



TRANSPORTATION CABINET

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Project Development Memorandum

No. 1-2013

TO: Chief District Engineers
Division Directors
Active Consultants

FROM: Kevin Damron, Executive Director
Office of Project Development

DATE: March 28, 2013

SUBJECT: Scope Verification Meetings

In accordance with the FHWA & KYTC Stewardship Plan, dated December 2012, a Scope Verification Meeting (SVM) will be conducted for all federal-aid projects requiring a Categorical Exclusion Level 3 (CE3), EA/FONSI or EIS to document appropriate consideration of environmental impacts. The purpose of the SVM is to gather the key members of the Project Team, including FHWA, to assure that all members are in agreement with the work to be undertaken. The KYTC Project Manager, and other team members, should be prepared to discuss:

- Results of Planning and/or DNA Studies
- Project Purpose & Need (capacity, safety, access, system linkage, etc.)
- Project Scope (new alignment, add lanes, reconstruction, minor or major widening, rehabilitation, etc.)
- Project Location and Logical Termini
- Level of NEPA document to be completed
- Number of Alternatives to be evaluated
- Estimated project cost
- Estimated project schedule
- Funding Source, including future phases
- Guidance and Accountability Form requirements applicable to the project
- Issues or Concerns



Normally, the SVM will be conducted during the time between the advertisement for Professional Services and the Pre-Design Meeting. However, if deemed appropriate the SVM may be held prior to advertisement. Timing of the meeting is important, to assure that all parties are in agreement with the scope of the work to be tasked to the consultant prior to the Pre-Design Meeting. The Environmental Project Managers (EPMs) from the Division of Environmental Analysis and Highway Design's Location Engineers will assist in the scheduling of the SVM. The Project Manager shall be responsible for assuring appropriate documentation of the SVM.

This project requirement is effective immediately.

c: Jose Sepulveda, FHWA Division Administrator
Michael W. Hancock, P.E.-Secretary
Steven K. Waddle, P.E.-State Highway Engineer