APPENDIX R – Small Capital Value Projects Project Initiation Document

Table of Contents

APPENDIX R – Small Capital Value Projects Project Initiation Document... R-3
ARTICLE 1  Overview .................................................................................R-3
  Use of Small Capital Value Projects Project Initiation Document...........R-3
  Preparation of Small Capital Value Projects Project Initiation Document...R-3
ARTICLE 2  Outline .....................................................................................R-3
  General..........................................................................................................R-3
  Front Matter ..................................................................................................R-4
  Main Body of Report ....................................................................................R-4
ARTICLE 3  Template ..................................................................................R-4
APPENDIX R – Small Capital Value Projects Project Initiation Document

ARTICLE 1  Overview

Use of Small Capital Value Projects Project Initiation Document

The small capital value projects (SCVP) project initiation document (PID) is the project planning, scoping, and programming document for SHOPP Reservation projects with a total combined capital and support cost of $3,000,000 or less, but more than the Minor B contract limit. See Chapter 9 – Project Initiation for a discussion of SCVP.

The SCVP PID must be accurate and complete because both Headquarters and the district use the SCVP PID as the primary project reference document.

Preparation of Small Capital Value Projects Project Initiation Document

Consult with the appropriate State Highway Operation and Protection Program (SHOPP) program manager to ensure that the information needed to secure a programming commitment is included in the SCVP PID.

A cost estimate and the storm water data report-signed cover sheet are the only documents that are attached to the SCVP PID.

ARTICLE 2  Outline

General

The purpose of this outline is to identify the key elements to document in a SCVP PID. All headings presented in the outline shall be included in the PID.
Appendices
Project Development Initiation and Approval Reports

Front Matter

Cover Sheet

The cover sheet for a SCVP PID is the standard signature sheet shown in Article 3. The SCVP PID is an engineering document and shall bear the seal of the registered civil engineer in responsible charge of the work.

Main Body of Report

See Appendix L – Preparation Guidelines for Project Study Report for discussion of individual topics and discuss any specific issues with the appropriate Headquarters SHOPP program manager.

ARTICLE 3 Template

This article is a template for the small capital value projects project initiation document. When using the template, delete any italicized text within the body of the document. The italicized text provides instructions for template users and does not provide any value to the final document.

The template is located at:

http://www.dot.ca.gov/hq/oppd/pdpm/templates/apdx-r-template.docx