

Concept Report Form

TN

The Concept Report Form develops an initial project vision, basis of design and report (e.g., the Concept Report) to transition into the subsequent design stages (Stages 1 through 4 in the Project Delivery Network [PDN]). This form summarizes all project components using information to complete the Concept Report.

General Project Information

Project Name										
PIN										
Route Information	Route	NHS (Y/N)	Functional Class			City		County		
Project Information	Begin Log Mile	End Log Mile	AADT¹	Design Hour Vol. (DHV)¹	Truck %¹	Design Speed (MPH)	Posted Speed (MPH)	Base Year	Design Year	
Project Description & Standard Drawings Used	Project Details									
Important Project History, Related Projects, or Commitments										
Project Purpose/Need										
Major Environmental Considerations										

PIN:

Multi-Modal Considerations				
Major Project Risks				
Concept Estimate and Timeline	Total Current Project Cost		Construction Year Estimate	Preliminary Estimates
	Proposed Construction Year		Estimated Construction Duration	

¹ Traffic numbers reflect identified design year

Approvals

Executed for approval of this Concept Report

STID Director

Date

The following individuals to execute if a bridge concept report:

Structures Director

Date

Regional Project Development Director

Date

Bureau Chief of Engineering

Date

Bureau Chief of Environment and Planning

Date

Action Checklist

OSD1 Initiate Concept Report and Request Funding

Complete NA Date Completed

		Request and Finalize Safety Data	
		Request Project Number, PIN, and Task Profile Numbers	
		Coordinate with Long Range Planning	
		Request and Finalize Traffic Data	
		Request Preliminary Survey Data	
		Initiate Division Reviews	
		Schedule Site Review (with appropriate Divisions)	

0EN1 Conduct Environmental Desktop Review

Complete NA Date Completed

		Confirm Environmental Desktop Review is Complete	
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0MM1 Conduct Multimodal Review

Complete NA Date Completed

		Confirm Multimodal Review is Complete	
		Review Multimodal Considerations & Recommendations	

0TO1 Conduct Initial Traffic Ops/TSMO Review *(include HQ Traffic Ops and Regional Traffic Office)*

Complete NA Date Completed

		Confirm Transportation Systems Management & Operations (TSMO) Alignment & Operations Review is Complete	
		Request Concept Report Review	

0ST1 Develop Structures Recommendations

Complete NA Date Completed

		Confirm Recommended Structure Type for Concept Report is Complete	
		Confirm Hydraulic Recommendations for Concept Report is Complete	

0SY1 Provide Preliminary Survey Data

Complete NA Date Completed

		Confirm Control Ground Survey Set	
		Review Preliminary Survey Data	
		Determine Time to Complete the Aerial Survey	

0GT1 Conduct Preliminary Geotechnical Assessment

Complete NA Date Completed

		Confirm Geotechnical Division Review is Complete	
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0RD1 Provide Roadway Desktop Review

Complete NA Date Completed

		Confirm Roadway Division Review is Complete	
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PIN:

Action Checklist

Action Checklist			
OSD2 Develop Draft Concept Report			Date Completed
Complete	NA		
		Conduct Intersection and Interchange Evaluation (IIE)	
		Complete Conceptual Signal Warrants	
		Develop Draft Conceptual Layouts/Crash Figures for Site Visit	
		Compile Initial Divisional Reviews for Site Visit	
		Prepare & Send Site Visit Packet	
		Lead Site Visit	
		Initiate Interstate Access Requests (IAR) Concept Coordination with FHWA (if applicable)	
		Develop, Compile, and Distribute the Draft Concept Report	
OTO2 Develop TSMO Scope Items <i>(include HQ Traffic Ops and Regional Traffic Office)</i>			Date Completed
Complete	NA		
		Confirm Signal Warrants Analysis is Complete	
		Confirm Lighting Warrants Analysis is Complete	
		Review and Confirm TSMO & ITS Scope and Budget	
ORW1 Complete Preliminary Right-of-Way Estimates			Date Completed
Complete	NA		
		Review and Confirm Preliminary Right-of-Way Cost Estimates	
OUT1 Complete Utility Preliminary Estimates			Date Completed
Complete	NA		
		Review and Confirm Preliminary Utility Estimate	
		Review and Confirm Preliminary Railroad Cost Estimate	
OSD3 Finalize Concept Report			Date Completed
Complete	NA		
		Compile and Review Initial Risk Assessment	
		Finalize Conceptual Layouts	
		Develop Environmental Technical Study Area (ETSA)	
		Address Comments and Finalize Concept Report	
		Address Comments and Finalize Interstate Access Requests (IAR) Document and Memo (if applicable)	
		Develop Roadway Safety Audit (RSA) No Plans Document	
		Submit the final Concept Report for Review and Signatures (as needed; see OSD3 for additional information)	
		Finalize Document and Upload All Needed Electronic Files	
		Notify the Project Management Director or Assigned Project Manager to Set Up Project (1PM1)	

PIN:

NA Justification

PIN:

**Concept Report
Table of Contents/Attachments**

	Included	NA
One-Page Summary (with project location map)		
Conceptual Layout(s) and Cross Section		
Environmental Technical Study Area (ETSA) Layout		
Concept Cost Estimate (Construction Year Estimate)		
TSMO & ITS Scope and Budget ¹		
ROW Form 44-A ¹		
Crash Packet ¹		
Crash Prediction Analysis ¹		
Site Visit Attendee List		
Environmental Desktop Review Form ¹		
Multimodal Considerations & Recommendations ¹		
Existing Structure Summary ¹		
Email or memo containing Structure Type Recommendations ¹		
Email or memo containing Hydraulic Recommendations ¹		
Hydraulic Data		
Intersection and Interchange Evaluation (IIE) Analysis and Summary Form		
Traffic Analysis Summary/Tables		
Forecasted Traffic Sheets ¹		
Traffic Modeling (e.g., Synchro, VISSIM, Highway Capacity Software (HCS) Output) ¹		
Signal Warrant ¹		
Lighting Warrant ¹		
Initial Risk Assessment using the Risk Assessment Form		
Final Interstate Access Request (IAR) Document and Memo with Letter from STID Director		
Road Safety Audit (RSA) No Plans ¹		
NA Justification		

¹ External document to STID