




MARCH 1, 2022

FEASIBILITY REPORT PROCESS

OFFICE OF PLANNING
SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION



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Purpose of Report

The South Carolina Department of Transportation (SCDOT) uses the Statewide Transportation Improvement Program (STIP) cost estimates and schedules to convey information to stakeholders to manage expectations for project delivery. In the past, the scope of the project was not fully defined at the time of the original estimate. This made it difficult to determine the appropriate funding and schedule needed for Preliminary Engineering (PE), Right-of-Way (ROW), and Construction entries into the STIP. Once PE was initiated, additional details involving scope, design, environmental and right of way impacts were further evaluated. Therefore, the costs and schedule had to be updated in the STIP varying significantly at times from the original estimate. Significant cost increases and/or schedule delays can diminish the stakeholders' expectations.

To better manage expectations of stakeholders, the SCDOT has implemented the Feasibility Report Process and is referenced in Departmental Directive (DD) Feasibility Review Process and Planning Phase Activities. The Feasibility Report (FR) will address many aspects of a project, but the main goals of the FR are to define the five items below for each project:

1. Purpose and Need
2. Goals
3. Scope
4. Cost
5. Schedule

To define the above items, each project will have a project development team (PDT) tasked with identifying the problem that the project should address and identifying the risks associated with each solution. The Purpose and Need statement (P&N) is defined based on the problem. The goals, metrics and scope are based on the P&N. The cost estimate and schedule will be derived from the scope and risks.

PDT discussions and decisions will be documented in the FR for use by project sponsors for budgeting and by the SCDOT for reference during the National Environmental Policy Act (NEPA) process and in design, permitting, construction and maintenance. The FR will be the "torch" that keeps the focus of the project on the agreed upon project path. Compiling this data in the planning (PL) phase will ensure that only viable and funded projects progress to the project development phase thus expediting project delivery.

With the sponsor and stakeholders being members of the PDT, they will be intimately involved in the decisions of the main goals above; therefore, the report will serve as a signed agreement on the path forward for the project between the sponsor and the SCDOT.

This document describes the FR process and the roles of the PDT in the process.

Ancillary Benefits

Ancillary benefits are derived from the FR findings:

- *Documented Data Driven Decisions*: Data driven decisions justify funding allocation to well vetted projects with all data stored in a single document. Pertinent information is not lost due to changes in staff.
- *Proactive Approach*: The PDT members will shape the project direction in the PL phase instead of ascertaining a reactive solution in PE, ROW, or Construction. This makes for an effective use of resources and reduces plan revisions.
- *OneDOT Mentality*: Some PDT members are contributors only to the report, while others are contributors and end users of the report. Regardless of their status, all PDT members collaboratively find solutions that are win-win for all.
- *Established Project Network*: Guesswork on who to contact for a project for questions and data is eliminated as the PDT members are documented in the report.
- *Contract Resource*: FR data is used in Request for Proposals (RFP), consultant scopes and negotiations, and Design Build prep.

Project Types

The DD addresses the types of projects and how they will flow through the FR process.

The following types of projects will be required to undergo a feasibility review resulting in an approved FR.

- Capacity Projects
- Corridor Improvement Projects
- Interstate Projects including Interchange Improvement, Capacity, and Pavement Projects

If it is determined that a FR is not needed for a project categorized in any of the above, documentation may be submitted to “Opt-out” of the process. Details regarding the “Opt-out” process can be found below in section **Feasibility Report “Opt-out” Process**.

Intersection Improvement Projects may have extremely low risks and may not benefit from a FR. The need for a FR for intersection projects should be discussed at Study Team/Technical Advisory Committee (TAC) meetings conducted by the Metropolitan Planning Organization (MPO) or Council of Governments (COG) when determining projects to be included in their respective Transportation Improvement Programs (TIP). Details regarding this process can be found below in section **Intersection Feasibility Report Determination Process**.

Any office can request a FR, therefore, pavement projects and bridge replacement projects, to name a few, may run through the FR process if they are deemed by the sponsor to be high risk to have too many unknowns.

MPO/COG Role

The project sponsor is the entity that requests a project to be added to a Transportation Improvement Plan (TIP). The sponsor is responsible for providing the problem and the cause of the problem that precipitated the project being initiated. The problem answers the question, “Why are we doing this project?” The *Feasibility Report Planning and Sponsor Information Request* document outlines the information required from the sponsor and can be found in Appendix A.

For Guideshare projects, the sponsor is the COG/MPO and it is responsible for completing the request discussed above. Traffic information is obtained from their Regional Traffic Demand Model and the actual recorded traffic data. Study Team/TAC meetings are planned by the COG/MPO and are the forum to discuss projects moving into the TIP.

The FRM role during MPO and COG Study Team/TAC meetings is to educate the project sponsor about the FR process and to highlight risks that may be envisioned for each project prior to its inclusion in the STIP. The sponsor has the right to request any type of project to run through the FR process.

Any enhancement requested by the COG/MPO that may require a design exception must be brought forth in the PDT scoping meeting. This reduces delays in the project development process once the project is in PE.

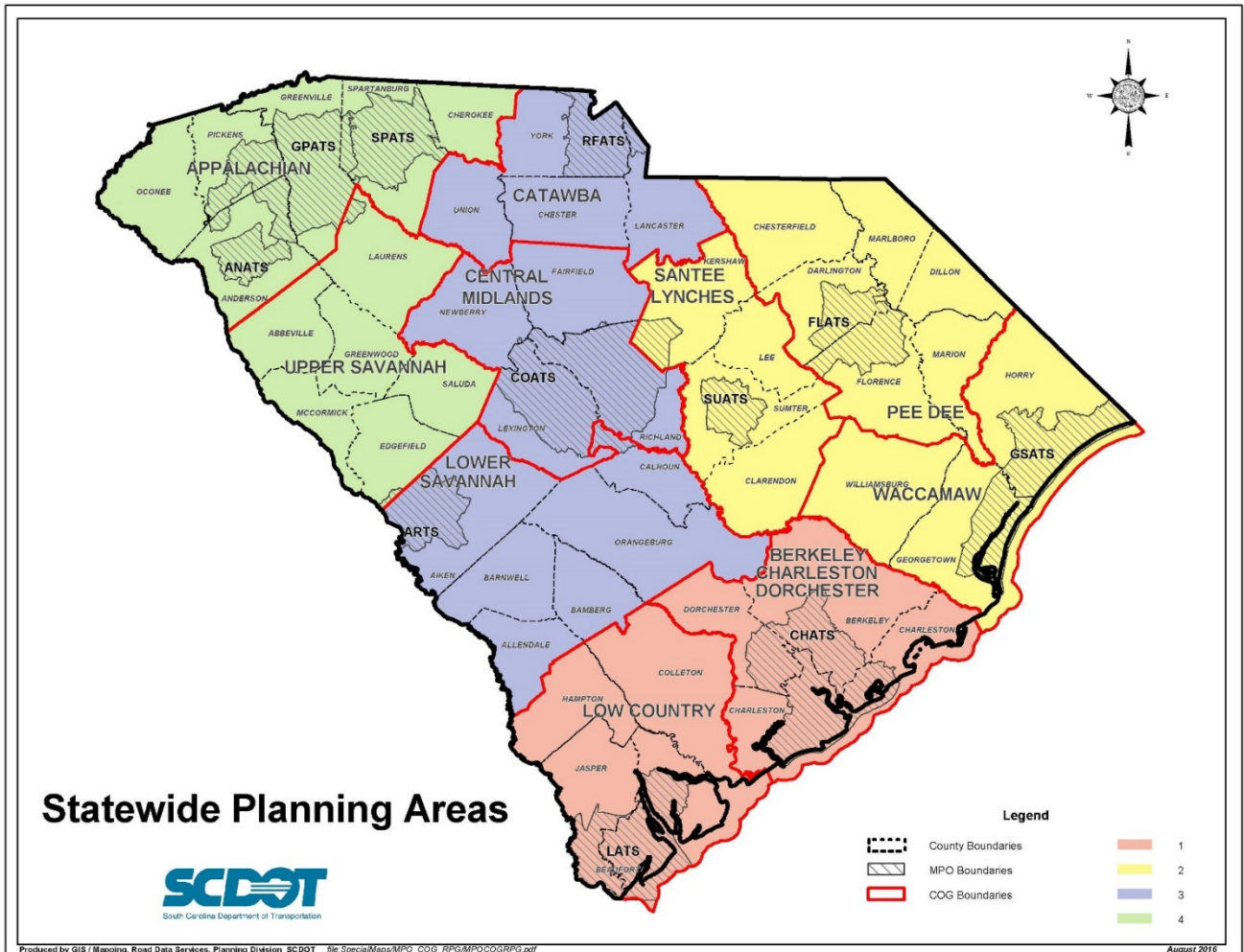
A major role of the COG or MPO representative that serves on the PDT is to communicate with the Policy Committee within their respective COG or MPO concerning the decisions discussed at each PDT and Subcommittee meeting. The intent is to keep the Policy Committee within the COG or MPO informed throughout the FR process. Any issues within the COG or MPO concerning project decisions will have been discussed and addressed prior to compiling the report. The respective COG/MPO will sign the FR for adoption.

Regional Planner Role

The Regional Planner (planner) acts as a liaison between the sponsor and FRM. The planner ascertains pertinent information from the sponsor through discussions about projects in their respective LRTP and TIP and through sending them the *Feasibility Report Planning and Sponsor Information Request* found in Appendix A.

The planner must communicate project information to the FRM in order for the FR to be initiated. Once the COG/MPO requests a cost estimate, that data will be input into the FR tracking spreadsheet for scheduling. The flowchart in Appendix A explains the coordination between the planner and the FRM.

Once the FR meetings commence, the planners will take meeting minutes and submit them to the FRM. During the meetings the COG/MPO will be asked to sign a Memorandum of Understanding (MOU) concerning the enhancements. The planner will be pivotal in preparing the COG/MPOs for these discussions and obtaining the MOU.



Project Development Team Role

The project development team (PDT) is composed of a cross section of the SCDOT and the sponsor. Each group member of the PDT is responsible for ascertaining planning level, desktop information for the project and uploading it to ProjectWise a week prior to each meeting. See Appendix B for the data that each group is responsible to upload for each

meeting. Each member of the PDT is to read through the data on ProjectWise prior to the meeting in order for the PDT to have productive discussion.

The PDT works as a team to discuss the problem and to develop a P&N, project specific goals with metrics, scope, alternatives, and risk. Input from the PDT is used to develop cost estimates, schedules, and scoring for each potential alternative.

Stakeholders Role

Stakeholders are counties or municipalities that have a vested interest in the project by contributing funds or requesting enhancements. Stakeholders often participate in agreements such as maintenance of requested enhancements. Participation agreement concurrence early in planning is critical to the project moving forward into design since some of the enhancements can affect the design approach. The FRM and Regional Planner will attempt to obtain a MOU from the stakeholder during the FR process that will be included in the report.

FHWA Role

The FR will be completed during a PL phase of work. The Federal Highway Administration (FHWA) requires a deliverable at the end of the PL phase. They are specifically interested in the problem, P&N, logical termini, and alternatives. There are specific review points in the process where FHWA can comment, but they are also invited to attend all PDT meetings and engage with the PDT during discussions.

The FR must be completed and adopted by the sponsor and accepted by FHWA as a deliverable of the PL phase before a PE phase of work can be authorized by FHWA.

PL Phase of Work

In order to accomplish tasks associated with the FR, a PL phase of work shall be programmed. The SCDOT FR DD lists FHWA approved PL activities. A PL phase of work will be programmed into P2S by the PM upon the request of the regional planner.

Regardless of the sponsor, the FR process does not begin until a charge code is established for the PL phase of the project.

Feasibility Report Process Discussion Points

The FR process presented in this document is laid out in a flowchart and accompanied by a written process with explanations at each step. The following discussion points give additional supportive information for the written process found in the section **Feasibility Report Process Details**.

Project Risks

Identifying risks for the project is critical to the FR success. At the planning stage little is known about the details of the site; therefore, definitive answers cannot be formed concerning the project design, footprint, or impacts. Desktop decisions will be made to define the path forward. Each of these decisions are made with assumptions due to uncertainties which can be defined as risks.

Project teams often believe they know the risks to a project. However, they tend to focus on the technical risks and perhaps customer acceptance risks, but miss other important risks like constructability, maintenance, and land use changes. Properly capturing and reviewing risks is an essential part of the FR process and a critical function of the PDT. By anticipating what could happen and being proactive in developing response actions, or mitigation strategies, the team can better define the alternatives, cost, and schedule in planning. Much time has been lost in project development and construction by being reactive to a foreseeable issue. A process that regularly solicits and proactively manages risks leads to better project outcomes.

