

PROJECT COORDINATION MEETINGS

Establish Needed Inputs, Meeting Protocol, and Documentation Guidance

ACRONYMS, ABBREVIATIONS AND SYMBOLS:

CE	Categorical Exclusion
CE 1	Categorical Exclusion Level 1
CE 2	Categorical Exclusion Level 2
CE 3	Categorical Exclusion Level 3
CM	Coordination Meeting
DPO	Design Process Outline
EA	Environmental Assessment
EDU	Environmental Documents Unit
EDUM	Environmental Documents Unit Manager
EIS	Environmental Impact Statement
EPM	Environmental Project Manager
ER	Environmental Report
M&R	Materials & Research Division
NEPA	National Environmental Policy Act
PA	Programmatic Agreement
PCM	Project Coordination Meeting
PIH	Plan-In-Hand
PIP	Public Involvement Plan
PS&E	Plans, Specifications and Estimates
PSPM	Project Scheduling and Program Management
PSS	Project Scheduling System
RD	Roadway Design
ROW	Right-of-Way
RDCU	Roadside Development and Compliance Unit
SDLSS	Scoping Documents and Location Studies Supervisor
T&E	Threatened and Endangered
TRU	Technical Resources Unit

DEFINITIONS:

NEPA Document – The NEPA document is the Environmental Document. To avoid confusion within this document, the environmental document will be referred to as the NEPA document, whether an EIS,CE (Level 1, 2 or 3),or an EA.

Environmental Documentation – Supporting environmental documentation including, but not limited to, agency correspondence, wetland permits, floodplain certifications and permits, Section 4(f) documents (park and recreational land, wildlife and waterfowl refuges, and historical sites), Section 106, threatened and endangered species documentation, and hazardous material documentation.

PROJECT COORDINATION MEETING 20
END OF PHASE 2 DURING THE PLANNING PHASE:

WHEN MEETING OCCURS:

- After Phase 1 Program Phase
- At the end of Phase 2 Planning Phase
- After ground survey has been completed

INFORMATION NEEDED AND HAS BEEN COMPLETED / COLLECTED:

- Crash Data (Traffic)
- Planning Level Assessment of whether ROW acquisition may be required (RD/ROW)
- Planning Level Assessment of whether Permanent/Temporary Easements may be required (RD/ROW)
- Planning Level Assessment of whether driveways or County Roads be realigned (RD)
- Pavement Determination (M&R)
- Bridge Determination (Bridge)
- Presence Determination of EJ/LEP Population (HR)
- Ground Survey completed (Roadway Design)
- Possible Impacts determined (Roadway/Environmental)
- Planning Environmental Review (Environmental)
- Preliminary Bridge TS&L to Roadway Design (Bridge)
- Preliminary NEPA Level Determination (Environmental)
- Preliminary Public Involvement Plan (Communication)
- DR-73 Planning Document (Program Management)
 - Floodplain Present
 - Floodway Present
 - Curb and Flume Construction – sufficient shoulder width to construct
 - Culverts Replacement, Removal, Construction, Extensions (Y or N?)
 - Grading Beyond the shoulder hinge point likely?
 - ROW Needed
- MS4 Form A (RDC)
- T&E Checklist (RD)

PURPOSE OF MEETING:

- Review the DR-73 Planning Document to determine if any changes are needed.
- Review Project Length via Google Earth
- Identify Environmentally Sensitive Areas. Review environmental resources and determine if additional field surveys are required.
- Answer questions needed to update the Planning Environmental Review.
- Discuss design and environmental requirements that could impact the NEPA document and/or environmental documentation, project scope, project schedule, and project design.
- Confirm preliminary environmental class/level (CE – Level 1, 2, or 3 / EA / EIS).
- Confirm project is assignable to NDOT under 326 MOU
- PSPM Coordinator will determine if the schedule needs to be adjusted based on impacts.

- Estimate and determine if wetland mitigation will be necessary. If so, will it be mitigated at a bank or mitigated on site. If on-site mitigation is required, then site selection and design would need to be completed.
- Review the Public Information Plan

WHAT TO PROVIDE AT MEETING:

- Planning Document and Discussion of Project Scope (OnBase – PD)
- Google Earth .kmz file – RD
- Environmental Resources (Google Earth .kmz file - EDU)

ATTENDEES:

- Bridge Management Engineer
- Bridge Hydraulics Engineer
- District Representative
- Environmental Documents Unit Coordinator
- Environmental Documents Unit Manager
- Environmental Permits Unit Coordinator
- Environmental Permits Unit Manager
- Environmental Section Manager (Optional)
- Hazmat, Air & Noise Coordinator
- Project Scheduling Program Management Coordinator
- Public Involvement Coordinator
- Roadway Design Engineer Unit Head
- Roadway Design Engineer/Designer
- Roadway Design Environmental Liaison Engineer
- Roadway Design Hydraulics Engineer
- Roadway Design Utilities Unit Head
- Roadway Design Utilities Coordinator
- Roadway Design Section Head (Optional)
- Roadside Stabilization Unit Erosion Control Designer
- Section 106/Historic Coordinator
- Technical Documents Unit Manager
- Threatened & Endangered Species Biologist

Project Coordination Meeting 20 (Clarity Task 5290)
(Conduct at the End of Phase 2, Planning Phase)

Proj No.:	Proj Name:			Control No.:	Date:
Designer: <input type="checkbox"/>	EPU Biologist: <input type="checkbox"/>	EDU Analyst: <input type="checkbox"/>	Next Meeting:		
T&E Biologist: <input type="checkbox"/>	Section 106 Coordinator <input type="checkbox"/>	Hazmat, Air & Noise Coordinator <input type="checkbox"/>	District Representative: <input type="checkbox"/>		
Design Unit Head: <input type="checkbox"/>	Bridge: <input type="checkbox"/>	Bridge Hydraulics: <input type="checkbox"/>	PSPM: <input type="checkbox"/>		
PS&E:	Project Scoping: <input type="checkbox"/>	Environmental Project Manager: <input type="checkbox"/>	RDC: <input type="checkbox"/>		
Letting:	Public Involvement: <input type="checkbox"/>	Utilities Unit Head: <input type="checkbox"/>	Utilities Coordinator: <input type="checkbox"/>		

Other Attendees:

Information Provided:

- Planning Document (OnBase and Summary Provided by RDHEL)
- Project kmz, covering Project Length (Google Earth .kmz file – RD)
- Environmental Resources (Google Earth .kmz file – EDU)
- NDOT-53 Approved

Meeting Agenda:

- Project Scoping to start review of project-unless Traffic or ITS Project
- Project Designer to provide additional project review-Review Project Length via Google Earth KMZ
- Identify environmentally sensitive areas. Review environmental resources and determine if additional field surveys are required.
- Review the NDOT-73 Planning Report
 - PSPM Coordinator will identify critical path, risks and concerns
 - Determine if Mitigation Bank is available if needed for project
 - Identify if an early site visit will be used instead of a PIH visit
 - Identify red flags, e.g. MS4, no wetland banks, levees, etc.
 - Action Items may include Super Team discussion thresholds and change control forms
- Review the decisions made in the Probable Class of Action (NDOT-53), and if project is assignable to NDOT
- Identify if the project is located in whole or in part within the boundaries of a tribal land
- Review the Public Information Plan

NEPA/NDOT-53:

Identify Potential Resource Impacts:

- Right-of-Way Required:
 - National Wild and Scenic River or National Recreational River:
 - Floodplain / Floodway:
 - Section 404 Wetland / Stream Impacts:
 - Section 408 Levees, reservoirs, civil works projects Present:
 - Section 9 – Coast Guard Permit:
 - Threatened & Endangered Species:
 - Section 106 (Historic):
 - Hazmat, Noise & Air:
 - Section 4f (Park, recreational lands, wildlife, waterfowl refuges, historic sites):
 - Traffic Disruptions (Temporary Road, Detour or Ramp Closure):
 - Property Access Restrictions:
 - Environmental Justice – Minority / Low Income Populations:
 - Public Involvement:
-

Summary of Project Description:

Notes:

Action Items:

PROJECT COORDINATION MEETING 30
PHASE 3 PRIOR TO PLAN-IN-HAND VISIT:

WHEN MEETING OCCURS:

- After Phase 2 Planning Phase
- Before completing the PIH visit.

INFORMATION NEEDED AND HAS BEEN COMPLETED / COLLECTED:

- Bridge Borings (M&R)
 - Preliminary Geo-Tech Finding (Driven Pile vs Drilled Shaft)
- Pavement Determination Review (M&R)
- Bridge Determination Review (Bridge)
- Environmental Surveys (T&E, Section 106, Hazmat)
- Wetland delineation (EPU)
- Preliminary Waterway Permit Data Sheet DR290 (RD)
- Design Environmental Review (EDU)

PURPOSE OF MEETING:

- Provide information necessary to begin environmental/NEPA process
- Discuss Project Scope and any updates since PCM 20
- Discuss bridge scope and construction methods
- Discuss detours and/or phasing needed for the project
- Discuss traffic impacts
- Discuss construction schedule and constructability topics
- Discuss right-of-way impacts
- Discuss utility impacts
- Discuss railroad coordination
- Discuss lighting
- Discuss local impacts
- Discuss environmental impacts

WHAT TO PROVIDE AT MEETING:

- Pre-PIH Design covering project length (Google Earth .kmz file – RD)
- Preliminary T&E Checklist (OnBase – RD)
- Project Schedule Update (PIH, PS&E turn-in, Letting)

ATTENDEES:

See Project Coordination Meeting 30 Template for meeting invitees and attendees, as needed.

Template: PCM 30 (rev 11-05-2020)

Project Coordination Meeting 30 (Clarity Task 5315)

CN. _____, Project No. _____

Project Name _____

Date: _____

(Preliminary Plans/quantities should be submitted to attendees at least one week prior to this meeting.)

Welcome - Purpose of Meeting & Introductions

This meeting is to provide answers about the project that are necessary to begin the environmental/NEPA process.

Attendees (Use Checkbox to Document Attendance)

<input type="checkbox"/>		Bridge Hydraulics
<input type="checkbox"/>		Bridge Section Head
<input type="checkbox"/>		Communications and Public Policy
<input type="checkbox"/>		Construction
<input type="checkbox"/>		Construction – Scheduling Coordinator
<input type="checkbox"/>		District Construction Engineer
<input type="checkbox"/>		District Engineer
<input type="checkbox"/>		District Project Delivery Engineer
<input type="checkbox"/>		Environmental Project Manager
<input type="checkbox"/>		Hazmat, Air & Noise Coord
<input type="checkbox"/>		Hydraulics & Environmental (invite NDNDOT.PCM@NEBRASKA.GOV)
<input type="checkbox"/>		Materials & Research
<input type="checkbox"/>		NEPA Specialist (EDU - Enviro Documents Unit Analyst)
<input type="checkbox"/>		Program Management Coordinator
<input type="checkbox"/>		Railroad Liaison
<input type="checkbox"/>		Right of Way
<input type="checkbox"/>		Roadway Design Consultant(s)
<input type="checkbox"/>		Roadway Designer (or Consultant Coordinator)
<input type="checkbox"/>		Roadway Design Section Head

<input type="checkbox"/>		Roadway Design Unit Head
<input type="checkbox"/>		Roadside Development Compliance Unit (RDCU)
<input type="checkbox"/>		Section 106 Coordinator
<input type="checkbox"/>		T&E Biologist
<input type="checkbox"/>		Traffic
<input type="checkbox"/>		Utility Coordinator
<input type="checkbox"/>		Utility Unit Head
<input type="checkbox"/>		Wetlands/404 Coordinator (Environmental Permits Biologist)

Optional and Additional Attendees

<input type="checkbox"/>		Communications and Public Policy – External Affairs Manager
<input type="checkbox"/>		PDD Environmental RDCU - Supervisor
<input type="checkbox"/>		Hwy Civil Rights Coordinator
<input type="checkbox"/>		Hydraulics & Environmental - ADE
<input type="checkbox"/>		Traffic Engineering – Traffic Engineer
<input type="checkbox"/>		Traffic Engineering – Asst. Traffic Engineer
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Project Schedule

- Date of Field visit:
- ROW activities present on project?
- Turn-in Date:
- Letting Date:

Project Scope

Discuss scope of project (.kmz).

Updates

Have the project limits changed from the DR73?
Discuss Project Details or Project Description (updates and questions).

Bridge

Will there be bridge or bridge-sized box culvert work on the project?

- Bridge work able to be phased?
- Grade change to structure?
 - Will elevation of structure change?
 - Is grade raise due to overlay?
 - Will guardrail need to be adjusted?
- Shoring needed?
- Estimated cost differences for each option if possible (e.g. alternative structure options, changes to Bridge determination (location), phasing or shifting alignment)
- Temporary road (shoo-fly) or detour necessary/preferred?
 - Size of culverts required (and number)
 - Sag elevation of road at channel (or over culvert)
 - Adjacent property conflicts?
 - Grades to build the temporary road too steep for the roadway to be feasible?
- Contractor Access Crossings needed?
 - Work platform required? (access not possible across waterway)
 - What will it be used for? (e.g. Contractor Access or placing girders only)
 - Span lengths, flow – can temp access be constructed with a temporary bridge or is it possible to use culverts?
 - Size of culverts required (and number)
 - Sag elevation of road at channel (or over culvert)
 - Adjacent property conflicts?
 - Grades to access the Contractor's Access Crossing too steep for the crossing to be feasible?
- Allowable lane widths
 - Temporary surfacing needed?
- If there are multiple bridges, how many will be allowed to be under construction at any one time?
- Other Issues/challenges

Detours/Phasing

Detours (Roadway Design will initiate agreement(s) with Cities and Counties as needed.)

- Hwy Traffic Detour
 - Reason for need
 - District preference for detour route
 - Work or upgrades needed on detour route?
 - Any costs to other party?
 - Signing responsibility? (City, County, State, etc.)
 - Maintenance responsibility?
 - Length of time needed?
 - Restrictions on detour? (e.g. tonnage limit, width restrictions)
 - Night detour needed?
 - Winter detour needed?

- Local Traffic Detour
 - Reason for need (e.g. intersection within temporary signal zone, construction of right-turn lanes)
 - District preference for detour route
 - Work or upgrades needed on detour route?
 - Any costs to other party?
 - Length of time needed?
 - Restrictions on detour? (e.g. tonnage limit, width restrictions, no parking, one-way traffic)
 - Night detour needed?
 - Winter detour needed?
 - Phasing at Interchanges – discuss strategy at these locations:
 - Slip ramps
 - Ramp closures
 - Ramp detours
- 15.1 Will there be minor traffic disruptions requiring detours, temporary roads, or ramp closures that are greater than **30 working days** Yes No N/A
- 15.2 Will there be major traffic disruptions requiring detours, temporary roads, or ramp closures that are greater than **135 working days** Yes No N/A
- 15.4 Urban Detour (population of 5,000 or more)
Is the detour greater than 10 miles? Yes No N/A
Describe access provisions for local traffic, if any
(e.g. sending Truck traffic to alternate route due to turning radius, providing for emergency services)
- Rural Detour
Is the detour greater than 30 miles? Yes No N/A
Describe access provisions for local traffic, if any (Ex: sending Truck traffic to alternate route due to turning radius, providing for emergency services)
- 15.9 Are there any measures being taken to avoid, minimize, or offset detours or other traffic impacts? Any commitments to restrict detours? (e.g. schools)
Yes No N/A
- 15.8 Traffic Disruption Comments:
Temp Closures - # of working days (or closed for first/second construction season).
Detour during winter?

Traffic

- Number of lanes to remain open during construction.
- Lane width recommendations
- Lane closure restrictions or other traffic related work area restrictions during construction.
- Pedestrian access during construction
- Would temporary signals be needed?
 - Estimated cost
- Permanent Signals
 - Phasing
 - Locations and Footing depths for poles

Construction

- Constructability issues to address
 - Inlet reconstruction/adjustment to new grade
 - Modifying cross slope to provide minimum 1.5%
- Special Provisions (anticipated) to include in project PS&E file
- How many construction seasons are anticipated?
- Will winter work be necessary? (culverts, bridge platforms, large tree removal, clearing/grubbing)
- Will night-time work be needed?
- Are there other construction projects in the area that may affect traffic detours or access?
- Will early clearing and grubbing be necessary?

Right of Way

- Are property rights (ROW) included in the Clarity schedule?
- What work requires acquiring ROW?
- Can ROW be reduced or avoided?
- Are there any anticipated easements or ROW needed at known cultural resource sites or Section 4(f) properties (parks, trails, etc.)?

1.1 Will temporary easements be needed? Yes No

1.2 Will permanent ROW or easements be needed? Yes No

1.3 Will there be a need to acquire greater than 4 acres per linear mile (estimated) or remove major property improvements? Yes No

1.5 Estimated acres of permanent ROW and easements:

1.6 Estimated acres of temporary easements:

1.7 Will there be any residential or non-residential displacements?
Yes No

Utilities

Which utility companies are located on the project?

- Water and Sewer
- Electrical – Overhead and underground
- Gas
- Communication
- Others: Irrigation Districts, Pipelines, Natural Resource Districts, etc.
- Are there any major utility conflicts that are expected?
 - For Example – conflict with a water line, access crossing on the same side as a transmission power line, hitting a fiber optic line
 - Can any of these be mitigated?
- Are there NDOT owned utilities on the project (Planning, Traffic, ITS, Lighting)
 - Will these be impacted by the project?
 - How will the conflict be resolved? By NDOT Contractor or by District Forces?
 - What plan sheets and special provisions will be required?

- Will construction activities impact any utilities, either temporarily or permanently?
- Access crossing – on one side or both sides of the highway
 - Are the temporary LOC's shown on the plans?
 - Does the Access Crossing impact utilities, specifically power lines?
 - Will a crane be required that will be in conflict with a power line?
- Are there any manholes and valves that need to be adjusted to grade?
- Will any special provisions be required to accommodate utility relocations?
- Is this project a candidate for including Utility Plans (K Sheets) into the plan set?

Railroad

- Any railroad involvement on project or detour?
 - Will any agreements be needed?

Lighting

- Upgrading to LED?
 - Estimated cost
- Poles
 - Adding festoons (for power)?
 - Estimated Cost
 - Adding banner brackets?
 - Estimated cost
- If adding new poles, identify locations on aerial map
 - Estimated cost
 - Provide depth of soil disturbance
- If removing poles, identify locations on aerial map
 - Estimated cost
 - Provide depth of soil disturbance
- Will temporary power be needed?
 - Who is responsible for coordinating the power (contractor or District)?
- Any agreements needed?
 - Cost sharing?
 - PE?
 - CE?
- High Mast Towers present?
 - "Use in Place" or replace (High Mast or Conventional)?
 - Estimated cost

Local Events/Festivities

- 15.5 Does the project have temporary or permanent interference with local special events or festivals? Yes No N/A

Impacts to Businesses

- 15.6 Does the project have a temporary or permanent adverse effect to through-traffic dependent businesses? Yes No N/A
- 16.1 Access Disruptions - Will the project require any access closures to businesses? Yes No N/A
- 16.4 Will the project result in **closure of business** access during operational hours? Yes No N/A

Impacts to Residences

- 16.1 Access Disruptions - Will the project require any closures to any residences? Yes No N/A
- 16.2 Will project result in complete closure to residential properties for: greater than 5 working days? Yes No N/A
- 16.3 Will project result in complete closure to residential properties for: greater than 10 working days? Yes No N/A

Emergency Services (Fire, Ambulance, Hospital, Health clinic etc.)

- 16.5 Will the project restrict access to emergency service facilities or providers? Yes No N/A

Traffic Change or Disruption

- 15.7 Will the project result in a substantial permanent traffic pattern change or disruption? (Permanently closing a roadway or roadway intersection, increase through lane capacity, create new intersections, convert a roadway into a higher classification roadway)? Yes No N/A

Functionality of Adjacent Properties

- 16.6 Will the project permanently change the functionality of adjacent properties? (Truck turning movements, etc.)? Yes No N/A

Project Development

- Section 404 Wetland/Stream Impacts
 - Quantify Wetland Impacts
 - Wetland Mitigation Strategy
 - Wetland Permitting Strategy
- National Wild and Scenic River or National Recreational River
- USACE Levees, Dams, Civil Works Projects Present – Section 408
- Floodplain and Drainage
- Section 9 – Coast Guard Permit
- Threatened & Endangered Species
- Section 106 (Historic)
- Hazmat, Noise & Air
- Section 4(f) (park, recreational lands, wildlife, waterfowl refuges, historic sites)
- Environmental Justice – minority / low income populations
- Public Involvement – what is Public Information plan for project?
- Program Management (identify critical path and changes in schedule)
 - Any change needed for the PS&E and/or letting dates?
- MS4
 - Mitigation
 - What mitigation will be located on project?
 - Location

Closing

- Will there be a need for an additional field visit (PIH)?
(Date of PIH Report should be no sooner than date of this meeting.)
- Project Details & Description documents
– any changes/follow-up needed based off this meeting?
- Will a “Change Control Form” be needed for any changes discussed in this meeting?
 - Thresholds (prior to PCM 35) from NDOT Super Team’s “Criteria that elevates project to discuss with CCAM” include:
 - Total project changes +/- \$1M or 20% of project total (whichever is less)
 - If the project is at risk for missing the intended construction season
 - Project length change +/- ¼ mile
 - Change in design standard (Maintenance, 3R, New and Reconstruction)
 - Change bridge strategy from “Use in Place” to “Repair/Rehab/Replace”
 - Addition or removal of the need to acquire ROW (add or remove entire phase)
 - Addition or removal of Railroad activities

Action Items

PROJECT COORDINATION MEETING 35
PHASE 3 AT END OF DESIGN PHASE:

WHEN MEETING OCCURS:

- At the end of Phase 3 Design Phase
- After the PIH Report (Final Scope Report) has been distributed.
- Prior to Public Involvement Action in Phase 4

INFORMATION NEEDED AND HAS BEEN COMPLETED / COLLECTED:

- Protected Population Evaluation (HR)
- District Program Evaluation – Cumulative Impacts (PSPM)
- Final Public Involvement Plan (Communications)
- Final Pavement Determination (M&R)
- Final Scope Report (RD)
- Final Bridge Datasheet (Bridge)
- Required Contract Provisions (CE Section 20)

PURPOSE OF MEETING:

- Confirm that there are no significant impacts resulting from reasonably foreseeable effects of the project (NEPA)???
- Confirm Probable Class of NEPA action and if project is assignable
- Review Draft NEPA Document - unofficially
- Review Final Scope Report
- Determine if ROW Acquisition will utilize Federal Aid (If so, then PCM 50 will be required and NEPA document needs to be approved prior to ROW Acquisition)

WHAT TO PROVIDE AT MEETING:

- Updated DR290 (OnBase – RD)
- Updated LOCs (Google .kmz file – RD)
- Final Scope Report (OnBase – RD)
- Updated Public Involvement Plan (Communications)
- Updated T&E Checklist (OnBase – RD)

ATTENDEES:

- Bridge Management Engineer
- Bridge Hydraulics Engineer
- District Representative
- Roadway Design Section Head (Optional)
- Roadway Design Engineer Unit Head
- Roadway Design Engineer/Designer
- Roadway Design Hydraulics Engineer
- Roadway Design Environmental Liaison Engineer
- Roadway Design Utilities Unit Head
- Roadway Design Utilities Coordinator
- Project Scheduling Program Management Coordinator
- Public Involvement Coordinator
- Environmental Section Manager (Optional)
- Environmental Permits Unit Manager
- Environmental Permits Unit Coordinator
- Environmental Documents Unit Manager
- Environmental Documents Unit Coordinator
- Roadside Stabilization Unit Erosion Control Designer
- Threatened & Endangered Species Biologist
- Hazmat, Air & Noise Coordinator
- Section 106/Historic Coordinator

Project Coordination Meeting 35 (Clarity Task5331)
*(Conduct at the End of Phase 3 After Plan-in-Hand,
 Design Phase)*

Proj No.:	Proj Name:			Control No.:	Date:
Designer: <input type="checkbox"/>	EPU Biologist: <input type="checkbox"/>	EDU Analyst: <input type="checkbox"/>	Next Meeting:		
T&E Biologist: <input type="checkbox"/>	Section 106 Coordinator: <input type="checkbox"/>	Hazmat, Air & Noise: <input type="checkbox"/>	District Representative: <input type="checkbox"/>		
Design Unit Head: <input type="checkbox"/>	Bridge: <input type="checkbox"/>	Bridge Hydraulics: <input type="checkbox"/>	PSPM: <input type="checkbox"/>		
PS&E: <input type="checkbox"/>	Letting: <input type="checkbox"/>	Environmental Project Manager: <input type="checkbox"/>	RDC: <input type="checkbox"/>		
Public Involvement: <input type="checkbox"/>	ROW: <input type="checkbox"/>	Utilities Unit Head: <input type="checkbox"/>	Utilities Coordinator: <input type="checkbox"/>		

Other Attendees:

Information Provided: *Information needed prior to scheduling the PCM 35

- Final DR290 (OnBase)*
- Final LOCs (Google .kmz file – RD)
- Final Scope (PIH) Report (OnBase)*
- Updated Public Involvement Plan (Communications)
- Updated T&E Checklist (OnBase – RD)
- LOC's to ROW*

Meeting Agenda:

- Review known/anticipated environmental commitments
- Review changes from PCM 30 and since the PIH
- Review Plan in Hand Report (Changes, Special Investigations, Special Provisions)
- PSPM Coordinator will identify critical path, risks and concerns (Fiscal Constraints, LTRP, Agreements, etc.)
- Utilities (Known conflicts, agreements, relocations, fed aid eligible)
- Railroad (Status of Review, Agreement, Specials, etc.)
- Action Items may include Super Team discussion thresholds and Change Control Forms.
- Determine if a PCM 50 is needed
 - Phase-ability, changes, Changes to Project Description, Significant lag from PCM 35 to PCM 70 (>1 year)
- Confirm that there are no significant impacts resulting from reasonably foreseeable effects of the project (NEPA)???
- Confirm Probable Class of NEPA action and if project is assignable
- Review Draft NEPA Document – unofficially
- Determine if ROW Acquisition will utilize Federal Aid (If so, then PCM 50 will be required and NEPA document needs to be approved prior to ROW Acquisition) (PSPM)

NEPA: Click here to enter text.

Summarize Threshold Impacts (Refer to Threshold Summary Spreadsheet for Levels):

- Highway Capacity Changes:
 - Right-of-Way Required:
 - National Wild and Scenic River or National Recreational River:
 - Floodplain Floodway:
 - Section 404 Wetland / Stream Impacts:
 - Section 408 - Levees, reservoirs, civil works projects Present:
 - Section 9 – Coast Guard Permit:
 - Threatened & Endangered Species:
 - Section 106 (Historic):
 - Hazmat, Noise & Air:
 - Section 4f (Park, recreational lands, wildlife, waterfowl refuges, historic sites):
 - Traffic Disruptions (Temporary Road, Detour or Ramp Closure):
 - Property Access
 - Railroad:
 - Environmental Justice – Minority / Low Income Populations:
 - Public Involvement:
-

Previous Action Items:

Summary of Project Description:

Notes:

Action Items:

PROJECT COORDINATION MEETING 50
END OF PHASE 3 PRIOR TO COMPLETION OF THE NEPA
DOCUMENT:

Project Coordination Meeting 50 (Clarity Task)—
(Conduct at the End of Phase 3 Prior to Completion of the NEPA Document)

Proj No.:	Proj Name:			Control No.:	Date:
Designer: <input type="checkbox"/>	EPU Biologist: <input type="checkbox"/>	EDU Analyst: <input type="checkbox"/>	Next Meeting:		
T&E Biologist: <input type="checkbox"/>	Section 106 Coordinator: <input type="checkbox"/>	Hazmat, Air & Noise: <input type="checkbox"/>	District Representative: <input type="checkbox"/>		
Design Unit Head: <input type="checkbox"/>	Bridge: <input type="checkbox"/>	Bridge Hydraulics: <input type="checkbox"/>	PSPM: <input type="checkbox"/>		
PS&E:	Letting:	Environmental Project Manager: <input type="checkbox"/>	RDC: <input type="checkbox"/>		
Public Involvement: <input type="checkbox"/>	ROW: <input type="checkbox"/>	Utilities Unit Head: <input type="checkbox"/>	Utilities Coordinator: <input type="checkbox"/>		

