

**ODOT DESIGN NARRATIVE:**

The ODOT Design Narrative provides additional information on the status of the project from technical disciplines and subject matter experts involved on the project delivery team. This form is a used at different project development phases from Draft Design Acceptance Phase (DAP), Design Acceptance Phase (DAP), Preliminary Plans, Advance Plans to Final Plans. Please select the correct project development phase to correctly name the form. As one of deliverables at DAP, this form is required at DAP.

The Project Lead is responsible for completing this form in collaboration with other project team members (PDT), Tech Center Manager, Area Manager, and Funding Program Manager(s). Information captured in this form also includes clarification on the outstanding items listed in the DAP Exception Request.

[ODOT Certification of Design Acceptance process map](#)

**Storage - ProjectWise**

Final DAP documents will be housed in Project Wise within the DAP Folder. When the DAP Phase is complete the Project Lead will create a “set” containing the Certification of Design Acceptance with accompanying checklist, Design Acceptance Narrative, Exception Request (if required) and supporting documents from checklist and place it in the DAP Folder. Project Lead will then change the state of the files in the “set” to final to trigger review of the package. See [ProjectWise Project Initiation to PS&E Workflow](#) and [Narrative](#) for more information on the review process.

The templates for the Certification of Design Acceptance with accompanying Checklist, Narrative and Exception Request are posted on the [Project Delivery Guide site](#) and also in the [ProjectWise template folder](#).

Section	Description
<p><b>Project Data</b></p>	<p>Functional Classification: ____            Current ADT (Year): ____            % Heavy Veh: ____            Design Speed: MPH ____            Design Standard: (4R/3R) ____            Design ADT (Year): ____            Posted Speed: MPH ____</p>
<p><b>Project Location and Overview</b></p>	<p>Describe the physical location of project; include vicinity map of the project area (JPG, PNG, BMP, TIF).</p>
<p><b>Project Management</b></p>	<p>Provide summary of the following items;</p> <ul style="list-style-type: none"> <li>• <b>Project Scope</b> – Describe any changes to the project scope, include any changes to the purpose, need and design solution from what is in the approved project charter.</li> <li>• <b>Project Schedule</b> – Any changes to baselined schedule.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Project Budget</b> – Any changes to baselined budget, compare to STIP.</li> <li>• <b>Project Risk/ Outstanding Issues</b> – Describe the risks and issues of the project and the mitigation strategies to address these risks; Include risks to footprint, resourcing, schedule, stakeholders, agreements needed from other entities, ROW hold outs, other tripwires. Status of Risk/Issues Log</li> <li>• Any next steps</li> </ul>
<b>Intergovernmental Agreement (IGA)</b>	Provide status update of the IGA if there is a change or if a new IGA is needed. Include IGA number.
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Describe Outreach efforts and Public Involvement Plan, and Project Information Paper (PIP) and Project Website, if applicable. Describe both the public and political support for this project. Provide a link to the project website.</li> <li>• What are the responses from the stakeholders? Were there any petitions, correspondence, political commitments and if so what?</li> </ul>
<b>Planning and Local Permits</b>	<p>Describe the following items;</p> <ul style="list-style-type: none"> <li>• Planning documents (e.g., TSP, Facility Plan) applicable to this project, including document year, relevant design standards/projects/policies, and consistency with this project.</li> <li>• Other plans, designations, regulations, or previously issued permits that could influence the design of the project (e.g., special planning studies, STA, IAMP, IGA, EA/EIS).</li> <li>• Expected local land use permits (e.g., development permit, conditional use, floodplain, right-of-way, variance from noise regulations).</li> </ul>
<b>Constructability</b>	Describe Issues, staging concerns, etc., describe both optimal construction window that incorporates in water work (IWW) and Modular Block Wall (MBW), and actual construction window, how many years will it take to complete work, any known projects that may be occurring at the same time? Opportunities for alternative procurement or contracting, or any advance construction (Utility Relocation, Demolition) or material purchase (Sign structures or VMS). Is a separate tree clearing contract or “Other phase” needed (Landscaping Contracts), anything that could be procured ahead of time? This reduces the possibility of conflicts of utility relocations to impact schedule. <b>Constructability Memo.</b>
<b>Access Management</b>	Provide a high level overview of the Access Management Strategy for the project and the impacts and risks. Frontage Roads? Summarize Official Project Access List (OPAL), the AMStrat, or Exception Memo.
<b>Roadway</b>	<p>Overview of design controls, criteria, and design elements, horizontal/vertical alignment, typical section and guardrail needs.</p> <p>TERMINI: Where does the project end? Why does the project end there?</p> <p>VALUE ENGINEERING – Overview of VE process/ memo- if applicable</p> <p>DESIGN EXCEPTIONS – Describe design exceptions, their status of</p>

	<p>approval and if approval is pending, provide expected approval date accompanied with DAP Exception Letter.</p> <p>ADA CONSIDERATIONS– Describe ADA requirements associated with this project. ADA Requirement Concurrence if applicable. Outreach to affected communities.</p> <p>SPECIAL DESIGN ELEMENTS – Describe special design element that require Railroad Orders, Aeronautic Approvals, Port approvals and Utilities.</p>
<b>Alternatives Studied</b>	Provide an overview of alternatives considered and criteria utilized to select the preferred option.
<b>Bicycle, Pedestrian and Transit Facilities</b>	<p>Describe existing bicycle, pedestrian, and transit facilities/routes.</p> <p>Describe how the project will maintain or improve bicycle, pedestrian, and transit facilities/routes.</p> <p>What is the potential for future improvement of these facilities/routes?</p>
<b>Traffic Data and Safety Features</b>	<p>Describe traffic data, crash history and safety features considered</p> <p>STATUS of TRAFFIC APPROVALS</p> <ul style="list-style-type: none"> <li>• Have all traffic structures been identified?</li> <li>• Have all signal poles been identified?</li> <li>• Have all luminaire poles been identified?</li> <li>• Overview of the Traffic Unit's recommendations (eg, turning lanes) for the design of bridges on the project?</li> </ul>
<b>Work Zone, Mobility, Staging and TPAR</b>	<p>Provide a high level overview of the transportation management strategies used to manage the temporary work zone impacts and accommodations for public traffic, Temporary Pedestrian Accessible Route (TPAR). Summarize: Traffic Management Plan (TMP), Work Zone Decision Tree (WZDT), and the Draft Mobility Considerations Checklist (MCC). Describe anticipated DETOURS</p> <p>STAGE CONSTRUCTION</p> <ul style="list-style-type: none"> <li>• What will the staging concept be?</li> <li>• Where will detours be needed?</li> <li>• How has the local agreement been worked out for detours?</li> </ul> <p>TEMP PROTECTION &amp; DIRECTION OF TRAFFIC</p> <ul style="list-style-type: none"> <li>• What are the site specific safety issues? (high volumes, local special events)</li> </ul>
<b>Pavement Markings, Permanent Signing and Illumination</b>	Describe traffic elements (signing, striping, illumination, ITS) and their issues associated with the project.
<b>Hydraulic/Drainage/Storm water</b>	<p>Describe hydraulic issues associated with this project. Summarize Hydraulic Memo</p> <p>DESIGN DEVIATIONS – Describe hydraulic design deviations, their status of approval and expected approval date, if applicable.</p>

	<ul style="list-style-type: none"> <li>• Overview of the Hydraulic Unit's recommendations (eg, bottom of bridge beam elevation) for the design of bridges on the project?</li> </ul>
<b>Pavement Design</b>	<p>Describe what alternates were considered for the overall project? What special features were included and why?</p> <p>What is the condition of the existing surfacing and what is the recommendation from Pavement Design? (new vs. old)</p> <p>Are there special features or recommendations? (ie. dig out, geotextile, perf. pipe or other drainage considerations, etc Describe pavement issues associated with the project. Provide summary of Preliminary Pavement Design Narrative/Memo.</p> <p>Overview of the approach pavement design at bridge approaches.</p>
<b>Bridge</b>	<p>DESIGN CONTROLS, CRITERIA, AND INNOVATIONS – Overview of design controls, criteria, and innovations.</p> <p>Describe structural ISSUES and RISKS associated with the bridge(s) on this project.</p> <p>ADVANCED INVESTIGATIONS – Have pre-design load ratings, deck testing, or other pre-design analyses been adequately completed to pass DAP Phase Gate?</p> <p>Summarize the TS&amp;L Report and the ALTERNATIVES STUDIED – Overview of Alternatives studied and documented in the Bridge TS&amp;L Report, including design elements, typical section, and bridge rail needs.</p> <ul style="list-style-type: none"> <li>• What are Bridge Section's recommendations?</li> </ul> <p>DESIGN DEVIATIONS – Describe bridge design deviations, their status of approval and expected approval date, if applicable.</p> <p>SPECIAL DESIGN ELEMENTS – Describe special design element that require, for example, Railroad Orders, Aeronautic Approvals, Port or Coast Guard approvals, if applicable.</p> <p>ADA CONSIDERATIONS– Describe ADA requirements associated with the bridge(s).</p> <p>VALUE ENGINEERING – Overview of VE process / memo applicable to the bridge(s), if applicable.</p>
<b>Rail</b>	<p>Describe any railroad crossings, crossing orders, etc. Obtain information from ODOT Rail.</p> <ul style="list-style-type: none"> <li>• Is the project within 500' of a Railroad?</li> <li>• Are you altering an existing Railroad crossing within the safe stopping sight distance?</li> <li>• Contact Rail Division. They will determine if a Crossing Order is required.</li> <li>• Is a Right of Entry/Temporary use of Railroad property needed for research purposes?</li> </ul>
<b>Roadside Development</b>	<p>Describe erosion control, planting plan, and wetland mitigation from the landscape architect/environmental.</p>

