Bennett

Roadway Design Unit Staff Meeting Minutes
December 17, 2001

1. Special Guest

Laurie Smith – Staff Introduction

Laurie Smith from the Enhancements and Agreements Unit introduced her staff. Pam Matthews, who was not present, handles Divisions 1 – 7 and Karen Rose who covers Divisions 8 – 14. Their primary purpose is to handle almost all the agreements in the Department. They put in writing the negotiations that are passed through the Department. All the types of agreements are listed on their website for you to check out. Laurie reminded us that she needs to be advised of any changes in sidewalks during the life of a project. She also would like for us to make a recommendation for payment by lump sum or actual costs.

David Chang – Buffer Issues

David Chang attended the meeting to update us on some of the buffer issues. Mr. Chang illustrated the 50-foot buffer for rivers and lakes. Also, he discussed the buffer rules for 5 different rivers and lakes and implementation dates: 1)Neuse River, 2)Tar-Pamlico River, 3)Randlemon Lake, 4)Catawba River, and 5)Cape Fear River. David requested that after LEDPA, we submit the design to Hydro for investigation of stream buffers, minimization, and investigation of storm water permit (CAMA Counties).

Wendy Richardson – Shirts with DOT/Roadway Logo

In the absence of Wendy Richardson, Jan Gardner brought shirts and t-shirts to show to the Project Engineers so that they could carry the information back to their squads. Anyone interested can purchase them. The shirts will have the NCDOT logo on them with Roadway Design Unit across the top. They should contact Patsy Stephenson if they are interested in ordering anything. There are a number of items in the catalog that can be purchased: Sweatshirts, shorts, caps, etc.

2. Cadd/Electronic Items

Jimmy Norris discussed the file structure on the CADD. There has been some problems because people are making up file structures. It is recommended that you use the directory structure on handout #1 for all TIP projects in Roadway Design. There should be no files in the **Root** directory (main TIP directory that you connect to). Files are placed in the unit specific sub-folders. Under the main root, sub-folders will be backed up. Do not place files in any other Unit's folders except for RightOfWay. Please have all your personnel use this system.

Marc Clifford, Frank Winn, and Jimmy Norris have been working together for about 18-months with a Bentley Software project called "EGIS". Jimmy Norris will be setting up a meeting with all the Project Engineers to show the new software. This new software requires very little knowledge of Microstation and will run on any project. You will basically download directly from GIS's website the files which have been converted to Microstation. It will allow you to place a buffer around an alignment, give you all the impacts based on those layers, and then will give you a report.

3. Plans/Design Items

Wheelchair Ramps at Intersections

The wheelchair ramp issue came up as a request from the Traffic Control Branch and Signals and Geometric Branch. They wanted Roadway to start putting stations on wheelchair ramps but Jay stated that he was not ready for this yet. On the first page of handout #2, they have the requirements for the stop bar at an intersection to be placed within 30 feet of the edge line of the perpendicular lane. On the second page is a picture of the intersection and to the right is a small picture of the signal plans where crosswalks are located. On the third page, is an example of wheelchair ramps on the Roadway drawing that are not on the center of the radius. The Roadway plans on the bottom left corner and bottom right corner do not correspond with the information on the signal plans. Please coordinate wheel chair ramp and curb cut placements with the Traffic Management and Signal Systems Unit. This coordination is required for signalized intersections with sidewalks present or recommended.

Temporary Shoring for the Maintenance of Traffic

Beginning with the December 2001 letting, the new special provisions and standard drawings will be included in all TIP projects that have pay items for temporary shoring for maintenance of traffic. On page 2 of handout #3 is an example of a letter you will receive from the Traffic Control Branch. Page 3 is a form for contractors to fill out for Design Services. Also included in this handout is a copy of the standards and special provisions. Current policy dictates that Roadway Design includes the associated detail in the plans and the quantity (provided by Traffic).

Mailing of Noise Reports to Local Officials

Currently, we are responsible for mailing the noise reports out to the local officials. John has discussed with Carl Goode the possibility of Carl's section being responsible for this. Carl is receptive to this but has not given a definite date for them to begin. John will let you know as soon as he hears this date from Carl.

