Jay Zexxxx

**Roadway Design Unit Staff Meeting Minutes**
**April 28, 1999**

## 1. Plans/Design Items

Service Roads/Preliminary Designs

Handout #1 is a memo from Len Hill explaining the results of the conversation with the Right-of-way Branch on identifying service roads to assess permit environmental impacts and right of way costs. In the preliminary design of the project, start looking at the need for service roads or access roads to isolated properties. Service roads should be shown on the Design Public Hearing Map. If you have one that's questionable, ask Right-of-Way to check the plans for service roads at the same time they are doing the preliminary design R/W estimate.

Preliminary Cost-Estimate Guide

Handout #2 is a package that Jay and Dewayne have been involved in with Doug Lane's people. Len asked that we develop a uniform and consistent set of criteria to go by when we request preliminary/functional cost-estimates from Doug Lane. This checklist or pay item list includes the minimum items to be included in the estimate package sent to Doug. Everyone was asked to review the guidelines and provide Jay and Dewayne comments by May 24, 1999.

Meeting with PD & EA/Permit Issues

Sue, Tom, Len, John, and others met with PD & EA on April 26, 1999 to discuss problems we are having with permits and how they impact our letting schedules. Handout #3 lists some of the problems and possible solutions. Roadway Design should have two formal contact points with PD & EA's bio-team leaders (Gordon Cashin, Phil Harris, David Schiller, and Hal Bain). These two critical checkpoints are discussed on handout #3 under schedules. One checkpoint is the draft mitigation plan completion date at 24-months before letting and the second checkpoint is the permit application date about 16-months before letting. John has prepared two form letters for use in contacting the PD & EA staff. Handout #4 is an inventory Debbie put together on the status of some of the major projects and where they are with respect to concurrence on minimization and projects that need additional coordination to get concurrence.

Permit Application Review Process

Handout #5 is a memo from Len Hill discussing the permit application review process. In order to minimize permit revisions submitted to the USACE, we will follow the review process on this memo. The intent is to make sure that the Highway Design Branch reviews permit applications and make sure they conform to our plans. There will be a form attached to the permit to document each Unit's review of the approved permit. This review needs to be completed within three days and forwarded to the next reviewing Unit. Len will be serving as the Design Branch coordinator for the permit review.

13th Month Letting List Review

Item #6 is also a memo from Len Hill discussing the 13th month for letting. Even though the 12-month let list is important the 13th month let list is of equal importance. If you see that a project will not be ready for letting by the time it is thirteen months away from letting due to roadway design problems, let Vickie Durham know so steps can be taken to ensure it is not placed on the 12-month let list.

"B" Projects and Bridge Maintenance Concerns

During the scoping meeting and early planning phase of "B" projects, Bridge Maintenance input should be sought regarding the feasibility of rehabilitating the bridge as well as replacing the structure.

Metric – English and the Greenbook

Handout #7 is an e-mail sent from Ken Kobetsky (AASHTO) in answer to Tom's question about the Greenbook and whether to use the 1990-English version or the 1994-Metric version. The next Greenbook, which will come out in year 2000, will be in dual units. You need to continue to use the 1994 Greenbook for both English and Metric. If you have AASHTO related questions you would like posed at the June Subcommittee on Design meeting, give them to Tom by May 11, 1999.

Bridge Replacement Projects "Plan-Design"

Handout #8 is a copy of a memo from Len Hill on coordination of planning reports, plans, and permits for bridge replacement projects. Len asked that Roadway review the plan-design method on bridge replacement projects. This can be in-house plan design projects with PD & EA doing the documents and RDU preparing the design or it can be consultant plan design projects. Handout #9 is the latest list of bridge projects that are going to consultants for documentation as plan design projects.

## 2. CADD Items

Home Use License for MicroStation

The home use license for MicroStation is not available for us any longer. If you currently have a copy at home, you will not be able to get it upgraded. The elimination of the home use license has been set by the Engineering Technology Services policy.

Y2K Software Inventory

Jimmy Norris has inventoried every piece of equipment in Roadway to make sure that we are Y2K compatible. SIPS has a program to be installed on every computer by the end of May, which will keep a continuous check on all programs installed on each computer. SIPS will start keeping a record of every machine, memory, and software installed on the computers. Jimmy will be doing a monthly report to turn into SIPS. Employees must not install non-core software on their computers without written approval of the RDU Management staff..

GEOPAK Update Training

On June 8 and 9, there will be update GEOPAK training at the Jim Graham building at the Fairgrounds. Dianne will distribute the list of RDU attendees and their assigned session. On June 10 and 11, Jimmy's group will start loading the GEOPAK '98 software on the computers.

## 3. Administrative and Personnel Items

Status of TT VI Positions

The final package for the TT VI positions was sent to Personnel on Tuesday, April 27. We are requesting four TT I positions to be upgraded to TT VI positions. The positions will be a pay grade 73. The first four will be in the following PE groups; Jimmy Goodnight, Jim Speer, Ron Allen, and Sue Flowers. Also Roadway and Structures now have a TT I continuous posting for Civil Tech graduates. This will enable the direct hiring of CET graduates without the normal posting and interview process with a minimum of 5 applicants.

New PO 600 Form

Personnel has developed a new PO-600 form to be used for interviews. Please use the form that is on the "Form Letters" directory.

Status of Design Courses for RDU Employees

Sandra Stepney discussed the new technical courses that will be taught by Roadway Design employees. The Preliminary and Interchange course should be taught in mid May. There will be PDH credits for those taking the courses and for those which teach the course.

Summer Employees

We have four summer engineering assistants coming in on May 17, 1999 and three Trainees coming in May and June. Three of the engineering assistants have been placed already and the other one needs a home. All the trainees have been placed. Please consider taking the fourth EA.

RDU Clean-up Day

Clean-up day for Roadway Design will be on May 14 in the afternoon from 1:30 p.m. to 4:30 p.m.

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