

ABBREVIATIONS AND DEFINITIONS

Abbreviation	Definition
AADT	Average Annual Daily Traffic is the total annual vehicle traffic passing a point on a road or street divided by 365 to obtain the daily average.
AASHTO	American Association of State Highway and Transportation Officials, is the standards and criteria organization of all states and territories. This organization sets standards for all road and street construction.
ACM	Asbestos Containing Material
Acceptance of the Project	Formal notice by MDOT to the LPA and then the LPA to the contractor that all work required under a contract has been satisfactorily completed and said work is officially accepted. This acceptance terminates the contract and releases the contractor of any further obligation under the contract.
ASTM	American Society for Testing and Materials, is the national standards organization that sets all road and street testing standards.
Authorized	A term meaning the project has been approved by all necessary agencies. After authorization a project may be advanced to advertising for a contractor or for a "force-account" contract between the MDOT and the LPA.
BCT	Beginning of Contract Time
CAD	MDOT Contract Administration Division
CE	Environmental Categorical Exclusion
CFR	Code of Federal Regulations
Chief LPA Official	A term referring to the LPA Mayor, President Board of Supervisors or Agency Head. A number of required certifications must be made by the Chief Official.
CO	Change Order (Quantity Adjustment)
Construction Engineering and Inspection	All specified engineering/architectural and inspection services performed professional consultant starting with the date of the notice to proceed.
CSD	MDOT Construction Division
DBE	Disadvantaged Business Enterprise
DOE	Department of Energy, United States Government
DOT	Department of Transportation, United States Government (USDOT)
E&C	Construction Engineering & Contingency
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
ENCROACHMENT	Pertains to right of way encroachment and includes any privately owned facility (e.g. buildings, signs, fences, walls, landscaping, un-permitted driveways and utilities, etc.) installed on, under or over publicly owned property or right of way.
ENV	MDOT Environmental Division
EPA	Environmental Protection Agency, United States Government
FAPG	Federal-Aid Policy Guide
FAU	Federal Aid Urban, was a previous designation of federal funds for urban streets, now renamed STP (Surface Transportation Program) funds.
FHPM	Federal-Aid Highway Program Manual (now replaced with FAPG)
FHWA	Federal Highway Administration, USDOT
FONSI	Finding of No Significant Impact, Environmental Process
FTA	Federal Transit Administration, USDOT
ICIP	National Highway System Intermodal Connector Improvement Program, a portion of the National Highway System funds set aside by MDOT for use by LPA's on designated NHS Intermodal Connectors.
ISA	Initial Site Assessment, Environmental Process

Abbreviation	Definition
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991, United States Law that established a surface transportation program funding for six (6) Federal Fiscal years (FY 1992 through FY 1997).
ITS	Intelligent Transportation System, is a funding category of the ISTEA and TEA-21.
LPA	Local Public Agency refers to any local governmental entity eligible to participate in the federal transportation program. Usually this is a City or County government, "Rails-to-Trails District," or Transit property.
MDEQ	Mississippi Department of Environmental Quality
MDOT	Mississippi Department of Transportation
MDA	Mississippi Development Authority (previously the Mississippi Department of Community and Economic Development)
MPO	Metropolitan Planning Organization, representing the transportation planning process in urbanized areas (metropolitan areas with a population of 50,000 or greater).
MUTCD	Manual on Uniform Traffic Control Devices
NEPA	National Environmental Policy Act, United States Law
NHS	National Highway System, is a funding category of the ISTEA and TEA-21.
NTP	Notice to Proceed
Obligated Federal Funds	Federal funds are considered obligated on the date that the MDOT notifies the LPA that it is authorized to advertise the project. Prior to that date, federal funds are subject to lapsing.
OMB	Office of Management & Budget, United State Government
PAR	Program Activation Request form. This is a one page MDOT form for requesting activation of the project. It <u>must</u> be accompanied by either form RWD-700 and/or RWD-800.
PD	MDOT Planning Division
PE	Registered Professional Engineer in the State of Mississippi
PLS	Registered Professional Land Surveyor in the State of Mississippi
Preliminary Engineering	Preliminary Engineering includes the development of the environmental documents and the processes of preparing all plans, specifications, documentation and estimates necessary to advance a project to construction performed by the professional engineer or architect. (All engineering or architectural services required including preparing PS&E submissions and assisting the LPA in all specified engineering/architectural professional services prior to the notice to proceed.)

