



# Scoping Document

This document is scoping guidance to be prepared by the ODOT project manager to be given to traffic analysts (either internal or consultants) for use in preparing scoping documents and fee estimates. It is a Memorandum of Understanding (MOU) between ODOT and the analyst.

Reset Form

## CONTACT INFORMATION

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ORE REVIEW (if necessary) \_\_\_\_\_ DATE: \_\_\_\_\_

## PROJECT INFO

PROJECT NAME \_\_\_\_\_

PID \_\_\_\_\_ DISTRICT \_\_\_\_\_ COUNTY \_\_\_\_\_ ROUTE \_\_\_\_\_

LOG FROM: \_\_\_\_\_ TO: \_\_\_\_\_

TRAFFIC ANALYSIS TYPE:  
 Standard     Complex

PROJECT DESCRIPTION (context and background information)

TRAFFIC ANALYSIS OBJECTIVE:

**ATTACH VICINITY AND LOCATION MAP**



**ANALYSIS BOUNDARY LIMITS**

DESCRIBE GEOGRAPHIC LIMITS FOR ANALYSIS  
(Include a scaled map showing all roadway segments, study intersections and interchanges)

**STUDY PERIODS AND ANALYSIS YEARS**

EXISTING YEAR \_\_\_\_\_ PROJECT OPENING YEAR \_\_\_\_\_ DESIGN YEAR \_\_\_\_\_  
ANALYSIS PERIODS (i.e., AM, PM, Saturday, etc.) \_\_\_\_\_

**TRAFFIC ANALYSIS TOOL SELECTION**

DESCRIBE APPROACH TO TRAFFIC ANALYSIS (list tools to be used along with their versions) *check all that apply:*

HCS                       TransModeler                       Other



**DATA REQUIREMENTS AND DATA COLLECTION PLAN**

DESCRIBE DATA COLLECTION PLAN (i.e. include locations, sources, techniques and schedule for each type of data (if applicable))

*Turning Movement Counts*  Yes  No

*Segment Counts*  Yes  No

*Average Speeds/Travel Times*  Yes  No

*Queue Lengths*  Yes  No

*Existing Signal Timings*  Yes  No

Should pedestrian WALK/DON'T WALK times be accommodated within the phase times?  Yes  No

*Free-Flow Speed*  Yes  No

*Lane Utilization*  Yes  No



Additional data needed for calibration/validation?



**PROJECT TRAFFIC FORECASTING**

Certified Traffic <input type="checkbox"/>	Planning Level Forecasts <input type="checkbox"/>	SDE Tool <input type="checkbox"/>	SHIFT <input type="checkbox"/>
SUMMARIZE METHODOLOGY FOR DEVELOPING TRAFFIC FORECASTS			

**PROJECT ALTERNATIVES**

Existing Conditions Analysis <input type="radio"/> Yes <input type="radio"/> No
If yes, explain why:
No-Build Conditions Analysis <input type="radio"/> Yes <input type="radio"/> No
If no, explain why:
How many Build alternatives are anticipated? _____



**PERFORMANCE MEASURES OF EFFECTIVENESS (MOES)**

Level of Service (LOS)?	<input type="radio"/> Yes <input type="radio"/> No
Delay?	<input type="radio"/> Yes <input type="radio"/> No
Density?	<input type="radio"/> Yes <input type="radio"/> No
95 <sup>th</sup> Percentile Queue Length?	<input type="radio"/> Yes <input type="radio"/> No
Volume-to-Capacity (v/c) ratio?	<input type="radio"/> Yes <input type="radio"/> No
Queue-Storage Ratios (QSR)?	<input type="radio"/> Yes <input type="radio"/> No

If "no" to any of the above, explain why:

Other MOEs required for analysis (explain MOE and how it is being obtained):

**ADDITIONAL NOTES**