4. Miscellaneous Items

Transportation Engineering Associates

Part of the items in the Leadership Management Development Program that Jim Kellenberger discussed with Roadway the first of December was the checklist for Transportation Engineering Associates. Handout #4 is the checklist that John Carter has sent out to be used for the TEA's. Try to expose the TEA's to the items on the front and back during their training stay in Roadway.

Project Scheduling

On December 6, 2001, Len Hill contacted John and asked that Roadway check their barcharts for projects that will have the planning document complete within a year. For projects with planning reports completed or will be completed within the next 12 months, we are to make sure the projects get started ASAP. Give your list to Jay or Dewayne, and they will discuss these with Len Hill. If you have any questions on which projects are appropriate, please see Jay or Dewayne.

On December 13, 2001, Randy Turner, David Chang, Len Hill, Debbie Barbour, Jay Bennett, and John Alford met on permits. Randy pointed out that the dates that permit drawings are received by his Unit is a very critical date. Permit drawings are normally sent from Hydro to Planning, approximately a month after the Right of Way plans go out. Roadway has not been putting the symbol (PDT, Permit Drawing Transmitted) for this on the barcharts. Randy Turner has asked that the symbol be shown on the barcharts. Roadway Project Engineers are now responsible for this. It will take Hydro 2 to 3 months to review and revise; therefore, they will need more time between the Right of Way and the Let date. For projects other than bridge replacement projects, a minimum of 18-months between right of acquisition and letting is desirable.

Roadway Workday Estimates

John sent out a memo in October when he received a complaint from somebody that said they requested a mandate breakdown, and all they received was the total number of man days. It is very important that you send back the request in the format that is requested.

Electronic PE Seals

There are some concerns having the electronic PE seals on a shared directory. With the shared directory, consultants and everybody else can download all the electronic PE seals with all the files. After a brief discussion, the conclusion was for each individual PE to keep up with their own seal and place it electronically on plan sheets as needed.

cc: John Alford, PE
Jay Bennett, PE
Dewayne Sykes, PE
Frank Winn, PE
Roadway Design Project Engineers
Debbie Barbour, PE
Scott Blevins, PE
Victor Barbour, PE
Charlie Casey, PE
Cathy Houser, PE
Chris Haire, PE

AGENDA FOR ROADWAY DESIGN STAFF MEETING

Monday December 17, 2001

Opening Comments

SPECIAL GUESTS

- **Laurie P. Smith** Staff introduction & miscellaneous issues
- **David Chang** Buffer issues & miscellaneous issures
- **Wendy Richardson**. . .Shirts with DOT/Roadway Logo

CADD / Electronic items

- File structure & file management . . . Norris . . . Handout # 1

Plan / Design items

- Wheelchair ramps at intersections. . . Jay. . .Handout # 2
- Temporary Shoring for the Maintenance of Traffic . . Jay . . .Handout # 3
- Mailing of Noise Reports to Local Officials. . . John

Miscellaneous items

- Transportation Engineering Associates. . . Jay Handout # 4
- Project Scheduling. . . John & Jay
- Roadway Workday Estimates. . . John
- Electronic PE Seals. . . John

.prl
.eop
.row
.pfl
.ss
.typ
.tsh

and other design files not specified elsewhere

- **RightOfWay**
  ROW plan files. All units that need ROW plans will retrieve them from here. This includes copies of all files needed for plan sheets and the deed draft files.
- **Structures**
  Structures will work from this folder
- **Shp**
  Shape files (.shp)
- **TrafficControl**
  Traffic Control will work from this folder.
- **Wedging**
  Files for NCWEDGE
  .par
  .prf
  .wqf
  .grd
- **Wetland**
  PD&EA will access this folder to place wetland files
- **Xsc**
  .xsc
  .xpl

Do not place files in the other unit folders, except RightOfWay. Hydro, Location, Photogrammetry and Traffic Control will be responsible for collecting copies of design files as needed, from Roadway's working directories.