STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

Roadway Design Unit Staff Meeting
September 1, 2005

A. *Revised TIP Letting List (8/24/05)*
& 12 and 13 month let list (8/30/05)

Jay Bennett handed out the 12-month let list for tentative letting August 2005 – September 2006. It was noted that some of the August 2005 projects were shown in error.

B. *TIP Scheduling*

The TIP scheduling meetings were held with Co-Project Managers on September 12, 13, & 14 and September 19, 20 & 21. The meetings were very productive.
Thank you for all the hard work that goes into the TIP scheduling process.

C. *Cost Estimate Request Forms (Construction, Right of Way and Utility)*

Jay Bennett discussed the latest version of the TIP cost estimate milestone flowchart. A new cost estimate request form will be available soon. This form will track the project stage that corresponds to the cost estimate and will provide a total cost for each alternate being considered. Draft forms were provided to the project engineers for their information.

D. *Use of 9 foot lanes on Bridge Replacement Projects*
(Narrow lanes cause/create future maintenance concerns)

Jay Bennett asked the project engineers to be mindful of the increased maintenance cost associated with the use of 9-foot travel lanes on bridge replacement projects. Use 9-foot lanes when they are deemed acceptable by Division personnel.

E. *"High Priority" – R/W Revisions from John Williamson*

"High Priority" right of way revision request means the submittal needs special attention and a quick response. Jay provided an example of a high priority request.

F. *Item F was missing from the agenda.*

G. *Safety – CEI Employee (S&ME) fatality on Cary US1/64 construction project. Soil density testing.*
Jay discussed the private engineering firm's construction inspection fatality on the US 64/US 1 project in Cary. He stressed the importance of being alert and looking after one another while visiting job sites for field inspections and reviews.

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H. EEO Responsibilities

Jay provided the April 13, 2005 Equal Employment Opportunity (EEO) Plan and Program letter to the staff. He gave a brief overview of the employee objectives for the Roadway Design Unit. Each person in management has been asked to lead the effort relative to equal employment opportunities.

I. Draft Travel Policy and Procedures – in-state and out-of-state travel. Increase carpooling.

The Travel Policy and Procedures were sent to everyone on Distribution "A" on September 23, 2005. The policy is on the Human Resources web page http://www.ncdot.org/services/personnel/manualandpolicies/

Travel and Excess Expense Authorization (Form EXP 10-8) requires Secretary of Transportation or designee approval 30 days prior to travel. The Secretary of Transportation or his designee must authorize all out-of-state travel.

J. CADD – Tin Files and paired DTM's (electronic files)

Multiple DTM and Tin files currently exist in multiple directories for our projects. The most current and up-to-date DTM file needs to be renamed and moved (not copied) to the DTM folder. Electronic project files need to match the standard naming convention. Take time to clean your project directory. See September 8, 2005 memo from Jay Bennett. The deadline for renaming files is September 30, 2005. This action is necessary to ensure proper file management.

K. Open Discussions
(Voice Mail – Century Center Telephones)

Ron Allen handed out the September 1, 2005 memo for Roadway Design's implementation of the Plan & Permit Review Process for widening and new location projects. Please follow this process for your projects. Pipeline projects need to follow this process as closely as they can.

Netscape calendars. Keep your Netscape calendars up to date. Personal appointments can be blocked from view, but DOT related appointments should not be hidden from public view. For scheduling purposes, topics, time and location should be shown for each meeting.

L. General Assembly – Senate Bill 662 – Section 28.11.(e)

Information from Pages 268 and 269 of Senate Bill 622 was handed out to the Roadway Design Project Engineers and discussed.

Signed : Jay A. Bennett Date : November 2, 2005