Bridge Scoping Meetings—Designer Preparation

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Step 1—Meet with MassDOT

- Participants should include:
  - MassDOT Project Manager
  - Bridge Section representative(s)
  - Design consultant team

- Discussion should include:
  - Type of project (replace; rehab; preservation)
  - MassDOT concerns and objectives

Good afternoon XXXXXX,

This email serves as notification that [Design Consultant] has been selected as preliminary designer for the following MassDOT project:

1. Project No. XXXXX  CITY/TOWN: PROJECT TYPE, X-###-### (xxx), ROADWAY CARRIED over FACILITY CROSSED

MassDOT has scheduled a virtual scoping session on Microsoft Teams, to be held on the following date:

1. DATE @ TIME

Your firm will be leading discussion around the virtual scoping session through site visit notes and the scoping checklist. Please check the following YouTube link for an example of a successful scoping session: Sample Virtual Scoping Session

We ask that your office and any relevant subconsultants visit the site to familiarize yourselves with the project location. If needed, reach out to massdotinspandratingreq@dot.state.ma.us for the latest rating & inspection reports and/or Peter Martin (peter.t.martin@dot.state.ma.us) for original bridge plans. Please reference the following information to prepare for the session:

1. Using the latest Project Scoping Checklist, fill in as much information as possible.
2. Conduct a site visit (including the appropriate staff AND relevant subconsultants) to become familiar with the existing bridge, approaches, adjacent areas, nearby intersections, potential environmental or ROW issues, etc.
3. Complete field work / “first pass” of the project scoping, taking note of the following:
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Step 2—Office Research

- Obtain latest inspection and rating reports
- Obtain original design plans
  - Also obtain any rehab or repair plans
- Obtain current Statewide and District prioritization rankings
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Step 3—Identify design team members

- Prime consultant
  - Project Manager
  - Lead technical disciplines
    - Structural, Highway, Traffic, Environmental, other

- Subconsultants
  - Survey, Geotechnical, Material Sampling, other
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Step 4—Field Research

- Intent is to inform those on the Scoping Meeting, without having to bring the entire group to the site.
  - Invite MassDOT PM and District staff to join designer during the site visit.
  - Observe and photograph general conditions and deficiencies of the bridge (3D photos or drone). This is more accurate than Google Earth.
  - Observe and photograph the approaches and the facility crossed.
  - Note utilities, driveways, possible environmental or ROW issues, bike/ped accommodations, traffic, etc.
Step 5—Consultant Preparation (internal)

- Design team meets to brainstorm
  - Innovation, constructability, complete streets, I.C.E., TMP, Environmental permitting, ROW needs, utility coordination, etc.
  - Identify ideas and issues to present and discuss at the Scoping Meeting.
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Step 6—Prepare Scoping Presentation

- Remember the intent is to provide the same amount of information in a virtual meeting as would be gained if it were a site visit with all the same people. **10–15 minutes**

- Go through the presentation
  - Note existing features and concerns
  - Note constraints for the proposed project
  - Note preliminary concepts for specific elements
    - Complete Streets—have options prepared
    - Stream Crossing Standards
    - Utility, Environmental, ROW
    - Other
Step 7—Prepare the Scoping Checklist

- A draft should be prepared by the designer
  - Use the latest version from website

- Go through each section (in Excel)
  - Obtain concurrence or make revisions
  - Be prepared to discuss items that typically take time to resolve
    - Construction (staged; detour; TMP; etc.)
    - Length and width of proposed bridge
    - Local or District concerns

REMEMBER—this is probably the only time in the course of the project design that all interested parties will be together. Make the most of it.
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Step 8

- Make sure all attendees have filled out the meeting sign-in form
- Make the revisions to the Scoping Checklist based on the scoping meeting and submit to the MassDOT PM for distribution and review
- Once comments received, make final edits to the checklist and submit to the MassDOT PM
- Prepare Scope of Work and Workhour spreadsheet upon direction from MassDOT PM
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