Project Name: _____

Project Number: _____

Federal Aid Number: _____

Point of Contact: _____

Road Scoping Meeting Questionnaire

The intent of this document is to serve as a tool to assist in scoping a road project. It can help the design team to obtain some high-level answers and points of contact from each section that will be involved during the early stages of a project. Not every item listed below will apply, need to be discussed, or have an answer at the time of the scoping meeting.

Road

Will the roadway need to be realigned?_____

Will there be any changes in the profile of the roadway? _____

Are there any geometry challenges to consider (sight distance, horizontal curvature, steep grades, etc)?

_____

Can any existing cross-sectional features be improved (lane and shoulder widths, cross slopes, superelevation, etc)?_____

Are additional lanes being proposed (travel, turn, auxiliary)?_____

Is there existing pavement core information within the anticipated project limits?_____

Will the project be full depth reconstruction or rehabilitation? Combination of both?_____

Are there any challenges with the existing pavement section that will need to be addressed?_____

Is there any evidence of existing crash patterns? _____

Does guardrail / barrier meet current design standards? If not, can it be upgraded as part of this project?

_____

Are there any existing or proposed intersections within the anticipated project limits? (roundabouts, grade separated interchanges, etc)?_____

Is the roadway located on a designated byway? _____

Additional Comments

Date Last Modified: 5/20/2025

Drainage

Is there evidence of flooding, ponding, or any other evidence of standing water within the anticipated project limits?_____

Are there any challenges with the current drainage system within the anticipated project limits? (damaged inlets / pipes, CMPs, etc.)_____

Is the existing system open or closed drainage? Or combination of both? _____

Is pipe video / flushing needed, or has it been requested?_____

Is there an existing drainage report available for the project area?_____

Additional Comments

Stormwater / E&S

Does the project have potential to meet the requirements for a standard plan?_____

Are there existing BMPs within the project area? If yes, what are the BMP ID #s _____

For existing BMPs, when was the last time it was inspected? What performance rating was it given? Is there a planned maintenance project for the BMP?_____

Is existing soil boring information available? Is there a need for soil borings?_____

Is there an existing stormwater report available for the project area?_____

Are there existing shared-use SWM agreements between DelDOT and privately owned facilities? Is there a potential for needing one? _____

Additional Comments

ADA / Pedestrians / Bicycles

Are there existing bike / ped facilities within the anticipated project limits?_____

Are there missing links for bike / ped facilities that could be improved or constructed?_____

Are there non-compliant pedestrian facilities in or around the anticipated project limits?_____

Will new bike / ped facilities be introduced on the project (sidewalks, shared use paths, pedestrian connections)?_____

Additional Comments

Bridge

Are there any bridges within the project area? If so, list them._____

Are there any other structures that will require a structural evaluation or design (concrete barrier, retaining walls, sign foundations, etc.)?_____

Is there a need for structural borings?_____

Additional Comments

Right Of Way

Which tier of R/W verification is this project expected to fall under?_____

Are there tax ditches within the project area?_____

Are there existing easements within the anticipated project limits?_____

Are there any existing denials of access within the anticipated project limits?_____

Are there potential property acquisitions needed for construction or maintenance of proposed facilities?

_____

Does the project have the potential to require a total property acquisition?_____

Does the project have a potential for advanced acquisitions?_____

Will the project require a town agreement?_____

Will the project be subject to any local jurisdiction approvals?_____

Additional Comments

Utilities

Has a Miss Utility design ticket been filed?_____

Is there evidence of underground facilities?_____

Are there any overhead facilities within the project area?_____

Are there any proposed services or improvements to existing services planned within anticipated project limits? _____

Is there potential for impacts to existing facilities within the anticipated project limits?_____

Is there evidence that existing utilities are on private easements?_____

Will this project require test holes and / or utility designation? _____

Would advance utility adjustments and / or relocation be beneficial to the project?_____

Additional Comments

Environmental

Has the Initial Environmental Evaluation form been submitted? _____

Will there be environmental impact? (noise, air, water quality, etc.)?_____

Will a noise study be needed? (See PI D-03)_____

Are there any wetlands or open waters within the anticipated project limits?_____

Are there any historic, 4F, or 6F properties within the anticipated project limits?_____

Will there be any potential stream restorations? _____

Are there known or potential rare/ threatened/ endangered species that could be impacted by project?

