

GLOSSARY

Abandoned Railway Corridor	A railroad corridor that has been given abandonment authorization by the federal government and has been physically abandoned by state law
Actual Project Costs	The cost to develop and complete the project, which is determined after the project has been completed based on payments for goods and services
Acquisition (of right-of-way)	Obtaining right-of-way by transferring ownership through fee simple purchase or a permanent easement
Advertisement	The public announcement inviting bids for work to be performed and/or materials to be furnished
Americans with Disability Act (ADA)	The Americans with Disabilities Act gives civil rights protections and guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.
Appraisal	An unbiased estimate of the nature, quality, value, or utility of an interest in or aspect of identified real estate
Archeology	The scientific study of material remains (as fossil relics, artifacts, and monuments) of past human life and activities
Award	For Transportation Enhancement Program projects, the amount of TEP funds allocated for a project. The award cannot exceed fifty percent of the actual project costs.
Bid	A statement of price, terms of sale, and description of the supplies, services, construction, or construction-related services offered by a contractor or company in response to an advertisement and invitation for bids
Bid Package	Also referred to as a PS&E Package; A collection of information that project sponsors must submit to SHA in order to obtain approval to advertise
Calendar Day	Every day shown on the calendar including Saturdays, Sundays, and holidays
Cash Match	The portion of the project sponsor's match that is cash and can only fund construction or other eligible activities. The cash match cannot include any in-kind services or funding from FHWA or MDOT.
Change Order	A written order to identify changes in the design of a project that are beyond the scope of the contract, which must also establish the costs and time adjustments for the work affected by the changes; change orders may result in cost increases or decreases
Concurrence in Award	SHA's written notice to the project sponsor indicating that SHA agrees with the project sponsor's intent to award the contract to the lowest responsive, responsible bidder based on the information supplied

Construction	The process of building, altering, repairing, or improving any structure or building, or other improvement to real property
Contract	(1) The written agreement between the project sponsor and a contractor setting forth the obligations of the parties, including, but not limited to, the performance of the work, the furnishing of labor and materials, and the basis of payment. (2) For construction projects, the contract includes the specifications manual, or invitation for bids, and detailed plans that are required to complete the construction of the work in an acceptable manner
Contractor	The individual, firm or corporation that is awarded a contract for the performance of the work or provision of services
Critical Area	All lands and waters defined in Section 8-1807 of the Natural Resources Article, Annotated Code of Maryland, including (1) all waters of, and lands under the Chesapeake Bay and its tributaries to the head of tide as indicated on the state wetlands maps, and all state and private wetlands and (2) all land and water areas within 1000 feet beyond the landward boundaries of state and private wetlands and the heads of tides
Deed	Written instrument by which the ownership of interests in land is transferred from one entity to another
Design Build	A project method in which the agency or owner holds a single contract with a contractor for both the design and construction of a project based on well-developed conceptual design and parameters.
Design Exception	A project design elements that fails to satisfy criteria as set forth in as policy and applicable design standards.
Design Plans	The plan view, profiles, typical cross sections, standard construction drawings, working drawings and supplemental drawings, which show the location, character, dimensions, and details of the work to be constructed
District Office	SHA has designated seven engineering districts in Maryland. The mission of the district office is to provide the traveling public with a safe highway system, and district engineers are responsible for overseeing all areas of district operations, which include: traffic, construction, maintenance, engineering systems, right-of-way, and utilities. The district offices are located in Salisbury, Chestertown, Greenbelt, Brooklandville, Annapolis, LaVale, and Frederick
Easement	A property right held by one person to make specific, limited use of land owned by another person. An easement is granted by the owner of the property for the convenience, or ease, of the person using the property
Fee Simple	Full ownership of real estate in which the owner has the right to control, use, and transfer the property at will
Hard Match	See cash match

Historic Building, Site, or Property	A district, site, building, structure or object significant in American history, architecture, engineering, archeology or culture at the national, State, or local level that is on or eligible for the National Register of Historic Places
Historic Highways	A highway or highway bridge on or eligible for the National Register of Historic Places
Historic Preservation	The theory and practice of creatively maintaining the historic built environment applying measures necessary to sustain the existing form, integrity, and materials of the historic property
In-Kind Service	A donation of a service or an item
Intermodal Transportation System	A network of various modes of transportation
Invitation for Bids	See Specifications Book
Maintenance	Necessary care and management of equipment and operations to retain proper conditions; upkeep
Match	The project sponsor's contribution (cash and in-kind donations) toward activities directly related to the project costs; the match must be at least 50% of the funding for those project activities that qualify for funding, and must include a cash component of at least 20% of the construction costs
Memorandum of Understanding	A legal document outlining the terms and details of an agreement between parties, including each parties requirements and responsibilities
Mitigation	The reduction, or compensation for, the negative impact an action may have on a rare, threatened, and endangered species or a sensitive habitat
National Environmental Policy Act (NEPA)	An act that establishes a national policy for the environment, provides for the establishment of a Council on Environmental Quality, and for other environmental purposes; NEPA requires federal agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions
National Register of Historic Places	Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources; listed properties include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, engineering, and culture
Notice to Proceed	A written notice to the contractor of the date on or before which he shall begin the work to be done under the contract

Option Contract	Legal agreement that stipulates that a party has the option to acquire right-of-way for an agreed upon amount within a specified period of time, as well as any other agreed upon provisions
Permits	Document, issued by a governmental regulatory authority, that allows some specific actions
Pre-bid Meeting	A meeting that provides contractors with pertinent information regarding the project sponsor's expectations, as well as the contractor's, in order to allow everyone involved a better understanding of what is expected
Project Manual	See Specifications Book
Project Sponsor	The agency or individual that assumes the responsibility to fund, execute, and maintain a TEP project, as well as assumes the legal liability for the project for the duration of its useful life
Plans, Specifications & Estimate (PS&E) Package	Also referred to as a Bid Package A collection of information that project sponsors must submit to SHA in order to obtain approval to advertise
Rare, Threatened, and Endangered Species	Animal or plant populations that are threatened by changing environmental or predation parameters and are so few in number that they are at risk of becoming extinct
Rehabilitation	The act of restoring to good condition and/or operation
Responsive, Responsible Bid	A lowest bid submitted in response to an advertisement that conforms to the requirements contained in the Invitation for Bids and design plans
Right-of-Way	(1) Land, property, or interest therein usually in a strip, acquired for or devoted to transportation purposes, (2) The right to pass across the lands of another
Scenic Byway, National	A road recognized by the USDOT for its archeological, cultural, historic, natural, recreational, and/or scenic qualities.
Scenic Byway, State	A byway designated by the MDOT as scenic with historical, cultural, natural, archaeological, and/or recreational qualities that promote Maryland's unique heritage.
Scenic Highways	See Scenic Byway
Scour Analysis	An analysis of erosive action of flowing water, excavating and carrying away material from bed and banks of streams and other waterways, which must be done in accordance with Chapter 11 Maryland State Highway Administration Office of Bridge Design Hydrology and Hydraulics Design Manual and Software

Soft Match	A portion of the project sponsor's match that consists of all costs prior to the construction or development of the project, as well as any in kind services or donations contributed to the project and other federal funding
Specifications Book	Also referred to as the Invitation for Bids or Project Manual; A compilation of all required permits, approval letters, specifications, and technical requirements for construction and materials required for the construction of the project
State Historic Preservation Office (SHPO)	Established by the National Historic Preservation Act of 1966 as an agency within each state government charged with enforcing the provisions of the Act
Streetscape	The view along a street, especially of the natural and man-made elements in or near the street right-of-way, including street trees, lawns, landscape buffers, signs, street lights, above-ground utilities, drainage structures, sidewalks, bus stop shelters and street furniture
Surface Transportation	All elements of the intermodal transportation system including water and water-related features, while excluding airports or anything airport-related
Trailhead	The beginning point of a trail usually intended for walking and/or bicycling. Major trailheads often contain rest rooms, trash receptacles, bicycle racks, sign posts and distribution centers for informational brochures about the trail and its features, and parking areas for vehicles and trailers.
Transportation Enhancement Program (TEP)	A federal-aid surface transportation program that provides reimbursable funding in support of transportation-related, community projects designed to strengthen the intermodal transportation system.
Useful Life	An estimation of the period of time over which a project will be of value or use, or provide its intended service
Viewshed	The landscape or topography visible from a geographic point, especially that having aesthetic value
Visitor Center	Also referred to as a Welcome Center; A place where travelers and visitors can get information on roads, transit area attractions, lodging, maps, and other items relevant to tourism
Welcome Center	See Visitor Center