Design Process Outline (DPO)
(Abbreviations may be found in the DPO Index)

<table>
<thead>
<tr>
<th>Project No:</th>
<th>Control No:</th>
<th>Letting Date:</th>
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</thead>
<tbody>
<tr>
<td>Project Location:</td>
<td></td>
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<tr>
<td>Designer:</td>
<td>Roadway Design Unit Head:</td>
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</tbody>
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**PHASE 1: PROGRAM (5100)**

**PHASE 2: PLANNING (5200)**

**INITIAL PROJECT REVIEW AND SETUP** – Payroll Activity 5200 (Clarity Task Code 5282)

**Request Information:**
- Traffic Counts, Design Year Traffic Data (from Strategic Planning Division – Traffic Analysis) *Do not request if the Traffic Counts in Form NDOT-73 are current (four years old or less)*

**Information Supplied:**
- Signed Highway Improvement Programming Request (Form NDOT-73)
- Bridge Data *(Bridge Task Code 5241)*
- Bridge Hydraulic Study *(Bridge Task Code 5246)*
- Planning Environmental Review *(PDD Task Code 5247)*
- Wetland Delineation *(PDD Task Code 5264)*
- T&E Habitat Evaluation *(PDD Task Code 5273)*
- Planning Traffic Engineering Recommendations *(Traffic Task Code 5256)*
- Planning Pavement Determination *(M&R Task Code 5258)*
- Project Planning Document (part of signed Form NDOT-73)
- Initial Purpose & Need Statement (get from Planning Document)
- Initial Project Description (get from Planning Document)
- As-Built Plans
- Survey Base Plans (Task Code 5235)
- Aerial Survey (Task Code 5237)
- Ortho Photo (Task Code 5244)
- Clarity Schedule *(Program Management Section Task Code 5254)*
- Cultural Resource Identification and Evaluation (Historic Project Review) *(PDD Task Code 5268)*
- Lighting Appraisal (Task Code 5274)
- Preliminary Erosion Control & Landscape Review *(Roadside Development & Compliance Unit (RDC) Task Code 5278)*
- Planning Project Considerations (if available)
Action:

- Meet with the **PDD Geodetics Field Supervisor** to determine the survey needs of the project
- For projects without survey, the **RD Unit Head** will obtain the as-built plans and transmit them to the **Highway Total Station Coordinator** in **PDD** to create the project alignment
- Determine the Design Standard and Typical Section using **Nebraska Minimum Design Standards** and the **RDM**, Chapters 5 and 6
- Review **FEMA** Flood Plain Maps
- Complete Form **NDOT-76**, **Roadway Design – Principal Controlling Design Criteria**, and route for signatures (**RDM** Chapter One, Section 9)
- After Form **NDOT-76** has been returned with signatures, request any design exceptions or relaxations that may be needed (**RDM** Chapter One, Section 10)
- Planning Alignment Design for Bridge (Task Code 5240)
- **RD Unit Head** will review Clarity schedule
- Conduct Project Coordination Meeting 20 (Exhibit A) (Task Code 5290)

Submittals:

- Send Planning Alignment Design to **Bridge**
- Send notice to Clarity that Activity 5200 is done
PHASE 3: DESIGN (5300)

PRELIMINARY ROADWAY DESIGN - Payroll Activity 5300 (Clarity Task Code 5350)

Request Information:

- Earthwork Balance Factor from the DE
- Accident Report (May be in OnBase). Request Sheet for Accident Summary (Form NDOT-312): Rate Analysis, Collision Diagram, & Spot Map (3 yr.). This report is for NDOT use only & shall not be shared with the general public. (Traffic Task Code 5256)
- District/City review of property access during construction (ADA compliant?) (RDM Chapter Sixteen)
- Soils information for MS4 Stormwater Treatment Facility (STF) sites from M&R Geotechnical Engineer

Information Supplied:

- Engineering Review or Initial Project Review and Setup - Meet with the author of this document if/as needed
- Approved Design Relaxations/Exceptions
- Correspondence File
- As-Built Plans
- Roadview Explorer
- GeoPak Files
- Bridge Data Sheet (TS&L) (Bridge Task Code 5346)
- Right-of-Way Ownership Plans (R.O.W. Task Code 5348)
- Roadside Stabilization Appraisals (PDD RDC Task Code 5362)
- Stormwater Treatment Form A – “Project Evaluation” (from RDC)

Action:

- Conduct Construction Meeting (Exhibit S) (Task Code 5313)
- e-mail the Local Assistance Rail Highway Liaison Manager with the Project Control Number, Project Number, Designer, and Designer’s Phone Number
- Complete the “Public Meeting Checklist” (Exhibit C)
- Fill out the preliminary Waterway Permit Data Sheet (Form NDOT-290) and justification for impacted wetlands and/or channel changes (why avoidance was not possible) and place in OnBase. Send notice to the Environmental Section Manager in PDD (Task Code 5353)
- Conduct Project Coordination Meeting 30 (Exhibit A) (Task Code 5315)
- Conduct Alternative Design Analysis (Task Code 5366)
- Complete the Waterway Permit Data Sheet (Form NDOT-290)
- Conduct Meeting A (CADD Coordination Policy, Current Version) (http://dot.nebraska.gov/business-center/design-consultant/)
- Check for Right-of-Way Permits in OnBase (Exhibit D)
- Design vertical and horizontal alignments
- Request Bridge Special Investigations (e.g. allowable CBC parapet height, is bridge rail compliant with current standards)
- Design intersections/frontage roads; check geometry with Traffic
- Perform preliminary earthwork computations
- Delineate and compute drainage areas
- Determine Q values and size drainage structures
- Preliminary design of culverts, storm sewers, special ditches and median drains
- Present access control recommendations to Access Control Group (Exhibit D)
- Notify R.O.W. Survey Coordinator if Right-of-Way Survey is needed or has been ordered
- Complete the “Erosion Control Plan-in-Hand Checklist” (Exhibit J)
- Draft Covenant Agreements - City/County: Request for Agreement (Form NDOT-65) (Include Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage and Erosion Control Manual (Drainage Manual), Chapter Three, Section 7.A.5).
- Constructability/Phasing Meeting (Exhibit E). Early Bridge involvement is critical
- Conduct FHWA Oversight Coordination Meeting #1 (Task Code 5382) (PoDI for Design/PoCI projects only)
- Review and Complete Stormwater Treatment Form A – “Project Evaluation” (in OnBase)
- Identify all Stormwater Outfall locations and determine Priority Stormwater Outfalls, initiate Form B – “Stormwater Treatment Facilities” (See the Drainage Manual, Chapter Three, Section 5), consult RD Hydraulics Engineer as needed
- Calculate Water Quality Volume and Discharge Rate at Priority Stormwater Outfall locations (See the Drainage Manual, Chapter Three, Section 6)
- Select Stormwater Treatment Facilities (STFs) at outfall locations and complete initial design (See the Drainage Manual, Chapter Three, Section 7)
- Coordinate with Adjacent MS4 Communities concerning selection and design of Stormwater Treatment Facilities (STFs) (See the Drainage Manual, Chapter Three, Section 7.A.3)

Additional Information/Action by Others:
- Review by RD Hydraulics Engineer if a Floodway/Floodplain is near the project
- Traffic: Studies, Signals, Signing, etc.
- RD Hydraulics: Review of Stormwater Pipes, Culverts, Non-Bridge size Concrete Box Culverts, and Stormwater Treatment Facilities (STFs) as requested by Roadway Designer
- PDD: Utilities, Environmental Survey, Design Environmental Review
- Rail Highway Liaison: Preliminary Plan Review (Local Assistance Task Code 5358)
- M&R: Soils Investigation
- M&R: Retaining Walls/Settlement
- Additional Survey (Form NDOT-150): For Hydraulic Surveys or missing items (e.g. sewers, water lines, center pivot, utilities, or to extend cross-sections or pavement shots)
- Aerial Photography - Request for Aerial Photography (Form NDOT-474)
• **Bridge**: Bridge/Bridge Hydraulics/Bridge size culverts
• **R.O.W.**: Relocation Concept Study (**R.O.W.** Task Code 5356)
• District Program Evaluation (**Project Scheduling & Program Management** Task Code 5327)
• **District**: Detour Location/ADA Access during construction (**RDM** Chapters Fourteen and Sixteen)

**Reviews:**
- Scope of project with **RD Unit Head** and **ADE** (invite **Roadway Design Engineer**, **DE**, **PDD Environmental Section Manager**, **PDD Environmental Documents Unit** (EDU) **Supervisor**, **RDC Manager**, and/or **Local Assistance Rail Highway Liaison Manager** as required). Review Clarity schedule for content equal to scope of work to address “Scope Change Window”. The Environmental Units will determine whether or not they want to be invited to the PIH at this meeting.
- Approved Pavement Determination Review (**M&R** Task Code 5364)
- “Design Checklist” (Exhibit B) with **RD Unit Head**
- **RD Unit Head** review and approval of preliminary Stormwater Treatment Facility (STF) design; forward Form B – “Stormwater Treatment Facilities” to the **PDD RDC**
- Ditch grades and erosion control methods with the **PDD RDC Manager**
- Sidewalk design with **Traffic Engineer & Traffic Analysis Engineer**; discuss crossing/signal/push button placement
- Special information from support units and other divisions
- Covenant Relinquishment Agreement (CRA) for revising (Exhibit F) (include Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the **Drainage Manual**, Chapter Three, Section 7.A.5)
- Design for content and quality by **RD Unit Head**

**Submittals:**
- Selected Roadway Alignment: Send through **RD Unit Head** to **PDD Photogrammetry** and **RD PDU** to update survey (offsets, culvert data, & data sheets) & input file to the **Assistant R.O.W. Design Engineer**
- Agreements: **Request for Agreement** (Form NDOT-65)
- Back-up Preliminary Roadway Design to ProjectWise
- Stormwater Treatment within MS4 Communities Form B – “Stormwater Treatment Facilities”
- Send notice that Activity 5300 is done:
  - **RD Unit Head**
  - **RD Lighting Unit Head**
  - **Bridge Designer**
  - **DE**
  - **Highway Design Plans Manager** in **PDU**
  - **PDD RDC Manager**
  - **Traffic Engineer**
  - **Project Scheduling Program Coordinator**
  - **Clarity**
COST UPDATE #1 - Status 30 – Payroll Activity 5300 (Clarity Task Code 5368)

Action:
- Check with RD Unit Head for funding split (e.g. City, Railroad)
- Complete estimate of plan quantities:
  - Project Information Sheet (Form NDOT-342)
  - Project Quantity Sheet (Form NDOT-343)

Reviews:
- “Cost Estimate Checklist” (Exhibit G)
- Review of estimate by RD Unit Head

Submittals:
- Transmit Estimate Quantities to the Construction Division Highway Estimating Unit and the Estimate Quantities & the Design Plans to the Highway Construction Scheduling Manager in Construction and receive Cost Update #1 prior to PIH (Task Code 5319)
- Send notice to Clarity that Task Code 5368 is done

PLAN-IN-HAND (PIH) – Payroll Activity 5300 (Clarity Task Code 5380)

Request Information:
- Ask the DCE whether “Construction Surveying” and “Re-establish Property Corners” will be performed by State forces or bid as part of the contract.

Information Supplied:
- Preliminary Design Plans from PDU (PDU Task Code 5354)
- Preliminary Utility Inspection (RD Utilities Unit Task Code 5374)
- Develop Wetland Mitigation Strategy (PDD Environmental Section Task Code 5390)
- Bridge Borings (M&R Task Code 5372)
- Railroad Company Approval (Local Assistance Task Code 5384)
- Noise Report Determination (PDD Technical Resources Unit Task Code 5386)
- Preliminary Project Agreements (Including Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage Manual, Chapter Three, Section 7.A.5)
- Preliminary Relinquishment Agreements (Including Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage Manual, Chapter Three, Section 7.A.5)

Action:
- Request that PDU plot PIH plans
- Assemble PIH plans (RDM Chapter Eleven, Exhibit 11.1)
- Request that District Maintenance inspect the culverts on the project (send request with PIH plans transmittal)
- Complete the T&E Checklist and place in OnBase; send notice to the Technical Resources Unit (TRU) in PDD (Task Code 5395)
- Conduct in-field review with Plans-In-Hand (“Plan-In-Hand Checklist”, Exhibit I)
- Review the completed “Public Meeting Checklist” (Exhibit C) from Clarity Task 5350
• Conduct Public Information Meeting, if indicated (Exhibit C)
  o Provide PDU with information for mosaic and displays (“Guidelines for Public Meetings”, Exhibit M)
  o Provide the Communications Division Public Involvement Coordinator with completed Public Meeting Notice Worksheet (Form NDOT-356)
• Coordinate with RD Utilities Unit, discuss conflicts/resolution
• Conduct Project Coordination Meeting 35 (Exhibit A) after the PIH Report has been distributed (Task Code 5331)
• Conduct Project Coordination Meeting 50 (Exhibit A) prior to the completion of the CE document (Task Code _____)

Reviews:
• Project Planning Document (save all versions in OnBase)
• Design for content and quality by RD Unit Head

Submittals:
• Back-up PIH Design to ProjectWise
• Send notice activity is done to Highway Design Plans Manager in PDU
• Send notices PIH Plans are available (Exhibit H) (Task Code 5317)
• Transmit PIH plans at least 2 weeks prior to the PIH date (Railroad personnel require 5 weeks’ notice), see “Distribution of Plans” (Exhibit H); distribute 5 weeks prior to Public Information Meeting when held concurrently w/PIH
• Place the completed “Erosion Control Plan-in-Hand Checklist” (Exhibit J) in OnBase and send notice to the PDD TRU Supervisor and RDC Manager
• Send notice that Form NDOT-290 (Waterway Permit Data Sheet) is available in OnBase to the PDD TRU Supervisor and RDC Manager
• Submit FAA Form 7460-1 to the Nebraska Department of Transportation, Aeronautics Division, if required (RDM Chapter Ten, Section 3)
• Send notice to Clarity that the PIH (Task Code 5380) has been conducted
SCOPE (PIH) REPORT – Payroll Activity 5300 (Clarity Task Code 5388)

1. Combine comments/changes from PIH to one set of plans and label as PIH Set
2. Conduct post PIH field inspection RD personnel in-office review
3. The RD Unit Head should review the Planning Document and respond to all of the items where it is indicated that resolution will occur at the plan-in-hand
4. Review any changes to the project with the PDD Environmental Section Manager
5. Review the completed “Public Meeting Checklist” (Exhibit C) from Clarity Task 5350 for changes approved by RD Unit Head and ADE
7. Review the Scope (PIH) Report with RD Unit Head
8. Place the Scope (PIH) Report in OnBase and submit it to the ADE for routing
9. Revise the routed Scope (PIH) Report as needed
10. Confirm/Update Project Description, Purpose & Need Statement and the T&E Checklist w/ RD Unit Head (save all versions in OnBase) (Task Code 5396)
11. Submit revised Scope (PIH) Report to the ADE for distribution
12. After the Scope (PIH) Report has been routed, change the date of the report to the approval date and place the Scope (PIH) Report in OnBase
13. If applicable, request Design Relaxations/Exceptions (RDM Chapter One, Section 10)
PHASE 4: ENVIRONMENTAL APPROVAL (5400)

FUNCTIONAL DESIGN – Payroll Activity 5400 (Clarity Task Code 5428)

NOTE: Send a note to inform the Highway Design Plans Manager in PDU if this activity will not be done by PDU.

Request Information:
- Accident Studies, Request Sheet for Crash Summary (Form NDOT-312)
- MS4 landscaping design (if applicable) (See the Drainage Manual, Chapter Three, Section 8.A)

Information Supplied:
- Final Pavement Determination (M&R Task Code 5406)
- Final Bridge Data Sheet (Bridge Task Code 5410)
- Soils Foundation Report (M&R Task Code 5452)
- Soils, Situation, and Subgrade Report (M&R Task Code 5450)
- Lighting Layout (RD Lighting Unit Task Code 5422)
- Lighting Design (Task Code 5429)
- Lighting Comps & Specs (Task Code 5453)
- Approved 4(f) Statement (PDD Task Code 5476)
- Final E.I.S Acceptance (PDD Task Code 5480)
- Approved CE Documentation (PDD Task Code 5481)
- Final E.A. Acceptance (PDD Task Code 5482)
- Roadway Floodplain Certification (Task Code 5485)
- Bridge Floodplain Certification (Bridge Task Code 5488)
- Functional Design Plans/Prep Public Meeting (PDU Task Code 5432) - Only if a Public Hearing will be held

Action:
- Make changes, if needed, as the result of the Noise Report – Keep R.O.W. Design, Lighting, Traffic, Wetlands, etc. informed.
- Revise design according to Public Information Meeting (if held), the PIH inspection, and the approved Scope (PIH) Report comments
- Conduct Meeting B (CADD Coordination Policy, Current Version)
- Design details to be considered ("Design Checklist", Exhibit B)
- Schedule a meeting with the City, County, Irrigation District, etc. to determine conflicts and if rehabilitation will be a part of the project
- Present access control design to Access Control Group, if needed (Exhibit D)
- Request that PDU plot Functional Plans (See Chapter Eleven, Exhibit 11.1) - Only if a Public Hearing will be held
- Constructability/Phasing: Consider holding a meeting (Exhibit E)
- Complete MS4 Treatment STF design (See the Drainage Manual, Chapter Three, Section 8)
- MS4 Treatment STF Plan Labeling (See the Drainage Manual, Chapter Three, Section 8.D)
- Begin Writing Special Provisions
Additional Information/Action by Others:

- Traffic Engineering Review (Traffic Task Code 5464)
- Utilities
- Additional Survey (NDOT Form 150): For Hydraulic Surveys or missing items (e.g. water lines, center pivots, sewers, utilities, or to extend cross-sections or pavement shots)
- Request for Aerial Photography (Form NDOT-474)
- Bridge
- Bridge Hydraulics Unit
- R.O.W.

Reviews:

- Confirm/Update Project Description, Purpose & Need Statement, and the T&E Checklist (save all versions in OnBase)
- Avoidance & Minimization Review w/PDD Environmental Section Manager
- Covenant Relinquishment Agreement (CRA) for revising (Exhibit F) (Include Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage Manual, Chapter Three, Section 7.A.5)
- Review by RD Hydraulics Engineer if a Floodway/Floodplain is near project as needed
- “Design Checklist” (Exhibit B) with RD Unit Head
- Review of design for content and quality by RD Unit Head
- MS4 Form B – “Stormwater Treatment Facilities” review by RD Unit Head

Submittals:

- Back-up Functional Design to ProjectWise
- Send notice that Activity 5400 is done to:
  o RD Highway Design Plans Manager in PDU
  o RD Unit Head
  o Traffic Engineer
  o Clarity
  o Project Scheduling & Program Management Program Coordinator
COST UPDATE #2 - Status 40 – Payroll Activity 5400 (Clarity Task Code 5446)

Note: Cost Update #2 is only required when a Public Hearing will be held.

Action:
- Check with RD Unit Head for funding split (e.g. City, Railroad)
- Complete estimate of plan quantities:
  - Project Information Sheet (Form NDOT-342)
  - Project Quantity Sheet (Form NDOT-343)

Reviews:
- “Cost Estimate Checklist” (Exhibit G)
- RD Unit Head review of estimate

Submittals:
- Send Estimate to Highway Estimating Unit in Construction & receive Cost Update #2
- Send notice to Clarity that Task Code 5446 is done

DESIGN PREP FOR PUBLIC HEARING & HIGHWAY COMMISSION

Payroll Activity 5400 (Clarity Task Code 5435)

Note: Only if a Public Hearing will be held

Information Required Before Scheduling a Public Hearing:
- Signed Draft Environmental Impact Statement (EIS) or Environmental Assessment (EA)
- Signed City Covenant Agreement (CA) (if applicable) (Including Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage Manual, Chapter Three, Section 7.A.5)
- Signed Covenant Relinquishment Agreement (CRA) (if applicable) (Including Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. see the Drainage Manual, Chapter Three, Section 7.A.5)
- Noise Study (if a Noise Study was conducted)

Information Supplied:
- Aerial Photo Display
- Hearing Transcript

Action:
- Complete Request for Public Involvement (Form NDOT- 356) & send to the Public Involvement Coordinator in Communications
- RD Unit Head review/update of the project on the web (approximately every six months)
- Complete “Guidelines for Public Meetings” (Exhibit M) & give to PDU
- Prepare the Engineering Statement and the Public Hearing presentation
- Conduct Design Public Hearing Dry Run (Exhibit N) prior to scheduling Public Hearing
- Take the press release to the Public Hearing Dry Run for approval
- Request that the Public Involvement Coordinator in Communications schedule a Public Hearing
- Conduct Design Public Hearing (Exhibit M)
June 2021

- Prepare Highway Commission Statement (Exhibit O)
- Request that the Executive Secretary of the Highway Commission inform the local government(s) of the Highway Commission Meeting
- Notify the Roadway Design Engineer that the project is ready to present to the Highway Commissioners
- ADE (or designee): present Highway Commission Statement to Highway Commission for approval

Reviews:
- Confirm/Update Project Description, Purpose & Need Statement, T&E Checklist, and the Scope Document (save all versions in OnBase)
- Comments and plans from Public Information Meeting (if held) and label plans as “Public Information Meeting Plan Set”
- The transcript and consolidate comments and plans from Design Public Hearing and label plans as “Design Public Hearing Plan Set”
- Review and analyze the citizen comments received at the Public Hearing and respond to the originator of the comment (cc responses to the PDD NEPA Specialist and the Public Involvement Coordinator in Communications)

Submittals:
- Transmit Functional Plans (“Distribution of Plans”, Exhibit H)
- Hearing Statement
- Highway Commission Statement
- Expressway System projects: send Location Map and Expressway Map to the Executive Secretary of the Highway Commission 10 days before the Commission meeting
- Send notice that the Functional Plans have been transmitted to:
  - DE
  - Traffic Engineer
  - RD Highway Design Plans Manager in PDU
  - PDD TRU Supervisor
  - Communication Division Public Hearing Officer
PHASE 5: PLAN DETAILS (5500)

ROADWAY DESIGN DETAILS – Payroll Activity 5500 (Clarity Task Code 5508)

Information Required **Before** Beginning Roadway Design Details (Federal-Aid Projects):

- Final EA – Finding Of No Significant Impact (FONSI) *(PDD Environmental Section Task Code 5482)* (See RDM Chapter Thirteen, Section 4)
- Final EIS - Record Of Decision (ROD) *(PDD Environmental Section Task Code 5480)* (RDM Chapter Thirteen, Section 4)
- Signed and approved Categorical Exclusion (CE) NEPA Document *(RDM Chapter Thirteen, Section 4)*, if Federal Aid is utilized for Right-of-Way acquisition.

