

# APPENDIX H - Preparation Guidelines for Capital Preventive Maintenance Project Report

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# APPENDIX H - Capital Preventive Maintenance Project Report

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## CHAPTER 1 – Overview

### Use of Capital Preventive Maintenance Project Report

These guidelines provide information to be used with the policies and procedures described in Chapters [9](#), [10](#) and [12](#) of the [Project Development Procedures Manual](#), [Highway Design Manual \(HDM\)](#) and [Design Information Bulletin 81 - Capital Preventive Maintenance Guidelines](#). Capital Preventive Maintenance (CAPM) projects are funded from the 20.XX.201.121, Pavement Rehabilitation Program (121 Program).

The Capital Preventive Maintenance Project Report (CAPM PR) outline for a 121 Program project satisfies the requirements for both the project initiation document (PID) and the Project Report (PR) for projects in the 121 Program. 121 Program projects have a well-defined scope and follow a process that combines the project initiation and project approval phase.

Because the CAPM PR is the primary project reference document by both Headquarters and the districts; the need for accurate and complete project information is essential.

The following guidance is tailored to projects with a scope that is consistent with the criteria described in DIB 81. The CAPM PR template shown in [Chapter 3](#) of this appendix should be modified to include or exclude any applicable deficiencies or issues. See [Appendix L](#) – Preparation Guidelines for Project Study Report and [Appendix K](#) – Preparation Guidelines for Project Report for fundamental guidance and tools on the preparation of PID and project approval documents.

For a detailed sequence of the actions to complete a CAPM PR see the [Project Development Workflow Tasks](#) (PDWT).

### CAPM PR Preparation

#### Project Scoping

The primary purpose of the CAPM program is to repair pavement exhibiting minor surface distress or triggered ride. Repair strategies selected should be readily constructible in order to minimize traffic disruption and should provide relief from intensive maintenance activity. The intent of the CAPM program is to extend the service life of pavement with minor distress by a minimum of five-years

A scoping team field review is required for all CAPM projects and provides a forum to identify and make decisions on significant issues. The composition of the scoping team should be consistent with the guidance in DIB 81. See Article 5, [Chapter 9](#) of this manual and [DIB 81](#) for a discussion of the timing and requirements of scoping team field review.

The use of the Design Scoping Index found in [Appendix L](#) can assist the project team in properly scoping a project. The Design Scoping Index can be used to identify facility deficiencies and the concerns of stakeholders. The Design Scoping Index should be modified to address only CAPM program issues.

### **Field-Reviews & Documentation**

All projects shall have informal project team field-reviews as necessary as discussed in Chapter 2, Article 2 of [Appendix L](#) and the [PDWT Manual](#). The purpose of these field reviews is to gather information to develop a quality project. By contrast, the purpose of the scoping team field review discussed above is to establish consensus on the project scope.

### **Deflection Studies**

Deflection studies are neither required nor resourced for CAPM projects.

### **Enhancements**

The district traffic operations unit will perform a Traffic Operational Review for all CAPM projects. A Traffic Operational Review is an evaluation of specific easily implemented enhancements that should be included in CAPM projects as discussed in the DIB 81.

Recommended enhancements will be incorporated into the project if including the enhancement does not change the target construction season. The PDT guides the project development on this issue. The enhancements must not significantly increase the project cost.

When recommended enhancements are not incorporated into the project, document the decision to exclude recommended enhancements. Include the explanation and documentation of the district's traffic operation unit concurrence in the project files.

### **District Planning, Environmental and Right of Way Involvement**

Functional units should become involved as early as possible in the project development process to determine the appropriate level of involvement. Developing a plan for their involvement should help to avoid potential delays in project delivery and minimize potential changes in project scope that may result in project cost increases.

## **CAPM PR Approval**

The District Director (or Deputy District Director per Caltrans Delegation of Authority) is responsible for approval of the CAPM PR.

### **CAPM PR Distribution**

One copy of the draft and final CAPM PR and shall be sent to:

Chief, Office of Roadway Rehabilitation  
Division of Maintenance  
Mail Station #31

The draft CAPM PR should be sent soon after the scoping team field review and reflect the decisions made on that review.

