Choose an item.

**[Project Title]**

[State Route], MP [Begin] to MP [End]

[Enter multiple SR and MP as necessary]

[Work Order Number] [WIN Number] [PIN Number]

[Month Day, Year]

**WASHINGTON STATE DEPARTMENT OF TRANSPORTATION**

Choose an item.

[City], Washington

|  |  |
| --- | --- |
| **SIGNATURES** | TemplateVersion 2.2 |
| ENGINEER OF RECORD | REGION APPROVAL |
| This document has been prepared under my direct supervision in accordance with RCW 18.43 and appropriate WSDOT manuals.*PE stamp must be electronically signed using a digital representation of your handwritten signature per WAC 196-23.* *Include a date stamp with* the electronic signature. | Apply electronic signature using Adobe or Bluebeam including name and date. |
| *[insert title]* |
| ASSISTANT STATE DESIGN ENGINEER APPROVAL |
| Consult Design Manual Chapter 300. If ASDE approval is not required, simply type “Not Applicable per Design Manual Chapter 300.” in this box. |
| FHWA APPROVAL |
| Name, Title, Company, & Address: | Consult Design Manual Chapter 300. If FHWA approval is not required, simply type “Not Applicable per Design Manual Chapter 300.” in this box. |

# Choose an item. MEMORANDUM

**NOTE TO READERS**

This Choose an item. consist of several documents that are individual files. The final versions of these individual files have been stored on the Region network drive at [\*\*\*insert file directory\*\*\*] and given a file name in accordance with Design Bulletin #2021-01. These files will be uploaded into the WSDOT Enterprise Content Management system and then deleted from the Region network drive.

This memorandum provides an executive summary of the entire Choose an item. as required by Design Manual Exhibit 300-1 and the Design Documentation Package (DDP) Checklist. The structure of this memorandum follows the structure of the DDP Checklist that was used for this project. The DDP Checklist can be found in the project documentation as file Choose an item.\_WIN#\_TOC.pdf. The items listed in the DDP Checklist were developed under my supervision or under the supervision of a licensed professional as required by Design Manual Chapter 300 and Executive Order 1010.

*This memorandum is intended for the Project Engineer to explain unique issues regarding the project. The memorandum parallels the structure of the Design Approval (DA) or Project Development Approval (PDA) package as noted in Design Manual Exhibit 300-1 and the* [*DDP Checklist*](https://www.wsdot.wa.gov/publications/fulltext/design/ASDE/DesignDocumentationPackageChecklist.docx)*. The outline of the DA/PDA package has been created below. In each section below, write a high clip summary that discusses anything unique. Consider it an executive summary and cover project highlights associated with each item of the DA/PDA.*

# Project Description

*The BOD has a “Brief Project Description”. Start with this and expand upon it to give a full understanding of the project. If the project is BOD exempt, start with a project description from the Project Profile or Project Definition.*

# Introductory Documents

## Table of Contents

Version [insert version #] of the Design Documentation Package (DDP) Checklist was followed to determine the contents of this Choose an item. and serves as the Table of Contents. Items that are in this Choose an item. are indicated as such on the DDP Checklist form. The numbering system of this memorandum parallels the numbering system of the DDP Checklist. The completed DDP Checklist is included in the Choose an item. files.

## Memorandum

This document is the memorandum required by the DDP Checklist and serves as an executive summary of the project.

## Vicinity Map

A vicinity map of the project is included with the Choose an item. files.

# Project Summary Documents

## Project Profile

The Project Profile was completed on [insert date] and was printed from the Transportation Executive Information System (TEIS) and included with the Choose an item. files.

## Environmental Review Summary

The Environmental Review Summary (ERS) was completed on [insert date] and is included with the Choose an item. files.

## Basis of Design

The Basis of Design (BOD) was completed on [insert date] and is included with the Choose an item. files.

## Complete Streets

The project was assessed to determine if the Complete Street legislation applies via completing the Complete Streets Screening worksheet. The screening process determined that Complete Streets did/did not apply. This determination is documented using the Complete Streets Screening Worksheet and the worksheet is included with the Choose an item. files.

