Roadway Design Staff Meeting
October 12, 1999

John opened the meeting and began discussing the recently vacated Project Engineer positions, Jay Bennett's and Dewayne Sykes'. The package for Jay's old Project Engineer position is back from personnel. Dewayne will sit in on Jay's interviews to avoid a second set of interviews. This should serve to shorten the time these positions are vacant.

Administrative Items

1. Scheduling

PD&EA Unit Heads in attendance
After some discussion it was decided that PD&EA should continue to be included in the barchart scheduling process. It was noted that we should encourage more participation from PD&EA during the barchart meetings and it is important that PD&EA understand the impact of their unit schedule changes on the project schedules as a whole.

Problem Project List
A list of each Project Engineer's problem projects must be forwarded to Jay by October 15. He will compile them into one list and return to the Project Engineers for comments.

Projects to PEF's
Project Engineers are to investigate balancing mandays per squad (15 mandays per squad member). A list of excess projects should be generated by each Project Engineer. After balancing mandays inside Roadway Design, a list of prospective projects for PEF's will be produced. It was noted that Jimmy Norris and Marc Clifford have an 80 mile plus median guardrail project (I-4039), which exceeds their available manpower. Can someone inside RDU take it?

Pipeline Projects that it is feasible to request permits for.
Debbie Barbour has requested a list of pipeline projects that it is possible to apply for permits on but have not because the schedule does not require it yet. She wants to avoid last minute problems and may begin the permit application in spite of lack of schedule need. Jay has this list and will forward it to Debbie.

2. Production Projects
NCDOT has a goal of $1.2 billion for total project lettings in calendar year 2000. These production projects are important and will be used as other funded project schedules slip to help achieve this $1.2 billion goal. We have been directed to keep these projects on schedule even if overtime is required. A separate 12 month let list for production projects may be generated. These production projects will at least be discussed at the monthly letting meetings to enforce their schedules.

3. Cost Estimate Updates
Len Hill recently sent out a memo requesting updates of all project construction cost estimates. MPO area projects should have their cost estimates updated by December 1, 1999, and on MPO area projects by February 1, 2000. Ron Allen has a list of all projects and their respective MPO area and will distribute it to each Project Engineer. A map of MPO areas for posting on Roadway's webpage was discussed.

4. Organizational Development Study
A draft of this study was briefly discussed. The main suggestion of one project manager throughout the project life was noted. There will be more to develop from this organizational study.

5. Interim PM's are due October 31, Halloween

6. First Aid/CPR Training

We are soliciting names of individuals interested in First Aid/CPR training. This person would be expected to help out in the appropriate situations. Please submit names to John or Dianne.

7. Suspense Folders

This is a reminder to honor the turnin date on the suspense folders. If this date cannot be met, contact Dianne to have the date revised accordingly.

8. Scope Changes

Debbie Barbour has requested that she be involved in changes in project scope, where we deviate from original project range. We are reminded to use the Cost Review process and/or review with Debbie. It was also noted that Debbie is ultimately responsible for changes in project scope.

9. DOT's No Reference Policy, HO #1

Legally, we are not allowed (legally protected) to provide reference data on past or present employees, good or bad, to outside or inside interested persons. We can give dates of employment and a salary range of their classification. Use of the form (HO #1) will help but may not completely protect you legally.

10. Plan Recordation Update

Beginning with January 2000, we have obligated ourselves to providing electronic files on CD's for R/W recordation to the appropriate counties. A list of the counties able to handle electronic files on CD is on our website (R/W Counties). Starting January 1, 2000, burn a CD to accompany the R/W recordation form letter and plans. Software that will convert our design files to raster files for the CD's is expected by the end of the year. The Tax Preparers Association may also request copies of our R/W plans to help correct and update tax maps and bills.

11. Second Plan Turn in Date

Victor Barbour's section has noted long delays in turning some plans in after making the corrections. Gary Lee keeps a spreadsheet with projects listed and the turn in dates, etc. Make sure you give prompt turnaround time.