The final CAPM PR shall be distributed to the following Headquarter units:

Two copies of the report shall be sent to:

Division of Design  
Office of Project Development Procedures  
Attention: Design Report Routing  
Mail Station #28

Five copies of the report shall be sent to:

HQ Division of Engineering Services  
Program/Project & Resource Management  
MS 9-5/11g

# CHAPTER 2 – Guidelines for Completing Capital Preventive Maintenance Project Report Template

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## General

The standard PSR outline found in Appendix L was adapted to meet the documentation needs of CAPM projects. Sections of the standard PSR were combined and fill-in-the-blank features were included to facilitate the presentation of project information. The following template is a guideline. The actual report should be similar in organization and may contain similar headings and subheadings, but may vary based on features, complexity, and issues. A template for the CAPM PR is found in Chapter 3 of this appendix. The space for filling in various sections of the template has been condensed for practical viewing of the template. As appropriate, each section can be expanded to accommodate necessary information. The template should be modified to include or exclude any pertinent project information. "Not applicable" should be placed in the blanks for topics that do not apply to a specific CAPM project.

## Cover Sheet

All CAPM PRs should have a standard cover sheet to provide project identification information and signatures. Information to be provided includes the following:

- Title

Indicate "Capital Preventive Maintenance Project Report"

- File Reference

District-County-Route-Post Mile (Dist-Co-Rte-PM)

The post mile should be given to the nearest 0.1 mile.

Responsible Unit (RU)

The unit source code of the registered civil engineer in charge of the technical features of the project.

Expenditure Authorization (EA)

Use the "K" phase for development of the CAPM PR.

Month Year

Provide the preparation month and year of the report.

- Clearly state the reason for the CAPM PR on the title sheet.
  - "Request Programming in the 20XX SHOPP"
  - "Provide Project Approval"
- On Route \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Provide a brief description of the project limits that corresponds to the post mile given above and ties the limits to commonly known physical features on the ground that can be identified on available mapping.

- Right of Way Endorsement

The statement shown in the template must be used and signed by the District Division Chief for Right of Way. The signature indicates that the right of way information in the CAPM PR and the right of way data sheet are complete, current, and accurate.

- Recommended Approval

A recommendation for approval must be signed by the project manager as an indication that all appropriate studies have been included and as an indication that the proposal is in accord with Caltrans policies.

- Approval

The CAPM PR is approved once the report is signed and dated by the District Director (or Deputy District Director per Caltrans Delegation of Authority). The date of signing becomes the official project approval date.

Project approval requires that the approved categorically exempt and/or categorically excluded (CE/CE) be attached to the report.

### **Vicinity Map Sheet (Separate Sheet)**

- Vicinity Map

Refer to the discussion on Strip Map under the discussion of Attachments.

- On Route \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Provides brief description of the project limits that corresponds to the post miles given above and ties the limits to commonly known physical features on the ground that can be identified on available mapping.

### **Registered Civil Engineer's Stamp and Statement (Separate Sheet)**

The second page of the CAPM PR contains the required stamp or seal and signature of a registered civil engineer who is the person in responsible charge. The sheet must include a statement indicating that the registered civil engineer attests to the technical information contained herein and the data upon which recommendations, conclusions, and decisions are based. Approval of the CAPM PR is a management decision and is separate from this technical signature of the person in responsible charge.

### **Table of Contents (Separate Sheet)**

#### **1. INTRODUCTION AND BACKGROUND**

Provide a one or two sentence description of the project. Fill in the table.

#### **2. RECOMMENDATION**

#### **3. PURPOSE AND NEED STATEMENT**

##### **Need:**

The project need is an identified underlying transportation deficiency or problem that needs correction. An example of a CAPM need statement is: "The pavement within the project limits is exhibiting minor distress and unacceptable ride quality, which if left uncorrected, will deteriorate to a major roadway rehabilitation need."

##### **Purpose:**

The project purpose is the objective(s) that will be met to address the project need. An example of a CAPM purpose statement is: "The purpose of this project is to improve the ride and extend the life of the existing pavement."

#### **4. EXISTING FACILITY, DEFICIENCIES AND TRAFFIC DATA**

##### **4A. Roadway Geometric Information**

Provide the information requested in the table. If lane widths are not uniform, note the width of each lane.

Bike paths that are separated from the roadway should be evaluated to determine if their surface is in need of treatment. Also, such facilities may be useful in addressing bicyclist and pedestrian needs during construction.

Provide information regarding discussion with the HQ design coordinator about project design features. In the rare occurrence that design exceptions are required, include discussion here. See [Chapter 21](#) and [Appendix BB](#) for information on design exceptions.

##### **4B. Condition of Existing Facility**

Provide the latest information available for each homogeneous segment. Information about the traveled way is obtained from the most recent Pavement Management System (PMS) - Pavement Condition Survey Data.

##### **4C. Structure Information**

The intent is to evaluate vertical clearance at underpasses, separations and overcrossings where an overlay may reduce the existing vertical clearance. Provide the requested information as necessary.

##### **4D. Vehicle Traffic Data**

###### **Traffic Volumes and Characteristics**

Provide the information requested.

###### **Safety Reviews**

A safety review is required for all major projects as well as any project with a Traffic Control Plan. The PDT must evaluate the recommendations of the District Safety Review Committee to ensure the Department's safety goal is upheld. See [Chapter 8, Section 7](#) of the PDPM and [Topic 110.8](#) of the *Highway Design Manual (HDM)* for further discussion of the safety review.

## 5. CORRIDOR AND SYSTEM COORDINATION

It is important to provide a broad view of what is happening in the corridor so that the proposed project will be compatible with other projects in the area as well as long term corridor planning. Information from district planning can be obtained by requesting a Planning Scoping Checklist in Appendix L. This section should discuss:

- Pavement preservation strategies within the corridor.
- Discussion of other planned projects in the corridor. Project management branches can provide information about other ongoing or anticipated projects in the vicinity of this project. District planning branches can provide information about ongoing local projects in the area.

## 6. ALTERNATIVES

Discuss the proposed CAPM strategies. Clearly identify the recommended alternative. Based on project complexities, the writer has discretion on how individual alternatives are presented. Provide the flexible pavement overlay thickness. The proposed overlay thickness should be consistent with DIB 81.

Discuss a comparison of different pavement products or strategies using life cycle cost analysis (LCCA). The LCCA shall be performed in accordance with the [Life Cycle Cost Analysis Procedures Manual](#). The *LCCA Procedures Manual* provides additional information on which alternatives and strategies to analyze.

Under "Enhancements", summarize the discussion of the Traffic Operation Review Report on proposed enhancements. If a recommended enhancement is excluded from the project, state the reason for the exclusion. Enhancements shall be consistent with guidance in *DIB 81*.

Use the remaining subsections to summarize all major issues, reviews, and coordination efforts within Caltrans and with other interested agencies. The template has a list of common issues. Address each item as appropriate or put "not applicable." The template should be altered to include project specific issues.

## 7. TRANSPORTATION MANAGEMENT

### 7A. Transportation Management Plan

A Transportation Management Plan (TMP) will be required if significant construction delays are anticipated. TMPs develop construction traffic handling practices such as lane closures, detours, mass transit service enhancements, and work-hour restrictions to minimize delays. TMPs also discuss how bicycle and pedestrian traffic will be accommodated through the job site. Summarize the key elements of the TMP. Costs associated with TMPs should be included in the cost estimate.

## **7B. Vehicle Detection Systems**

If appropriate, discuss the recommendations of the district traffic unit as they apply to maintaining the operation of the existing vehicle detection system. The vehicle detection system is critical to traffic management and traveler information applications. Costs associated with staging or installation of any temporary detection system should be included in the cost estimate.

## **8. FUNDING/SCHEDULING**

### **8A. Cost Estimate**

Include a cost breakdown for each of the major elements of the project by providing the information requested. CAPM projects may include such items as placement of additional surface material, grinding pavement surfaces and/or other work necessary to preserve the existing pavement structural section.

To minimize future cost increases, a thorough scope and a reliable cost estimate needs to be prepared. Unreliable cost estimates result in severe problems in Caltrans' programming and budgeting, and in local and regional planning. Realistic evaluations as to the final concept, scope, and cost of each project are to be established as early as possible and should be based on the best information available. All anticipated work (i.e., digouts, grinding, crack sealing, asphalt overlay, shoulder backing, etc.) should be included. The project cost estimate should be prepared using the methodology presented in the outline.

Districts should base their cost estimates on experience with similar projects and available historical data. See [Chapter 20](#) and [Appendix AA](#) for further details on estimating project costs.

Unless the particulars of a specific case justify use of a different factor, a 20% contingency factor should be used.

### **8B. Project Support**

Include estimated PY effort and other support costs of project development and construction from the time the project is initially programmed through the final stages of construction. The proposed schedule should be based upon an evaluation of the worst case and the optimal scenario. This information is not required for Minor projects.

The cost of any specialty contracts or other atypical direct project costs that may be required for the project should also be estimated by the proposed fiscal year.

### **8C. Project Schedule**

Provide the project milestone dates in the table in the template.

## 9. SCOPING TEAM FIELD REVIEW ATTENDANCE ROSTER

## 10. REVIEWS

The template includes a list of suggested reviews. Each district should modify the template to reflect reviews established by district procedures.

Include reviewer's signature and review completion date, or N/A if not applicable. Indicate type of federal involvement.

## 11. LIST OF ATTACHMENTS

Include the items listed on the boilerplate.

- Strip map (may be eliminated if the Vicinity Map contains the information discussed below)

A small map showing the project limits consistent with the brief description, post miles, and a north arrow. The map should be sufficient to locate the project at a glance for a person unfamiliar with the project. It should show the features used to identify the project limits such as roads, streams, junctions or railroads, and the nearest community that can be reasonably shown on the map, and a note indicating the direction to and name of the next community in each direction. It is necessary to understand the proposed work, as such pertinent project features are shown on the strip map. The vicinity map is not to be cluttered with project features.

- A GIS map of the project vicinity and counties containing the project limits

Color-coding via a color key or legend for the map should indicate:

- a) The total number of distressed lane miles in the district from the last pavement condition survey (including the date);
- b) The location of distressed lane miles which the project will retire; and
- c) The number of distressed lane miles that are being retired in the current SHOPP (or midcycle SHOPP) document for the District.

The statistic for item b should be presented beside the largest colorized portion of the project. The key or legend for the color-coding should be superimposed in the corner of the map so as to not obscure the project limits, north arrow, or other markers.

- SHOPP Output Table

Contact the [Headquarters CAPM SHOPP Manager](#) for the SHOPP Project Output form and guidance on how to complete the form.

## **CHAPTER 3 – Template for Capital Preventive Maintenance Project Report (CAPM PR)**

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This Chapter is a template for the Capital Preventive Maintenance Project Report. Guidance for completing this template is located in Chapter 2 of this appendix.

Dist – Co - Rte, PM  
20.XX.201.121  
EA  
Month/Year

## **CAPITAL PREVENTIVE MAINTENANCE PROJECT REPORT**

**To**

### **Request Programming in the 20XX SHOPP And Provide Project Approval**

On Route \_\_\_\_\_

Between \_\_\_\_\_

And \_\_\_\_\_

*I have reviewed the right of way information contained in this CAPM Report and the R/W Data Sheet attached hereto, and find the data to be complete, current and accurate:*

\_\_\_\_\_  
*DISTRICT DIVISION CHIEF – RIGHT OF WAY*

APPROVAL RECOMMENDED:

\_\_\_\_\_  
*PROJECT MANAGER*

APPROVED:

\_\_\_\_\_  
*DISTRICT DIRECTOR*

\_\_\_\_\_  
*DATE*

Dist. - Co. - Rte. - PM.  
Program Code  
EA  
Month/Year

## Vicinity Map

Show:

- Project Limits
- Topographical Features Discussed in Report
- North Arrow

On Route \_\_\_\_\_

Between \_\_\_\_\_

And \_\_\_\_\_

Dist. - Co. - Rte. - PM.

This Capital Preventive Maintenance Project Report has been prepared under the direction of the following Registered Engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.

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*REGISTERED CIVIL ENGINEER*

*DATE*



## **Table of Contents**

**1. INTRODUCTION AND BACKGROUND**

Brief Project Description:

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See the Cost estimate for specific work items included in this project.

