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| **Project Startup** | | |  | | | | | |
| **Project Name:** | | |  | | | | | |
| Division: | Choose an item. | | **EGDV Project Type:** | Choose an item. | | **Prime or Sub:** | Choose an item. | |
| Master Agreement No. if applicable: | | |  | **Profit Center:** | | | Choose an item. | |
| Opportunity No.: | | |  | **Proposal No.:** | | |  | |
| Practice Line:  *Choose ONE Practice Line for the project.* | | | Choose an item.  Choose an item.  Choose an item. | | | | | |
| Discipline:  *Choose ONE Discipline for the project.* | | | Choose an item.  Choose an item.  Choose an item. | | | | | |
| Project Codes, Keywords:  *Choose AS MANY Project Codes/Keywords as there are aspects of the project you want to track.* | | | |  | | --- | | Code | | Choose an item. | | Choose an item. | | Choose an item. | | Choose an item. | | | | |  | | --- | | **Code** | | Choose an item. | | Choose an item. | | Choose an item. | | Choose an item. | | | |
| **Client Information** | | | | | | | | |
| Primary Client: | | |  | **Contract Owner:** | | |  | |
| Client Address: | | |  | | | | | |
| Client PM: | | | **Name:** | **Email:** | | | **Phone:** | |
| Client Billing: | | | **Name:** | **Email:** | | | **Phone:** | |
| **Internal Team Information** | | | | | | | | |
| Principal-in-Charge: | | |  | **Division Manager:** | | |  | |
| Project Manager: | | |  | **Quality Manager:** | | |  | |
| Assistant PM: | | |  |  | | |  | |
| Contract Terms | | | | | | | | |
| Target Multiplier: | | |  | **OH:** |  | | **FF:** |  |
| Contract Amount: | | |  | | | | | |
| Contract Type: | | |  | **Retainage:** | | |  | |
| Start Date: | | |  | **End Date:** | | |  | |
| Special Contract Requirements | | |  | | | | | |
| Modifications to Contract | | [Describe modifications to contract, including scope, budget, schedule, rates, personnel, etc.] | | | | | | |
| License Requirements | | **License to use model:** if license or other authorization is required,  **Data:** [insert name, owner, and link to authorization to use data files] | | | | | | |
| **Existing Material** | | | | | | | | |
| Contract\ Work Auth\ Task Order (or NTP) | | | | **Sample Client Progress Report (or network location)** | | | | |
| Billing Rate Schedule (TM, CPFF only) | | | | **Sample Client Invoice (or network location)** | | | | |
| Scope of Services | | | | **Detailed MS Project Plan, including:** | | | | |
| Fee Proposal | | | | Task Names (Contract Compliant AND Invoice Appropriate) | | | | |
| Schedule | | | | Task Budgets | | | | |
| Sub Contracts | | | | Staff Allocations | | | | |
| Initial Project Description (Mktg. Approved) | | | |  | | | | |
| Notes: | | | | | | | | |

**Practice Lines, Disciplines and Project Codes**

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| Practice Lines |
| D - Data & Systems Analysis |
| E - Roadway |
| E - Traffic |
| P - Planning |
| P - Travel Demand Modeling |

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| Disciplines |
| D - Legacy System Replacement |
| D - User Training, Data Analysis and Enhancement |
| D - Custom Software Implementations |
| D - Other DSA |
| E - Drainage Analysis/Reports |
| E - Drainage Design |
| E - Edwards Aquifer |
| E - SWPPP/Erosion Control |
| E - ITS Planning |
| E - ITS Design |
| E - Traffic Signal Warrant Study |
| E - Traffic Signal Design |
| E - Illumination Analysis/Design |
| E - Corridor Studies |
| E - Operational Analysis |
| E - Schematic Design |
| E - Roadway Design |
| E - Signing and Pavement Marking Design |
| E - Traffic Impact Analysis |
| E - Traffic Control Plans |
| E - Other Traffic Studies |
| E - Rail Engineering |
| E - Bus/BRT Engineering |
| E - Bike/Ped Engineering |
| E - Other Engineering |
| P - Statewide Transportation Planning |
| P - Metropolitan Transportation Planning |
| P - Local Government (County and City) Transportation Planning |
| P - Corridor Planning |
| P - Transit Systems Planning |
| P - Transit Ridership Forecasting |
| P - Travel Demand Modeling |
| P - Traffic Forecasting |
| P - Active Transportation Planning |
| P - Demographic and Land Use Forecasting |
| P - Public Participation and Stakeholder Engagement |
| P - Geographic Information Systems |
| P - Other Planning |

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| Project Codes |
| Data - Delphi Process |
| Data - Geocode |
| Data - Plan Design |
| Data - VideoGPS |
| Design - Bicycle Facility |
| Design - Bridge |
| Design - Closed System Drainage |
| Design - Context Based |
| Design - Drainage |
| Design - Drainage Detention |
| Design - Drainage Roadway |
| Design - Drainage Site |
| Design - Illumination |
| Design - Intersection |
| Design - ITS |
| Design - Open Channel Drainage |
| Design - Parking and Circulation |
| Design - Pedestrian Facility |
| Design - Retaining Wall |
| Design - Roadway |
| Design - Roadway Cross Sections |
| Design - Roadway Horizontal Geometry |
| Design - Roadway Vertical Geometry |
| Design - Schematic Development |
| Design - Signal |
| Design - Signing & Striping |
| Design - Transit |
| Design - Traffic Control Plan |
| Design - Water Quality |
| Development - Comprehensive Plan Transportation Element |
| Development - Master Transportation Plan |
| Development - Transportation Improvement Plan |
| Development - Transportation Plan |
| Engineering - Bidding Services |
| Engineering - Construction Administration |
| Engineering - Design Plans, Specifications & Estimates - PS&E |
| Engineering - Expert Witness |
| Engineering - Permitting |
| Engineering - Review |
| Engineering - TCEQ Permitting |
| Guidelines - Bicycle |
| Guidelines - Pedestrian |
| Guidelines - Street |
| Modeling - Interface Development |
| Modeling - TDM Application |

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| Project Codes (cont.) |
| Modeling - TDM Development |
| Modeling - TDM Refinement |
| Modeling - TDM Update |
| Modeling - Traffic Forecasting |
| Modeling - Traffic Simulation |
| Public Outreach - Public Participation / Stakeholder Engagement |
| Software - ArcGIS |
| Software - AutoCAD |
| Software - AutoTurn |
| Software - CORSIM |
| Software - CUBE |
| Software - CulvertMaster |
| Software - FlowMaster |
| Software - Geopak |
| Software - Geopak Drainage |
| Software - HEC-HMS |
| Software - HEC-RAS |
| Software - HY8 |
| Software - InDesign |
| Software - InRoads |
| Software - Maptitude |
| Software - Microstation |
| Software - MS Access |
| Software - MS Project |
| Software - SIDRA |
| Software - SQL |
| Software - StormCAD |
| Software - SYNCHRO |
| Software - TransCAD |
| Software - TransModeler |
| Software - VISSIM |
| Software - VISSUM |
| Software - VISTRO |
| Software - Visual |
| Software - Visual Basic |
| Software - XPSWMM |
| Study/Analysis - Access Management |
| Study/Analysis - Accident |
| Study/Analysis - ADA Compliance |
| Study/Analysis - Alternative Analysis |
| Study/Analysis - Bicycle |
| Study/Analysis - Corridor Analysis: Engineering |
| Study/Analysis - Corridor Analysis: Planning |
| Study/Analysis - Cost/Benefit |
| Study/Analysis - Drainage |
| Study/Analysis - FAST Act Compliance |
| Study/Analysis - Feasibility Study: Engineering |
| Study/Analysis - Feasibility Study: Planning |
| Study/Analysis - Freight |
| Study/Analysis - Hazardous Cargo |
| Study/Analysis - Interchange Access Justification |
| Study/Analysis - Intersection |
| Study/Analysis - Land Use |

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| Project Codes (cont.) |
| Study/Analysis - Major Investment Study |
| Study/Analysis - Mobility |
| Study/Analysis - Parking and Circulation |
| Study/Analysis - Passenger |
| Study/Analysis - Pedestrian |
| Study/Analysis - Port |
| Study/Analysis - Rail |
| Study/Analysis - Safety and Security |
| Study/Analysis - School |
| Study/Analysis - Socioeconomic Analysis |
| Study/Analysis - Toll Feasibility/Traffic and Revenue |
| Study/Analysis - Traffic Calming |
| Study/Analysis - Traffic Impact Level 0 - Driveway |
| Study/Analysis - Traffic Impact Level 1 - Basic |
| Study/Analysis - Traffic Impact Level 2 - Intermediate |
| Study/Analysis - Traffic Impact Level 3 - Complex |
| Study/Analysis - Traffic Signal |
| Study/Analysis - Transit |
| Study/Analysis - Travel Time |
| Study/Analysis - Warrant Study |
| Survey - Commercial Vehicle |
| Survey - Instrument Design |
| Survey - Intercept Interview |
| Survey - Post Card |
| Survey - Telephone |
| Survey - Video License Plate |
| Traffic Counts - Automatic |
| Traffic Counts - Manual |
| Traffic Counts - Turning Movement |