Roadway Design Unit
Staff Meeting Minutes
December 21, 2006

Changes to the Roadway Design Unit Staff Meeting Format

The format of the Roadway Design Staff meetings has been changed to provide the opportunity for Roadway Design management and Project Engineers to share information and to communicate on a more regular basis. "Mini" staff meetings will be held in addition to the full administrative staff meetings. The "mini" staff meetings will be topic driven with the intent to hold them to an approximate 2 hour time limit. The full administrative staff meetings will be held quarterly and be more in line with the traditional staff meetings held in the past. The 2007 staff meetings have been scheduled with meetings occurring once a month. Alphabetically, by last name, Project Engineers will be responsible for preparing the minutes on a rotational basis.

Design Build Projects

Project Engineers were asked to share their experiences with Design Build projects. The common concern expressed was the lack of information available defining Roadway Design's involvement with Design Build projects. The expectation was to be able to turn over projects to Project Services after the Design Build contract has been awarded. However, until a protocol is established, Roadway Design Project Engineers should stay involved and provide support as needed throughout the design and construction process. Other issues discussed regarding Design Build projects were as follows:

- Roadway Design prefers projects only be designed up to and including the public hearing stage before proceeding with the Design Build contract. This allows more latitude in providing innovative designs. *(It should be noted that projects can become Design Build any time during the design process.)*
- As a "rule of thumb" for scheduling purposes, there is approximately 9 months from the ROD or FONSI to the Design Build Let date.
- PMii networks are being developed for Design Build projects. It was recognized that the Design Build staff needs to be more involved with the PMii process.
- When handling Design Build projects, it may be necessary to adjust workloads in order to meet deadlines.
- Lighting design for Design Build projects are handled in-house.

NCTA Projects

Guidelines have been developed that outline the coordination process between Roadway Design and NCTA (NC Turnpike Authority). The top 3 projects currently being considered for tolls are the Triangle Parkway, Western Wake Parkway, and the Gaston East-West Connector. There were discussions regarding the steps an in-house project would follow if it becomes a toll project. The discussion centered on the reevaluation of the planning document which would need to be revised to include features that would be specific to a toll roadway. Another issue discussed was the environmental coordination process. The NCTA will follow Section 6002 of the SAFETEA-LU process (Handouts have been provided outlining the process).

When it is not clear whether the project will be developed by NCTA or the Division of Highways, it is still necessary to meet current working schedules and to follow management's directives.

PMii Issues

PMii data maintenance issues were discussed. A handout was provided showing the correct location for project data. Relocatees and parcel information are maintained on the Level 3 R/W WBS. Project length, number/type of structures, and utility impacts are maintained on the Level 3 Construction WBS. It was requested that any data not placed in the correct location be removed. The ZPSR04A transaction using the PAR_REL_STR variant can be used to determine if the above mentioned data is correctly in the system. Other discussion topics were as follows:

- It is important to make sure PMii data for projects on the 36 month let list is up to date.
- Project Engineers should determine on a case by case basis whether historical data should be corrected in PMii.
- The Roadway Design PMii User Group is developing guidelines for when activities and elements should be confirmed.
- There were discussions regarding the level of access that will be provided to Squad Leaders in the SAP system. This will be coordinated further.
- Assistant Squad Leaders attended a PMii training for running reports and viewing information in the system.

CADD Issues

Web casting/conferencing is an option in lieu of traveling to hold meetings and field inspections. There are some issues with having the necessary telephone lines available. Locally, this issue has been resolved by moving the conference to Building B where there are enough available telephone lines. The number of telephone lines could still be an obstacle at the remote location. It takes approximately a week to set up a web conference. A web conference will be held in February 1, 2007 at 10 a.m. for anyone who would like to observe.

A plan sheet was handed out showing the automated placement of north arrows. The group selected alternative 1 on the handout.

An automated quantity application is being developed to place rip rap on plan sheets. Additional information and guidelines will be provided as the application is further developed. In order to move forward with the application the hydraulic design CADD plans are required. Project Engineers should report if they are still getting non-CADD hydraulic design plans.

The format of CADD plotted hearing maps is being revised. There are several products that will be available. Examples were on hand at the meeting. Additional information and guidelines will be provided after it is determined which product(s) is best for Roadway Design.

Project Engineers Assignment/Committee Sheet

A sheet was attached to the agenda showing the Project Engineer's current committee involvement and special assignments for review and corrections.

Jimmy Goodnight will prepare minutes for the next Staff Meeting.

Minutes Prepared By Greg Brew
Approved By Jay Bennett, PE Signature Jay A Bennett Date 1/19/07