12. Cinema Update

There are currently 2 licenses per Project Engineer group. Are we using Cinema? Is the $200 update warranted? Do we want to keep it? These questions were discussed and it was generally decided that one license per room may be sufficient. HCM was also discussed. It was noted that Glenn Mumford was the contact for HCM related questions. It was noted that there have been software update patches installed but we have not received any updates of the associated documentation. Do we need these updates and do we need additional manuals? Reply to Jay with number of HCM software manuals currently in your group and the number of additional manuals needed. These issues, Cinema and HCM, need further investigation. Expect either Jay or Dewayne to follow up.

13. Functional Mapping Update

Photogrammetry has complained that RDU and PD&EA are requesting two different types of mosaics (digital and conventional). Photogrammetry will prepare only one type per project per year. We should only be requesting digital mosaics unless the circumstances are unusual. We should be coordinating with PD&EA to ensure they don't request conventional while we request a digital mosaic. A digital mosaic can be converted to conventional but not the other way around. Debbie Pender is the contact person for plotting problems with digital photo plans. We are moving toward only two mediums of mapping or plans: digital ortho photos for preliminary & functional designs and plan sheets for final design.

14. Annual Field Trip

Squads are encouraged but not required to once a year, take the whole squad to visit a project site or project under construction, etc.

Technical Items

1. Urban Street Symposium, HO #2
Brenda Moore gave a presentation on the Urban Street Symposium that she recently attended. Copies of the overhead slides and her handouts are attached.

2. Road Safety Audit/Assessment, HO #3
Jimmy Goodnight presented this issue. FHWA has requested that we perform these audit/assessments on some projects. It uses a checklist developed in Australia and Great Britain. Jimmy distributed a checklist used for R/W Plans. Submit comments to Jimmy Goodnight by November 1. A team is formed consisting of 3 to 5 members (RDU Project Engineer not directly involved with project design, Division Traffic Engineer and Area Traffic Engineer were suggested). An assessment is written by RDU Project Engineer and responded to by the respective Project Engineer. Two or three projects will be assessed. Will it be standard practice? Will it identify some common problems? It will continue as long as practical.

3. Temporary Guardrail
John Alford reiterated the recent email concerning the request of Stuart Bourne regarding temporary guardrail. Basically, Traffic will show temporary guardrail needed for traffic control in the TCP but RDU will design and calculate. Traffic will give to RDU the locations where temporary guardrail is needed and RDU will design and calculate. Include the temporary guardrail on you guardrail summary sheets. Traffic should get this information to RDU at least *two weeks* prior to plans turn in to plan checking. Jay is investigating the proper pay items. Let John know if Traffic is not meeting this schedule.

4. Netscape Resource Reserving
Roadway will be adding resources such as our vehicles, conference room, telephone, projectors and so forth to Netscape Resource Reservation. It will then be possible check the availability of and reserve certain Roadway resources. However, just like meetings, only the originator can alter or delete these reservations. Dewayne will follow up on status.

5. Noise Analysis/Planting Policy, HO #4
Send the draft or Final Noise Report to Roadside Environmental. Plantings will be considered in cases where noise walls do not meet policy. Basically, we should coordinate with Charles Tomlinson of Roadside in questionable noise wall areas by first sending him a copy of the noise report.

6. Highway Capacity, HO #5
Jay brought up this topic for discussion. Currently, Statewide Planning provides traffic count projections and Congestion Management will use these numbers to recommend number of lanes, interchange configurations and intersection configurations. RDU essentially does the same thing although not with the same software. Is this a duplication of effort? Jay solicited comments relative to streamlining and improving the process. Please forward your suggestions to Jay.

7. Best Fit Alignments
Best Fit Alignments were discussed but not resolved. L&S ties the existing R/W to the best fit, normally parallel. Design alignments that do not tie to the best fit alignments make it a problem for L&S to tie new R/W to existing R/W. However some best fit alignments have not been acceptable for RDU purposes and we have been reluctant to use them. This issue will be revisited with L&S and others.

