

Unmileposted Ordinances (Divisions 1-5) – 10/10/11

DEFINITIONS AND ACRONYMS

CFR	-	Code of Federal Regulations
DOT	-	North Carolina Department of Transportation
FHWA	-	Federal Highway Administration
HO	-	High Order (route)
HPMS	-	Highway Performance Monitoring Systems
I	-	Interstate
LO	-	Low Order (route)
LSA	-	Limited Services Agreement
MP	-	Milepost
MSIS	-	Mobility and Safety Information Section
NC	-	North Carolina (primary) route
NCAC	-	North Carolina Administrative Code
NCGS	-	North Carolina General Statute
NCTN	-	North Carolina Truck Network
NN	-	National Network
PO	-	Purchase Order
SDV	-	Spatial Data Viewer
SHS	-	State Highway System
SR	-	Secondary Route
TEAAS	-	Traffic Engineering Accident Analysis System
TMSD	-	Transportation Mobility and Safety Division
TSU	-	Traffic Safety Unit
URL	-	Uniform Resource Locator
US	-	United States (primary) route

TABLE OF CONTENTS

I.	Purpose	1
II.	Reference	2
III.	Contractor Responsibilities and Requirements	2
IV.	DOT Responsibilities and Requirements	3
V.	Other Requirements and Special Terms	4
VI.	Prequalification	4
VII.	Unmileposted Ordinances	4

I. PURPOSE

The purpose of this LSA is to determine the validity and/or begin and end points of unmileposted ordinance in TEAAS for the North Carolina Department of Transportation's (DOT's) Traffic Safety Unit (TSU).

Unmileposted Ordinances (Divisions 1-5) – 10/10/11

II. REFERENCE

Contractor information may be reviewed at the following URL:

<http://ncdot.org/doh/preconstruct/traffic/safety/contractors/>

TEAAS information may be reviewed at the following URL:

<http://ncdot.org/doh/preconstruct/traffic/safety/teaas/>

Ordinance program information may be reviewed at the following URL:

<http://ncdot.org/doh/preconstruct/traffic/safety/programs/>

Ordinance training information can be viewed in the TEAAS Training Material at the following URL:

http://ncdot.org/doh/preconstruct/traffic/safety/teaas/data/chapter_17.pdf

III. CONTRACTOR RESPONSIBILITIES AND REQUIREMENTS

1. All original calculations, field notes, drawings, videos, and any other necessary project information prepared by contractors (electronic or hard copy) shall be the property of the DOT and shall be turned over to the DOT upon completion of the work or when requested.
2. Shall be responsible for ensuring that submittals are accurate and in a format compatible with DOT needs.
3. Shall obtain approval prior to making any changes on original requests.
4. Shall be responsible for the completeness, accuracy, presentation, and review of any work sublet to others.
5. Shall be responsible for ensuring its personnel adhere to applicable state and federal labor laws and regulations regarding work hours, breaks, etc.
6. Shall be responsible for the presentation and explanation of their work at any meetings, hearings, consultations, discussions, and field conferences as requested by DOT.
7. Shall be required to cooperate and coordinate fully with other contractors, municipalities, local officials, as directed by DOT.
8. If the contractor receives instructions or directions that are considered beyond the scope of work as outlined in the specifications then no work shall be performed until the matter is resolved.
9. Shall notify DOT of significant changes within the contractor (e.g., change of address, telephone number, project-related personnel changes, etc.). This responsibility includes ensuring the contractor's qualification/prequalification information is current in DOT's files.

Unmileposted Ordinances (Divisions 1-5) – 10/10/11

10. Shall maintain all books, documents, papers, records, and other information pertaining to work and costs incurred on this project and to make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of final payment for inspection by the DOT or its designees.
11. All work performed shall comply with federal, state and local statutes, ordinances, and codes.
12. All work performed shall comply with federal, state and local safety regulations and procedures.
13. Shall submit an invoice to the DOT on a monthly basis, and each invoice shall have a unique number and shall state the billing cycle (beginning and ending dates).
14. Shall have personnel sign waivers of understanding regarding use of TEAAS.
15. Shall prevent personnel using TEAAS for any work other than that defined under this contract (unless another active contract specifically allows, or requires, use of TEAAS).
16. Shall not use information provided or learned under this contract against DOT.
17. Shall not provide information accessed or learned under this contract to any third party.

IV. DOT RESPONSIBILITIES AND REQUIREMENTS

1. Provide quarterly evaluations to each contractor based on timeliness (adherence to deadlines), responsiveness/cooperation, and quality (completeness and accuracy).
2. Shall make payment to the contractor upon verification of completed work and invoices.
3. Shall provide access to TEAAS to include user names, passwords, and roles that allow Contractor personnel access to information necessary for carrying out the requirements of this LSA.
4. Shall provide training on the use of TEAAS – generally a one day overview of the several modules within TEAAS that correspond to roadway feature information and ordinance information.
5. Shall provide training on mileposting, ordinances, route changes, STAA reasonable access, and the North Carolina Truck Network (NCTN).
6. Shall provide a list of the items to be QA/QC'd in Excel spreadsheet format for each item under each subsection of this LSA.
7. Shall provide a workspace, work station, local account and access to office equipment (copiers, printers, etc.) for any items that need to be completed on-site.

Unmileposted Ordinances (Divisions 1-5) – 10/10/11

V. OTHER REQUIREMENTS AND SPECIAL TERMS

1. DOT shall have the right to approve or reject any contractor or subcontractor personnel for this project, with or without cause or reason.
2. Reasonable extensions to time frames or deadlines may be made by mutual consent by all involved parties.
3. This work is considered technician level work and does not require sealing or oversight by a professional engineer.

VI. PREQUALIFICATION

All contractors shall be prequalified by the Transportation Mobility and Safety Division at the time of the bid opening. Potential Offeror's not already prequalified shall submit their fully completed prequalification application ten business days prior to the bid opening in order to have their bids opened and considered.

Link to general POC Contractors website:

http://DOT.gov/business/howtogetstarted/primecontractor/primecontractor_poc/

Online application instructions:

<http://www.DOT.gov/business/ocs/download/Instruction.pdf>

VII. UNMILEPOSTED ORDINANCES (Division 1-5)

There are approximately 2,800 active and approved ordinances in Division 1-5 that do not milepost at one, or both, ends. Having these ordinances correctly mileposted is needed for SDV, HPMS, ArcGIS, and other applications as well as to correct any overlap conditions.

Skill sets and abilities required for this work:

- Read and understand DOT maps and SHS route names
- Calculate distances in both feet and miles
- Understand mileposting, TEAAS feature reports, route changes, and compass directions
- Understand ordinances

Assignments:

Assignments, which will be considered a notice to proceed, shall be in groups of approximately one hundred (100) ordinances, generally within the same county or division.

Time frame:

The contractor shall have two (2) weeks to complete each assigned group of ordinances.

Unmileposted Ordinances (Divisions 1-5) – 10/10/11

The contractor shall review, collect and compile ordinance information as follows:

1. Review ordinance descriptions, maps (current and historical), road names (current and historical), and other available information to determine the appropriate begin and/or end points of unmileposted ordinances or to make recommendations for repeal.
 - a. If the “on road” of the ordinance is still on the same pavement as it was when the ordinance was enacted, then unmileposted begin and/or end points shall be identified. Begin/end points are defined as a reference road or a boundary (county or state only), a distance, a distance code (feet or miles), and a direction (only if distance > 0).
 - b. If the “on road” of the ordinance is not on the same pavement as it was when the ordinance was enacted, then a recommendation to repeal shall be made.
2. Produce historical and current DOT maps indicating SHS route numbers with the approximate location of the ordinance highlighted on each map (paper maps and highlighters are preferred). Historical maps are defined as those maps published in the approximate time frame of the effective date of the ordinance.
3. Produced appropriate TEAAS features reports.
4. Produced appropriate TEAAS ordinance reports.
5. Only unique (non-loop) boundaries or intersecting roads shall be used as begin and/or end points.
6. Sometimes old SR numbers (no longer on the SHS) or other features may need to be added to a TEAAS features report in order to allow the ordinance to milepost in lieu of correcting the begin and/or end points. If so, then these shall be identified for addition to TEAAS features reports (milepost, 8-digit code, road name, special feature, and direction to next). An explanation or map may be needed for clarification.
7. Complete a cover sheet (provided by DOT) indicating the ordinance number, current begin and end point information and mileposts, recommendation for repeal OR correction, proposed begin and/or end point information and mileposts (if recommendation for correction), and feature report adjustments (if any).
8. Submit original documentation (cover sheet, highlighted maps, features reports, ordinance report, etc.) to DOT personnel for review.
9. For ordinances that are recommended for correction, once the documentation and recommendations have been reviewed and approved by DOT personnel, update the ordinance begin and/or end points.