

Scoping Assistance—Engineering Coordination Section

Description

The purpose of this procedure is to describe how the Transportation Planning Branch (TPB) handles notices of scoping meetings from the Engineering Coordination section of Roadway Design, and the responsibilities of TPB staff in those meetings.

Responsibility

The *TPB Point of Contact (PoC)* - to review notices of scoping meetings and distribute to both the appropriate Planning and Forecasting Group supervisors. Currently TPB Staff Engineer.

The *TPB Group Supervisors* - to assign the notice to the appropriate person (*Assignee*) in their Group (they may assign it to themselves).

The *Assignee (TPB Engineer)* - to review the notice and determine what, if any action is needed.

Scheduling and Time Constraints

Time is constrained by the date of the scoping meeting. If not attending the meeting, the Assignee should respond prior to that date.

Procedure

Step	Action
1	The <i>Transportation Planning Branch Point of Contact (PoC)</i> receives an email notice of a Scoping Meeting for a specific project from Engineering Coordination staff. PoC reviews the location (county) of the Project and forwards email to both - the appropriate Planning Group Supervisor and the Forecast Group Supervisor.
2	The <i>TPB Supervisors (Planning and Forecasting Groups)</i> review the notice and assign it to someone in their Group for a response (the <i>Assignee</i>). They may choose to assign it to themselves. The Group Supervisors report the receipt of the Notice and a summary of information provided on their Quarterly Report.
3	<p>The <i>Assignee</i> will determine the appropriate response.</p> <ul style="list-style-type: none"> • If the project is deemed minor, and they have no information on the project or immediate area, they should respond by written memo or e-mail indicating that they have no comment, but they will serve as the project contact should there be any additional Planning or Forecasting questions. • If the Assignee has information concerning the project, the information should be provided either in writing prior to the meeting (by e-mail or memorandum to the originator of the notice) or the Assignee should attend the meeting. • The Assignee may attend the meeting if they feel it is prudent to do so. <p>Information concerning the project could include (but is not limited to):</p> <ul style="list-style-type: none"> • Status of ongoing planning work (forecast, CTP study) • CTP recommendations for project • Status of Air Quality for area • Knowledge of any local controversy

Policy, Regulatory, and Legal Requirements

Resources

Background

Engineering Coordination Scoping meetings are held to discuss the “scope” or extent of a proposed project. The Engineering Coordination section (previously called Design Services) sets up an initial scoping meeting to discuss projects which they intend to send out to Private Engineering Firms. In order to solicit any pertinent information from TPB, the TPB Staff Engineer will serve as the TPB Point of Contact (PoC) with the Engineering Coordination section. This allows Engineering Coordination staff to contact TPB without needing to know current staff assignments/changes.

Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version. Contact TPB Staff Engineer with all the questions about this procedure.

Version	Section Affected	Description	Effective Date
2.0	Entire procedure	Procedure saved under new format, links updated.	10/20/2014

Flowchart