According to the Project Management Institute, risk is an uncertain event or condition that, if it occurs, has a positive or negative effect on a project's objectives. In addition to what is commonly considered risks, things like uncertainties, constraints, and assumptions are all additional forms of risk.

Positive risks, or opportunities, on a project can be very valuable to identify and prepare for. An example of a positive risk would be identifying a potential design exception discovered during Performance-Based Practical Design discussions.

Design exceptions will not be approved during the PL phase, but they will be discussed during PDT meetings. An alignment or a footprint will be evaluated assuming the design exception will not be approved. The identified risk, or opportunity, will be that the design exception may be approved and an opportunity realized. All design exceptions that are discussed will be documented in the FR and will be further discussed in project development.

Ascertaining risks from the PDT will be a role of the FRM. During PDT meetings each group will be asked to comment during discussions in order for all concerns, constraints, uncertainties, risks, and mitigation strategies to be aired for the team to hear.

Goals

Historically, when a project does not have a properly defined P&N or defined goals, the project is reworked several times causing delays. Proper goals help define whether an alternative or solution solves the problem presented in the P&N. All of the goals do not have to tie directly to the P&N. Some goals can be preferences from a PDT member or a problem that does not drive the P&N. The critical goals are the ones that are drawn directly from the P&N. Non-critical goals do not have to be met for an alternative to be considered viable in the FR process. The objective is to note what goals, both critical and non-critical, are met for each alternative to aid project development later in making decisions on what is the preferred alternative.

Project Metrics

Project delivery is expedited by clear metrics. Metrics come from the project goals. The goals come from the P&N.

Metrics are specific to a goal. Metrics are measurable and should hinge on data in order to state that they were met or were not met. A component of the FR is to develop alternatives as solutions to the problem defined in the P&N. Once the alternatives are plotted, the PDT will evaluate the alternatives and assess whether they meet the established metrics. If an alternative meets the metrics associated with a critical goal, then that alternative is addressing the P&N; therefore, this alternative should be considered as a potential solution to the problem.

With clear metrics and vetted solutions, project development can move forward with confidence that the project is on the correct path thus expediting project delivery. Plus, the defined metrics will reduce issues during the NEPA phase by documenting why some alternatives are not viable.

FHWA Review and Steering Committee Concurrence Points

These review points are specific to the type of project. For COG/MPO projects, FHWA will review the PDT concurred upon P&N, goals, metrics, alternatives, logical termini, and risks.

For interstates, the Steering Committee must concur with the PDT policy deviations and controversial decisions, and FHWA must, additionally to the list above, review the problem. The magnitude of interstate projects require more review and early concurrence in order to have a clear path all along the process and into project development.

All PDT members will have input into the project path and their input shall be taken into consideration by FHWA and Steering Committee members.

Steering Committee

The Steering Committee is comprised of the following:

Chief Engineer for Project Delivery	Director of Planning
Director of Preconstruction	Director of Construction
Director of Maintenance	Director of Traffic Engineering

The Steering Committee's purpose is to ensure that interstate projects are aligned with the *Statewide Multimodal Transportation Plan* and the *Transportation Asset Management Plan*. This body will address and approve project specific policy deviations or controversial decisions brought forth due to Performance-Based Practical Design review.

The committee has the authority to recommend a change in scope to the project to bring it into alignment with a plan or program.

Subcommittee

The Subcommittee is a subset of the PDT. The Subcommittee members are:

Program Manager	Regional Planner
NEPA Coordinator	Sponsor
Stakeholder	Feasibility Report Manager

The Subcommittee's responsibility is to make decisions about which alternatives are to move forward into NEPA based on PDT input, costs, schedules, and multi-criteria scoring.

Conflict Resolution

A dispute among PDT or Subcommittee members will follow the *Dispute Resolution Matrix* attached in Appendix C.

Cost Estimate

A bid-build cost estimate will be computed for each viable alternative. Each cost estimate will be for the current year and the anticipated construction year. The cost estimates should mimic the scope. Individual cost estimates are required for each segment of roadway based on logical termini in order to group segments later to determine project termini.

If the project is delayed beyond the anticipated construction year, care should be taken to review the risks and the cost estimate prior to PE commencing.

If the cost estimate is over \$30 million, then the draft FR will serve as the Project Definition Report and be forwarded by the FRM to the Design Build office to evaluate the project's potential for becoming a Design Build candidate.

Schedules

The schedule that the RPG develops for each alternative will consist of project milestones and not a detailed list of activities to be completed during project development. No dates will be given, but rather time frames in months for each milestone.

All projects are assumed to be bid-build at this stage. The schedule will assume utilizing in-house staff. If Preconstruction anticipates pursuing a consultant, then the time to acquire the consultant should be added as a line item at the end of the schedule.

Feasibility Report Schedules

Each group that has duties to perform for the FR will give time frames to the FRM for their work. From this a FR schedule is compiled and discussed at each monthly meeting.

Monthly Meeting

A monthly meeting is held to discuss all active FR projects in order for the FRM to status the project and discuss the FR schedule. Not all PDT members are asked to attend, but they can if they desire. Those PDT members who are requested to attend are those that have action items to discuss. Generally speaking, the following groups are requested to attend.

Program Manager	Design Lead	NEPA Coordinator
Traffic Designer	Regional Planner	Sponsor

Information for each monthly meeting can be found on the Office of Planning intranet site.

[Monthly Meeting Information](#)

This information is updated two weeks before the meeting.

Multi-Criteria Scoring

Multi-Criteria Scoring will be performed by the FRM for each alternative and the scoring will be based on the information provided by the PDT. The score has two functions. It is a factor considered when determining whether to suggest moving the project into development or not to pursue the project. It is also a tool for program development to use to determine a preferred alternative.

ProjectWise File Storage

For each project a Planning folder will reside on the folder tree in ProjectWise. Each group will upload their data into this folder on ProjectWise. All SCDOT employees will have full control access to the data. The FRM will share data from these folders with the sponsor, FHWA and, as necessary, stakeholders.

The data that each group uploads into ProjectWise will comprise the appendix of the FR.

Electronic Signature

All SCDOT staff possesses the ability to digitally sign the FR. Sponsors and stakeholders may not. They can opt to sign the report in ink.

Signature Definition

For interstates, the FR will be signed by the Director of Planning, the Director of Preconstruction, and the Feasibility Report Manager. For all other projects, the FR will be signed by the sponsor representative, Stakeholders (as applicable), Regional Production Group Engineer, Regional Planner, and FRM.

