**Concept Development Checklist**

**TSM Limited Scope Projects**

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| --- | --- |
| **Project Name:** |  |
| **Direction/Milepost limits:** |  |
| **Municipality(ies):** |  |
| **County(ies):** |  |
| **Project Manager:** |  |
| **Team Leader:** |  |
| **CD Designer:** |  |

*Notes:*

* ***All item checked “Y” or “N”*** *shall be briefly discussed in the* ***‘Comments’*** *section below the checklist items.*
* *NFI:* ***N****eeds* ***F****urther* ***I****nvestigation in Final Design (explain below).*

**Concept Development Checklist**

1. **ITS Scope of Work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Y** | **N** | **N/A** | **NFI** |  |
|  |  |  |  | 1. Are there any CCTV’s located within the project limits? (list below in the ***‘Comments’*** section) |
|  |  |  |  | 1. Are there any DMS’s located within the project limits? (list below in the ***‘Comments’*** section) |
|  |  |  |  | 1. Are there any traffic detection devices located within the project limits? (list below in the ***‘Comments’*** section) |
|  |  |  |  | 1. Is there any Fiber or Fiber Optic Conduit within the project limits? (list below in the ***‘Comments’*** section) |
|  |  |  |  | 1. Is there enough capacity within the existing conduit to meet the additional Fiber requirements? |
|  |  |  |  | 1. Is there Fiber currently available? |
|  |  |  |  | 1. Are the traffic signals part of a Computerized Traffic Signal System? |
|  |  |  |  | 1. Are the traffic signals part of an Adaptive Signal Control Technology System? |
|  |  |  |  | 1. Are there any other ITS components within the project limits? (list below in the ***‘Comments’*** section) |
|  |  |  |  | 1. Are any existing ITS components in need of replacement/repair/upgrade/removal within the project limits? (list below in the ***‘Comments’*** section) |
|  |  |  |  | 1. Are As-Built drawings and information available for the project corridor and has this information been obtained from the Engineering Documents Unit? |
|  |  |  |  | 1. Do static sign panels mounted on sign structures need to be modified as a result of a proposed DMS? |
|  |  |  |  | 1. Do any of the ITS facilities (DMS, cameras, etc.) need revisions to meet the current standards? *(Provide any additional information in the* ***‘Comments’*** *section below.)* |
|  |  |  |  | 1. Are proposed advance ITS devices required to support construction activities for this or another project in the area? (list below in the ***‘Comments’*** section any interim completion dates) |
|  |  |  |  | 1. Do the project limits fall within the patrol section of the NJDOT’s Safety Service Patrol? |
|  |  |  |  | 1. Will this project impact the infrastructure of any other agency? (List below in the ‘Comments’ section what other agencies are involved and the type of impact. Also, list if there is an existing MOU/Agreement between NJDOT and the impacted agency or if there is a need for developing one) |
|  |  |  |  | 1. Is there existing point to point wireless backbone within the projects limits? (list below in the Comments section) |
|  |  |  |  | 1. Is there enough capacity within the existing wireless backbone for the proposed additional ITS? |
|  |  |  |  | 1. Are there any existing ITS devices within the project limits utilizing leased communications services that should be put on the GSN as part of this project? (list below in the Comments section) |
|  |  |  |  | 1. Will proposed ITS devices utilize new leased communications services? (list below in the Comments section) |
|  |  |  |  | 1. Is the proposed location of the ITS device confirmed to be located within State ROW based on the available as-built plans and tax maps? |
|  |  |  |  | 1. Is this project considered Programmatic? Only if yes, scoping SERF needs to be completed. (explain in comments) |
|  |  |  |  | 1. Is this project considered Non-Programmatic? Only if yes, Systems Engineering Analysis & Report will be required during Final Design. (explain in comments) |

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| **ITS Comments:** | 1. |  |
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1. **Structural Scope of Work**

