

**Roadway Design Unit Staff Meeting**  
**November 8, 2005**  
**8:30 a.m.- 10:30 p.m.**

- 1) **Request for Permit Drawings**  
Jay Bennett discussed the “Request For Permit Drawings” form. RDU will review the let date and due date for permit package submittal to the Natural Environmental Unit (NEU) and discuss the project with the Hydraulics Engineer. ½ size Roadway Plans should be submitted to Hydraulics Engineer. The Hydraulics Engineer will forward the plans and the permit to NEU.
- 2) **Municipal Agreements**  
Jay Bennett asked Project Engineers to take responsibility for Municipal Agreements on their projects. Please ensure they are accurate, complete and that the Divisions are involved with the development of all Municipal Agreements.
- 3) **Pavement Design Alternates – ABC base and Asphalt (Black) base alternatives**  
Jay Bennett informed the project engineers that a committee had been formed to identify potential projects for pavement alternatives (ABC base versus black base) and develop a process to handle such projects. Currently 4 projects in the September 2006 Let will have pavement alternates on the mainline only. They are R-609IA, R-609IB, R-2606A and R-2559B.
- 4) **PMii – Air Quality Compliance**  
Bill Martin gave an overview on air quality scheduling needs in PMii and how it is used on projects. Transportation Planning Branch will be responsible for turning this on in PMii.
- 5) **Low Water Bridge – Bridge Replacement Projects**  
Jay Bennett advised each Project group to be prepared to have extra involvement with the planning and design aspects for Low Water Bridge Projects.
- 6) **R/W Estimate Requests – 1 copy to Dwayne Draughon (Right of Way Branch) and 1 copy to Barry Whitaker (Right of Way Utilities)**  
**Submit requests at the same time. Make a separate submittal to each individual.** Jay Bennett asked that we make sure we send two copies as requested above.
- 7) **Schedule Change Request Form (Microsoft Word Format)**  
Jay Bennett asked each group to use the Microsoft word friendly “Schedule Change Form”, it seems there are two different forms being used at this time. The preferred form is in the FormLetters directory on the shared drive.

- 8) Form Letters, replace Omar Sultan's name with Majed Al-Ghandour, PE, Project Management Unit Head.**  
Ron Allen and Patsy Stephenson have updated the original "Form Letters" with the above changes, please watch for copies you may work from and make the changes.

**Open Discussion Topics (Submitted by Staff)**

**Engineering Competency Based Pay**

Jay Bennett advised that the pilot program is ongoing and hopefully we will get some updated information from OSP soon. Conversations with NCDOT HR indicate that the pilot program is not progressing as originally scheduled. It has not yet been expanded beyond the Hydraulics Unit and the Roadside Environmental Unit. OSP is studying career banding of all engineers (civil, mechanical, electrical). While no time frame has been set, OSP is very motivated to complete this initiative.

**Technician Skill Based Pay (rolling date 11/20/04-11/20/05)  
for most technicians**

Jay Bennett discussed the 10% rule regarding increases and advised Project Engineers to submit skill updates regularly. In-range increases will be processed after the 11/20/05 rolling date.

**Concurrence Meetings**

Staff discussed the need for advanced notification on concurrence meetings to give them time to review the plans and prepare for the meeting.

**Process Changes**

**Widening and New Location Permitting Process**

**Bridge Replacement Permitting Process**

Item parked.

**PMii (What's next?)**

There was a brief discussion regarding transformation of the bridge projects into PMii.

**2006 Specifications (effective with July 18, 2006 Letting)**

**Send to Printers December 1, 2005.**

**Hard Copies of Specifications and Roadway Standard Drawings, February 2006.**

New Green Books are out. Use the "2004" issue. (A policy on Geometric Design of Highways and Streets)

**CADD File Naming Conventions**

**DTM (Digital Terrain Model ) and Tin Files in the DTM Folder**

“File Naming Standards” were discussed by Ted Walls and additional information will be forthcoming.

**Photogrammetry**

**Location and Surveys**

**Roadway Design**

**Include a copy of all planning documents in the project file when turning in a project to Project Services for letting.**

This is a requirement for all projects. The planning document should be part of the original submittal to the Plan Checking Section Engineer, Cynthia Perry.

Signed:

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Jay A. Bennett

Date: 11/23/05

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FOR REFERENCE ONLY