Rex Hill

OK LEQ

Roadway Design Unit Staff Meeting Minutes
February 28, 2000

1. Opening Comments:

Since our last staff meeting, we have two new Project Engineers; Glenn Mumford and Roger Thomas, and we would like to welcome them to our meeting this morning. Also, we appreciate Len Hill, Kent Sanders, and Design Services' Personnel taking part in this meeting.

2. Plans/Design Items

Cost Estimates & Schedules – Len Hill

Len discussed the schedules for the TIP and R/W Letting. Last year DOT let a record amount of contracts ($1.2 billion) which is about $500 million more than the average over the past five years. This year our goal is to get another $1.2 billion projects let and to get 90% of the scheduled TIP projects to R/W and Let.

There has been over $200 million increase in cost estimates. We need to establish better means for preparing cost estimates, and monitoring scope increases, etc. If you have any suggestions, let Len know. We need to make sure that we keep on top of all projects, and if there are any changes, we need to address them immediately. Prepare a cost containment letter for any scope changes.

Salary Studies

State Personnel and DOT Personnel has approved the Engineering salary study. The recommendation was to give Engineering classifications a one pay grade increase. Len has requested that Personnel study the Technician salaries also. This study should start in either late spring or early summer (May/June).

Best fit alignments & baselines on plans

The design alignment should tie to the best-fit alignment at both the beginning and ending of the design alignment. If that best fit alignment is suspect, contact Location to resolve the difference. There are two basic methods to describe existing right of ways. The best method is to reference the right of way to the design line, and secondly, leave the best fits in. (See handout no. 1)

The baseline alignment and baseline PI's should stay on the plans until sent to right of way. Baseline PI's, only, should be on the final right-of-way construction plans; remove all the extra data connecting alignments, etc. You only need the baseline PI's on the right of way recordation plans. Location and Survey's is working to produce a final baseline policy, which may change this somewhat. Continue to send the alignment offset information to Geotech.

Title Sheets on projects sent to R/W prior to authorization

Initially, we don't need to send out a revised title sheet just to show the right-of-way project number. R/W will send the authorization letter to all the appropriate units. You are advised to send the revised title sheet with your first R/W revision submittal.

Bridge Policy Revision

Jay and John are in the process of updating the bridge policy. They are revising bridge dimensions to agree with the1994 Greenbook. In general, minimum clear roadway widths for new bridges are being revised. Also, the minimum sidewalk width on the structure is being revised to 5'-6" to match the approach curb and sidewalk width. This will eliminate constructability issues relating to guardrail placement at the bridge. John asked the project engineers to look over the bridge policy and give him comments to implement in the policy.

R/R items

John met with representatives from DOT's Railroad section. They pointed out that they were not being informed of projects with railroad involvement. They desire to be involved with projects having railroad crossings, railroad grade separations, or having a railroad parallel to the project. Handout #2 has contact people to invite to meetings and to call to help in answering questions on railroad projects.

Temporary Guardrail

Stuart Bourne, from Traffic Control, sent a letter out on the temporary guardrail guidelines. Beginning with the June 2000 letting, all temporary guardrails needed for the maintenance of traffic will be paid for and handled as described in these guidelines. They are also requesting that the pay items for all temporary guardrail quantities be transferred from the Traffic Control Section to the Roadway Design Section, which is to be implemented with the May 2000 letting.

3. CADD/Electronic Items

R/W Shapes & Check List – Kent Sanders

Kent Sanders discussed the "Deed Drafting" program that he has written for the Right of Way Branch. This automated process will write a deed description using our design files. The electronic file elements need to conform to the leveling chart, line style, line weight, and color. Right of way and easement lines need to intersect at one point with no overlap. Kent's "checker" program needs to be run on all projects to check for plan conformity. All projects with a right of way date on, or after, June 1, 2000 need to be prepared using this process. There will be classes during the week of March 6 to train in the use of this deed-drafting program.

R/W Plans for Recordation

Charlie Brown and John Alford are on a committee with representatives from Register of Deed's property attorneys, property mapper's association, and property surveyors. In the last meeting, the Council for the Board noticed that the plans Roadway were sending for right-of-way recordation did not have PE seals on them. For now, if your plans are sealed, that's fine; if not, that fine's also. A policy will be finalized for this in the near future. There are 17 counties who have requested electronic copies as well as the hard copies. Those counties are listed on Roadway's homepage. Marc Clifford is in the process of establishing a procedure to burn the files onto CD's. Symbology sheets and parcel index sheets are also to be included.

Symbology Sheets – SUE & Non-SUE

At the present time, there are two different symbology sheets in the cell library. One for the projects with SUE information from Location and Surveys and one to use for the Non-SUE projects. In the future, there will only be one symbology sheet. On handout #4, you will note newsmybologies, which will be added to the symbology sheet.

Datum Description

On handout # 5, you will see four different datum description examples, which you may see in Location and Survey's files in the future.

OA vs Calendar

All the resources for Roadway; Conference Room, Cameras, Phones, Cars, etc., have been put on the Netscape Calendar. You will be able to look up the resource to see if it is available at the time you need it. If so, you will need to contact Runette, Patsy, or Dianne and let them schedule it for you. You may go under agenda and click on the hourglass, then resources, type Roadway Design or just search to obtain a list of resources and then click on the one you need to check.

Color Copier with Victor Barbour

Victor Barbour in Design Services now has an online color copier located in reproduction. It will copy up to the maximum sheet size of 11X17. Before making a number of copies, make a test copy first to see if you have the print you desire. He has a certain number of prints he gets free, and after that, there is an additional charge for the prints. In order to have prints made from this copier, you need to have the Unit Head or Assistant Unit Head's approval. Drivers for this printer will be placed on Glenn Plott's and Chris Parker's machines. Glenn will be the primary Roadway contact person.

4. Administrative, Personnel Items

Vacation or Time off approval

If you have an employee who needs to have off more than five consecutive days of vacation, a letter of approval needs to be signed by the Unit Head after the supervisor's approval.

Greenbook Assignments to Position

We only have enough copies of the Greenbook for assignments to TE I's and up. For this reason, I am asking when a person in your squad leaves, he/she leaves the book or he/she replaces the book with the one in their new cube. If the person leaves the Unit, they must leave the book here. The supervisor must turn the book in to Dianne to assign to the appropriate person.

New Keyboard Trays

To improve our working environment, we will probably be getting keyboard trays to be attached to the desk. Please let Dianne know the number of trays you may need for your squads. We will probably get these a few at a time. If you would like to see what it looks like, you may go by to see Joyce Drew.

Phone Needs

There have been several supervisors who have asked for an extra phone. Some squads have three phones and some have two phones. Please let us know if you feel you need more phones or, if you would like to leave as it is. If you feel you need more phones, please let Dianne know by March 6 at 12:00 noon. We will be meeting with Myra Fulmer on Monday, March 6, about the phone situation. Also, we will discuss the pro's and con's of getting voice mail for the Project Engineers.

Miscellaneous Items

Debbie asked John to send her a list of positions, which Roadway may need. These positions should help with our Customer Service and reduce PEF usage. John requested 12 positions as follows:

Critical: Four – 1-TT II & 1-TT I–Marc Clifford's Squad, 1-TT I–Ross McDowell's squad, & 1 for the front office
Critical Desirable: Four – 3-TT I and 1–TT II
Desirable: Four – 4–TT 2

Highway Capacity Training

There will be a 1-day update class in the fall 2000 (at least 1 per PE group should attend) and a one-week class will be held in the spring 2001. We would like to ask for 2 per PE group to attend this class. Dianne will be asking for names when she is notified of the class dates and times.

Attachments

cc: John Alford, PE
Debbie Barbour, PE
Bob Brown, PE
Len Hill, PE
Kent Sanders
Roadway Design Project Engineers
Charlie Casey, PE
Victor Barbour, PE
RDU Web Page