# Core Document Summary

*The following sections and their numbering line up with the index numbering that you will use for the DA/PDA from Exhibit 300-1 of the Design Manual and the* [*DDP Checklist*](https://www.wsdot.wa.gov/publications/fulltext/design/ASDE/DesignDocumentationPackageChecklist.docx)*. Using this numbering system will make it easy to connect the highlights you are including in this DA/PDA memorandum with the detail that can be found later in the DA/PDA. If a particular section below is not applicable, write a statement on why it was not applicable rather than just stating not applicable.*

## Design Parameter Sheets

*The* [*Design Parameters Sheets*](https://www.wsdot.wa.gov/publications/fulltext/design/ASDE/DesignParameterSheets.xlsx) *compare a design element dimensions (e.g. Width Tangent Roadway) between Existing, Design Manual, and Proposed. Provide a high clip discussion of any design elements that were unique on how they were chosen. List the design elements that do not meet Design Manual Guidance and indicate that there is a Design Analysis for each of these elements in Section 3.3 of the DA/PDA.*

## Safety Analysis

*Discuss the major findings of the safety analysis indicating how the safety analysis helped shape the project.*

## Design Analysis

*List all of the design analyses for the project. Provide a high clip summary of each. Indicate if the approval was FHWA, HQ Design, or Region.*

## Maximum Extent Feasible

*If there are maximum extent feasible documents, summarize them.*

## Plans for Approval – Conceptual

*Simply state the locations for which conceptual plans for approval exist. There is not much need for a detailed write-up because the plans will speak for themselves. If this is the PDA, delete “conceptual” in the 3.5 title and specifically list the files where the plans for approval can be found using the required file naming convention.*

## Alignment Plans and Profiles – Conceptual

*Write-up anything unique about the alignment and profile plans. Think of questions such as what was the max grade that you designed for, what superelevation chart did you use, and why did you chose the horizontal curvature you picked? If this is the PDA, this section is not applicable as all this information can be found in the plans and Design Parameters Worksheets. Therefore, for the PDA, simply indicate not applicable.*

## Cost Estimate

*State the current cost estimate. Compare this to the budget (WSDOT funded projects only). Indicate the WSDOT funding source (e.g. I1, I2, P1, P3). For non-WSDOT funded projects, indicate who is providing the funding.*

# Environmental Documentation

*What is contained in this section will vary if it is a DA or a PDA:*

* *DA: Environmental is not required to be complete for a DA. Therefore, if this is a DA memorandum, the content in this section will be a lot more preliminary and closer to what is described in the BOD. Start with the “Major Environmental Considerations” from the Basis of Design and embellish on it based upon what is known of the environmental documentation requirements at the point of DA. For example, at the point of DA, you often know if you are doing an EIS, EA, or CE and whether or not you need NEPA or SEPA.*
* *PDA: The environmental process is complete for the PDA. Write how the environmental considerations shaped the project, the permits the project acquired, the environmental process that was undertaken (e.g. NEPA or SEPA and EIS, EA, or CE checklist), and the conclusion to that process (e.g. ROD, FONSI, CE).*
* *Combined DA/PDA: The environmental process is complete, see the PDA bullet above.*

# Supporting Documents Summary

*Section 5 of the* [*DDP Checklist*](https://www.wsdot.wa.gov/publications/fulltext/design/ASDE/DesignDocumentationPackageChecklist.docx) *list all of the supporting documents that may be in the DA/PDA. If one of them is included in the DA/PDA, write a high clip summary of the supporting document here. For example, if the project has completed an Intersection Control Evaluation (ICE), include a section titled “Intersection Control Evaluation” and a short write-up that summarizes the ICE.*

# Other Approvals and Justifications

*Section 6 of the* [*DDP Checklist*](https://www.wsdot.wa.gov/publications/fulltext/design/ASDE/DesignDocumentationPackageChecklist.docx) *is for approvals and or justifications that were necessary for the project, but are not specifically listed in the checklist. In this section, list the “Other Approvals and Justifications” along with a short description of what it was. For example, if the project needed an approval for a closed pedestrian crossing, include a section titled “Closed Crossing” and a short write-up that summarizes it. If you have multiple items under one topic, keep the numbering system and add a sub-bullet. For example, if you have three approvals, have a sub-bullet for each and label them 6.1.1, 6.1.2, and 6.1.3.*

# Other Items

*This last section of the DA/PDA is to document items that the project team believes should be included. If “Other Items” are added, simply provide a high clip summary of those items in this section. If you have multiple items under one topic, keep the numbering system and add a sub-bullet. For example, if you have three “other items”, have a sub-bullet for each and label them 7.1, 7.2, and 7.3. You may even carry the sub-bullets further to organize items under the same or similar topics. For example, if you have three different locations where you would have a unique multimodal issues that shaped your project, you can note it under the topic of 7.1 as “Multimodal Accommodation” and then have sub-bullet 7.1.1, 7.1.2, and 7.1.3.*