Other Attendees:

Information Provided:

- Required Design Modifications from Meeting 35
- Appraisal Plans completed
- Cost estimate update 45
- NEPA Completed (if Federal Funds used in ROW Acquisition)
- Letting Date Changes after PCM 35
- Time between PCM 35 and 70 > 1 year
- Requested by Super Team

Meeting Agenda:

- Review Environmental Commitments, including reevaluations
- Review changes since PCM 35 (Change Control Forms)
- ROW changes
- Outstanding action items since PCM 35
- Critical path impacts

NEPA:

Summarize Threshold Impacts (Refer to Threshold Summary Spreadsheet for Levels):

- Highway Capacity Changes:
- Right-of-Way Required:
- National Wild and Scenic River or National Recreational River:
- Floodplain Floodway:
- Section 404 Wetland / Stream Impacts:
- Section 408 - Levees, reservoirs, civil works projects Present:
- Section 9 – Coast Guard Permit:
- Threatened & Endangered Species:
- Section 106 (Historic):
- Hazmat, Noise & Air:

- Section 4f (Park, recreational lands, wildlife, waterfowl refuges, historic sites):
- Traffic Disruptions (Temporary Road, Detour or Ramp Closure):
- Property Access
- Environmental Justice – Minority / Low Income Populations:
- Public Involvement:

Previous Action Items:

Summary of Project Description:

Notes:

Action Items:

PROJECT COORDINATION MEETING 70
PHASE 7 NEPA VALIDATION:

WHEN MEETING OCCURS:

- After NEPA Approval After ROW Acquisition
- Designer/Engineer has incorporated right-of-way changes into the plans.
- Prior to PS&E Turn-in

INFORMATION NEEDED AND HAS BEEN COMPLETED / COLLECTED:

- ROW Acquisition
- Changes from ROW negotiation(s) and acquisition(s) have been incorporated into plans.
- Verify that the questions on the Approved NEPA Document were answered correctly

PURPOSE OF MEETING:

- Review plans to ensure that changes to project due to ROW negotiation and acquisition have been incorporated.
- Confirm that restricted areas are denoted on plans before PS&E Turn-in (e.g. detours, ROW, staging areas, access, protected areas, and concrete cleanout)
- Verify that Plans, Special Provisions, and NEPA document reflect environmental commitments made in the Green Sheet.
- To review Final Scoping Report and confirm the plans reflect the final projectscope
- Assist Environmental Section in completing "Environmental Certification"
 - Confirm that project beginning and ending and limits of construction are consistent with the NEPA document
 - To verify that the 404 permit/floodplain permit is correct and confirm that the 2W sheets have wetland delineation layers shown.
 - Verify Structure numbers match NEPA document
 - Directives for nighttime or daytime construction / lighting, historic properties (if any), tree preservation
 - Easements are shown
 - Confirm threatened and endangered species commitments are in the NEPA document
 - Confirm permits needed and received (404, Stormwater, Floodplain)
 - Confirm that NEPA commitments made it into the Green Sheet

WHAT TO PROVIDE AT MEETING:

- PS&E Plans (OnBase – RD)
- Signed NEPA Document (OnBase – EPU)
- Green Sheet (OnBase – EDU)

ATTENDEES:

- Roadway Design Section Head (Optional)
- Roadway Design Engineer Unit Head
- Roadway Design Engineer/Designer
- Roadway Design Environmental Liaison Engineer
- Roadway Design Utilities Unit Head
- Roadway Design Utilities Coordinator
- Environmental Section Manager (Optional)
- Environmental Permits Unit Manager
- Environmental Permits Unit – Coordinator
- Environmental Documents Unit Manager
- Environmental Documents Unit – Coordinator
- Roadside Stabilization Unit Erosion Control Designer

Project Coordination Meeting 70 (Clarity Task 5770)
 (Conduct during Phase 7, Plan Package Phase)

Project No.:	Project Name:		Control No.:	Date:
Designer: <input type="checkbox"/> Click here to enter text.	Design Unit Head: <input type="checkbox"/> Choose an item.	Bridge: <input type="checkbox"/>	Bridge Hydraulics: <input type="checkbox"/>	
Wetland Biologist: <input type="checkbox"/> Choose an item.	EDU Analyst: <input type="checkbox"/> Choose an item.	T&E Biologist: <input type="checkbox"/> Choose an item.	Section 106 Coord: <input type="checkbox"/> Choose an item.	
RDCU: <input type="checkbox"/> Choose an item.	Hazmat, Air & Noise: <input type="checkbox"/> Choose an item.	PSPM: <input type="checkbox"/> Choose an item.	Environmental Project Manager: <input type="checkbox"/> Choose an item.	
District Representative: <input type="checkbox"/> Choose an item.	PS&E:	Letting:	Next Meeting: NA	

Other Attendees:

Information Provided:

- PS&E Plans (OnBase – RD)
- Signed NEPA Document (OnBase – TRU)
- Green Sheet (OnBase – EDU)

Previous Action Items (from PCM 35 or 50):

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Meeting Agenda:

- Confirm Previous Action Items have been resolved. (Designer, Environmental & Others)

- Confirm PS&E Plans reflect latest Project Description and Project Details document. (Designer)

- Confirm changes to project due to ROW negotiation and acquisition are incorporated into PS&E Plans. (Designer & ROW)

- New ROW and Easements Lines are shown in PS&E Plans.
- ROW Certificate is Complete.

- Confirm restricted and avoidance areas are denoted on PS&E Plans (e.g., detours, ROW, staging areas, access, protected areas, sensitive areas-do not disturb, and concrete cleanout). (Designer & Environmental)

- Historic Properties (106 Coord)
- Tree Preservation (T&E Biologist)
- Nighttime or Daytime construction (Designer)

- Confirm, if applicable, PS&E Plan Title Sheet has Stormwater BMP note for MS4 areas. (Only for projects within MS4 areas with stormwater treatment.) (Designer & RDCU)

- Confirm, if applicable, on-site wetland mitigation design is included in PS&E Plans. (Designer & Wetlands Biologist)

- Confirm that project footprint (project limits or construction beginnings and ends) shown in PS&E Plans are within the limits identified in the NEPA document. (EDU Analyst)

- Confirm that Bridge Structure Numbers on PS&E Plans match NEPA document (EDU Analyst & Designer)

- Confirm that all permits needed are obtained (e.g., 408, 404, Floodplain, Stormwater) (RD Hydraulics, Wetlands Biologist, & RDCU)

- Confirm project design commitments within the approved NEPA document have been completed/met, and when applicable, included/met in the PS&E Plans and Special Provisions. (Designer & Environmental)

- Confirm that all NEPA commitments made it into the Green Sheet (EDU Analyst)

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- Confirm that required Agreements (Railroad, Utility, Municipality) are complete. (Designer)

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- Confirm that Project is ready for turn-in to PS&E, and estimated time frame for turn-in. (All, Designer)

Additional Notes:

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Action Items:

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Project Coordination Meeting 70 SFO (Clarity Task5770)
(Conduct during Phase 7, Plan Package Phase)

Proj No.:	Proj Name:			Control No.:	Date:
Designer: <input type="checkbox"/>	EPU Biologist: <input type="checkbox"/>	EDU Analyst: <input type="checkbox"/>	Next Meeting:		
T&E Biologist: <input type="checkbox"/>	Section 106 Coordinator: <input type="checkbox"/>	Hazmat, Air & Noise: <input type="checkbox"/>	District Representative: <input type="checkbox"/>		
Design Unit Head: <input type="checkbox"/>	Bridge: <input type="checkbox"/>	Bridge Hydraulics: <input type="checkbox"/>	PSPM: <input type="checkbox"/>		
PS&E:	Letting:	Environmental Project Manager: <input type="checkbox"/>	RDC: <input type="checkbox"/>		
		Utilities Unit Head: <input type="checkbox"/>	Utilities Coordinator: <input type="checkbox"/>		

Other Attendees:

Information Provided:

- PS&E Plans (OnBase – RD)
- Green Sheet (OnBase – EDU)

Meeting Agenda:

- Plans reflect final project scope. (Designer)
 - Changes to project due to ROW negotiation and acquisition are incorporated into plans. (Designer)
 - ROW Certificate Complete
 - Restricted and avoidance areas are consistently denoted on plans before PS&E Turn-in (e.g., detours, ROW, staging areas, access, protected areas, sensitive areas-do not disturb, and concrete cleanout). (Designer)
 - Plans and Special Provisions reflect environmental commitments made in the Green Sheet. (Designer/EDU Analyst)
 - Assist Environmental Section in completing “Environmental Certification”**
 - Confirm that the 404 permit/floodplain permit is correct and confirm that the E sheets have wetland delineation layers shown (EPU Biologist)
 - Confirm that plans include applicable directives for nighttime or daytime construction / lighting, historic properties (if any), tree preservation (EDU Analyst, 106 Coord, T&E Biologist)
 - Confirm that all Easements are shown in plans (Designer/EDU Analyst)
 - Confirm that all permits needed are obtained (e.g., 404, Floodplain, Stormwater) (EPU Biologist, RDC)
 - Confirm that Plan Title Sheet has Stormwater STF note for MS4 areas (Designer)
 - Agreements Complete (Railroad, Utility, Municipality)
-

Notes:

Action Items: