Agenda for Roadway Design Staff Meeting
Wednesday November 13, 2002

Welcome (Jay Bennett)

Highway Design Branch Updates from Debbie Barbour

CADD Support / Electronic Plan Preparation (Ted Walls)
File Checker Software (Mr. Checker)
Deed Drafting Program/ RADS
Geopak Superelevation Committee
Centerline Coordinate List
Roadway User Group Meeting
North Carolina Board of Examiners - revised rules
Note for sealing plan revisions

Plan/Design Items (Jay Bennett)
North Carolina Board of Examiners (Handout #1)
Projects for Contract Time Acceleration through October 2003 (Handout #2)
Merger 01 Utility Conflict Involvement - Roger Worthington's Group) (Handout #3)
Deed Drafting - Common Errors (Handout #4)
Driveway Grades Std. 848D02 and 848D03 - Desirable Driveway Grades (Handout #5)
Design Revisions - Form Letter - FormB6 (Handout #6)
Greenbook 2001 - Technical Revisions
www.tranportation.org/download/greenbookerrata.pdf (Handout #7)
Survey Control Sheets Implementation

Roadway Staffing - Discussion with Squad Leaders (Jay)

Open Discussion

The End - Meeting Adjourned

Roadway Design Unit Staff Meeting Minutes
November 13, 2002

1. Special Guest

Debbie Barbour – Highway Design Branch Updates

Debbie distributed a handout for the Merger 01 Process for Widening Projects. She went over a few issues that are happening in the department. The information that was discussed is contained in the Highway Design Staff Meeting minutes dated November 20, 2002.

Merger 01 Process

A draft narrative for the three different types of projects is complete; new location projects, widening projects, and bridge replacement projects. The narrative has approximately 50 - 60 pages documenting the project flow process. The team will provide the written narrative for review by various Highway Design Branch Representatives.

Debbie gave a brief overview for the Widening Projects Process and concurrence points 1 and 2, and 2A.

The Merger 01 Process has different teams designated for the merger implementation.

1) Team 22 – Merger 01 Process Implementation Team – Identifies which project will go into the merger process and what process should be used. Just because a project starts in the merger process doesn't mean it stays in the merger process. – Debbie Barbour
2) Deposition of High Quality Resources Team - Dave Henderson
3) Training Team – waiting for the Merger 01 Implementation
4) Best Management Practices Team – Jay Bennett
5) Hydraulic Review Team – Debbie Barbour
6) Communication Team – Sharing information – Jay Bennett
7) PMII Scheduling Team – Representatives are from Pmii (2), DWQ, DOT, and Corp of Engineers (They developed the project flow maps and defined what activities Pmii needs to capture.)

With this new Pmii process, there was a question raised when this process is complete, who will oversee the scheduling tool and guide the projects? The thought was to have 3 new project management positions developed, which hopefully will be pay grade 80. The positions will be staffed under Calvin Leggett. The positions will have the authority over whoever is working on the projects. They will do the following:

- guide project – new location, major widening projects, controversial projects
- update MPO/RPO Representatives
- scheduling and coordination between the Branches within the department
- approving the scheduling changes and updating Pmii
- writing suspense type letters

Hopefully these positions will be ready to post and be implemented by April or May. The Pmii implementation date is Summer 2003.

Engineering Competency Base Pay

There is currently a new study in Hydraulics and Roadside Environmental on the Engineering Competency Base Pay. Angie Fanelli is helping Dave Henderson's group in Hydraulics and Belinda Spinelli is helping Don Lee's group in Roadside Environmental. This pilot study is being developed for the smaller units. (See December 02 Issue of 'In the Loop'). This pilot will help in rolling out the competency based pay to the entire department.

There will be two types of engineering competency base pay:

Engineering positions – TE I – TE 3
Engineering supervisor/management - TES I – TES 3
TEM I - TED I.

A work group from each Unit, with assistance from Personnel, will identify and describe core competencies for Engineers and Engineer Supervisors/Managers for contributing, journey, and advanced level. The results of this study will allow us the opportunity to adjust engineering salaries as they grow and obtain competencies.

The Labor Market Study

The Secretary has asked Personnel to update the Labor Market Study. If coordination with the Department of Transportation and the Office of State Personnel goes well, a June 2003 implementation date is possible.

Design Issues

A committee has been set up to go over the Median Crossover Guidelines. This committee consist of Art McMillan, David Scheffel, Tony Wyatt, and Nathan Philips. The Divisions have concerns about some of our median crossover guidelines.

