Roadway Design Unit Staff Meeting Minutes
August 20, 2003

Sue Flowers Retirement

Jay thanked Sue for her 34+ years of service and reminded everyone of the retirement reception. It will be held on Thursday, August 28, 3004 from 1:30 – 3:30 in the Roadway Design Conference Room.

Briefing from the Highway Design Branch Staff Meeting

The new Project Manager position will now be called a TIP Program Manager. There will be four positions, pay grade 80. Two will be assigned Preconstruction, and two to PDEA. These positions will be seamless across all TIP Managers. You should respond to their inquiries like a request made by a Branch Manager or Deputy Highway Administrator. The position will manage 72 projects. Each position will get 1 to 3 divisions. It will serve as a contact for legislators, board members and citizens requesting information about these projects. An example project is R-1015, US 70 Havelock Bypass.

High Quality Resources

Merger 01 Process Information –Please note the last page in the Merger 01 Training Material. It has information about high quality resources. The Merger team is in the process of establishing policies and rules for avoidance and minimization of such areas. There will be a bridging policy and an avoidance policy. No impact to high quality resources, temporary or permanent. Training and updates for Merger 01 will start early 2004.

Construction Letting

$314 million dollars, biggest letting ever in July 2003. December 2003 should be the same. Bridge projects have a December 9, 2003 letting, which means those projects, need to be turned in two weeks early.

E-mail

Distribution A has the public record statement on the bottom of the e-mail. This is just a reminder, e-mail is public record.

Geotechnical

Geotechnical is decentralizing their offices. The Raleigh office, on Jones Sausage Road, will handle Divisions 1 through 7. The Charlotte office will handle Divisions 8 through 14.

CADD Support – Ted Walls

Pavement Volume Structure – Please refer to the memo dated July 17, 2003. The procedure was effective November 13, 2002. The procedure is on the Roadway web page. Pavement Volume Structure values should be listed below the volume totals on the earthwork summary.

CADD Drainage Files (DRN) – Please refer to the memo dated August 5, 2003. The procedures are on the Roadway web page. See the Roadway/Hydraulics plan coordination procedure. Please note the leveling requirements. Roadway and Hydro will work in one file. This file will contain all of the Hydraulic Design, even the information required for the permit drawings. The procedure shall become effective immediately on all projects that have not been previously sent to Hydraulics for their recommendations.

GPK Files – File management and naming conventions are very important. For bidding purposes, we are providing description data (text file) and the GPK files to the contractor. Certain projects have multiple GPK files. We need to be able to convey which file belongs to the alignment shown on the plans. Design services will make the GPK files available to the contractor. A formalized process will be created and presented early next year.

Deed Drafting – Roadway no longer uses this process. Right of Way will continue to use Deed Drafting. Ross has written a new procedure, ROW Roadcheck. It will be on the server in a few days. The procedure will check the files used for right of way plans. It checks for closures to right of way, property lines, etc. Jay will send a letter for implementation. The procedure will be discussed at the next user group meeting. This procedure is a good tool to check drafter's efficiency. You can use this procedure as soon as you receive documentation (September/October 2003).

Center Line Coordinate List - Please refer to memo dated August 25, 2003. This procedure is on the web page and can be downloaded for your use. There is a new sheet that will be added to your plans. It follows the survey control sheets (No. 1 series sheets). The XY_ Coord. CSV electronic file generated by the procedure will be available to the contractor. The Design Services Unit will submit this information to the contractor. Please provide information for new location project as stated in the memorandum.

PLAN DESIGN ITEMS – Jay Bennett

Guardrail Committee – Art McMillan is the new chairman. Roger Thomas is the new committee member. All guardrail questions should be directed to Art and Roger. Shoulder berm gutter should not be used under Grau-350 or M-350 anchor units. Should berm gutter is required with guardrail anchor unit type III, anchor unit used for attachment to rail on bridge.

Level D Subsurface Utility Engineering – We need Level D SUE information shown on preliminary mapping. Make sure Location & Surveys is aware of any preliminary mapping requests.

Special Median Grading (memo dated: March 5, 2003) - Make sure your cross-sections are drawn correctly and guardrail is on the plans when it goes to Hydro. Special median grading goes out approximately 80 foot beyond the guardrail protecting median peirs and/or sign supports.

Cessation of Right of Way Data System – We are no longer using RADS per May 13, 2003 memo. Roadway Design and Design Services show property owner information on the parcel index sheet. It is highly suggested that the parcel index sheet be included as part of the final right of way plans package.

Contract No.'s & WBS Elements on Title Sheets – Federal Highway Administration (FHWA) project numbers have been removed from various locations on the title sheet. The FHWA project numbers are shown in the title block on the top right-hand corner. The lower right-hand corner title block may be removed in the near future.

Request for Property Ties and Survey Control Plan Sheets – Form letter B-20 was revised. Property ties and survey control plans sheets are to be included in the plans prior to sending them to right of way. Special thanks to Ron and Glenn for updating the form letters.

Wheelchair Curb Cuts (Truncated Domes) – Letter from Don Goins (memo dated: June 26, 2003). Use truncated domes on all wheel chair ramps. This is an ADA requirement.

Mapping Designations within PAWS – Make sure we incorporate mapping designations into our TIP scheduling. Coordinate mapping request with other DOT units to ensure correct mapping (Orthophotography, Topograhic, Digital Mosaic, Preliminary Plan Sheet Mapping and/or Final Surveys) are requested at the appropriate time.

