STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

MEMO TO: Project Engineers

FROM: Jay Bennett, PE
State Roadway Design Engineer

DATE: September 1, 2005

SUBJECT: Roadway Design's Implementation of the Plan and Permit Review Process for Widening and New Location Projects

The following is a list of the components in the Plan and Permit Review Process for Widening and New Location Projects (W&NL) for which the Roadway Design Unit is responsible. After each listing is our plan for implementation.

- **Hearing Map Review**

  A new form letter has been developed to distribute minutes for the hearing map review meetings. The minutes will document such items as (1) who was invited and who attended, (2) changes to the hearing map agreed upon during the meeting, (3) discussion of project issues, (4) typical section concurrence or any dissenting opinions, and (5) the number of maps needed. This letter is intended to be distributed by e-mail.

- **Request for Surveys** *(request for updated traffic volumes)*

  The Transportation Planning Branch form for requesting updated traffic volumes has been included in our form letters. On new location projects or large widening projects we will request a traffic volume update when we request surveys. On smaller widening projects, we will reevaluate the need for a traffic volume update at the "To Hydro" stage.

- **Request for Drainage Design** *(Multi-unit Coordination)*

  Continuing with our current practice, we will send a letter with plans to Pavement Management (*final pavement design request*), Geotech (*subsurface recommendations*), and Structures (*structure recommendations*) at the same time we send plans to Hydraulics. In addition, a new form letter has been created that will be used to distribute a set of plans to the other groups listed in the W&NL process. This letter will indicate that we have completed the horizontal and vertical alignments for the project and that the Hydraulics Unit is beginning their design and we would like a review of these alignments with respect to any potential constructability concerns within one month in order that they may be considered before the Concurrence 4B meeting.

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.DOH.DOT.STATE.NC.US

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

Concerning the final pavement design request, the "To Hydro" time frame on large projects could occur 2 to 3 years prior to let. The current project flow chart indicates that the final pavement design is requested at 60 weeks prior to let. The submittal of final pavement design information at 60 weeks prior to let would be verification of the final pavement design and a gauge as to when the project would be submitted to the Pavement Design Review Committee.

- **Final Design Field Inspection (FDFI)**

The FDFI occurs approximately 3 months prior to sending plans to Right of Way. As soon as the project shows up on the 6-Month Right of Way List, the Roadway Design Unit will contact the DCE to set up a date, time, and place for the FDFI. This will ensure that the DCE will not have any scheduling conflicts. The plans and formal letter should be sent out 4 to 6 weeks prior to the FDFI.

The Roadway Design Unit will distribute the roadway plans to the appropriate units (just as it is being done in the current process). In addition, Roadway Design will prepare and / or gather the following items for submittal to the DCE:

1. Roadway Design plans
2. Cover letter with date, time, & location of field inspection
3. FDFI Checklist
4. "Green Sheet" commitments
5. Final Design Field Inspection questions
6. Preliminary bridge general drawings
7. Work bridge or causeway recommendations
8. Foundation recommendations

Also, the form letter and questions are being revised to incorporate the new name of the field inspection. The questions are being revised to heavily emphasize the intended purpose of the FDFI, which is to finalize the design and construction methods prior to the plan & permit review phase.

- **Permit Application / Plan Consistency Review**

Upon receipt of NEU's request for permit drawings and half-size plans, which is approximately 14 months prior to letting, Roadway Design will receive electronic copies of the permit drawing from the Hydraulics Unit. Roadway Design will then verify that the plans and permit drawings are in agreement. Some of the items that Roadway Design will verify include, but are not limited to, (1) construction limits, (2) R/W & easements, (3) driveway and service road locations, (4) guardrail limits, (5) bridge and culvert locations, etc.

After completing our part of the plan / permit consistency review, Roadway Design will <u>hand deliver</u> a half-size copy of the plans to the Hydraulics Project Engineer.

Once NEU has drafted the permit application, Roadway Design expects to receive a copy via e-mail with a request to provide comments within one month. Roadway Design will review the application for consistency against our current design and any comments will be submitted via e-mail to the NEU Environmental Specialists with a CC: to Hydraulics, Structures, UCU, PS Utilities, Roadside, Division, and Construction.

- **Pre-Let Field Inspection (PLFI)**

The PLFI occurs approximately 5 months prior to letting. Approximately 3 months prior to the PLFI, the Roadway Design Unit will contact the DCE to set up a date, time, and place for the PLFI. This will ensure that the DCE will not have any scheduling conflicts. The plans and formal letter should be sent out 4 to 6 weeks prior to the PLFI.

The Roadway Design Unit will distribute the roadway plans to the appropriate units (just as it is being done in the current process). In addition, Roadway Design will prepare and /or gather the following items for submittal to the DCE:

1. Roadway Design plans
2. Cover letter with date, time, & location of field inspection
3. "Green Sheet" commitments
4. Pre-Let Field Inspection questions

Also, the form letter and questions are being revised to incorporate the new name of the field inspection. The questions have been revised to heavily emphasize the intended purpose of the PLFI, which is to discuss implementation of the design shown in the plans, permit application, and "Green Sheet" commitments.

If you have any questions, please contact Ron Allen or me.

JAB/rda

cc: Art McMillan, PE
Ron Allen, PE
Dewayne Sykes, PE
Scott Blevins, PE
Greg Perfetti, PE
Ricky Keith, PE
Allen Raynor, PE
Dave Henderson, PE
David Chang, PE
Njoroge Wainaina, PE

DRAFT

MEMO TO: FILE

FROM: Roadway Project Engineer

DATE:

SUBJECT: Project _____(_____) _____County
F. A. Project _____

Hearing Map Review Minutes

A hearing map review meeting was held on _____ for the subject project. The following people were invited:
(Indicates in attendance)*

Jay Bennett	Roadway Design
Dewayne Sykes	Roadway Design
Ron Allen	Roadway Design
Scott Blevins	Roadway Design
Project Engineer	Roadway Design
Proj Des. Engr.	Roadway Design
Asst. or Tech.	Roadway Design
PDEA Regional Manager	PD&EA
PDEA Unit Head	PD&EA
PDEA Engineer	PD&EA
TIP Program Manager	Preconstruction - TIP Program Mgr.
Nathan Phillips	Congestion Management
Eastern or Western	Transportation Planning Branch Group Manager
Art McMillan	Highway Design
Carl Goode	Office of Human Environment
Ed Lewis	Public Involvement and Community Studies
Ashley Memory	Public Information Office
David Chang	Hydraulics
TIP Squad Leader	TIP Development Unit *(Ray, Van,or Mike)*
Roger Worthington	PSU Roadway Utilities
Division Engineer	Division ___
Div. Const. Engineer	Division ___
Greg Smith	Geotechnical Unit
Yulonda Moore	Right of Way
Stuart Bourne	Work Zone Traffic Control Unit
Contact Person	US Corps of Engineers
Contact Person	MPO or RPO
********** OTHERS TO INVITE IF PROJECT WARRANTS **********	
FHWA Area Engineer	FHWA
Proj. Group Engr.	Structure Design
Richard Mullinax	Signals and Geometrics

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Jay Stancil	Roadway Design - Lighting and Electric
PDEA Contact Person	Noise and Air
PDEA Contact Person	Historic Archaeology
Mohammed Mulla, PE	Geotechnical Unit
DOT Board Member	Division__Board of Transportation Member
Bill Chappell	Rail Division (if at grade RR)
James Harris, PE	Rail Division (if RR Grade Separation)

A brief project description and pertinent information concerning the project was discussed. The following changes were recommended and will be made to the hearing map:

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-
-

Highway Design, PD&EA, Division__, Transportation Planning, Traffic Engineering, Right of Way, and Roadway Utilities reviewed and agreed on the proposed typical section including the number of lanes and widths, the shoulder width, the median width, and the ditch width. Attached is a sheet showing the proposed typical section.

After the changes are made, hearing maps will be distributed as follows:

__ (*Half /Full*) size sets to PDEA - HEU (Ed Lewis)
__ (*Half /Full*) size sets to Right of Way
__ (*Half /Full*) size sets to PDEA (Planning Engineer)
__ (*Half /Full*) size sets to Division___.

Please let me know by (*1 week from letter date*) if additional maps are needed or corrections/additions need to be made to these minutes.

___/___
(email)

cc: Meeting Invitees and / or attendees

DRAFT

MEMO TO: Division Engineer
Division R/W Agent
Division Construction Engineer
Utilities Coordination Unit
Proj. Serv. Utilities Section
Congestion Management Unit
Traffic Control Unit
Regional Traffic Engineer
Signing Unit
Roadside Environmental
Roadway Construction Engineer
Bridge Construction Engioneer *(if needed)*
Bill Chappell *(if at grade RR)* James Harris *(if RR Grade Sep)*
Carl Goode *(if there are cultural resource concerns)*

FROM: _____
Project Engineer
Roadway Design Unit

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 4B. One set of prints for the subject project is enclosed. The CADD files reside on the Roadway TIP server and can be accessed by connecting to \\ets-ccfs03*TIP$*.

Thank you for your timely response to this request. If you have any questions, please contact me or _____, Project Design Engineer.

___/___

Enclosures

Print Distribution: Normal

cc: Jay A. Bennett, PE