

CHANGE LOG

PROJECT DEVELOPMENT AND DESIGN GUIDE



CHAPTER NO./TITLE 2. Project Development

EFFECTIVE DATE October 21, 2024

SECTION	CHANGE
General	Agency name has been updated to MassDOT throughout.
General	Various minor grammatical changes and nomenclature changes for consistency within this chapter and throughout the Guide.
General	Added hyperlinks to external resources.
General	Changed all Exhibit numbers to separate Table and Figure numbers.
General	Integrated appendix content from the 2006 PDDG into the body of the chapter.
2.1 Applicable Projects	No changes aside from general changes described above.
2.2 Project Development Process	Updated process steps and corresponding Figure 2-1: Overview of Project Development to reflect current Project Initiation through MaPIT and Pre-25% steps.

SECTION	CHANGE
Step 1: Planning and Needs Assessment	<p>Reorganized and rewrote section significantly. Content largely relocated from Step II: Planning in 2006 PDDG.</p> <p>Removed Exhibit 2-3: Likely Planning Approaches for Different Types of Projects.</p> <p>Planning Process Overview: Relocated content of Exhibit 2-4: Overview of Project Planning Tasks into body of text and refined steps.</p> <p>Define Study Area and Existing Conditions, Confirm Project Need(s), Establish Goals and Objectives: Removed sections "Definition of Community Context" and "Definition of Transportation and Land Use Functions." Relocated "Project Mapping" content from Appendix 2-A-3. Updated guidance on determining study area boundaries, evaluating existing conditions, and developing project goals and objectives. Added links to mapping resources and updated guidance on evaluating existing conditions.</p> <p>Initial Public Outreach: Added reference to Environmental Justice communities. Included text recommending documenting support for the project among abutters if the project will involve easements or taking on private property. Added reference to Guidelines for Successful Virtual Public Meetings.</p> <p>Alternatives Analysis: Updated "Part C: Project Definition" to be "Alternatives Analysis." Reordered subsequent sections. Removed references to Appendix 2-A-2. Integrated content on detailed alternatives analysis into section from Appendix 2-A-3. Included list of applicable project types for detailed alternatives analysis.</p> <p>Project Review and Refinement: Added new sections "Alternative Refinement" and "Concept Engineering Plans." Replaced Exhibit 2-5 with Figure 2-2: Example of Visual Representation of a Project Alternative (Plan View) and Figure 2-3: Example of Visual Representation of a Project Alternative (Cross-Sectional View). Removed guidance on project presentation meeting minutes. Removed sub-sections "Resource Agencies Coordination" and "Alternative Refinement."</p> <p>Final Recommendations: Integrated content from sub-sections "Draft Planning Report" and "Final Planning Report" into main section. Updated bullet summary of planning report elements.</p>

SECTION	CHANGE
Step 2: Project Initiation	<p>Reorganized and rewrote section significantly to reflect updated process and technology. Split "Step III: Project Initiation" section into three sections. Updated "Step 2" to describe the the procedure in the MaPIT system. Content largely relocated from Step I: Problem/Need/Opportunity Identification. Updated introductory text describing how to identify problems, needs, and opportunities.</p> <p>Project Initiation Form - Part 1, Project Need: Updated Figure 2-4: Project Initiation Process - Part 1, Project Need. Removed reference to Appendix 2-A-1. Updated text to reference MaPIT instead of the Project Need Form (PNF).</p> <p>Workflow Initiation in MaPIT – Project Need: Added section with information on how to use MaPIT to create a project and how to submit the proposed project for MassDOT review. Relocated "Transportation Evaluation Criteria" to Step 6: Programming. Relocated "Identify Project Constitutents and Public Outreach Plan" to Step 5: Preliminary Project Scope & Cost. Removed "Project Planning Scope."</p>
Step 3: Preliminary Project Scope & Cost	<p>Reorganized and rewrote section significantly to reflect updated process and technology. Split "Step III: Project Initiation" section into three sections. Updated "Step 3" to describe the procedure that leads to the proponent's completion and MassDOT's review of the early-phases Project Scope and Cost. This early planning phase scope and cost is entered into the MaPIT system at this point and then refined several times in the scoping and project development steps.</p> <p>Introduction: Updated list of reviews and approvals for projects constructed with state or federal funds. Removed Exhibit 2-6: Step III: Project Initiation.</p> <p>Project Scope: Added content to describe the project justification that the project proponent will need to provide at this step in the process, including the following areas: System Preservation, Mobility, Safety, Economic Impacts, Social Equity and Health, Environmental Effects, and Policy Support.</p> <p>Cost: Added content describing this part of the MaPIT workflow, including the submission process.</p> <p>Final Review: Added content describing how the project scope form is reviewed before the project is ready for migration into ProjectInfo.</p>
Step 4: Project Creation & Approval	<p>Reorganized and rewrote section significantly to reflect updated process and technology. Split "Step III: Project Initiation" section into three sections. Updated "Step 4" to describe the MassDOT review process for proposed projects.</p> <p>Added content to subsections describing how a project is populated in ProjectInfo and the pre-PRC and PRC meeting process. Relocated the MPO Review and Comment section to Step 6: Programming.</p>