**Information Supplied:**

- Project Approval from **Highway Commission** and **Governor**
- Roadside Stabilization Erosion Control Design *(PDD RDC Task Code 5528)*
- Pavement Determination verification *(M&R Task Code 5555)*
- Bridge Design Details/Plans *(Bridge Task Code 5520)*
- Special Plans from Bridge *(Bridge Task Code 5540)*
- Bridge Plans & Specifications *(Bridge Task Codes 5544 & 5556)*
- L.O.C. Plans *(PDU Task Code 5532)* (RDM Chapter Eleven, Exhibit 11.1)

**Action:**

- Prepare Wetland Mitigation Plans *(Task Code 5518)*
- Prepare design geometry, grades, and cross-sections for driveways, intersections, frontage roads, etc. *(“Design Checklist”, Exhibit B)*
- Prepare plans and notes for Stormwater Treatment Facilities *(STFs)*
- Prepare geotechnical plans *(wick drains, instrumentation, etc.)*
- Request seed mixtures from the **PDD RDC** approximately two months prior to PS&E turn-in
- Request Special Plans from **Bridge Special Projects Section Engineer** approximately two months prior to PS&E turn-in *(Task Code 5516)* *(Box Culverts using the Concrete Box Culvert Request Sheet, Form NDOT- 67; Retaining Walls, Headwalls etc., using the Custom Special Plan Request Sheet, Form NDOT-66)*
- Request that **PDU** plot L.O.C. Plans for Design Detail Review
- Review Bridge Plans, verify vertical clearance
- Review the **Waterway Permit Data Sheet** *(Form NDOT-290)* for changes due to right-of-way, place in OnBase and send notice to the **Environmental Section Manager** in **PDD** *(Task Code 5591)*.
- Conduct FHWA Oversight Coordination Meeting #2 *(Task Code 5560)* *(PoDI for Design/PoCI projects only)*
Additional Information/Action by Others:

- RD: Utilities
- Additional Survey (Form NDOT-150): For Hydraulic Surveys or missing items (e.g. water lines, center pivot, sewer pipe, utilities, or to extend cross-sections or pavement shots)
- R.O.W.

Reviews:

- Project Description, Purpose & Need Statement, T&E Checklist and the Scope Document (save all versions in OnBase. If changes or revisions are required notify the Environmental Section Manager in PDD immediately
- Roadway Designer check of lighting pole locations
- Requests & changes recommended in the District L.O.C. Plan Review
- Hearing Plans, transcript, notes, and comments
- PDD RDC Manager - Erosion control w/cross-sections and MS4 Treatment STFs (PDD RDC Task Code 5572)
- PDD RDC Manager – Landscape Plan Review (PDD RDC Task Code 5574)
- “Earthwork Checklist” (Exhibit P)
- “Design Checklist” (Exhibit B) and PS&E Plans with RD Unit Head

Submittals:

- Send phasing plans to Traffic for use in producing traffic control plans
- Back-up roadway design to ProjectWise & Send notice Clarity Task 5508 is done to:
  - R.O.W. Design
  - ADE and RD Unit Head
  - District: DCE & Project Manager
  - RD Highway Design Plans Manager in PDU
  - PDD RDC Manager
  - PDD Geodetics Field Supervisor
  - Strategic Planning Traffic Analysis Engineer - traffic forecast needs updating
  - R.O.W. Relocation Assistance - with comment about business and home relocations
  - Project Scheduling & Program Management Project Coordinator
  - Clarity
- Transmit early acquisition L.O.C. Plans to R.O.W. (when applicable)
DESIGN DETAIL REVIEW – Payroll Activity 5500 (Clarity Task Code 5576)

Information Supplied:
- L.O.C. Plans (PDU Task Code 5532)
- Final Landscape Design & Specifications (PDD RDC Task Code 5568)

Request Information:
- Request tree/stump counts from the District

Reviews:
- Design for content and quality by RD Unit Head
- Plans with RD Unit Head using “Design Checklist” (Exhibit B)
- Conduct traffic review (pavement marking plans, special plans, signals, etc.). Tell Traffic if the project has centerline and/or edge line rumble strips – this may change the type of striping specified/required on the project.
- MS4 Treatment STF labeling on PS&E Plans with RD Unit Head (See the Drainage Manual, Chapter Three, Section 8.D)

Submittals:
- Back-up Design to ProjectWise (include culvert sections)
- Send notice that Activity 5500 is done to:
  - RD Highway Design Plans Manager in PDU
  - R.O.W. Designer
  - RD Lighting Unit Head
  - RD Utilities Unit Head
  - PDD Environmental Section Manager
  - Traffic Engineer
  - DE
  - Clarity
- Request that PDU plot L.O.C. Plans showing the limits of construction
- Transmit L.O.C. Plans (“Distribution of Plans”, Exhibit H) (Task Code 5576)
- Transmit asphalt surfacing areas to M&R
COST UPDATE #3 - STATUS 45 – Payroll Activity 5500 (Clarity Task Code 5584)

Information Supplied:
- Receive asphalt surfacing quantities from M&R

Action:
- Check with RD Unit Head for funding split (e.g. City, Railroad)
- Complete estimate of plan quantities:
  - Project Information Sheet (Form NDOT-342)
  - Project Quantity Sheet (Form NDOT-343)
- Update the City Financial Agreement (Request for Agreement, Form NDOT-65) (Include Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage Manual, Chapter Three, Section 7.A.5)

Reviews:
- “Cost Estimate Checklist” (Exhibit G)
- RD Unit Head review of estimate

Submittals:
- Estimate to Construction Division Highway Estimating Unit & receive Cost Update #3
- Send City Financial Agreement to the DE
- Send notice to Clarity that Task Code 5584 is done

DESIGN REVIEW OF SUPPORT PROCESSES – Payroll Activity Varies (Clarity Task Code Varies)

Reviews:
- Agreements:
  - City/County (Include MS4 Maintenance, if required)
  - Railroad
  - Irrigation
  - NRD
- Wetlands
- Utilities
- Right-of-Way
- Geotechnical
- Phasing
- MS4 Construction Phasing (See the Drainage Manual, Chapter Three, Section 8.B)
- Promises
- Relinquishment Agreement (Exhibit F) (Include Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage Manual, Chapter Three, Section 7.A.5)
- Working days and verify letting date

Action:
- Conduct Meeting C (CADD Coordination Policy, Current Version)
PHASE 6: R.O.W. (5600)

RIGHT-OF-WAY PLANS REVIEW – Payroll Activity 5600 (Clarity Task Code 5610)

Information Supplied:

- Soils Foundation Review (M&R Task Code 5604)
- Right-of-Way Negotiation Plans (R.O.W. Task Code 5636)
- Railroad Agreements/Easements (Local Assistance Rail Highway Liaison Task Code 5644)
- 404 Permits (PDD Task Code 5634)
- Utility Plans & Computations (RD Utility Unit Task Code 5660)
- Compaction Review & Report (M&R Task Code 5670)

Reviews:

- Preliminary Right-of-Way Plans by Roadway Designer and RD Unit Head
- The completed “Public Meeting Checklist” (Exhibit C) from Clarity Task 5350 for changes approved by the RD Unit Head, ADE, and Roadway Design Engineer
- Review MS4 Treatment STF labeling on R.O.W. plans with RD Unit Head (See the Drainage Manual, Chapter Three, Section 8.D)

Action:

- Conduct “Preliminary Right-of-Way Plan Review Meeting” (Exhibit Q). Document decisions and responsible party - send to attendees and cc the ADE

Additional Information/Action by Others:

- Traffic: Traffic Signal and Permanent Guide Sign Locations

Submittals:

- When requested by Local Assistance Rail Highway Liaison, add the proposed Railroad Easements to the cross-sections and then submit to the Railroad Company through the Local Assistance Rail Highway Liaison Manager
DESIGN PLANS TO RD UTILITY UNIT (See Exhibit R) – Payroll Activity 5600 (Clarity Task Code 5614)

Information Supplied:

Action:
- Request that PDU plot the Utility Plans
- Contact the RD Utility Coordinator and discuss the project

Reviews:
- Right-of-Way Appraisal Plans

Submittals:
- Transmit the latest reproducible plans to RD Utility Coordinator (Exhibit R)
  - Send notice that Clarity Task Code 5614 is done to appropriate Project Scheduling & Program Management Program Coordinator

PRE-APPRaisal PUBLIC MEETING – Payroll Activity 5600 (Clarity Task Code 5620)

Information Supplied:

Action:
- Conduct Information Meeting (Pre-Appraisal), if warranted
  - Provide the Public Involvement Coordinator in Communications with a completed Public Meeting Notice Worksheet (NDOT-Form 356)
  - Provide PDU with information for mosaic and displays (“Guidelines for Public Meetings”, Exhibit M)
- Schedule/Conduct Information Meeting (Pre-Appraisal), contact the Public Involvement Coordinator in Communications
PHASE 7: PLAN PACKAGE (5700)

PLAN PACKAGE MODIFICATIONS – Payroll Activity 5700 (Clarity Task Code 5705)

Information Supplied:

- Roadside Stormwater Pollution Prevention Plan (SWPPP) Development (PDD Environmental Section Task Code 5760)
- Final Green Sheet (PDD Environmental Section Task Code 5740)
- Signed and approved Categorical Exclusion (CE) NEPA Document (RDM Chapter Thirteen, Section 4)
- Summary of Quantities & Typical Sections (M&R Task Code 5725)
- Traffic Control Plans (Traffic Task Code 5745)

Action:

- Make changes, if needed, as the result of appraisal and negotiation (Note: if the property in question is in condemnation proceedings, advise Legal)
- Make changes, if needed, as a result of utility conflicts – Keep R.O.W., Lighting, Traffic, Wetlands, etc. informed
- Conduct Project Coordination Meeting 70 (Exhibit A) (Task Code 5770)

Additional Information/Action by Others:

- Erosion Control Specification Review (PDD RDC Task Code 5755)

Reviews:

- Project Description, Purpose & Need Statement, T&E Checklist, and the Scope Document (save all versions in OnBase. If changes or revisions are required notify the Environmental Section Manager in PDD immediately)
- District/City review of property access during construction (ADA Compliant?) (RDM Chapter Sixteen, Section 11)
- Requests/changes as a result of appraisal and negotiation
- “Design Checklist” (Exhibit B) with RD Unit Head
- Design for content and quality by RD Unit Head
- Review/Conduct rehabilitation meeting with Utilities, District, and City

Submittals:

- Send notice/submittals of design changes to parties involved:
  - R.O.W. Design Engineer
  - City/County
  - RD Lighting Unit Head
  - RD Utilities Unit Head
  - Traffic Engineer
  - PDD TRU Supervisor
  - Rail Highway Liaison Manager in Local Assistance
  - Construction Division Estimating Unit Manager
  - DE

- Send plans and surfacing areas to M&R Flexible Pavement Engineer for asphalt surfacing computations
- Design changes to PDU (PDU Task Code 5765)
PLANS PACKAGE & REVIEW FOR P.S. & E. - Payroll Activity 5700 (Clarity Task Code 5790)

Information Supplied:
- Status of Utilities Report (RD Utilities Unit Task Code 5735)
- Pavement Design Special Provisions (M&R Task Code 5730)
- D Sheets (M&R Task Code 5720)
- Project Agreements (PDD Agreements Section Task Code 5715) (Including Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage Manual, Chapter Three, Section 7.A.5)
- Relinquishment Agreements (PDD Agreements Section Task Code 5710) (Including Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage Manual, Chapter Three, Section 7.A.5)

Action:
- Complete design details and computations (e.g. guardrail)
- Complete Special Provisions and Special Prosecution & Process
- Calculate % of work on railroad right-of-way within 50 feet of the centerline of the nearest railroad track (RDM Chapter Twelve, Section 1)
- Calculate % of work on railroad right-of-way outside of the first 50 feet from the centerline of the nearest railroad track (RDM Chapter Twelve, Section 1)
- Calculate and split out quantities per Funding Group
- PS&E Forms: PS&E Required Sheet (Form NDOT-280), Length Sheet (Form NDOT-415), Grading Item Summary Sheet (Form NDOT-064)
- If the project includes bridge structures and/or box culverts, request that PDU list Standard Plan Number 490, “Bird Exclusion Netting”, on the title sheet
- Prepare and Submit Supplemental City Financial Agreement to DE for signatures, use the PS&E quantity and unit prices (Request for Agreement, Form NDOT-65) (Include Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage Manual, Chapter Three, Section 7.A.5)
- Public Interest Letter (by the ADE) to FHWA, if applicable (submit to Deputy Director Engineering before FHWA Approval and Ads Sent Out Date, see Letting Schedule) (RDM Chapter Fifteen, Section 6)
- Assemble Special Plans (Erosion Control, Guardrail Hardware, Special Access during construction, Curb Ramps, MS4, etc.)
- Request that PDU plot the PS&E Plans (RDM Chapter Eleven, Exhibit 11.1)
- Cross-check all construction notes with the computations
- Prepare the reports for the project (After PS&E corrections made):
  - Slope Stake
  - Blue top
  - Paving Grades
- Place the reports in OnBase under “Construction Reports” & Notify the District Project Manager
- Notify the District Project Manager where to find the Temporary Erosion Control sheets in OnBase (blank sheets for the contractors use)
Reviews:

- Project Description and Scope Document
- Check Agreements (Including Stormwater Treatment Facilities (STFs) for MS4 – Maintenance of STFs, if required. See the Drainage Manual, Chapter Three, Section 7.A.5)
- PS&E Plan Package with RD Unit Head and RD Highway Design Plans Manager in PDU
- “Earthwork Checklist” (Exhibit P)

Submittals:

- Project Plan Package (full-size PDFs) to PS&E (\dotsfs\Const\##Division\PS&E_Preliminary_Plans)
- Send notice that Clarity Task 5790 is done to appropriate Project Scheduling & Program Management Program Coordinator

PHASE 8: LETTING (5800)

Submittals:

- Blue-lined plans to PDU for PS&E changes (PDU Task Code 5845)
- Processed PS&E changes to ADE/ RD Unit Head to review/seal/sign & date
- Resubmit plans to PS&E (Task Code 5850)

PHASE 9: BEGIN CONSTRUCTION PHASE (5900)

POST LETTING SUPPORT AND PLAN REVISION

Action:

- Attend pre-construction meeting
- Make revisions, if needed, as the result of Construction recommendations
- Review the revision with the RD Environmental Liaison Engineer (RDM Chapter Eleven, Section 8)
- Acquire written FHWA approval for PoDIs for Construction on the National Highway System before revisions are submitted to Construction (RDM Chapter Eleven, Section 8.A)
- Make revisions to plans (RDM Chapter Eleven, Section 8)
- Revisions processed between the PS&E turn-in and the letting date must follow the revision process (RDM Chapter Eleven, Section 8) and be dated after the project is executed (approximately one month after the letting date).
- Update MS4 Form B - “Stormwater Treatment Facilities” as necessary

Submittals:

- Project Books to the District:
  - Slope Stake
  - Blue top
  - Paving Grades
- Design revisions to PDU
- Revised plans (including originals) & revision letter to Construction
PROJECT COORDINATION MEETINGS
Establish Needed Inputs, Meeting Protocol, and Documentation Guidance
Schedule all meetings through Environ. Liaison Engineer
Roadway Design Hydraulic & Environmental Liaison Section
ACRONYMS, ABBREVIATIONS AND SYMBOLS:

CE  Categorical Exclusion (Class II Environmental Document)
CM  Coordination Meeting
DPO Design Process Outline
EA  Environmental Assessment (Class III Environmental Document)
EDU Environmental Documents Unit
EDUM Environmental Documents Unit Manager
EIS Environmental Impact Statement (Class I Environmental Document)
EPU Environmental Permits Unit
ER  Environmental Report
IF  Initial Footprint
M&R Materials & Research Division
NEPA National Environmental Policy Act
PA Programmatic Agreement
PCM Project Coordination Meeting
PIH Plan-In-Hand
PIP Public Involvement Plan
PS&E Plans, Specifications and Estimates
PSPM Project Scheduling and Program Management
PSS Project Scheduling System
RD Roadway Design
RDELE Roadway Design Environmental Liaison Engineer
ROW Right-of-Way
RSU Roadside Stabilization Unit
SDLSS Scoping Documents and Location Studies Supervisor
T&E Threatened and Endangered
TDU Technical Documents Unit

DEFINITIONS:

NEPA Document – The NEPA document is the Environmental Document. To avoid confusion within this document, the environmental document will be referred to as the NEPA document, whether an EIS (Class I), CE (Class II), or an EA (Class III).

Environmental Documentation – Supporting environmental documentation including, but not limited to, agency correspondence, wetland permits, floodplain certifications and permits, Section 4(f) documents (park and recreational land, wildlife and waterfowl refuges, and historical sites), Section 106, threatened and endangered species documentation, and hazardous material documentation.

Refer to Work Breakdown Structure and to the Programmatic Categorical Exclusion Agreement between FHWA and NDOT dated April 2015 for definitions of project phases and Level thresholds.
**PROCESS:**

The Project Coordination Meeting structure has been designed to concur with the Work Breakdown Structure and the Programmatic Categorical Exclusion Agreement between FHWA and NDOT signed into effect April 2015. The importance of these meetings is to establish impacts and threshold levels earlier within the project to alleviate schedule changes and project delays. For threshold levels and project type examples for each level, refer to Appendix A, B and C within the Agreement.

The Project Coordination Meetings (PCM) will be scheduled and documented by the Roadway Design Environmental Liaison Engineer (RDELE). The five meetings are required for each project unless a determination is made that states a specific PCM is not required. The meetings and their occurrence throughout the life of a project is as follows:

- PCM 20 – End of Phase 2 during the Planning Phase
- PCM 30 – Beginning of Phase 3 during the Design Phase
- PCM 35 – End of Phase 3 during the Design Phase
- PCM 50 – End of Phase 3, prior to completion of the CE document
- PCM 70 – Within Phase 7 during the Plans Package Phase

The meetings will be scheduled based on the Clarity schedule date. If Roadway Design would like to have a meeting earlier, they can request that meeting through the Roadway Design Environmental Liaison Engineer based on whether the needed information has been collected and/or completed. A meeting notice and the project schedule will be sent out approximately one to two weeks in advance to state that the necessary tasks have been completed that are listed within this guidance document. The meetings will be held the 1st and 3rd Mondays of each month between 1:00 PM and 4:00 PM, and adjusted accordingly around various holidays occurring on those days. Projects are likely to have separate meetings outside of the PCMs that will bring important stakeholders together to discuss in further detail environmental issues related to the project.

The list of “Information Needed and has been Completed/Collected” is a checklist to be utilized by Roadway Design that shows that the required information has been actually completed prior to attending the PCM. Roadway Design would also be responsible for notifying stakeholders involved when pieces of information are missing in order to attend the various meetings.
PROJECT COORDINATION MEETING 20

END OF PHASE 2 DURING THE PLANNING PHASE:

WHEN MEETING OCCURS:
- After Phase 1 Program Phase
- At the end of Phase 2 Planning Phase
- After ground survey has been completed and After Initial Footprint has been determined

INFORMATION NEEDED AND HAS BEEN COMPLETED / COLLECTED:
- Crash Data (Traffic)
- Planning Level Assessment of whether ROW acquisition may be required (RD/ROW)
- Planning Level Assessment of whether Permanent/Temporary Easements may be required (RD/ROW)
- Planning Level Assessment of whether driveways or County Roads be realigned (RD)
- Pavement Determination (M&R)
- Bridge Determination (Bridge)
- Presence Determination of EJ/LEP Population (HR)
- Ground Survey completed (Roadway Design)
- Layout Initial Footprint (Roadway Design)
- Impacts determined within Initial Footprint (Roadway/Environmental)
- Planning Environmental Review (Environmental)
- Preliminary Bridge TS&L to Roadway Design (Bridge)
- Preliminary NEPA Level Determination (Environmental)
- Preliminary Public Involvement Plan (Communication)
- NDOT-73 Planning Document (Program Management)
  - Floodplain Present
  - Floodway Present
  - Curb and Flume Construction – sufficient shoulder width to construct
  - Culverts Replacement, Removal, Construction, Extensions (Y or N?)
  - Grading Beyond the shoulder hinge point likely?
  - ROW Needed
- MS4 Form A (RSU)
- T&E Checklist (RD)

PURPOSE OF MEETING:
- Review the NDOT-73 Planning Document to determine if any changes are needed.
- Review Project Length via Google Earth – Compare Initial Footprint to Environmental Resources.
- Identify Environmentally Sensitive Areas. Review environmental resources and determine if additional field surveys are required.
- Answer questions needed to update the Planning Environmental Review.
- Discuss design and environmental requirements that could impact the NEPA document and/or environmental documentation, project scope, project schedule, and project design.
- Confirm preliminary environmental class/level (CE – Level 1, 2, or 3 / EA / EIS).
- PSPM Coordinator will determine if the schedule needs to be adjusted based on impacts.
- Based on initial footprint, determine if wetland mitigation will be necessary. If so, will it be mitigated at a bank or mitigated on site. If on-site mitigation is required, then site selection and design would need to be completed.
WHAT TO PROVIDE AT MEETING:
☐ Planning Document (OnBase – RD)
☐ Initial Footprint covering project length (Google Earth .kmz file – RD)
☐ Environmental Resources (Google Earth .kmz file - EDU)

ATTENDEES:
☐ Bridge Management Engineer
☐ Bridge Hydraulics Engineer
☐ District Representative
☐ Environmental Documents Unit Coordinator
☐ Environmental Documents Unit Manager
☐ Environmental Permits Unit Coordinator
☐ Environmental Permits Unit Manager
☐ Environmental Section Manager (Optional)
☐ Hazmat, Air & Noise Coordinator
☐ Project Scheduling Program Management Coordinator
☐ Public Involvement Coordinator
☐ Roadway Design Engineer Unit Head
☐ Roadway Design Engineer/Designer
☐ Roadway Design Environmental Liaison Engineer
☐ Roadway Design Hydraulics Engineer
☐ Roadway Design Section Head (Optional)
☐ Roadside Stabilization Unit Erosion Control Designer
☐ Section 106/Historic Coordinator
☐ Technical Documents Unit Manager
☐ Threatened & Endangered Species Biologist
# Project Coordination Meeting 20

(Conduct at the End of Phase 2, Planning Phase)

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<th>Proj Name:</th>
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<th>Control No.:</th>
<th>Date:</th>
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- **Designer:** Choose an item.
- **EPU Biologist:** Choose an item.
- **EDU Analyst:** Choose an item.
- **T&E Biologist:** Choose an item.
- **Section 106 Coord:** Choose an item.
- **Hazmat, Air & Noise Coord:** Choose an item.
- **Design Unit Head:** Choose an item.
- **Bridge:** Choose an item.
- **Bridge Hydraulics:** Choose an item.
- **PS&E:** 3/18/2022
- **Project Scoping:** Choose an item.
- **Environmental Project Manager:** Choose an item.
- **Letting:** Choose an item.
- **Public Involvement:** Choose an item.

### Other Attendees:
- Nick Soper

### Information Provided:
- Planning Document (OnBase and Summary Provided by RDHEL)
- Project kmz, covering Project Length (Google Earth .kmz file – RD)
- Environmental Resources (Google Earth .kmz file – EDU)
- NDOT-53 Approved

### Meeting Agenda:
- Project Scoping to start review of project-unless Traffic or ITS Project
- Project Designer to provide additional project review-Review Project Length via Google Earth KMZ
- Identify environmentally sensitive areas. Review environmental resources and determine if additional field surveys are required.
- Review the NDOT-73 Planning Report
- PSPM Coordinator will identify critical path, risks and concerns
- Determine if Mitigation Bank is available if needed for project
- Identify if an early site visit will be used instead of a PIH visit
- Identify red flags, e.g. MS4, no wetland banks, Levees, etc.
- Action Items may include Super Team discussion thresholds and change control forms
- Review the decisions made in the NDOT-53
- Identify if the project is located in whole or in part within the boundaries of a tribal land

### NEPA/DR 53: Click here to enter text.

### Identify Potential Resource Impacts:
- Right-of-Way Required: Click here to enter text.
- National Wild and Scenic River or National Recreational River: Click here to enter text.
- Floodplain / Floodway: Click here to enter text.
- Section 404 Wetland / Stream Impacts: Click here to enter text.
- Levee’s Present/Section 408: Click here to enter text.
- Section 9 – Coast Guard Permit: Click here to enter text.
- Threatened & Endangered Species: Click here to enter text.
- Section 106 (Historic): Click here to enter text.
- Hazmat, Noise & Air: Click here to enter text.
☐ Section 4f (Park, recreational lands, wildlife, waterfowl refuges, historic sites): Click here to enter text.
☐ Traffic Disruptions (Temporary Road, Detour or Ramp Closure): Click here to enter text.
☐ Property Access Restrictions: Click here to enter text.
☐ Environmental Justice – Minority / Low Income Populations: Click here to enter text.
☐ Public Involvement: Click here to enter text.

Summary of Project Description:

Notes:

•

Action Items:

•
PROJECT COORDINATION MEETING 30
PHASE 3 PRIOR TO PLAN-IN-HAND VISIT:

WHEN MEETING OCCURS:
- After Phase 2 and following the Construction Meeting
- After design has been refined based on environmental resources and determined impacts.
- Before PIH Plans have been distributed to the District.
- Before completing the PIH visit.

INFORMATION NEEDED AND HAS BEEN COMPLETED / COLLECTED:
- Bridge Borings (M&R)
  - Preliminary Geo-Tech Finding (Driven Pile vs Drilled Shaft)
- Pavement Determination Review confirmed with Cores and FWD (M&R)
- Bridge Determination Review (Bridge)
- Environmental Surveys (T&E, Section 106, Hazmat)
- Wetland delineation (EPU)
- Construction Meeting Completed (RD)
- Preliminary Waterway Permit Data Sheet DR290 (RD)
- Design Environmental Review (EDU)
- Plan in Hand Plans (RD)
- Days of Detours, Total Construction Time, Access, Temporary Roads, Access Crossings (RD)

PURPOSE OF MEETING:
- Review preliminary environmental impacts and resources
- NEPA Class Determination (Level I, II, III, EA, EIS)
- Review project length via aerials (Google Earth .kmz files)
- Compare Project Footprint to Locations of Environmental Resources

WHAT TO PROVIDE AT MEETING:
- Pre-PIH Design covering project length (Google Earth .kmz file – RD)
- Preliminary T&E Checklist (OnBase – RD)
- Environmental Resources (Google Earth .kmz file - EDU)
  - Floodplain Present
  - Floodway Present
  - Curb and Flume Construction – sufficient shoulder width to construct
  - Culverts Replacement, Removal, Construction, Extensions (Y or N?)
  - Grading Beyond the shoulder hinge point likely?
  - ROW Needed

ATTENDEES:
- Bridge Management Engineer
- Bridge Hydraulics Engineer
- District Representative
- Roadway Design Section Head (Optional)
- Roadway Design Engineer Unit Head
- Roadway Design Engineer/Designer
- Roadway Design Hydraulics Engineer
- Roadway Design Environmental Liaison Engineer
- Project Scheduling Program Management Coordinator
- Public Involvement Coordinator
- Environmental Section Manager (Optional)
☐ Environmental Permits Unit Manager
☐ Environmental Permits Unit Coordinator
☐ Environmental Documents Unit Manager
☐ Environmental Documents Unit Coordinator
☐ Roadside Stabilization Unit Erosion Control Designer
☐ Threatened & Endangered Species Biologist
☐ Hazmat, Air & Noise Coordinator
☐ Section 106/Historic Coordinator
Project Coordination Meeting 30 (Clarity Task 5315)
(Conduct at the Beginning of Phase 3 Prior to Plan-in-Hand, Design Phase)

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<th>☐ Hazmat, Air &amp; Noise Coord:</th>
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<td>☐ Nick Soper</td>
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<th>Letting:</th>
<th>Environmental Project Manager:</th>
<th>☐ RDC:</th>
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<td>☐ Environmental Project Manager:</td>
<td>☐ RDC:</td>
<td>☐ Nick Soper</td>
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Other Attendees:

Information Provided: Meeting to be held prior to Plan in Hand visit
☐ Pre-PIH Design covering project length (Google Earth .kmz file – RD)
☐ Preliminary T&E Checklist (OnBase – RD)
☐ Environmental Resources (Google Earth .kmz file - EDU)
☐ Floodplain Present
☐ Floodway Present
☐ Curb and Flume Construction – sufficient shoulder width to construct
☐ Culverts Replacement, Removal, Construction, Extensions?
☐ Grading Beyond the shoulder hinge point likely?
☐ Bridge work?

Meeting Agenda:
- Review preliminary environmental impacts and resources
- NEPA Class Determination (Level I, II, III, EA, EIS)
- Review project length via aerals (Google Earth .kmz files)
- Review changes to Project Description
- Discuss detours and nighttime closures
- Note sensitive areas
- Do changes in project scope affect Public Involvement plans? ☐

☐ NEPA/DR53: Click here to enter text.

Summarize Threshold Impacts (Refer to Threshold Summary Spreadsheet for Levels):
☐ Highway Capacity Changes: Click here to enter text.
☐ Right-of-Way Required:
☐ National Wild and Scenic River or National Recreational River: Click here to enter text.
☐ Section 404 Wetland / Stream Impacts: Click here to enter text.
☐ Levee’s Present/Sec 408: Click here to enter text.
☐ Section 9 – Coast Guard Permit: Click here to enter text.
☐ Threatened & Endangered Species: Click here to enter text.
☐ Section 106 (Historic): Click here to enter text.
☐ Hazmat, Noise & Air: Click here to enter text.
☐ Section 4f (Park, recreational lands, wildlife, waterfowl refuges, historic sites):  Click here to enter text.
☐ Traffic Disruptions (Temporary Road, Detour or Ramp Closure):  Click here to enter text.
☐ Property Access:  Click here to enter text.
☐ Environmental Justice – Minority / Low Income Populations:  Click here to enter text.
☐ Public Involvement:  Click here to enter text.

Previous Action Items:

Summary of Project Description:

Notes:

Action Items:
PROJECT COORDINATION MEETING 35  
PHASE 3 AT END OF DESIGN PHASE:

WHEN MEETING OCCURS:
☐ At the end of Phase 3 Design Phase  
☐ After the PIH Report (Final Scope Report) has been distributed.  
☐ Prior to Public Involvement Action in Phase 4

INFORMATION NEEDED AND HAS BEEN COMPLETED / COLLECTED:
☐ Protected Population Evaluation (HR)  
☐ District Program Evaluation – Cumulative Impacts (PSPM)  
☐ Final Public Involvement Plan (Communications)  
☐ Final Pavement Determination (M&R)  
☐ Final Scope Report (RD)  
☐ Final Bridge Datasheet (Bridge)  
☐ Required Contract Provisions (CE Section 20)

PURPOSE OF MEETING:
☐ Confirm that there are no Cumulative Impacts (NEPA)???
☐ Review Draft CE - unofficially  
☐ Review Final Scope Report

WHAT TO PROVIDE AT MEETING:
☐ Updated DR290 (Falcon/OnBase – RD)  
☐ Updated LOCs (Google .kmz file – RD)  
☐ Final Scope Report (Falcon/OnBase – RD)  
☐ Updated Public Involvement Plan (Communications)  
☐ Updated T&E Checklist (OnBase – RD)

ATTENDEES:
☐ Bridge Management Engineer  
☐ Bridge Hydraulics Engineer  
☐ District Representative  
☐ Roadway Design Section Head (Optional)  
☐ Roadway Design Engineer Unit Head  
☐ Roadway Design Engineer/Designer  
☐ Roadway Design Hydraulics Engineer  
☐ Roadway Design Environmental Liaison Engineer  
☐ Project Scheduling Program Management Coordinator  
☐ Public Involvement Coordinator  
☐ Environmental Section Manager (Optional)  
☐ Environmental Permits Unit Manager  
☐ Environmental Permits Unit Coordinator  
☐ Environmental Documents Unit Manager  
☐ Environmental Documents Unit Coordinator  
☐ Roadside Stabilization Unit Erosion Control Designer  
☐ Threatened & Endangered Species Biologist  
☐ Hazmat, Air & Noise Coordinator  
☐ Section 106/Historic Coordinator
Project Coordination Meeting 35 (Clarity Task 5331)
(Conduct at the End of Phase 3 After Plan-in-Hand, Design Phase)

Information Provided: *Information needed prior to scheduling the PCM 35
☐ Final DR290 (Falcon/OnBase)*
☐ Final LOCs (Google .kmz file – RD)
☐ Final Scope (PIH) Report (OnBase)*
☐ Updated Public Involvement Plan (Communications)
☐ Updated T&E Checklist (OnBase – RD)
☐ LOC’s to ROW*

Meeting Agenda:
- Review known/anticipated environmental commitments
- Review changes from PCM 30 and since the PIH
- Review Plan in Hand Report (Changes, Special Investigations, Special Provisions)
- PSPM Coordinator will identify critical path, risks and concerns (Fiscal Constraints, LTRP, Agreements, etc.)
- Utilities (Known conflicts, agreements, relocations, fed aid eligible)
- Railroad (Status of Review, Agreement, Specials, etc.)
- Action Items may include Super Team discussion thresholds and Change Control Forms.
- Determine if a PCM 50 is needed
  - Bridge (Phase-ability, changes, Changes to Project Description, Significant lag from PCM 35 to PCM 70 (>1 year))
- Confirm that there are no Cumulative Impacts (NEPA)??
- Review Draft CE - unofficially

☐ NEPA: Click here to enter text.

Summarize Threshold Impacts (Refer to Threshold Summary Spreadsheet for Levels):
☐ Highway Capacity Changes: Click here to enter text.
☐ Right-of-Way Required: Click here to enter text.
☐ National Wild and Scenic River or National Recreational River: Click here to enter text.
☐ Floodplain  ☐ Floodway:  Click here to enter text.
☐ Section 404 Wetland / Stream Impacts:  Click here to enter text.
☐ Section 9 – Coast Guard Permit:  Click here to enter text.
☐ Threatened & Endangered Species:  Click here to enter text.
☐ Section 106 (Historic):  Click here to enter text.
☐ Hazmat, Noise & Air:  Click here to enter text.
☐ Section 4f (Park, recreational lands, wildlife, waterfowl refuges, historic sites):  Click here to enter text.
☐ Traffic Disruptions (Temporary Road, Detour or Ramp Closure):  Click here to enter text.
☐ Property Access  Click here to enter text.
☐ Railroad: Choose an item.
☐ Environmental Justice – Minority / Low Income Populations:  Click here to enter text.
☐ Public Involvement:  Click here to enter text.

Previous Action Items:
•

Summary of Project Description:

Notes:
•

Action Items:
•
PROJECT COORDINATION MEETING 50
END OF PHASE 3 PRIOR TO COMPLETION OF THE CE DOCUMENT:
### Project Coordination Meeting 50  
*(Clarity Task —)*  
*Conduct at the End of Phase 3 Prior to Completion of the CE Document*

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### Other Attendees:

**Information Provided:**
- [ ] Required Design Modifications from Meeting 35
- [ ] Letting Date Changes after PCM 35
- [ ] Appraisal Plans completed
- [ ] Time between PCM 35 and 70 > 1 year
- [ ] Cost estimate update 45
- [ ] Requested by Super Team

**Meeting Agenda:**
- Review Environmental Commitments, including reevaluations
- Review changes since PCM 35 (Change Control Forms)
- ROW changes
- Outstanding action items since PCM 35
- Critical path impacts

**Summarize Threshold Impacts (Refer to Threshold Summary Spreadsheet for Levels):**
- [ ] Highway Capacity Changes:  
- [ ] Right-of-Way Required:  
- [ ] National Wild and Scenic River or National Recreational River:  
- [ ] Floodplain  
- [ ] Floodway:  
- [ ] Section 404 Wetland / Stream Impacts:  
- [ ] Section 9 – Coast Guard Permit:  
- [ ] Threatened & Endangered Species:  
- [ ] Section 106 (Historic):  
- [ ] Hazmat, Noise & Air:  
- [ ] Section 4f (Park, recreational lands, wildlife, waterfowl refuges, historic sites):  
- [ ] Traffic Disruptions (Temporary Road, Detour or Ramp Closure):  
- [ ] Property Access  
- [ ] Environmental Justice – Minority / Low Income Populations:  

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Exhibit A  
June 2021
PROJECT COORDINATION MEETING 70
PHASE 7 CE VALIDATION:

WHEN MEETING OCCURS:
☐ After ROW Acquisition
☐ Designer/Engineer has incorporated right-of-way changes into the plans.
☐ Prior to PS&E Turn-in

INFORMATION NEEDED AND HAS BEEN COMPLETED / COLLECTED:
☐ ROW Acquisition
☐ Changes from ROW negotiation(s) and acquisition(s) have been incorporated into plans.
☐ Verify that the questions on the Approved NEPA Document were answered correctly

PURPOSE OF MEETING:
☐ Review plans to ensure that changes to project due to ROW negotiation and acquisition have been incorporated.
☐ Confirm that restricted areas are denoted on plans before PS&E Turn-in (e.g. detours, ROW, staging areas, access, protected areas, and concrete cleanout)
☐ Verify that Plans, Special Provisions, and NEPA document reflect environmental commitments made in the Green Sheet.
☐ To review Final Scoping Report and confirm the plans reflect the project scope
☐ Assist Environmental Section in completing “Environmental Certification”
   ☐ Confirm that project beginning and ending and limits of construction are consistent with the NEPA document
   ☐ To verify that the 404 permit/floodplain permit is correct and confirm that the 2W sheets have wetland delineation layers shown.
☐ Verify Structure numbers match NEPA document
☐ Directives for nighttime or daytime construction / lighting, historic properties (if any), tree preservation
☐ Easements are shown
☐ Confirm threatened and endangered species commitments are in the NEPA document
☐ Confirm permits needed and received (404, Stormwater, Floodplain)
☐ Confirm that NEPA commitments made it into the Green Sheet

WHAT TO PROVIDE AT MEETING:
☐ PS&E Plans (OnBase – RD)
☐ Signed NEPA Document (OnBase – EPU)
☐ Green Sheet (OnBase – EDU)

ATTENDEES:
☐ Roadway Design Section Head (Optional)
☐ Roadway Design Engineer Unit Head
☐ Roadway Design Engineer/Designer
☐ Roadway Design Environmental Liaison Engineer
☐ Environmental Section Manager (Optional)
☐ Environmental Permits Unit Manager
☐ Environmental Permits Unit – Coordinator
☐ Environmental Documents Unit Manager
☐ Environmental Documents Unit – Coordinator
☐ Roadside Stabilization Unit Erosion Control Designer
# Project Coordination Meeting 70 (Clarity Task 5770)
*(Conduct during Phase 7, Plan Package Phase)*

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<td>☐ T&amp;E Biologist:</td>
<td>☐ Section 106 Coord:</td>
<td>☐ Hazmat, Air &amp; Noise:</td>
<td>☐ District Representative:</td>
<td>☐ Design Unit Head:</td>
<td>☐ Bridge:</td>
<td>☐ Bridge Hydraulics:</td>
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**Other Attendees:**

- Information Provided:
  - ☐ PS&E Plans (OnBase – RD)
  - ☐ Signed NEPA Document (OnBase – EPU)
  - ☐ Green Sheet (OnBase – EDU)

**Meeting Agenda:**

- ☐ Plans reflect project scope. (Designer)
- ☐ Changes to project due to ROW negotiation and acquisition are incorporated into plans. (Designer)
  - ☐ ROW Certificate Complete
- ☐ Restricted and avoidance areas are consistently denoted on plans before PS&E Turn-in (e.g., detours, ROW, staging areas, access, protected areas, sensitive areas-do not disturb, and concrete cleanout). (Designer)
- ☐ Plans, Special Provisions, and NEPA document reflect environmental commitments made in the Green Sheet. (Designer/EDU Analyst)

**Assist Environmental Section in completing “Environmental Certification”**

- ☐ Confirm that project beginning and ending and limits of construction are consistent with the NEPA document (EDU Analyst)
- ☐ Confirm that Plan Title Sheet has Stormwater BMP note for MS4 areas (Designer)
- ☐ Confirm that the 404 permit/floodplain permit is correct and confirm that the E sheets have wetland delineation layers shown (EPU Biologist)
- ☐ Confirm that Structure numbers match NEPA document (EDU Analyst, Designer)
- ☐ Confirm that plans include applicable directives for nighttime or daytime construction / lighting, historic properties (if any), tree preservation (EDU Analyst, 106 Coord, T&E Biologist)
- ☐ Confirm that all Easements are shown in plans (Designer/EDU Analyst)
- ☐ Confirm threatened and endangered species commitments are in the NEPA Document (T&E Biologist)
- ☐ Confirm that all permits needed are obtained (e.g., 404, Floodplain, Stormwater) (EPU Biologist, RSU)
- ☐ Confirm that all NEPA commitments made it into the Green Sheet (EDU Analyst)
☐ Agreements Complete (Railroad, Utility, Municipality): Click or tap here to enter text.

<table>
<thead>
<tr>
<th>Notes:</th>
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<th>Action Items:</th>
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Project Coordination Meeting 70 SFO (Clarity Task 5770)  
(Conduct during Phase 7, Plan Package Phase)

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<td>RDC:</td>
<td>Nick Soper</td>
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Other Attendees:

Information Provided:

- ☐ PS&E Plans (OnBase – RD)
- ☐ Green Sheet (OnBase – EDU)

Meeting Agenda:

- ☐ Plans reflect project scope. (Designer)
- ☐ Changes to project due to ROW negotiation and acquisition are incorporated into plans. (Designer)
  - ☐ ROW Certificate Complete
- ☐ Restricted and avoidance areas are consistently denoted on plans before PS&E Turn-in (e.g., detours, ROW, staging areas, access, protected areas, sensitive areas-do not disturb, and concrete cleanout). (Designer)
- ☐ Plans and Special Provisions reflect environmental commitments made in the Green Sheet. (Designer/EDU Analyst)

  Assist Environmental Section in completing “Environmental Certification”

  - ☐ Confirm that the 404 permit/floodplain permit is correct and confirm that the E sheets have wetland delineation layers shown (EPU Biologist)
  - ☐ Confirm that plans include applicable directives for nighttime or daytime construction / lighting, historic properties (if any), tree preservation (EDU Analyst, 106 Coord, T&E Biologist)
  - ☐ Confirm that all Easements are shown in plans (Designer/EDU Analyst)
  - ☐ Confirm that all permits needed are obtained (e.g., 404, Floodplain, Stormwater) (EPU Biologist, RSU)
  - ☐ Confirm that Plan Title Sheet has Stormwater BMP note for MS4 areas (Designer)
  - ☐ Agreements Complete (Railroad, Utility, Municipality): Click or tap here to enter text.
## Design Checklist

Note: This is not a complete listing. For further information refer to the DPO, Exhibit G, and Chapter Twelve of the Roadway Design Manual.

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<thead>
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<th>Payroll Activity</th>
<th>Comments</th>
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### Miscellaneous
- Read correspondence file
- Begin a list of anticipated special provisions
- Prepare tree count list
- Check grade with bridge division
- Check stopping and passing sight distance
- Cross check construction notes with computations
- Order and review special plans
- Assemble special design, bridge, lighting and traffic plans
- Compaction requirements
- Special surfacing elevations
- Complete special provisions
- Funding split
- Detour location
- Construction Phasing
- P.S. & E. required sheets *(have Traffic initial for traffic plans)*
- Length sheet
- Note non-participating items
- Percent of work on railroad right-of-way
- Order tree count after Prelim ROW Design (photo survey only)
- Request wetland map and return showing involvement
- Review for possible RR crossing consolidation or reduce skew

### Design Details and Construction Notes
- Special plans *(flattened slopes for drives and intersections)*
- Begin and end project, surfacing and construction
- Surfacing outline
- Grades and surfacing elevations
- Balance points and quantities
- Plot limits of construction for project, intersections, dikes, driveways, channel change, channel cleanouts, waste areas, borrow pits, wetland mitigation, haul roads, spur dikes, culverts and special ditches, etc.
- Typical sections for roadway, channel change, intercepting dikes, county roads, spur, channel under bridge, etc.
- Grades for intersections, frontage roads, detours, etc.
- Contractor will/will not be required to furnish borrow
- Utilities notes - Make sure all underground & above ground utilities are on the plans as reviewed at PIH
- Superelevation notes
- Check, review and verify typical cross-sections
- Horizontal layout of intersections, frontage roads, detours, etc.
- Controlled access breaks
- Bridge construction note
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<td></td>
<td>Surcharges</td>
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<td></td>
<td>Show areas where right-of-way limits have been set</td>
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<td></td>
<td>Special placement charts (earthwork)</td>
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<td></td>
<td>Drainage areas, Q values, and headwater</td>
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<td>Special plan (warped slope for guardrail ends)</td>
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<td>Roadway drainage structures</td>
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<td>Roadway drop structures (grading contractor)</td>
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<td>Driveways and driveway culverts</td>
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<td>Do not disturb notes (trees, existing asphalt, wells, etc.)</td>
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<td>Special Ditches</td>
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<td>Dikes (intercepting, ditch, spur)</td>
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<td>Erosion Control</td>
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<td>Backfill note for bridge abutments (if no approach slab) (Group 1 or 6)</td>
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<td>Miscellaneous removal items (houses, septic tanks, pumps and pump islands, cattle gates, sheds, etc.)</td>
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<td>Removing pavement</td>
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<td>Removing driveway</td>
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<td>Build median surfacing</td>
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<td>Build steps</td>
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<td>Type of contraction joint on B sheet</td>
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Exhibit B
June 2021
PUBLIC MEETING CHECKLIST

Instructions

1. The roadway designer shall complete this checklist near the completion of Preliminary Roadway Design (Clarity Task 5350), before the Plan-In-Hand. Review this checklist with your Unit Head in order to determine which, if any, type(s) of advertised public meetings should be held for the project. This is to be reviewed and agreed to by the ADE and the Roadway Design Engineer.

2. Review this checklist after Roadway Functional Design (Clarity Task 5428), Preliminary ROW Plan Review (Clarity Task 5610), and at all major scope changes to the project.

3. If it has been 12-18 months since your last advertised meeting with the public, the project should be reviewed for an Information Meeting or Information Meeting (Pre-Appraisal).

Meeting Descriptions:

I. Design Public Hearing – An advertised meeting with the general public in the following formats:

   A. Presentational: This provides for a presentational setting with the hearing conducted by the Nebraska Highway Commission. Presentations are made by the Communication Division Public Involvement Coordinator and the designers of the project. The public is given the opportunity to make recorded comments during the hearing or may submit written comment sheets.

   B. Open House: This format provides for an open house setting consisting of stations within the hearing area where information concerning design, right-of-way, environmental, relocation assistance, etc. is available. This format provides the public the opportunity to have one-on-one conversations with staff and the Highway Commission. The public is given the opportunity to provide recorded comments during the hearing or to submit written comments.

Regardless of the format, a transcript of the hearing proceedings, including the Citizen Comment Sheets, will be produced. This transcript will become part of the project file and subsequent environmental documents.

Factors considered in holding a Design Public Hearing include:

- If the project has a Class I or Class III Environmental Classification (See pg. C-2), a Design Public Hearing is required.
- Significant right-of-way acquisition having substantial adverse impact to abutting properties.
- The project includes business or residential relocation.
- There are significant impacts to the community, which were not addressed at a previous public meeting.
- A request from the Highway Commissioner, the District Engineer, the Nebraska Department of Transportation Administration, or the FHWA.
II. Information Meeting—An advertised meeting held with the public in an informal one-on-one format to answer general questions and to gather information regarding a proposed improvement. An Information Meeting is not usually a recorded meeting but Citizen Comment Sheets are made available to the public.

Factors considered in holding an Information Meeting are similar to the factors listed for a Design Public Hearing. Additional factors for an Information Meeting include the following:

- The elapsed time since a previous advertised public meeting
- A request from the Highway Commissioner, the District Engineer, the Right-of-Way Division, the Nebraska Department of Transportation Administration, or the FHWA

An Information Meeting may be held for the following purposes:

- The project has a Class I or Class III Environmental Classification (See below).
- To solicit public input prior to putting proposed design features on a plan. This Information Meeting may be held on the same day as the plan-in-hand.
- To receive public input prior to proceeding with the design process. This meeting could be held if the public has indicated interest in the project details and may also be used when a public meeting is required to get input and comments associated with the environmental process. Public input is required if the project has adverse effects on a significant historic property and when Section 4 (f) impacts are identified. Public involvement is also required when Section 4(f) impacts are determined to be De Minimis.
- To update the public when there has been a significant change in the scope of the project.
- To meet with adjacent property owners and businesses concerning phasing and access.
- To answer questions regarding the project and the right-of-way acquisition process in a one-on-one informal format, generally referred to as a “Pre-Appraisal Information Meeting”. This meeting is held after the right-of-way appraisal plans are complete and may be attended by representatives of the Right-of-Way Division.

Environmental Classifications:

Class I Projects may significantly impact the environment. Class I projects require the preparation of an Environmental Impact Statement.

Class II Projects, based on previous experience, do not have a significant impact on the environment. Class II projects require the completion of a Programmatic Categorical Exclusion, which can be approved by NDOT, or a Categorical Exclusion, which requires FHWA approval.

Class III Projects are projects on which the impact to the environment must be determined. Class III projects require the preparation of an Environmental Assessment.

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<tr>
<th>Meeting</th>
<th>Class I Project</th>
<th>Class II Project</th>
<th>Class III Project</th>
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<tbody>
<tr>
<td>Information Meeting</td>
<td>Meeting required</td>
<td>Meeting not required</td>
<td>Meeting may be held if input is needed</td>
</tr>
<tr>
<td>Design Hearing (A signed Draft Environmental Document, and Noise Study (if needed), is required before a Design Hearing can be advertised, if federal funds are involved)</td>
<td>Meeting required; if appropriate, a combined location/design hearing may be held</td>
<td>Meeting may be held if a review of the project (e.g. scope, amount of new right-of-way required, and/or other factors) indicate</td>
<td>Meeting required</td>
</tr>
</tbody>
</table>

Meetings Required for Environmental Class of Project
PUBLIC MEETING CHECKLIST
CHECKLIST FOR ROADWAY DESIGN
“ADVERTISED” MEETINGS WITH THE PUBLIC

Project No.: Control No.:
Project Location:
Designer: Unit Head:
Date: Letting Date:

Administrative Input
Request for an advertised public meeting from a Government Agency. (whom/agency)
Local? State? Federal?
NDOT (District Engineer, Roadway Design Engineer, etc.)?

Project Impacts
1. Access to property.
   A. Is there a permanent modification of access to a property? Yes □ No □
   B. Will the modification of access cause a change in the use of the property? Yes □ No □
      Business or Residence and how impacted?

2. Traffic control during construction.
   A. Is there a Detour? Yes □ No □ Length (miles)
      Traffic? ADT (const. yr.) Location? (Load restrictions?)
      What is the condition of the alternate routes?
   B. Will there be phasing of the project? Yes □ No □ Traffic? ADT (const. yr.)
      Phasing affects access to business, home, or agriculture? Yes □ No □
      What will be the length of time of inconvenience to the public?
      At what time of the year will the construction be phased?
      Are there local events which will be impacted by the phasing?
   C. Will the project include a temporary road?
      How long will the temporary road be needed? (days/months)
      Is additional R.O.W required for the temporary road? Yes □ No □
   D. Does the project affect emergency vehicle access? Yes □ No □
      Have you contacted local emergency services? Yes □ No □
   E. Does the project affect school crossings/routes? Yes □ No □
      Have you contacted school officials? Yes □ No □
3. **Environmental Issues**
   A. Does the project have a NEPA Environmental Classification?   
      Yes ☐  No ☐
      (See NDOT Form 53, “Probable Class of NEPA Action Form” or contact the Environmental Section Manager)
      Class I ☐  Class II ☐  or Class III ☐  Class I or III Environmental Classification requires a Design Public Hearing.
   B. Are wetlands impacted?   
      Yes ☐  No ☐  Area _______ acres, Type(s) _______.
      Channel change?   
      Yes ☐  No ☐  Length _______ feet.
   C. Is there wetland mitigation on the project?   
      Yes ☐  No ☐  How much? _______ acres.
   D. Does the project impact burial grounds?   
      Yes ☐  No ☐
   E. Are there noise concerns?   
      Yes ☐  No ☐
   F. Are there contaminated soils?   
      Yes ☐  No ☐
   G. Does the project impact:   
      Parklands ☐  Historic sites ☐  Wildlife refuges ☐
   H. Are there historical sites on the project?   
      Yes ☐  No ☐
   I. Are there adverse effects on significant historical sites?   
      Yes ☐  No ☐
      (If yes, public involvement is required).
   J. Does the project impact trees and/or landscaping?   
      Yes ☐  No ☐

**Right-of-Way**

1. **Access Management**
   A. Are you buying Controlled Access?   
      Yes ☐  No ☐
      (If yes, this requires Highway Commission and Governor approval).

2. **Acquiring Right Of Way (Yes ☐  No ☐)**
   If yes – How much? _______ (acres),  # of tracts impacted?

3. **Items that will require additional R.O.W.**
   A. Are you building additional lanes?   
      Yes ☐  No ☐
   B. Are you building sidewalk or a bike path?   
      Yes ☐  No ☐
   C. Adding traffic signal(s)?   
      Yes ☐  No ☐  Where?
   D. Lighting?   
      Yes ☐  No ☐  Intersection? ☐  Continuous? ☐
   E. Does the project include Retaining walls?   
      Yes ☐  No ☐
   F. Does the project include the construction of a drainage system?   
      Yes ☐  No ☐

4. **Bridge overpass or underpass.**
   Vehicular? ☐  Pedestrian? ☐  Railroad? ☐
   (Review all information from the Rail Highway Liaison Manager in Local Assistance and from Project Development)

5. **Relocations.**
   A. No. of Business List
   B. No. of Residences
   C. Sanitary System?   
      Yes ☐  No ☐
   D. Well?   
      Yes ☐  No ☐
   E. Center pivot/irrigation impacted?   
      Yes ☐  No ☐
**Instructions:** Your recommendation for each meeting requires an explanation, even if your answer is no.

**The following type(s) of advertised public meetings should be held for this project:**

- **Yes ☐ No ☐** *Information Meeting*  
  Explanation

- **Yes ☐ No ☐** *Design Public Hearing* (yes when Environmental Classification I or III)  
  Explanation

- **Yes ☐ No ☐** Presentation to the Highway Commission  
  Explanation

- **Yes ☐ No ☐** *Information Meeting (Pre-Appraisal)*  
  Explanation

- **Yes ☐ No ☐** No Advertised Meeting with the Public  
  Explanation

* Mosaic’s are normally placed on the internet. The timing as to when the information is made available on the internet is determined by the District Engineer and ADE. Changes to the public involvement decision document shall be approved by Unit Head & ADE.

Recommended by: ________________________________ / ____________________

  Unit Head  
  Date

Approved by: ________________________________ / ____________________

  Rdwy. Design Asst. Design Engineer  
  Date

Approved by: ________________________________ / ____________________

  PDD Environmental Section Manager  
  Date

Approved by: ________________________________ / ____________________

  Roadway Design Engineer  
  Date

Approved by: ________________________________ / ____________________

  District Engineer  
  Coordinating w/ Hwy Commissioner  
  Date

cc:  State Highway Commissioner 
  Public Involvement Coordinator
Access Control Determination
Refer to the “Access Control Policy to the State Highway System.”
http://dot.nebraska.gov/media/3460/access-control-policy.pdf

Necessary documents for Access Control Meetings:

Preliminary Access Control Determination
(Is AC needed or not?) Prelim Design, (Clarity Task 5350)
1. Bring As-built plans, aerials,
   a. Note existing access control or not.

Preliminary Controlled Access Determination Preliminary Design, (Clarity Task 5350)
1. Bring the Preliminary plans or Engineering Review.
2. Bring current R.O.W. plans, (usually Ownership Plans.)
3. Bring aerial plan (this will be used for the actual review).
   a. Note property lines. b. Note location of existing access.
   c. Note type of existing access. d. Note proposed access locations.
4. Prepare and bring Access Summary (See Page D-2).

Individual Access Determination Functional Design, (Clarity Task 5428)
3. Bring cross-sections (if applicable).
4. Bring aerial plan (this will be used for the actual review).
   a. Note property lines. b. Note location of existing access.
   c. Note type of existing access. d. Note proposed access locations.
5. Prepare and bring Access Summary (See Page D-2).

Changes or Revisions
2. Bring aerial plan (this will be used for the actual review).
   a. Note property lines. b. Note location of existing access.
   c. Note type of existing access. d. Note proposed access locations.
3. Invite the requester (appraiser/negotiator).
4. Bring cross-sections (if applicable).

Note: When Access Control is purchased with the project, the Highway Commission and Governor’s approval are required.

ROW PERMITS (In OnBase)
“Document Types and Groups”
“NDOT ROW PM Permit – Occupancy”

cc's ON ACCESS CONTROL LETTERS:
Project Development - Division Head
District # - District Engineer
Right of Way Division - R.O.W. Design Engineer
Right of Way Division - Property Management
Right of Way Division - Chief Appraiser
FHWA - Division Administrator
Consultants (If involved)
## Access Summary

<table>
<thead>
<tr>
<th>(1) Mile</th>
<th>(1) Side</th>
<th>Existing Access Location (Station &amp; Side)</th>
<th>(2) Existing Type of Access (Stage II)</th>
<th>New Access Location (Station &amp; Side)</th>
<th>(3) Type of New Access</th>
<th>(4) Desirable Access Per Mile By Policy</th>
<th>(4) Is Min. Spacing Criteria Met?</th>
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<tr>
<td></td>
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<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

(1) “Mile” represents the distance from the beginning of the project in whole numbers. “Side” represents the side of the roadway when traveling in the direction of increasing station.

(2) If there is existing access control, use the types shown on R.O.W. ownership plans.
   If there is no existing access control, this column does not apply.

(3) Use the existing access control type if there is one -- otherwise, leave blank.

(4) See pages 7-8 of the Access Control Policy
Constructability Issues
(Checklist)

Send invitations with a set of plans if a constructability meeting is held separate from the PIH

**Invite:** RD Unit Head, DE, DCE

**Invite the following as required:** FHWA Transportation Engineer, ADE, Bridge Engineer, District Operations & Maintenance Manager, Project Manager, Assistant Construction Engineer, Construction Highway Construction Scheduling Manager, RD Utilities Coordinator, Utility Company Rep, R.O.W. Design Engineer, Traffic Engineer, PDD Environmental Section Manager, City/County Rep, Local Assistance Division Rail Highway Liaison Manager, Railroad Company Rep, RD Lighting Unit Head, AGC, and others as needed.

**Accommodation of traffic**
- Design Speed of Detour
- Intersections
- Location of Obstacle or Hazard

**Appropriate letting**
- Winter Work
- Availability of Materials
- Time for Construction

**Access during Construction**
- Businesses/ Local Traffic
- School Buses

**Bridge Design**
- Grades
- Drainage
- Phasing

**Phased earthwork**
- Quantities for each side
- Quantities for each alignment
- Break quantities at county roads

**Airspace Obstructions** – Within four miles of an airport?

**Utility Conflicts** - Early Utility coordination required.

**Right of Way** - Early tracts (as needed)/ Access Easements

**Drainage**
- Phased drainage cross-sections
- Drainage during phased work

**Geotechnical**
- Settlement time

**Environmental**
- 100 year Floodway impact
- Endangered species or plants

**Special Events** - coordination with the local community as necessary

**Special Provisions**
- Peak Hours
- Lane Closures required

**Coordination with Others**
- Railroad
- Irrigation Districts
- City/ County/ SID

**Items to supply:** Plans (1/2 size), Cross-sections (Drainage with phasing shown), Estimate, State & County Map, NDOT “Surface Transportation Program Book”, Schedule of major events – (i.e. Football game schedule), Calendar, and Calculator.

**NOTE:** A letter or e-mail shall be sent to all participants after the meeting summarizing the meeting conclusions and changes or additional items to review.
Covenant and Final; Relinquishment Agreements
Roadway Designers’ Process

Covenant Relinquishment Agreement: (CRA)
1. Review Project Development’s (PDD) CRA(s), if any.
2. Determine if a new or revised CRA is needed.
3. If needed, prepare the following information for the CRA:
   A. Location Map Exhibit (Plan Development Unit (PDU)). Review with your supervisor.
4. Submit the information to PDD.
5. Review PDD’s draft CRA and comment.
6. Receive a signed copy of the CRA before scheduling the dry run of the Public Hearing.

Final Relinquishment Agreement: (FRA)
1. Review the CRA.
2. Prepare information for the FRA.
   A. Modify the Location Map Exhibit (PDU). Review with your supervisor.
3. Submit the information to PDD.
4. Review the draft FRA and return it to PDD.

Routing List for Agreements:
1. Roadway Design – Roadway Design Engineer
2. Director’s Office – Deputy Director Engineering
3. Project Development - Agreements Engineer
4. Controller Division - Finance Administrator
5. Project Development - Consultant Services Engineer
6. Project Development – Division Head
7. Return to: Project Development - Agreements Engineer
# Cost Estimate Item Checklist

Note: Not a complete listing. For further information, see Chapter 12 of the RDM.

## Group #1 - Grading

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removing Trees and Stumps</td>
<td>Abandoned Wells</td>
</tr>
<tr>
<td>General Clearing &amp; Grubbing</td>
<td>Building Inertial Barrier Modules</td>
</tr>
<tr>
<td>Covercrop Seeding</td>
<td>Fill Material for Inert. Barrier Modules</td>
</tr>
<tr>
<td><strong>Traffic Control Devices</strong></td>
<td><strong>Retaining Walls</strong></td>
</tr>
<tr>
<td>Field Lab, Type “C”</td>
<td>Chain Link Fence</td>
</tr>
<tr>
<td>Mobilization</td>
<td>Salvaging &amp; Stockpiling Bit. Material</td>
</tr>
<tr>
<td>Excavation</td>
<td>Silt Fence</td>
</tr>
<tr>
<td>Excavation Borrow</td>
<td>Fabric Silt Checks</td>
</tr>
<tr>
<td>Earthwork Measured in Embankment</td>
<td>Wetland Mitigation</td>
</tr>
<tr>
<td>Removal of Unsuitable Material</td>
<td>Wetland Seeding or Salvaging &amp; Stockpiling Hydric Soil</td>
</tr>
<tr>
<td>Excavation (Established Quantity)</td>
<td>MSE Walls - 4 items</td>
</tr>
<tr>
<td>Embankment for surcharge (Established Quantity)</td>
<td></td>
</tr>
<tr>
<td>Roadway Grading</td>
<td>Removals:</td>
</tr>
<tr>
<td>Water Applied</td>
<td>- Pavement, Asphalt Surface, Gutter, Driveway, Sidewalk</td>
</tr>
<tr>
<td>ROW Markers</td>
<td>- Removing Comb. Curb &amp; Gutter</td>
</tr>
<tr>
<td>Resetting ROW Markers</td>
<td>- Removing Curb</td>
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<tr>
<td>Salvage and Place Topsoil</td>
<td>- Removing Manholes</td>
</tr>
<tr>
<td>Salvage and Stockpile Topsoil</td>
<td>- Removing Tank</td>
</tr>
<tr>
<td>Slope Protection</td>
<td>- Removing Inlets</td>
</tr>
<tr>
<td>Erosion Control</td>
<td>- Removing Existing Dr. Pipe-Salvage</td>
</tr>
<tr>
<td>Erosion Checks</td>
<td>- Removing Existing Guardrail</td>
</tr>
<tr>
<td>Broken Concrete/Rock Riprap</td>
<td>- Removing Brick Surfacing</td>
</tr>
<tr>
<td>Driveway Culvert Pipe</td>
<td>- Removing Existing Slope Curb</td>
</tr>
<tr>
<td>Rd. Equiv. Dr. Culvert Pipe</td>
<td>- Removing Fence</td>
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<tr>
<td>Abandoned Manholes</td>
<td>- Removing Steps</td>
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<tr>
<td>Relaying Driveway Culvert Pipe</td>
<td>- Removing Retaining Walls</td>
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<tr>
<td>Backslope Pipes</td>
<td>- Removing Ditch Checks</td>
</tr>
<tr>
<td>Median Pipes</td>
<td>- Removing Catch Basins</td>
</tr>
<tr>
<td>Temporary Surfacing</td>
<td>- Removing Junction Boxes</td>
</tr>
<tr>
<td>Clear Tract No. *</td>
<td>- Removing Discharge Structures</td>
</tr>
<tr>
<td>Temporary Shoring</td>
<td>- Removing Median Surfacing</td>
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<tr>
<td>Removing Existing Slab</td>
<td>- Removing Ditch Lining</td>
</tr>
<tr>
<td>Restoration of Borrow Pits</td>
<td>- Removing Existing Buildings</td>
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<tr>
<td>Gabions, Type *</td>
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## Group #2, 2A, or 9A - Detour

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<tbody>
<tr>
<td><strong>Traffic Control Devices</strong></td>
<td>Crushed Rock Surface Course</td>
</tr>
<tr>
<td>Gravel Surface Course</td>
<td>Calcium Chloride, Applied</td>
</tr>
<tr>
<td>Temporary Road Surfacing</td>
<td>Gravel Embedment</td>
</tr>
<tr>
<td>Temporary Signals</td>
<td>Winter Gravel</td>
</tr>
<tr>
<td>Temporary Bridge</td>
<td>Crossovers</td>
</tr>
<tr>
<td>Temporary Lighting</td>
<td>Temporary Gravel</td>
</tr>
<tr>
<td>Temporary Railroad Crossing/Signals</td>
<td></td>
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</tbody>
</table>
Groups #3 and #9 - Surfacing

<table>
<thead>
<tr>
<th>Traffic Control Devices</th>
<th>Concrete Pavement, Type *</th>
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</thead>
<tbody>
<tr>
<td>Field Laboratory, Type “B”</td>
<td>(Patching Concrete with Concrete)</td>
</tr>
<tr>
<td>Mobilization</td>
<td>Pavement Patching, Type *</td>
</tr>
<tr>
<td>Surfacing Under Guardrail</td>
<td>(Patching Concrete with Asphalt)</td>
</tr>
<tr>
<td>Delineators, Type *</td>
<td>Pipe Underdrains</td>
</tr>
<tr>
<td>Gravel or Crushed Rock Surface Course (for</td>
<td>Granular Subdrains</td>
</tr>
<tr>
<td>Intersections &amp; Drives)</td>
<td>*Concrete Pavement</td>
</tr>
<tr>
<td>Gravel Surface Course</td>
<td>*Reinforced Concrete Pavement</td>
</tr>
<tr>
<td>Gravel Embedment</td>
<td>Asphalt Concrete Type *</td>
</tr>
<tr>
<td>Special Surface Course for Mailbox Turnouts</td>
<td>Asphalt Concrete for Patching</td>
</tr>
<tr>
<td>Mailbox Posts</td>
<td>(include with roadway asphalt)</td>
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<tr>
<td>Sodding</td>
<td>Asphalt Concrete for Intersections and Drives</td>
</tr>
<tr>
<td>Placing Topsoil</td>
<td>Asphalt Concrete for Median Surfacing</td>
</tr>
<tr>
<td>Breaking Pavement Concrete Curb</td>
<td>Asphalt Oil for Prime Coat</td>
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<tr>
<td>Concrete Island Curb</td>
<td>Emulsified Asphalt for Tack Coat</td>
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<td>Concrete Median Curb</td>
<td>Asphalt Cement for Asphalt Concrete</td>
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<tr>
<td>Concrete Barrier Curb</td>
<td>Constructing Asphalt Concrete Curb</td>
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<tr>
<td>Concrete Combination Curb &amp; Gutter</td>
<td>Constructing Asphalt Concrete Flumes</td>
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<tr>
<td>Concrete Sidewalk</td>
<td>Constructing Asphalt Concrete Island Nose</td>
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<tr>
<td>Concrete Median Surfacing</td>
<td>Preparation for Expansion Joints</td>
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<tr>
<td>Concrete for Island Noise</td>
<td>Preparation of Intersections &amp; Drives, Type “A, B &amp; C”</td>
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<tr>
<td>Concrete Median Barrier</td>
<td>Rental of Loader, Motorgrader, and/or Dip Truck</td>
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<tr>
<td>Concrete Driveways</td>
<td>Water Applied (*1M. gal/sta) (**0.5 gal/sta)</td>
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<td>Foundation Course (Bituminous)</td>
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<tr>
<td>Foundation Course (Regular)</td>
<td>Shoulder Subgrade Preparation</td>
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<tr>
<td>Foundation Course (Crushed Concrete)</td>
<td>Subgrade Reconstruction</td>
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<tr>
<td>Adjust _______ Box to Grade (Curb Stop, Valve, Roadway, etc.)</td>
<td>Median Construction</td>
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<tr>
<td>Reconstruct Manhole to Grade</td>
<td>Subgrade Preparation</td>
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<tr>
<td>Adjust Manhole to Grade</td>
<td>Subgrade Stabilization</td>
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<tr>
<td>Soil Aggregate Base Course</td>
<td>Soil Binder for Subgrade Stabilization (see computation form)</td>
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<td>Slope Drains</td>
<td>Armor Coat</td>
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<td>Flumes, Type *</td>
<td>Bituminous Sand</td>
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<td>15” Corrugated Culvert (for flumes)</td>
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<tr>
<td>Soil Aggregate Base Course</td>
<td>Milling, Class *</td>
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<td>Milling, Class *</td>
<td>Concrete Base Course Widening</td>
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<td>Concrete Base Course Widening</td>
<td>Concrete Pavement, Type *</td>
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**Exhibit G**  
June 2021
### Group #4 - Culverts

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<thead>
<tr>
<th>Traffic Control Devices</th>
<th>Reinforced Steel for Box culverts</th>
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<tbody>
<tr>
<td>Mobilization</td>
<td>Reinforced Steel for Steps, Catch Basins, Collars and Retaining Walls</td>
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<tr>
<td>CI Covers, Frames, Grate Rings, Flanges</td>
<td>Dampproofing</td>
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<tr>
<td>Removing Existing FES</td>
<td>Jacking Steel Casing</td>
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<tr>
<td>Removing Existing Headwalls</td>
<td>Slope Drains</td>
</tr>
<tr>
<td>Preparation of Existing Structure</td>
<td>Flumes, Type *</td>
</tr>
<tr>
<td>Remove Existing Structure</td>
<td>Flume Spillway</td>
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<tr>
<td>Excavation for Box Culverts</td>
<td>Cast Iron Covers, Frames, Grates, Rings, Flanges</td>
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<tr>
<td>Excavation for Culvert Pipes &amp; Headwalls</td>
<td>Area Inlets</td>
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<td>Culvert Pipe</td>
<td>Junction Box</td>
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<td>Corrugated Metal Pipe</td>
<td>Build Manholes</td>
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<td>Jacking Reinforced Concrete Sewer Pipe</td>
<td>Irrigation Structures</td>
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<td>Jacking Reinforced Concrete Pipe, Class *</td>
<td>Remove Sewer Pipe</td>
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<td>Reinforced Concrete Pipe, Class IV</td>
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<td>Reinforced Concrete Pipe</td>
<td>Tapping Existing Culvert</td>
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<td>Reinforced Concrete Sewer Pipe</td>
<td>Inlet Riser</td>
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<td>Clay Sewer Pipe</td>
<td>Relocating CMP, RCP</td>
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<td>Culvert Sand-fill</td>
<td>Rock Riprap &amp; Filter Fabric</td>
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<tr>
<td>Flared End Sections</td>
<td>Concrete for Inlets &amp; Junction Boxes</td>
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<tr>
<td>Metal FES</td>
<td>(5.0 cu yd each)</td>
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<td>Concrete FES</td>
<td>Steel for Inlets &amp; Junction Boxes</td>
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<td>Bar Grates for FES</td>
<td>(250 lbs each)</td>
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<td>Temporary Shoring</td>
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<td>Concrete for Headwalls, Steps, Catch Basins, Collars, Retaining Walls and Plugs</td>
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### Group #5 - Landscaping

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<tr>
<th>Traffic Control Devices</th>
<th>Fabric Silt Checks</th>
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<tr>
<td>Seeding, Type *</td>
<td>Landscaping</td>
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### Group #6 - Bridge

<table>
<thead>
<tr>
<th>Traffic Control Devices</th>
<th>Reinforced Steel for Pavement Approach Slabs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobilization</td>
<td>Bridges (sq ft)</td>
</tr>
<tr>
<td>MSE Walls - add 4 items</td>
<td>Bridge Removal</td>
</tr>
<tr>
<td>Major Riprap Channel Lining</td>
<td>Channel Change</td>
</tr>
<tr>
<td>Concrete for Pavement Approach Slabs</td>
<td></td>
</tr>
</tbody>
</table>
### Group #7

<table>
<thead>
<tr>
<th>Traffic Control Devices</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>W or Thrie-beam Guardrail</td>
<td>Cable Guardrail / anchorage assembly</td>
</tr>
<tr>
<td>End Treatment type <em>(I or II)</em></td>
<td>Remove &amp; Reset ROW Fence</td>
</tr>
<tr>
<td>Bullnose 12.5'</td>
<td>Terminal Anchorage Section</td>
</tr>
<tr>
<td>Special Guardrail Posts, Type *</td>
<td>Guard Posts</td>
</tr>
<tr>
<td>(BAS, End shoe etc.)</td>
<td>ROW Fence &amp; Accessories</td>
</tr>
<tr>
<td>Removing &amp; Resetting Safety Beam GR</td>
<td>Chain Link Fence &amp; Accessories</td>
</tr>
<tr>
<td></td>
<td>Gates</td>
</tr>
</tbody>
</table>

### Group #8

<table>
<thead>
<tr>
<th>Traffic Control Devices</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting</td>
<td>Sign Supports</td>
</tr>
<tr>
<td>Signalization</td>
<td>Permanent Signing</td>
</tr>
</tbody>
</table>

### Miscellaneous Group

<table>
<thead>
<tr>
<th>Noise Walls</th>
<th>Non-Betterment City Utilities Relocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Railroad Crossings/Signals/Communication Lines</td>
<td>Water Retention Structures</td>
</tr>
<tr>
<td>Irrigation Structures</td>
<td>Any Engineering or Construction Accomplished by Others</td>
</tr>
</tbody>
</table>

### Other Project Costs

*(for information only, calculated by others)*

See Exhibit 12.2 in Chapter Twelve of the RDM

* Stands for type to be determined. Estimator will add items in blocks.
Distribution/ Notification of Plans Availability

Clarity Task 5380: Preliminary Plans for Plan-In-Hand (PIH). Include location map & typical section (use “Preliminary Plans” cell)

Please note any substantial changes from the Engineering Review on the plans transmittal letter and the notice of plans availability.

Print four half-size plans for use on the Plan-In-Hand field inspection

Notify the following that the Roadway Design PIH Plan Set is available in OnBase and give file location (Distribute/ notify 2 weeks prior to PIH. Railroad personnel need 5 weeks’ notice to attend PIH)

NDOT Division of Aeronautics (if near an airport, See Chapter Ten of the RDM)
- Division Head
- Bridge Division Engineer

Communications
- Public Involvement Coordinator/Highway Commission Secretary

Construction
- Highway Construction Scheduling Manager

District (Include location of “Constructability Issues” Checklist, Exhibit E)
- District Engineer
- District Construction Engineer
- Operations and Maintenance Manager
- Project Delivery Engineer
- Project Manager

Highway Archeologist

Local Assistance
- Rail Highway Liaison Manager (if applicable)

Materials & Research
- Division Engineer
- Geotechnical Engineer
- Pavement Design Engineer
- Assistant Pavement Design Engineer
- Pavement Designer

Project Development
- Environmental Section Manager
- Technical Resources Unit Supervisor
- Environmental Documents Unit Manager
- Environmental Project Manager
- Roadside Development & Compliance Unit Manager
- Scoping Section Engineer

Project Scheduling & Program Management
- Division Engineer
- Program Analyst
- Program Coordinator

Right-Of-Way
- Design Engineer
- Project Manager

Roadway Design
- PDU Unit Head
- Lighting Unit Head
- Utilities Unit Head

Strategic Planning
- Highway Traffic Data Collection Supervisor

Traffic Engineering (Include location of “Constructability Issues” Checklist, Exhibit E)
- Division Engineer
Optional Notifications/ Distributions (if applicable)
Notify the following that the Plan Set is available in OnBase and give file location

FHWA (only on Interstate New and Reconstruction or on PODI for Design projects, Include “Plan-in-Hand Checklist”, Exhibit I)
- Division Administrator
- Engineering & Operations Team Leader
- Transportation Engineer

Transmit Plans
- City (1 – ½ size plan)
- County (1 – ½ size plan)
- Other

See Exhibit I, Page I-5, for a list of personnel to invite to the PIH

Clarity Task 5434: Functional Plans (Public Hearing Plans) (use cell “Preliminary Plans”)
Print two full and two half-size plans to take to the Public Hearing

Notify the following that the Roadway Design Functional Design Plan Set is available in OnBase and give file location

Roadway Design
- PDU Plans Manager
- Utilities Unit Head

District
- Construction Office
- District Construction Engineer
- Project Manager

Impacted Divisions (if a major change was made to the PIH plans)
(Example: a major change in the grade line - notify the Geotechnical Engr. in M&R)

Traffic Engineering
- Division Engineer

Local Assistance Division
- Rail Highway Liaison Manager
(Verify that the X-secs. show the existing RR ROW & location of the rails)

PDD
- Environmental Section Manager
- Scoping Engineer

Project Scheduling and Program Management
- Program Coordinator

Optional Notifications/ Distributions (if applicable)
Notify the following that the Plan Set is available in OnBase and give file location

FHWA (if a major change was made to the PIH plans. Only on Interstate New and Reconstruction or on PODI for Design)
- Division Administrator
- Engineering & Operations Team Leader
- Transportation Engineer

Transmit Plans
- City (1 – ½ size plan)
- County (1 – ½ size plan)
- Other

Note: Notify District, PDD Scoping Engineer and Rail Highway Liaison Manager 5 weeks prior to Public Hearing as applicable
Clarity Task 5576: Design L.O.C. Plans - Include Location map & typical section (use cell “Preliminary Plans”)
Keep one half-size copy available in Design, stamp as “Design L.O.C. Plans”
Notify the following that the Design L.O.C. Plan Set is available in OnBase and give file location

Highway Archaeologist
Aeronautics (if near an airport, See Chapter Ten of the RDM)
   Division Head
Roadway Design
   Highway Design Plans Manager
   Utilities Unit Head
   Lighting Unit Head
District
   Construction Office
   District Construction Engineer
   Project Manager
Bridge
   Division Engineer
Traffic Engineering
   Division Engineer
   Assistant Traffic Engineer
Right-of-Way
   R.O.W. Design Engineer
Materials & Research
   Division Engineer
   Geotechnical Engineer
   Pavement Design Engineer
   Assistant Pavement Design Engineer
Local Assistance (Verify that the X-secs. show the existing RR ROW & location of the rails)
   Rail Highway Liaison Manager
Project Development
   Environmental Section Manager
   Scoping Section Engineer
   Roadside Development & Compliance Unit Manager
   Technical Resources Unit Supervisor
Construction Division (Send “Constructability Issues” Checklist, Exhibit E)
   Highway Construction Scheduling Manager
PSS Scheduling & Program Management
   Project Scheduling/ Program Coordinator
Optional Notifications/ Distributions (if applicable)
Notify the following that the Plan Set is available in OnBase and give file location
   FHWA (Only on Interstate New and Reconstruction or on PODI for Design)
      Division Administrator
Transmit Plans
   City (1 – ½ size plan)
   County (1 – ½ size plan)
   Other
Clarity Task 5614: Design Plans Available to Utility Unit - See Exhibit R

Notify the following that the Roadway Design Functional Design Plan Set is available in OnBase and give file location

Roadway Design - Utilities Unit Head
PSS Scheduling & Program Management - Project Scheduling/ Program Coordinator

NOTE: If there are changes to the design after the PS&E Plans were sent out a notification of change will be sent to the Utility Unit Head and to any impacted Divisions (ROW, Wetlands/ PDD - Environmental Section, District - DCE & PM, etc.). This note or E-mail should include: Project Name & Control Number, a brief description of the change, location, effect on the project, and the anticipated time updated plans will be available. If the change impacts the ROW and/ or may impact the utilities, the designer will meet with the Utility Coordinator to determine if the coordinator requires another plan set.
# PLAN-IN-HAND CHECKLIST

**Date of Inspection:** _____ / _____ / _____

<table>
<thead>
<tr>
<th>Project No:</th>
<th>Project Name:</th>
<th>C.N.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Project Location:**

**Designer:**

**Unit Head:**

**Project Type:**
- [ ] New Construction
- [ ] Reconstruction
- [ ] 3R

**Design Standard:**

**Terrain:**
- [ ] Level
- [ ] Rolling

**Design Speed:** _____ mph

**National Functional Classification:**

**State Functional Classification:**

**On NHS?**
- [ ] Yes
- [ ] No

**On Priority Commercial System?**
- [ ] Yes
- [ ] No

**Letting Date:**

**Working Days:**

**Existing Roadway:**
- Width: _____  Depth: _____  Type: _____
- Earth Shoulder Width: _____

**Existing Shoulder:**
- Width: _____  Depth: _____  Type: _____

**Design Roadway:**
- Width: _____  Depth: _____  Type: _____
- Mill: Class/Depth _____/_____

**Design Shoulder:**
- Width: _____  Depth: _____  Type: _____
- Earth Shoulder Width: _____

**Existing Clear Zone/Lateral Obstacle Clearance:**

**Existing 1:6 Side Slopes?**

<table>
<thead>
<tr>
<th>TRAFFIC COUNT</th>
<th>20</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DHV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Heavy Trucks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Twenty-Year Forecast Map:**

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**Attendance:**

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List of specific design questions:

Lighting recommendations:

Utility conflicts or utilities not show on plans:

Stream Gauge installations:

Substation locations:

Railroad involvement (measure distance to signals and length of crossing):

Safety Hazards within 1000 ft. of the project:

Airports within four miles of the project (see Chapter Ten of the RDM):

Bridge recommendations:

Bridge structures less than 20 ft. in length (notify Bridge Division for inspection):

Guardrail to remain in place; do end treatments meet NCHPR 350 or MASH?

Guardrail to remain in place; height at completion of project (28 in. min.):
Guardrail connections to a bridge; do they meet current standards? (request determination from Bridge):

Surfacing or removal recommendation for raised medians (request from Traffic):

Widening recommendations for horizontal curves:

Within corporate limits of:

Hazardous waste/underground storage tank sites:

Wetland/floodplain considerations:

4-F/6-F lands impacted:

Tree/stump count (trees/stumps larger than 80 in. circumference at 40 in. height):

Clearing & grubbing:

Relinquishments:

Additional survey:

FHWA Design Exceptions/ Relaxations of the MDS:
DISTRICT RECOMMENDATIONS:

Public Meeting (Exhibit C):

Balance factor and material availability:

Accommodation of Traffic:

Detour (include Hwy #s and Ref. Posts):

Phasing/ Constructability Issues (Exhibit E):

Temporary road location and design:

Traffic affected adversely enough to be a “Significant Project”? Yes ☐ No ☐
(If Yes, a Traffic Management Plan is required, see Exhibit K, pg. K-5).

Guardrail removal:

Salvage items: (e.g. guardrail, delineators)

Surfacing comments:

Other road templates:

Snow control:

Erosion Control considerations (Exhibit J):

Preferred Concrete Flume Type:

Special accessibility needs during construction (ADA):

Sidewalks/Bicycle Paths:

Items to be accomplished by State Forces:

Re-establish Lot Corners (corridor protection, etc.)? Yes ☐ No ☐

Are logo signs to be removed? Yes ☐ No ☐

Miscellaneous:
INVITE TO THE PLAN-IN-HAND
(See Exhibit H for distribution of plans)

1. Bridge Personnel (if bridges on project)
2. R.O.W. Designer - ROW Design Engineer & ROW Project Manager (if buying ROW)
3. Materials & Research – Geotechnical Engineer
4. District – DE, DCE, Operations & Maintenance Manager, Project Manager
5. Local Assistance - Rail Highway Liaison Manager
   (RR personnel need 5 weeks advance notice to attend PIH)
6. Project Development - Wetlands Coordinator, Roadside Development & Compliance
   Unit Manager, Technical Resources Unit Supervisor, Environmental Analyst Supervisor,
   and Environmental Section Manager If applicable (Invite Environmental Section
   Manager to New or Reconstructed projects only)
7. Project Development – Assigned Environmental Project Manager (if applicable) Please
   verify your Project Manager in Clarity before sending invitations.
8. T&E Biologist (if applicable)
9. Project Development - Scoping Engineer
10. Roadway Design - Utilities Coordinator through Utilities Unit Head
11. FHWA – Division Administrator (only Interstate New and Reconstruction or PODI/POCI
    projects)
12. City and/or County Personnel (if impacted)

ITEMS TO TAKE ON PIH:

Camera, This checklist or a customized list
100 ft. tape or equivalent Correspondence file(s)
Digital hand level Four sets of half-size plans
Safety vest, cap/hard hat One set of half-size cross sections
Strobe light One set of ROW ownership plans

NOTE: Be aware of your surroundings, traffic may not slow down for you and rattlesnakes enjoy
to warmth of the culverts that you are inspecting.
PRE & POST PLAN-IN-HAND NOTES

**Wetlands/ Environmental Issues:** Following the plan in hand inspection, if there are changes to the project the designer will meet with the Environmental Section Manager or his representative to review the changes and determine if changes to the pre-permit application consultation process will be necessary.

**3R Projects:** The need for a plan-in-hand will be determined on a project-by-project basis. A plan-in-hand *is* required if the project is on the NHS. A plan-in-hand *is not* required if a project has existing 1:6 foreslopes, but may be held if it would be beneficial.

**Raised median:** Raised medians on high speed roadways will usually be removed with the project and replaced with a painted median. For existing raised medians on the mainline roadway: check with the Traffic Division before the plan-in-hand and with the District at the plan-in-hand to find out if they have a very good reason why the raised median should remain.

**Airplane:** If taking an aircraft and extra seats are available coordinate with the Bridge Division in case they need to inspect a nearby bridge.

**Municipalities:** If a project is located within the corporate limits and we anticipate the municipality will need to share in the project’s cost we need to invite representatives of the municipality to attend the plan-in-hand.

**Lighting:** (Determined by the RD Lighting Engineer) If lighting is needed tell the municipality at the plan-in-hand what their share of the estimated costs will be for the installation of the lights and that the energy and maintenance costs will be 100% the municipality’s cost. This also needs to be in the city agreement (the energy costs will not be in the city agreement but should be known in case the municipality asks). Thus, *well in advance of the plan-in-hand,* we need to get a recommendation from the RD Lighting Engineer if lighting will or will not be a part of the project and what its estimated construction costs will be as well as what the anticipated energy costs will be.

**Utilities:** Review project with RD Utility Coordinator before the plan-in-hand. Invite them to the plan-in-hand. After the plan-in-hand meet with the RD Utility Coordinator to review utilities that will need to be surveyed.

**Miscellaneous:** If the project is likely to have questions from the public, generally an urban project or one with major new alignment, a meeting may be scheduled shortly after the plan-in-hand with the Director and Deputy Director-Engineering to inform them about the project.
# Erosion Control - Plan-In-Hand - Checklist

<table>
<thead>
<tr>
<th>PROJECT NO.:</th>
<th>CONTROL NO.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION:</td>
<td></td>
</tr>
<tr>
<td>DESIGNER:</td>
<td>PHONE:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is seeding required?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is sod required?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is silt fence required?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is slope protection required? (Sand Hills and other sandy areas)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is topsoil to be salvaged?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is erosion control netting required? (Sand Hills)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is manure available for shoulder stabilization? (Sand Hills only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the product replacing a waterway? (Contract or ROW item)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there channel changes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is borrow taken from within state right-of-way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there tree conflicts?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there Federal or Tribal properties?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are curbs and flumes required in the rural areas?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there grades between 2.5% and 3.5%? (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there grades 3.5% or over? (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there slopes steeper than 1:3?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are erosion checks required?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are intersection dikes required? (Note locations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are wetlands on or encroached upon by the project?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there any environmentally sensitive areas?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there any special seeding requirements? (Ex. Park/Golf Course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## OTHER COMMENTS:

- Environmentally Sensitive Areas:

- Soil Type:

- Comments:

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(1) Highlight on plans and discuss erosion control options with Project Development Division (PDD) Roadside Development & Compliance Unit Manager.

(2) Curb and Flumes will be utilized if there are erosion issues.

To be completed on the Plan-In-Hand, in consultation with District Engineer and District Construction Engineer, then sent to PDD Roadside Development & Compliance Unit Manager before preparing the plan-in-hand report.
**Plan-In-Hand Report Outline**

**Date:** Date of Report (Note: After the PIH Report has been routed, change this to the date of the approved report)

**From:** Designer ________________________________

**To:** Project File

**Thru:** Unit Head or Assistant Design Engineer ______________________________

**Subject:** Plan-In-Hand Report/Scoping Document

Project number, name of project, and control number

**Clarity Schedule:**

The Clarity “Plan-In-Hand” late date is __/__/__.

The Clarity letting date is __/__/__.

**Location (CE):** Give a brief description of location, including city, county, highway/roadway name, highway number, beginning and ending mileposts*, and, if necessary, give the distance to nearest landmark (e.g. 15 miles north of local airport).

**Scope of Work:** General statement of work involved [Grading, structures, surfacing type/depth (Lane and Shoulder), etc.]

**Traffic Count (13.1):** Tabular form (New & Recon. and 3R = Initial year of construction and 20 years in the future). Do not request traffic counts if the NDOT-73 Planning Document includes current information (four years old or less).

**Design Standard (14.1):**

1. New and Reconstructed – Functional Classification (State and National), and terrain
2. (3R) - design year traffic (Initial year of construction plus 20 years).
3. On Priority Commercial System?
4. On National Highway System?

(14.1) Note if the project will/will not include the addition of through lane capacity. (An increase to through lane capacity can be described as: physically adding through traffic lanes, grade separation for either roads or railroads, or adding auxiliary lanes that are at least 1 mile long or are made continuous through a series of successive interchanges.)

**Crash History Analysis:** Include a statement such as

“Traffic Engineering has performed a review and analysis of the crashes on this segment of roadway and as a result of this study we have determined that (1) no additional crash mitigation measures are necessary, or (2) the following mitigation measures will be incorporated in the project, or (3) additional study is necessary at the following locations to determine the appropriate measures (list locations). The full details of the Traffic Engineering report are in the project file.”

**General:** Date of the plan-in-hand and persons present

**Bridges:** Proposed work if applicable, include the following statement for each structure: “The bridge scope of work meets the requirements of the Nebraska Minimum Design Standards for new bridges, reconstructed bridges, or bridges to remain in place.”

**Agreements:** List agreements required and city participation if required

**Balance Factor:** Balance factor recommended by the District

**Material Needed:** Note “Project is balanced” or where borrow may be available

**Accommodation of Traffic (15.1 - 15.2, 15.4 - 15.9, 16.2 - 16.6):** (Exhibit E)

Detour used – use highway #'s and reference posts *(If no detour, state “No detour is anticipated for construction activities on this project.”)*

Phasing

Temporary Road location and design

Traffic affected adversely enough to be classified a “Significant Project” *(See Page K-7)*

Answer the following questions:

- (15.1 - 15.2) How many working days will the detour, temporary road, or ramp closure be in effect?
- (15.4, 15.8) Is the adverse (out-of-direction) travel related to the detour, temporary road, or ramp closure greater than 5 miles in an urban area (defined as population of 5,000 or greater within corporate limits) or 25 miles in a rural area? Describe the detour route and expected duration. Note if any improvements will be necessary on the detour route.
• (15.5) Will the project result in a temporary or permanent interference with local special events or festivities? (Interference would include any construction activities occurring on the same segment of street utilized for the festivities, closure of a road used for festivities, closure of access for any duration to an adjacent property used for the festivities during event, or complete closure of a main route to the town during the festivities.)

• (15.6) Will the project result in temporary or permanent adverse effects to through-traffic dependent businesses?

• (15.7) Will the project result in substantial permanent traffic pattern changes or disruptions, such as permanently close a roadway or roadway intersection, increase through lane capacity, create new intersections, or convert the roadway into a higher classification roadway?

• (15.9) Note mitigation measures or commitments intended to avoid, minimize or offset detours or other traffic impacts.

• (16.2 - 16.3) Is access to a residential property anticipated to be temporarily closed during construction?
  No  Yes, for greater than 5 working (business) days  Yes, for greater than 10 working (business) days

• (16.4) Will access to a business be closed during operational hours?

• (16.5) Will there be restricted access emergency service facilities or providers during construction?

• (16.6) Will the project potentially permanently change the functional utility of a property? (Example: If the adjacent property requires heavy truck access and the access change is such that heavy trucks could no longer make the revised turn radii into the property, this would change the functionality of the adjacent property.)

**Constructability Issues:** If any (Exhibit E)

**Changes:** Major changes to the Planning Document and any changes to the plan-in-hand plans [Incl. est. cost of changes (Line shifts etc.)]

**Right-of-Way (1.1 - 1.5, 16.1):**

(1.1) ROW (including temporary or permanent easements) will/will not be acquired on this project.

(1.2) (If ROW will be required:) The estimated amount of ROW acquired will/will not be greater than two AC/mile. (To determine average acres per mile, include the total estimated acreage for all ROW required for construction (including temporary and permanent easements). For projects under one mile in length, the estimated total acreage of easements/ROW must be less than two acres.)

Major property improvements are/are not proposed to be removed as a part of this project. The improvements to be removed are (Provide description. Examples of major property improvements include residential and business structures, functional garages or outbuildings, or other features which would change the functional utility of the property. Examples of minor improvements include fencing, landscaping, sprinkler systems, and mailboxes.)

(1.3) The type of property proposed to be acquired is (provide description, i.e. farmland, pasture, business, home, apartment/rental, occupied/vacant, functional/dilapidated).

(1.4-1.5) The preliminary estimate of ROW acquisition is: ___ acres of permanent ROW/Easements, and ___ acres of temporary ROW/Easements.

(16.1) Note if any access to businesses or residences will be permanently closed.

Lot corner establishment: contract item? Access Control Committee recommendation

**Relocation Assistance (1.6 - 1.7):** Note if relocation assistance or building removal will be required

(1.6) There are up to # relocations anticipated; up to # residential, and up to # non-residential.

(1.7) (Describe the type of non-residential relocation; i.e., type of activity conducted by the business or farm)

**Miscellaneous (12.1, 20.1):** Shelterbelt or irrigation well removals, pivot interference, special access consideration, drainage, channel changes, median surfacing, etc.

(12.1) Note if a need for noise mitigation measures has been established.

(20.1) Note if a Wellhead Protection Area occurs within the project study area. (Refer to IER)

**Snow Control:** Note if any snow control measures are proposed (4:1 backslope, living snow fence, wider ditch, etc.).

**Relinquishments:** Potential highway relinquishments to county or city

**Roadside Development:** Type of seeding, erosion control and present or future landscaping plan
**Public Meetings (18.1):** Anticipated public involvement or public involvement activities that have already been conducted. Note any unresolved controversy.

**4F-6F Lands (2.1, 3.1):**
Note if there are any 4F or 6F lands within the project limits and if they are impacted by the project.
(2.1) (Section 4(f) properties are planned or existing publically owned parks, recreation areas, or wildlife and waterfowl refuges, or any significant historic sites (including historic bridges eligible for National Register of Historic Places listing) officially designated as such by a Federal, State, or local agency).
(3.1) Section 6(f) lands are those where Land and Water Conservation Fund Act (L&WCF) funds were used to acquire property or to improve property. Coordinate with PDD to determine if there are 6(f) properties within the project limits.

**Historic Properties (10.1):** Note if there are any properties listed or eligible for the National Register of Historic Properties in the study area and potential impacts.

**Signals:** Anticipated traffic signals.

**Utilities (4.2):** Any unusual utility conflicts. Are stream gauge installations present? (Update utilities shown on plans.)
(4.2) Note if federal funds will be used to relocate utilities or if the project contractor will be responsible for utility relocations. (Discuss with Utility Coordinator)

**Railroad:** Any railroad involvement on project or detour.

**Removals:** Note if Maintenance will remove guardrail or delineators as recommended by the District.

**Wetlands/Waters of the U.S. (7.1, 7.3 – 7.4):**
(7.1) Note if there are wetlands, stream channels, or other waters within the project study area.
(7.3 – 7.4) Note the estimated amount of wetland impacts in acres. (Record the amount under 0.5 ac and then in 0.5 acre increments above 0.5 acres.)
Note if on-site mitigation is proposed.

**Floodplain/Floodway (6.1 – 6.2):**
(6.1) Encroachment on FEMA flood plain (See Exhibit L for wording).
(6.2) Will the project action cause a greater than one-foot rise in the Base Flood Elevation (BFE), any rise in a floodplain that potentially impacts an adjacent structure, or any rise in a floodway?
Yes  No  N/A

**Special Investigation:** Any areas requiring special investigation from other Divisions.

**Construction Schedule:** Working days/ construction seasons. Request from the Highway Construction Scheduling Manager: Construction Division.

**Templates:** Connecting highway or street typical section.

**Exceptions/ Relaxation of Standards:** Note requests for exceptions or relaxation of standards, Incl. supporting data. (Note if “No exceptions are required”).

**Hazardous Waste (11.4):** Note previous or existing gas stations, fuel storage sites, factories, landfills, substations, etc. - permit requirements?
(11.4) Note if any soil disturbance will occur below or beyond the pre-existing ground prior to the original roadway construction within an active Superfund site. (Refer to IER for determination of Superfund site within the project study area.)

**Safety Enhancements:** List safety enhancements (Page K-6).
Refer to the “Instructions and Guidance for Completing the Nebraska Categorical Exclusion Determination Form for Federal-Aid Projects” as guidance for the items in parenthesis (e.g. Traffic Count (13.1)).

Attachments:
1. Location Map
2. Detour Map, if applicable
3. Planning Document (for approval routing only, without the Accidents)
4. Purpose and Need Statement (for approval routing only)
5. Project Description (for approval routing only)
6. Pavement Determination (for approval routing only)
7. Form NDOT-76, “Principal Controlling Design Criteria” (for approval routing only)
8. Miscellaneous
9. T&E Checklist (for approval routing only)

   Note: DO NOT INCLUDE the Accident Report (NOT EVEN for approval routing)

Upload the PIH Plans with comments from the PIH inspection to the document type “NDOT RD Plan-in-Hand Plans” for routing with the PIH Report.

Verify that the following documents are current and filed in OnBase:
1. Purpose and Need Statement
2. Project Description
3. T&E Checklist

Plan-In-Hand Report Transmittal

Approval Routing:
1. Roadway Design Assistant Design Engineer #1
2. Roadway Design Assistant Design Engineer #2
3. Roadway Design Assistant Design Engineer #3
4. Roadway Design Assistant Design Engineer #4
5. Roadway Design Assistant Design Engineer #5 (ADE in charge of project)
6. Roadway Design Assistant Design Engineer #6 (Design Support Units ADE)
7. Roadway Design Engineer
8. Traffic - Division Engineer
9. Bridge - Division Engineer
10. District - District Engineer
11. Roadway Design Engineer
12. Roadway Design Assistant Design Engineer #5 (ADE in charge of project)
13. Roadway Design Administrative Assistant
Notify the following that Approved copies of the report are available in OnBase and give the file location.

**Optional Distributions**

Notify the following that Approved copies of the report are available in OnBase and give the file location.

**FHWA (if applicable)** (Include the PIH Plans with comments)

Division Administrator

Transmit printed copies of the Approved report to the following:

**City (if applicable)**
**County (if applicable)**
**Other**
Safety Enhancements

Examples of safety enhancements on a project:
This list is not an exclusive list -- other items may be considered if appropriate.

New driving surface
Widened shoulders
Surfaced shoulders
Updated guardrail
Lateral obstacle removal
Widened bridges
Updated bridge curbs
Widened driving lanes
Improved vertical alignment
Improved horizontal alignment
1:6 foreslopes
Improved drainage
Updated signing
Added lanes
Left-turn lane
Right-turn lane
Lighting
Channelization
Shoulder rumble strip/ edgeline stripe
Centerline rumble strip
Beveled edge
Removed/ Improved skewed intersections
Signalized intersections
Closing driveways on radius
Improve safety at railroad crossings
Separate bicycle paths
Sidewalk/ Pathways
Grade separation
Remove parking
Living snow fence
Improved surfacing
Curb ramps will be built
Existing curb ramps will be upgraded to current ADA standards or rebuilt
Guidelines for Addressing Work Zone Safety and Mobility: Identification of “Significant Projects”

A project’s affect on the flow of traffic through the work zone is critical to the success of the project in the public’s perception. Projects which have the possibility of congesting traffic beyond acceptable delays may be considered a “significant project”. Note that only 3 projects in the 2007 fiscal year would’ve required this designation.

A project may be labeled “significant” because it is:

(A) Located within the boundaries of the Transportation Management Areas (TMA) of Omaha and Lincoln and the project is expected to occupy a location for more than three (3) days with either intermittent or continuous lane closures.

or

(B) 1. Project Characteristics - to include but not be limited to: project type, type of work zone (full closure, lane reductions, cross-overs, night work, etc.), project schedule, area type (urban, suburban, rural).

   2. Travel and Traffic Characteristics - to include but not be limited to: traffic volumes, seasonal and temporal variations, vehicle mix, type of travel (commuter, tourist, freight), public and private access, special events, impacts of weather.

   3. Work Zone Characteristics - to include but not be limited to: impacts on local and regional transportation networks, capacity issues, level of public interest, number of travelers impacted, expected safety impacts, expected delays, impacts on nearby commercial, public, and private facilities and properties.

or

(C) Because the District Engineer so designated it.

(For additional information see Section 4 of “Guidelines for Addressing Work Zone Mobility and Safety”).

This “Significant Project” designation requires:

- A decision at the Plan-In-Hand (PIH) & inclusion in the PIH Report.

- The Traffic Control Engineer will determine whether a project is “significant” or not prior to and reconfirm after the PIH & include the decision reached in the PIH report.

Public participation will be required when a project is declared a “Significant Project”. (For additional information see Section 5 of “Guidelines for Addressing Work Zone Mobility and Safety”).

PS&E Turn-in Sheet: Check the box reading “Work Zone Significant Project Spec. (PS&E Plans)”. This means that the project will include a special provision that refers to a Traffic Control Plan and other items that will need to be taken care of during the project.
Guidelines for Addressing Work Zone Mobility and Safety

John Craig, Director

Monty Fredrickson, Deputy Director – Engineering
John Jacobson, Deputy Director – Operations

Nebraska Department of Transportation Mission Statement

“We provide and maintain, in cooperation with public and private organizations, a safe, reliable, affordable, environmentally compatible, and coordinated statewide transportation system for the movement of people and goods.”

In keeping with this mission statement, the Nebraska Department of Transportation is committed to developing, implementing, and improving these guidelines as a means to provide an adequate level of service and work zone safety for motorists and highway workers alike.
SECTION 1 – PURPOSE
(23 C.F.R § 630.1002)

In keeping with the mission of the Department of Transportation, these guidelines for addressing work zone mobility and safety have been adopted so that reasonable effort is made --- from inception of the project to construction and final acceptance --- to accommodate the safety and mobility of all workers and travelers in our work zones for which the Department is responsible, including federal and local projects.

This guide was developed by a multi-disciplinary team including representatives of the Nebraska Department of Transportation and the Federal Highway Administration. This document is a guide and is intended for use as a resource document.

SECTION 2 – DEFINITIONS AND TERMS
(23 C.F.R § 630.1004)

**Design Process Outline (DPO)** --- A summary of major activities (tasks or work categories) to be completed during the course of a project’s design.

**Highway Workers** --- Include, but are not limited to, personnel of the contractor, subcontractor, NDOT, local agencies, utilities, and law enforcement, performing work within the right-of-way of a work zone.

**Mobility** --- The ability to move from place to place and is significantly dependent on the availability of transportation facilities and on system operating conditions. With specific reference to work zones, mobility pertains to moving road users efficiently through or around a work zone area with a minimum delay compared to baseline travel when no work zone is present, while not compromising the safety of highway workers or road users. The commonly used performance measures for the assessment of mobility include delay, speed, travel time and queue lengths.

**Safety** --- A representation of the level of exposure to potential hazards for users of transportation facilities and highway workers. With specific reference to work zones, safety refers to minimizing potential hazards to road users in the vicinity of a work zone and highway workers at the work zone interface with traffic.

**Significant Project** --- Generally, a project, whether alone or in combination with other projects nearby, that may cause sustained work zone impacts on such things as capacity, delay times, levels of service, congestion, etc. that are greater than what is considered tolerable or desirable --- based on policy and/or engineering judgment.

**Surveillance of Temporary Traffic Control Devices** --- A contractor-managed pay item utilized to compensate the contractor for the continuous (24/7) monitoring and maintenance activities required in association with the work zone traffic control on the projects. Contractor employees assigned to these tasks require training and certification by the Contractor.

**Traffic Control Plan (TCP)** --- A plan used for facilitating road users through a work zone or an incident area.
Traffic Control Management (TCM) --- A contractor-managed pay item which normally requires three daily inspections of the work zone, monitoring of corrective action required, and documentation of the inspections made and corrective action taken. Contractor employees assigned to these tasks require training and certification by the Contractor.

Transportation Management Plan (TMP) --- An organized strategy to manage the work zone impacts of a project. Its scope, content, and degree of detail will vary depending on project requirements, these guidelines, and the anticipated impacts of the project on the traveling public.

Transportation Operations Component (TO) --- That component of a Transportation Management Plan (TMP) that identifies strategies that may be used to mitigate impacts of the work zone on the operation and management of the transportation system within the work zone impact area.

Work Zone --- An area within the right of way of a highway with construction, maintenance, or utility work activities. A work zone is typically marked by signs, channelizing devices, barriers, pavement markings, and/or work vehicles. It extends from the first warning sign to the END ROAD WORK sign. In the case of mobile operation it extends from the first warning sign or identifiable warning light to the last temporary control device.

Work Zone Crash --- A traffic crash in which the first harmful event occurs within the boundaries of a work zone or on an approach to or exit from a work zone, resulting from an activity, behavior, or control related to the movement of the traffic units through the work zone. This includes crashes occurring on approach to, exiting from or adjacent to work zones that are related to the work zone.

Work Zone Impacts --- Work zone-induced deviations from the normal range of transportation system safety and mobility. The extent of the work zone impacts may vary based on factors such as, road classification, area type (urban, suburban, and rural), traffic and travel characteristics, type of work being performed, time of day/night, and complexity of the project. These impacts may extend beyond the physical location of the work zone itself, and may occur on the roadway on which the work is being performed, as well as other highway corridors, other modes of transportation, and/or the regional transportation network.

Additionally, the Department includes the following acronyms in these guidelines:

AASHTO --- American Association of State Highway and Transportation Officials

ATSSA --- American Traffic Safety Services Association

CBD --- Central Business District

CFR --- Code of Federal Regulations

CMS --- Changeable Message Signs

DPO --- Design Process Outline

FHWA --- Federal Highway Administration

FR --- Federal Register

ITS --- Intelligent Transportation System

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SECTION 3 - STATE-LEVEL PROCESSES AND PROCEDURES  
(23 C.F.R § 630.1008)

(a.) Section Description

This section addresses the Department’s state-level processes and procedures for work zone assessment, work zone data, training, and periodic evaluations (process reviews).

(b.) Work Zone Assessment and Management

The Construction Division’s Final Plans Section reviews all plans for constructability, establishes time allowances, and estimates the signing quantities for each project. These tasks should be accomplished with consideration given to the standard or special traffic control plans developed by Traffic Engineering Division and any phasing plans developed by the Roadway Design Division. The Final Plans Section, in consultation with the Traffic Engineering Division, may make additions or deletions to the various plans when appropriate and necessary.

The Final Plans Section writes “Special Prosecution and Progress” specifications, when needed, which relate to traffic control. These special provisions address incentives/disincentives, internal District liquidated damages, peak hours, lane closures, and phasing required for the construction of the project where applicable.

This work is accomplished in collaboration with the District involved, the Roadway Design Division, and the Construction Division, by considering such factors as traffic volumes, anticipated delays, detour routes, the need to maintain two lanes of traffic on multilane facilities, and impacts to communities, schools, and emergency services.

Throughout the design process of a project, the Final Plans Section is available for project review to determine preliminary time allowances, assess constructability issues, and discuss phasing and traffic control. This preliminary review process is part of the Design Process Outline (DPO).
For projects that do not go through the Roadway Design Division (such as pavement rehabilitation projects generated in the Materials & Research Division), the Traffic Engineering Division determines the applicable standard or special traffic control plans. The Final Plans Section, in cooperation with the District and Traffic Engineering Division, determines the signing quantities, phasing, peak hours, or special prosecution/progress specifications that may be required.

The Department may utilize “Traffic Control Management” or “Surveillance of Temporary Traffic Control Devices” in addition to the standard and/or special traffic control plans. Each District, in cooperation with the Construction Division, determines whether to use “Traffic Control Management”, “Surveillance”, or just the normal traffic control methods provided by the Plans and Specifications. This determination is done just prior to the Final Plans Section review.

(c.) Work Zone Data

The Accident Records Section of the Traffic Engineering Division collects work zone crash data.

The Traffic Engineering Division summarizes the information received and processed by the Highway Safety Section and then prepares and distributes a Work Zone Accident Report Summary to the Districts on a monthly basis. The District project managers and other District staff are then expected to address any work zone mobility and safety issues by reacting to the Work Zone Accident Report Summary and making field observations of travel speed, delays, and other factors which might affect travel through the work zone.

Whenever the District's review and analysis of the work zone and Work Zone Accident Report Summary identifies opportunities for improvement or results in positive changes to work zone safety and mobility, the nature of the findings or improvements are communicated to the Traffic Engineering and/or Construction Divisions, or others as appropriate.

Additionally, the Department utilizes work zone crash data as one of its own performance measures. The work zone crash data shall be available for use during work zone process reviews and used as a tool to improve traffic control plans and guidelines.

(d.) Training

The Department currently generates the forms used to report crash data and provides to law enforcement some limited training on the proper and consistent collection of work zone crash data. The Department monitors the crash data being collected and pursues additional training for law enforcement if it is deemed necessary by the Department.

The Department provides appropriate training for employees involved in the development, design, implementation, management, and inspection of work zone-related transportation management and traffic control. The Department to the extent practical maintains a record of required training provided and provides appropriate training updates when necessary. Additionally, the Department will provide other training when necessary by the Department or the Federal Highway Administration (FHWA).

The Department selects training which is compatible with the needs involved and the class and position of employees to be trained. The Department avails itself of on-the-job training by peers and supervisors, electronic media presentations, and large and small group presentations, or at informal safety meetings.
Department personnel actively involved in the workzone (project managers, key inspectors, etc.) are encouraged to complete flagger and Assistant Traffic Control Manager certification training.

District personnel involved in the review and analysis of the monthly Work Zone Accident Report Summaries and District personnel responsible for implementing and monitoring the Traffic Management Plan on a significant project will, when available, attend American Traffic Safety Services Association (ATSSA) training for Traffic Control Technicians or Traffic Control Supervisors. Certification from ATSSA is not required.

Additionally, for positions or circumstances requiring more formal training, the Department will either provide appropriate in-house training or arrange for training which may be available from the Federal Highway Administration, (including National Highway Institute), ATSSA, or other outside training sources as needed.

When appropriate, the Department will make its training available to contractors.

By specification, the Department requires training and certification of contractor employees utilized as flaggers. The Department enforces the specification and provides training and certification materials as appropriate.

When provided in the Proposal, the Department requires that the contractor assign an individual as a Traffic Control Manager. Assistant Traffic Control Managers may be assigned and utilized by the contractor to perform required tasks on the project. The Department establishes training and certification requirements for Traffic Control Managers and Assistant Traffic Control Managers, enforces the specifications and provides training and certification materials as appropriate.

The Department utilizes Traffic Control Management or a similar level of traffic monitoring on significant projects. In so doing, the contractor's designated Traffic Control Manager will have received training in the implementation and monitoring of the Traffic Management Plan.

The Construction Division maintains (for the period of their respective certifications) a database of individuals (non-NDOT employees) who have been trained, certified, and reported as having completed the training and certification requirements for Flaggers and Assistant Traffic Control Managers. The Human Resources Division maintains a database of Department employees who have received flagger training.

(e.) Process Reviews

The Traffic Engineering Division, in partnership with the FHWA, conducts an annual statewide work zone inspection and process review. Construction and appropriate District personnel may be included in the reviews.

Observations made during the inspection and process review are summarized and analyzed by the Traffic Engineering Division and then shared with the Districts involved. The information is used to evaluate current work zone procedures and make recommendations for improvements.

Additional process reviews may be conducted in concert with the FHWA when deemed necessary.
SECTION 4 – SIGNIFICANT PROJECTS  
(23 C.F.R § 630.1010) 

(a) Acknowledgement of Significant Projects 

The Department acknowledges that some projects, whether alone or in combination with other concurrent projects nearby, may cause sustained work zone impacts that are greater than what is considered tolerable or desirable --- based on policy and/or engineering judgment. These projects shall be identified as “significant projects”.

(b.) Identification of Significant Projects 

A project is considered a "Significant Project" when it will impede traffic by closing lanes for several days, or restricting width to the point that it slows traffic enough to cause delays and as described below.

Based on their experience and considering the criteria identified in 630.1010 (c.) below, each District Engineer identifies on the DR Form 73, Highway Improvement Programming Request, their recommendation as to whether a programmed project should be significant.

The Project Scheduling & Program Management Section, in consultation with the District Engineer and other Divisions and by evaluating one or more of the criteria referenced in 630.1010(c), shall make the initial determination of whether a project is to be identified as a “significant project” as it relates to Subpart J of 23 CFR Part 630.

A final determination of significance shall be made during the Plan-in-Hand inspection.

(c.) Criteria for Identification of Significant Projects 

In addition to other projects that may qualify, the Department shall identify all projects on the Interstate System that are located within the boundaries of the Transportation Management Areas (TMA) of Omaha and Lincoln as “significant projects” if they are expected to occupy a location for more than three (3) days with either intermittent or continuous lane closures.

The TMA limits for Omaha include all of I-680, all of I-480, and that portion of I-80 between Highway N-50 and the Missouri River. The TMA limits for Lincoln include all of I-180 and that portion of I-80 from 1 mile west of the NW 48th Street Interchange to 98th Street (1 mile west of the Waverly interchange). These limits are current as of 2007, but are subject to periodic review. The Metropolitan Area Planning Agency (MAPA) or the Lincoln/Lancaster County MPO should be consulted to verify the current TMA limits for Omaha and Lincoln.

Additionally, using the following criteria, the Department, including the District Engineer’s initial assessment, will review other non-Interstate projects on the freeway or expressway system, projects located in a central business district or a major metropolitan area, and any other major projects to see if their work zone impacts are expected to be greater than what is considered tolerable. These projects may also be identified and treated as “significant projects”.

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Potential Criteria for Assessing the "Significance" of a Project:

1. **Project Characteristics** --- to include but not be limited to: project type, type of work zone (full closure, lane reductions, cross-overs, night work, etc.), project schedule, area type (urban, suburban, rural).

2. **Travel and Traffic Characteristics** --- to include but not be limited to: traffic volumes, seasonal and temporal variations, vehicle mix, type of travel (commuter, tourist, freight), public and private access, special events, impacts of weather.

3. **Work Zone Characteristics** --- to include but not be limited to: impacts on local and regional transportation networks, capacity issues, level of public interest, number of travelers impacted, expected safety impacts, expected delays, impacts on nearby commercial, public, and private facilities and properties.

(d.) Exceptions

When the Department's analysis of a project on the Interstate System indicates that the work will not cause sustained work zone impacts, though otherwise meeting the criteria identified in 4c., the Department may request from the FHWA an exception to the applicability of 5b.2 and 5b.3 by showing that the project does not, in fact, cause sustained work zone impacts.

**SECTION 5 – PROJECT LEVEL PROCEDURES**

(23 C.F.R § 630.1012)

(a.) Section Description

This section provides guidance and establishes procedures to manage the work zone impacts of individual projects.

The Department addresses the traffic concerns on the Plan-In-Hand. While some Interstate projects can maintain two lanes of traffic, the majority of projects maintain one lane of traffic. Some projects use detours or phasing to maintain traffic at acceptable levels.

(b.) Transportation Management Plans – Mandate for Significant Projects

For projects determined to be significant, the Department will develop a Transportation Management Plan (TMP) which consists of a Traffic Control Plan (TCP), a component to address Transportation Operations (TO), and a component to address the dissemination of Public Information (PI). In general, the construction project manager is designated as being responsible for monitoring the TMP.

