

SCOPE TEMPLATE

STREET IMPROVEMENT DIVISION

Development of the official scope of a Street Improvement project requires the careful consideration of the elements of the project. Such elements are enumerated in the box immediately below.

Once developed, the scope of a project shall be documented - with text sufficient to *thoroughly* and *consistently* describe the project to a non-technically oriented individual. The components of a proper scope documentation are included in the box immediately below, and an example of a proper description of a project scope is found at the end of this document.

Moreover, the project scope must be formally recorded in the project initiating document, such as a Work Order or CAO-039, and shall be regularly and formally amended as the project scope changes.

- ☐ Work Order number.
- ☐ Project title [Accurate, and consistent with other records & databases].
- ☐ Project scope description:
 - ☐ Provide project boundaries [street address or street bounds].
 - ☐ Describe the elements of the Street Improvement Division project.
 - ☐ Type of work: Street, retaining wall, bulkhead, sidewalk, bikepath, curb ramp.
 - ☐ Reconstruction or overlay.
 - ☐ Length of street improvement.
 - ☐ Realignment or widening of street.
 - ☐ Curb & gutter work - repair/reconstruction.
 - ☐ Street lighting and traffic signals - magnitude and nature of work or impact [new installation/relocation].
 - ☐ Sewer & Storm drain work.
 - ☐ DOT involvement.
 - ☐ Street trees.
 - ☐ Utility realignment.
 - ☐ Provide justification for project.
 - ☐ List project funding source(s).
- ☐ Council District number.
- ☐ Project priority rank [Bureau and Program level].
- ☐ Projected Project Design start and completion dates [or time frame - i.e. FY 1997].
- ☐ Projected Construction start and completion dates [or time frame - i.e. FY 1998].

Scope Template

Although not to be included in the project scope text, other scope and description considerations are:

1. Whether Right of Way acquisition is required.
2. Environmental issues.
3. To whom the benefit of the project would run. (i.e. motorists v. property owners).
4. The basic needs of the City - with appropriate consideration of the available funding and the relative priority of the project.
5. The balancing of political concerns.
6. Existing physical conditions and substructures.
7. The intended use of the project.
8. Necessary safety mitigation measures.

Example of a project scope description:

Work Order No.: E6000209

Project title: Jefferson Blvd. - Western Ave. to Arlington Ave.

Scope/Description: This project consists of the reconstruction of the south side of Jefferson Blvd. - a section of roadway 5 meters wide and 55 meter long - between Western Ave. and Arlington Ave. The work includes repairing the base failure with placement of new Class II baserock, and resurfacing the roadway with 0.05 meter of asphaltic concrete.

Broken and off-grade brick gutters will be removed and reconstructed with concrete, and two bus pads and eight access ramps will be constructed along the south side of the roadway.

Justification: This work is required because the south side of the roadway is showing signs of deterioration. Repair of the base failure, and the resurfacing of the blvd. is required to prevent further deterioration of the existing pavement.

Addition of access ramps and bus pads is required to accommodate the needs of those with certain physical limitations and those using public transportation.

The brick gutters are broken, off-grade and require replacement to prevent further deterioration of the existing brick gutters.

ADA Compliance: This project fully complies with the requirements of the Americans with Disabilities Act.

Funding source: Gas Tax

Council District No.: 9

Project priority: 3.a

Project Schedule:

Project design start date:

Project design completion date:

Project construction start date:

Project construction completion date: