

APPENDIX R – Small Capital Value Projects Project Initiation Document

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APPENDIX R – Small Capital Value Projects Project Initiation Document

ARTICLE 1 Overview

Use of Small Capital Value Projects Project Initiation Document

The small capital value projects (SCVP) project initiation document (PID) is the project planning, scoping, and programming document for SHOPP Reservation projects with a total combined capital and support cost of \$3,000,000 or less, but more than the Minor B contract limit. See [Chapter 9](#) of the Project Development Procedures Manual for a discussion of SCVP.

The SCVP PID must be accurate and complete because both Headquarters and the district use the SCVP PID as the primary project reference document.

Guidance for Preparing a SCVP PID

Consult with the appropriate SHOPP program manager to ensure that the information needed to secure a programming commitment is included in the SCVP PID.

A cost estimate is the only document that is attached to the SCVP PID.

ARTICLE 2 Outline

General

The purpose of this outline is to identify the key elements to document in a SCVP PID. All headings presented in the outline shall be included in the PID.

Cover Sheet

The cover sheet for a SCVP PID is the standard signature sheet shown in Article 3 of this appendix. The SCVP PID is an engineering document and shall bear the seal of the registered civil engineer in responsible charge of the work.

Outline

See [Appendix L](#) for discussion of individual topics and discuss any specific issues with the appropriate headquarters SHOPP program manager.

ARTICLE 3 Template

This article is a template for the SCVP PID. When using any template, delete any italicized text within the body of the document. The italicized text provides instructions for template users and does not provide any value to the report.

Since this manual is only available in the portable document format (filename.pdf) an open XML document format (filename.docx) version of the template is available at:

<http://www.dot.ca.gov/hq/oppd/pdpm/templates/apdx-r-template.docx>

PROJECT INITIATION DOCUMENT

Request Programming in 20XX SHOPP

PROJECT LOCATION:

APPROVAL RECOMMENDED:

(Name), *DISTRICT PROGRAM MANAGER*

APPROVAL RECOMMENDED:

(Name), *PROJECT MANAGER*

APPROVED:

(Name), *DISTRICT DIRECTOR*

DATE

This project initiation document has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.

REGISTERED CIVIL ENGINEER

DATE



1. INITIATING OFFICE/INITIATOR

The Program Manager for the (*Enter program name here*) has established that a project is needed that meets the qualification for the Program.

This project initiation document provides conceptual approval of the proposal and a recommendation to program the project into the current State Highway Operation and Protection Program. A project report will serve as final approval of the proposal.

2. PURPOSE AND NEED

Purpose:

Need:

3. DEFICIENCY SUMMARY

4. PROJECT PROPOSAL

R/W:

Disposal Site:

Utilities:

Environmental:

5. PROGRAMMING

PROJECT CAPITAL COST		
Fiscal Year	Right of Way Capital	Construction Capital
FYXX		
FYXX		

Enter costs in thousands of dollars. State any key assumptions for the capital cost estimate.

PROJECT SUPPORT COMPONENTS									
Estimated	PA&ED 0 Phase		Design 1 Phase		Right of Way 2 Phase		Construction 3 Phase		Total
	District	DES	District	DES	District	DES	District	DES	
Personnel Years (PYs)									
Personnel Services Dollars (PS \$)									
Personnel Year Equivalent Dollars (PYE \$)									
Total Dollars									

Enter costs in thousands of dollars. State any key assumptions for support cost estimate.

6. SCHEDULE

HQ Milestones	Target Delivery Date (Month, Day, Year)
PA & ED	
Regular Right of Way	
Project PS&E	
Right of Way Certification	
Ready to List	
Approve Contract	
Contract Acceptance	
End Project	

State any key assumptions for the schedule.

7. ATTACHMENT

Attach a cost estimate with a high level itemization for the 5 highest cost items.