

## Memorandum

*Flex your power!  
Be energy efficient!*

To: DISTRICT DIRECTORS

Date: April 19, 2011

From:   
CINDY MCKIM  
Director

Subject: **Interim Guidance – Project Initiation Document  
Project Study Report-Project Development Support**

This memorandum represents the California Department of Transportation's (Department) interim guidance for the development of Project Initiation Documents (PID). Effective immediately, all PIDs developed for State Transportation Improvement Program (STIP) and special funded projects will use the Project Study Report-Project Development Support (PSR-PDS) process, unless a Project Study Report (PSR) is requested by the project sponsor and authorized by the District Director. This guidance supersedes existing PID guidance relating to the PSR-PDS development process pending amendment of the Project Development Procedures Manual.

The PSR-PDS is a streamlined PID document that does not require the same level of engineering detail as a PSR. The PSR-PDS identifies support costs needed to achieve project approval, a "ballpark" estimate of the construction cost, and allows programming of capital outlay support for Project Approval and Environmental Document (PAED) only. The PSR-PDS process will require a pre-PID meeting to appropriately develop the scope, cost, and schedule for transportation improvements, and establish performance measures to ensure expectations from pre-PID meetings are met. Streamlining the PID process using the PSR-PDS will:

- Expedite the funding of projects through PAED.
- Clarify PID guidance for STIP and locally-funded projects.
- Identify potential project risks early.
- Use "ballpark" estimates.
- Eliminate redundancies.
- Improve communication between the Department and local agencies.

A PID committee comprised of Department headquarters divisions, district programs, functional units, and local and regional transportation agencies have been working in partnership to reduce costs and delays associated with the development of PIDs. The Department will work through the PID Committee over the next several months to amend existing PID guidance to streamline PID procedures and reflect the expanded use of the PSR-PDS process for all STIP and special funded projects. The amended PID guidance on PSR-PDS development is expected to be completed July 1, 2011.

If you have questions, please contact Marlon Flournoy at (916) 651-6889, or Annette Clark at (916) 653-9072.

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