

Design Standards Letter

Letter Number: G-1999-03

Letter Date: 02/01/1999

Effective Date: 02/01/1999

Section/Plan No.: G2-02, G2-03

Subject: Sections 2-02 and 2-03 of the PDM

Body

The Preliminary Studies Division has initiated changes to Sections 2-02 and 2-03 of the *Project Development Manual*. Prior to the April 1, 1999 distribution of the manual revisions, this letter summarizes the changes that are effective immediately.

Section 2-02. This section has been rewritten to separate the location study report into two distinct sections: Purpose and Need and Alternatives Analysis. The purpose and need section is to be written at the commencement of a study *prior* to holding a prelocation study meeting. In the event of a consultant study, the purpose and need section is to be prepared *prior* to receiving permission to solicit interest for the professional services. In all cases, the purpose and need section is written by the district and submitted to the liaison engineer in the Preliminary Studies Division for review and acceptance. In some instances, the purpose and need section will also be reviewed by FHWA. For information and guidance concerning the content of the purpose and need section, contact the appropriate liaison engineer.

The alternatives analysis is started *after* the prelocation study meeting is held and comments from the public and the agencies have been reviewed. The alternatives analysis section presents a summary of all alternatives considered from the initial preliminary corridors to the final study alternatives. In addition, the alternatives analysis section includes a discussion of how the final study alternatives satisfy the stated purpose and need for the project.

The location study report consists of a combination of these two sections (i.e., purpose and need and alternatives analysis). The entire location study report is incorporated into the environmental document.

A revised version of Figure 2-02.1 is now available by contacting the Preliminary Studies Division. This revised figure incorporates the purpose and need and alternatives analysis as introduced above and will be available in the PDM on April 1, 1999.

Section 2-03. This section has been rewritten to provide additional information regarding the prelocation study meeting and the agency scoping meeting. Both sections have been

enhanced with the type of displays and discussion expected, who is responsible for setting up the meeting and the role the district and the Support Center play in the meetings. The district project manager is responsible for initiating either type of meeting for both MoDOT and consultant studied projects through the environmental process and policy assistant in the Preliminary Studies Division. The project manager is encouraged to coordinate with the Preliminary Studies Division concerning the agenda of the meeting as well as the necessary personnel to conduct it.

The agency scoping meeting may be placed on the agenda for a quarterly agency meeting which is the responsibility of the environmental process and policy assistant in the Preliminary Studies Division. The date and time for the quarterly meeting will be shared with all districts and will be coordinated with any project manager that might have a project placed on the agenda.

If you have any questions regarding these revisions, please feel free to contact Mark Kross or any of the Preliminary Studies Division liaison engineers: Tim Redmond, Charles Pursley or Kathy Phillips Harvey.

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