Signals & Geometrics TIP Field Review Process
(After Let Date)

I. Attend the Preconstruction Meeting (Project Kickoff meeting)
   A. Meet and document contact information for all NCDOT personnel associated with the project
      1. Resident Engineer
      2. Assistant Resident Engineer
      3. Project Inspector
      4. Roadway Project Engineer
      5. Traffic Control Project Engineer
   B. Meet and document contact information for the contractors awarded the project
      1. General Contractor
      2. Sub-Contractor responsible for signal work
   C. Document initial project schedule
      1. Start date
      2. Will same construction phasing be used as shown in Traffic Control plans
         a. If not will construction revision be required
         b. If not will the order of temporary signals change
      3. When is signal work scheduled to begin
      4. Completion date
   D. Setup signal Preconstruction Meeting with Resident Engineer and Signal Contractor

II. Schedule Signal Preconstruction Meeting
   A. Attendance Needed
      1. Resident Engineer
      2. Signal Contractor
      3. Traffic Management Systems Design Engineer
   B. Make Aware of Meeting (Attendance Optional)
      1. Division Traffic Engineer
      2. Area Traffic Engineer
      3. Traffic Control Project Engineer
      4. Signals Management Design Review Engineer

III. Attend Signal Preconstruction Meeting
   A. Review signal plans with all parties involved
   B. Review project schedule
      5. Start date
      6. Will same construction phasing be used as shown in Traffic Control plans
         c. If not will construction revision be required
         d. If not will the order of temporary signals change
      7. When is signal work scheduled to begin
      8. Completion date
   C. Discuss the possible need or implementation of system timing during construction
      1. Notify S&G System group if system timing plans are needed

D. Discuss the use of out of street detection
    1. If machine vision detection is to be used schedule the mandatory site survey required to determine detector placement
E. Discuss the possible impact of any metal poles including foundations and potential utility conflicts

IV. Schedule Field Review of traffic signal work
A. Contact Resident Engineer
    1. Is project on schedule
    2. When is signal work scheduled to begin
    3. Any problems with signal plans or signal work
    4. Any congestion problems due to the signals
        a. When is congestion the worst
    5. Schedule time and date for Field Review
    6. Ask to have a representative of the signal contractor present at the review
B. Attendance Needed
    1. Resident Engineer
    2. Signal Contractor
    3. Signals Management Design Review Engineer
C. Make Aware of Meeting (Attendance Optional)
    1. Division Traffic Engineer
    2. Area Traffic Engineer
    3. Traffic Control Project Engineer
    4. Traffic Management Systems Design Engineer

V. Conduct Field Review
A. Inform Resident Engineer you have arrived on the job site
B. Compare signals on the project to signal plan
    1. Stopbar locations / Wheelchair Ramp
    2. Phasing
    3. Heads
    4. Timing
    5. Detection
    6. Wiring
C. Note and photograph any problems found in field
    1. Identify if problems is a potential safety hazards (consider; motorists, pedestrians, or field personnel)
        a. Inform Resident Engineer
        b. Have signal contractor fix if possible
D. Review any problems identified by the Resident Engineer
    1. Problems with signal plans or signal work
    2. Congestion problems due to the signals
    3. Utility conflicts (overhead and underground)
    4. Any other problems
E. Prepare Field Review Report (memorandum)

VI. Distribute Field Review Report

A. Recipients

1. Resident Engineer
2. Signal Contractor
3. Division Traffic Engineer
4. Area Traffic Engineer
5. Traffic Control Project Engineer
6. Signals Management Design Review Engineer
7. Traffic Management Systems Design Engineer
8. S&G Project and Design Engineers (to share lessons learned from project)

B. Place copy in TIP project file and Division Field Review file