Roadway Design Staff Meeting
March 15, 2004

Jay opened the meeting by congratulating Ron Allen, PE on his recent promotion to Assistant State Roadway Design Engineer.

Jay mentioned the new cost centers for the Coordination Group, Lighting and Special Studies transfer to Roadway are being finalized for implementation.

Jay reminded everyone of the PM deadline (March 31, 2004). Ratings need to be reviewed with employee and discussed with Jay, and turned in by April 13, 2004. Trish needs to enter data into the Personnel system by our deadline.

Reorganization

The memo dated January 23, 2004 from Debbie Barbour outlining the Reorganization plan to include the Engineering Coordination Section's move to Roadway Design was discussed.

TIP Goals for 2004

TIP goals for 2004 were discussed. There is $1,319,139,156 of work for TIP projects and Design Build projects.

Microstation V-8

Marc Clifford stated there will be a major change in file format. You cannot share files with someone using earlier versions of Microstation. The program is not certified with NT, but it is with Windows 2000.

PMii Classes and Context Sensitive Solutions Classes

Jay reminded everyone that PMii training and Context Sensitive Solutions classes are being scheduled at this time. He asked that scheduled employees attend at their allotted time.

Planning and Design Retreat 2004

The Planning and Design Retreat is tentatively scheduled for May 2004. All Managers, Project Engineers and Project Design Engineers will be scheduled to attend this one-day retreat.

Schedule Change Form

A new Schedule Change Form has been prepared. Art has asked that you use this form when making schedule changes.

Utility Pole Placement Letter

Please refer to the attached memo dated December 10, 2003 from Debbie Barbour regarding the placement of utility poles along TIP projects. For shoulder sections and curb and gutter sections posted greater than 45 MPH, all utility poles should be placed outside the Clear Zone as defined in the 2002 Roadway Design Guide. For curb and gutter sections posted 45 MPH or less if utility poles cannot be placed outside the Clear Zone, you may place it a minimum of 12 feet from the face of the curb. Please see the attached diagram outlining the placement.

Median Crossover Guidelines

Jay discussed the memo dated December 10, 2003 from Debbie Barbour regarding revised guidelines for median crossovers. Please use the new guidelines for any crossover requests received on active TIP projects after January 1, 2004.

Left Turn Lane and Right Turn Lane Storage and Designs

Please refer to the two attached diagrams for recommended treatment. Storage lengths for waiting vehicles should be calculated based on the latest version of the Highway Capacity Manual. We need to try to accurately depict the left and right turn lane needs on our public hearing maps.

Permit Drawing Accuracy

Please refer to the attached diagram, that shows the circled tail ditch feeding into the major channel near the culvert. That situation is the one that has created major issues. Photogrammetry and Location and Surveys can only do a relatively accurate job of getting these ditches shown on plan sheets. When Hydro goes out and physically conducts their field survey, their information becomes more valid than the information shown on the plan sheet. Since we are going to submit plan sheets for permit drawing, our plan sheets need to represent what Hydraulics physically locates out in the field. Jay asks that the old information be removed and the new information be added in the Photogrammetric's file, or it needs to be in the drainage file. Jay's charge right now is to get the "out dated" information off of the plan sheets and get the current data on the plan sheets.

PDS Files and NCDOT owned property

This is a discussion on advanced acquisition parcels purchased by DOT. The only person that is tracking the acquisitions for your projects is the Division Right of Way agent. A meeting between Right of Way, Location and Surveys, and Roadway Design may be needed in the near future to discuss the procedure for making sure settled advance acquisition properties are correctly shown on the plans.

Resurfacing Grades and Vertical Curve Lengths

Minimum vertical curve lengths for resurfacing grades, should be 3 times the design speed for English projects or 60% of the design speed for metric projects. In effect, this should be the minimum distance between PVI's on your profile. However, some engineering judgement should be used and consideration given to drainage, wedging, rideability, etc.

14-18 month let list comments

CE dates and Field Inspection dates for those projects on the 14 – 18 months will be discussed during our scheduling meeting with the Highway Design Branch. This will track what is coming up on the 13 month let list. If a project is in trouble, we do not want it to go on the 12 month let list or even the 13 month list for that matter.

Hearing Map Reviews

We need to make sure that we invite all of the participants to our meetings. We need to get Geotechnical, involved, John Pilipchuk (western regions 8-14), and K.J. Kim (eastern region 1-7). Make sure David Smith, Theresa Wyatt and Drew Joyner are invited to the meetings. Also, include Teresa Hart, Rob Hanson and Gail Grimes of PDEA.

Highway Design/Division of Highways – Program Areas

The information is set up in a hierarchy format. The top is the pinnacle and the activities underneath are foundation to a good program. (See attachment)

Safety

There were no safety issues that needed to be discussed.

Open Discussion

Tony Houser asked about competency based pay for (technicians). Full implementation was suppose to be in February 2004. Jay stated we did not get the information from the private engineering firms regarding market salaries. Theresa stated out of 30 private firms solicited, 23 responded, and we have the information we needed. The program will move along.

Jay stated that we have to go back through OSP, once the information is compiled. We are looking beyond the spring for full implementation. They are considering reevaluations at full implementation, whereas in the past we had said we would use the initial evaluations. Payment rules for full implementation are still being developed, so there is no information that we can provide at this time.

Greg Brew asked if the old memos regarding dress code are still intact. Jay will send out a new dress code memo.

Ted Walls asked that toner ink cartridges go back to the supply room for recycling. Also, clean files off the TIP server whenever possible. Roadway Design now has a color printer, capable of printing 13"x44" roll type print. We also have paper for photo quality print; use this option sparingly. All requests must go through Ross.

Ted also mentioned that we might be getting new laptops in 4 to 6 weeks. Roadway Design is on the top of the list.

Bridge Approach Slabs

The Structure Design Unit is changing the bridge approach slab to a minimum of 25 feet per memo from Greg Perfetti dated 2/2/04. This change is effective with the July 2004 Let. As discussed, this creates the need for notes and special details for drainage boxes that are located within the new bridge approach slab limits. Please note that while this issue is not yet totally resolved, special details for the drainage boxes are being developed. The (non traffic bearing) drainage box, frame and grate are currently Roadway pay items. We will keep you informed as we work with the other units to resolve this issue.

Jay A Bennett

Approved: Jay A. Bennett, PE

4/8/04

Date

APPROACH SLAB ISSUE!

SCOTT BLEVINS
T. RAWTON
C. HOUSER
C. HAIRE

AGENDA
ROADWAY DESIGN STAFF MEETING
MARCH 15, 2004

Reorganization (memo 01/23/04)

TIP Goals for 2004 (Highway Design Branch)

Microstation V8 (version 8) NEWEDGE

Pmii Classes and Context Sensitive Solutions Classes SUPER USER ROBERT STROUP

Planning and Design Retreat 2004 (tentative May 2004) Managers, Project Engineers, Project Design Engineers

Schedule Change Form (Art McMillan, State Highway Design Engineer)

Design Issues

- Utility Pole Placement Letter (memo 12/10/03)
- Median Crossover Guidelines (memo dated 12/10/04)
- Left turn lane and right turn lane storage and designs
- Permit Drawing Accuracy (example R-2311CB, US 220 Bypass, Montgomery County)
- PDS files and NCDOT owned property shown on right of way plans (advanced acquisition properties)
- Resurfacing grades and vertical curve lengths - Minimum vertical curve length (and/or distance between Points of Intersection) = 3 times the design speed (English projects) OR 60% of the design speed (Metric projects)

14-18 month let list comments

Highways Design/Division of Highways - Program Areas
Program Delivery
Congestion Management
System Preservation
Environmental Excellence
Diversity
Workforce Development
Safety

WESTERN JOHN P. 8-H
K.J. KIM 1-7

Safety

Open Discussion (Questions/Comments)

TONER INK CARTRIDGES (RECYCLE)

Adjournment

NEW LAPTOPS -- 1-2 MONTHS

TIP SERVER (FILE MGT)
DELETE OLD FILES

[13" x 44" PRINTING] COLOR PRINTER