<p><b>Other Structures</b></p>	<p>Retaining walls, sound walls, culverts&gt;6', traffic structures (eg, overhead sign supports), subsurface structures (eg, vaults), trenchless pipe replacements and shoring (temporary).</p> <p>DESIGN CONTROLS, CRITERIA, AND INNOVATIONS – Overview of design controls, criteria, and innovations.</p> <p>Describe structural ISSUES and RISKS associated with the structure(s) on this project.</p> <p>Summarize the “Other Structures” TS&amp;L Report(s) and the ALTERNATIVES STUDIED – Overview of Alternatives studied and documented in the “Other Structures” TS&amp;L Report, including design elements, typical section.</p> <p>DESIGN DEVIATIONS – Describe design deviations, their status of approval and expected approval date, if applicable.</p>
<p><b>Geology, Material Source/Disposal Sites</b></p>	<p>Describe geological issues associated with this project. Describe any Federal, State, or local permit requirements associated with the material sources. Summarize Geology Memo.</p>
<p><b>Hazardous Materials</b></p>	<p>Describe hazmat issues associated with this project. Summarize Hazmat Memo.</p>
<p><b>Geotechnical Considerations</b></p>	<p>Describe geotechnical issues associated with this project Summarize Geotechnical Memo</p> <p>DESIGN DEVIATIONS – Describe geotechnical design deviations, their status of approval and expected approval date, if applicable.</p> <ul style="list-style-type: none"> <li>• Overview of the Geotechnical Unit's recommendations (eg, pile design parameters) for the design of bridges on the project?</li> </ul>
<p><b>Environmental and Required Permits</b></p>	<p>Describe environmental issues/ risks associated. Summarize the Environmental Baseline Report, and note Required Permits</p> <p>CONSIDER THE FOLLOWING:</p> <ul style="list-style-type: none"> <li>• Wetland, Waterways and WATER QUALITY</li> <li>• Biological threatened or endangered Species</li> <li>• Fish Passage</li> <li>• Historic and Archeology</li> <li>• Visual Impacts</li> <li>• Air, Noise or energy impacts</li> <li>• 4f/6f</li> <li>• Pre-con activity</li> <li>• Socioeconomic impact</li> <li>• Erosion Control</li> </ul> <p>VARIANCES – Describe environmental variances, their status of approval and expected approval date, if applicable.</p>
<p><b>Survey Control and Right of Way Retracement</b></p>	<p>Survey (general limits, quality level, special features, and utilities).</p>

<b>Right of Way</b>	<p>Generally describe the needed right-of-way?</p> <ul style="list-style-type: none"> <li>• Who has the project been coordinated with? (R/W Liaison?)</li> <li>• What is the estimated cost of the acquisition?</li> <li>• What is the nature of the acquisitions? (Partial vs. total)</li> <li>• Are there displacements? (Business and/or residential</li> </ul>
<b>Utilities</b>	<p>What utilities are on the project? Describe utility issues/ risks associated with this project. Which utilities have been tied? (List contacts) Draft Utility Conflict List</p> <p>What will the cost for relocations be for each utility?</p> <ul style="list-style-type: none"> <li>• Within an Urban Growth Boundary has the city been asked about extra conduits?</li> </ul>
<b>Maintenance Elements</b>	<p>Concerns (Locations prone to potholing, cracking, sinks, slides or rock falls, icy conditions, wildlife incidents, crashes, debris, culvert or drainage failure; past HAZMAT incidents; lane narrowing opportunities; cross slope issues; ODOT permits needed, etc;</p> <p>What items are being addressed with this project? Which items are not being addressed with this project?</p> <p>Maintainability of proposed improvements.</p>
<b>PDT Members</b>	<p>List PDT members.</p>