NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS
SCOPING/PREDESIGN MEETING WORKSHEET
(Planning or Development Projects)

A. General:	
1. Airport:	Proposed SBG - - -
2. Date of Meeting:	
3. Proposed Project Description (describe project deliverables):	

B. Engineer's Contract		
Item	*Address*	*Notes*
1. AC 150/5100-14:	☐	Consultant selection was carried out in accordance with this AC.
2. Record of Negotiations:	☐	A record of negotiations will be submitted for concurrence.
3. Sponsor Certification for Selection of Consultants:	☐	This certification will be included with the grant application.
4. Independent Fee Estimate:	☐	If consulting fees are expected to exceed $100,000, then an IFE is required. If less than $100,000, an IFE is optional and AIP-eligible.

C. Planning Considerations		
Item	*Address*	*Notes*
1. Subconsultants Needed:	☐	Sub #1: Sub #2: Sub #3:
2. Level of Data Collection Required:	☐	Expectations:
3. Alternatives to be Explored:	☐	Expectations:
4. Unique Studies:	☐	Sustainability; Section 106 of NHPA; Wildlife Hazard Assessment; others?
5. Stakeholder Input:	☐	Number of meetings: Timing of meetings:
6. Deliverables Expected:	☐	List: Note: ALP SOP checklist
7. Agency Coordination:	☐	List:

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D. Design Parameters:		
Item	*Address*	*Notes*
1. Applicable FAA Advisory Circulars, dated:	☐	Current AC list is dated 12-31-2015 http://www.faa.gov/airports/aip/media/aip-pfc-checklist.pdf
2. Design Aircraft (ARC):	☐	ARC for wingspan: ARC for weight:
3. Pavement Design Form 5100 (include sketch):	☐	This form will be filled out and submitted for acceptance.
4. Use FAA or State construction standard specification.	☐	Select FAA or State standards. State standards requires approval and can only be used when the design aircraft is 12,500 lbs or less.
5. Frost (limited protection 60%):	☐	Will the project be checking the pavement design to accommodate 60% frost protection?
6. Drainage (5-year storm minimum):	☐	What standard is needed to apply for permits (if necessary)?
7. Lighting:	☐	What airfield lighting is planned/requested? LED (not for HIRLS, REILS, obstruction lighting), in-pavement, reflectors, etc.?
8. Engineer's Design Report	☐	Expectations:

E. Equipment Purchases:		
Item	*Address*	*Notes*
1. SRE Calculations:	☐	FAA AC to calculate eligible equipment. Only applies to AIP funded purchases.
2. Current Equipment Age:	☐	Over 10 years if purchased with AIP funds.
3. Fair Market Value:	☐	Threshold of $5,000 value. AIP Handbook paragraph 5-67 and Table 5-39.
4. Sole Source/Buy American:	☐	Equipment cannot be proprietary or sole sourced. Brand names can be referenced but use "approved equal" caveat.
5. Special or Additional Features:	☐	How is the airport going to use the equipment? Additional lights, plow, spare tires*, fire extinguishers, etc. Needs to be justified. GPS and laptops not normally justifiable.
6. Development Grant	☐	Amendments and Change Orders ok but can't guarantee funds available. No price escalation costs are acceptable.

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F. Land and Easement Projects:		
Item	*Address*	*Notes*
1. Survey(s):	☐	Engineer to Complete
2. Environmental Site Assessment – Phase I:	☐	Engineer to Complete
3. Appraisal:	☐	Engineer to Complete
4. Review Appraisal:	☐	Engineer to Complete
5. Legal Costs:	☐	Engineer to Complete
6. Relocation Expert:	☐	Engineer to Complete
7. Purchase of Property:	☐	Sponsor to Complete (physically cutting a check)
8. Closing Costs:	☐	Sponsor to Complete
9. Demolition:	☐	Engineer to Complete
10. Grant Administration/Engineering	☐	Engineer to Complete
11. Sponsor Administration:	☐	Sponsor to Complete

G. Submission of Plans and Specs, number of copies:				
Submission		*State*	*Sponsor*	*Other?*
Preliminary Plan Review Submission	Plans (paper or CD)			
	Specs			
As-Advertised/Bid Set	Plans			
	Specs (paper or CD)			
Contract Set (Conformed Set)	Plans			
	Specs			
Record Drawings	Plans (paper or CD)			

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H. Special Local Conditions:		
Item	*Address*	*Notes*
1. Location of Underground Cables:	☐	Phone, fiber optics, power, etc.
2. Location of FAA Cables:	☐	NAVAIDs
3. Location of Weather Bureau Cables:	☐	AWOS, ASOS, AWSS
4. Location of Other Utilities:	☐	Gas, sewer, etc.
5. Navigational Aids:	☐	Critical areas, schedules for shutdowns with FAA Tech Ops

I. Environmental Considerations		
Item	*Address*	*Notes*
1. CATEX, FONSI, ROD for NEPA:	☐	Identify anticipated environmental finding.
2. Section 106 of National Historical Preservation Act finding:	☐	Identify (1) no potential to cause effects, (2) has effects but not adverse, or (3) has effects that are adverse.
3. Environmental Permits Needed:	☐	Alteration of Terrain; Wetlands, Timber Harvesting; Section 401 and 404; local permits, fuel tank, other permits?
4. Likely Environmental Permit Schedule:	☐	When are permits likely to be issued?
5. Permanent/Temporary Ground Disturbance	☐	Could impact Section 106 of NHPA, wetlands, alteration of terrain, etc.

J. Construction Considerations		
Item	*Address*	*Notes*
1. Full/Part Time Inspection:	☐	Select one.
2. Inspection During Paving:	☐	If on the airfield, then Yes.
3. Monthly Report:	☐	Submitted with grant reimbursements. Maintain daily reports at airport or consulting firm.
4. Construction Management Plan:	☐	Needed if pavement, soil, or other material tests will be conducted AND the pavement, subgrade, subbase, and base cost is >$500,000
5. Flight Check Required	☐	If NAVAIDs were turned off, relocated, or added during construction, a flight check is required.

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K. Aircraft Activities/Airfield Shutdown/Phasing:		
Item	Address	Notes
1. Construction Safety and Phasing Plan (CSPP):	☐	When will CSPP be submitted via OE/AAA (45-day review period needed)?
2. User Coordination:	☐	Sponsor to take care of.

L. Timing of Documents or Efforts		
Item	*Address*	*Notes*
1. Construction Start:	☐	Approximate date:
2. Project Application:	☐	Deadline: April 1, 20xx
3. Bid Opening:	☐	Approximate date:
4. Advertisement for Bids (cannot be prior to DBE goal approval):	☐	Approximate date:
5. Location of Underground Cables (Dig Safe):	☐	Completed by date:
6. Submit Final Plans & Specs:	☐	Approximate date:
7. Environmental Permits Received:	☐	Approximate date:
8. Submit Preliminary Plans & Specs:	☐	Approximate date: Note: requires 30-day comment period
9. Public Meetings (if any):	☐	Approximate date:
10. Submit Construction Safety and Phasing Plan:	☐	Approximate date: Note: requires 45-day comment period
11. Complete Pavement/Drainage Design:	☐	Approximate date:
12. Complete Surveys/Borings/Obstruction study/Data Collection:	☐	Approximate date:
13. Land Acquisition/Easements Obtained:	☐	Approximate date:
14. Submit CATEX document:	☐	Approximate date:
15. Submit Intergovernmental Review:	☐	Approximate date:
16. Independent Estimate:	☐	Completed by date:
17. Engineering Contract Proposal:	☐	Completed by date:

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M. Administrative Considerations		
Item	*Address*	*Notes*
1. Timeliness of Submitting Final Documents:	☐	10% of grant amount shall be withheld pending submission of satisfactory final documentation
2. Airspace Review needed?	☐	https://oeaaa.faa.gov
3. Coordination with FAA Lines of Business?	☐	Flight check; instrument procedures development; NAVAID coordination/shutdown; ATC; others?
4. Sponsor Force Account?	☐	Will any of sponsor's own forces be used for engineering or construction efforts? Require pre-approval.
5. Closeout Report/Documentation:	☐	Closeout report + record drawings + project photos + final grant reimbursement request (at a minimum). Submit 2 CDs with all data + 2 hardcopy closeout reports + 1 full-size record drawing set.
6. Sponsor Certification of Project Completion:	☐	Will include with Closeout Report
7. Contract Changes Need Advanced Approval:	☐	Includes engineering supplemental agreements and construction change orders.
8. Ineligible project items?	☐	List items:
9. Exhibit "A" acceptance:	☐	Only if airport property boundaries have changed.
10. Land Acquisition/Easements:	☐	Submit recorded deeds.
11. DBE Goals and Accomplishments:	☐	3-year DBE Goals approved by FAA:_____ Annual DBE Goal accomplishments reported by Dec. 1
12. Environmental Requirements (EA, Permits):	☐	Must be in hand before construction start.
13. Update ALP/5010:	☐	Submit required information.
14. Compliance Issues Addressed:	☐	List Issues:
15. Project Documentation List	☐	Use checklist for project documentation for outside users.doc

N. IOUs:		
Item	Address	Notes
1.	☐	Responsible person:
2.	☐	Responsible person:
3.	☐	Responsible person:
4.	☐	Responsible person: