

STATE OF NEBRASKA  
Minutes of the  
Board of Public Roads Classifications and Standards

October 28, 2016

Nebraska Department of Roads', Training Room 152  
5001 South 14<sup>th</sup> Street, Lincoln, Nebraska

Meeting and Hearings Notices:

- Statewide news release emailed and posted on Nebraska Department of Roads' website October 21, 2016.
- Event posted on State of Nebraska website (Public Meeting Calendar) October 21, 2016.
- Tentative agenda emailed to each board member and interested persons October 21, 2016.
- Meeting agenda kept current and on public display in Liaison Services Section, Room 123B, Nebraska Department of Roads, 1400 Highway 2, Lincoln, Nebraska.
- Meeting agenda posted in the main entrance of the Nebraska Department of Roads' 1500 Highway 2 building; in the main entrance of the 5001 South 14<sup>th</sup> Street Building; and outside of room 152, on October 28, 2016.
- Relaxation of Standards hearing notice emailed to NDOR on October 21, 2016.

Board members present:

Roger Figard, Lincoln, Chairman  
James A. Litchfield, Wakefield, Vice Chairman  
LeRoy G. Gerrard, Stromsburg  
Barbara Keegan, Alliance  
John F. Krager, Omaha  
Lisa Kramer, Kennard  
Mick Syslo, Lincoln  
Darold E. Tagge, Holdrege  
David Wacker, Hastings  
Timothy W. Weander, Omaha (*arrived at 9:03 a.m.*)

Board members absent:

Edward R. Wootton, Sr., Bellevue

Staff members present:

LeMoyne D. Schulz, Board Secretary & Highway Local Liaison Coordinator, NDOR, Lincoln  
Barbara Hasterlo, Office Associate, Liaison Services Sect., Nebraska LTAP/NDOR, Lincoln  
Dennis R. Smith, Program Coordinator, Liaison Services Sect., Nebraska LTAP/NDOR, Lincoln.

Others in attendance:

Erich Strack, Government Affairs Office, Legislative Coordinator, NDOR, Lincoln  
Mike Owen, NDOR Roadway Design Division, Lincoln  
Nathan Sorben, NDOR Roadway Design Division, Lincoln  
Phil TenHulzen, NDOR Roadway Design Division, Lincoln  
Jim Wilkinson, P.E., Yankee Hill Solutions, LLC, Lincoln, NE

\* \* \* \* \*

Chairman Figard called the meeting to order at 9:00 a.m. The meeting was open to the public.

\* \* \* \* \*

Chairman Figard made the following announcements in compliance with the Open Meetings Act.

- A copy of the Open Meetings Act is available for inspection and is posted by the entrance to this room.
- The Meeting Agenda and a copy of all materials that were provided to the Board Members, prior to the start of this meeting, are available on the table by the entrance to this room.
- A sign in sheet is available. Visitors are not required to sign, but are encouraged to do so.

\* \* \* \* \*

Mr. Schulz noted the following changes from the originally published agenda.  
Additional: 2015-2016 Annual Reports received. Additional: 2016 delinquent One- and Six-Year Plan received from Elk Creek.

\* \* \* \* \*

Mr. Weander moved to approve the September 16, 2016 meeting minutes. Mr. Wacker seconded the motion. Members Gerrard, Keegan, Kramer, Litchfield, Tagge, Wacker, Weander, and Figard voted YES. Members Krager and Syslo abstained. Member Wootton was absent. The motion carried.

\* \* \* \* \*

The board considered the status of the submission of the 2016 – 2017 Standardized System of Annual Reports.

1. A total of 48 County, 6 Municipal and the Nebraska Department of Roads' Reports have been received and are being held pending review.

Mr. Tagge moved to accept the status report of the Standardized System of Annual Reports for 2016-2017 as presented. Mr. Krager seconded the motion. Members Gerrard, Keegan, Krager, Kramer, Litchfield, Syslo, Tagge, Wacker, Weander and Figard voted YES. Member Wootton was absent. The motion carried.

\* \* \* \* \*

The board considered the Final Status of the submission of the 2016 One- and Six-Year Plans.

1. A total of 93 County, 529 Municipal, and the Nebraska Department of Roads' One- and Six-Year Plans have been received.
2. A total of 93 County and 528 Municipal and the Nebraska Department of Roads' One- and Six-Year Plans were accepted by the board at previous meetings.
3. One (1) Municipal One-and Six- Year Plan is recommended for acceptance: Elk Creek.
4. One (1) Municipality, which was cited to the State Treasurer for suspension of Highway Allocation Funds, has submitted the Plan: Elk Creek (*received 10/26/16*). Highway Allocation Funds are under suspension beginning with the September distribution, and are currently in the second month of suspension. The State Treasurer should be advised to cease the suspension and restore the suspended funds for Elk Creek.

Mr. Gerrard moved to accept the Final Status Report of the 2016 One- and Six-Year Plans as presented. Mr. Tagge seconded the motion. Members Gerrard, Keegan, Krager, Kramer, Litchfield, Syslo, Tagge, Wacker, Weander and Figard voted YES. Member Wootton was absent. The motion carried.

Ms. Keegan moved to lift the suspension of Highway Allocation funds to the Village of Elk Creek. Ms. Kramer seconded the motion. Members Gerrard, Keegan, Krager, Kramer, Litchfield, Syslo, Tagge, Wacker, Weander and Figard voted YES. Member Wootton was absent. The motion carried. (*See Attachment #1.*)

\* \* \* \* \*

The Board considered the Webster County One- and Six-Year Plan revision adding County Project No. C-91(628) to the 2016 One-Year Plan. An unsigned copy of *Webster County Board of Commissioners Meeting Minutes* of May 17, 2016, was received by email from the appointed County Highway Superintendent on September 15, 2016. No one was present to present the request.

The project consists of replacing a bridge with a box culvert on a Local road. No County Board Resolution of Adoption, adding the project to the One- Year Plan, was received. The total estimated cost is \$185,000 (County Funding).

Mr. Wacker moved to, 1) accept the Webster County One- and Six- Year Plan revision contingent upon; 2) the County submitting a "Resolution of Adoption" adding the project to the 2016 One-Year Plan; and 3) with a reminder to the County to follow this Board's 428 NAC 3-014 regulations for revisions of the One-Year Plan. Mr. Tagge seconded the motion. Members Gerrard, Keegan, Krager and Kramer voted NO. Members Litchfield, Syslo, Tagge, Wacker, Weander and Figard voted YES. Member Wootton was absent. The motion carried. (*The requested, Resolution of Adoption was received on January 13, 2017.*)

\* \* \* \* \*

The Board considered the Village of Bartlett One- and Six-Year Plan revision adding Village Project No. M-133(10) to the 2016 One-Year Plan. A signed copy of Resolution no. 03142016, adopted September 12, 2016, was received on October 12, 2016. No one was present to present the request.

The project consists of asphalt surfacing on a Local street. The estimated cost is \$40,000 (Village Funding).

Mr. Krager moved to accept the Village of Bartlett One- and Six-Year Plan revision as presented. Mr. Weander seconded the motion. Members Gerrard, Keegan, Krager, Kramer, Litchfield, Syslo, Tagge, Wacker, Weander and Figard voted YES. Member Wootton was absent. The motion carried.

\* \* \* \* \*

The Board considered the Village of Shelby One- and Six-Year Plan revision adding Village Project No. M-540(53) to the 2016 One-Year Plan. A signed copy of Resolution no. 2016-24, adopted October 11, 2016, was received on October 19, 2016. Member Gerrard presented the request.

The project consists of concrete paving on a Local street. The estimated cost is \$70,000 (Other Funding).

Mr. Wacker moved to accept the Village of Shelby One- and Six-Year Plan revision as presented. Ms. Kramer seconded the motion. Members Keegan, Krager, Kramer, Litchfield, Syslo, Tagge, Wacker, Weander and Figard voted YES. Member Gerrard abstained. Member Wootton was absent. The motion carried.

