

83-01

Zack Stewart
Northern District Commissioner

Wayne O. Burkes
Central District Commissioner

Donnie Shows
Southern District Commissioner



Dr. Robert L. Robinson
Executive Director

Kenneth I. Warren
Deputy Executive Director/
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December 3, 1996 DEC - 5 1996

ROADWAY DESIGN

M E M O R A N D U M

TO: ALL DISTRICTS
CONSTRUCTION DIVISION
ROADWAY DESIGN DIVISION ←

FROM: CHIEF ENGINEER
Kenneth I. Warren
Kenneth I. Warren

RE: Revised SOP
Environmental/Location

Attached is a copy of revised SOP ENV-03-01-00-000, Highway Location/Design Committee, effective September 15, 1996. The major revisions are as follows:

1. The Environmental/Location Division is a permanent member of the Location Committee and will participate in all Location Committee meetings except meetings involving Class II (Categorical Exclusions) projects. Section I-A.
2. The Location Committee Report will be submitted to the Environmental/Location Division for processing within the central office. Section II-D.

The Environmental/Location Division will add a new Engineer IV to its staff effective January 1, 1996, to assist in the Location Committee work.

KIW/BRB/jrh

Attachment



SUBJECT: HIGHWAY LOCATION/DESIGN COMMITTEE

DISTRIBUTION
A

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9-15-96

10-1-96

S.O.P. NO. ENV-03-01-00-000

EFFECTIVE January 10, 1986



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 Construction 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. Normally, the Committee will be composed of the Roadway Design Section Engineer, the District Construction Engineer, the Construction Area Engineer, the Environmental/Location Division Engineer, and the FHWA Area Engineer. In areas where U.S. Forest Service land is effected, the local Forest Service will serve as a member of this Committee. 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. for projects on the Secondary Local Maintained System.
- C. It will be the responsibility of the District Engineer and the Division Engineers to implement the functions assigned in accordance with this S.O.P. and other directives of the Department of Transportation.

II. COMMITTEE PROCEDURES

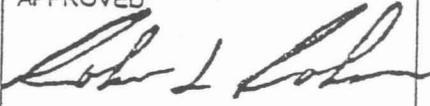
- A. The District Engineer and the Environmental/Location Engineer will be responsible for the preparation and scheduling of the Committee Meetings. Meeting(s) to identify and analyze alternatives will be held on all projects in Class I and Class III as identified in S.O.P. No. ENV-02-01-00-000. The District Engineer, assisted by the Environmental/Location Division Engineer and the Photogrammetry Engineer, will have prepared a strip map and photography which depicts the corridor, the existing route, and all reasonable alternatives.

On Class II projects where there is no major impact and there is only one apparent build alternative, the District may discuss and obtain concurrence from Committee Members by telephone or by memorandum in lieu of a Formal Committee Meeting.

MISSISSIPPI DEPARTMENT OF TRANSPORTATION STANDARD OPERATING PROCEDURES		S.O.P. NO ENV-03-01-00-000 Page 2 of 4	
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Each alternative shall be accurately shown on the strip map and assigned an alphabetical code which will not be reassignable 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 will be prepared from U.S.G.S. Quadrangle Sheets. The District Engineer and the Photogrammetry Engineer will determine whether the existing photography is acceptable or if new photography should be obtained. It may be necessary to request Photogrammetry to map the entire corridor or specific areas in order to accurately evaluate the alternative locations/designs. Amount and detail of maps will vary consistent with the complexity of the proposal and the alternatives.

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- B. Once the preliminary arrangements have been made, the District Engineer will request the Construction Division Area Engineer to schedule a meeting of the Committee. The Committee, as a whole, will thoroughly review and inspect all reasonable alternatives. An alternative may be eliminated by unanimous consent of the Committee; however, the reasons must be fully documented. Without a unanimous decision, the alternative must be included in the Committee Report. All evaluations and decisions of the Committee will be recorded in the Committee Report.
 - C. The District Engineer will be responsible for the preparation of a Draft Committee Report of the decisions reached 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 recommend by memorandum to the District Engineer his approval, disapproval, submission of additional comments, or alternative locations/designs within two weeks of the District Engineer's transmittal data.
 - D. The District Engineer will evaluate the Committee recommendations and will have prepared a Final Committee Report with the necessary revisions. The Final Report, including copies of the committee members memoranda, will be submitted to the Environmental/Location Division Engineer within two weeks after receipt of all members' recommendation. The Environmental/Location Division Engineer will review the report and submit same to the Chief Engineer, within one week, with recommendation of approval or disapproval. The Chief Engineer will approve or disapprove the report and return it to the Environmental/Location Division Engineer for distribution.

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- 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)-602) 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. Access or lack of access to cities, recreational areas, game refuges, schools, churches, historical sites, industrial sites, airfields and other public buildings or facilities.
 6. Any anticipated impact whether beneficial or detrimental to any type facilities or areas mentioned above.
 7. General description of the type terrain and land use through which the alternative traverses.
 8. Cost estimate when required for comparisons.
 9. A discussion of anticipated traffic service.
- G. The following will be described concerning the existing facility and deficiencies associated with the "No Build" discussed in the data sheets or on a separate sheet attached thereto:
1. Pavement; width, type, structure, and condition.
 2. Shoulders; width, type, structure.
 3. Access; type control, number and length of each section which is considered urban or rural. Reference S.O.P. RWD-04-01-00-000.

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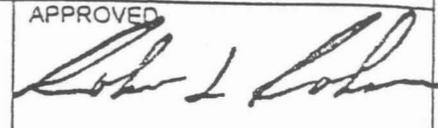
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4. Right of Way; prevailing right of way width and the number and location of all county roads, streets, or highways intersecting the existing route.
5. Bridges; number, width, type and condition of bridges.
6. Alignment; a general description of the 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.

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