

# **Roadway Design Unit**

## **Staff Meeting Minutes**

### **July 18, 2007**

#### **Work Zone Safety and Mobility Draft Policy**

Federal Highway Administration is requiring each Department of Transportation have a policy in place by October 2007 that addresses the systematic consideration and management of work zone impacts related to safety, mobility, operations, and training. Meredith McDiarmid presented a brief overview and provided a handout on the Goals, Objectives, and Strategies that can be used by the Highway Design Branch/Roadway Design Unit to be considered on all projects. NCDOT's draft policy and guidelines on WZ Safety and Mobility can be found on the NCDOT Traffic Control Website at: <http://www.ncdot.org/doh/preconstruct/wztc/>

#### **Scope of Preliminary Designs**

Jay reviewed the memorandum dated April 23, 2007 from Greg Thorpe and Art McMillan clarifying the scope of work involved in the development of Functional and Preliminary Designs.

#### **Concrete Pavement Design**

Clarification should be given on the Typical Sections when concrete shoulders are being called for in the design plans. Concrete shoulders may need to include dowels or may not. Discussions should take place prior to and/or at the Field Inspection as to the type of concrete and ride ability specifications required from both mainline and/or shoulders.

#### **Alternate Base Pavement Designs**

Jay reviewed Len Sanderson's memo dated October 20, 2006 to reiterate the importance of Alternate Base Pavement Design. In order to provide the most economical pavement structure possible, it has been decided that on selected projects we will provide an alternative for bidders between Aggregate Base Course and Asphalt Concrete Base Course. Included in the memo were design manual updates and examples of earthwork summary when Alternate Pavement Designs are required.

#### **New/Unique Processes**

The Group reviewed the memo dated April 17, 2007 from Bill Rosser on New and/or Unique Processes. All NCDOT Units must notify the Roadway Design Project Engineer of any unique processes, construction techniques, materials, and/or products that will be utilized on individual projects. Any unique process will be discussed at the project field inspections to verify that all individuals within the Department, Division, and Resident Engineers office are familiar with the process. Field Inspection questions and checklists will be updated to include items that will help verify this process took place. Make sure you use the new form letters with updated names when submitting letters from the Roadway Design Unit.

#### **Usage of "old" Title Sheets with FHWA signature blocks**

The old title sheets are still being used showing the FHWA Title Block. Please use updated title sheets without the FHWA signature block.

### **TIP Project Approaching Authorized Budget Status Report**

We reviewed and discussed memo dated July 9, 2007 from Majed Al-Ghandour discussing inactive expenditures. The Project Management Unit coordinates their efforts with the Controller Office, and the Fiscal Unit in monitoring all the TIP Projects that are inactive. Their goal is to recycle any unused funds back to the State Funds in order to use them for new projects. Check reports and determine if these WBS's should be closed. Close out the open commitments so that all available funds can be recovered.

### **In the Loop**

The unit and staff need to be represented in this publication. Keep Hapsy up to date on any newsworthy information as it relates to our employees.

### **Schedule for Design and Plan Preparation of Railroad Underpasses**

A handout was supplied showing timeline for a PEF design and plan preparation of railroad underpasses. Schedules dictates a possible 2 years and 9 months of time required from PEF acquisition to letting. The same information was provided for Railroad overhead structures. The total time for start of activity (project advertisement) to letting is 2 years.

### **Transformation Management Team (TMT)**

Ron gave us an update on the TMT group and some of the items being discussed.

### **STaRS and the use of CJ2B**

When a project schedule is to be updated in StaRS the CJ2B function should be used in place of CJ20N to update the schedule. This will capture all information required to utilize the newly released Forecast Aging Report.

### **Minimum Grade on Longer Bridges**

After field review of Project R-2404A, the new 1700' long bridge over Cashie River on US 17, the Roadway Design Unit and Hydraulics Unit will consider 0.5% as the minimum grade on bridges that are 500 feet in length or longer. Continue to set the vertical design so that the low point of the vertical curve is off of the bridge and beyond the approach slab.

### **Permanent Mitigation Areas (Mitigation Sites) on Roadway Plans**

We reviewed and discussed memo dated June 19, 2007 from Greg Thorpe and Art McMillan, emphasizing the memo dated February 23, 2006 from the Highway Administrator. These memos discuss the procedures and define the roles for each unit and how to show mitigation sites on the Roadway Plans or the Mitigation Plans.

Minute Approved By:

Signed

Original Signed by Jay A. Bennett

Date 08/23/07

Jay A. Bennett, PE, State Roadway Design Engineer