The signatures from the COG/MPO Representative, Stakeholders, Directors, Regional Production Group Engineer, and Regional Planner will be a concurrence on the P&N, goals, metrics, scope, and validity of the information in the report.

The FRM's signature certifies that the FR process was followed.

Feasibility Report Process Details

A detailed process outline followed by the flowchart is presented below.

COG/MPO Project Process

This process is for capacity projects and corridor improvement projects as well as, as requested, intersection projects.

1. PL phase paperwork initiated by sponsor.

The Study Team discussed the risks and unknowns for each project. The sponsor submits a transmittal to the regional planner to initiate the PL phase for projects that will follow the FR process.

2. The Feasibility Report Manager (FRM) creates the Project Development Team (PDT) and plans the project scoping meeting.

Predetermined PDT lists exist for each RPG. Some groups of the PDT do not have a person assigned to the RPG, instead, those groups work statewide. Traffic Engineering and Right-of-Way are two such groups that work statewide. The numerous groups represented in the PDT can be found in Appendix B.

3. The PDT gathers information on the project for discussion during the scoping meeting.

Many of the groups are responsible for gathering data for the discussion at the PDT scoping meeting; therefore, a gap of time is provide for them to collect their data and upload it into ProjectWise. Appendix B lists what each group is responsible for gathering.

4. The PDT scoping meeting is held to finalize the P&N, goals, scope and to discuss risks and to discuss alternatives to pursue.

The PDT is responsible for reviewing all of the data uploaded for the project in order for there to be productive discussion. Logical termini and problems for each potential project are defined. The P&N is then determined based off of data from the PDT that supports the problem. From the P&N, goals will be established. From the goals, metrics will be listed. The scope is determined based on the goals and metrics. Alternatives will be brainstormed based off of the scope.

5. The PDT concurs on the P&N, goals, metrics, scope, and viable alternatives to pursue.

If there is a dispute, then the disputing parties will follow the dispute resolution matrix presented in Appendix C.

6. FHWA will have the opportunity to review the P&N, goals, metrics, scope, and viable alternatives to pursue.

FHWA will have the opportunity to perform a multi-discipline review to assess the validity of the items listed above in order to ensure that the project is on a successful path moving into alternative analysis. Changes requested will be brought before the PDT for concurrence.

7. The FRM conducts monthly status meetings with the PDT until the PDT has compiled the appropriate data for the final PDT meeting.

A status sheet and schedule sheet of all of the projects currently being vetted through the FR process will be posted along with an agenda for the monthly meeting on the Office of Planning Intranet Site. [Monthly Meeting Information](#)

Each group with an action item will be required to attend or send an update on their item's status.

8. The final PDT meeting is held to review alternatives and to discuss risks.

The PDT is responsible for reviewing all of the data uploaded for this meeting in order for there to be productive discussion. Risks, risk mitigation strategies, and previous action items are discussed. Metrics are evaluated to determine viable alternatives.

9. Select members of the PDT form the Subcommittee of the PDT to concur on the viable alternatives and the path forward.

If there is a dispute, then the disputing parties will follow the dispute resolution matrix.

10. FHWA will have the opportunity to review the viable alternatives and their respective logical termini.

FHWA will have the opportunity to perform a multi-discipline review to assess the validity of the items listed above in order to ensure that the project is on a successful path moving into PE. Changes requested will be brought before the PDT for concurrence.

11. A cost estimate, schedule, and scoring is compiled for each viable alternative.

Each viable alternative will have a cost estimate and schedule. The cost estimates will consider the risks defined in the final PDT meeting. Schedules will be in months and not fiscal years and be represented in a simple milestone format.

Each viable alternative will have a multi-criteria score. Discussion during the final PDT meeting aids in scoring the criteria.

12. The Subcommittee meets to discuss the cost estimates, schedules, and scoring.

The approach to how the risks were incorporated into the costs, schedules, and scoring are reviewed.

13. The Subcommittee concurs on the path forward.

If there is a dispute, then the disputing parties will follow the dispute resolution matrix. The FRM will request Design Build to consider all projects over \$30 million.

14. The Feasibility Report is compiled.

The report includes all data from the PDT and meeting minutes.

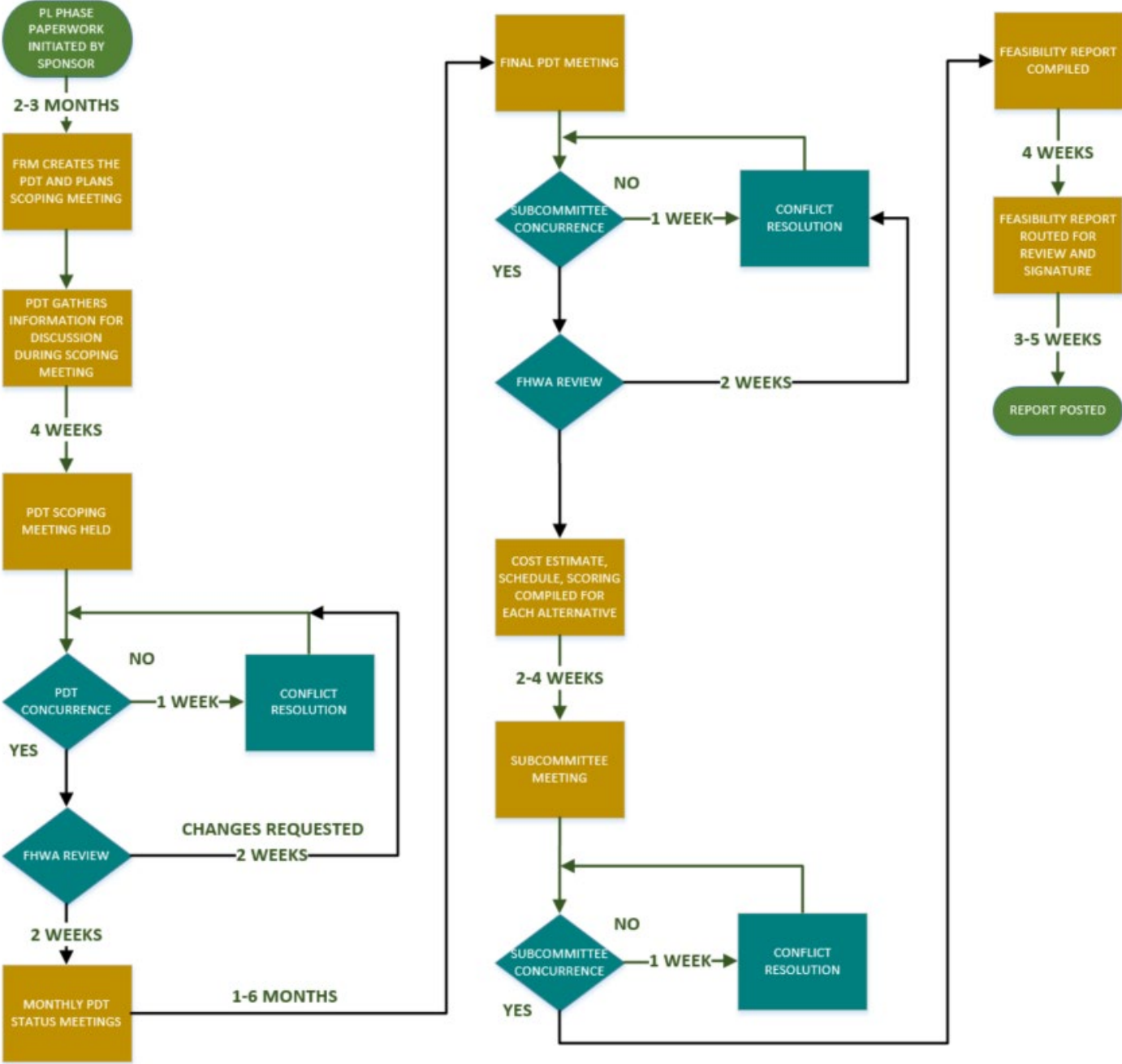
15. The FR is reviewed by the PDT. After the comments are addressed, the final report is circulated for SCDOT and sponsor signatures.

