1. **GENERAL PROJECT INFORMATION**

|  |  |
| --- | --- |
| IMPO Project Number | Enter Project Number or leave blank if not yet assigned |
| Lead Agency | Agency Name |
| Project Title | Project Title |
| Lead Agency Contact | Lead Agency Contact |
| Alternate Contact | Alternate Contact (not required) |
| Primary Project Type | [ ]  Bicycle/Pedestrian [ ]  Bridge [ ]  Interchange [ ]  Intersection [ ]  Rail [ ]  Road [ ]  Sign [ ]  Road Recons / Rehab / Resurface [ ]  Signal [ ]  Transit [ ]  Other (Describe) |

1. **PROJECT DESCRIPTION (Include Project Map with Submittal)**

|  |  |
| --- | --- |
| Project Limits:  | Describe project limits |
| Major Project Features | Summarize major project features |
| Typical Section | Describe typical section |
| Bicycle/Pedestrian Facilities | Describe bicycle/pedestrian facilities |
| Project Need | Summarize the existing problem the project will addresses |
| Project Purpose | Summarize how the project will addresses the need |
| Project Scoping Completed (*check items that have been uploaded to MiTIP*) | [ ]  Engineering Assessment or Scoping Study [ ]  Map of Proposed Alignment [ ]  Traffic Forecast [ ]  Traffic Analysis [ ]  Other (Describe) |

1. **COST ESTIMATE DATA AND ASSUMPTIONS (Include Cost Estimate with Submittal)**

|  |  |
| --- | --- |
| Unit Cost Sources  | Describe sources of cost data and adjustments made for local conditions or project experience |
| Estimated Year of Construction | Click or tap here to enter text. |
| Annual Escalation Rate (*explanation required if rate differs from that provided by MPO*)  | Click or tap here to enter text. |
| Design Engineering Cost | Enter the percentage of construction cost used or specify other calculation method. |
| Construction Engineering and Testing Costs | Enter the percentage of construction cost used or specify other calculation method. |
| Contingency Estimate | Enter the percentage of construction cost used or specify other calculation method. |

1. **BASE DATA COLLECTION AND SOURCES**

|  |  |  |
| --- | --- | --- |
| Field Check/Site Visit | [ ]  Yes [ ]  No | Field check date(s) and any additional comments. |
| GIS Data | [ ]  Yes [ ]  No | Types and Sources of GIS data. |
| Aerial Photography | [ ]  Yes [ ]  No | Source and date of aerial photography. |
| Elevation/Contour Mapping | [ ]  Yes [ ]  No | Source and date of elevation or contour mapping |
| Field Survey | [ ]  Yes [ ]  No | Survey date(s) and any additional comments. |
| Bridge Inspection Reports (*include as attachments*) | [ ]  Yes [ ]  No | Report date(s) and any additional comments. |
| Traffic Counts (*include as attachments*) | [ ]  Yes [ ]  No | Count date(s) and any additional comments. |

1. **RIGHT OF WAY**

|  |  |
| --- | --- |
| Existing Right of Way Description | General description of extents and/or typical widths. |
| New Right of Way Required | [ ]  Yes [ ]  No [ ]  Unknown | Estimated area, land use types, number of parcels. |
| Anticipated Relocations | [ ]  Yes [ ]  No [ ]  Unknown | Estimated number and land use types. |
| Right of Way Data Sources | Data sources for identifying right of way and parcel limits. |
| Right of Way Cost Sources | Data sources and methods for costs of right of way engineering, acquisition, and relocations. |

1. **MAJOR PROJECT COMPONENTS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| **Earthwork** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Asphalt Pavement** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Concrete Pavement** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Curb and Gutter** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Shoulders** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Enclosed Drainage** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Ditches** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Bridges** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Culverts** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Storm Water Detention** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Traffic Signals/ITS** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Retaining Walls** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Railroad Crossings** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Landscaping/Aesthetics** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Signing/Pavement Marking** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Roadway Lighting** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Pedestrian/Bicycle Facilities** | [ ]  Yes [ ]  No [ ]  Unknown | Describe scope and assumptions used to estimate quantities and cost. |
| **Drives and Access Points** | Describe drives and access points and assumptions used for estimating costs |
| **Maintenance of Traffic** | Describe anticipated maintenance of traffic, including lane or road closures and alternate routes. |
| **Other Significant Items** | Describe scope and assumptions for other items. |

 |

1. **ENVIRONMENTAL FEATURES AND ISSUES**

|  |  |
| --- | --- |
| **Anticipated SEPA Document**  | [ ]  Categorical Exemption Memo [ ]  Environmental Assessment[ ]  Environmental Impact Statement [ ]  Unknown |
| **SEPA Document Status**  | [ ]  Complete [ ]  Finding of No Significant Impact [ ]  Underway [ ]  Not Started  Actual or anticipated completion date: Enter Date.  |
| **Environmental Investigations Complete** | [ ]  Red Flag Investigation (attach if complete)[ ]  Archaeological Records Check [ ]  Historic Properties Records Check[ ]  Noise analysis [ ]  Waters of the US Report  |
| **Anticipated Permits**  | [ ]  Section 404 Department of the Army Corps of Engineers [ ]  IDEM Section 401 Water Quality Certification[ ]  IDEM Rule 5 Stormwater[ ]  IDEM State Isolated Wetlands[ ]  IDNR Certification of Approval for Construction in a Floodway[ ]  IDNR Certification for Alteration, Demolition, or Removal of Historic Resources[ ]  Local Historic Preservation Commission Aproval[ ]  Local Drainage Board Approval[ ]  No permits are required[ ]  Unknown[ ]  Other: Describe. |
| **Streams, Wetlands, or Floodplains** | [ ]  Yes [ ]  No [ ]  Unknown | Describe environmental features and impacts. |
| **Historic Properties or Districts** | [ ]  Yes [ ]  No [ ] Unknown | Describe environmental features and impacts. |
| **Public Parks or Recreation Areas**  | [ ]  Yes [ ]  No [ ]  Unknown | Describe environmental features and impacts. |
| **Trails or Pedestrian Facilities** | [ ]  Yes [ ]  No [ ]  Unknown | Describe environmental features and impacts. |
| **Cemeteries Within 100 Feet** | [ ]  Yes [ ]  No [ ]  Unknown | Describe environmental features and impacts. |
| **Hazardous Materials Sites** | [ ]  Yes [ ]  No [ ]  Unknown | Describe environmental features and impacts. |
| **Community Resources** | [ ]  Yes [ ]  No [ ]  Unknown | Describe environmental features and impacts. |
| **Environmental Mitigation Measures Defined?** | [ ]  Yes [ ]  No  | Describe. |

1. **UTILITIES**

|  |  |
| --- | --- |
| **Source of Utility Location Information** | Describe source of utility location information. |
| **Have Utility Easements been Checked?** | [ ]  Yes [ ] No Source: Describe easement data source. |
| **Gas** | [ ]  None [ ]  In R/W [ ]  In Easement | Enter utility name, impacts, and whether reimbursable. |
| **Electric** | [ ]  None [ ]  In R/W [ ]  In Easement | Enter utility name, impacts, and whether reimbursable. |
| **Telecommunications**  | [ ]  None [ ]  In R/W [ ]  In Easement | Enter utility name, impacts, and whether reimbursable. |
| **Water** | [ ]  None [ ]  In R/W [ ]  In Easement | Enter utility name, impacts, and whether reimbursable. |
| **Sanitary** | [ ]  None [ ]  In R/W [ ]  In Easement | Enter utility name, impacts, and whether reimbursable. |
| **Railroad** | [ ]  None [ ]  In R/W [ ]  In Easement | Enter utility name, impacts, and whether reimbursable. |
| **Other** | [ ]  None [ ]  In R/W [ ]  In Easement | Enter utility name, impacts, and whether reimbursable. |

1. **COST ESTIMATE EXCLUSIONS AND NOTES**

|  |
| --- |
| Exclusions and Exceptions: List items *not included* in the cost estimate; include things people may think are included but are not Click or tap here to enter text. |
| Risks and Uncertainty: Describe threats and opportunities that could affect the cost estimate significantly.Click or tap here to enter text. |
| Reconciliation: How does the current cost estimate compare to the original planning level estimate provided by the MPO’s estimating tool? Explain major differences between the results of the two cost estimates. Click or tap here to enter text. |
| Notes to Reviewer: Are there additional cost estimating assumptions or conditions that you would like to document?Click or tap here to enter text. |

1. **FORM PREPARER**

|  |
| --- |
| NameAgency/CompanyE-mail addressTelephone NumberDate |