

VIRGINIA DEPARTMENT OF TRANSPORTATION

# PROJECT MANAGEMENT OFFICE

## INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: PRE-SCOPING FUNDS	NUMBER: IIM-PMO-1.2
SPECIFIC SUBJECT: APPROPRIATE CHARGES FOR PRE-DESIGN ACTIVITIES	DATE: April 27, 2018
	SUPERSEDES: IIM-PMO-1.1
APPROVAL:	Susan H. Keen, P.E. State Location and Design Engineer Approved April 27, 2018

Changes are shaded.

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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-SCOPING FUNDS

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- The priority use should be to define scope / schedule / estimate for candidate projects to be added to the SYIP, refine projects in the SYIP and address other needs identified in each district's pre-scoping plan. Candidate projects addressing a capacity need of the surface transportation network shall be limited to the VTrans Tier I recommendations. Usage based on these criteria will ensure that district sensitivity, urgency and priorities are addressed and projects enter the 24-month window with reliable schedules and budgets.
- Each district is responsible for managing these funds; including monitoring expenditures and ensuring the expenditures do not exceed the allocations. A pre-design UPC number is provided to each district and expenditures shall be charged directly to these UPCs; the funds may not be transferred.
- Distribution of pre-scoping funds is based on a combination of each district's construction program size and previous expenditures. A collaborative effort between L&D and Program Management Division will determine the total allocation to each district.

SUGGESTED 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
  
  - In-house work
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