

# DR-530 Guidance Document

*This document provides instructions for filling out the DR-530 form, as well as guidance to the level of detail expected. Call either the Urban Section Head or the Secondary Roads/Enhancement Section Head if you have any questions. Electronic submittal of the DR-530 is preferred and should be submitted to the appropriate Section Head.*

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## Instructions for DR530

### 1. New/Revised

- a. Check NEW if this form is the first for the project.
- b. Check REVISED if this form is a revision to a previous DR-530 for the same project.

### 2. LPA and County Name

- a. The name of the Local Public Agency sponsoring the project. Indicate the county, if the county is not the LPA.

### 3. Responsible Charge

- a. Print name of the Responsible Charge who will manage the project for the LPA.

### 4. Project Description

- a. **The Project Description must contain complete sentences and must be written so the public, who are not familiar with the project, can understand the project details without the benefit of looking at a plan set. A location map is required. Attach any additional page(s) detailing project description and all necessary documents.**
- b. The Project Description defines the project and location, existing facilities, construction activities, types of improvements, latitude and longitude, logical termini justification, and location map.
- c. The latitude and longitude points to the general center of the project. Google Earth or Google Maps can be used to assist with defining the longitude and latitude.
- d. Terms typically used in engineering plans and roadway projects may not be understood by the public. If possible, avoid use of station/offset to describe locations. This may not be possible for areas of new or shifted alignment. If specific locations need to be described, use mile marker or cardinal directions from a landmark, intersection, or other geographical feature to locate specific areas or items (i.e., "A right-turn lane will be constructed in the southwest corner of the 156th Street and West Center Avenue intersection to accommodate the eastbound to southbound turn movement").

- e. Spell out the words “feet” and “inches”. Do not use abbreviations or tick marks for units of measure. When appearing for the first time in a project description, any acronym (i.e., ADA, MM, SWPPP, etc.) should initially be spelled out with the acronym following in parenthesis. For any subsequent use in the project description, the actual acronym can be used. First use of the term “3R” should be as follows: 3R (Resurfacing, Restoration, and Rehabilitation). Any subsequent use in the Project Description can appear as “3R”.
- f. The Purpose and Need statement serves as the cornerstone for the alternatives analysis, but should not discuss any specific alternative. Care should be taken that the purpose and need statement is not so narrowly drafted that it unreasonably points to a single solution.
  - i. The purpose portion defines the transportation problem to be solved.
  - ii. The need portion proves that a problem exists and provides data to support the purpose.
  - iii. The purpose and need statement answers questions such as: What is good or bad about the current condition and the desired condition? Why do we want to change from one condition or another? It also establishes what the current condition is and what the desired condition would be.
  - iv. The purpose and need statement gives information that is adequate for use to evaluate, eliminate or advance alternatives and does not restrict consideration of alternative.

## **5. Funding Type**

- a. Indicate which type of Federal funding is being requested for the project.
  - i. Surface Transportation funds (STP)
  - ii. Bridge funds (BR)
  - iii. Safety funds (HSIP)
  - iv. Enhancement funds (ENH)
  - v. Safe Routes to School funds (SRTS)
  - vi. If some other type of Federal funding is proposed, indicate the type of funding on the line provided.
- b. Refer to Chapter 2 of the LPA Guidelines Manual for a description of each funding type.

## **6. Estimated Project Funding**

- a. Fill out the following table with project cost estimates for each phase. Place the appropriate amount in each column, Federal, State, Local Match and Non-Participating. If a project utilizes the “Locally Funded Procurement Procedure”, all costs for services procured shall be placed in the Non-Participating column. Non-Participating costs do not count towards the local match of the Federal funds. Both non-participating and local match will be funded by the LPA.

- b. Non-Participating also refers to costs which are not required for the improvement of the Federal-aid route or are considered to be a betterment to the LPA. Examples include: extensions of work onto non-Federal-aid routes beyond the minimum required, upgrades to utilities, etc. Non-Participating costs or work phases must be clearly identified in this table and in the project description. Call the NDOR Project Coordinator for guidance on specific situations.
- c. Attach calculations which show the justification and basis of all cost estimates.
- d. Refer to the LPA Guidelines Manual, or contact the NDOR Project Coordinator, for local match requirements and typical Federal funding percentages for the requested funding type.
- e. Note: The required local match is assessed by work phase, NOT on the total project cost. Also, Federal funds will reimburse the appropriate percentage of ELIGIBLE costs only.

## 7. PE Phase

- a. Preliminary Engineering
  - i. For estimated construction costs < \$1,000,000, NDOR recommends using 10% of the construction cost estimate.
  - ii. For estimated construction costs > \$1,000,000, NDOR recommends using 8% of the construction cost estimate.
  - iii. Does NOT include environmental (NEPA) documentation costs.
  - iv. INCLUDES Final Design costs, UNLESS project's environmental classification is expected to be an EA or EIS.
- b. NEPA
  - i. NDOR recommends a \$15,000 estimate for NEPA costs for all projects, UNLESS the project's environmental classification is expected to be an EA or EIS.
  - ii. If you anticipate the project's environmental classification to be an EA or EIS, contact the NDOR Project Coordinator for help in determining an appropriate NEPA cost estimate for the project.
- c. Final Design
  - i. Separate Final Design cost estimates will be required ONLY if the project's environmental classification is expected to be an EA or EIS.
  - ii. NDOR recommends using 3% of the construction cost estimate for the Final Design cost estimate.
- d. RC
  - i. Use this line ONLY if the LPA plans to request reimbursement for RC expenses with Federal funds. A detailed RC cost estimate will be required at a later time.
  - ii. For estimated construction costs < \$1,000,000, NDOR recommends using \$5,000 PLUS 2% of the construction cost estimate.
  - iii. For estimated construction costs > \$1,000,000, NDOR recommends using \$5,000 PLUS 1% of the construction cost estimate.

e. NDOR

- i. Total NDOR pre-letting costs (including those incurred for the ROW and Utilities phases) are generally \$10,000 and should be included on this line. If the project being requested includes pre-letting activities, include \$8,000 in the Federal funding column and \$2,000 in the Local Match funding column on this line for NDOR total pre-letting costs, assuming a typical 80/20 funding split (adjust as needed). NDOR pre-letting costs may be adjusted upon review of the DR-530.

**8. ROW**

- a. Right-of-Way (fee title, permanent easements, temporary easements, etc.) cost estimate, including appraisal and appraisal review costs, relocation assistance costs, acquisition costs and expenses, and relocation costs and expenses. Include a ROW estimate in this section even if ROW is expected to be a part of the preliminary engineering agreement.
  - i. Determine ROW cost estimate based on previous project experience.
  - ii. Add a 25% contingency to your ROW estimate.
  - iii. Provided written justification for your estimate.

**9. Utilities**

- a. Utilities relocations cost estimate. Use previous experience or use 3-5% of the construction costs as a guideline for determining the utility estimate.
- b. The following link is to a handbook from the Diggers Hotline of Nebraska. This handbook has information containing the One Call Law and the operations of Diggers Hotline of Nebraska.  
[http://www.ne-diggers.com/Documents/Nebraska\\_One\\_Call\\_Handbook.pdf](http://www.ne-diggers.com/Documents/Nebraska_One_Call_Handbook.pdf)
- c. Information obtained from the Diggers Hotline may be helpful in determining cost estimates for the project's utility work.

**10. Construction**

- a. Use previous experience or the following table as a guideline for determining construction estimate. Include 4% contingencies in your construction estimate to cover change orders and cost overruns.

*Table 1: 2007-2010 Estimated Construction Costs for Reconstruction and Resurfacing*

Type of Improvement	2007	2008	2009	2010
Reconstruction	\$770,000 CPM	\$882,000 CPM	\$831,000 CPM	\$780,000 CPM
Resurface	\$284,000 CPM	\$352,000 CPM	\$318,000 CPM	\$284,000 CPM

\*CPM = Cost Per Mile

2010 Estimated Construction Costs for New Bridges and Trails

Bridges = \$95 per square foot

Trails = \$350,000 per mile

\*\*\* The costs designated in this section are merely a guideline and are not exact values. Not all project categories are included.

## **11. CE Phase**

### **a. Construction Engineering**

- i. NDOR recommends using 12% of the construction cost estimate. Include 3% contingencies in the construction engineering estimate.

### **b. RC**

- i. Use this line ONLY if the LPA plans to request reimbursement for RC expenses with Federal funds.
- ii. NDOR recommends using 2% of the construction cost estimate.

### **c. NDOR**

- i. NDOR's cost is to be capped at one percent (1%) of the construction estimate with a minimum of \$5000, plus \$2,500 for State Audit Expenses.
- ii. Example: If construction costs are \$400,000, NDOR's cost estimate would be 1% of \$400,000 equaling \$4,000 which is less than \$5,000. In this case NDOR's cost estimate would be \$7,500 (\$5,000 plus \$2,500).
- iii. Example: If construction costs are \$1,000,000, NDOR's cost estimate would be 1% of \$1,000,000 equaling \$10,000. In this case NDOR's cost estimate would be \$12,500 (\$10,000 + \$2,500).

## **12. Total**

- a. Total cost estimate for each column.

## **13. Special Assessment District**

### **a. If YES, comply with the following**

- i. The affected property owners will be provided just compensation for their property as required by the Federal and State Constitutions and reiterated in the Uniform Act.
- ii. The ROW acquisition costs will be paid by the LPA and shall not be included in the assessment to the property owner(s).
- iii. The assessment will not be arbitrarily imposed on selected property owners in the special improvement district in response to their demand for just compensation of that the assessment will be implemented in a way that differs from the way other like assessments have been imposed under similar circumstances.

## **14. Design Details**

### **a. Provide as much detail as possible**

- i. Surface Width (i.e. Existing: 4 ft Sidewalk, Proposed: 6" x 10' Trail), Surface Type (i.e. Existing: Concrete, Proposed: Asphalt), Shoulder Width, Shoulder Type (earth, asphalt, etc.).

## 15. Existing Structures

- a. If there are any existing bridge-size structures on the project site, provide structure information.
  - i. Structure Number
  - ii. Feature structure crosses (i.e. stream, roadway, railroad, etc.)
  - iii. Type of structure (i.e. Wood, Steel, Concrete)
  - iv. Length of the structure
  - v. Width of the structure
  - vi. Sufficiency Rating of the structure
  - vii. Proposed treatment – provide description of changes to the existing structure

## 16. Schedule Considerations

**(Attach explanations and supporting documentation to the DR-530). This information will be used to establish the schedule and to identify tasks required to execute the project.**

- a. ROW Acquisition (including easements)
  - i. Check YES if there will be ROW acquisitions, including easements.
    1. Provide number of tracts to be acquired.
- b. Relocation of People or Businesses
  - i. Check YES if there will be relocation of residential property, business property or both.
- c. Utility Relocation or Adjustment
  - i. Check YES if there will be utilities to be relocated or adjusted? Use the information provided by the One-Call.
- d. Railroad Involvement
  - i. Check YES if the project involves modification of existing crossing/signals, construction of new crossing/signals or the acquisition of railroad ROW/easement.
- e. Channel Changes Anticipated
  - i. Check YES if a channel change is anticipated.
    1. Any modification of a stream channel should be coordinated with the US Army Corps of Engineers as early as possible.
- f. New Horizontal Alignment
  - i. Check YES if the project will have new horizontal alignment of a roadway or trail.
- g. Design Relaxation or Exception Required
  - i. Check YES if design relaxation of standards or an exception to standards is anticipated.

- h. PE Procurement
  - i. Will the Preliminary Engineering Services be procured using the Request for Proposal (RFP) process or the Locally Funded Process? Should the Locally Funded Process be used, the Responsible Charge must submit a written letter to the Project Coordinator, stating intent to use local funds including the specific phase.
- i. CE Procurement
  - i. Will the Construction Engineering Services be procured using the Request for Proposal (RFP) process, the Locally Funded Process or the On-Call process? Should the Locally Funded Process be used, the Responsible Charge must submit a written letter to the Project Coordinator, stating intent to use local funds including the specific phase.

## **17. Traffic Data**

- a. Provide the current Average Daily Traffic (ADT), Design Year ADT, and the percentage of trucks for the project.
  - i. Design Year for a new construction project is 20 years from the letting date.
  - ii. Design Year for a rehabilitation project is 10 years from the letting date.
- b. Once the project is in Design and working days are established, the traffic volumes will be calculated for the proper design year.

## **18. Proposed Project Schedule**

- a. Letting Date
  - i. The LPA shall target the desired letting date and then work with NDOR throughout the project to adjust the letting date as needed. Letting date adjustments may be required based on project progress or construction scheduling.
- b. Begin Construction
  - i. Approximately three to four months after the letting date. Allow sufficient time to select and negotiate for Construction Engineering.
- c. End Construction
  - i. The LPA shall take their best guess on the end construction date and then work with NDOR to adjust as necessary. The construction schedule will be better defined as the project progresses. Please note any special events (such as county fairs, parades, other construction projects, etc.) that NDOR needs to consider when reviewing the construction schedule.
- d. Project on LPA 1 & 6 Year Plan

If NO, attach documentation for a new LPA 1 & 6 Year Plan or a revision to a current LPA 1 & 6 Year Plan.

## **19. Additional Remarks or Comments by LPA**

- a. Provide any additional remarks or comments pertinent to this project.
- b. Explain costs which are higher than typical. Examples would be relocation of a large gas pipeline which causes a high utilities estimate or relocation of a house which causes a high ROW cost.
- c. Revised DR-530's shall include a description of changes within this section. The LPA shall explain what has changed since the original/previous programming request.

## **20. Signatures**

- a. The individual authorized by the LPA governing body must sign and date the DR-530 in the appropriate signature line. This individual can be the Responsible Charge, Mayor, City Administrator, County Board Chair, etc.
- b. If the project does not have a Responsible Charge, contact the Quality Management Section for assistance in locating an RC.
- c. If the Responsible Charge is not a full-time employee of the LPA sponsoring the project, contact the Quality Management Section about completing an Interlocal Agreement.