PROJECT DEVELOPMENT MANUAL

Chapter 1 - Introduction

December 2004
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CHAPTER 1
INTRODUCTION

Contents Page

1.1 PURPOSE ........................................................................................................................ 1-1
1.2 INTENDED AUDIENCE ............................................................................................... 1-1
1.3 FLEXIBILITY ................................................................................................................ 1-1
1.4 APPLICABILITY ......................................................................................................... 1-2
  1.4.1 Project Types Covered by Manual ........................................................................ 1-2
  1.4.2 Project Types Not Covered by Manual ................................................................. 1-3
1.5 LOCALLY ADMINISTERED PROJECTS .................................................................. 1-3
1.6 NYSTA/CC ADMINISTERED FEDERAL-AID PROJECTS ........................................ 1-3

LIST OF EXHIBITS

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>NYSDOT Project Development Process Flow Chart</td>
<td>Inside Cover</td>
</tr>
<tr>
<td>1-2</td>
<td>Project Types Not Covered By PDM</td>
<td>1-3</td>
</tr>
</tbody>
</table>
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INTRODUCTION

1.1 PURPOSE

The Project Development Manual (PDM) reflects Department policy and procedures for progressing capital projects from project scoping to letting in an effective and efficient manner.

This manual outlines:

- The project scoping process and procedures
- The project design process and procedures
- The format and content of project scoping and design approval documents
- The roles and responsibilities of the participants

For specific guidance on design standards, environmental processes, and supplemental procedures, consult: the specific area of expertise manual (e.g., Environmental Procedures Manual, Bridge Manual, and Highway Design Manual), Engineering Instructions, Engineering Bulletins, Engineering Directives published by Main Office and Regional units. For example, in the case of environmental procedures, there are additional steps described in detail in the Environmental Procedures Manual (EPM). Other examples of this are the Technical Progress Reviews required for bridge design projects by the Bridge Manual.

1.2 INTENDED AUDIENCE

This manual is intended to serve the needs of:

- Functional Managers (e.g., Regional Planning and Program Managers, Regional Design Engineers, and Bureau Directors) and staff that are directly involved in the project development process.
- Consultants.
- FHWA.
- NYS Thruway Authority.
- Others that are involved in the project development process.

1.3 FLEXIBILITY

Regions have the flexibility to develop variations of this manual that address their individual needs, with the following requirements:

- Complies with the TEA-21 Design Related Approval Matrix, refer to Chapter 4 of this manual.
- Actions that require accomplishment by licensed professionals are assigned to licensed professionals.
- Accomplishes the intent of the process without violating policy, rules, or regulations.

Guidance developed by Regions to address their needs, consistent with the overall intent of this Manual, is to be documented and forwarded to the Mobility Management Bureau of the Planning and Strategy Group, and the Design Quality Assurance Bureau of the Design Division (acting on behalf of the Chief Engineer).

December 2004
INTRODUCTION

This affords the Main Office an opportunity to:

• Provide constructive comments and suggestions.
• Share good ideas and best practices with other Regions.

1.4 APPLICABILITY

This manual is applicable to those projects administered (i.e., advertised and let) by the Department that are:

• Funded with FHWA administered federal funds.
• State funded.

Note: The procedural steps for Design Phase VI apply to ALL PROJECTS let by the Department, regardless of project type, fund source, estimated construction cost, or highway functional class.

1.4.1 Project Types Covered by Manual

This manual applies to the Project Scoping and Design Stages of a variety of projects types including:

• Highway reconstruction/new construction
• Resurfacing, Restoration & Rehabilitation (2R/3R)
• Resurfacing projects (1R)
• Intersection or interchange reconstruction/new construction
• New bridge/bridge replacement
• Bridge rehabilitation projects: deck treatments, deck replacements, superstructure replacements, and general bridge rehabilitation
• Park and ride lots
• Rest Areas / Comfort stations
• Bicycle & pedestrian facilities
• Separate landscape development projects
• Fishing, boating, and hiking access
• Safety improvements (e.g. curve re-alignment, signal improvements)
• Intelligent Transportation System (ITS) Projects
• Signalization, signing and delineation projects
• Element-Specific Work
• Noise Walls
• Drainage projects

December 2004
1.4.2 Project Types Not Covered by Manual

Exhibit 1-2 includes a list of projects that are not covered by the PDM. Regions should contact the offices listed in Exhibit 1-2 for instructions regarding scoping and design procedures for such projects. Note that Exhibit 1-2 is not all inclusive:

Exhibit 1-2 Project Types Not Covered By PDM

<table>
<thead>
<tr>
<th>Project Types NOT Covered By PDM</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail/Highway grade crossings and other rail improvements</td>
<td>Office of Passenger and Freight Transportation, Freight &amp; Economic Development Division</td>
</tr>
<tr>
<td>Airport projects</td>
<td>Office of Passenger and Freight Transportation, Passenger Transportation Division, Aviation Services Bureau</td>
</tr>
<tr>
<td>Transit projects</td>
<td>Office of Passenger and Freight Transportation, Passenger Transportation Division, Transit Services Bureau</td>
</tr>
<tr>
<td>Enhancement and other Locally Administered Projects</td>
<td>Capital Program Administration Bureau</td>
</tr>
</tbody>
</table>

Notes:
1. Projects using FHWA administered funds may be required to follow this manual.
2. Except as noted in Procedures for Locally Administered Federal Aid Projects (PLAFAP) Chapter 8.

1.5 LOCALLY ADMINISTERED PROJECTS

Locally administered projects are projects that will be advertised and let by a local municipality, non-profit group, or other agency. The state requirements for locally administered federal aid projects are contained in the Procedures for Locally Administered Federal Aid Projects (PLAFAP). The PDM does not apply to locally administered, federally funded projects which are NEPA Class II but does apply to NEPA Class I and III projects as modified by Chapter 8 of the PLAFAP.

Locally administered projects without federal-aid and without state funds are not covered by this manual. Additionally, locally administered projects funded by the Consolidated Highway Improvement Program (CHIPS), state or federal grants are not covered by this manual. For example, this manual does not apply to projects funded by the state’s Multi-Modal grant program or the Industrial Access grant program.

1.6 NYSTA/CC ADMINISTERED PROJECTS

Projects administered by the New York State Thruway Authority/Canal Corporation (NYSTA/CC) shall be progressed in accordance with Appendix 10 of this manual “New York State Thruway Authority/Canal Corporation (NYSTA/CC) Projects.”

December 2004