

# Acronyms and Glossary of Terms

## Acronyms

**AASHTO**- American Association of State Highway and Transportation Officials

**ACHP**- Advisory Council on Historic Preservation

**ACP**- Asphalt Concrete Pavement

**ADA**- Americans with Disabilities Act

**ADT**- Average Daily Traffic

**AE**- Architect or Engineer

**AGC**- Associated General Contractors

**AMRL**- AASHTO Materials Reference Laboratory

**ANSI**- American National Standards Institute

**APE**- Area of Potential Effects

**APWA** American Public Works Association

**ATB**- Asphalt Treated Base

**BA**- Biological Assessment

**BE**- Biological Evaluation

**BIC**- Bridge Inspection Committee

**BMP**- Best Management Practices

**BMS**- Bridge Management System

**BO**- Biological Opinion

**BRAC**- Bridge Replacement Advisory Committee

**BRR**- Bridge Replacement and Rehabilitation, a federal aid funding program administered by FUWA and WSDOT

**CA**- Certification Acceptance

**CAAA**- Clean Air Act Amendments of 1990

**CAO**- Critical Area Ordinance

**CCIS**- Construction Contracts Information System

**CCRL**- Cement and Concrete Reference Laboratory

**CE (NEPA)**- Categorical Exclusions

**CE (SEPA)**- **Categorical Exemptions**

**CEQ**- Federal Council on Environmental Quality

**CFDA**- Catalog of Federal Domestic Assistance

**CFR**- Code of Federal Regulations

**CMAQ**- Congestion Mitigation and Air Quality Program

**CMS**- Congestion Management System

**COA**- Condition of Award

**COE**- U.S. Army Corps of Engineers

**COG**- Council of Governments

**CRAB**- County Road Administration Board

**C3R**- Close, Repair, Rehabilitate, or Replace

**CTR**- Commute Trip Reduction Legislation

**CUF**- Commercially Useful Function

**DAF**- Damage Assessment Forms

**DB**- Disadvantaged Business

**DBE**- Disadvantaged Business Enterprise

**DCDIDEM**- Department of Community Development] Division of Emergency Management

**DEIS**- Draft Environmental Impact Statement

**DEQ**- Montana Department of Environmental Quality

**DFO**- Disaster Field Offices

**DHV**- Design Hourly Volume

**DIR**- Damage Inspection Report

**DLI**- Montana State Department of Labor and Industries

**DNRC**- Montana Department of Natural Resources and Conservation

**DNS**- Declaration of Non-Significance (SEPA Document)

**DOC**- Federal Department of Commerce

**DOI**- Federal Department of the Interior

**DOT**- Federal Department of Transportation (same as USDOT)

**DPS**- Distinct Population Segment

**DRM**- Disaster Recovery Manager

**DSR-** Damage Survey Reports

**DS&S-** Decent, Safe, and Sanitary (housing)

**DT-** Diagnostic Team

**DV-** Determination of Value

**EA-** Environmental Assessment; Economic Area

**EAC-** Enhancement Advisory Committee

**ECR-** External Civil Rights

**EEO-** Equal Employment Opportunity

**EIS-** Environmental Impact Statement

**EMD-** Emergency Management Division

**EO-** Executive Order

**EPA-** Federal Environmental Protection Agency

**EQA-** Environmental Quality Administrator

**ER-** Emergency Relief

**ERFO-** Emergency Relief for Federally-Owned Lands

**ESA-** Endangered Species Act

**ERR-** Environmental Review Record

**ESU-** Evolutionarily Significant Unit

**FA-** Federal Aid

**FAA- Federal Aviation Administration**

**FAPG-** Federal Aid Policy Guide

**FAR-** Federal Acquisition Regulation

**FEIS-** Final Environmental Impact Statement

**FEMA-** Federal Emergency Management Agency

**EERC** — Federal Energy Regulatory Commission

**FHWA-** Federal Highway Administration

**FLH-** Federal Lands Highway

**FMIS-** Federal Management Information System

**FMV-** Fair Market Value

**FONSI-** Finding of No Significant Impact

**FTA-** Federal Transit Administration

**FWCA-** Fish and Wildlife Coordination Act

**FWPCA-** Federal Water Pollution Control Act

**F&WS-** Federal Fish and Wildlife Service (also

USFWS)

