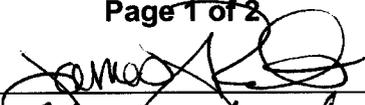


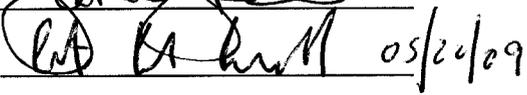
MAY 12 2009

NEBRASKA
Nebraska Department of Roads
Roadway Design Division - Policy Letter

Policy Number: **DES 09-03**

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Approval Date: 05/05/2009 NDOR Approved By: 

Approval Date: 05/05/2009 FHWA Approved By:  05/24/09

Roadway Design Manual Chapter affected by this policy letter:

Chapter Two: Design Process

Section 9: Design Analysis and Evaluation

New sub-section: Documentation of Scope Change

Effective Letting Date: Immediately

Subject: Documentation of Scope Change

Changes in the scope of a project must be properly documented and communicated.

When a scope change is necessary, the latest project scope document is modified to describe in detail the change. The documents are as follows:

- DR-73
- Engineering Review
- Plan-In-Hand Report

If the scope change occurs after the DR-73 and prior to the completion of the engineering review: The DR-73 will be revised, signed by the District Engineer, and routed again for approval.

If the scope change occurs after the engineering review is completed and before the plan-in-hand inspection, the engineering review report will be revised by Project Development or a supplement to the engineering review prepared Roadway Design and routed for approval.

If the scope change occurs after the plan-in-hand report has been completed and prior to the design hearing: The plan-in-hand report will be revised and routed for information and approval as shown in the Roadway Design Manual.

Changes in scope that occur following the design public hearing must be evaluated for their consequence to the public participation process. If the scope change is considered to have an effect on what was presented at the hearing, it may be necessary to conduct another hearing or information meeting.

Changes that occur after the design public hearing, or following functional design in the event there is no hearing, will be recorded in a design decision document and forwarded for approval and information using the same distribution as that for the plan-in-hand report.

Sent to: NDOR Roadway Design, NDOR "Distribution B", and selected consultants.

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As a minimum the documentation for the scope change shall contain the following:

1. A detailed description of the change in scope.
2. Documentation of the need for the change
3. The estimated change in cost to the project, including
 - a. PE,
 - b. Utilities,
 - c. Right-of-way
 - d. Construction and CE
4. The impact of the change upon the schedule of the project, taking into account all activities that will have to be performed again, due to the change.

Reminders:

 - a. Wetlands/ Environmental
 - b. ROW
 - c. Traffic
 - d. Bridge
 - e. Timing of Construction or Letting
 - f. Utilities
5. A description of the additional coordination or public participation that will need to take place due to the change.