Roadway Design Unit

Staff Meeting Minutes
February 22, 2007

Jurisdictional Streams

Jay Bennett discussed the memorandum from Art McMillan and Greg Thorpe, dated February 2, 2007, concerning the proper protocol established for showing Jurisdictional Streams on preliminary mapping and final surveys. The protocol in the memorandum is self-explanatory and defines each individual Unit's responsibilities. The Natural Environment Unit (NEU) will map jurisdictional streams when preparing the NRTR report for the planning document. The jurisdictional streams will become part of the wetland file. Roadway Design (during preliminary mapping) will assign the (JS) line style for the preliminary plans. Location and Surveys (during final design) will assign the (JS) line style for final plans. In the end, the permit drawings, the design plans and the constructed work need to be representative of one another.

Plan and Permit Process for Widening and New Location Projects
Plan and Permit Review Process for Bridge Replacement Projects

The Hydraulics Unit will take the lead of the plan and permit review process. Roadway Design will send preliminary designs in Microstation format and one half-size set of plans, not multiple copies to the Hydraulics Unit. The Hydraulics Unit will review the design and coordinate and share information as it relates to the permits and the plans. If the request memo asks for utility plans only, the Roadway Design Unit does not need to send another set of plans. (This gives the impression that something has changed from our original submittal). Make sure channels of communication remain open.

Jacksonville Bypass (U-4007)

There are two projects, U-4007 A and U-4007 B, with R/W in 2009 and Let in 2011. They were advertised April 2, 2007, as a request for a private engineering firm to prepare design plans.

Open Discussion

- We need to go back to the basics when designing our projects. Take ownership. Do not overlook the details. Keep maintenance in mind as we design future projects.
- When the demolition of existing bridges occurs, we need to look into ways that we can incorporate the remains into Recycled Products. This material needs to stay out of our landfills.
- Field Inspections – When preparing the Field Inspections Questions, specify a letting date for the contract time question. The division needs to provide a completion date for the specified letting. If you receive the Field Inspection Questions back without a project completion date, call the division construction engineer and ask him to provide this information.
- Right of Way plans are due and need to be processed by the 3rd Friday of the month.
- There have been problems with accessing the building after 6 P.M. Jay Bennett will contact Jeannie Bailey and try to get access for Project Engineers and Squad Leaders.
- Greg Brew asked about the possibility of the public having access to the Server.

Minutes Approved By: Jay A. Bennett, PE – State Roadway Design Engineer

4/10/07