For individual projects or classes of projects determined not to be significant, only a TCP is required. However, TO and PI components may be considered and utilized on any project.
(b.1.) Traffic Control Plans

The Department prepares a TCP for every project where traffic is affected. TCP’s are consistent with the applicable provisions of the MUTCD, and the AASHTO Roadside Design Guide.

The selection of standard TCP’s and any special plans are made by the Traffic Engineering Division and submitted to the PS&E Section for inclusion in the project plans. Standard and special plans included in the contract documents may be modified or supplemented by other site-specific plans prepared by the District Highway Project Manager (or a designee).

The project TCP, as described above, addresses phasing when appropriate and is updated and modified when circumstances dictate. On relatively simple and uncomplicated projects, the project manager may find it sufficient to utilize only the standard and special plans (if any) provided in the contract documents.

In the case of existing obstacles adjacent to the traveled way which may be encountered or affected during construction, the obstacles will be reviewed in regard to the posted speed, traffic volumes, and the length of time the obstacle may present a hazard in accordance with the Roadside Design Guide and a cost/benefit analysis. Based on the review, obstacles will then either be left in place, delineated or shielded as appropriate for the project.

(b.2.) Transportation Operations (TO) Component

Transportation Operations

On projects that have been determined to be significant, Transportation Operations (TO) strategies will be considered throughout the design process. The TO component of the TMP will include strategies that will be used to mitigate the impacts of the work zone on the operation and management of the highway system within the work zone impact area.

Transportation Operation strategies may include, but are not limited to:

1. Demand management,
2. Corridor/network management,
3. Work zone safety management, and
4. Traffic/Incident Management and Enforcement

The scope of the TO component will be determined by the project characteristics and the transportation operation and safety strategies identified by the Department.

1. Demand Management Strategies

Demand management strategies include techniques intended to reduce the volume of traffic traveling through the work zone by such methods as diverting travelers to alternate modes of transportation, shifting trips to off-peak hours, or shifting vehicles to alternate routes. When determining strategies to be used, the following may be considered:

- Transit Services – improvements, incentives, shuttles, residential/carpool, park and ride
- Ramp Metering, ramp closures
- Variable work hours; telecommuting
2. Corridor/Network Management Strategies

Corridor/network management strategies include strategies to optimize traffic flow through the work zone and adjacent roadways. The following traffic operations techniques and technologies may be considered:

- Maintaining existing number of through lanes
- Designing crossovers/shooflies for posted or 85th percentile speed
- Utilizing off-peak work hours
- Utilizing temporary traffic signals; monitoring signal timing/coordination
- Utilizing roadway/intersection improvements; turn lanes, bus turn outs
- Implementing traffic restrictions; turns, parking, trucks
- Implementing lane restrictions; trucks, reversible lanes
- Monitoring railroad crossing controls
- Coordinating with adjacent construction sites
- Utilizing automated work zones; detection systems, changeable message signs, highway advisory radio, web page, 511
- Various computer computations analyses (such as traffic modeling, Quickzone, etc.)

3. Work Zone Safety Management Strategies

Work zone safety management strategies include devices, features, and management procedures used to address traffic safety issues in the work zone. Work zone safety management strategies include:

- Reasonable speed limits through work area
- Temporary traffic signals
- Temporary traffic barriers – concrete protection barriers
- Impact attenuators/crash-cushions
- Intrusion alarms – warning lights
- Project task force/committee
- Work zone traffic control supervisors/inspectors
- Project partnering – weekly meetings
- Peer-to-peer work zone reviews
- Windshield surveys, night-time reviews

4. Traffic/Incident Management and Enforcement Strategies

Traffic/incident management and enforcement includes various strategies to manage work zone traffic operations. Work zone traffic management strategies involve monitoring traffic conditions and making adjustments to traffic operations based on changing conditions. Strategies in this area include:

- Automated work zones, traffic monitoring
- Transportation management centers, District Operations Centers
- Detecting and monitoring traffic for speed, volume, and density
- Traffic screens, glare screens
- Enhanced Reference Post markers
- Quick removal policies, push bumpers, hi-tech accident documentation
- Coordination with media
- Local detour routes
- Contract support for incident management
- Incident/emergency management coordination and response planning
• Utilizing automated work zones; detection systems, changeable message signs, highway advisory radio, web page, 511
• Law enforcement – cooperative, dedicated, or overtime
• Double fines for speeding

The strategies identified above are not all inclusive. Other strategies may be used.

While the Department is committed to implementing the appropriate strategies listed above on all projects determined to be “significant”, many of these strategies may be implemented on other projects having a “less significant” impact on work zone safety and mobility.

(b.3) Public Information (Pl) Component

The Department makes a conscious effort to gather and share information regarding current and future projects with the public.

For projects identified as being “significant”, the individual Districts take the lead in advising the Communication Division that the project is likely to be significant and that some special efforts may be needed to enhance the distribution of public information. The Districts provide as much lead time as possible.

The Department, through collaboration with other agencies, considers one or more of the following strategies when establishing a public information plan for an individual project. Each project is considered on its own merits in evaluating the types of strategies utilized and the extent to which resources are expended on them.

• Participation in National Work Zone Awareness Week activities.
• Maintenance of the Department of Transportation website. (The website is available to disseminate information both prior to and after the letting of a project.)
• Publication and distribution of various printed materials (flyers, doorhangers, newsletters, special mailings, etc.)
• Issuance of news releases to the media
• Placing project information on the “511” system.
• Conducting public information meetings at scheduled times throughout the life of a project.
• Deploying and employing various ITS options (e.g. Dynamic Message Signs).
• Utilizing paid advertising in the media, when justified and appropriate (this would include both print and electronic media).
• Utilizing free media advertising when available.
• Establishing a project-specific “hot line” when appropriate.
• Participate in public outreach whenever possible and appropriate (appearances at organizational meetings, public gatherings, etc.)
• Develop project-specific art work and graphics to identify special projects.

The individual Districts responsible for the projects involved, along with the Communication Division, monitors the results of the public information effort by surveying Department personnel and affected local agencies and individuals. Public information strategies may be modified as necessary.
(b.4.) Implementation of TMP with Stakeholders

The Department seeks the input of and keeps all affected agencies and individuals aware of the key details in the TMP and also encourages their continued involvement in the process.

It is understood that the actual list of stakeholders identified for any project will be unique, and it is not possible to outline the make-up of the list until the project is developing. However, the Department maintains a role in the functioning of the transportation management teams in the Omaha and Lincoln areas providing an ongoing involvement in the development of TMPs affecting most significant projects.

Current Inter-Agency Transportation Management Teams:

1. The Omaha “Transportation Systems Management” (TSM) Committee is represented by engineers and managers from the Nebraska Department of Transportation District and Central headquarters; Nebraska State Patrol; the City of Omaha Public Works Department, Police, Fire, and Transit Divisions; Douglas County and Sarpy County; Omaha Public Power District (OPPD), FHWA and the Metropolitan Area Planning Agency (MAPA). This group meets quarterly to discuss, coordinate, and mitigate the impact of road construction projects scheduled by the various jurisdictions. The TSM committee is led by the District 2 Office of the Nebraska Department of Transportation.

2. The Lincoln “Transportation Liaison Committee” (TLC) is represented by engineers and managers from multiple agencies in the Lincoln area. Included in this committee are representatives from the Nebraska Department of Transportation, District and Central Headquarters, FHWA, the City of Lincoln Public Works, Lancaster County and the Lincoln Electric System (LES). This committee meets bi-annually to discuss, coordinate, and mitigate the impact of road construction projects scheduled by the various jurisdictions. The Lincoln TLC is led by the City of Lincoln.

(c.) PS&E Requirements for TMP

The Department is responsible for the TMP. Contractors shall not be responsible for its development.

The Department identifies in the contract Proposal that the project is significant, and or identifies specific components of the TMP that are required for the project. Special provisions, special plans, and references to other pertinent documents are considered part of the TMP even if not separately identified and labeled as such. Items in the TMP that are the Department's sole responsibility are not included in the Proposal.

(d.) Method of Payment

In general, the Department utilizes method-based specifications for traffic control items. The Department’s Standard Specifications do contain some isolated guidance that could be construed as “performance-based” (e.g., a pilot car is expected to make a round trip through a construction zone in 15 minutes). However, the Department utilizes individual pay items in the contract to pay for traffic control operations and devices. In some instances, payment for certain devices may be made subsidiary to others. For example, payment for the standard set of warning signs required for a flagging operation is subsidiary to the pay item, “Flagging”.

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Unless some project-specific special circumstances dictate, no specific items will be established to pay for implementation of the TMP. It is the Department’s practice that payment for individual traffic control devices and for items such as “Traffic Control Management” provides the necessary compensation.

(e.) Designation of Responsible Persons

Unless special circumstances dictate, the NDOT Project Manager assigned to the construction of a project has the primary responsibility for implementing and monitoring the TMP. The Contractor shall identify, prior to construction, to the Department’s Project Manager the individual(s) responsible for guaranteeing that the contractor’s responsibilities under the TMP are properly and promptly carried out.

SECTION 6 – IMPLEMENTATION
(23 C.F.R § 630.1014)

The Department acknowledges that its implementation of these guidelines is subject to review and reassessment annually. The Department is working in partnership with the FHWA Division office to implement its policies and procedures to improve work zone safety and mobility.

A copy of this document, or revised and amended copies thereof, shall be addressed in stewardship agreements with the FHWA.

SECTION 7 – COMPLIANCE DATE
(23 C.F.R § 630.1016)

As of October 12, 2007 these guidelines shall be applied to all projects.

For projects that are in the final stages of development on or about October 12, 2007 and for which it can be demonstrated that complete compliance with these guidelines would create a significant negative impact upon their delivery, the Department agrees to request a variance, on a project-by-project basis, from the FHWA.
**PIH Report & PQS Memo Floodplain Wording**

(6.1) Based on the condition that applies to the project, select the applicable PQS statement from the following (This description will address whether the scope of the project will occur within the boundaries of a mapped base floodplain or a mapped regulatory floodway):

**MAPPED COMMUNITIES**

**Condition 1.** Review of Floodplain Mapping shows that the project is located in a Mapped and Participating Community and crosses or overlaps upon Base Floodplains.

PQS Statement: (6.1) Review of floodplain mapping shows that the project overlaps upon one or more Base Floodplains. Certification(s) will be required from the Roadway Design Hydraulics Section and/or the Bridge Hydraulics Section confirming that the project conforms to floodplain regulations. Certifications will be forwarded to the Environmental Permits Unit for inclusion in a Permit Application.

**Condition 2.** Review of Floodplain Mapping shows that the project is located in a Mapped and Participating Community and crosses or overlaps upon Base Floodplains and Regulatory Floodways. Check with Roadway Design Hydraulics or Bridge Hydraulics Section to confirm whether Statement A or Statement B (below) is applicable.

Use only the statement that applies:

PQS Statement A (Typically use this statement when there is no channel or bridge work which changes the roadway profile, the conveyance capacity of the bridge or channel, and no roadway work which changes vertical or horizontal alignment or the existing roadway prism.):

(6.1) Review of floodplain mapping shows that the project overlaps upon one or more designated Regulatory Floodways and Base Floodplains. Based on the current scope of work the project will be designed to assure that no increase in a Regulatory Floodway’s Base Flood Elevation occurs. All certifications required from the Roadway Design Hydraulics Section and/or the Bridge Hydraulics Section confirming that the project meets floodplain regulations will be forwarded to the Environmental Permits Unit for inclusion in a Permit Application. Any change in project scope will be communicated to the Hydraulics Section(s).

or

PQS Statement B (Typically use this statement when Statement A condition does not apply.):

(6.1) Review of floodplain mapping shows that the project overlaps upon one or more designated Regulatory Floodways and Base Floodplains. Roadway Design Hydraulics Section and/or the Bridge Hydraulics Section will do a hydraulic investigation to determine the effect of the project on the Regulatory Floodway’s Base Flood Elevation. Depending on results of the analysis, the Hydraulics Section(s) will either certify that the current scope of the project conforms to floodplain regulations, work with Roadway Design to modify the project to conform to regulations, or pursue a floodplain map revision. It is unknown at this time whether or not a map revision will be required. All certifications required from the Hydraulics Section(s) confirming that the project meets floodplain regulations will be forwarded to the Environmental Permits Unit for inclusion in a Permit Application. Any change in project scope will be communicated to the Hydraulics Section(s).
Condition 3. **Review of Floodplain Mapping shows that the project is located in a Mapped and Participating Community and does not overlap upon any Base Floodplain or Regulatory Floodway.**

PQS Statement: (6.1) Review of floodplain mapping shows that the project does not overlap upon a Base Floodplain or Regulatory Floodway.

Condition 4. **Review of Floodplain Mapping shows that the project is located in a Mapped but Non-Participating Community and crosses or overlaps upon Base Floodplains.**

PQS Statement: (6.1) Review of floodplain mapping shows that the project overlaps upon one or more Base Floodplains in a non-participating community. Certification(s) will be required from the Roadway Design Hydraulics Section and/or the Bridge Hydraulics Section confirming that the project conforms to floodplain regulations. Certifications will be forwarded to the Environmental Permits Unit for record retention. A Permit is not required.

**NON-MAPPED COMMUNITIES**

Condition 5. **Review of Floodplain Mapping shows that the project is in a Non-Mapped and Non-Participating Community and crosses or overlaps upon Potential Base Floodplains.**

PQS Statement: (6.1) The project is located in a non-participating community with no floodplain mapping; State Minimum Standards apply. Review of topographic mapping shows that the project overlaps upon one or more Potential Base Floodplains. Certification(s) will be required from the Roadway Design Hydraulics Section and/or the Bridge Hydraulics Section confirming that the project conforms to floodplain regulations. Certifications will be forwarded to the Environmental Permits Unit for record retention. A Permit is not required.

Condition 6. **Review of Floodplain Mapping shows that the project is in a Non-Mapped and Non-Participating Community and does not overlap upon a Potential Base Floodplains.**

PQS Statement: (6.1) The project is located in a non-participating community with no floodplain mapping; State Minimum Standards apply. Review of topographic mapping shows that the project does not overlap upon a Potential Base Floodplain. This project does not require a floodplain certification or permit.

**BY EXPLICIT PERMISSION OF THE ROADWAY HYDRAULICS ENGINEER ONLY**

Condition 7. **Review of Project Scope and Plans shows that the project work Does Not Meet the Criteria for Development.**

PQS Statement: (6.1) Review of the project scope, project description and Plan-In-Hand Plans by the Roadway Design Hydraulics Engineer indicates that the project work has no potential to impact the Base Floodplains/Regulatory Floodways it might cross, and does not meet the criteria for Development within a base floodplain/regulatory floodway. Certification will not be required from the Roadway Design Hydraulics Section or the Bridge Hydraulics Section. A Permit is not required.
(6.2) Based on the project scope, select the applicable PQS statement that describes whether the project will cause a rise in the Base Flood Elevation (BFE) greater than 1-foot, an increase in the potential for property loss and hazard to life, or any rise in a regulatory floodway from the following:

PQS Statement  
(6.2) It is anticipated that this project will be certified to meet floodplain regulations. It is not anticipated to cause greater than one foot of rise in the Base Flood Elevation within a Base Floodplain, any rise in the Base Flood Elevation within a Regulatory Floodway, nor increase the potential for property loss and hazard to life.

Or for Condition 3 only:
PQS Statement  
(6.2) No floodplain certification or permit is required for this project.

For projects that will require a map revision from FEMA (These projects are few):
PQS Statement:  
(6.2) It is anticipated that the project will require a conditional letter of map revision (CLOMR) and a letter of map revision (LOMR) following construction and will require further coordination with FEMA. Notify the NDOT Public Involvement Unit.

(6.3) Does the project have a base floodplain that overlaps the project at locations other than culverts and/or bridges? Determine whether the project scope results in a floodplain encroachment other than functionally dependent uses (e.g. bridges, culverts, wetlands) or actions that facilitate open space use (e.g. recreational trails, bicycle and pedestrian paths). Functionally dependent use has been described as bridges, or any water conveyance structures or actions that facilitate the use of open space use (e.g. recreational trails, bicycle and pedestrian paths). Functionally dependent uses also include culverts, grading and guardrails, and other associated or required work that are required to support or protect the bridge or culvert.

PQS Statement – Yes: There are locations along the project that overlap a base floodplain and are not functionally dependent. The following floodplain NFIP/FHBM maps were reviewed: Panel # Dated ##/##/##.

PQS Statement – No: There are no locations along the project that possibly or potentially overlap a base floodplain outside of culverts and bridges, or other activities listed above. All overlapping areas are located at culverts or bridges and are considered a functionally dependent use of the base floodplain. The following floodplain NFIP/FHBM maps were reviewed: Panel # Dated ##/##/##.

PQS Statement – Not Applicable: There are no base floodplains that overlap the project. The following floodplain NFIP/FHBM maps were reviewed: Panel # Dated ##/##/##.
23 CFR Section 650.111 (b) Location studies shall include evaluation and discussion of the practicability of alternatives to any longitudinal encroachments.

A. Is the entire project located on existing alignment?
   • Option 1 – No longitudinal (parallel) encroachments
     PQS Statement – There are no longitudinal (parallel) encroachments located along the project.
   • Option 2 – Location(s) parallel to base floodplain, but no overlap
     PQS Statement – There are location(s) in which the highway runs parallel to the base floodplain but the project scope does not overlap the base floodplain.
   • Option 3 – Longitudinal (parallel) encroachments exist.
     PQS Statement – There is or are longitudinal (parallel) encroachments located along the project, which are described as follows: [Describe this or these locations]. Based on the scope of work on alignment, there would be no reasonable and practicable alternative(s) to this longitudinal encroachment.

B. Is the project or any portion of the project location on new alignment?
   • For reconstruction or new construction on any portion of the project on new alignment, include a paragraph regarding the alternative analysis and selection of the alignment.
     o Describe Alternative Analysis and final decision

23 CFR Section 650.111 (c) Location studies shall include discussion of the following items, commensurate with the significance of the risk or environmental impact, for all alternatives containing encroachments and for those actions which would support base floodplain development.

1) The risks associated with implementation of the action:
   • Do the alternatives containing encroachments increase the potential for loss of life or property?
     o No
       PQS Statement – This action would not increase the potential for loss of life or property.
     o Yes
       PQS Statement – This action may increase the potential for loss of life or property. [Describe the increase in the potential for loss of life or property associated with the implementation of the action.]

2) The impacts on natural and beneficial floodplain values:
   • Do the alternatives containing encroachments impact the natural and beneficial floodplain values?
     o No
       PQS Statement – There are no significant encroachments associated with this Project and this Project will not have an impact on the natural and beneficial floodplain values.
     o Yes
       PQS Statement – This action may impact natural and beneficial floodplain values. [Describe impacts to the natural and beneficial floodplain values.]
3) The support of probable incompatible floodplain development:
   • Do the alternatives containing encroachments support probable incompatible floodplain development?
     o No
       PQS Statement – The proposed improvements on this Project will maintain local and regional access to existing rural and agricultural areas and will not create new access to undeveloped lands. Therefore, this highway improvement Project will not support probable incompatible floodplain development.
     o Yes
       PQS Statement – This action may support probable incompatible floodplain development. [Describe alternatives containing encroachments that support probable incompatible floodplain development.]

4) The measures to minimize floodplain impacts associated with the action, and:
   • Discuss measures to minimize floodplain impacts associated with encroachments, commensurate with the significance of the risk or environmental impact.
     o Encroachment results in no/minimal impact on the floodplain.
       PQS Statement – Based on assessment of the significance of the risk or environmental impact, no additional measures are necessary to minimize floodplain impacts associated with the action.
     o Encroachment results in significant impact on the floodplain.
       PQS Statement – Additional measures to minimize floodplain impacts associated with the action are necessary. [Discuss measures to minimize floodplain impacts associated with the action.]

5) The measures to restore and preserve the natural and beneficial floodplain values impacted by the action:
   • Discuss measures to restore and preserve the natural and beneficial values impacted by the action.
     o PQS Statement – There will be limited impacts to the natural and beneficial floodplain values of the floodplains along this Project. Since there will be temporary soil disturbance during construction activities, sediment and erosion control best management practices will be utilized during construction and disturbed areas will be seeded following construction.
23 CFR Section 650.111 (d) Location studies shall include evaluation and discussion of the practicability of alternatives to any significant encroachments or any support of incompatible floodplain development.

- Does a significant encroachment occur as a result of the project?
  - No
    PQS Statement – There is no significant encroachment. This does not result in a significant potential for interruption or termination of this transportation facility, which is needed for emergency vehicles or a community’s only evacuation route. It also does not result in a significant risk or potential for loss of life or property. This project does not result in a substantial adverse impact on natural and beneficial floodplain values. No discussion of the practicability of alternatives is required.
  - Yes
    PQS Statement – A significant encroachment would occur as a result of the project. [Please evaluate and discuss the practicability of alternatives to any significant encroachment.]

- Does the project support incompatible floodplain development?
  - No
    PQS Statement – This highway improvement Project will maintain local and regional access to existing rural and agricultural areas and does not support incompatible floodplain development. No discussion of the practicability of alternatives is required.
  - Yes
    PQS Statement – This action may support incompatible floodplain development. [Describe alternatives containing encroachments that support probable incompatible floodplain development.]
## DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floodplain Mapping</td>
<td>Flood Hazard Maps (FHM), Flood Hazard Boundary Maps (FHBM) or Flood Insurance Rate Maps (FIRM) accepted by the Federal Emergency Management Agency (FEMA) or created for review and acceptance by FEMA that show Special Flood Hazard Areas (SFHA0) subject to inundation by the 1% Annual Chance Flood (100-yr Flood). Mapping is available at the FEMA Flood Map Service Center web site <a href="https://msc.fema.gov/portal">https://msc.fema.gov/portal</a> or the Nebraska Department of Natural Resources Floodplain Interactive Map <a href="https://dnr.nebraska.gov/floodplain/interactive-maps">https://dnr.nebraska.gov/floodplain/interactive-maps</a></td>
</tr>
<tr>
<td>Potential Base Floodplain</td>
<td>A drainage way in a Non-Mapped Community, which has a watershed area of more than 640 acres (one square mile) upstream of the point of interest (usually the highway).</td>
</tr>
<tr>
<td>Mapped Community</td>
<td>A Community (County, City or Village) which has Floodplain Mapping (FHM, FHBM, FIRM, or work maps) (see definition above).</td>
</tr>
<tr>
<td>Non-Mapped Community</td>
<td>A Community (County, City or Village) which does not have Floodplain Mapping (see definition above). State Minimum Standards apply within these Communities.</td>
</tr>
<tr>
<td>Participating Community</td>
<td>A Community (County, City or Village) which is participating in the National Flood Insurance Program (NFIP). A Participating Community regulates development activities, via ordinances and permits, which occur in floodplains (mapped or potential) within its jurisdiction. A list of Participating Communities is maintained on the FEMA web site <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-status-book">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-status-book</a></td>
</tr>
<tr>
<td>Non-Participating Community</td>
<td>A Community (County, City or Village) which does not participate in the National Flood Insurance Program (NFIP). A non-participating community does not regulate development activities that occur in floodplains (mapped or potential) within its jurisdiction. A list of Non-Participating Communities is maintained on the FEMA web site <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-status-book">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-status-book</a></td>
</tr>
<tr>
<td>State Minimum Standards</td>
<td>No construction, improvement or obstruction shall be allowed in the floodplain unless it is demonstrated that the effect of the construction will increase the water surface elevation of the base (100 year) flood for a:</td>
</tr>
</tbody>
</table>
| (paraphrased)               | - Base Floodplain - one foot or less (< 1.0 feet), and  
- Regulatory Floodway – no rise (0.00 feet). |
Guidelines for Public Meetings

Project No.: | Control No.: | Flight No.: 
---|---|---

Location: 

Date of Flight: 

Altitude: 

Unit Head: 

Designer: 

Design Technician: 

We would like to hold the Public Hearing on or about 

The dry run should be held 6 weeks prior to the date of the Public Hearing 

The pre-dry run should be held approximately 10 days prior to the date of the Dry Run 

Start the hearing preparation about 1 month prior to the pre-dry run. This meeting should be held before the PowerPoint slides have been setup. (Use hard copies to review.) The Unit Head, Designer, and the Design Technician should attend the Pre-Dry Run. 

