



# Illinois Department of Transportation

## Memorandum

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To:	Studies & Plans Squads	PPM 10-13
From:	Dave Bayler	Revised: Scott Neihart
Subject:	Field Checks	
Date:	August 18, 1994	Revised: September 1, 2015

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### PLAN PREPARATION MEMORANDUM 10-13

#### BACKGROUND

This memorandum updates Plan Preparation Memorandum 10-13 and supplements the BDE Manual by providing the following:

- needs assessment checklist
- needs assessment report
- example scoping field check agenda
- example plan-in hand field check agenda
- example field check memo

Designers should complete the needs assessment report prior to scheduling a scoping field check. The needs assessment checklist is a guide to aid the designer in completing the needs assessment report. A scoping field check should be held during the study phase of the project prior to the early involvement meeting. A second, plan-in-hand field check should be held only for "major" projects. This field review should be held when the plans are approximately 50% complete.

"Major" projects are defined as:

1. Urban Sections - 3R, reconstruction or new construction
2. Interstate - reconstruction or new construction

*Note: The FHWA and BDE should be invited to all interstate field checks.*

3. Projects on New Alignments
4. Rural 3R projects
5. Freeway Type Projects  
(Rural two-lane to four-lane)

6. Large or Complicated Bridges
7. Controversial or Politically Sensitive Projects
8. Others as Designated. Consult Project Engineer

Projects which are exempt from Phase I reports will not require a scoping field check subject to the discretion of the project engineer. See BDE section 12-3.10 for exempt projects.

The following items should be assembled for the initial field reviews:

- Existing typical cross-sections
- Suggestions for the proposed typical cross-sections
- Summary of existing problems and scope of project
- Crash Data
- Significant Route Map
- Preliminary cost estimates for optional items such as paved shoulders, drainage items, etc.

## **AGENDA FOR STUDY PHASE FIELD CHECK**

- I. Assignment of person to take minutes and provide copies of same to all persons invited to the field check.
- II. Introductions of persons attending.
- III. Review agenda for any required revisions.
- IV. Discussion Items
  - A. Anticipated Letting Date
  - B. General description of improvements including scope of project, i.e., 3P, 3R, SMART, Etc.
  - C. Existing typical cross sections
  - D. Suggestions for proposed typical cross sections
  - E. ADA Compliance and Maximum Extent Practicable Exceptions
  - F. Safety
    1. Crash Analysis
    2. 5% Locations
    3. Tier Maps for Rumble Strips and Rumble Stripes
  - G. Significant Route Map and TMP or TCP
  - H. Bicycle and/or Pedestrian Accommodations
  - I. Discussion of proposed improvement and other options considered
  - J. Concerns of Other Bureaus and Outside Agencies
    1. Pavement Structure
    2. Drainage
    3. Property owner complaints
    4. Erosion problems
    5. Geometric concerns
    6. Other comments
  - K. Summary of existing problems
  - L. Utilities
  - M. General questions or comments
- V. On-Site Inspection

## **AGENDA FOR PLAN-IN-HAND FIELD CHECK**

- I. Assignment of person to take minutes and provide copies of same to all persons invited to the field check.
- II. Introductions of persons attending.
- III. Review agenda for any required revisions.
- IV. Discussion Items
  - A. Proposed Letting Date
  - B. General description of improvements including type, i.e., 3R, 3P, SMART, Etc.
  - C. Typicals
  - D. Plan Sheets
  - E. Cross Sections
  - F. Traffic Management Plan or Traffic Control Plan
  - G. Soils Report
  - H. Utilities
  - I. Possible Special Problems
    1. 5% Locations
    2. Drainage
    3. ADA Compliance
    4. Entrances
    5. Intersections
    6. Structures
    7. Proposed Right-of-Way
    8. Commitments
    9. Environmental Concerns
    10. Other
  - J. Questions or comments
- V. On-Site Inspection



# Illinois Department of Transportation

## Memorandum

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To: Kensil Garnett  
From: Program Development – Studies & Plans  
Subject: SCOPING/PLAN-IN-HAND Field Check  
Date: CURRENT DATE

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A scoping/plan-in-hand field check will be held for the subject section on DATE at TIME. The meeting place for driving is at LOCATION. For those wishing a ride, please contact PERSON. We will be leaving the District Office at TIME.

This job is programmed for (3R IMPROVEMENT/3P/SMART/CULVERT REPLACEMENT/BRIDGE REPLACEMENT/RECONSTRUCTION, ETC.) The job is located at (LOCATION).

Key issues to be resolved include: LIST.

- 1.ITEM 1
- 2.ITEM 2
- 3.ITEM 3
- 4.ETC.

