Chapter 7: Meetings

7.1 Meeting Responsibility

The Plan Developer shall be responsible for the following:

- Attend and present the proposed TMP at the Final Design Field Inspection (FDFI), Combined Field Inspection (CFI), Pre-Let Field Inspection (PLFI), Internal Constructability Review (ICR), External Constructability Review (ECR) meetings and/or any other meeting as needed.
- Take Meeting Minutes focusing on project information pertinent to Traffic Control (TC) at all project meetings and submit a draft of these minutes for approval within 3 business days following the meeting. After approval, the Plan Developer shall distribute the minutes to all attendees and any other party involved with the project as required.
  - NOTE: Obtain a copy of the meeting attendance list at the meeting.
- Maintain written documentation of all coordination between all parties concerning the project. Provide Documentation of all written, oral, and electronic coordination at Each Submittal.
- Additional meetings may be required after project is Let for construction. Such meetings may include pre-construction conference, periodic construction meeting, and/or any other meetings as required.

7.2 Scoping Meeting

General

Before any TMP design begins, a Transportation Management Plan Scoping Meeting must be held between the Plan Developer and the WZTC Project Design Engineer and/or Project Engineer. The decisions made in this meeting will set the course for the TMP. During meeting preparation, the plan developer should refer to the “Transportation Management Plan - Scoping Meeting Checklist,” which provides potential traffic control issues for consideration. The plan developer shall come prepared and able to present, discuss and establish the following items at the Transportation Management Plan Scoping meeting.
Items to discuss and agree upon during the meeting:

- General traffic control strategy (discuss potential issues listed in the TMP – Scoping Meeting Checklist)
- Design parameter considerations: (for example: Do we need a temporary speed limit reduction; Are we keeping all temporary pavement within the R/W footprint, What is the minimum lane width we are going to use during construction; What is our minimum PCB offset during construction; ….Other).

Decisions to be made during the meeting:

- The need for Traffic Counts and who will perform same.
- TCP layout and style
- TCP scales (if different from those listed within chapter “TC Plan Format”)
- Estimated number of plan sheets needed to complete the TCP.
- Man-day estimate.
- Cost estimate (applicable to PEF only)
- Project Schedule - Number and dates of Submittals

NOTE: PEF negotiations may require multiple iterations or possible meetings.

SCOPING CHECKLIST

The purpose of this checklist is to provide the plan developer a general list of potential traffic control related issues that should be considered when preparing for the TMP Scoping Meeting. This checklist will help the plan developer and the WZTC Project Design Engineer or Project Engineer determine the traffic control scope of work for the project.

Gather the following for analysis:

- Project folder
- Planning Document. If this is not in the project folder, contact PDEA and ask if it has been completed or if a draft is available.
- Roadway Plans and Cross Sections
- ADT (including major –Y– lines)
- Identify all other ongoing or upcoming projects in the area
- County and State Map to examine the network
- Structural data if available
- Project Commitments
Study the gathered materials to determine the trouble areas in order to set a general direction for the Traffic Management Plan. Be prepared to discuss your findings with the WZTC Design Engineer or Project Engineer at the Traffic Management Plan - Scoping Meeting.

The following is a list of typical potential issues that should be investigated in regards to maintaining traffic in preparation for the meeting:

- Check proposed pavement designs. Do these pose any problems?
- Check the typical sections. Do these pose any problems?
- Check for grade change problems. Develop preliminary alternatives to resolve the problem.
- Check all tie-in locations. Develop preliminary alternatives to resolve any tie-in problems.
- Check for proposed bridges or culverts. Determine how these will be constructed (away from traffic, road closure, stage construction, etc.).
- Check for existing signals. How will these be affected by construction?
- Are any temporary signals anticipated? (where, why, when)
- Determine the work zone capacity. Are traffic counts necessary?
- Check for any traffic operation issues.
- Check the need for temporary shoring (where, why, when). [see Temporary Shoring Policy on WZTC webpage]
- Check the need for temporary pavement (where, why, when).
- Check the need for temporary drainage and drainage conflict concerns.
- Check the need for temporary guardrail/barrier (where, why, when).
- Are there any seasonal concerns that could affect the project?
- Will “wide-loads” be a concern? (where, why, when)
- Is the need for any blasting anticipated?
- Will there be any issues with Contractor access?
- Will the earthwork need to be phased in?
- Should we pursue accelerated construction or some other innovative techniques?
- Check for pedestrian issues. Are there existing sidewalks, worn footpaths, schools, or other areas that are likely to attract pedestrians?
- Are there any other observations that could impact the project?

After analyzing these potential issues, the plan developer should establish a general traffic management strategy for constructing the project to be presented at the Transportation Management Plan - Scoping Meeting. See TMP-Scoping Meeting for other elements for which the plan developer is also responsible.
7.3 Field Inspection Meeting

Field Inspection meetings are scheduled by the Roadway Design Unit and generally run by the Division Construction Engineer. The Roadway Design Unit will send plans to all appropriate personnel, for one of the three possible types of Field Inspections:

**Final Design Field Inspection (FDFI)** *(See requirements all meetings)*
This meeting is normally held 3 months prior to R/W, and is formerly known as the Preliminary Field Inspection. At the FDFI, the roadway design should be reviewed very closely. The types of information that should be finalized during this meeting are drainage, turn lanes, right of way, and utilities. This includes any design features that affect the slope stake limits. The plan developer will:

- Present the staging concept (unless a separate meeting is held with the Division to discuss the TMP)
- Identify and discuss temporary pavement locations
- Identify and discuss temporary shoring for maintenance of traffic
- Identify and discuss offsite detour improvement concerns
- Identify and discuss constructability issues

**Combined Field Inspection (CFI)** *(See requirements all meetings)*
This meeting is intended for smaller projects and is held in lieu of a FDFI and PLFI. The meeting is normally scheduled 3 months prior to R/W. The plan developer will:

- Present the staging concept (unless a separate meeting is held with the Division to discuss the TMP)
- Identify and discuss temporary pavement locations
- Identify and discuss temporary shoring for maintenance of traffic
- Identify and discuss offsite detour improvement/concerns
- Identify and discuss constructability issues

**Pre-Let Field Inspection (PLFI)** *(See requirements all meetings)*
This meeting is normally held 5 months before LET date, and is formerly known as the Final Field Inspection. The purpose of the PLFI is to discuss implementation of the design shown in the construction plans, the erosion control plans, the permit application drawings, and the project “green sheet” or environmental commitments. The plan developer will confirm the final TMP with the Division at this meeting.
**Field Inspection Notification Letter**

A Field Inspection notification letter will be sent to WZTC from the Roadway Design Unit. This is the notice to the plan developer to proceed with the checklists below before, during, and after a Field Inspection meeting:

- Send Division Traffic Engineer Force Account letter, form and a ½ size copy of Roadway Title Sheet within 2 business days of receiving the notification. *(WZTC plan developers ONLY)*
- Bring the following items to each meeting:
  - Staging Concept Plans
  - Current Roadway plans with cross sections
  - Project File

**During the meeting:**

I. Prepare for meeting by making a list of appropriate questions to ask at the field inspection meeting:

- **Time restrictions:**
  - Lane Closures: YES / NO (requires hourly counts)
  - Holidays: YES / NO (hourly counts not required)
  - Special Events: YES / NO (city, county, state, sporting events, fairs, etc)
  - Hauling: YES / NO (peak hours)
  - Road Closures (elevation problems, tie-in, drainage installation, etc)
  - Emergency / Public Services (hospitals, fire departments, police, schools)
- **Signing:**
  - Permanent signing (responsibility - Contractor or the State Forces)
  - Off-site detour (responsibility - Contractor or the State Forces)
  - On-site detour (responsibility - Contractor or the State Forces)
- **Temporary Pavement Markings, Markers & Delineators:**
  - Temporary Pavement Markings (Type)
  - Temporary Pavement Markers: YES / NO
- **Signals:** YES / NO (hauling, temporary, revised, new)
- **Department Furnished Equipment:** (Changeable Message Signs, Truck Mounted Attenuator, Temporary Crash Cushion, Arrow Boards, Portable Concrete Barrier, Movable Concrete Barrier with transfer/transport vehicle, Signal equipment, etc.)
- **Problem Areas:**
  - Temporary shoring for traffic maintenance
  - Temporary drainage
  - Temporary slope construction
  - Hauling across R/R, roadways
  - Pavement removal/milling
  - Drainage (deep cuts, boring & jacking, removal/plugging, curb & gutter)
- Drainage installation (precast structures, stage construction culvert)
- Off-site detours (bridges limits, widths, roadway’s condition & widths, flooding problems, upgrades required [resurfacing, pavement markings, markers])
- Tie-ins (incidental stone, ICTs)
- Work zone protection (PCB with special detail for connection to existing/detour structures or guardrail or sheet piling
- Temporary pavement
- Railroads
- Utilities
- Wide load (detours)
- Earthwork

II. Present TMP-Staging Concept Plan.

III. Take notes at Field Inspection meetings, focusing on project information pertinent to Traffic Control.