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| **Y** | **N** | **N/A** | **NFI** |  |
|  |  |  |  | 1. Will the DMS require a caisson/drilled shaft foundation in order to avoid ROW or utility conflicts? (Provide any additional information in the ‘Comments’ Released: 08/2013 section below.) |
|  |  |  |  | 1. Will DMS structure replacement require new soil borings? (*Provide any additional information in the* ***‘Comments’*** *section below.)* |
|  |  |  |  | 1. Will proposed ITS devices be located on existing structures? (list below in the Comments section) |

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| **Comments:** | 1. |  |
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1. **Roadway Design Scope of Work**

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| **Y** | **N** | **N/A** | **NFI** |  |
|  |  |  |  | 1. Are there worn paths from pedestrian activity present? |
|  |  |  |  | 1. Are new Sidewalks needed? *(List below in the* ***‘Comments’*** *section.)* |
|  |  |  |  | 1. Are curb ramps present? |
|  |  |  |  | 1. Are new or updated ADA curb ramps needed? *(List below in the* ***‘Comments’*** *section.)* |
|  |  |  |  | 1. Will the project require new curb or curb replacement? |
|  |  |  |  | 1. Are new crosswalks needed? *(List below in the* ***‘Comments’*** *section.)* |
|  |  |  |  | 1. Are pedestrian countdown heads needed at signalized intersections? |
|  |  |  |  | 1. Are pedestrian push buttons present? |
|  |  |  |  | 1. Are new or updated pedestrian push buttons needed based on current design standards? |
|  |  |  |  | 1. Will pedestrian traffic need to be maintained during construction, if so, how will it be accommodated? |
|  |  |  |  | 1. Is the roadway bicycle compatible? |
|  |  |  |  | 1. Will there be any temporary or permanent ROW impacts (e.g., acquisition, easement)? *(List below in the* ***‘Comments’*** *section a detailed description of the location and purpose of the impacts.)* |
|  |  |  |  | 1. Does highway fencing exist within the project limits? |
|  |  |  |  | 1. Is there existing guide rail within the limits of the project? (List whether there is a non-veg. surface beneath the guiderail in the ***‘Comments’*** section below) |
|  |  |  |  | 1. If there is existing guide rail within the limits of the project, does it meet current design standards? |
|  |  |  |  | 1. If there is existing guide rail within the limits of the project, do the existing guide rail end treatments meet current design standards? |
|  |  |  |  | 1. Are there any locations where new guide rail is warranted, e.g., gaps? |
|  |  |  |  | 1. Does the vertical curvature of the roadway have the potential to impact the ITS design? |
|  |  |  |  | 1. Does the horizontal curvature of the roadway have the potential to impact the ITS design? |
|  |  |  |  | 1. Does the existing traffic signal timings need to be optimized as part of the project? |
|  |  |  |  | 1. Does the vehicular and pedestrian clearances need to be updated as part of the project? |

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| **Structures Comments:** | 1. |  |
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1. **Drainage Scope of Work**

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| **Y** | **N** | **N/A** | **NFI** |  |
|  |  |  |  | 1. Has consultation with the Regional Maintenance Engineer (RME) indicated any ponding/drainage problems within this section of roadway that result in lane closures? |
|  |  |  |  | 1. If ponding/drainage problems have been identified by the RME, have recommendations to correct been provided? (List all Recommended Corrective Actions in the ***‘Comments’*** *section.)* |

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| **Drainage Comments:** | 1. |  |
| 2. |  |

