to date such as master planning, public meetings, etc.

D. PROJECT SCOPE

Describe project limits and all the components of the recommended project scope. Provide all route names, project lengths, detail the type of work; describe how the work is to be done, and how the work is to be paid for. Include PA development, plan design and construction. If the project will be part of a larger project, such as a roadway improvement project, describe the relationship of the transportation enhancement component particularly in terms of the design and construction schedule and timing of funding requests. Describe the roles of the sponsor, ADOT, etc.

E. PROJECT DEVELOPMENT CONSIDERATIONS

Describe how the following criteria impact your project. If there is no impact please state why.

1. Environmental Requirements

Briefly describe environmental issues or topics known to be associated with the project. List the topic, describe its association with the project,

and describe any known effects. If effects are not known at this time, include a statement that the effects will be determined during development and included in the environmental document. Issues could include but are not limited to:

- Species investigation – animals and plants
- Wetland and riparian areas
- Flood plain encroachment
- Section 401/404 of the Clean Water Act
- Section 4(f) of the Department of Transportation Act
- Potential contaminants
- Social and/or economic impacts
- Cultural resources (historic and prehistoric)
- Scenic or historic road

Example:

Section 4(f) Resources

The shared use path is within a city park. Any effects of the project on the park will be determined during project development in coordination with the ADOT Environmental Planning Group and described in the environmental document prepared for the project.

Address only those topics known to be associated with the project at this time. As this list is not all-inclusive, there may be other topics not listed here that need to be addressed. See the Local Government Projects web page from the Environmental Planning Group's web site, for more details: www.azdot.gov/highways/EPG/EPG_Common/Documents_NEPA_Local_Government.asp

2. Construction Contract Method

Will the construction contract be awarded by lowest responsive bid or do you intend to request ADOT/Federal Highway Administration (FHWA) approval to utilize a non-traditional construction contracting technique such as Job Order Contracting (JOC) or Construction Manager at Risk (CMAR)?

3. Geotechnical and Drainage Requirements

Address geotechnical and drainage implications of the project and the need for geotechnical investigation and materials design and drainage report.

4. Critical Outside Agency/Entity Involvement

Describe any project locations that are likely to involve lengthy clearance procedures [State Historic Preservation Office (SHPO), Forest Service, Bureau of Land Management (BLM), other municipalities, Indian reservations, railroads, utility companies, etc.]

5. Right-of-Way Requirements

Describe all project right-of-way. Describe the land ownership (Private, City, ADOT, Forest Service, BLM, etc.) Describe any right-of-way that will have to be acquired and how it is expected to be acquired (donation, purchase, or condemnation and by whom).

6. Utility Relocation Requirements

First, try to design the project to avoid utility conflicts. Describe any utility impacts, and how the relocation of the utilities is expected to be accomplished (work done by the utility co., bid item in the construction project). How the work to be is financed (local funds, fed-aid funds). Are there any "Prior Rights" issues for any of the utilities?

7. Seasonal Considerations

Is there any field survey work to be accomplished? Is there any mapping, field data collection or testing required? Describe the limits of the construction/planting season. Are there any local special events that could be impacted during the construction phase? If the project includes landscaping, how will construction be schedule to ensure that plantings are installed during the proper time of the year?

8. Traffic Requirements

Is there a need for traffic control plans for this project? What about pedestrian traffic control? Will there be any artwork that will be highly visible from the roadway?

9. Design Criteria

Describe the design criteria to be used. Does the design criteria comply with standards being used [American Association of State Highway and Transportation Officials (AASHTO), Maricopa Association of Governments

(MAG), County, ADOT]? Are there features which do not comply with the above standards? Address your intent for either meeting the criteria or requesting a design exception. The appropriate ADOT Technical Section Manager approves design exceptions.

F. OTHER REQUIREMENTS

Describe the funding sources for the project. State the desired bid advertisement date. The construction start date will be a minimum of three months after the project has initially advertised for bid. Describe how the project will be developed (designed in-house, or by a consultant firm). Will ADOT perform construction administration, or do you intend to request approval to advertise for bids and perform construction administration, or have you been approved by ADOT/FHWA to administer your projects under Certification Acceptance Procedures?

G. ESTIMATED COST

Describe project cost by funding source and address the following criteria:

- Design (preliminary engineering) costs and if those costs are to be funded with local funds or reimbursed with federal funds?
- Right-of-way acquisition costs and if those costs are to be funded with local funds or reimbursed with federal funds?
- Utility relocation costs and if those costs are to be funded with local funds or reimbursed with federal funds?
- Identify project components that need to be funded entirely with local funds including items ineligible for federal reimbursement.
- Total Cost

H. ITEMIZED ESTIMATE

Use the Project Cost Estimate Sheet. Be sure to divide out Federal Funds, Local Matching Funds and Local Additional Funds if any. Include one column for Federal-Aid Share (94.3%) and another column showing Local or State Match (5.7%).

I. VICINITY MAP

Provide a detailed vicinity map showing project termini, and indicate appropriate street names.

J. TYPICAL SECTIONS

Provide typical sections for major project locations that show property lines, right-of-way and known easement limits, slope dimensions, and proposed pavement structural elements. The sections should show critical horizontal and vertical dimensions.

K. SCHEDULE

Preferably in bar chart format. Show milestones and include all major project development tasks such as clearance phases and design development/review periods of project.

L. 15% PLANS

Provide 11 x 17 15% plans with topographic survey basemap.

**UNLESS OTHERWISE DIRECTED, SUBMIT 15 COPIES OF
YOUR PA TO YOUR TRANSPORTATION ENHANCEMENT
PROJECT MANAGER AT THE FOLLOWING ADDRESS:
1615 W. Jackson St. MD EM10, Phoenix, AZ 85007- 3217**