**GAR** -Governor’s Authorized Representative

**GMA-** Growth Management Act

**GSP-** General Special Provisions

**HBRRP-** Highway Bridge Replacement and Rehabilitation Program

**HOY-** High-occupancy Vehicle

**HPA-** Hydraulic Project Approval

**HPR-** Highway Planning and Research Projects

**HUD-** Federal Department of Housing and Urban Development

**H&LP-** Highways and Local Programs

**IC-** Interstate Completion

**IDT-** Interdisciplinary Team

**IM-** Interstate Maintenance

**IMS-** Intermodal Management System

**ISTEA-** Intermodal Surface Transportation Efficiency Act of 1991

**ITE-** Institute of Transportation Engineers

**KP-** Kilometer Post

**LA-** Local Agency

**LAG-** Local Agency Guidelines

**LF-** Load Factor

**LPA-** Local Public Agency

**LRFD-** Load and Resistance Factor Design

**LRP-** Long-Range Plan

**LTG-** Local and/or Tribal Government

**MCA-** Montana Codes Annotated and Montana Contractors Association

**MDT-** Montana Department of Transportation

**MEPA-** Montana Environmental Policy Act

**MOA-** Memorandum of Agreement

**MP-** Milepost

**MPWSS-** Montana Public Works Standard Specifications

**MPO-** Metropolitan Planning Organization

**MUTCD-** Manual on Uniform Traffic Control Devices

**MSA and CMSA-** Metropolitan Statistical Area

**MSD-** Material Sources Data

**NAAQS-** National Ambient Air Quality Standards

**NACEIP-** National Advisory Council for Historic Preservation

**NBI-** National Bridge Inventory

**NBIS-** National Bridge Inspection Standards

**NCHRP-** National Cooperative Highway Research Program

**NEPA-** National Environmental Policy Act

**NHPA-** National Historic Preservation Act

**NHS-** National Highway System

**NICET-** National Certification in Engineering Technologies

**NOA-** Notice of Award

**NPDES-** National Pollutant Discharge Elimination System

**NPS-** National Park Service of the Federal Department of the Interior

**NR-** New/reconstruction

**NTP-** Notice to Proceed

**NWPMA-** Northwest Pavement Management Association

**OA-** Obligation Authority

**OAHP-** Office of Archaeological and Historic Preservation

**OFCCP-** Office of Federal Contract Compliance Programs (Department of Labor)

**OJT-** On-the-Job Training

**OMB-** Federal Office of Management and Budget

**OST-** Office of the Secretary of Transportation

**PCC-** Portland Concrete Cement

**PDA-** Preliminary Damage Assessment

**PDEIS-** Preliminary Draft Environmental Impact Statement

**PE-** Preliminary engineering; also Professional Engineer

**PFE-** Project Funding Estimate

**PL-** Public Law

**PM-** Project Manager

**PMR-** Project Management Review

**PMS-** Pavement Management System

**PPI\I-** Policy and Procedure Memorandum

**P&PSC-** Planning and Programming Service Center

**PR-** Preliminary Report

**PSA-** Project Specific Agreement (between MDT and the LTG)

**PS&E-** Plans, Specifications, and Estimates

**PTMS-** Public Transportation Management System

**RFP-** Request for Proposal

**RFQ-** Request for Quotations

**RFQQ-** Request for Quotation and Qualification

**ROD-** Record of Decision

**RRP, RRS-** Railway-Highway Grade Crossing

**R&D-** Research and Development

**R/R-** Railroad, Railway

**ROW-** Right-of-Way

**SCS-** Soil Conservation Service (US Department of Agriculture)

**SDWA-** Safe Drinking Water Act

**SEIS-** Supplemental Environmental Impact Statement

**SHPO-** State Historical Preservation Officer

**SIP-** State Implementation Plan

**SMS-** Safety Management System

**SMSA-** Standard Metropolitan Statistical Area

**SOQ-** Statements of Qualifications

**SOV-** Single Occupancy Vehicle

**SSP-** Storm water Site Plan

**STIP-** Statewide Transportation Improvement Program

**STP-** Surface Transportation Program

**STRAHNET-** Strategic Highway Network

**TCP-** Traffic Control Plan  
**TCM-** Transportation Control Measures  
**TDM-** Transportation Demand Management  
**TEA-21-** Transportation Equity Act for the 21st Century  
**TESC-** Temporary Erosion Sedimentation Control  
**THPO-** Tribal Historic Preservation Officer  
**TIB-** Transportation Improvement Board  
**TIP-** Transportation Improvement Program  
**TMS-** Traffic Monitoring System  
**TRB-** Transportation Research Board  
**TSM-** Transportation System Management  
**TSME-** Transportation Systems Management Element  
**TS&L-** Type, Size, and Location Stage of Design  
**T2-** Technology Transfer  
**UBIT-** Under Bridge Inspection Truck  
**USC-** United States Code

**USDA-** United States Department of Agriculture  
**USDOL-** United States Department of Labor  
**USDOT-** United States Department of Transportation (same as DOT)  
**USFS-** United States Forest Service  
**USFWS-** United States Fish and Wildlife Service (also F&WS)  
**UZA-** Urbanized Area  
**VE-** Value Engineering  
**WBE-** Women's Business Enterprise  
**WOAP-** Work Order Accounting Plan  
**WRIA-** Water Resource Inventory Area  
**WS-** Working Stress  
**2-R-** Resurfacing and Restoration  
**3-R-** Resurfacing, Restoration, and Rehabilitation  
**4-R-** Resurfacing, Restoration, Rehabilitation, and Reconstruction

# Glossary of Terms

**ADA-** The Americans with Disabilities Act of 1990 which mandates sweeping changes in building codes, transportation, and hiring practices to prevent discrimination against persons with disabilities, not just in projects involving federal dollars, but all new public places, conveyances, and employers.

**Ad and Award-** Advertising and award of a construction contract., includes all aspects of contract administration.  
**Additional Contributions –** LTG funds that are not being used to meet the match requirements and are reflected on the initial program request and on subsequent modifications. Used when federal financial assistance will not be used or is not eligible to participate in certain specified work elements identified in the approved scope of work.

**Administrative Settlement-** A negotiated settlement of a right of way acquisition case in which the acquiring agency has administratively approved payment in excess of fair market value as shown on the agency's approved determination of value (DV).

**Agency Administrator-** A local agency official empowered by position or delegated the authority to administer transportation projects.

**Agency-Force Work-** Construction work done by an agency's employees, or by one public agency for another.

**Annual Average Daily Traffic (AADT)-** The estimate of typical daily traffic on a road segment for all days of the week, Sunday through Saturday, over the period of one year.

**Annual Element-** The first year of a local agency's six-year Street or Road Program which is reviewed each year by the Area wide Clearinghouse to ensure intergovernmental coordination of transportation programs.

**Annual Seasonal Factors-** The set of 12 factors, one for each month of the year that is used to adjust coverage counts to estimates of AADT. Annual seasonal factors make use of the full year's data collected by continuous counters.

**Approval Authority-** The position title designated in the Certification Acceptance Qualification Agreement as responsible for approving a document or stage of a federal aid transportation project.

**Area wide Clearinghouse-** A regional planning agency that reviews the transportation programs of constituent agencies to ensure area wide coordination.

**Automatic Traffic Recorder-** A device that records the continuous passage of vehicles across all lanes of a given section of roadway by hours of the day, days of the week, or months of the year.

**CA-** Certification Acceptance, the process of approving local agencies to administer their federal aid transportation projects.

**CAAA-** The Clean Air Act Amendments of 1990 identify "mobile sources" (vehicles) as primary sources of pollution and call for stringent new requirements in metropolitan areas and states where attainment of National Ambient Air Quality Standards (NAAQS) is or could be a problem.

**CE (NEPA)-** Categorical exclusions, actions that do not individually or cumulatively have a significant effect on the environment.

**CEQ-** Federal Council on Environmental Quality.

**CFR-** The codified administrative regulations of the federal government.

**CMAQ-** The Congestion Mitigation and Air Quality Program is a \$6 billion funding program contained in Title I of ISTEA. Funds are provided for projects and activities that reduce congestion and improve air quality.

**COG-** Council of Governments is a voluntary consortium of local government representatives, from contiguous communities, meeting on a regular basis and formed to cooperate on common planning and to solve common development problems of their area.

**C3R-** Close, repair, rehabilitate, or replace options to improving existing public bridges.

**City/County, Local Agency, or Agency-** Any municipal corporation within the state of Montana.

**Class I Projects-** Those projects likely to have a significant impact and requiring an EIS.

**Class II Projects-** Those projects with no significant impact and excluded from environmental documentation requirements.

**Class III Projects-** Those projects in which the significance of impacts is not established. Such projects require an EA to evaluate the extent of the project impacts.

**Coast Guard Permit-** A permit issued by the Coast Guard for all structures in navigable waterways (Rivers and Harbors Act (33 USC9)).

**Commitment File-** A file containing a summary of local agency commitments made to other agencies or groups during project development which will be incorporated into the design and construction of a project.

**Community-** A major subdivision of a municipality, composed of neighborhoods considered as a unit for planning purposes.

**Completion Letter-** A letter from the local agency Engineer notifying the construction contractor that a project is complete. A letter from the local agency notifying the Regional Highways and Local Programs Engineer that the project is complete subject to inspection, audit, and acceptance by the state. The letter is required on competitive bid contracts and local agency force projects.

**Contracted Services-** Services such as landscape design, historical cultural surveys, biological assessments, wetland delineation, property appraisals, etc.

**Construction-** The building of a street, a portion of a street or a facility that did not previously exist, it may be on new right of way or on existing right of way.

**Construction Proposal Package-** Project plans, specification and contract documents for bidding purposes.

**The Montana Public Works Standard Specifications uses the term Project Manual and Drawings Consultant-** An individual, public or private organization or institution of higher learning having expertise in professional disciplines applicable to transportation programs.

**Consultant Service-** Utilization of professional expertise external to an agency, on a contract basis, to perform a specific study, project, or task. Does not include personal-service contracts for routine, continuing, and necessary tasks.

**Continuous Counter-** An automatic traffic recorder that operates continuously for all hours of a year.

**Corridor flea ring-** See location hearing.

**Coverage Count-** A traffic count taken as part of the requirement for system-level estimates of traffic. The count is typically short-term, and may be volume, classification, or weigh-in-motion.

**DBE-** Disadvantaged business enterprise, a small business concern: (a) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly-owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

**Declaration of Non-significance (MEPA Document)-** The written decision by the agency administrator that a proposal will not have a significant environmental impact and no EIS is required (WAC 197-11-340).

**Declaration of Significance (MEPA Document)-** The written decision by the agency administrator that a proposal could have significant adverse impact and, therefore, requires an EIS.

**Draft Environmental Impact Statement (DEIS)-** a document identifying a course of action, alternative actions, analysis of the environmental impacts of alternates considered, and proposed mitigation of impacts. The DEIS is circulated to other agencies and the public for review and comment.

**Design Hearing-** A public hearing to examine the design features of a proposed transportation facility.

**Design Report-** A formal documentation of design considerations and conclusions reached in the development of a project. The design report is prepared to record the evaluations of the various disciplines which result in design recommendations. This report is then reviewed and, upon concurrence, results in approval of the design. For most projects, the Project Prospectus serves as the design report.

**Determination of Value-** The agency's approved fair market value of a right of way acquisition.

**Deviation or Design Deviation-** Departure from applicable design standards.

**Discipline Report-** A report documenting findings concerning impacts of a project relative to an individual area of expertise (e.g., botany, acoustics, sociology). The report evaluates the impacts of the proposal and, where appropriate, includes recommendations concerning the course of action considered most desirable to fulfill the requirements of environmental laws and regulations addressed by the discipline.

**DNS-** Declaration of Non-Significance (MEPA Document), the written decision by the agency administrator that a proposal will not have a significant environmental impact and no EIS is required.

**Draft Environmental Impact Statement (DEIS)-** A document identifying a course of action, alternative actions, analysis of the environmental impacts of alternates considered, and proposed mitigation of impacts. The DEIS is circulated to other agencies and the public for review and comment.

**Environmental Assessment (EA)-** a document prepared for federally funded, permitted, or licensed projects, that are not categorical exclusions (CE) but do not appear to be of sufficient magnitude to require an EIS. The EA provides sufficient analysis and documentation to determine if a Finding of No Significant Impact (FUN SI) can be adopted or if an EIS must be prepared.

**Equal Employment Opportunity (EEO)-** A general term referring to all contract provisions relative to EEO.

**Environmental Impact Statement (EIS)-** a detailed written statement of project environmental effects required by state and/or federal law. This term refers to either a Draft or Final Environmental Impact Statement, or both, depending on context.

**Environmental Document-** A term used for any document that identifies the social, economic, and environmental effects of a proposed action.

**Fair Offer-** An offer to acquire real property for just compensation, which is the approved appraisal of the property's fair market value.

**Federal Aid Requirement Checklist-** A list of requirements for acquiring right-of-way on federal aid projects. Federal-aid Programming – Refers to the obligation of federal funds for a specific project. This is accomplished by submitting a formal request to the FHWA. The approved program, under this LTG federal-aid program, can consist of multiple phases or accounts (i.e. PE, ROW, IC, CN, CE, etc.)

**Federal Aid Project Prospectus-** Page 1 is used for the FHWA federal aid programming purposes. Pages 2 and 3 give the state and FHWA additional information about the proposed project.

**Final Environmental Impact Statement (FEIS)-** a document containing an evaluation of the course of action that an agency intends to follow. It contains the same information required for the DEIS, with appropriate revisions reflecting comments received from circulation of the DEIS and from public meetings.

**Final Estimate-** An estimate of the total cost of a project prepared after completion of the construction contract and used as the basis for final payment to the contractor.

**Financial Responsibility Letter-** A letter from the local agency approving authority advising the Highways and Local Programs Engineer that a construction contract may be awarded and that the agency will arrange for project funding above the amount in the current Local Agency Agreement.

**Flood Hazard-** Construction affecting a flood-control zone, through flooding, erosion, or deposition of materials.

**Flood Control Zone-** A zone subject to flooding, as defined on maps available from the WSDOT Regional Highways and Local Programs Engineer.

**Finding of No Significant Impact (FONSI)-** a federal lead-agency document presenting the reasons why a proposal will not significantly affect the environment and an EIS will not be prepared. The FONSI includes the EA and references any other related environmental documents.

**Force-Account Work-** Construction work not covered in the contract documents and of a type not amenable to definition by a change order. Force-account reimbursement is used when it is difficult to provide adequate measurement or to estimate the cost of certain items of work. The contractor is reimbursed for the cost of the work plus profit using established weighted wage rates, equipment-rental rates, and the invoice cost of materials.

**Foreslopes-** The roadway fill slope or ditch in slope.

**Functional Classification-** The grouping of streets and highways into classes, or systems, according to the character of service they are intended to provide. The recognition that individual roads do not serve travel independently and most

travel involves movement through a network of roads is basic to functional' classification.

**Functional System-** Highways of a similar type as determined by functional classification.

**FTA-** Federal Transit Administration.

**FWS-** Is an abbreviated acronym for USFWS (the United States Fish and Wildlife Service).

**General Special Provisions (GSP)-** construction contract specifications supplementing the Standard Specifications.

**Hearing Summary-** Summary of comments received from the hearings and those received from the evaluation of the DEIS.

**Highway Traffic Data-** Estimates of the amounts of person or vehicular travel, vehicle usage, or vehicle characteristics associated with a system of highways or with a particular location on a highway. These types of data include estimates of the number of vehicles traversing a section of highway or system of highways during a prescribed time period (traffic volume), the portion of such vehicles that may be of a particular type (vehicle classification), the weights of such vehicles including weight of each axle and associated distances between axles on a vehicle (vehicle weight), or the average number of persons being transported in a vehicle (vehicle occupancy).

**Hazard Elimination (HHS, HES)-** a federal aid funding program administered by FHWA and MDT.

**HOV-** High-occupancy vehicle, e.g. bus, van, carpool.

**IDT-** Interdisciplinary Team, a team composed of appropriate disciplines that identifies and evaluates social, economic, and environmental impacts of proposed projects.

**Improvement-** Betterment in traffic service without major changes in the existing facility. This includes widening, signals, illumination, curbs, gutters, drainage, sidewalks, and other items which add value to the existing facility.

**ISTEA-** Intermodal Surface Transportation Efficiency Act of 1991.

**Lead Agency-** A federal, state, or local agency taking primary responsibility for preparing an environmental document.

**Liquidated Damages-** Amounts of money to be assessed against a contractor for late completion. These amounts must be related to the actual damages suffered by the owner because of the late completion.

**Local Agency Agreement-** An agreement to allocate federal funds to a transportation project that is negotiated between a local agency and MDT.

**Local Agency, City/County, or Agency-** Any Municipal Corporation within the state of Montana.

**Local Match-** That portion of a project's cost paid for with local agency funds.

**Location Hearing-** A public hearing to examine the location of a proposed transportation facility, also called corridor or route hearing.

**Local Program Administrator (LPA)-** A local agency official empowered by position or delegated the authority to administer transportation projects.

**Long-Range Plan-** is a 20-year forecast plan, now required at both the metropolitan and state levels, which must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and how transportation can best meet these goals.

**Maintenance-** Work directed toward preservation of the existing roadway and related appurtenances as necessary for safe and efficient operation. Any surface treatments less than 18-mm (0.75-inch) thick crack sealing, etc. are considered to be maintenance and are not 3-R activities.

**Matching Funds-** See local match.

**Metropolitan Planning Organization (MPO)-** is the agency designated by the Governor (or governors in multistate areas) to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area over 50,000 population. The MPO is responsible for the long-range plans and the transportation improvement program. The official name for an MPO may also be Council of Governments, Planning Association, Planning Authority, Regional or Area Planning Council, Regional or Area Planning Commission.

**MUTCD-** Manual on Uniform Traffic Control Devices for Streets and Highways, USDOT and FHWA.

**Metropolitan Statistical Area (MSA)**- is the census classifications for areas having a population over 50,000. The MSA may contain several urbanized areas, but contains one or more central city or cities. When the commuting patterns of two MSAs have caused them to merge, the result is a Consolidated Metropolitan Statistical Area (CMSA).

**National Ambient Air Quality Standards (NAAQS)**- were set by the Environmental Protection Agency to define air pollution. EPA established NAAQS measures for six pollutants: carbon monoxide, ozone, particulate matter, lead, sulfur dioxide, and nitrous oxide.

**Neighborhood**- A secondary subdivision of a municipality, a portion of a community, considered as a unit for planning purposes.

**New Construction**- The building of a new roadway or structure on substantially new alignment, or the upgrading of an existing roadway or structure by the addition of one or more lanes.

**Nonparticipating**- Activities that are determined to be ineligible for federal participation and must be paid with non-federal funds. Non-participating funds must be reflected in the program modification memo.

**Nonparticipating Items**- Items of project work that are not a part of the federal aid funding.

**Notice of Intent**- A federal notice, printed in the Federal Register, advising that an EIS will be prepared and considered for a proposal.

**Opportunity for Hearing**- Soliciting public interest in holding a hearing by publishing notice.

**Phase**- Encompasses those specific activities that are grouped to aid in accounting for project expenditures.

**PL**- Public law, the designation for a law passed by the U.S. Congress before codification into the USC.

**PONTIS**- A bridge management system created cooperatively by FHWA, the state of California, and six "technical advisory" states that meets ISTEA requirements.

**Prequalifying Prospective Bidders**- A process by which a contracting agency in advance of considering, opening, or accepting bids, or in advance of issuing bid proposals, establishes limitations on amounts and types of work contractors are permitted to bid on and to have underway at one time.

**Program**- Refers to the obligation of federal funds for a specific project. This is accomplished by submitting a formal request to the FHWA.

**Progress Billing**- A request from a local agency or contractor to WSDOT for state/federal reimbursement for work completed on a federal aid transportation project during a defined time period.

**Progress Estimate**- An estimate of the total amount of work completed by a contractor as of the estimate date listed by work item.

**Progress Payment**- A payment by a public agency to a consultant or construction contractor for work completed on a federal aid transportation project during a defined time period.

**Project**- An undertaking to construct.

**Project Engineer**- The person designated by a local agency to oversee development of a project.

**Proprietary Specifications**- Those referring to specific products by trade name and model.

**Proximity Damages**- An element of severance damages caused by the proximity of the remainder of a land parcel to the improvement being constructed, such as a highway. It may also arise from proximity to an objectionable site or improvement, or from all causes such as dirt, noise, or vibration.

**Public Involvement Plan**- A required, integral part of an environmental study plan which outlines procedures for presenting information to the public, obtaining public comment, and considering public opinion.

**Project Specific Agreements (PSA)**- Agreements to allocate federal funds to a transportation project and to acknowledge maintenance responsibilities. The PSA is negotiated between and LTG and MDT.

**Qualifying Low Bidders**- A process by which a contracting agency proceeds, after bid opening, to consider the qualifications of the apparent low bidder to perform the work.

**Record of Decision (ROD)**- A document prepared by the federal lead agency, after an EIS has been completed,

outlining the final decision on a proposal. It identifies the decision, alternatives considered, and measures to minimize harm; and it outlines a monitoring or enforcement program.

**Rehabilitation-** Similar to “Restoration” except the work may include reworking or strengthening the base or sub base, recycling or reworking existing materials to improve their structural integrity, adding under drains, improving or widening shoulders. Rehabilitation may include acquisition of additional right of way.

**Reimbursement Request-** A request from an LTG to MDT for state/federal reimbursement for work completed on a federal aid transportation project during a defined time period.

**Relocation Plan-** A plan for relocating persons and personal property displaced by public projects.

**Remainder-** The portion of a land parcel not acquired for public right-of-way.

**Repair-** Replacement or rebuilding of a facility which is worn out, destroyed, or damaged. Repair includes overlays 18-mm (0.75-inch) thick or thicker. Crushed surfacing placed to 18-mm (0.75-inch) thick or thicker and covering more than 10 percent of the original surface area may be considered repair.

**Restoration** –Work performed on pavement or bridge decks to render them suitable for resurfacing. This may include supplementing the existing roadway by increasing surfacing and paving courses to provide structural capability, and widening up to a total of 3 meters (10 feet). Restoration will generally be performed within the existing right-of-way.

**Resurfacing** –The addition of a layer or layers of paving material to provide additional structural integrity, improved serviceability, and rideability.

**Right-of-Way Certification-** A letter from a local agency to the Highways and Local Programs Engineer certifying that right of way has been acquired in accordance with federal regulations.

**Roadway Width** –The portion of a street or road, between curbs or including shoulders, intended for vehicular use. This definition is for use in Design Standards only.

