

## **R/W Revision Process - Updated 2-25-2013**

### **Addendum to Item III on 4/7/2008 Memorandum**

#### **R/W Revisions on Roadway Design Projects**

##### **Right of Way Revisions generated by Right of Way Unit on Roadway Design Projects**

RW Agent prepares a memo (FRM10-G) which lists all proposed r/w revisions, pulls the appropriate pdfs from the current plans folder on Project Store and marks up the proposed revisions on the pdf file using "SnagIt". If plans are not on the project store, the agent marks appropriate plan sheets in red with proposed revisions and scans these sheets as a pdf. Agent sends both the pdf and memo to the Division Agent for approval. If the revision is urgent, this should be noted in the memo.

1. If there are property line, topo, or existing r/w changes, Division RW Agent emails the revision with appropriate deeds/maps to the local Location & Surveys Unit with a cc to the State Location & Surveys Engineer; the local Location & Surveys Unit will research and send updated files to Roadway Design Engineer.
2. Division Agent reviews the agent's memo and revisions, places signature/date in top left block of the memo (FRM10-G). If there are any revisions listed under #1 above, the check box will be checked indicating the revisions were previously sent to L&S. The Division Agent emails the memo and pdf plan sheets (deeds/maps not needed) to Assistant State Negotiator.

Assistant State Negotiator reviews and places signature/date in top right block of memo and emails the memo and pdf plan sheets to Assistant State Roadway Design Engineer with cc to the Area Utility Agent, Division RW Agent and RW Agent.

Upon receipt of email from Assistant State Negotiator:

1. Assistant State Roadway Design Engineer forwards revisions to appropriate Roadway Design Engineer for incorporation of revisions into plans.

2. Area Utility Agent has 7 days to reply with any concerns. If there are concerns, the appropriate Roadway Design Engineer will coordinate with the Area Utility Agent and Assistant State Negotiator to resolve the concerns.

#### **Right of Way Revisions generated by Utility Section on Roadway Design Projects**

Utility Agent prepares a memo which lists all proposed r/w revisions, pulls the appropriate pdfs from the current plans folder on Project Store and marks up the proposed revisions on the pdf file using "SnagIt". If plans are not on the project store, the agent marks appropriate plan sheets in red with proposed revisions and scans these sheets as a pdf. Utility Agent sends both the pdf and memo to the Area Utility Agent for review.

Area Utility Agent emails the memo and pdf plan sheets to Assistant State Roadway Design Engineer with cc to the Assistant State Negotiator (who forwards to Division RW Agent and/or other r/w personnel as needed).

Upon receipt of email from Area Utility Agent,

1. Assistant State Roadway Design Engineer forwards revisions to appropriate Roadway Design Engineer for incorporation of revisions into plans
2. Assistant State Negotiator (or his delegate) has 7 days to reply with any concerns. If there are concerns, revisions are on hold until the Assistant State Negotiator (or his delegate) and Area Utility Agent resolves the concerns.

#### **Upon completion of revisions by Roadway Design**

Roadway Design Engineer will draft revision memo and email memo to Carey Muse of the Raleigh RW Office ([ccmuse@ncdot.gov](mailto:ccmuse@ncdot.gov)) with distribution of the email memo to the appropriate Division Engineer, FHWA, Highway/Railroad Project Manager (Kirby Warrick), State Utility Agent (Robert Memory), Utility Section Engineer (Roger Worthington), State Location & Surveys (Charlie Brown) and Kevin Lacy. Carey Muse will email the revision memo to all appropriate r/w personnel. RW personnel may draw down and print the revised plan sheets using the Srvconn program.

**NOTE:** If paper plans are to be sent out, Roadway Design Engineer will draft memo and request printing/distribution of plans sheets. This will be eventually phased out as projects are made available electronically by pdfs on Project Store.

The memo/plans will be sent to Raleigh RW c/o Carey Muse, who distributes the revisions to all appropriate RW personnel. Plan print/distribution will be normal so that others units also receive paper plans.

### **Right of Way Revisions generated by Division Engineer Staff on Roadway Design Projects**

The Division or other units should notify the appropriate R/W Agent and send the revision to them for processing according to Item 1.

### **R/W Revisions on Divisions Projects** - Right of Way Revisions on DDC, DDL, Division Projects, Division Bridge Projects

Division Right of Way Agent will forward plan changes to Assistant State Negotiator for review using FRM10-G and plan sheets with changes marked in red. Assistant State Negotiator will review and approve and return to the Division Agent. Division RW Agent will forward to the appropriate Division Office personnel. Division Office will make revisions and send revised plans to Division RW Agent forward to requesting unit.

### **R/W Revisions on Other Projects** - Right of Way Revisions on any projects not coming out of Roadway Design (Bridge Management, Rail Projects, Etc.)

Division Right of Way Agent will forward plan changes to Assistant State Negotiator for review using FRM10-G and plan sheets with changes marked in red. Division RW Agent should indicate the Unit that originated the project (ex: Rail Unit). Assistant State Negotiator will review and approve and forward to the appropriate unit.

The project engineer will draft revision memo and email memo to Carey Muse of the Raleigh RW Office ([ccmuse@ncdot.gov](mailto:ccmuse@ncdot.gov)). Carey Muse will email the revision memo to all appropriate r/w personnel.

**Roadway Design Unit**

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| <b>Assistant State Roadway Design Engineer</b><br><br>Doug Taylor, PE<br>(Western: 11 - 14)   | <b>Assistant State Roadway Design Engineer</b><br><br>Roger Thomas, PE<br>(Central: 5, 7, 8, 9, 10)                         | <b>Assistant State Roadway Design Engineer</b><br><br>Glenn Mumford, PE<br>(Eastern: 1, 2, 3, 4, 6)  |
| <b>Roadway Design Engineer</b><br><br>Jason Moore, PE<br>(11, 12)<br><br>Jimmy Goodnight, PE<br>(13, 14)<br><br>Brenda Moore, PE<br>(Statewide Engineering Coordination Projects) | <b>Roadway Design Engineer</b><br><br>Greg Brew, PE<br>(10)<br><br>Jim Speer, PE<br>(7, 8)<br><br>Tony Houser, PE<br>(5, 9) | <b>Roadway Design Engineer</b><br><br>Gary Lovering, PE<br>(1, 2, 3)<br><br>Rekha Patel, PE<br>(4, 6)<br><br>Chris Haire, PE (Lighting & Studies, Roadway Design CADD Support) |

**Utility Section Unit**

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| <b>Area Utility Agent</b><br><br>Amy Reed (Western)<br><br>Divisions 10-14 | <b>Area Utility Agent</b><br><br>Ed Reams (Central)<br><br>Divisions 5, 7, 8, 9 | <b>Area Utility Agent</b><br><br>David Boyd (Eastern)<br><br>Divisions 1, 2, 3, 4, 6 |
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**Right of Way Unit**

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| <b>Assistant State Negotiator - West</b><br><br>John Shoemaker (Western: 7, 9-14)   | <b>Assistant State Negotiator - East</b><br><br>Hugh Thompson (Eastern: 1-6, 8)  |
| <b>Division RW Agents</b><br><br>Heather Fulghum (7)<br>Rodney Hatton (9)<br>Neil Burleson (10)<br>Daneil Miles (11)<br>David Angel (12)<br>Bob Haskett (13)<br>Teddy Greene (14) | <b>Division RW Agents</b><br><br>Mike Kinlaw (1)<br>Doug Askew (2)<br>Eric Ray (3)<br>Lloyd Johnston (4)<br>Kathy Smith (5)<br>Raphael Marshall (6)<br>Brad Bass (8) |