

CHAPTER I
GENERAL INFORMATION



MEMORANDUM
Missouri Department of Transportation
Project Development
District _

TO: (District Engineer)

FROM: Your Name
Project Manager

DATE: March 1, 2004

SUBJECT: Route ____, _____ County
Job No. _____
Non-Major Project Scope/Estimate Change

(Review Section 1-02.11(1)(a) to determine the requirements for submittal of a Non-Major Project Scope/Estimate Change Memorandum.)

PROJECT STAGE:

- Annual Review/ Milestone Completion *(Submittal of a revised PATS form is required)*
- Submittal of P,S,&E *(Submittal of a revised PATS form is not required for projects in the current fiscal year)*

SCOPE CHANGE: *(Describe the elements and details of the project that have changed since the project initially included funds in the STIP for right of way or construction or since the last scope/estimate change was approved.)*

(If a project scope/estimate change memorandum has not previously been approved for the project, the details of the project that have changed since approval of the original project scoping memorandum should be documented here.)

(Projects that require submittal of this letter due solely to a change in cost may not necessarily include a change in the project's scope.)

REASON FOR CHANGE:

(Provide the reasons that the change in the project's scope is necessary. The information provided should be detailed enough to allow someone unfamiliar with the project details to gain a general understanding of why the recommended change is necessary.)

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(Projects that require submittal of this letter due solely to a change in cost may not necessarily include a change in the project’s scope. However, the reasons for the cost change shall be fully described in adequate detail to allow someone unfamiliar with the project details to gain a general understanding why the recommended change is necessary.)

SOURCE OF ADDITIONAL FUNDING: *(This section is only required if the project scope/estimate change results in an increase in the total project cost.)*

(If the change results in an increase in cost, the source of the additional funds should be identified. Any associated impacts to other STIP commitments should also be discussed in this section, if applicable.)

PROJECT ESTIMATE CHANGE: Approved STIP Amount: \$ _____ (\$1,000s)
Revised Cost Estimate: \$ _____ (\$1,000s)

Amount of Change: (+/-) \$ _____ (\$1,000s)
Percent Change: (+/-) _____%

(The estimate amounts shown here should reflect the total amounts included in the STIP for right of way and construction as compared to the revised estimates for the same items. For example, if a project only has right of way funds included in the latest approved STIP then the cost comparison only needs to include the revised right of way costs. If right of way and construction funds are both included in the latest approved STIP then the revised total of these costs should be compared to the previous total of these costs.)

(In order to ensure an accurate comparison of the project costs, the revised costs should be compared to the latest approved amounts found in District STIP database. Any amounts obtained from the database should be obtained from the Internal Report category since these amounts do not include any inflation factors.)

CHANGE IN CONSTRUCTION AWARD DATE:

Approved STIP Construction Award Date: _____ Quarter of FY _____
Revised Construction Award Date: _____ Quarter of FY _____

APPROVED: _____
(District Engineer)

Date: _____