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March 24, 2000

RECEIVED

MAR 28 2000

MEMORANDUM

ROADWAY DESIGN

TO: District Engineers
Environmental Division Engineer
✓ Roadway Design Division Engineer
Construction Division Engineer

FROM: Chief Engineer, Mr. James H. Kopf *JHK*

SUBJECT: Interim SOP on Highway Location/Design Committee
S.O.P. No.: ENV-03-01-00-000

The attached revised SOP is in the process of being reviewed for official submission. It is being issued as of this date as an Interim SOP. Your corporation in proceeding to implement the procedures contained herein will be greatly appreciated.

Please direct questions or comments regarding the contents of the SOP to Mr. Barton.

JHK:WTR:vc

Attachment

SONDRA - COPY FOR:
PURVIS — J.P.
LOWE — PUT COPY
KIDD — IN OUR
WHIT. — PAPER
JERRY — SOP.
REESE — FILES.
PITTMAN — ORG.
VINSON — TO ME.
RANDALL — JH
SANSING — 4/5/00



Approved by:

S.O.P. No.: ENV-03-01-00-000

Mississippi Department of Transportation - Standard Operating Procedures

Subject: HIGHWAY LOCATION/DESIGN COMMITTEE

Effective Date:
Issued Date:

Supersedes S.O.P. ENV-03-01-00-000	Dated September 15, 1996
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Approval Required: MDOT Legal Division Federal Highway Administration Secretary of State

PURPOSE: To Establish a Committee to Select Alternatives for Project Development/Environmental Documentation.

I. GENERAL

- A. A Location/Design Committee will be appointed for each District. This Committee will be responsible for reviewing and evaluating alternative locations/designs for proposed highways and for selecting reasonable alternative locations/designs for further study in the Environmental Document. The Committee will be composed of a representative from the Roadway Design Division, the District, the Construction Division, the Environmental/Location Division, and, as appropriate, the Federal Highway Administration. This Committee will have the authority to draw on other Divisions such as Right of Way, Planning, Traffic Engineering, Bridge, and Materials for assistance and advice as required.
- B. The State Aid Engineer will be responsible for implementing the functions of this Committee through a Committee established by a State Aid Division S.O.P.

II. COMMITTEE PROCEDURES

- A. The District Engineer will be responsible for project scheduling and the Environmental/Location Division Engineer will be responsible for scheduling of the Committee Meeting(s) and preparation of environmental documents to meet the District's schedule. Meeting(s) to identify and analyze alternatives will be held on all projects in Class I (EIS) and Class III (EA) as identified in S.O.P. No. ENV-02-01-00-000. The Environmental/Location Division Engineer and the Photogrammetry Engineer will coordinate with the District Engineer and prepare a strip map and photography which depicts the corridor, the existing route, and all reasonable alternatives.

Each alternative shall be accurately shown on the strip map and assigned an alphabetical code which will not be re-assignable even though the alternative is eliminated. The "No Build" alternative will always be Alternative A. The strip map will be an uncontrolled mosaic prepared from aerial photographs and an additional strip map shall be prepared from U.S.G.S. Quadrangle Sheets. It may be necessary to request Photogrammetry to map the entire corridor or specific areas in order to accurately evaluate the alternative locations/designs. The amount and detail of maps will vary consistent with the complexity of the proposal and the alternatives.

On Class II projects (CE's) where there are no major impacts, the Environmental/Location Division Engineer will normally not be involved with the committee meeting(s). The District will schedule all committee meetings or poll the committee by phone and prepare the Final Location Committee Report. The Final Committee Report will be submitted to the Environmental/Location Division Engineer for approval. The Report will include all data required in paragraph's E, F, and G.

- B. The Environmental/Location Division Engineer will schedule a meeting of the Committee. The Committee will thoroughly review and inspect all reasonable alternatives. All evaluations and recommendations of the Committee will be recorded in the Committee Report and the Environmental Document.

- C. The Environmental/Location Division Engineer will be responsible for the preparation of a Draft Committee Report and will forward copies of the report to each member of the Committee within two weeks of the meeting. Each Committee Member will review and evaluate the Draft Report and will submit by memorandum to the Environmental/Location Division Engineer their concurrence, or additional comments, or alternative locations/designs within two weeks of the Environmental/Location Division Engineer's transmittal data.

Depending on the project schedule, the District Committee member may be requested to prepare the Draft Location Committee Report.

- D. The Environmental/Location Division Engineer will evaluate the Committee's recommendations and will prepare a Final Committee Report with distribution to all committee members. The Final Committee Report will be used as the basis for the environmental studies and the preparation of the environmental document. Additional information may become available during the environmental process and the Environmental/Location Division Engineer may consider reasonable alternatives in addition to those recommended by the committee for study.
- E. The Report, both Draft and Final, will have a strip map which accurately depicts the alignment of all alternatives considered, including those eliminated. A Preliminary Project Design Data Sheet (RWD-600) and an Environmental Class of Action Determination (ENV-160) will be prepared for each alternative to be included in the Committee Report.
- F. The following will be furnished in the data sheets or on a separate sheet attached thereto:
1. The general location, length, type facility, functional classification and access control.
 2. The number of lanes, median width, the location and design of any change in lanes or median width and the reasons for such change.
 3. Major design features required, such as interchanges, separation structures, at-grade intersections, and stream crossings.
 4. Principal roads and highways intersected by each alternative.
 5. Anticipated positive or negative effects on cities, communities, recreational areas, game refuges, schools, churches, historical sites, industrial sites, airfields, and such public or private facilities. This will include the effect of access or lack of access recommended to be provided to such facilities.
 6. Identify on each alternative, the location of any minority or low income populations, communities or community facilities that may be affected.
 7. Any anticipated impact whether beneficial or detrimental to any type facilities or areas mentioned above.
 8. General description of the type terrain and land use through which the alternative traverses, the location an estimate of wetlands/waters of the U. S. impacted by each alternative.
 9. Cost estimate when required for comparisons.
 10. A discussion of anticipated traffic service.
- G. The following will be described concerning the existing facility and deficiencies associated with the "No Build" Alternative.
1. Pavement: width, type, structure, and condition.
 2. Shoulders: width, type, structure.

Approved by:

3. Access: type control, number and length of each section, which is considered urban or rural. Reference S.O.P. No. RWD-04-01-00-000.
 4. Right of Way: prevailing right of way width and the number and location of all county roads, streets, or highways intersecting the existing route.
 5. Bridges: number, width, type and condition of bridges.
 6. Alignment: a general description of the horizontal and vertical alignment.
 7. Railroads: the location, number of tracks, frequency of train usage and type crossing.
 8. Utilities: the general location and type utilities paralleling or crossing the facility.
 9. Recreational: location of recreational areas, game refuges, and forest lands.
 10. Public Facilities: location of airfields and flight paths, schools, churches, historical sites, industrial sites, and other public buildings or facilities.
- H. The Location/Design Committee may be reconvened at the discretion of the Assistant Chief Engineer PreConstruction at any time during the process prior to FHWA approval of the environmental document.
- I. The date of "The Finding Of No Significant Impacts" (FONSI) or "Record Of Decision" (ROD) by the FHWA will be the approval date of the Location/Design of the project. On "Categorical Exclusion" projects, the date of FHWA's concurrence will be the date of approval.