SECTION	CHANGE
Step 5: Project Development and Design	<p>Updated section to include the scoping and pre-25% phases. Removed Figure 2-6: Design, Environmental, Right-of-Way, and Outreach Processes and Exhibit 2-8: Design Process Flowchart. Relocated content from prior Section 2.9 to Public Outreach section.</p> <p>Environmental Documentation and Permitting: Relocated content on environmental laws and regulations and environmental requirements for 25% design from Appendices 2-A-6 and 2-A-7 to this section. Updated content to include references to the Environmental Review Checklist, additional detail on environmental review processes, permits, and clearances, and updates for major environmental regulatory changes (such as the MEPA EIR / EJ requirement).</p> <p>Project Design: Updated to include content on the pre-25% process, bridge sketch plans, and preliminary drainage design. Added Figure 2-7: Pre-25% Scoping Process. Relocated information on road safety audits from "Step 1: Planning." Added reference to the Design Justification Workbook in the pre-25% section. Updated cost estimate content to include the requirement to use the Construction Project Estimator (CPE). For 25% to PS&E sections:</p> <ul style="list-style-type: none"> - Removed Request/Compile Necessary Traffic Data section - Added Develop Preliminary Utility Design section - Substantially edited Develop Preliminary ROW Plans section to direct reader to the ROW section - Removed Submit Construction Plans to Utilities Engineer section - Added Respond to 25% Comments and Comment Resolution Meeting (CRM) section - Added Subsurface Utility Exploration (SUE) and Utility Coordination section - Removed Obtain 25% Project Approval section - Removed Develop Pavement Design section - Added Preliminary Environmental Permit Applications section - Added Develop Traffic Control Agreement with Municipality (if required) section - Added Constructability and Quality Control (QC) Reviews section - Added Construction Contract Time Determination section - Removed Submit 75% Plans to Utilities Engineer section - Removed Approve 75% Project section - Removed Develop Traffic Control Agreement with Municipality (if required) section - Added Finalize Special Provisions section - Added Detail Sheets section - Removed Submit Construction Plans to Utilities Engineer section <p>Right-of-Way (ROW): Divided section into State and Community Compliance Projects. Updated section to expand on responsibilities and compliance requirements related to right-of-way acquisition and the process for developing right-of-way plans. Simplified PS&E Compliance Review section.</p>

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Step 6: Programming	Minor updates for readability and cohesion throughout. Relocated content on Transportation Evaluation Criteria (TEC) and role of the MPO from Step III: Project Initiation and Appendices 2-A-2 and 2-A-5 to this section.
Step 7: Procurement	Updated section to refer to current bid process.
Step 8: Construction	Updated section to include Pre-Construction Conference requirements.
Step 9: Post Construction Meeting	Renamed section from "Project Assessment" to "Post Construction Meeting".
2.3 Project Development Schedule	Updated Table 2-5: Project Development Typical Timelines to reflect the current project initiation, creation, and approval process timelines.
2.4 Controlling Criteria and the Design Justification Process	Renamed and updated section to reflect the current process using the Design Justification Workbook to seek exemptions from the need to comply with certain controlling criteria.
2.5 For Further Information	Updated references and links.