Reports are reviewed by the entire PDT, but only designated signees will sign the report.

16. The FR is posted on the SCDOT webpage.

Reports are posted on the Feasibility Report website at <https://www.scdot.org/inside/feasibility-reports.aspx> for use by consultants, in-house staff, stakeholders, and the public.

MPO/COG FEASIBILITY REPORT PROCESS FLOWCHART



Interstate Project Process

An interstate project would follow a similar path as a COG/MPO project but with more steps for FHWA and Steering Committee Concurrence review.

1. PL phase paperwork initiated by sponsor.

The Study Team discussed the risks and unknowns for each project. The sponsor submits a transmittal to the regional planner to initiate the PL phase for projects that will follow the FR process.

2. The Feasibility Report Manager (FRM) creates the Project Development Team (PDT). Project charter and project scoping meetings are planned.

Predetermined PDT lists exist for each RPG. Some groups of the PDT do not have a person assigned to the RPG, instead, those groups work statewide. Traffic Engineering and Right-of-Way are two such groups that work statewide. The numerous groups represented in the PDT can be found in Appendix B.

3. The PDT gathers information on the project for discussion during the project charter and scoping meetings.

Many of the groups are responsible for gathering data for the discussion at the PDT meetings; therefore, a gap of time is provide for them to collect their data and upload it into ProjectWise. Appendix B lists what each group is responsible for gathering information.

4. The PDT project charter meeting is held to define the problem.

The PDT is responsible for reviewing all of the data uploaded for the project in order for there to be productive discussion. Logical termini and problems for each potential project are defined.

5. The PDT concurs on the project charter.

The project charter consists of the corridor and problem(s).

If there is a dispute, then the disputing parties will follow the dispute resolution matrix presented in Appendix C.

6. FHWA will review the corridor and problem(s).

FHWA will perform a multi-discipline review to assess the validity of the items listed above in order to ensure that the project is on a successful path moving forward. Changes requested will be brought before the PDT for concurrence.

7. The PDT scoping meeting is held to finalize the P&N, goals, scope and to discuss risks and to discuss alternatives to pursue.

The PDT is responsible for reviewing all of the data uploaded for the project in order for there to be productive discussion. The P&N is determined based off of data from the project charter. From the P&N, goals will be established. From the goals, metrics will be listed. The scope is determined based on the goals and metrics. Alternatives will be brainstormed based off of the scope.

8. The PDT concurs on the P&N, goals, metrics, scope, and viable alternatives to pursue.

If there is a dispute, then the disputing parties will follow the dispute resolution matrix.

9. FHWA will review the P&N, goals, metrics, scope, and viable alternatives to pursue.

FHWA will perform a multi-discipline review to assess the validity of the items listed above in order to ensure that the project is on a successful path moving into alternative analysis. Changes requested will be brought before the PDT for concurrence.

10. The FRM conducts monthly status meetings concurrently with the Steering Committee review.

- a. The FRM conducts monthly status meetings with the PDT until the PDT has compiled the appropriate data for the final PDT meeting.

- b. The FRM requests the Steering Committee review.

A status sheet and schedule sheet of all of the projects currently being vetted through the FR process will be posted along with an agenda for the monthly meeting on the Office of Planning Intranet Site. [Monthly Meeting Information](#)

Each group with an action item will be required to attend or send an update on their item's status.

The Steering Committee provides comments based on policy consistency mainly, but can add or delete goals, scope items, and/or potential alternatives.

11. The final PDT meeting is held to review alternatives and to discuss risks.

The PDT is responsible for reviewing all of the data uploaded for this meeting in order for there to be productive discussion. Risks, risks mitigation strategies, and previous action items are discussed. Metrics are evaluated to determine viable alternatives.

12. Select members of the PDT form the Subcommittee of the PDT to concur on the viable alternatives and the path forward.

If there is a dispute, then the disputing parties will follow the dispute resolution matrix.

13. FHWA will review the viable alternatives and their respective risks.

FHWA will perform a multi-discipline review to assess the validity of the items listed above in order to ensure that the project is on a successful path moving into PE. Changes requested will be brought before the PDT for concurrence.

14. A cost estimate, schedule, and scoring is compiled for each viable alternative.

Each viable alternative will have a cost estimate and schedule. The cost estimates will consider the risks defined in the final PDT meeting. Schedules will be in months and not fiscal years and be represented in a simple milestone format.

Each viable alternative will have a multi-criteria score. Discussion during the final PDT meeting aids in scoring the criteria.

15. The Subcommittee meets to discuss the cost estimates, schedules, and scoring.

The approach to how the risks were incorporated into the costs, schedules, and scoring are reviewed.

16. The Subcommittee concurs on the path forward.

If there is a dispute, then the disputing parties will follow the dispute resolution matrix. The FRM will request Design Build to consider all projects over \$30 million.