**Route Hearing-** See location hearing.

**Rural Area-** Any land area outside the boundaries of the federally-designated urban areas as shown on the official urban area maps.

**Scoping-** A process for identifying issues and alternatives for an EIS.

**Section 4(F) Evaluation-** A document presenting the consideration, consultations, mitigative measures, and alternatives studied for the use of properties identified in Section 4(F) of the U.S. Department of Transportation Act as amended (49 USC 16531-1).

**Section 4(F) Lands-** Generally, public parks, recreation areas, wildlife refuges, and historic sites.

**Severance Damages-** The reduction of the market value of a remaining area because of a partial acquisition of property or property rights (damage to the remainder). See also proximity damages.

**Small Business Concern-** A small business as defined according to Section 3 of the Small Business Act and other relevant regulations.

**Small Purchase Procedures-** Procedures to utilize external personal service or equipment rental for routine, continuing, and necessary tasks.

**Socially And Economically Disadvantaged Individuals-** Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act. These individuals must be U.S. citizens or lawfully admitted permanent residents.

**Special Provisions-** A portion of the construction contract specifications separate from the General Provisions and covering conditions unique to a specific project.

**Standard Specifications-** Sets of typical construction contract specifications.

**Stipulated Settlement-** Final settlement of a right of way acquisition case through the acquiring agency’s attorney that is stipulated (agreed to) by the property owner and any other interested parties prior to trial, and evidenced by a stipulated Judgment and Decree of Appropriation being filed in the superior court having jurisdiction.

**Study Plan-** An outline of the study process for the development of a project requiring an environmental impact

statement.

**Surety-** A bonding company, for example.

**Surfaced Width-** The portion of a street or road for use by moving vehicles, between curbs or shoulders, including turning lanes where such lanes are appropriate, but excluding parking lanes and/or shoulders.

**Transportation Control Measures (TCM)-** Are implemented to enable nonattainment areas meet their emissions goals. They can include Transportation Demand Management measures, parking policies and pricing, or other system improvements which reduce congestion.

**Transportation Demand Management (TDM)-** Measures try to reduce the proportion of SOV commuters. TDM measures can include portion of non-SOV modes of transportation, car and vanpool formation assistance, transit subsidies, and a variety of other measures.

**TEA-21-** Transportation Equity Act for the 21st Century.

**Tied Bids** –The practice of letting a single construction contract for two or more projects. It is usually done to take advantage of economies of scale, such as more favorable unit prices for larger quantities of material.

**Transportation Improvement Program (TIP)-** is a three-year transportation investment strategy, required at the metropolitan level, and a two-year program at the state level, which addresses the goals of the long-range plans and lists priority projects and activities for the region. (At the state level, the TIP is also known as a STIP, not to be confused with a SIP.)

**Traffic Data Collection Session-** The collection of highway traffic data for a defined period of time at a specific highway location.

**Traffic Monitoring Guide (TMG)-** The FHWA's statement of good traffic monitoring practices. The TMG describes the number and duration of traffic data collection sessions and the adjustments that need to be made to the collected data in order to develop location or system level estimates of the average traffic volume. The TMG also describes vehicle classification and truck weight data collection programs.

**True Cost Estimate-** The most refined estimate of all acquisition costs of all parcels within a project.

**TRS-** Is a designation meaning Township, Range, and Section.

**TS&L-** The type, size, and location stage of design development of bridges. A specific report (TS&L Report) which must be prepared on major or unusual bridges.

**Urban Area-** Any land area within the boundaries of the federally-designated urban areas (population over 5,000) as shown on the official urban-area maps.

**Urbanized Area (UZA)-** is a census classification for areas having a population of 50,000 or more that meet certain population density requirements.

**Walkway-** A continuous way designated for pedestrians and separated from through lanes for motor vehicles by a curb, space, pavement marking, or other barrier.

**Wetlands-** Lands covered by shallow water or lands where the water table is at or near the surface and includes marshes, swamps, bogs, natural ponds, wet meadows and river overflow.