<b>Project Limits</b> [Dist., Co., Rte., PM]	
<b>Capital Costs:</b>	
<b>Type of Facility</b> <b>(conventional, expressway,</b> <b>freeway):</b>	
<b>Environmental</b> <b>Determination/Document</b> <b>and date approved:</b>	

**2. RECOMMENDATION**

**3. PURPOSE AND NEED STATEMENT**

**Need:**

**Purpose:**

**4. EXISTING FACILITY, DEFICIENCIES AND TRAFFIC DATA**

**4A. Roadway Geometric Information**

Facility	Minimum	Through Traffic Lanes			Paved Shoulder Width		Median	Bicycle / Ped Path Separated from the Roadbed	Bridge Approach Slab Work	
		Location (Post Miles)	Curve Radius	No. of Lanes	Lane Width	Type (Flex, Rigid, or Composite))				Left

Remarks:

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**4B. Condition of Existing Facility (Repeat info for each homogeneous segment):**

(1) Traveled Way Data

PMS Category (1-29) \_\_\_\_\_ Priority Classification (.1-.4) \_\_\_\_\_

International Ride Index \_\_\_\_\_

\*Rigid Pavement:

\*Flexible Pavement:

\* From latest PMS-Pavement Condition Inventory Survey Data.

3rd Stage Cracking % \_\_\_\_\_ Alligator B Cracking % \_\_\_\_\_

Faulting% \_\_\_\_\_ Patching % \_\_\_\_\_

Joint Spalls \_\_\_\_\_ Rutting \_\_\_\_\_

Pumping \_\_\_\_\_ Bleeding \_\_\_\_\_

Corner Breaks % \_\_\_\_\_ Raveling \_\_\_\_\_

Locations(s) of subsurface or ponded surface-water:

Remarks:

\_\_\_\_\_  
 \_\_\_\_\_

(2) Pedestrian Facility Data

<b>Facility Type and Location(s)</b> <i>(Station, post mile or other reference point)</i>	<b>Meets ADA Standards?</b> <i>(Yes or No for each listed location)</i>	<b>If Facility does not meet ADA Standards, what feature(s) are not ADA compliant?</b> <i>(List features per location)</i>	<b>Status of Each Noncompliant Location</b> <i>[Use the following statements, as appropriate:</i> • Will be corrected as part of this project; • Will not be corrected because it is technically infeasible to correct; An ADA exception has been processed.
<b>Sidewalks:</b> <i>(List locations as appropriate)</i>			

Remarks

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4C. Structure Information**

Structures		Vertical Clearance	
Name/No.	Exist	3R Std	Proposed

Remarks

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**4D. Vehicle Traffic Data**

Traffic Volumes

Construction Year ADT \_\_\_\_\_

DHV \_\_\_\_\_ % Trucks \_\_\_\_\_

Remarks:

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Safety Review Date: \_\_\_\_\_

Remarks:

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**5. CORRIDOR AND SYSTEM COORDINATION**

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**6. ALTERNATIVES**

**6A. CAPM Strategy:**

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**Life Cycle Cost Analysis**

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**Enhancements**

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Date of Traffic Operational Review Report \_\_/\_\_/\_\_.

**6B. Environmental Compliance:**

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**6C. Hazardous waste disposal site required? If yes, where are sites?**

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**6D. Other Agencies Involved (Permits/Approvals from Fish & Game, Corps of Engineers, Coastal Commission, etc.):**

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**6E. Materials and or disposal site needs and availability?**

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**6F. Roadside Design and Management:**

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**6G. Stormwater Compliance:**

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**6H. Right of way Issues (include utility issues):**

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**6I. Railroad Involvement:**

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**6J. Recycled Materials:**

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**6K. Local and Regional Input:**

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**6L. What are the consequences of not doing this entire project?**

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**7. TRANSPORTATION MANAGEMENT**

**7A. Transportation Management Plan**

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**7B. Vehicle Detection Systems**

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**8. FUNDING/SCHEDULING**  
**8A. COST ESTIMATE**

	Lane-miles/Number	Cost <sup>3</sup>
<b>Pavement Work</b>		
Total Lane-Miles of CAPM Work	_____	_____
Digouts <sup>1</sup>	_____	_____
AC Overlay of AC Pavement (recycle not included) <sup>2</sup>	_____	_____
Hot Recycled AC <sup>2</sup>	_____	_____
AC Overlay of PCC Pavement <sup>2</sup>	_____	_____
PCC Pavement Work (List appropriate work type: grind, slab replacement, spall repair, rout and seal random cracks, joint seal, etc.) <sup>4</sup>	_____	_____
Ramps <sup>4</sup>	_____	_____
OC/UC and Bridge Approaches (List appropriate work type: ground, replaced, etc.) <sup>4</sup>	_____	_____
Other (List work required.) <sup>4</sup>	_____	_____
	<b>COSTS SUBTOTAL</b>	_____

- Notes:
1. Cost to remove and replace localized failed areas.
  2. Include cost of shoulder backing material for increased thickness at shoulder edge, as needed.
  3. If duplicated in other items, show cost in parenthesis.
  4. Add additional lines as necessary. Do not include support costs.

	<b>Does the Project Include? (Yes/No)</b>	<b>Cost<sup>3</sup></b>
<b>Non-pavement Work</b>		
Railroad Agreements (List work required.) <sup>4</sup>	_____	_____
Traffic Control	_____	_____
Rumble Strips	_____	_____
Correct Superelevation/ Cross slope	_____	_____
Traffic Stripes and Pavement Markings		
Paint	_____	_____
Thermoplastic	_____	_____
Barrier Rail	_____	_____
Terminal End Sections	_____	_____
Pavement Markers	_____	_____
Stormwater	_____	_____
Other (List work required.) <sup>4</sup>		_____
<b>COSTS</b>	<b>SUBTOTAL</b>	_____
	<b>SUM OF</b>	_____
	<b>SUBTOTALS</b>	_____
	<b>20% Contingency</b>	_____
	<b>Mobilization</b>	_____
<b>TOTAL</b>	<b>PROJECT COST</b>	_____

**TOTAL PROJECT COST** \_\_\_\_\_

Notes: \* If duplicated in other items, show cost in parenthesis.  
 \*\* Add additional lines as necessary. Do not include support costs.

**8B. Project Support:**

	PROJECT SUPPORT COMPONENTS						
	Design 1 Phase		Right of way 2 Phase		Constructio n 3 Phase		Total
	Dist	DES	Dist	DES	Dist	DES	
Estimated PY's							
Estimated PS \$'s							
Estimated PYE \$'s (\$1000's)							
Total \$'s							

**8C. Project Schedule:**

<b>Milestones</b>	<b>Delivery Date (Month, Day, Year)</b>
CAPM PR	
Regular Right of Way	
Project PS&E	
Right of Way Certification	
Ready to List	
Approve Contract	
CCA	
End Contract	

**9. SCOPING TEAM FIELD REVIEW ATTENDANCE ROSTER:**

Attachment \_\_\_\_\_ Date \_\_\_\_\_

**10. PROJECT REVIEWED BY:**

District Maintenance \_\_\_\_\_ Date \_\_\_\_\_

District Safety \_\_\_\_\_ Date \_\_\_\_\_

District Materials \_\_\_\_\_ Date \_\_\_\_\_

HQ Design Coordinator/Reviewer \_\_\_\_\_ Date \_\_\_\_\_

HQ 121 Program Advisor \_\_\_\_\_ Date \_\_\_\_\_

FHWA (as appropriate) \_\_\_\_\_ Date \_\_\_\_\_

Others \_\_\_\_\_ Date \_\_\_\_\_

**12. ATTACHMENTS**

- A. Strip Map - (may be eliminated if Vicinity Map on Cover Sheet is adequate)
  - B. GIS Map
  - C. Typical Section(s)
  - D. PMS Inventory Data
  - E. Environmental Determination/Document
  - F. Right of Way Data Sheet
  - G. Scoping Team Field-Review Attendance Roster
  - H. Life Cycle Cost Analysis Sheet
  - I. SHOPP output Table
- Note: Add additional attachments as necessary.