17. The Feasibility Report is compiled.

The report includes all data from the PDT and meeting minutes.

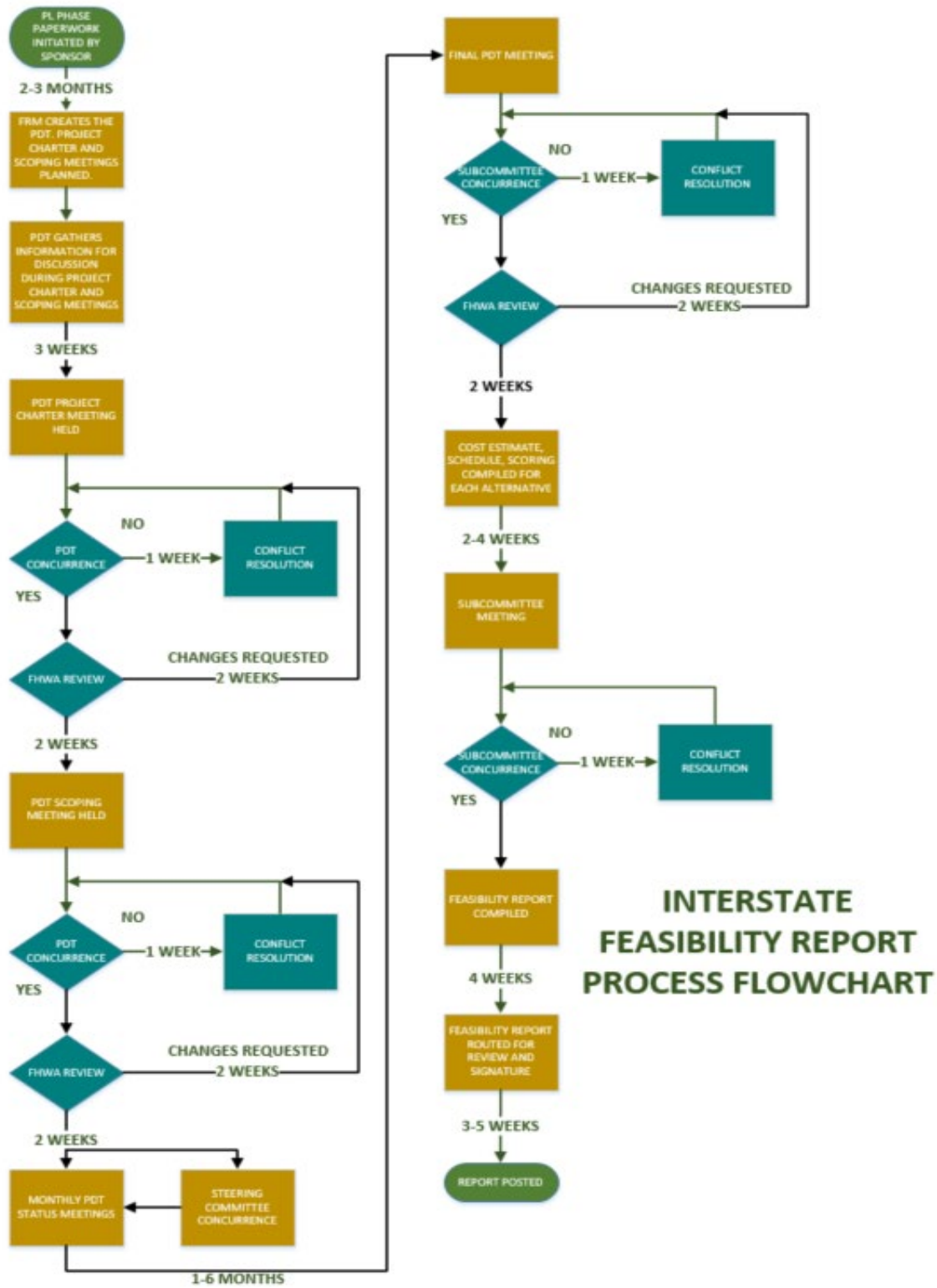
18. The FR is reviewed by the PDT. After the comments are addressed, the final report is circulated for SCDOT and sponsor signatures.

Reports are reviewed by the entire PDT, but only designated signees will sign the report.

19. The FR is posted on the SCDOT webpage.

Reports are posted on the Feasibility Report website at <https://www.scdot.org/inside/feasibility-reports.aspx> for use by consultants, in-house staff, stakeholders, and the public.

INTERSTATE FEASIBILITY REPORT PROCESS FLOWCHART



Intersection Feasibility Report Determination Process

Intersections are not required to undergo a feasibility review. This section discusses the “Opt-in” process for when the Study Team/TAC requests an FR.

A Determination Form is to be completed for each COG/MPO intersection project that is moving forward into the COG/MPO TIP. The PM, Sponsor, and Regional Planner shall collaborate to complete the Determination Form that is retained by the FRM in the Office of Planning.

Much of the information for the Determination Form will be discussed in the Study Team/TAC meeting. After the Study Team/TAC meeting, the Regional Planner will work with the sponsor and PM to compile the requested data. The Regional Planner will submit the finalized Determination Form to the sponsor, PM, and FRM. This form can be found in appendix D. If recommended, a FR will be completed for the project. If it is deemed that no FR is required, then the project will enter into PE.

The Determination Form recommendation for the path forward is determined in the Study Team/TAC meeting making the Determination Form a record of the Study Team/TAC discussion and decision.

Feasibility Report “Opt-out” Process

All capacity projects and corridor improvement projects have an “Opt-out” option for projects with extremely low risks and less than one (1) mile in length. The request to forego the FR is done before the project moves forward into the COG/MPO TIP.

Only projects that fit the criteria of extremely low risks and less than one (1) mile will be brought before the Study Team/TAC for discussion on an “Opt-out”. The Study Team/TAC will decide whether to pursue the “Opt-out”. The PM will work with the sponsor to compile the request. Memos used to request an “Opt-out” are included in Appendix E. The FRM will ask the PDT to review the data and submit any concerns. Concerns will be brought back to the Study Team/TAC for discussion. The request will be denied or approved based on the discussion. If there are no concerns, the request is approved.

The request memos and discussions with the Study Team/TAC will be kept by the FRM in the Office of Planning.

APPENDIX A



South Carolina Department of Transportation

**PLANNING & SPONSOR INFORMATION REQUEST
FOR
FEASIBILITY REPORT**

**PROJECT:
Project Description
Project Type
County:**

Prepared by the South Carolina Department of Transportation
Office of Planning
SCDOT Project I.D. No.
Date:

FR Preliminary Sponsor and Planning Information Request Instructions:

- *Sponsor to fill out pages 2-6, all boxes highlighted in yellow, attach any additional information in PDF format*
- *SCDOT will insert project mapping/aerials and ITMS information on pages 7+*

Preliminary Problem:

Preliminary Purpose and Need:

Financial Plan / Funding Source:

Project Ranking / Inclusion in Documents:

Limited List of Items to Investigate:

Sponsor Information Request: Fill out boxes in yellow

Fill out all roadways, types and number impacted by project

Roadway Type	Roadway Number	Roadway Name
<i>S, SC, US, Interstate</i>	<i>100</i>	<i>Road Name</i>

Corridor Information: Fill out boxes in yellow

Fill out pertinent corridor information

Corridor Information	Examples	Sponsor Information
Nearby Projects	<i>Planned gas station, big box stores, strip malls, housing developments, manufacturing</i>	
Corridor Characteristics	<i>Recent traffic signals, widening, paving, traffic calming, intersection improvements, congestion, master plan, safety issues</i>	
Adjacent Projects	<i>Widening, intersection improvements, signals that are not on the mainline but could affect traffic flow</i>	
Other	<i>Adaptive signal plans, concerns from the public, regional plans</i>	

Project Goals: Fill out boxes in yellow

What do you want to see accomplished by this project?

Project History: *Information from recent public comments, political concerns, project ranking, previous roadway studies or designs, if attached please note here*

Project Background: *CMP Process Results, Issues trying to develop this project in the past, any other improvements to help the issues on the roadway(s)*

Commitments: *Politicians, Public, Developers, Businesses, Property Owners*

Traffic Demand Information: Fill out boxes in yellow

Existing Year: *(The year associated with traffic data below)*

20--

Provide any additional information as PDF attachment, copy tables as needed for additional roadways

Roadway Number/Name:	
Volume (ADT)	
% Truck Volume	
Turning Movement Counts Attached (Yes or No)	
Free Flow Speed, MPH	
Travel Time, seconds	
AM Peak Period Delay, seconds	
PM Peak Period Delay, seconds	
Existing Level of Service (LOS)	

Roadway Number/Name:	
Volume (ADT)	
% Truck Volume	
Turning Movement Counts Attached (Yes or No)	
Free Flow Speed, MPH	
Travel Time, seconds	
AM Peak Period Delay, seconds	
PM Peak Period Delay, seconds	
Existing Level of Service (LOS)	

Roadway Number/Name:	
Volume (ADT)	
% Truck Volume	
Turning Movement Counts Attached (Yes or No)	
Free Flow Speed, MPH	
Travel Time, seconds	
AM Peak Period Delay, seconds	
PM Peak Period Delay, seconds	
Existing Level of Service (LOS)	

Traffic Demand Information: Fill out boxes in yellow
Future Year: *(The year associated with traffic data below)*

20--

Roadway Number/Name:	
Future Volume (ADT)	
Future LOS	

Roadway Number/Name:	
Future Volume (ADT)	
Future LOS	

Roadway Number/Name:	
Future Volume (ADT)	
Future LOS	

Project Enhancements: Fill out boxes in yellow

Mark yes or no in enhancement box if the non-standard enhancements are requested and give details of the requests, if plans already exist, provide them as PDF attachment

Enhancement (Yes or No)	Description	Non-Standard Request Details
	Lighting	
	Mast Arms	
	Pedestrian Poles	
	Coatings	
	Fencing	
	Pedestrian Facilities	
	Shoulder Width	
	Sidewalk Facade	
	Design Exception	
	Other	

GIS Data: Fill out boxes in yellow

Begin Linear Referencing System (LRS)	Roadway Name/Number	End Linear Referencing System (LRS)

Begin Mile Marker	Roadway Name/Number	End Mile Marker

APPENDIX B

Feasibility Report Dispute Resolution Matrix

The following matrix will be followed in the event that a conflict arises within the project development team (PDT) or the Subcommittee concerning any item discussed during a PDT or Subcommittee meeting. The Feasibility Report Manager decides when the discussion has reached an impasse and must be escalated to Level 1. All parties listed in the table below for Level 1 will be invited for discussion.

If the dispute escalates beyond Level 1, the final decision will fall on the Director of Planning and the director(s) of the disputing party(s). The parties that could be involved in this discussion are listed in the table for Level 2 below. Only the parties that are involved in the dispute will be invited for discussion.

	Level 1	Level 2
Dispute Position		
Within the PDT	√	
Within Level 1		√

Dispute Resolution Matrix

The Chair for each level is highlighted in Yellow.

Level 1

Group
Feasibility Report Manager
Regional Production Engineer
Traffic Engineering - Design
Traffic Engineering - Safety
Environmental - NEPA
Environmental - Permitting
District
Right-of-Way
Maintenance
Construction
Transit
Multimodal
Statewide Planning
Sponsor
FHWA (Interstate only)
Pavement Design

Level 2

Group
Director of Planning
Director of Preconstruction
Director of Traffic Engineering
Director of Environmental Services
District
Directory of Right-of-Way
Director of Maintenance
Director of Construction
Director of Intermodal and Freight
FHWA (Interstate only)

APPENDIX C

PDT Roles and Responsibilities

PDT Member	Prepare for PDT Scoping	PDT Scoping Meeting	Prepare for Final PDT Meetings	Final PDT Meeting	Prepare for Subcommittee Meeting	Subcommittee Meeting
Preconstruction	Scoping Report	Discussion	Survey and SUE Requests	Discussion	Cost Estimate	Discussion
	Existing Conditions	Precon Risks	Alternative Plots and Analysis	Precon Risks	Milestone Schedule	
	Proposed Conditions					
	Typicals					
	Utilities					
Pavement Design	Existing Pavement Assessment	Pavement Design Risks		Discussion		
		Design		Pavement Design Risks		
		Discussion				
Maintenance	Conflict Report	Discussion		Discussion		
	Resurfacing Ranking Score	Maintenance Risks		Maintenance Risks		
	Bridge Recommendations					
	Replace					
	Widen					
	Rehab					
	Jack					