_____

Are there potential archaeological needs within the anticipated project limits?_____

Is there potential HazMat within the anticipated project limits?_____

What type of NEPA classification will the project likely fall under (CE, EIS, ES)?_____

Does the scope and number of alternatives being considered warrant providing an alternatives public workshop?_____

What agency stakeholders will coordination be required?_____

Additional Comments

Traffic

What level of TMP is likely needed? Can a determination be made today?

Are there specific traffic patterns that warrant special consideration (single access roadway, beach traffic, school buses, truck routes, emergency vehicles, etc.)?

What kind of traffic constraints are likely? What coordination is needed?

Are there entrances within the anticipated project limits that need to be maintained during construction?

Is a full closure an option or must traffic be maintained?

What is the condition of the surrounding roads that would be used as a signed detour or locals' detour?

Are there existing signals or lighting within the anticipated project limits? What are the potential impacts / will a signal or lighting design be required?

Are there ITMS facilities or control systems within the anticipated project limits?

Are there traffic changes being planned within the anticipated project limits (i.e., road diet, additional lanes, etc.?)

Will there be proposed overhead signage within the anticipated project limits?

Would the use of smart work zones be prudent on this project?

Additional Comments

Construction

Are there documented constructability challenges in the area that should be considered? (poor soils, presence of rock, availability of materials, etc.)

What construction risks appear within the anticipated project limits?

Is the project a candidate for alternative delivery methods?

Are there any constraints from other planned projects in the area that could affect this project?

Will any coordination be needed for other planned projects in the area?_____

Which construction group will this project fall under?_____

Will night work be proposed for this project? _____

Additional Comments

Railroad

Are there any railroads within the anticipated project limits? If so, which railroads?_____

Additional Comments

Maintenance

Are there areas which require frequent DelDOT maintenance in or around the anticipated project limits?

_____

Will the project create areas which will require special maintenance considerations (access, mowing operations, etc)?_____

Additional Comments

DTC

Are there existing bus routes / stops within the anticipated project limits?_____

Will any proposed bus stops be needed within the anticipated project limits?_____

Does this project include design of any other DTC facilities (park and rides, train stations, etc)?_____

Additional Comments

Community Relations

Are there public involvement challenges from past experience in or around the anticipated project limits?_____

What type of public involvement is anticipated / required? See Policy Implement O-003 for more information._____

What impact will the proposed project have on the adjacent community?_____

Does project have Legislative backing / involvement?_____

List of primary stakeholders and legislators?_____

Have any design obligations or commitments been made (construction schedule, cost, improvements, landscaping, etc.)? _____

Additional Comments

Finance

Will this project be using any federal funds? Federal aid number?_____

Is this project a candidate to be constructed under an existing IDIQ contract or another type of bundled contract?_____

Is there a potential need for Value Engineering? _____

Has a funding source been determined and our there any restrictions?_____

Is the project on the PODI list? _____

What is the conceptual estimate for R/W, PE, CON?_____

Additional Comments

Development Coordination

Are there planned developments in or around the anticipated project limits?_____

Is the project within a Transportation Investment District (TID)? _____

Will any contributions be made by the developers? _____

Additional Comments

Digital Delivery

Is this project a candidate for Roll Plans? _____

Is this project a candidate to pilot replacing plans sheets with a model for review?_____

Is this project a candidate to pilot providing models as the contract document?_____

Additional Comments

All Sections

Is there a need for a site visit to further the development of the scope?_____

Is there a pilot program that this project would be a good fit for?_____

Who will be the main point(s) of contact for the project from your section?_____

Additional Comments