1. **Traffic/Staging Recommendations**

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| --- | --- | --- | --- | --- |
| **Y** | **N** | **N/A** | **NFI** |  |
|  |  |  |  | 1. Is a detour necessary and/or feasible during construction? |
|  |  |  |  | 1. Has conceptual approval of the proposed detour been received from Traffic Operations? |
|  |  |  |  | 1. Is staged construction necessary and/or feasible? |
|  |  |  |  | 1. Has the staged construction method received conceptual approval from Traffic Operations? |
|  |  |  |  | 1. Have Lane Closure Hours been provided? (if yes, provide memo from MMWZ as an attachment) |
|  |  |  |  | 1. Is a Real Time Work Zone Traffic System (RTWZTS) required? |
|  |  |  |  | 1. Have ITS Facilities Downtime Hours been provided? (if yes, provide memo from Traffic Operations as an attachment) |
|  |  |  |  | 1. Are portable ITS devices required? (if yes, provide memo from Traffic Operations as an attachment) |
|  |  |  |  | 1. Are driveways present within the project limits? |
|  |  |  |  | 1. Will driveways be impacted during construction? |

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| **Traffic/Staging Comments:** | 1. |  |
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1. **Utility and Railroad Facilities**

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| **Y** | **N** | **N/A** | **NFI** |  |
|  |  |  |  | 1. Are there aerial facilities within the limits of the project? (Provide list of owners, key photos *in the* ***‘Comments’*** *section below.)* |
|  |  |  |  | 1. Are there underground facilities within the limits of the project? (Provide list of owners *in the* ***‘Comments’*** *section below.)* |
|  |  |  |  | 1. Is there NJDOT owned traffic signal equipment within the project limits? |
|  |  |  |  | 1. Is there NJDOT owned lighting within the project limits? |
|  |  |  |  | 1. Is there NJDOT owned ITS fiber/conduits within the project limits? |
|  |  |  |  | 1. Are there anticipated conflicts with existing NJDOT owned traffic signal or lighting facilities as a result of the proposed work? (Provide additional information as available *in the* ***‘Comments’*** *section below.)* |
|  |  |  |  | 1. Are there anticipated conflicts with other (non-NJDOT) existing aerial and/or underground facilities beyond resetting castings and heads as a result of the proposed work? (Provide additional information as available *in the* ***‘Comments’*** *section below.)* |
|  |  |  |  | 1. Are any utility poles on the safety list for frequent crashes? (Utility Section Input required) |
|  |  |  |  | 1. Are test pit locations needed to provide assurance of avoiding conflict? *(Provide any additional information in the* ***‘Comments’*** *section below.)* |
|  |  |  |  | 1. Are there railroad crossings or facilities within the limits of the project? (Provide list of owners, key photos *in the* ***‘Comments’*** *section below.)* |
|  |  |  |  | 1. Are there any third party ITS facilities located within the project limits? (list below in the Comments section) |
|  |  |  |  | 1. Are the existing electrical power sources more than ½ mile from the proposed ITS locations?  (list below in the Comments section) |
|  |  |  |  | 1. Are there any airports near the proposed ITS locations that coordination would be required? (list below in the Comments section) |

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| **Utility/Railroad Comments:** | 1. |  |
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1. **Community Impacts**

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| **Y** | **N** | **N/A** | **NFI** |  |
|  |  |  |  | 1. Are there any private residences within the limits of the project? |
|  |  |  |  | 1. Are there any commercial businesses within the limits of the project? |
|  |  |  |  | 1. Are there any schools/hospitals ***within a half mile radius*** of the limits of the project? |
|  |  |  |  | 1. Other *(e.g., Malls, Entertainment Complexes, Churches, etc.)* |

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| **Community Comments:** | 1. |  |
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1. **Environmental Impacts/Concerns**

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| --- | --- | --- | --- | --- |
| **Y** | **N** | **N/A** | **NFI** |  |
|  |  |  |  | 1. Is the corridor within a Historic Corridor/District? |
|  |  |  |  | 1. Are wetland impacts possible as a result of the proposed work? |
|  |  |  |  | 1. Are stream encroachment impacts possible as a result of the proposed work? |
|  |  |  |  | 1. Is there a potential for hazardous waste impacts on the project? |
|  |  |  |  | 1. Is there a potential for other permits being needed as a result of the proposed work? *(if yes, list potential permits in the* ***‘Comments’*** *section below)* |

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| **Environmental Comments:** | 1. |  |
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1. **Public Involvement Action Plan – All Information to be obtained from the Office of Community and Constituent Relations**