Note: This means getting everything ready to go 3 months prior to the Public Hearing Date.

MOSAIC

Aerial Photos should be less than 2 years old at the time of the hearing, and represent current conditions, unless otherwise approved by the Unit Head. 

The photos should be taken at an altitude of 4800’ or less (large mosaic scales requires lower flights). If new flights are required, time must be allowed to schedule, fly, process, and scan the photos. Allow approximately 6 months for adverse weather and ground conditions. 

Please consider the length of the project, complexity of the design and the sensitive nature of some items that may be disturbed. Try to keep the mosaic for Rural Projects under 20’, ideally between 12’ and 15’. For Urban areas, length is not the problem but if you use too large a scale the aerial display will be grainy. Make sure the scale of the display is the first thing that is discussed.

The mosaic scale will be 1” = 200’, 1” = 100’, or 1” = 50’ (1” = 20’ is seldom used).

Show the following items as indicated (to be determined by the Designer).

**Slides Mosaic**

- Proposed Roadway (edge of pavement, surfaced, and non-surfaced drives and intersections)
- Legend, keep it simple.
- Labels, Highway, Streets, County Roads, Creeks/ Rivers, Railroads, Businesses, (Section, Township, Range on Rural Projects Only)
- North Arrow (usually North to the top or increasing stationing left to right)
- Bridges (excluding - culverts and driveway culverts)
- Driveways and Intersection (including those that are to be closed)
- Surfaced Shoulder (usually shown)
- Retaining / MSE Wall
- Barrier Curb
- Sidewalks
- Limits of Construction (LOC’s) Lines (Not Text)
- Buildings to be removed
- Right of Way – Property, Section & ¼ Section lines, Corporate limits, & Property Owners (usually shown)
- Project Station Numbers (usually 5’s or 10’s)
- Project Centerline (optional)
- Roadway Obliteration
- Wetlands – Impacts and Potential Mitigation Sites
- Drainage Structures/ Driveway Culverts (usually not shown)
- Construction Phasing, if applicable (not shown on mosaic but typical sections may be shown)
- Other:
- Other:
Special Instructions:

**Labeling:** Label items that are mentioned in the hearing statement but not shown on the legend. Example: Temporary surfacing or future projects, etc.

**Rural Projects:** Normal slide coverage is 0.5 mile. A lengthy project that does not have much to talk about could go to 1 mile per slide. If 1 mile per slide is used remember to double the size of text, labels and scale. Remember other details are not going to show very well on the slides.

**Urban Projects:** Normal slide coverage is 1 to 3 blocks per slide, depending on the amount of detail that needs to be shown.

**Note:** Do not mix scales at random. Use 1 scale for Rural and 1 scale for Urban or enlarged slide for showing more detail.

- **TITLE:** Project Name, No., Location, and Time of the hearing
- **LOCATION MAP:** Note where the Project Begins, Ends and Route (Enlarge Highway No. & County Names) Tone down Sections/Co. Rds. on Rural projects and Streets on Urban Projects so they are not so busy and distracting
- **PHOTOLOG:** If Applicable *(to be determined by Designer and Unit Head)*
- **TRAFFIC COUNT:** Current Year (ex. 2005) 20 Years After the initial year of construction (ex. 2028)
  - Cars Per Day
  - % Trucks
- **ACCIDENT STATISTICS - Not included.**
- **TYPICAL CROSS SECTIONS:** Only Show 1-Typical Section per Slide
- **LEGEND:** Keep it simple. *(determined by Designer and Unit Head)* Please confer with the Design Technician, as some colors do not read well.
- **AERIALS:** Photos should not be more than 2 years old *(unless otherwise approved by the Unit Head).*
- **DETOUR MAP:** Show similar to Location Map. Note where detour begins, ends, and route. Enlarge Highway Numbers, County Names, and the appropriate labeling.
- **ESTIMATED PROJECT COST:** Include the city’s share of project cost *(if required - determined by Designer and Unit Head).*
- **CLOSING:** Do you want a closing slide?
Public Meeting Checklist

☐ Send the Highway Commission a Preliminary Hearing statement from the dry run.
☐ Schedule a meeting with the City Council prior to the dry run.
☐ Engineering Statement should note previous Public Hearing or Information Mtg.
☐ Mosaic placed on the internet (timing determined by Dist. Engineer & ADE).

☐ 1. Laptop, Copy of PowerPoint on CD (jump drive etc.) and extension cord. Check with the Public Involvement Coordinator on the extension cord.
☐ 2. Displays - Mosaic - Extra North Arrow…Etc. - Tape & X-acto knife to fix Mosaic
☐ 3. Tape & scissors to hang display
☐ 4. Box of long pins to hang display on cork-board
☐ 5. Plans – 4 full and 2 half-size sets
☐ 2A’s, Plan & Profile, & X-Sections.
☐ 6. ROW Plans (As-built ROW plans if ownership plans are unavailable)
☐ 7. Correspondence file
☐ 8. Copies of Environmental Impact Study (EIS)
☐ 9. 9x9 Air photos (include stereo and magnifying glasses)
☐ 10. 10 extra copies of the hearing statement
☐ a. Send District Engineer a copy - prior to hearing
☐ b. Send Highway Commission Secretary a copy
☐ c. Send Hearings Officer a copy
☐ d. Send Consultant a copy
☐ e. Media

☐ 11. Fact Sheet – Receive from Public Involvement Coordinator
☐ 12. Engineer’s Scale (large and pocket)
☐ 13. Calculator
☐ 14. Triangles
☐ 15. Note pad
☐ 16. Red & regular pencil and eraser
☐ 18. A Policy on Geometric Design of Highways and Streets (Green book)
☐ 21. Turning templates
☐ 22. Circle/ radius templates
☐ 23. Pocket name tag and business cards
☐ 24. Pointer
☐ 25. Pen flashlight
☐ 26. Nebraska Minimum Design Standards
☐ 27. NDOT “Surface Transportation Program Book” (1-year and 5-year plan)
☐ 28. Traffic flow map (from Strategic Planning)
# Public Hearing - Dry Run Invitation List

Do not schedule the Public Hearing until after the dry run is completed.
Others may be invited when appropriate.

- Director's Office - Director
- * Director's Office - Deputy - Engineering
- Director's Office - Deputy - Operations
- Director's Office - Administrative Assistant
- Director's Office - Administrative Assistant
- Bridge - Division Engineer
- Communications - Division Director
- Communications - Public Involvement Coordinator/Highway Commission Secretary
- Construction - Division Engineer
- Construction - Estimating Unit Manager
- District Engineer
- Local Assistance - Division Manager
- Materials and Research - Division Engineer
- Materials and Research - Roadway Asset Management Engineer
- Project Development - Division Head
- Project Development - Consultant Services Engineer
- Project Development - Environmental Section Manager
- Project Development - Technical Resources Unit Supervisor
- Project Development - Environmental Documents Unit Manager
- Project Development - Scoping Section Engineer
- Project Development - Planning and Location Studies Engineer
- Project Scheduling & Program Management - Division Engineer
- Right-of-Way - Division Manager
- Right-of-Way - ROW Design Engineer
- * Roadway Design - Division Engineer
- Roadway Design - Support Units Assistant Design Engineer
- Roadway Design - Policy & Practical Design Engineer
- Roadway Design - Plan Quality/ Standard Plans Engineer
- Roadway Design - Highway Design Plans Manager
- Roadway Design - Lighting Unit Head
- Roadway Design - Utilities Unit Head
- Roadway Design Districts 1 & 7 - Assistant Design Engineer
- Roadway Design Districts 1 & 7 - Unit Head
- Roadway Design Districts 1 & 7 - Unit Head
- Roadway Design Districts 1 & 7 - Unit Head
- Roadway Design Districts 2 & 5 - Assistant Design Engineer
- Roadway Design Districts 2 & 5 - Unit Head
- Roadway Design Districts 2 & 5 - Unit Head
- Roadway Design Districts 2 & 5 - Unit Head
- Roadway Design Districts 2 & 5 - Unit Head
- Roadway Design Districts 3 & 6 - Assistant Design Engineer
- Roadway Design Districts 3 & 6 - Unit Head
- Roadway Design Districts 3 & 6 - Unit Head
- Roadway Design Districts 3 & 6 - Unit Head
- Roadway Design Districts 3 & 6 - Unit Head (Urban/EIS)
- Roadway Design Districts 4 & 8 - Assistant Design Engineer
- Roadway Design Districts 4 & 8 - Unit Head
- Roadway Design Districts 4 & 8 - Unit Head
- Roadway Design Districts 4 & 8 - Unit Head
- Roadway Design - Hydraulics & Environmental Liaison Assistant Design Engineer
- Roadway Design - Hydraulics Engineer
- Roadway Design - Environmental Liaison Engineer
- Strategic Planning - Division Head
- Traffic Engineering - Division Engineer

Contact the District Engineer before scheduling the Dry Run and ask if he/she is interested in attending. Schedule the dry run accordingly.

* When scheduling the dry run, make sure the people with an * are available, include your ADE.

Outlook Address: DOT RD-Dry Run

N-1
PROJECT STATEMENT
FOR THE STATE HIGHWAY COMMISSION MEETING
HELD ON

THE NEBRASKA DEPARTMENT OF TRANSPORTATION IS REQUESTING APPROVAL OF THE (LOCATION, DESIGN FEATURES, ACCESS CONTROL, ETC.) FOR:

PROJECT NO.
LOCATION:
CONTROL NO.

THE PROJECT IS LOCATED IN COUNTY ON HIGHWAY , IT BEGINS AT MILE POST AND EXTENDS FOR MILES.

BASED ON CURRENT PRICES THE ESTIMATED PROJECT COST IS $ .

THE PROPOSED IMPROVEMENT WILL INCLUDE .

ADDITIONAL RIGHT-OF-WAY BE NEEDED.

RELOCATION BE NECESSARY.

RECLASSIFICATION AND RELINQUISHMENT OF SEGMENTS OF THE EXISTING HIGHWAY BE NECESSARY.

ACCESS CONTROL BE REQUIRED.

AN OPPORTUNITY FOR A PUBLIC HEARING WAS OFFERED BUT NO REQUESTS WERE RECEIVED.

OR

AN OPPORTUNITY FOR A PUBLIC HEARING WAS OFFERED, RECEIVED, LATER WITHDRAWN.

A DESIGN PUBLIC HEARING WAS HELD ON IN , NEBRASKA. THE PROJECT RECEIVED SUPPORT AT THE HEARING.

Note: Do not reference the hearing display until you have completed the above in a prepared statement, then work through the hearing display with project specific issues.

Note: Include 8.5” x 11” Location Map when this is sent to the Highway Commissioners before the meeting.

Note: Request that the Executive Secretary of the Highway Commission send a notice to the local government(s) informing them of the Highway Commission Meeting.
FACT SHEET

PROJECT NO.
LOCATION:
CONTROL NO.

1. Traffic  
   Average Daily Traffic  
   Design Hourly Volume  
   % Heavy Trucks  

2. Design:  
   Roadway Width  
   Median Width  
   Shoulder Width  
   Shoulder Surfacing  
   Obstacle Clearance  

3. Right-of-Way:  

4. Relocation:  

5. Lighting:  

6. Project Cost:  

7. Presently Programmed for Fiscal Year:  

8. Adjoining Project(s):  
   To  
   To
Earthwork Checklist
See Chapter Seven: Earthwork of the RDM

Existing Surfacing - will it be removed, salvaged, or incorporated in the fill? Check with M&R and the DCE about payment for stockpiling and salvaging.

Undercut (Determination of Subgrade Elevation) - Account for surfacing, foundation course or soil aggregate base course. Compensate for shoulder material if necessary.

Balance Factor - Verify with DE or PIH report. Try to balance every mile.

Subgrade Slope on Shoulders - Same slope as driving lanes on full grading projects.

Subgrade on Superelevated Section - Verify against appropriate standard plan. Does the shoulder surfacing have a maximum 7% rollover?

Transitions to Superelevation - Does the roadway and shoulder superelevate properly - check transition distances.

Design Exceptions at Bridges - Does earthwork taper from abutment to flow line as designed by the bridge designer?

Roadway Cross-Sections - Are the slope break points at the appropriate locations?

Special Ditches – Shown on P&P sheets? When the ditch bottom is lower than the normal hinge point, verify that the 1:6 foreslope continues to the hinge point, and then breaks to a 1:4 or 1:3 at the required distance from centerline.

Intersections & Driveways - 1:6 transverse slopes within the clear zone? Do the foreslopes correspond to the criteria shown on plan “Typical Cross-Sections Rural Intersections and Driveways” (Standard/Special Plans Book). Pipe lengths match driveway slopes?

Guardrail Locations - Shoulder slope to 2 feet behind the surfacing & 5 feet beyond the last post. Transition the earthwork behind the guardrail from foreslope to bridge design.

Sand Barrel/ Concrete Barrier Placement - Check with Traffic for details of barrier placement.

Dikes - Are intercepting dikes shown on the cross-sections and sloped at 1:10 facing traffic within the clear zone? (Normally, embankment required for a dike is not multiplied by the balance factor).

Phasing – Show on cross-sections and earthwork for each phase.

Temporary Drainage – Check drainage for each phase.

Detours, Temporary Roads - Will grading for temporary roads or detours be required?

Borrow/ Waste Areas - Are these areas to be delineated or is it the contractor’s responsibility if borrow is along the project.

Channel Changes - Determine if excavation should be included with the total excavation or split out as “channel excavation”; this is determined on a case-by-case basis.

Surcharges/Settlement - Check with M&R Geotechnical Engineer.

Shoulder Construction/ Urban Areas - Do the cross-sections show the shoulder construction according to policy?
PS&E Plans Checklist -

☐ A. Earthwork (balance points and quantities)
☐ B. Borrow pits
☐ C. Utility note
☐ D. Earthwork Blends at:
   ☐ 1. Project ends
   ☐ 2. Intersections & Drives
   ☐ 3. Temporary Roads
☐ E. Special provisions
☐ F. Computations
☐ G. Sketches for construction items:
   ☐ 1. Temporary Roads or Detours
   ☐ 2. Dikes
   ☐ 3. Culverts
   ☐ 4. Borrow pit sites
☐ H. Cross-sections:
   ☐ 1. Scale
   ☐ 2. Ditch bottom elevations
   ☐ 3. ROW
Preliminary R.O.W. Plan Review Meeting  
(Clarity Task 5610)

Attendees List:

<table>
<thead>
<tr>
<th>Attendance Required:</th>
<th>Invite, Attendance Not Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Right-of-Way Manager or Chief Appraiser (One or the other)</td>
<td>Roadway Design Division Engineer</td>
</tr>
<tr>
<td>Right-of-Way Design Engineer</td>
<td>Super Team Members</td>
</tr>
<tr>
<td>Right-of-Way Designer</td>
<td>Right-of-Way Design Project Manager</td>
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<tr>
<td>Roadway Designer</td>
<td>Project Development Division Environmental Section Manager (if applicable)</td>
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<tr>
<td>Roadway Design Unit Head</td>
<td>Roadway Design Lighting Design Unit Head (if applicable)</td>
</tr>
<tr>
<td>Roadway Design Utility Coordinator</td>
<td>Roadway Design Utilities Unit Head</td>
</tr>
<tr>
<td>Local Assistance Division Rail Highway Liaison Manager (if RR is impacted)</td>
<td></td>
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</tbody>
</table>

Checklist of ROW items to be reviewed:

- [ ] Lateral clearance
- [ ] Utilities
- [ ] Wetlands
- [ ] Access Control
- [ ] Borrow areas
- [ ] Minimum of 2 ft. behind Sidewalks
- [ ] Overall ROW: Excessive or Tight
- [ ] Drives: Construction area
- [ ] Culverts: Construction & Cleanout
- [ ] Temp. LOCs: Drive/ Temp. Road
- [ ] Lighting
- [ ] Traffic Signal Location
- [ ] Guide Signs
- [ ] Impacts to Home/ Building/ Tree
- [ ] LOC for Rip-Rap/ Erosion Control
- [ ] Railroad Easements
- [ ] Fill slope/ ditch bottom on our ROW?
- [ ] Room for the contractor to maneuver around a construction site
- [ ] ________________

Document the decisions made and the responsible party, send to attendees and the ADE.
Plans To Utilities Unit
(Clarity Task 5614)

The Roadway Designer shall request that PDU plot the Utilities Plans. The plans sent to the Utility Coordinators will have sufficient detail for the utility companies to determine the impact to facilities (include J sheets if necessary to provide sufficient detail).

The Roadway Designer shall provide the most up-to-date details for, but not limited to:

1. Horizontal alignment
2. Vertical alignment
3. Drainage structures
4. Roadway cross sections
5. Culvert cross sections
6. Special designs (if there is utility involvement)
7. Detours, temporary roads, crossovers
8. Frontage roads, side roads, etc.
9. Project location map
10. Limits of construction from project centerline to be used
11. Driveways and other accesses
12. Ditches (includes special ditches)
13. Sidewalks, bike trails
14. Medians, curbs and gutters, etc.
15. Embankment widening for guardrail installations
16. Dikes, dams, etc.
17. “Do Not Disturb” environmental areas
18. Wetlands mitigation
19. Removals
20. Driveway culverts
21. Lighting
22. Traffic signals
23. Overhead signs (include foundations)
24. Bridges & pedestrian structures
25. Retaining walls (approximate height and location including generic earth retaining wall)
26. All above and underground utility facilities (power, telephone, pipelines, gas, cable, TV, etc.)
27. Above ground utility structures (telephone poles, power poles, telephone pedestals, power pedestals, manholes, etc.) must have the station and offset from the centerline to be used.
28. Centerline crossing station of all underground pipelines.
Construction Meeting Agenda  
(Clarity Task 5313)

This meeting is to be scheduled by the Roadway Design Unit Head or LPA Unit Head.

**Attendees:** District Engineer, Roadway Designer, Bridge Designer, Traffic, Construction, Hydraulics (Optional)

**LPA Project Attendees:** NDOT Project Coordinator, LPA RC/PL, LPA designees for Roadway, Bridge, Traffic, Construction, Hydraulics (Optional)

**Purpose:** To provide answers about the project that are necessary to begin the NEPA process.

**When:** Schedule after preliminary plans have been distributed and prior to the PIH visit.

**Deliverables:** Information to complete the PIH report. Summarize the conclusions reached at this meeting and include in PIH report:

- Will there be traffic disruptions requiring detours, temporary roads, or ramp closures that are greater than 30 working days, or greater than 135 working days?
- Urban (pop of 5,000 or greater) detour: Is there less than 5 miles of adverse (out-of-direction) travel?
  - Are there access provisions for local traffic?
- Rural detour: Is there less than 25 miles of adverse (out-of-direction) travel?
  - Are there access provisions for local traffic?
- Are there any measures being taken to avoid, minimize, or offset detours or other traffic impacts? Commitments to restrict detours?
- Does the project interfere with local special events or festivals, either on a temporary or permanent basis?
- Does the project have an adverse effect to through-traffic dependent businesses, either on a temporary or permanent basis?
- Will the project result in a substantial permanent traffic pattern change or disruption? (permanently closing a roadway or roadway intersection, increase through lane capacity, create new intersections, convert a roadway into a higher classification roadway)
- Will the project result in complete closure of access to residential properties greater than 5 working days, or greater than 10 working days?
- Will the project result in complete closure of business access during operational hours?
- Will the project restrict access to emergency service facilities or providers?
- Will the project permanently change the functional utility of a property? (truck turning movements, etc.)
Discussion:

Roadway Design

- Amount of work scoped for the project – how many construction seasons are anticipated?
- Areas of potential impacts to access
- Preliminary ideas for phasing the construction activities on the project
  - Maintenance of traffic
  - Possible detours
  - Interchanges – slip ramps or closures?
  - Residential access impacts
    - Perm
    - Temp
  - Business access impacts
    - Perm
    - Temp
  - Emergency Services (Fire, Ambulance, Hospital, Health clinic etc.)
    - Access impacts
    - Effect of detour

Bridge

- Can the bridge can be built under traffic.
  - Recommendation for under traffic or closed.
  - Allowable lane widths.
  - Issues/challenges.
  - Estimated cost differences for each option if possible.
- Bridge Hydraulics – prelim design for temporary crossing
  - Span lengths, flow – can temp access be constructed with a temporary bridge or is it possible to use culverts?
  - Will there be temporary crossing conflicts with adjacent property?
  - Are the grades to access the temporary crossing too steep for the crossing to be feasible?
- Will a work platform be required for construction?
- Will there be a grade change?

District/ LPA

- Preference for detour route, if necessary. (If bridge is not phaseable, is it possible to build with temporary crossing or is a detour necessary/preferred)?
- Information on local celebrations/festivals
- Known residences/businesses that may experience access issues during project construction
- Are there other construction projects in the area that may affect traffic detours or access?

Traffic

- Lane width recommendations
- Temporary access or detour recommendations

Construction

- Constructability issues to address
- Special provisions to include in project PS&E file
- Will early clearing and grubbing be necessary?
# Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>ADA</td>
<td>Americans With Disabilities Act</td>
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<tr>
<td>ADE</td>
<td>Roadway Design Assistant Design Engineer</td>
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<td>Bridge</td>
<td>Bridge Division</td>
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<tr>
<td>CA</td>
<td>Covenant Agreement</td>
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<td>CADDS</td>
<td>Computer Aided Drafting and Design</td>
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<tr>
<td>CICS</td>
<td>Customer Information Control System</td>
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<td>Communications</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>Federal Highway Administration</td>
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<td>FONSI</td>
<td>Finding Of No Significant Impact</td>
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<td>FRA</td>
<td>Final Relinquishment Agreement</td>
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<td>M&amp;R</td>
<td>Materials and Research Division</td>
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<td>Nebraska Department of Transportation</td>
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<td>Natural Resource District</td>
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<td>Plan-In-Hand</td>
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<td>FHWA Project of Corporate Interest</td>
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<td>PoDI</td>
<td>FHWA Project of Division Interest</td>
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<td>PS&amp;E</td>
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<td>Project Scheduling System</td>
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<td>Stormwater Pollution Prevention Plan</td>
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# NDOT Forms

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<td>Highway Improvement Programming Request</td>
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<td>Principal Controlling Design Criteria</td>
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<td>Waterway Permit Data Sheet</td>
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<td>Request for Crash Summary</td>
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DPO Exhibit Index

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<td>Project Statement for the Highway Commission Meeting</td>
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<td>DPO Contacts</td>
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