

Traffic Forecasting Turnpike Authority Coordination

Description

The purpose of this procedure is to document how the Transportation Planning Branch (TPB) coordinates with the North Carolina Turnpike Authority (NCTA) on traffic forecasting related issues.

Responsibility

The *State Traffic Forecast Engineer (STFE)*, currently Deborah Hutchings, serves as the point of contact between TPB and the NCTA Project Manager on traffic forecasting related issues; receives, distributes, and reviews traffic forecast products for the NCTA (includes draft and final traffic forecasts and scopes of work); and tracks review status.

The *TPB Reviewer* is responsible for review and comment on or before the due date.

Scheduling and Time Constraints

The time allowed for the Reviewer(s) will be noted on the cover letter prepared by the STFE.

Procedure

Step	Action
1	The STFE receives a review request (forecast product or scope of work) from the NCTA Project Manager.
2	The STFE shall log in receipt of the draft for review. This data is currently kept in a spreadsheet on the STFE U drive: U:\ForecastReports\Forecast Status.
3	The STFE shall prepare a Review Request Letter to the Reviewer(s), determined by project location, specifying the date by which the review is due. <ul style="list-style-type: none"> • A scope of work will be reviewed and commented on by the STFE. Others may also be assigned the role of Reviewer depending on the specific project. • A forecast will be reviewed by both the appropriate Traffic Forecasting Group and Regional Planning Group Supervisors (or their designee), and STFE. Others may also be assigned the role of Reviewer depending on the specific forecast.
4	The STFE shall send (via e mail) an electronic copy of the Review Request Letter and the Draft Forecast to all Reviewers.
5	Reviewers shall review according to the directions in the Review Request Letter.
6	Reviewers shall submit comments to the STFE using the Traffic Forecast Review Template - Consultant form (as noted in the letter) no later than the time and date noted. If there are no comments, the Reviewer(s) shall state such on the form. At a minimum, Reviewers should consider the following: <ul style="list-style-type: none"> • Consistency with other forecasts and planning work in the area • Comparison of Base Year No Build volumes to published AADTs • Review of methodology and balancing • Conformance with typical TPB procedures • Any other concerns that may arise

	Note: Comments should provide sufficient detail for the forecaster to understand what is needed for acceptance of the forecast. Comments should be clear such that no interpretation is needed by the STFE or NCTA Project Manager.
7	The STFE receives comments from the Reviewer(s) and notes in the log that there has been a response.
8	If there are substantial comments or conflicting comments, the STFE will facilitate a resolution. Depending on the situation, this could include setting up a meeting of the affected individuals, advising appropriate management, or other measures.
9	After all comments are finalized, the STFE will prepare a response memorandum to the NCTA project manager. The Reviewers will be copied on the memorandum.

Policy, Regulatory, and Legal Requirements

[Guidelines for Coordination between the North Carolina Department of Transportation and the North Carolina Turnpike Authority during the Preliminary Engineering and Environmental Study Process.](#)

Resources

Background

North Carolina Turnpike Authority (NCTA) was created in 2002 by the General Assembly in response to concerns about rapid growth, heavy congestion and dwindling resources. The NCTA was initially authorized to study, plan, develop, construct, operate and maintain up to nine toll roads.

Various NCDOT Branches, including the Transportation Planning Branch, review and provide comments on NCTA work products for basic conformance to NCDOT guidelines. NCDOT Branches are also informed / invited to meetings for the Candidate Turnpike Projects such as project scoping meetings, citizens informational workshops, public hearings, hearing map reviews, post hearing meetings, or field inspections.

Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version.

Version	Section Affected	Description	Effective Date
1.1	Responsibility	Distribution of notices removed.	02/05/2010
	Resources & Tools	Updated linked documents	
2	Entire Procedure	Updated template and links	2/5/2013

Flowchart