8. Miscellaneous Items
Jimmy Norris discussed several items relating to the CADD and software. A *new website* will be created to serve as a sort of clearing house, a site that will contain links to almost all important information such as the latest standards, field inspection questions, RDU information, Design Services information and so forth.

A cross section volume summary sheet has been developed using Excel to replace the excavation and embankment figures currently shown on each cross section sheet. We are free to use it on all projects. See Robert Hays for information about the sheet. Generally speaking, X-1A could be the cross section index sheet, X-1B through X-1? could be the cross section volume summary sheets and X-2 through X-? the actual cross section sheets.
Automated quantities were discussed. RDU will be required in the near future to key in or generate our portion of the Engineer's Estimate. Automated quantities are under development to offset this requirement. Transport has developed software that will generate the quantities from information in the CADD files. A Beta version of the software is due October 15. This means everything must be properly placed, in the correct level, line style, color, etc. We can anticipate training to properly use D&C manager and Transport, about 4 hours each. New pay item list and calculation of quantities sheets have been generated and approved through plan checking and Victor Barbour's section. Some manual input of certain special items may still be required. DGN Conform is software that will check the CADD files to verify that they conform to the proper file standards. This software will be used branch wide and not just in RDU to ensure conformance. Transport Automated quantities will automatically combine quantities from other units rather that overwrite. A presentation of Transport and D&C Manager will be given to Project Engineers and Squad leaders.
ProjectBank and ProjectWise were also discussed. These softwares manage file access and privileges. These softwares will help move more toward a server-based environment.
Jimmy also noted that all MicroStation summary sheets are being phased out in favor of Excel and Access summary sheets.

9. Design Requests from Traffic
Traffic Control has been requesting a large amount of designs for temporary pavement, cross overs, alignments, grades and SE. Should a memo from Traffic accompany these requests? Ron Allen has received several and some miscommunication or discrepancies have occurred. It was the consensus that on projects with major traffic control problems it is best to develop TCP early and coordinate often. However, it is also the prerogative of the Project Engineer to request a memo for the design requests as he/she sees fit.

10. Traffic Data < 250 ADT
A recent email was discussed relative to the usefulness of complete traffic data for roads with ADT's less than 250. The amount of work required to generate full traffic data does not seem significant. This issue was shelved for the time being.

11. Bridge Rail Offsets
Mecklenburg County has requested sidewalks across all bridges over the Charlotte Outer Loop. They have also requested sidewalk room on Outer Loop bridges over Y lines. In light of this, Len Hill has requested in Mecklenburg County only, we shall provide 8 feet minimum bridge offsets and bicycle safe rails on all bridges except those carrying the outer loop itself. We can expect a Bridge Policy change in the near future. Discuss sidewalks across bridges with the MPO and provide as requested. John also directed the sidewalk width on bridges with curb and gutter approaches be changed. Instead of 5 feet, we shall use 5.5 feet. Len Hill has formed a committee to study the sidewalk across bridge issue and develop recommendations and guidelines.

12. Shelf Projects
Ron Allen will develop two form letters to be used with production projects upon their completion but prior to available funding. One will be for R/W production projects and Let production projects. They will basically state the projects are complete and on the shelf and can be ready given reasonable notice. Len Hill has requested that production projects be worked just like regular funded projects in order to meet the $1.2 billion let goal for 2000.

13. Geotech Plans, request for full size plans

Conversations between John Alford and Bill Moore indicate that one of Geotech's field offices cannot print full size prints. It was resolved, for the time being, that RDU, on bridge projects, will send full size plans and cross sections to Geotech. On all other projects, RDU will send full size plans and half size cross sections. This is a temporary solution and this issue may require additional attention for a better and more lasting resolution.

Additional Items

Baselines
Baselines were discussed in reference as to when the line connecting the baseline PI's should be removed. It was determined that this line should not be on R/W plans and can be removed at any time after the Preliminary/Combined Field Inspection is held. Please note that Baseline PI's with appropriate labels are to remain part of the plans.

Hearing Map Distribution
It was felt that the unit should be distributing color hearing maps uniformly. A policy or set of guidelines will be developed. Dewayne will be working on this and we can expect it to address property owner requests as well as developers and real estate agents. Generally, RDU will not function as a print shop and will provide one copy per property or per person.

Training
We are experiencing problems with attendance. Any technician wishing to drop out of any scheduled CADD training class must get the approval of their respective Project Engineer. The request itself must come from this Project Engineer.
MicroStation Training was discussed. There is concern that the training is not timely enough or early enough after the hire of new employees. It was suggested that each new technician (untrained in MicroStation) should be enrolled after 2 months of their hiring date. We felt it is too long to wait for a full class (15 to 18 students) before ETS teaches MicroStation or Beginning GeoPak. Jimmy Norris will provide John Alford with the date of the last classes and the number & names of people needed training. John will pursue this with ETS.

ROY STAFF MTG

CINEMA

Subject: **HCM CINEMA UPDATES**
Date: Thu, 21 Oct 1999 15:52:17 -0400
From: "James A. Speer PE" <jspeer@dot.state.nc.us>
Organization: North Carolina Department of Transportation
To: "John E. Alford PE" <jalford@dot.state.nc.us>
CC: "Jay A. Bennett PE" <jbennett@dot.state.nc.us> ,
"Dewayne L. Sykes PE" <dsykes@dot.state.nc.us>

My Squad Leaders would like to have three CINEMA packages.
(1/Squad)
If this can not be supplied, then two updates will be OK. Please
Advise
Jim Speer

Bennett
Comments?
None

Draft STAFF MEETING AGENDA

~~October~~ 12, 1999

Administrative Items

1. Scheduling — John
   PD&EA Unit Heads in attendance (Your thoughts)
   Production Projects
   - 8 Projects FY 2000
   - 12 month production Let List
   Problem Project List
   Projects for PEF
   Pipeline Project/Permits
2. Cost Estimate Updates — John & Jay
3. Organizational Development Study — John
4. Interim PM
5. First Aid/CPR training
6. Suspense Folders
7. Scope Changes
8. DOT's No Reference Policy HO #
9. Planning and Design Draft Agenda HO #
10. Plan Recordation Update
11. Second Plan Turn in Date
12. Cinema Update
13. Functional Mapping Update

Technical Items

1. Best Fit Alignmnets SPELLING — Sykes
2. Urban Street Symposium — Brenda Moore
3. Road Safety Audit — Goodnight
4. Misc Items — Norris

STAFF MEETING AGENDA

October 12, 1999

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   Pipeline Project/(ones feasible to request permits)
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   - 12 month production Let List ($1.2 billion 2000)
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13. Functional Mapping Update
14. Annual Field Trip

Technical Items

1. Urban Street Symposium HO #2 — Brenda Moore
2. Road Safety Audit HO #3 ASSESSMENT — Goodnight
3. Temporary Guardrail — Alford
4. Netscape Resource reserving — Alford
5. Planting/Noise HO #4 — Alford
6. Capacity Analysis HO #5 — Jay
7. Best Fit Alignments — Sykes
8. Miscellaneous Items — Norris
9. Design Requests from TCP — Allen
10. Traffic ADT <250 — Alford

11.

12.

13.

HO # 1

AUTHORIZATION AND REQUEST FOR RELEASE OF EMPLOYMENT RECORDS

I, hereby authorize and request the N.C. Department of Transportation to release any and all records or information concerning my employment, specifically including otherwise confidential information about my job performance, attendance, discipline, and reason for separation, to the following prospective employer:

Name: _____

Address: _____

_____

Telephone: _____

Signed: _____

Date: _____