NEPA	FR Scoping Form	Discussion	Alternative Analysis Impacts	Discussion		Review and Discuss Alternatives and Supporting Information
	Purpose and Need Statement Info	NEPA Risks		NEPA Risks		
	Noise					
	Wetlands/Other Waters					
	Floodplains/Drainage					
	Permits					
	Watershed/Mitigation Bank Availability					
	Cultural Resources					
	Threatened/Endangered Species					
	Parks/Potential Section 4(f)					
	Underground Storage Tanks					
	Hazardous Waste					
	Low-income/Minority Communities					
	Air Quality					
	Farmlands					
	Public Involvement					
Federal Lands						

Traffic Safety	Crash Data and Analysis	Discussion	Countermeasures Checklist	Discussion		
		Safety Risks	Intersection Control Evaluation			
			Alternative Crash Analysis	Safety Risks		
Traffic Design		Discussion	Alternative Traffic Analysis Memo	Discussion		
		Design Risks		Design Risks		
Permits	FR Scoping Form	Discussion		Discussion		
		Permit Risks		Permit Risks		
Right-of-Way		Discussion		Discussion	ROW Cost Estimates and Assumptions	
		ROW Risks		ROW Risks		

Public Transit	Identification of Transit Nexus	Discussion	Survey of Transit Provider(s)	Discussion		
	Identification of Service Area Transit Provider(s)	Transit Risks	Level of Support for the Proposed Project	Transit Risks		
	Existing or Planned Publicly-Defined Transit Route		Potentially Negative Impacts to Transit Service or Bus Stop Location			
	Number/Location of Transit Stops and Route Ridership		Potential Opportunities to Enhance Transit Service			
			Design/Rendering of Bus Stop/Service			

Freight/Rail	Freight/Rail FR Data	Discussion		Discussion		
	Determination if on a State Freight Route	Freight/Rail Risks		Freight/Rail Risks		
	Truck AADT – Current/Projected					
	Predominant Truck Type in Project Area					
	Tonnage of Freight					
	At-grade RR Crossings					
	Truck-Based Safety Data in Area of Proposed Project					
	OSOW Restrictions/Impacts on the Statewide Freight Network					
	Additional Considerations for Efficient Truck Movements					

Regional Planner						Review and Discuss Alternatives and Supporting Information
	Project Ranking	Discussion		Discussion		
	Roadway Number/Name and County	Meeting Minutes		Meeting Minutes		
	Preliminary Purpose and Need	Planning Risks		Planning Risks		
	Corridor Information					
	Volume					
	Existing LOS and Future Year LOS					
	Free Flow Speed and Travel Time					
	AM & PM Peak Period Delay					
	Project Goals					
	Project History/Background/Commitments					
	LRS and MM Project Limits					
	Enhancements					
	Bike and Pedestrian Accommodations					
Financial Plan						

Feasibility Report Manager	Plan the PDT Scoping Meeting	Facilitate	Initiate Dispute Resolution	Facilitate	Initiate Conflict Resolution	Facilitate
	Distribute Project Info from Planner	Record Project Concurrence	Distribute Meeting Minutes	Record Project Concurrence	Distribute Meeting Minutes	Review and Discuss Alternatives and Supporting Information
	Collect PDT Scoping Information		Create Schedule		Collect PDT Deliverables	
	Distribute PDT Scoping Information		Progress Tracking/Status		Calculate Multi-Criteria Score	
			Ascertain Guidance from Steering Committee			
			Plan Final PDT Meeting			
			Collect and Distribute Alternative Analysis Info for Evaluation and Discussion			

Sponsor	Define the Problem	Explain the Problem		Discussion		Review and Discuss Alternatives and Supporting Information
	The "Why"	Discussion		Risks		
	Cause	Risks				
District	Reoccurring Issues	Discussion		Discussion		
		Risks		Risks		
Stakeholders		Discussion		Discussion		Review and Discuss Alternatives and Supporting Information
		Risks		Risks		
Construction		Discussion		Discussion		
		Construction Risks		Construction Risks		
FHWA		Discussion		Discussion		
		Risks		Risks		

APPENDIX D

FEASIBILITY REPORT DETERMINATION FORM FOR INTERSECTION PROJECTS

In accordance with Department Directive referencing the FR, the determination for Feasibility Review (FR) for intersection projects shall be discussed in MPO/COG Study Team/Technical Meetings. The determination for each project shall be documented and retained in the Office of Planning. Should a FR be requested for an intersection project, it shall be scheduled upon receipt of this document with the recommendation of a PL phase.

Project Name:

Recommended Path by Study Team/TAC: PL
 PE

Project Overview:

Project Problem(s):

County: Choose an item.

MPO/COG: Choose an item.

Project Ranking/Document:

Study/TAC Date Discussed:

Project Manager:

Project Purpose and Need:

Project Goals:

Project Scope:

Project Risks:

Project Alternatives:

[Empty yellow box]

Rational for Path forward (PL or PE). Include detailed description of what has been evaluated thus far:

[Empty yellow box]

Regional Planner:

[Empty yellow box]

Sponsor Name:

[Empty yellow box]

APPENDIX E

MEMORANDUM

TO: Regional Planner
FROM: Regional Production Group Engineer
DATE: Click or tap to enter a date.
RE: Request PDT to Review an Opt-out of the Feasibility Report for “Project”

Project Length:

Project Overview:

County: Choose an item.
MPO/COG: Choose an item.

Study/TAC Date Discussed:

Project Problem(s):

Project Ranking/Document:

Project Manager:

Project Purpose and Need:

Project Goals:

Project Scope:

Project Risks:

[Empty yellow box]

Project Alternatives:

[Empty yellow box]

Rational for Path forward (PL or PE). Include detailed description of what has been evaluated thus far:

[Empty yellow box]

Cc: **Sponsor**

Feasibility Report Manager

MEMORANDUM

TO: Regional Production Group Engineer

FROM: Regional Planner

DATE: Click or tap to enter a date.

RE: Opt-out of the Feasibility Report for "Project"

Project Length:

Project Overview:

County: Choose an item.

MPO/COG: Choose an item.

Summary of PDT Comments:

Study/TAC Date Discussed:

Study/TAC Discussion:

Project Problem(s):

Project Ranking/Document:

Project Manager:

Project Purpose and Need:

Project Goals:

Project Scope:

[Empty yellow box]

Project Risks:

[Empty yellow box]

Project Alternatives:

[Empty yellow box]

Rational for Path forward (PL or PE). Include detailed description of what has been evaluated thus far:

[Empty yellow box]

Cc: **Sponsor**

Feasibility Report Manager