Abbreviation	Definition
Professional, Professional Consultant or Consultant	<p>A non-bid professional who provides contractual services such as engineering, architectural, management, construction inspection, surveying or other services as specified herein. <u>All Professional Consultants must be licensed in the State of Mississippi and selected in compliance with the MDOT Consultant Selection Standard Operating Procedures. A copy of the MDOT S.O.P. ADM-24-01-00-000, <i>Consultant Selection and Administration of Consultant Contracts</i> can be obtained from MDOT Consultant Services at (601) 359-7242. An LPA should verify that they have the current S.O.P. prior to beginning any procedures within the S.O.P.</u></p> <p>If the LPA retains a professional consultant the LPA, the professional consultant will be responsible to the LPA for all professional services and activities specified in the respective contract. Such activities shall be under the direct control of the LPA employee assigned by the LPA. Retaining a professional consultant for said purpose does not relieve the LPA of the responsibility for any specified activities. <u>For purposes of this manual the assignment of the Professional Consultant as the sole responsible professional consultant for any activities, shall be interpreted to mean solely responsible to the LPA.</u></p>
Project Director	The LPA Project Director, designated by the Chief LPA Official, may be the LPA's Public Works Director, City/County Engineer or other LPA Official. The Project Director has overall responsibility for the supervision of the LPA Project Manager and <u>must</u> be a full time employee of the LPA and <u>not</u> a consultant or contract employee. The Project Director and Project Manager may be the same person if so designated by the Chief LPA Official and the designated person is a full time LPA employee.
Project Engineer/Architect	The LPA Project Engineer/Architect is a qualified professional as described Chapter 2, Section 2-4, who will be in responsible charge and direct control of project supervision during one or more phases of the project. The LPA Project Engineer/Architect may be a full time LPA employee or consultant hired using MDOT's Consultant Selection Standard Operating Procedures.
Project Manager	The LPA Project Manager, designated by the Chief LPA Official, may be either a full time LPA employee or an engineer/architect hired by contract, provided the contractual employee is hired using MDOT's Consultant Selection Standard Operating Procedures. The Project Manager is in direct control of the work of the Project Engineer/Architect; therefore, if the Project Manager is a consultant, they must be independent of any professional services contract they will oversee. The Project Manager and Project Director shall not be the same person if the Project Manager is a contractual employee rather than a full time LPA employee.
PS&E	Plans, Specifications & Estimate for road / street construction projects.
QA	Quantity Adjustment
RFP	Request for Proposals
Right-of-Way (ROW)	Right-of-Way is the process of the acquisition of all real properties and easements required for the construction of a project.
ROD	Record of Decision
ROM	Release of Maintenance
ROW	MDOT Right-of-Way Division
RWD	MDOT Roadway Design Division
RWD-700 RWD-800	These forms are MDOT Roadway Design Division forms that describe the standards and criteria that will be applied to the project. Example: for road and street construction projects lane widths, shoulder widths, etc. must be described and certified.
S.O.P.	MDOT Standard Operating Procedures

Abbreviation	Definition
SA	Supplemental Agreement
SCD	Scheduled Completion Date
STIP	Statewide Transportation Improvement Program, three (3) year project list for federally funded transportation projects in the state of Mississippi.
STP	Surface Transportation Program, is a funding category of the ISTEA and TEA21.
TE	Transportation Enhancement, is a funding category of the ISTEA and TEA-21.
TEA21	Transportation Equity Act for the 21 st Century, United States Law that established a surface transportation program funding for six (6) Federal Fiscal years (FY 1998 through FY 2003).
TIP	Transportation Improvement Program, is the three (3) year project list for federally funded transportation projects in an urbanized area.
Title 23	This is the portion of the United States Federal Code that includes the ISTEA of 1991 and all duly codified regulations related to the law.
TMA	Transportation Management Area is an Urbanized Area (UZA) with a population of 200,000 or more as determined by the latest US Decennial Census. The FHWA has issued special project planning requirements for TMAs.
TMD	MDOT Materials Division.
Urbanized Area (UZA)	An Urbanized Area is an urban place whose population equals or exceeds 50,000 as determined by the latest US Decennial Census. The US Census Bureau includes contiguous census districts whose population density exceeds 1,000 persons per square mile.

[Chapter 8](#)

[MDOT District Map](#)