ROADWAY DESIGN
STAFF MEETING
July 24, 2008

- ***2009-2015 TIP Scheduling Process. (Action Items*)**

RDU Co-PM will reschedule the Forecast Schedule (unconstrained) on all projects that have **completed** Planning Documents. The entire project (all networks) shall be scheduled. All finish constraints should not be reapplied.
PDEA Co-PM will reschedule the Forecast Schedule (unconstrained) on all projects that have **incomplete** Planning Documents. The entire project (all networks) shall be scheduled. All finish constraints should not be reapplied.

- ***TMT- Performance Dashboard Appraisal (PDA) Engineers and Technicians.***

There have been 2 work groups established; they are the Engineers (Scott's Group) and the technicians (Dewayne's Group). They are working on the Performance Dashboard and associated Metrics.
TMT wants Roadway Design Unit's information by August 15, 2008.

- ***NCDOT Organizational Performance Dashboard - Works Well Gauge, Delivery Rate.***

Delivery Rate gage has been added to the dashboard. This will take you to TIP Construction, TIP Preconstruction and Environmental.

- ***"Draft" – NCDOT Project STaRs Schedule Maintenance Policy***

Ron Allen distributed a Draft copy of the Schedule Maintenance Policy. The official copy will be coming out in the very near future. Ron stated that until further notice, we could use the CJ20N transaction for scheduling in lieu of the CJ2B transaction.

- ***Construction Revision – Plan Distribution***

The Construction Revision process has been revised to agree with the new approval authorities, budget metrics and schedule metrics. All construction revisions will now be sent directly to the appropriate Division Engineer rather than the State Construction Engineer. Verbal or email approval is needed from the Division Construction Engineer prior to incorporating plan changes.

- ***25% Plans – Distribution to Stan Harward, Resource Conservation***

The Resource Conservation Engineer in Alternate Delivery is Stan Harward. He would like to have a copy of the plans when they are sent to Hydraulics. This gives them a chance to discuss the use of recycled projects on appropriate projects. Glenn Mumford will add this to the form letters.

- ***New Employee Orientation Training Guide Class.***

This class will be held July 30, 2008. It has been put on the Calendar for all Project Engineers and Project Design Engineers.

- ***Highway Design Branch Regional Assignments.***

New assignments for regional planning and design activities were implemented in the fall of 2007. The regional planning and design assignments are for the Highway Design Branch, the Project Development Unit within the PDEA Branch, the Tip Development Unit, Division Construction Engineers and for Roadway and Bridge Construction Engineers.

- ***Safety***

At field inspections the employees need to look out for themselves and each other while visiting the project sites. Park in areas that provide safe entrance and exit of the work area. Do not create potential conflicts with other vehicles and equipment operating in the work area. Provide maximum protection for workers getting in and out of there vehicles.

- ***Open Discussion***

New questions relating to permit drawings and the permit application will be added to roadways field inspection questions.

1. Does the existing bridge have any bents in the creek? If yes, how many? Will any of the new bents be in the creek? If yes, how many?
2. What construction method is planned for the bridge? (Top down etc.)
3. Will there be any utility impacts in jurisdictional areas (wetlands, buffers, streams).
4. Will construction require any onsite detours? (I.e. temporary bridges), work pads (i.e. causeways) for building the bridge or demolition of the old bridge? If so, where? Are they absolutely necessary?
5. What removal method will be used for the existing bridge and bents? What are the environmental impacts?
6. If you are using an on-site detour bridge, are the piles driven?
7. Are the temporary impacts for culvert construction properly identified?
8. Have impacts in high quality resource areas been minimized? Have we done as much as possible to limit impacts within these areas?
9. Is the project using Best Management Practices (BMP's)? Is this project using design standards for sensitive watersheds?
10. Is hand clearing possible?

Professional Women's Business Conference will be September 20, 2008, 8:30 a.m. – 2:00 p.m. "Taking Responsibility for Your Future". All females are invited and will be reimbursed for the registration fees.

Minutes Prepared By: Ted Walls

Minutes Approved By: Original Signed by Jay A. Bennett, PE

Date: August 19, 2008

2009 - 2015 STIP Scheduling Process

HANDOUT #1

June 4 — STIP is published

June 25 – July 18

New STIP Projects

1. PDEA Co-PM e-mails Program Development requesting networks for any new projects
2. Program Development creates new project networks and e-mails all Unit Heads owning activities for assignment of lower level work centers
3. PDEA Co-PM applies backward scheduling to new project to identify start date. Coordinates schedule development with RDU Co-PM.

Existing STIP Projects

Activity Managers update durations, confirmations, activations, and make lower assignments on their activities on ALL projects.

July 21 — **UNCONSTRAINED FORECAST SCHEDULING BEGINS**

July 21 – August 8

RDU Co-PM will reschedule the Forecast Schedule (unconstrained) on all projects that have **completed** Planning Documents. The entire project (all networks) shall be scheduled. All finish constraints should not be reapplied.

PDEA Co-PM will reschedule the Forecast Schedule (unconstrained) on all projects that have **incomplete** Planning Documents. The entire project (all networks) shall be scheduled. All finish constraints should not be reapplied.

August 11 — Initial Preliminary Problem Project List is generated from the Preconstruction Dashboard and submitted to Co-PMs to resolve schedule issues.

August 18 - 22 — PDEA Co-PM and RDU Co-PM meet to resolve schedule issues with Problem Projects. These meetings will be arranged based on regions (Eastern, Central and Western). Location of meeting and attendance of critical Activity Managers is to be determined.

August 28 — Final Problem Project List is generated from Preconstruction Dashboard.

Early September — Problem Project Meeting is Held. Schedule Change forms submitted to Program Development for projects approved to be delayed.

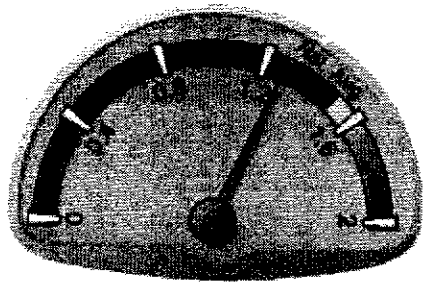
Mid to late September — Basic Schedules updated per Problem Project Meeting. The R/W & Let constraints should be applied to the Forecast Schedule by the RDU Co-PM until the Basic has been updated. Upon notification that this has occurred, the Forecast Schedule constraints shall be removed by the RDU Co-PM.

*NOTE: **Any time during the period outlined above, "Non-Problem" projects that require a schedule change must have an approved schedule change form submitted. The R/W & Let constraints should be applied to the Forecast Schedule by the RDU Co-PM until the Basic has been updated. Upon notification that this has occurred, the Forecast Schedule constraints shall be removed by the RDU Co-PM.***

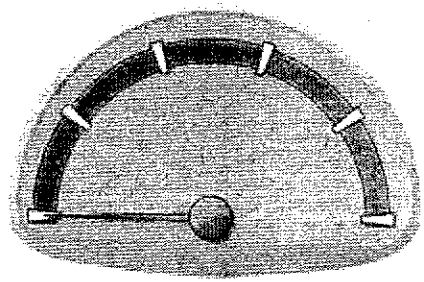
North Carolina Department of Transportation

Programs »

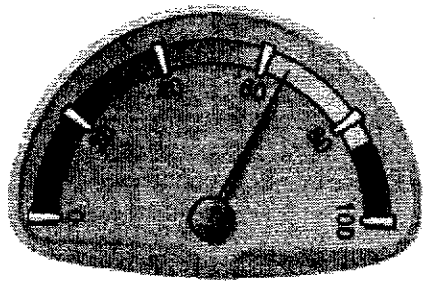
NCDOT Organizational Performance Dashboard



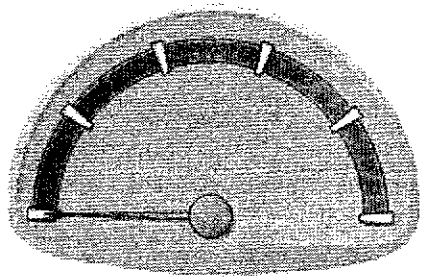
Fatality Rate



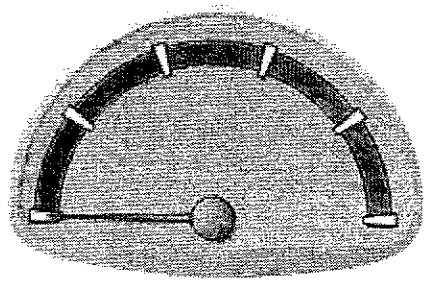
Lasts Longer



Delivery Rate



Efficiently



Great Place

Our mission is connecting people and places in North Carolina - safely and efficiently, with accountability and environmental sensitivity.

More information on NCDOT's transformation and organizational performance efforts.

Handout #2

Delivery Rate

This page displays the Department's success rate for delivering the Transportation Improvement Program (TIP) and environmental compliance programs. These items are indicators of how well the Department is delivering its planning, design, construction and maintenance activities while protecting the state's natural resources.

TIP Preconstruction

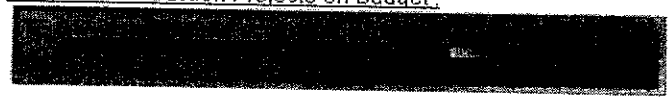
% of Plans Completed and Bids Opened On time:

% Right of Way Acquisitions Begun On Time:

TIP Construction

% Active Construction Projects On Schedule:

% Active Construction Projects on Budget :



Environmental

Average State Environmental Inspection Score:

More information on how we get these numbers.

For questions / comments regarding the Delivery Rate section of the NCDOT Dashboard please Contact Us.

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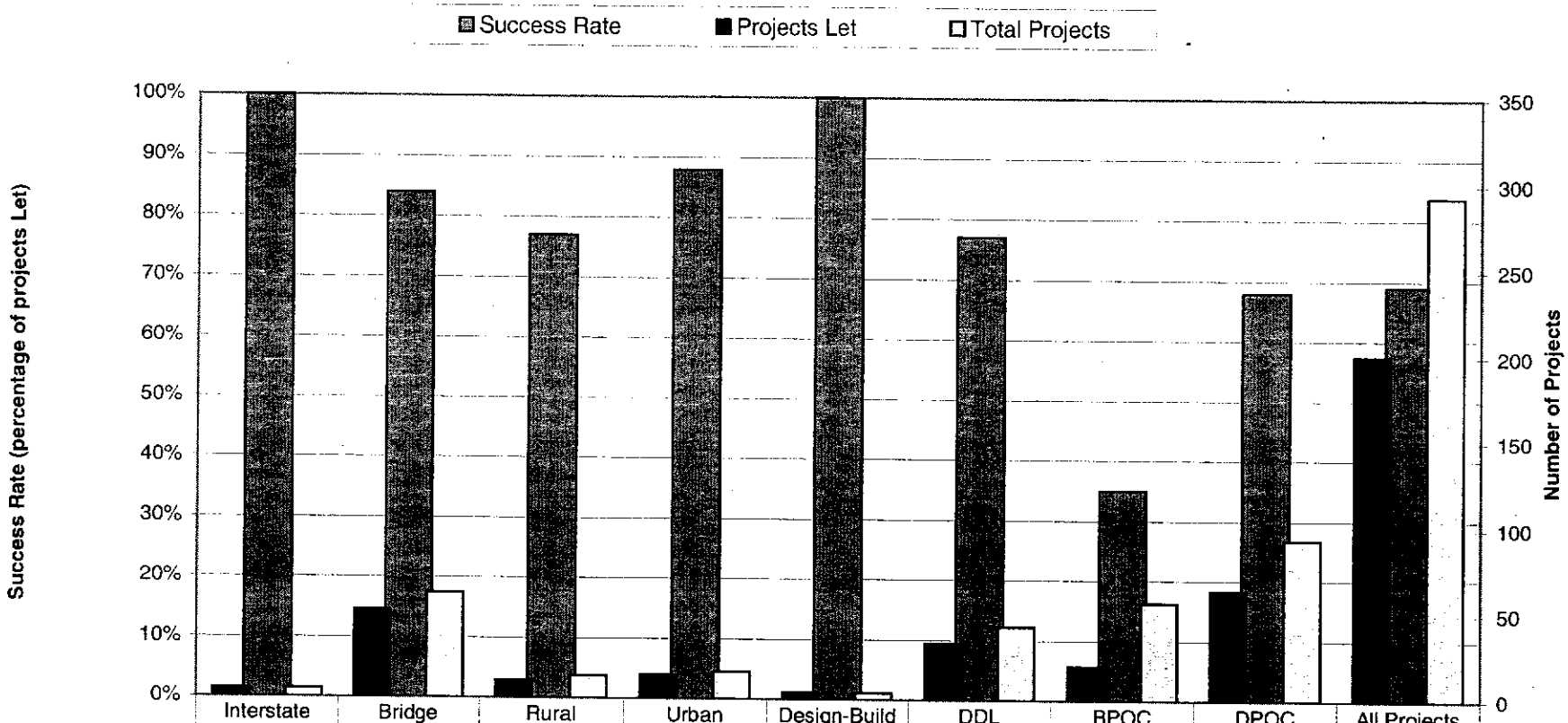
Letting Success Rate (January - December 2007)

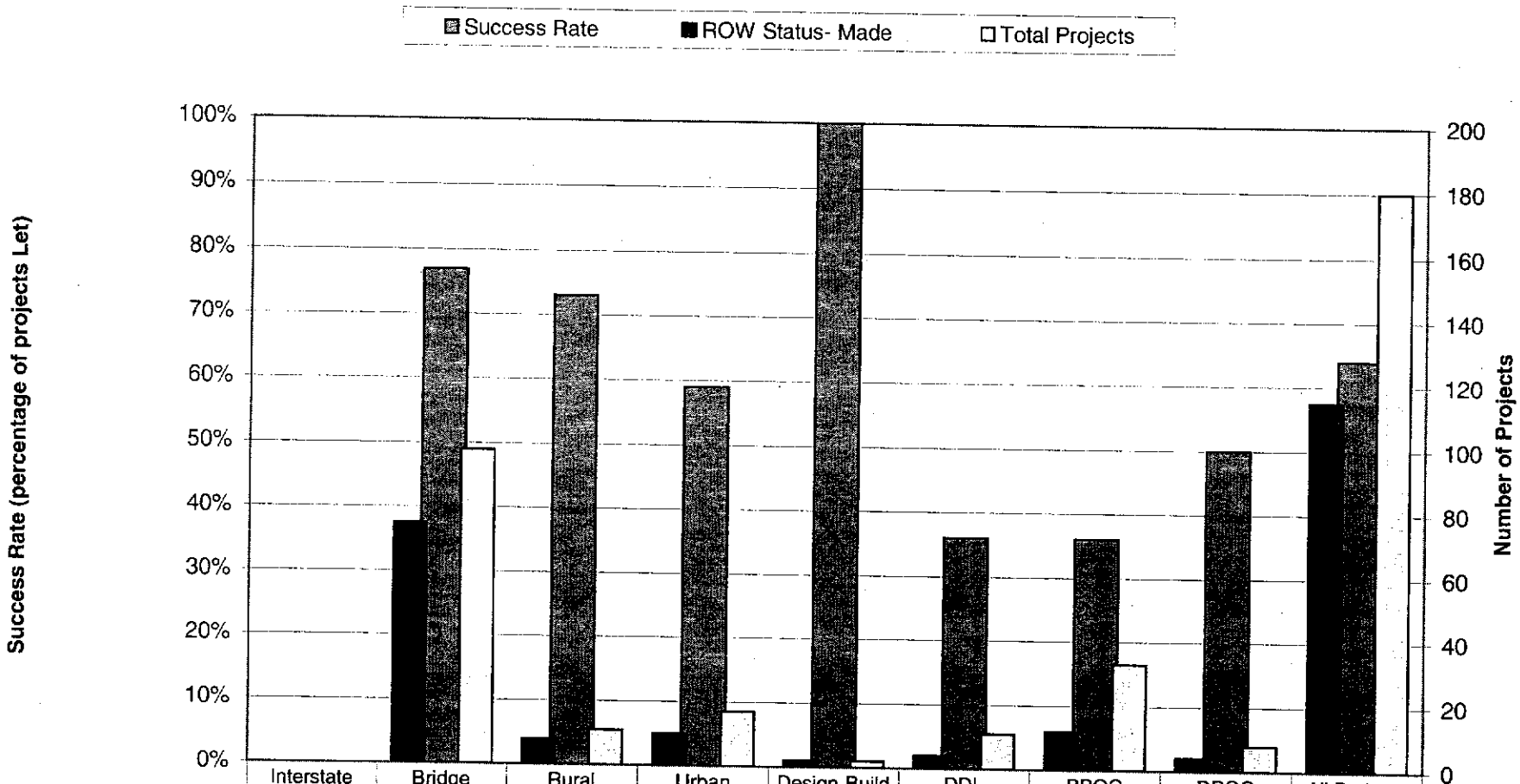


	Interstate	Bridge	Rural	Urban	Design-Build	DDL	BPOC	DPOC	All Projects
Success Rate	100%	84%	77%	88%	100%	77%	35%	68%	69%
Projects Let	5	51	10	14	4	33	20	64	201
Total Projects	5	61	13	16	4	43	57	94	293

Project Categories

DPOC - Division Purchase Order Contract
DDL - Division Design & Let (in Raleigh)
BPOC - Bridge Purchase Order Contract

Right-Of-Way Success Rate (January - December 2007)



	Interstate	Bridge	Rural	Urban	Design-Build	DDL	BPOC	DPOC	All Projects
Success Rate		77%	73%	59%	100%	36%	36%	50%	64%
ROW Status- Made		75	8	10	2	4	12	4	115
Total Projects		98	11	17	2	11	33	8	180

Project Categories

DPOC - Division Purchase Order Contract
DDL - Division Design & Let (in Raleigh)
BPOC - Bridge Purchase Order Contract

ROADWAY DESIGN UNIT

AUG 1 2 2008

__ALLEN __BLEVINS __SYKES
__BREW __C. HOUSER __T. HOUSER
__LOVERING __D. TAYLOR __GOODWIGHT
__J. MOORE __C. HARE __SPEER
__B. MOORE __THOMAS
__MUMFORD __STEPHENSON __WALLS

___PREPARE REPLY FOR ___SIGNATURE
___F.Y.I.
REVIEW/DISCUSS WITH _____

HIGHWAY DESIGN BRANCH

AUG 1 2 2008

✓Bdy ✓Hyd ___Staff
✓Str ✓L&S ___Exe
✓Geo ___Photo ___Sec.

LYNDO TIPPETT
SECRETARY

___FYI
✓Take appropriate Action
___Prepare reply for

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

August 7, 2008

MEMO TO: Preconstruction Branch Managers
Victor Barbour, PE, Stuart Bourne, PE, and Rodger Rochelle, PE

FROM: Debbie Barbour, PE
Director of Preconstruction

SUBJECT: **Project STaRS Schedule Maintenance Policy**

To enhance our project delivery, and in accordance with the Department's initiative regarding performance metrics and dashboard reporting, a schedule maintenance policy has been developed. Attached is the recently developed Project STaRS Schedule Maintenance Policy.

As stated within the policy, its purpose is to "establish guidance for users regarding (1) how the Project STaRS scheduling tool should be effectively maintained as a part of the day-to-day project management process (Forecast scheduling) and (2) the process of changing the approved schedule (Basic schedule update)."

As you know, Project STaRS will supply the data for many of our metrics in Preconstruction since most of our work involves the delivery of STIP projects. The successful tracking, proper schedule updates, and adherence to established project schedules are imperative for us to develop and convey "realistic" project schedules and to improve our project delivery rates.

This information should be provided to your staff members. The policy will be in effect upon their receipt. Please contact Ron Allen or me if you have any questions.

DMB/rda

cc w/attachment: Bill Rosser, PE
Mark Paxton
Roberto Canales, PE
Steve Varnedoe, PE
Lacy Love, PE
Jon Nance, PE
Calvin Leggett, PE
Majed Al-Ghandour, PE
Ron Allen, PE
Mark Tyler

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PRECONSTRUCTION SECTION
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RALEIGH NC 27699-1541

TELEPHONE 919-733-9425
FAX 919-733-9428

WEBSITE: WWW.DOH.DOT.STATE.NC.US

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH NC

NCDOT

PROJECT STaRS

SCHEDULE

MAINTENANCE

POLICY

August 2008

PROJECT STaRS
SCHEDULE MAINTENANCE POLICY

PURPOSE OF POLICY

Project STaRS, an SAP R/3 application, provides the Department with a centralized, integrated schedule management tool that creates, develops, maintains, and communicates project schedules by allowing input from numerous groups having activity ownership within the system. Within this program, preconstruction activities for various project types have been mapped out to reflect the current project development processes across the Department.

The NCDOT's performance data will become visible to the public in the form of a Department-wide Performance Dashboard and the 12-Month Let List. These top-level metrics for the Department are cascaded into business unit and individual metrics. Project STaRS will be instrumental for "feeding" data to this dashboard.

When used efficiently and accurately, the Department will be able to:

- Report the status of projects in real-time (Dashboard),
- Pinpoint scheduling problems,
- Supply data needed for project delivery performance metrics,
- Coupled with accurate time charges, provide accurate resource planning, and
- Increase project delivery due to better management & tracking.

The purpose of this policy is to establish guidance for users regarding (1) how the Project STaRS scheduling tool should be effectively maintained as a part of the day-to-day project management process (Forecast scheduling) and (2) the process of changing the approved schedule (Basic schedule update).

STaRS
NCDOT PROJECT SCHEDULE TRACKING and REPORTING SYSTEM

DEFINITIONS

Activity Manager Each activity and / or activity element has been initially assigned ownership to a business unit and then it is lower level assigned to an Activity Manager. The Activity Manager is the manager responsible to make sure activity durations are adjusted as needed; forecast finish dates applied when activities start; activities and/or activity elements final confirmed when completed.

Basic Schedule This represents the approved schedule and represents the schedule of activities that everyone is working to achieve. The Program Development Branch is responsible for updates to this schedule via an approved schedule change form.

Complex Project This is a project that has been broken into two or more sections for funding of right of way and / or construction. Typically, the Doc Prep Network will be connected to the Plan Prep or the Prel Plans Network of the first section scheduled for right of way acquisition. The remaining sections should be severed from the Doc Prep Network and scheduled independently.

Constraint This is a scheduling feature that forces an activity to begin or end on a specified date. There are two types – a start constraint or a finish constraint. Start constraints are allowed in certain situations. Finish constraints shall not be used in the Forecast Schedule.

Co-Project Manager Project Engineers in the Project Development & Environmental Analysis Branch and in the Roadway Design Unit are considered Co-Project Managers. Jointly, they have ultimate responsibility for oversight of the Forecast Schedule in Project STaRS.

Forecast Schedule — This is the schedule that is maintained and updated by employees involved in the project development process. When properly maintained, this schedule represents the current status of a project. Proper maintenance consists of adjusting durations as needed, adding a forecast finish date when an activity has started, confirming when an activity has been completed, and rescheduling without finish constraints on a consistent basis.

Network — A network is a grouping of activities that defines the project development process. Examples of network groups are the Doc Prep, Plan Prep, Prel Plans, Final Plans, R/W Acquisition, and Bid & Award.

Problem Project — This is a project which has a Forecast Schedule that has drifted beyond its funding fiscal year for right of way and / or letting.

PS Text — This is a feature in SAP that allows users to add comments.

Reschedule — This is a function within SAP that allows the project schedule to be updated with the latest data maintenance supplied by the users across the Department. Activity completions, duration changes, forecast finish date additions, time charges, etc. only have an impact after the project has been rescheduled.

Responsible Co-Project Manager — This is the Co-Project Manager responsible for oversight of the rescheduling process to ensure that it occurs on a consistent basis as outlined in this policy. The PDEA Project Engineer is identified as the responsible Co-Project Manager until the final planning document is completed. At that point, the Roadway Project Engineer becomes the responsible Co-Project Manager.

FORECAST SCHEDULE MAINTENANCE

- **NO FINISH CONSTRAINTS SHALL BE USED IN FORECAST SCHEDULES**

  Some allowable start constraints would be the following:

  A CANNOT START BEFORE can be used when a seasonal constraint is needed or a section of a complex project is funded later than other sections.

  A MUST START ON can be used on the Initial PE Funding Approved activity when photogrammetric work must start early due to seasonal constraints and to compliment the start of project planning.

- **PROJECT FORECAST SCHEDULES SHALL BE "RESCHEDULED" IN PROJECT STaRS AT LEAST ONCE EVERY THREE MONTHS (QUARTERLY)**

  All project forecast schedules shall be rescheduled (w/o finish constraints) by the Responsible Co-Project Manager at least once every three months to keep the data current for dashboard reporting.

  Co-Project Managers and Activity Managers shall maintain their forecast schedule data on a day-to-day basis to keep it current. If significant actions have occurred on the project schedule, the Responsible Co-Project Manager should reschedule earlier than three months.

  Activity Managers shall review their schedules and workload far enough in advance so that before an activity begins they can adjust their activity durations to reflect when they can deliver their product (DO NOT USE FORECAST FINISH DATES AT THIS POINT!) or determine outsourcing needs. Activity Managers should coordinate duration changes with the Co-Project Managers.

Only when an activity starts should a forecast finish date be entered. Only use forecast finish dates on activities; DO NOT use a forecast finish date on an activity element.

When an activity or activity element is completed, a final confirmation should be entered. This day-to-day maintenance of the schedule data will reflect a valid and current project schedule status once the Responsible Co-Project Manager reschedules the unconstrained Forecast Schedule utilizing the "current date" scheduling method.

- **THE ENTIRE PROJECT NETWORK STRUCTURE SHALL BE "RESCHEDULED" BY THE RESPONSIBLE Co-PROJECT MANAGER**

THE RESPONSIBLE Co-PROJECT MANAGER MUST RESCHEDULE THE ENTIRE PROJECT (WHICH MEANS ALL NETWORKS).

NOTE ABOUT COMPLEX PROJECTS – The Roadway Design Project Engineer will be Responsible Co-Project Manager for rescheduling sections of the complex project that are not linked to the Doc Prep Network regardless of the status of the planning document. This will require close coordination between Co-Project Managers to ensure that all sections of a complex project are scheduled appropriately by taking into consideration the controlling part of the schedule or the Doc Prep network.

- **FORECAST SCHEDULES SHALL ALSO BE RESCHEDULED AT KEY MILESTONES TO CREATE A BASELINE SCHEDULE FOR FUTURE PERFORMANCE REVIEWS AND DASHBOARD REPORTING. THESE KEY MILESTONES ARE BASED ON THE PROJECT TYPE SHOWN BELOW.**

PROJECT TYPE	MILESTONE
Bridge Replacement	Field Scoping Meeting (FSM) or Concurrence Point 3
Minor Improvement & Other	Initial PE Funding Approved
Major Widening	EA Approved or Concurrence Point 3
New Location	Concurrence Point 3

The Forecast schedule for the project will be rescheduled (unconstrained) by the PDEA Co-Project Manager when the key project milestones shown above have been achieved. If the resulting schedule is approved by upper management, the Basic schedule will be updated (see BASIC SCHEDULE UPDATE PROCESS) and this schedule will become the "baseline" schedule against which future performance reviews will be measured. If the resulting schedule is not approved, the Co-Project Managers will coordinate with key Activity Managers to develop an acceptable schedule (without finish constraints) by adjusting durations, possibly activity relationships, and reviewing data maintenance.

BASIC SCHEDULE UPDATE PROCESS

- **THE BASIC SCHEDULE SHALL ONLY BE UPDATED THROUGH AN APPROVED SCHEDULE CHANGE REQUEST FORM**

  The Basic Schedule is the currently approved schedule for a project. It provides the dates for all milestones and activities that Units should achieve in order to meet the approved Planning Document, Right of Way, and Let schedule. Only personnel from the Program Development Branch have authority to change the Basic Schedule after receiving an approved schedule change request form. The form is located on the Program Development intranet portal site.

- **BOTH THE PDEA AND ROADWAY DESIGN CO-PROJECT MANAGERS SHOULD COORDINATE ON SCHEDULE CHANGES. THE DEGREE OF COORDINATION IS DEPENDENT ON THE STAGE OF THE PROJECT.**

  - ***DURING THE PLANNING & DESIGN PHASE***

  Submission of the Schedule Change Request form will be the responsibility of the Co-Project Manager whose business area is primarily responsible for the change. A 'Schedule Change Request' PS Text (Type 22) will be used to document the justification for the schedule change in Project STaRS. The PS Text shall be created on the activity primarily causing the schedule to change. The other Co-Project Manager will use this to indicate concurrence with the change. At this point, the Basic Schedule will be updated by the procedures outlined in this policy.

❖ *12 MONTH LET LIST (before plan turn in)*

Let schedules that are revised during the monthly 12 month let review meetings for projects which the plans have not been turned in yet should be immediately communicated to the RDU and PDEA Co-Project Managers by Program Development. To allow immediate generation of up-to-date let list reports, Program Development will revise and save the new let date in the Basic Schedule (without rescheduling).

Upon notification of the revised let date, the Roadway Design Co-Project Manager should begin the process of updating the Forecast Schedule. The Roadway Design Co-Project Manager should utilize the schedule change PS-Text to convey that this is a 12 month let list change and the reasons for the change. Also, the PS-Text will indicate that the Forecast schedule has been updated (rescheduled) to reflect the revised schedule, temporary constraints have been added, and the project is awaiting a Basic schedule update. The PDEA Co-Project Manager will indicate via PS-Text that they were apprised of the schedule change.

❖ *12 MONTH LET LIST (after plan turn in)*

Let schedules that are revised during the monthly 12 month let review meetings for projects which the plans have been turned in will be updated in Project STaRS by Program Development. Program Development will begin the process by rescheduling the Forecast Schedule with a finish constraint reflecting the revised let date. At this point, the Basic Schedule can be updated by overwriting it with the Forecast Schedule.

Program Development should e-mail the Co-Project Managers informing them of the Basic / Forecast Schedule updates for informational purposes.

Co-Project Managers do not need to provide concurring PS-Text.

- ***Annual Project Scheduling Based on STIP or Draft STIP Distribution***

A month after release of the Draft or Final STIP, an initial preliminary Problem Project List is generated from the Preconstruction Dashboard and submitted to Co-PMs to resolve schedule issues.

Two weeks after receiving the preliminary Problem Project List, PDEA and Roadway Design Co-Project Managers meet to resolve schedule issues with Problem Projects. These meetings will be arranged based on regions (Eastern, Central and Western).

Two weeks after the Co-Project Managers meeting, a final Problem Project List is generated from Preconstruction Dashboard and a Problem Project Meeting with the Director of Preconstruction and other key personnel is scheduled.

Schedule Change forms are prepared for each problem project by the Responsible Co-Project Manager in preparation for the Problem Project Meeting. Also, the Responsible Co-Project Manager should utilize the schedule change PS-Text to convey that the Forecast schedule has been updated (rescheduled) to reflect the requested schedule, temporary constraints have been added, and the project is awaiting a Basic schedule update upon approval at the Problem Project Meeting. The other Co-Project Manager will indicate via PS-Text that they concur with the requested schedule.

THE SCHEDULE CHANGE FORMS WILL BE TAKEN TO THE PROBLEM PROJECT MEETING BY THE PDEA AND ROADWAY DESIGN UNIT REPRESENTATIVES IN ATTENDANCE.

The R/W & Let constraints should be applied to the Forecast Schedule by the Responsible Co-Project Manager until the Basic has been approved and updated. Upon notification that this has occurred, the Forecast Schedule constraints shall be removed by the Responsible Co-Project Manager.

Problem Project scheduling decisions that are made during the annual problem project meeting should be immediately communicated to the PDEA and RDU Co-Project Managers.

If the requested schedule is not approved during the Problem Project Meeting, the schedule change form is considered "void" and the Co-Project Managers will coordinate with key Activity Managers to develop an acceptable schedule (without finish constraints) by adjusting durations, possibly activity relationships, and reviewing data maintenance. The resulting schedule should be targeted for the funded fiscal years for right of way and letting.

- **THE PROGRAM DEVELOPMENT BRANCH SHALL BE RESPONSIBLE FOR UPDATING THE PROJECT STaRS BASIC SCHEDULE USING THE FOLLOWING PROCEDURE:**

STEP #1 - Find the Schedule Change PS Text that corresponds with this schedule change and verify that both Co-Project Managers concur with or were apprised of the schedule change (12 MLL projects before turn-in). Projects on the 12 MLL after plan turn-in do not require PS Text from the Co-Project Managers.

If PS Text is not supplied by both Co-Project Managers, an e-mail with the subject "X-XXXX Schedule Change Unable to Process" will be sent to both Co-Project Managers stating:

> *"Both Co-Project Managers need to sign off on the schedule change for this project in the PS Text before the xx/xx/xx schedule change can be processed."*

STEP #2 - The dates for activities *Obtain Right of Way Authorization* and *Review Bids at Contract Letting* in the Forecast Schedule will be checked to ensure that they are temporarily constrained to match the approved dates on the Schedule Change Request form and that the Forecast Schedule has been rescheduled by the Responsible Co-Project Manager.

If the dates do not match or the system status indicators reflect that the Forecast Schedule has not been recently rescheduled, an e-mail with the subject "X-XXXX Schedule Change Unable to Process" will be sent to both Co-Project Managers stating:

> *"Prior to updating the Basic Schedule and completing the schedule change process, the Forecast Schedule needs to be rescheduled with temporary constraints placed on Obtain Right of Way Authorization and Review Bids at Contract Letting matching the proposed dates as stated on the schedule change form. Please notify us once this rescheduling has occurred."*

STEP #3 - Upon completion of Steps 1-2 the Forecast Schedule will be transferred to the Basic Schedule. On the 3rd Level WBS, Program Development's PS Text listing the schedule change history for the project should be updated.

STEP #4 – An e-mail will be sent out to staff members involved with the project indicating that the Forecast Schedule has been transferred to the Basic Schedule. Upon receipt of this e-mail, the Responsible Co-Project Manager shall remove all finish constraints from the Forecast Schedule.

Refer to Program Development's PS Text under the Third Level WBS for immediate information about the Schedule Change. Original Schedule Change will be available in IXOS within the week.

1 0 PE

HANDOUT #4

MAY 0 9 '08

COPIES SENT

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

MEMO TO: Roadway Design Project Engineers
Roadway Design Project Design Engineers

FROM: Jay A. Bennett, PE
State Roadway Design Engineer

DATE: April 29, 2008

SUBJECT: Construction Revisions

The Construction Revision process has been revised to agree with the new approval authorities, budget metrics and schedule metrics. **ALL** construction revisions will now be sent directly to the appropriate Division Engineer rather than the State Construction Engineer.

Unless the construction revision request has come through the Division Engineer, approval (verbal or via email) is needed from the Division Construction Engineer (DCE). This would particularly apply to plan revisions that effect cost, schedule or are outside the original project scope. Very minor plan revisions such as placing a proposed drainage box in slightly different location will not need DCE approval.

Attached is the revised form letters and a related email from the Construction Unit. Please call me or Dewayne Sykes at 919 250-4016, if you have questions.

JAB/DLS
Attachments

cc: Art McMillan, PE
Ellis Powell, PE
Ron Hancock, PE
Stuart Bourne, PE
David Henderson, PE
Clarence Coleman, PE
Greg Fuller, PE
Greg Perfetti, PE

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ROADWAY DESIGN UNIT
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RALEIGH NC 27699-1582

TELEPHONE: 919-250-4016
FAX: 919-250-4036

WEBSITE: WWW.DOH.DOT.STATE.NC.US

LOCATION:
CENTURY CENTER COMPLEX
BUILDING A
1000 BIRCH RIDGE DRIVE
RALEIGH NC

HANDOUT #5

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

MEMO TO:

Division Engineer
Division Construction Engineer
Proj. Serv. Utilities Section
Traffic Control Unit
Signing Unit
Roadway Construction Engineer
Bridge Construction Engineer *(if needed)*
Division R/W Agent
Utilities Coordination Unit
Congestion Management Unit
Regional Traffic Engineer
Roadside Environmental
A. R. (Drew) Thomas, PE *(if at-grade R/R Crossing)*
James B. Harris, PE *(if R/R grade separation or parallel encroachment)*
Arthur H. Petteway, PE *(if R/R impacts involving closings)*
Drew Joyner, PE *(if there are cultural resource concerns)*
Stan Harward *(I, R, U & major B projects for recycled products utilization)*

FROM:

Roadway Design Project Engineer

DATE:

SUBJECT: Project ( ) County
F. A. Project

Request for Preliminary Design Comments

We have completed the horizontal and vertical alignments for this project and the Hydraulics Unit is beginning their design. Please review these alignments and provide any potential constructability concerns or other comments to us by *(ONE MONTH FROM LETTER DATE)* in order that they may be considered before Concurrence Point 4B. One set of prints for the subject project is enclosed. If you would like the CADD files for this project, please e-mail your request to Project Design Engineer at insert e-mail address.

Thank you for your timely response to this request. If you have any questions, please contact me or , Project Design Engineer at (919) 250-4016.

/

Enclosures

cc: Jay A. Bennett, PE

Print Distribution: Normal

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
ROADWAY DESIGN UNIT
1582 MAIL SERVICE CENTER
RALEIGH NC 27699-1582

TELEPHONE: 919-250-4016
FAX: 919-250-4036
WEBSITE: WWW.NCDOT.ORG/DOH

LOCATION:
CENTURY CENTER COMPLEX
BUILDING A
1000 BIRCH RIDGE DRIVE
RALEIGH NC

ROADWAY DESIGN UNIT

JUL 2 2 2008

__ALLEN __BLEVINS __SYKES
__BREW __C. HOUSER __T. HOUSER
__LOVERING __D. TAYLOR __GOODNIGHT
__J. MOORE __C. HAIRE __SPIVEY
__B. MOORE __THOMAS
__MUMFORD __WILLIS
__STEVENSON

__PREPARE REPLY FOR __SIGNATURE
__F.Y.I.
__REVIEW/DISCUSS WITH _____

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

HIGHWAY DESIGN BRANCH

JUL 1 5 2008

__Rdy __Hyd __Staff
__Str __L&S __Exe
__Geo __Photo __Sec.

LYNDO TIPPETT
SECRETARY

__FYI
__Take appropriate Action
__Prepare reply for

July 11, 2008

MEMORANDUM TO: Preconstruction Branch Managers and Division Engineers

FROM: Debbie Barbour, PE
Director of Preconstruction

SUBJECT: Highway Design Branch Regional Assignments

In the fall of 2007 a concept for regionalizing preconstruction planning and design activities was developed with the goal of improving the Department's delivery of projects within the Transportation Improvement Program (TIP). The attached map and spreadsheet shows the regional planning and design assignments for the Highway Design Branch, the Project Development Unit within the PDEA Branch, the TIP Development Unit, Division Construction Engineers and for Roadway and Bridge Construction Engineers.

The attached regional planning and design assignments have been implemented. If you have any questions, please contact me or Art McMillan at 919-250-4001.

DMB/jab

Attachments

cc: w/attachments:
Bill Rosser, PE
Steve Varnedoe, PE
Jon Nance, PE
Lacy Love, PE
Calvin Leggett, PE
Jay A. Bennett, PE
Victor Barbour, PE
Stuart Bourne, PE
Rodger Rochelle, PE
Ellis Powell, PE

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
PRECONSTRUCTION SECTION
1541 MAIL SERVICE CENTER
RALEIGH NC 27699-1541

TELEPHONE: 919-733-9425
FAX: 919-733-9428

WEBSITE: WWW.DOH.DOT.STATE.NC.US

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH NC

Central

Divisions 5, 7, 8, and 9

PDEA - Eric Midkiff
Roadway Design - Ron Allen
TIP - Mike Stanley

Western

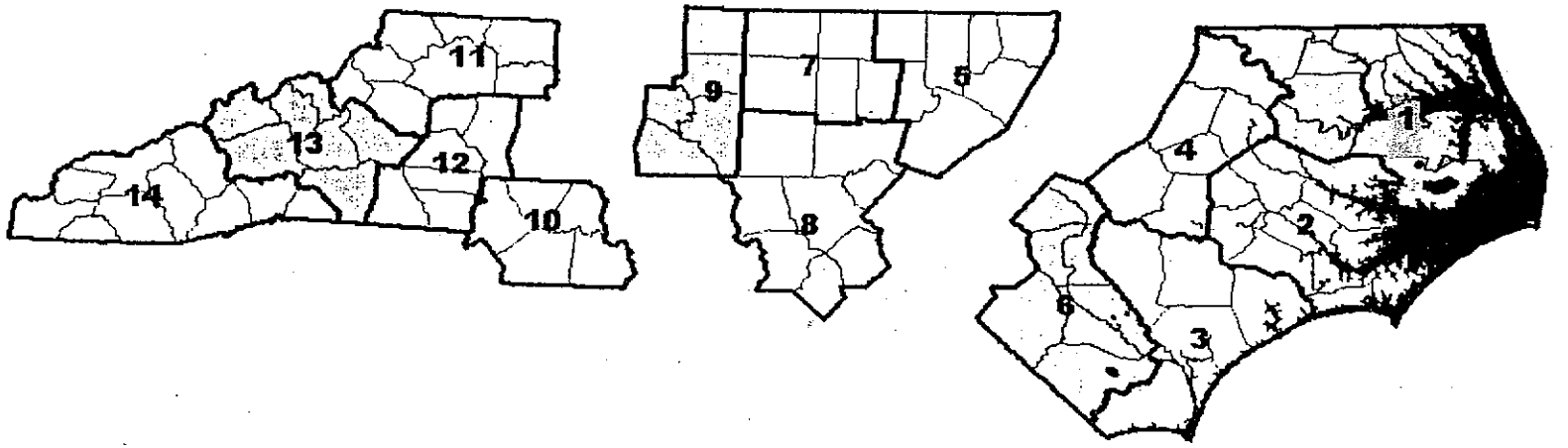
Divisions 10, 11, 12, 13 and 14

PDEA - Teresa Hart
Roadway Design - Scott Blevins
TIP - Van Argabright

Eastern

Divisions 1, 2, 3, 4, and 6

PDEA - Rob Hanson
Roadway Design - Dewayne Sykes
TIP - Ray McIntyre



Highway Design Branch, PDEA and TIP Development Unit Regional Assignments

Eastern Regional Assignments

July 2008

Eastern Region	**(Project Development - Rob Hanson)**			**(Roadway Design - Dewayne Sykes)**			**(TIP Development Unit - Ray McIntyre)**			
Division 1										
Jerry Jennings (Acting)	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location and Surveys	Photogrammetry	Div. Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	Charles Cox	Gary Lovering	Neb Bullock	Randy Henegar	K. J. Kim	Jason Smith	Keith Johnston	Bob Capehart	Warren Walker	Eddie Bunn
	Jay McInnis			Jay Twisdale	Chris Kreider					
	Brian Yamamoto									
Division 2										
Neil Lassiter	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location and Surveys	Photogrammetry	Div. Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	Charles Cox	Gary Lovering	Neb Bullock	Randy Henegar	K. J. Kim	Terry Wheeler	Keith Johnston	Ed Eatmon	Warren Walker	Eddie Bunn
	Jay McInnis			Jay Twisdale	Chris Kreider					
	Brian Yamamoto									
Division 3										
Allen Pope	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location and Surveys	Photogrammetry	Div. Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	Charles Cox	Jason Moore	Omar Azizi	Andrew Nottingham	K. J. Kim	Chuck McDonald	Keith Johnston	Joe Blar	John Wolf, Jr.	Kevin Bowen
	Jay McInnis			Galen Cail	Chris Kreider					
	Brian Yamamoto									
Division 4										
Ricky Greene	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location and Surveys	Photogrammetry	Div. Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	Charles Cox	Glenn Mumford	Neb Bullock	Randy Henegar	K. J. Kim	Rick Poythress	Keith Johnston	Wendi Johnson	John Wolf, Jr.	Kevin Bowen
	Jay McInnis			Jay Twisdale	Chris Kreider					
	Brian Yamamoto									
Division 6										
Terry Gibson	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location and Surveys	Photogrammetry	Div. Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	Charles Cox	Roger Thomas	Omar Azizi	Andrew Nottingham	K. J. Kim	John Kaukola	Keith Johnston	Tracey Pittman	Phillip Johnson	Aaron Earwood
	Jay McInnis			Galen Cail	Chris Kreider					
	Brian Yamamoto									
Statewide Assignments										
Project Development Bridge Unit - Bill Goodwin										
	PDEA									
	Byran Kluchar									
	John Williams									
(Roadway Design - State Engineering Coordinator - Scott Blevins)										
		Roadway Design	Lighting and Electrical	Special Studies						
		Engineering	Chris Haire	Chris Haire						
		Coordination	Jay Stancil	Mohammed Mahjoub						
		Cathy Houser								
		Doug Taylor								

Central Regional Assignments
July 2008

Central Region	**(Project Development - Eric Midkiff)**			**(Roadway Design - Ron Allen)**			**(TIP Development Unit - Mike Stanley)**			
Division 5										
Wally Bowman	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location and Surveys	Photogrammetry	Div. Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	Beverly Robinson	Brenda Moore	Betsy Cox	Randy Henegar	K. J. Kim	Larry Williford	Keith Johnston	Dennis Jernigan	Phillip Johnson	Aaron Earwood
	Linwood Stone			Jay Twisdale	Chris Kreider					
	Derrick Weaver									
Division 7										
Mike Mills	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location and Surveys	Photogrammetry	Div. Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	Beverly Robinson	Jim Speer	Roy M. Girolami	Randy Henegar	K. J. Kim	David Langston	Keith Johnston	Patty Eason	Vickie Davis	Darren Scott
	Linwood Stone			Jay Twisdale	Chris Kreider					
	Derrick Weaver									
Division 8										
Tim Johnson	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location and Surveys	Photogrammetry	Div. Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	Beverly Robinson	Jim Speer	John Frye	Andrew Nottingham	John Pilipchuk	Greg Myrick	Keith Johnston	John Olinger	Vickie Davis	Darren Scott
	Linwood Stone			Galen Cail	Dean Hardister					
	Derrick Weaver									
Division 9										
Pat Ivey	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location and Surveys	Photogrammetry	Div. Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	Beverly Robinson	Tony Houser	John Frye	Andrew Nottingham	John Pilipchuk	Al Blanton	Keith Johnston	Keith Raulston	Mark Freeman	Lee Puckett
	Linwood Stone			Galen Cail	Dean Hardister					
	Derrick Weaver									
Statewide Assignments										
Project Development Bridge Unit - Bill Goodwin										
	PDEA									
	Bryan Kluchar									
	John Williams									
(Roadway Design - State Engineering Coordinator - Scott Blevins)										
		Roadway Design	Lighting and Electrical	Special Studies						
		Engineering	Chris Haire	Chris Haire						
		Coordination	Jay Stancil	Mohammed Mahjoub						
		Cathy Houser								
		Doug Taylor								

Western Regional Assignments

July 2008

Western Region	**(Project Development - Teresa Hart)**			**(Roadway Design - Scott Blevins)**			**(TIP Development Unit - Van Argabright)**			
Division 10										
Barry Moose	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location And Surveys	Photogrammetry	Div Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	James Bridges	Greg Brew	Charles Hunt	Andrew Nottingham	John Pilipchuk	Mojdeh Masihpour	Keith Johnston	Tawana Brooks	Scott Allen	Larry Carpenter
	John Conforti			Galen Cail	Dean Hardister					
	Stacy Oberhausen									
Division 11										
Michael Pettyjohn	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location And Surveys	Photogrammetry	Div Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	James Bridges	Glenn Mumford	Mack Bailey	Randy Heneğar	John Pilipchuk	Larry Absher	Keith Johnston	Trent Beaver	Mark Freeman	Lee Puckett
	John Conforti			Jay Twisdale	Dean Hardister					
	Stacy Oberhausen									
Division 12										
Mike Holder	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location And Surveys	Photogrammetry	Div Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	James Bridges	Jason Moore	Mack Bailey	Andrew Nottingham	John Pilipchuk	John Taylor	Keith Johnston	Dan Grissom	Scott Allen	Larry Carpenter
	John Conforti			Galen Cail	Dean Hardister					
	Stacy Oberhausen									
Division 13										
Jay Swain	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location And Surveys	Photogrammetry	Div Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	James Bridges	Jimmy Goodnight	Quang Nguyen	Andrew Nottingham	John Pilipchuk	Richard Hensley	Keith Johnston	Ricky Tipton	Ted Adams	Cameron Cochran
	John Conforti			Galen Cail	Dean Hardister					
	Stacy Oberhausen									
Division 14										
Joel Setzer	PDEA	Roadway Design	Structure Design	Hydraulics	Geotechnical	Location And Surveys	Photogrammetry	Div Const. Eng	Rdy Const. Eng	Bridge Const. Eng.
	James Bridges	Jimmy Goodnight	Quang Nguyen	Andrew Nottingham	John Pilipchuk	Bret Henson	Keith Johnston	Jamie Wilson	Ted Adams	Cameron Cochran
	John Conforti			Galen Cail	Dean Hardister					
	Stacy Oberhausen									
Statewide										
Project Development Bridge Unit - Bill Goodwin										
	PDEA									
	Bryan Kluchar									
	John Williams									
(Roadway Design - State Engineering Coordinator - Scott Blevins)										
		Roadway Design	Lighting and Electrical	Special Studies						
		Engineering	Chris Haire	Chris Haire						
		Coordination	Jay Stancil	Mohammed Mahjoub						
		Cathy Houser								
		Doug Taylor								