Combining State Highway Projects (memo dated: July 13, 2003) - Cynthia Perry sent out two memos. One was a guide for combining projects prior to right of way acquisition. The second was a guide for combing projects after final right of way plan distribution.

Median Crossover Guidelines (draft) – Art stated, the draft information has not changed. Enact rules for projects at the hearing map review meeting. Note that, the current guidelines are the enforceable guidelines. Debbie has been discussing these median crossover guidelines with the Division Engineers. Median widths for super high volume roads should be 30 feet. Other facilities should provide median widths of 23 feet. If right of way constraints dictate, a 20 foot median can be considered.

Structure Recommendation Plans – We are no longer preparing structure recommendations on 8 ½" x 11" sheets. All new projects should be prepared using structure recommendation plans.

Recycled Products Incorporated into Roadway Projects – Each Project Engineer should use recycled products on at least two projects per year. The Design Services Resource Conservation Engineer is Brian Ketchem.

Policy on Street and Driveway Access to North Carolina Highways – The Board has approved the policy. Distribution of this information will be forthcoming. The policy is on the Traffic Engineering web page. Note that, only one driveway connection is permitted per single property owner or business.

Right Turn Lane – Left Turn Lane Design and Warrant Standard – Be consistent in the way we design right lane and left turn lanes at intersections and median crossovers.

Driveway Grades for Curb and Gutter Facilities – Please refer to the handout for setting driveway grades on projects with curb and gutter and sidewalk.

MISCELLANEOUS ITEMS

BSIPS and SAP – Time Entry – Jay asked the staff not to log-in to time entry in SAP on Friday after 12:00 or Monday morning, due to the transferring of payroll. Time entry should be entered in by 9:00 a.m. on Friday.

FR 01C – Please use the new timesheet. Download the form from the web site.

Office Supplies – All requests for supplies should be signed by the Project Engineer. Jay asked that you be as frugal as possible. All battery requests should come from the front office.

Century Center Security – Badges must be displayed at all times. All visitors should report in at Security Desk.

Technician Skill Based Pay – Jay stated TSBP still is in the implementation stage. The program will start late 2003, early 2004 (pending approval). FEP and HEC will be incorporated into skilled based bay. Recent promotees will be re-evaluated. If we hire a new technician, a new form needs to be filled out within 4-6 weeks of employment.

New Research Ideas – Jay asked the staff to write down ideas as they occur. Try to do this throughout the year.

TIP Scheduling Meetings – Jay stated this is your chance to evaluate your project schedules and make adjustments. Changes may be easier now, than next year. NCDOT is tracking TIP construction funds per calendar year.

Miscellaneous

Joe Blair asked that final field inspections be e-mailed to him. Make sure you edit them for questions that do not apply. Please e-mail field inspections to all division construction engineers.

Agenda for Roadway Design Staff Meeting
Wednesday August 20, 2003

Welcome (Jay Bennett)

Labor Market Study

PE Compensation

Briefing from the Highway Design Branch Staff Meeting

CADD Support / Electronic Plan Preparation (Ted Walls)
Pavement Volume Structure - Memo July 17, 2003
CADD Drainage Files (DRN) - Memo August 5, 2003
Roadway Web Page - 07/16/03 Roadway/Hydraulics Plan Coordination Procedure
GPK File Clean-up
Deed Drafting "ROWROADCHECK" - McDOWELL PROCEDURE OCTOBER 2003 ALL PROJECTS ... RIGHT OF WAY
Centerline Coordinates for the Contractor
USER GROUP MTG 3RD WEEK SEPTEMBER 2003

Plan/Design Items (Jay Bennett)
Guardrail Committee - New Chairman - Art McMillan
new committee member (Roadway) Roger Thomas
Level D Subsurface Utility Engineering (SUE) with Preliminary Mapping - Memo 03/03/03
Special Median Grading - memo 03/05/03 & 04/22/03 (Art)
Cessation of Right of Way Data System (RADS) Data - Memo May 13, 2003
Contract No.'s & WBS Elements on Title Sheets - Memo 06/02/03
Request for Survey Control Plan Sheets - Memo 06/04/03
Wheelchair Curb Cuts (Truncated Domes) - Memo 06/26/03
Mapping Designations within PAWS - Memo - 07/02/03
Steps for Requesting Mapping Products (Art)
Combining State Highway Projects - Memo 07/31/03
Prior to right of way acquisition
After final right of way plan distribution
Median Crossover Guidelines - draft (Art)
Structure Recommendation Plans - effective 03/27/03 (Art)
Recycled Products Incorporated into Roadway Projects (Each Roadway Project Engineer should use recycled products in at least two projects in their group each year.)

Policy on Street and Driveway Access to North Carolina Highways (Draft policy is on the Traffic Engineering and Safety Systems Branch's web page.)
Driveway and Access discussion with Jim West, Right of Way.

Right Turn Lane - Left Turn Lane Design and Warrant Standard

Driveway Grades for Curb and Gutter Facilities (addressing the driveway grade and sidewalk issue.)

Miscellaneous Items

BSIPS and SAP - Time Entry (Roadway Design)
FR-01 C
Office Supplies
Century Center Security - memo 04/21/03
Technician Skill Based Pay
New Research Ideas
TIP Scheduling Meetings (09-09/10-03 & 10-14/15-03)

Meeting Adjourned