Context Sensitive Solution

One of the department's goals is to train our supervisors to be more sensitive in all areas of transportation and in making decisions that will fit the transportation facility into the surroundings. There will be pilot training classes for squad leaders and above. Some individuals that have already been trained will be involved. This training should begin in January of next year.

2. Cadd/Electronic Items

File Checker Software

The file checker software is loaded in Ted's area, and they are testing the software. In a couple of weeks, they will have it on the web page. You can use it, but there is no written documentation available. Ted's group will try to write up some guidelines in the future.

It should be run at least three times on your files; before it goes to Hydraulics, before it goes to R/W, and before it is turned in to be Let. It will read the files and analyze every element and text to check it for conformity to the D&C manager DBD files. It will print out an error list of every element it finds if it's not on the designated level.

Deed Drafting Program

Everyone will use the Deed Drafting Program. It will allow you to make changes now. There are still meetings to be held to discuss eliminating with RADS. Jay and Dewayne will meet with the Central R/W office to discuss this further.

GEOPAK Superelevation Committee

Ted Walls sent out an email to ask for volunteers to establish standard methods for super elevation transitions. He had responses from Jason Moore, Lisa Shapiro, Greg Brew, and Mike Little. Ted needs three more volunteers. You can email Jay and he will contact Ted. This committee should start meeting in January 2003. Ted wants the committee to establish the standard super transitions.

The superelevation computations within GEOPAK conform to the 2001 Greenbook. It will also allow us to set up conflict resolutions. It will resolve overlaps, reverse curves, etc. You can control the way GEOPAK handles superelevation.

Centerline Coordinate List

In the last staff meeting, Jay brought up the centerline coordinate list. Ted volunteered to write up a three PC (3 port criteria) File. Everything is on the screen, just answer the questions. It accounts for equalities, etc. It creates an excel spread sheet file. The designer is required to export this data into a template. This should be added to the final plans checklist. The contractors have requested this information. The centerline coordinate list three port criteria will be available in the design and computation manger in the near future.

Roadway User Group Meeting

The Roadway User Group will meet mid-January. If you have topics to discuss, let Ted know.

Project Engineers need to check to see if they have any old English projects to be let. Marc Clifford has contacted Ted to see if Roadway has any projects that they would require the use of an old Pin Table. Send the information to Dewayne.

NC Board of Examiners – Seal

There was a handout distributed showing a revised note for plans requiring a new professional engineering seal. You will need to copy and paste this information on your plans as necessary. This relates to projects with construction revisions.

3. Plans/Design Items

Projects for Contract Time

Handout #2 is a list of projects that need project corridors completed. The Project Engineers' name is listed beside each project.

Merger 01

Deed Drafting

Handout #4 is a list of deed drafting common errors and is for your information only.

Driveway Grades Standards

Implementation Committee will review the new driveway standards . Desirable grades will be established in addition to maximum grades.

Design Revisions Form Letter (B6)

On Handout #6, you will notice that Don Lee's name appears at the top of the letter and Roadside Environmental Engineer appears at the bottom of the letter. It was questioned if we need to have Don Lee's name in the distribution list at the top of the letter as well as Roadside Environmental Engineer at the bottom of the letter. After a brief discussion, it was decided that sometimes all Design Revision information doesn't get to Don Lee. Roadside should get notified of all Design Revisions. We will change the bottom distribution to read Area Roadside Environmental Engineer. The Final Field Inspection letter is to be the same.

Greenbook 2001 – Technical Revisions

Handout #7 is a copy of the Technical Revisions for the 2001 Greenbook.

Survey Control Sheets Implementation

At the last meeting there were 3 sheets handed out on the Survey Control Sheet Implementation. This is to let you know that you need to start including them in the plans. Location and Survey's will provide this information with the property line ties. This survey control sheet information will be made available for new projects.

Miscellaneous Items

Roadway Staffing – Discussion with Squad Leaders

The Roadway Squad Leaders would like a discussion with the Roadway Management. A small staff meeting will be set up so they can voice their concerns and be able to ask questions of Jay about his vision for the Unit. Roadway Staffing and program delivery are at the top of the list.

Open Discussion

You can no longer get in the building after 6:00 p.m. unless you call the security guard to let you in the building.

cc:	Debbie Barbour, PE	Roadway Design Project Engineers
	Jay Bennett, PE	Scott Blevins, PE
	Dewayne Sykes, PE	Cathy Houser, PE
	Art McMillan, PE	Chris Haire, PE
	Victor Barbour, PE	Marc Clifford, PE