INITIALS

Attach.: Location Map

cc: Project Implementation (Construction)  
Project Implementation (Materials)  
Operations (Traffic and Maintenance Field Engineer)  
Project Support Engineer  
Studies and Plans Engineer  
Program Development Engineer  
Programming Engineer  
Land Acquisition Engineer  
Project Engineer  
Environmental Studies Technician



Data Collection

- Project Information
  - TIP Sheet (From PD Database)
  - Needs Assessment Report (From PD Database)

**REVIEW BDE MANUAL CHAPTER 11**

- Traffic Data
  - Traffic Forecast (Request from Traffic Studies Chief)
- Cross Section Elements (Taken from As-Built Plans)
- Roadside Features and Appurtenances
  - Type/Location (Taken from As-Built Plans)
- Structure Data
  - Type/Size/Location (Taken from As-Built Plans)
  - Bridge Inspection Reports (Request from Operations Bridge Maintenance Engineer)
  - Master Reports (Request from Project Engineer)
  - Inventoried Structure Assessment Report (Request from Bridge & Hydraulics Engineer)
- Highway Drainage Data
  - High Water Locations (From GIS or Request from Bridge & Hydraulics Engineer)
- Geometrics Data
  - Horizontal and Vertical Alignments (Taken from As-Built Plans)
- Safety Data
  - Crash History (Request from Programming Engineer)
  - Illinois Traffic Crash Reports (Request from Project Engineer)
  - 5% Locations Map and PSI Maps (Request from Programming Engineer)
  - SHSP Emphasis Area Analysis (Request from Safety Committee)
  - Existing Road Safety Assessments and Road Safety Reviews (Request from Safety Committee)
- Interviews
  - Operations Field Engineer
  - Operations Bridge Maintenance Engineer
  - Operations Traffic Operations Engineer
  - County Engineer
  - Illinois State Police Safety Liaison

Field Review

- Speed Limits
- Project Termini
- Route Continuity
- Pavement Condition
- Shoulder Condition and Slope
- Roadside Features and Appurtenances
- Inventoried Structure Review
- Non-Inventoried Structure Assessment
- Highway Drainage
- Off-tracking along roadway and/or Intersections
- Roadside Vegetation
- Sight Distance Evaluations
- No Passing Zones
- Access Management
- Bicycle and Pedestrian Accommodations
- Utility Locations
- Surrounding Land Use
- Permanent Traffic Control Devices

Analysis

- Design Speed (Review Chapter 49, 50)
  - Level of Service (Review Chapter 31)
  - Highway Capacity (Review Chapter 31)
  - Route Continuity (Review Chapter 49)
  - Pavement Rehabilitation (Review Chapter 53, 52)
  - Cross Section Elements (Review Chapters 49, 50)
  - Roadside Features and Appurtenances (Review Chapters 38, 49, 50)
  - Structures (Review Chapters 49, 50)
  - Drainage (Review Chapters 49, 50)
  - Horizontal and Vertical Alignments (Review Chapters 49, 50)
  - Intersection/Interchange Geometrics (Review Chapters 36, 37, 49, 50)
  - Safety Analysis (Review Safety Engineering Policy Memorandum)
  - Access Management (Review Chapter 35)
  - Bicycle and Pedestrian Accommodations (Review Chapter 17)
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Contract No.: \_\_\_\_\_ Rep Dist/Cong Dist/Leg \_\_\_\_\_  
 Section: \_\_\_\_\_ State Job \_\_\_\_\_ County: \_\_\_\_\_  
 Dist Code Use: \_\_\_\_\_ TIP / STIP: \_\_\_\_\_ PPS No.: \_\_\_\_\_  
 Location Description: \_\_\_\_\_ Length: \_\_\_\_\_

**Project Limits:**

County	Route	Sta.-Sta.	CRS	CRS Distress	Rut Depth	IRI	Fault Depth

Functional Classification: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Truck Route: \_\_\_\_\_

ADT: \_\_\_\_\_ MU: \_\_\_\_\_  
 \_\_\_\_\_

**Pavement Rehabilitation Strategy**

<u>Existing Pavement Condition:</u>
<u>Estimated Patching % Range:</u>
<u>Project Scope Recommendation:</u>

**Cross Section Elements**

<u>Existing Pavement and Shoulder Information:</u>
<u>Project Scope Recommendation:</u>



## Roadside Features and Appurtenances

Existing Locations:

Project Scope Recommendation:

## Structures

Existing Inventoried Structures:

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Existing Non-inventoried Structures:

- 

Project Scope Recommendation:

## Highway Drainage

Existing Conditions:

Project Scope Recommendation:

## Geometrics

Existing Conditions:

Project Scope Recommendation:

## Safety

5% Location

Critical PSI

Safety Analysis:

Project Scope Recommendation:

**ADA / Bicycle and Pedestrian Accommodations**

Existing Conditions:

Project Scope Recommendation:

**Project Support**

Railroad Coordination

Agreements

Informational Letter       Letter of Understanding

Letter of Intent

Project Scope Recommendation:

**Project Scope Recommendation**

Design Policy:

Improvement Types:

**Scoping Revisions**

Date of Change:

Reason For Initiation:

Revised Scope Change:

Date of Change:

Reason For Initiation:

Revised Scope Change: