

## **Guidelines for Requesting a Traffic Forecast (New, Update or Revision)**

### **Purpose**

These Guidelines provide direction for requesting a traffic forecast and improving the process for providing traffic forecast information. (These Guidelines cover all NCDOT projects with the exception of Bridge (B) projects. Bridge projects are covered in a separate set of Guidelines.) It is recognized that while these guidelines will be appropriate for the vast majority of situations, there will exist some unique situations where modifications to these guidelines are necessary. It is important that the guidelines be followed when requesting a traffic forecast. When incomplete or inaccurate requests are received, it will take additional time to complete the traffic forecast and its delivery will be delayed.

### **Guidelines**

The following information is required to complete the request for a traffic forecast. Requests received without this information will be returned to the requestor for additional information. Providing this information and following these guidelines will assist in the timely completion of the request.

1. For an Update or Revision to a traffic forecast, the Requester shall contact a Tri-Project Manager to insert the appropriate Traffic Forecast Activity into the Scheduling, Tracking and Reporting System (Project STaRS).
2. Three copies of a completed Traffic Forecast Request Form are required. This includes copies of all attachments. (The form can be found at the site: <http://www.ncdot.org/doh/preconstruct/tpb/PLANNING/forecast.html>). The WBS element entered on the Request Form must be associated with the Traffic Forecast Activity for time charges.
3. A detailed map of the study area is required. This map should include all intersections that need to be part of the forecast. The requestor is responsible for the accuracy and completeness of the map(s). If multiple maps are needed to cover the project, an additional overview map should be provided. The Traffic Forecast Staff will review the traffic forecast request, and if omissions are discovered, they will consult with the requestor.
4. It is recommended that the requestor consult with other staff from Project Development and Environmental Analysis (PDEA), Congestion Management, and Roadway Design to ensure a complete and accurate initial request is submitted. This step will also help to ensure that the information the respective Business Units need is included in the Traffic Forecast Request. Failing to consult with these Business Units may result in unnecessary schedule delays.

5. Provide a detailed list of each intersection where turning movements are required. Turning movements will not be provided for any intersections that are not on this list. The Traffic Forecast Staff will review the list and if omissions are discovered, they will consult with the requestor. The requestor is responsible for the accuracy and completeness of the list of relevant intersections.

Note: \*\* Turning movement counts for Y-lines that have a current AADT less than 1,000 vehicles per day are not to be requested. Turning movements for these Y-lines will not be provided unless there are documented extenuating circumstances. The collection of this data is costly and time dependant. Also, standard design practices can be utilized for the design of low volume intersections.

6. The requestor is responsible for conducting an initial review of the all AADT maps and estimates for all roads in the study area. If it is apparent that this review has not been completed, the request will be returned to the requestor.