# PROJECT DEVELOPMENT ON-CALL

# [TASK NAME]

# [LOCATION]

**Initial Scoping Meeting**

Meeting Date:

**The purpose of the initial scoping meeting between the Consultant and ADOT PM is to provide the Consultant with the information needed to develop a scope and fee proposal. This template agenda provides suggested meeting topics to make the meeting as productive as possible. The Consultant may either edit this template or develop another agenda to address the specific needs of the Task Order.**

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Location:

Call-In Number:

Conference Code:

Attendees:

1. **Scope of Work** XX Minutes
   1. Overview by ADOT Project Manager
   2. Special Issues and Concerns
   3. Discussion by Discipline *(Revise to address the specific requirements of the Task Order)*

* Scoping Document Development
* AASHTO Design Criteria Report and Design Exceptions
* Surveys and Mapping
* Geotechnical Investigations and Design
* Pavement Design
* Environmental Clearance and/or Permitting
* Public Involvement/Communication
* Utility Coordination, Relocation and Level of Designation
* Railroad Coordination and Permitting
* Roadway Design
* ADA Improvements (Feasibility Report & Design)
* Drainage and Hydraulic Design
* Landscape Architecture Design
* SWPPP Design
* Structure Design
* Traffic Studies
* Signals, Lighting and ITS Design
* Signing & Pavement Marking Design
* Constructability/Maintenance of Traffic Design
* Right-of-Way
* Other
  1. Design Standards *(if LPA project)*
  2. Anticipated Project Meetings

1. **Stakeholders** XX Minutes
   1. Project Owner
   2. ADOT District
   3. Public Agencies
   4. Utility Companies
   5. Others
2. **Tentative Schedule** XX Minutes

*(Revise to address the specific requirements of the Task Order)*

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| --- | --- |
| **Milestone** | **Date** |
| Pre-Submittal Review of Initial Scope and Fee with ADOT PM |  |
| Initial Scope and Fee Submittal |  |
| ADOT Comments Due |  |
| Final Scope and Fee Submittal |  |
| NTP |  |
| Project Kickoff Meeting |  |
| Stage I Submittal |  |
| Stage II Submittal |  |
| Stage III Submittal |  |
| Stage IV Submittal |  |
| PS&E Submittal |  |
| Bid Advertisement |  |

1. **Action Items**