

Asset Management Best Practices Manual

4.10 Scoping Report (Form AM-430)

The “Scoping Report for Maintenance Projects” (Form AM-430) is an omnibus document for maintenance projects that includes general descriptions, accounting codes, funding, type of maintenance work, advertisement date, state vs. federal, geometrics, bicycle and pedestrian accommodation information, and a suggested list of members for the Scoping Review Team.

The Scoping Report is to be used in most maintenance projects, but not all maintenance projects. Typically, it is to be used when structural or physical changes are made to highway assets. It does not need to be completed when maintenance activities are largely labor intensive and the highway asset is not changed, altered or improved. Examples of when it should be used include pavement resurfacing, pavement rehabilitation, shoulder widening, bridge widening, drainage relocations, and facility improvements. Examples in which the Scoping Report should not be completed include mowing, pipe cleaning, machine cleaning, tree trimming, brush cutting, dust control, crack sealing, joint sealing, slurry seal, and minor repairs.

The Scoping Report should be completed in its entirety. Special studies or reports such as a Bridge Inspection Report, SERP (Form EQ-429), unique environmental or aesthetic documentation, local Memorandum of Agreements, etc. as well as the Scoping Team meeting minutes should also be attached to the Scoping Report, if applicable.

The Scoping Report is to be completed by the Project Manager. Approvals should be by the Residency Administrator or designee, or the District Maintenance Engineer or designee, depending on whether the project originated at the residency or district level. These approvals signify concurrence of the scoping results and recommendations.

For a copy of the Scoping Report (Form AM-430), see Appendix 4.10.

See Section 12.9 for information on “Bike and Pedestrian Accommodations”.