

Traffic Management Unit - Work Zone Traffic Control Section
Submittal Evaluation Guidance and Rating

Unless otherwise agreed to during scoping or project brainstorming, use the following guidance and rating scales to complete the WZTC Submittal Evaluation Form for the Traffic Management Concept and the Pre-Final submittals. This applies to submittals developed by both in-house design personnel and private engineering firms. The evaluator may use their discretion when this format doesn't lend itself to a specific assignment.

Task 1: Meeting Project Schedule

Guidance:

| Essential Components - Traffic Management Concept and Pre-Final Submittals | |
|---|---|
| 1 | Make timely submittals of Traffic Management Plans, including all required supporting documents & documentation, according to the schedule agreed upon. |

Rating Scale:

| | | |
|----|-------------------|------------------------------------|
| 10 | Perfect | One or more days ahead of schedule |
| 8 | Very Good | On time |
| 6 | Acceptable | One day behind schedule |
| 4 | Needs Improvement | One week behind schedule |
| 2 | Very Poor | More than one week behind schedule |

Task 2: Project Notes/Written Traffic Management Concept Staging/Written Phasing

Guidance:

| | Traffic Management Concept Submittal | Pre-Final Submittal |
|---|---|---|
| | Essential Components | Essential Components |
| 1 | Provide written Traffic Management Concept Staging that outlines the sequence of work operations , controlling operations and concurrent operations in each Phase of construction. | Traffic control phasing should be an expansion of the construction staging. Provide phasing that is clear, easy to follow, and laid out in a logical manner (If the WZTC reviewer can't follow the phasing, then the Contractor is going to have even more trouble). |
| 2 | Written Traffic Management Concept Staging should identify: <ul style="list-style-type: none"> • What/where is construction taking place? • What traffic control measure is used to handle traffic during this construction? • Where is traffic at the end of the day? | Traffic control phasing shall cover all necessary construction operations as well as the traffic control methods needed to complete the construction. The phasing should also cover controlling operations, concurrent overlapping operations, and step out major traffic shifts. Minimize station call outs and description of the work as much as possible by referring to the detail sheets that display the work and station numbers. |
| 3 | N/A | Traffic control phasing shall have the appropriate Roadway Standard Drawings referenced. If/when the RSD's do not fit, describe the change in the phasing if a new detail isn't provided. Refer to traffic control detail drawings and typical drawings by the appropriate detail name/number and sheet number. |
| 4 | Recommend/Identify (If applicable): <ul style="list-style-type: none"> • Lane/Road Closure Restrictions. • Lane/Road closures (intermittent & long term) required during construction. | Traffic control phasing shall contain any Intermediate Contract Times (ICT) needed throughout the project. ICTs should be coordinated with the Division and Marsha Sample for duration and scope of work within the ICT. |
| 5 | N/A | Provide a Finalized list of the most current set of General Notes and any necessary Local Notes. All lane closure/time restrictions should be finalized with the Division at this point. All notes that designate Contractor or State Forces performing work should be finalized. Project Notes should be complete at this time and not need further changes. |

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Effective Date: January 1, 2013

Revised April 29, 2014

Task 3: Overviews/Concept Drawings/Traffic Control Details

Guidance:

| | Traffic Management Concept Submittal | Pre-Final |
|---|---|---|
| | Essential Components | Essential Components |
| 1 | Conceptual drawings shall clearly represent and communicate (i.e. plan is easily followed and understood by others) an engineered traffic staging concept that addresses motorist safety, worker safety, traffic mobility, and contractor productivity. | Drawings and details that clearly communicate (i.e. plan is easily followed and understood by others) a final engineered design that addresses motorist safety, worker safety, traffic mobility, and contractor productivity in accordance with the Transportation Management Plan TC Plan Guidelines and the MUTCD. |
| 2 | Overview or conceptual drawings that correctly and clearly identifies where, and what construction is occurring during each construction phase. Controlling operations are properly identified. | Drawings, cut sections, and special details that show with the necessary level of detail where/how traffic is to be maintained during each phase of construction. This includes the proper design and detail of long term temporary traffic patterns (warning signs, channelizing devices, positive protection, and pavement markings); short term temporary traffic control setups not provided by RSD's; offsite detour details and bike and pedestrian accommodations. |
| 3 | Overview or conceptual drawings that clearly shows where traffic is maintained during each phase of construction, cross section views taken at appropriate locations, and identification of potential on/offsite detour routes. | Drawings, cut sections, and special details that show with the necessary level of detail where/what construction (including utilities, grading, drainage, paving, bridges, signing) is occurring during each phase of construction. |
| 4 | Details that clearly illustrate potential constructability issues. These include specific areas of the roadway design (including utilities, grading, drainage, paving, bridges, culverts, signing) that may be difficult if not impossible to construct using conventional lane closures or detours due to working space or time restrictions. Include (with dimensions & off-sets) probable locations of barrier, temporary pavement, signals, shoring, and other considerations as described in Submittal Guidelines. | Drawings include coordinated efforts between Work Zone Traffic Control and other NCDOT Design Units (including temporary pavement, signals, drainage, shoring). Drawings properly incorporate previous redline reviews. |
| 5 | Drawings prepared in accordance with the Transportation Management Plan TC Plan Format Guidelines. This includes using the current CADD Workspace, correct drafting scales and font sizes, coordinately correct details, and plan set is properly assembled. | Drawings prepared in accordance with the Transportation Management Plan TC Plan Format Guidelines. This includes using the current CADD Workspace, correct drafting scales and font sizes, coordinately correct details, and plan set is properly assembled. |

Task 4: Quantity Estimate

Guidance:

| Essential Components – Applies to Pre-Final | |
|--|---|
| 1 | Provide an accurate estimate of quantities for all necessary Traffic Control items to be utilized during construction including simple to follow supporting calculations and/or worksheets. |

Task 5: Meetings/Coordination/Correspondence

Guidance:

| Essential Components – Applies to both submittals | |
|--|---|
| 1 | <p>Meetings - Attend and present the proposed Traffic Management Plan (TMP) at all required meetings, to include but not limited to the Final Design Field Inspection (FDFI), Combined Field Inspection (CFI), Pre-Let Field Inspection (PLFI), Temporary Shoring Meetings, Internal Constructability Review (ICR), External Constructability Review (ECR) and all additional meetings as required.</p> <p>Note: Not all of the above meetings are required during the development of the TMP.</p> <p>Meeting Minutes - Take minutes of all meetings focusing on project information pertinent to Traffic Control issues. Submit a written draft, including attendance roster, of these minutes for approval within three (3) business days of the meeting. After approval, distribute the minutes to all attendees and any other parties involved with the project as required within three (3) business days of the approval.</p> |
| 2 | <p>Coordination - Coordinate with Work Zone Traffic Control, Division Personnel, and all other NCDOT Units (including Municipalities when applicable) to identify Intermediate Contract Times (ICTs), realistic detour routes, investigate potential problem/constructability issues and possible solutions. Document the follow up that ensures the coordinated efforts are included in the contract documents.</p> |
| 3 | <p>Correspondence - Provide documentation of all written, oral and electronic coordination with each submittal. All electronic correspondence (e-mails, etc.) pertinent to Traffic Control shall include Work Zone Traffic Control.</p> |

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Rating Scale for Tasks 2 thru 5:

| | | |
|----|-------------------|---|
| 10 | Perfect | All of the essential components are included with no provided guidance or recommended edits. |
| 8 | Very Good | All of the essential components are included with a minimal level of guidance and/or recommended edits |
| 6 | Acceptable | All of the essential components are included with a moderate level of guidance and/or recommended edits, some required. |
| 4 | Needs Improvement | An essential component is missing and/or a significant level of guidance and/or many required edits. |
| 2 | Very Poor | Multiple essential components are missing and/or a significant level of guidance and/or many required estimates. |