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| --- | --- | --- | --- | --- |
| **Y** | **N** |  | **30 days or more prior to FDS** | **30 days or less prior to Construction \*\*** |
|  |  | 1. 1. Officials Briefing |  |  |
|  |  | 2. Public Information Center – Design |  |  |
|  |  | 1. 3. Public Information Center – Construction |  |  |
|  |  | 1. 4. Letters to Officials |  |  |
|  |  | 1. 5. Letters to Property Owners |  |  |
|  |  | 1. 6. Letters to all in zip code/ neighborhood |  |  |
|  |  | 1. 7. Kiosk or display in a Public Place |  |  |
|  |  | 1. 8. Information on DOT Website |  |  |
|  |  | 1. 9. Press release |  |  |

**\*\* Pre-Construction Officials Briefings and Pre-Construction Public Information Centers, if required by O.C.C.R., should be held after the project has been awarded and should be attended by the State’s Resident Engineer and by the Contractor.**

1. **SME Input\*/Cross Check**

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| **Y** | **N** | **Office** | **Name Phone #** | |
|  |  | 1. 1. ITS |  |  |
|  |  | 1. 2. Traffic Engineering |  |  |
|  |  | 1. 3. Operations |  |  |
|  |  | 1. 4. Traffic Operations |  |  |
|  |  | 1. 5. Office of Community Relations |  |  |
|  |  | 6. Construction Management (Constructability Review) |  |  |
|  |  | 1. 7. Environmental |  |  |
|  |  | 1. 8. Communications |  |  |
|  |  | 1. 9. Structures |  |  |
|  |  | 1. 10. Roadway Design |  |  |
|  |  | 11. Value Solutions |  |  |
|  |  | 12. Design Standards |  |  |
|  |  | 13. Bicycle/Pedestrian |  |  |
|  |  | 14. Office of Information Technology |  |  |
|  |  | 15. Project Management |  |  |

**\*Provide correspondence**

1. **Management System Cross-Check**

|  |  |  |
| --- | --- | --- |
| **Y** | **N** |  |
|  |  | 1. 1. Safety |
|  |  | 1. 2. Drainage |
|  |  | 1. 3. Congestion |
|  |  | 1. 4. Maintenance |
|  |  | 1. 5. Bridge |
|  |  | 1. 6. Project Reporting System (PRS) |
|  |  | 1. 7. Operations |
|  |  | 1. 8. Pavement |

1. **Division of Project Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Y** | **N** | **N/A** | **NFI** |  |
|  |  |  |  | 1. Is this ITS project part of any other CPM Project? *(Provide any additional information in the* ***‘Comments’*** *section below)* |
|  |  |  |  | 1. Is there any other project in the vicinity of this ITS project? (*If yes, note in the* ***‘Comments’*** *section below if ITS devices can be included in the other project?*) |

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| **Comments:** | 1. |  |
| 2. |  |

1. **Funding/Authorization Information**

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| Y | N |  |
|  |  | * 1. **Is the Project Programmed in the STIP for all Phases of Work? Provide Line Item info below.** |
|  |  | * 1. **What is the anticipated FD authorization date and estimate? Provide info below.** |
|  |  | * 1. **What is the anticipated CON authorization date and estimate? Provide info below.** |
| X |  | * 1. **THIS PROJECT IS EXEMPT FROM AIR QUALITY CONFORMITY ANALYSIS.** |

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| **Comments:** | 1. |  |
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1. **Verification of Limited Scope Project Development**

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| **Y** | **N** |  |
|  |  | Based on the information obtained/observed during the field visit, input obtained from SME’s, and coordination/cross-checks with the various Management Systems, does the proposed scope of work for this project fit the definition of a *‘Limited Scope Project’*? |

|  |  |  |  |
| --- | --- | --- | --- |
| Approved: |  |  |  |
|  | *(Insert Name)*, Project Manager |  | Date |