\* \* \* \* \*

At 9:28 a.m., the Board heard the NDOR request for Relaxation of the 428 NAC 2-001.02K, Minimum Design Standards, New and Reconstructed Municipal-State Highway System. *(The hearing was held in an informal format, NDOR having declined the option of a formal hearing.)* The request is for a **Programmatic Relaxation of the Horizontal Clear Zone Width, as requested by NDOR, in their letters dated October 14 and October 26, 2016 respectively, and the accompanying Microsoft PowerPoint presentation.** *(See Attachment #2)*

Mr. TenHulzen and Mr. Owen presented the request. No one appeared in opposition. The hearing concluded at 9:50 a.m. The Board then considered the request.

Mr. Wacker moved that,

1) this motion is being made, a) in the spirit to deal with an oversight in the 428 NAC 2-001.02K, New and Reconstructed Municipal-State Highway System Minimum Design Standards in areas with speed limits less than 50 mph, and b) with the condition that the Nebraska Board of Public Roads Classifications and Standards will correct this in future rule-making;

2) that the Board grant the NDOR Programmatic Relaxation in view of the peculiar, special or unique local situation presented, whereby the application of the specific Minimum Design Standard criterion would work a special hardship, a) subject to a written request from NDOR, b) a letter of request from the appointed City Street Superintendent for the portion of the project within the corporate limits of the municipality, and c) a Resolution of Adoption signed by the proper municipal officials;

3) that the approval by the Board of each intended project relaxation shall be made on a case-by-case basis;

- 4) that this process will suffice in lieu of the provisions of 428 NAC 2-004; and
- 5) a copy of this action, together with NDOR's letters of request and accompanying Microsoft PowerPoint presentation, be a) posted on the NDOR Boards - Liaison Services website and, b) distributed to all appointed City Street Superintendents of record.

Mr. Litchfield seconded the motion. Members Gerrard, Keegan, Kramer, Krager, Litchfield, Syslo, Tagge, Wacker, Weander and Figard voted YES. Member Wootton was absent. The motion carried.

\* \* \* \* \*

Update on revision of 428 NAC 3, Annual Reporting of One- and Six-Year Plans and 428 NAC 4, Standardized System of Annual Reporting Regulations. Chairman Figard announced the Committee will meet following the NBCS meeting today, to continue discussions on the revised forms. Mr. Wilkinson updated the Board on the proposed changes to the revised form and instructions by explaining how the NBCS Forms 7 and 10 are now combined, with the goal of the Board adopting it as an interim form to be used in filing the 2017 OneAndSix year revisions and projects by counties and municipalities. Mr. Wilkinson sought feed-back from the Board on the interim form and instructions. Chairman Figard and Mr. Schulz will present the interim form to the County Highway superintendents at their winter meeting in December, in Kearney. A link to the interim form and instructions will be made available on the Boards- Liaison Services website <http://roads.nebraska.gov/> and distribution made to the county highway and city street superintendents.

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Consideration/Adoption of an Interim Supplemental Individual OneAndSix Year Plan Project Form and Instructions. Mr. Gerrard moved that the Board adopt the revised interim form and instructions for 428 NAC 3, Annual Reporting of One-and Six-Year Plan for use in 2017 by the counties, municipalities and Nebraska Department of Roads. Mr. Krager seconded the motion. Members Gerrard, Keegan, Krager, Kramer, Litchfield, Syslo, Tagge, Wacker, Weander and Figard voted YES. Member Wootton was absent. The motion carried. (See Attachment #3)

\* \* \* \* \*

Other business:

- Mr. Strack provided a state and federal Legislative Report.
- Agreement between Hall County and Village of Cairo, received October 5, 2016.
- Chairman Figard announced the Board will not meet in November for want of a sufficient agenda.

\* \* \* \* \*

Mr. Schulz reported the following correspondence and general information.

- Board members received a **tentative** schedule of meeting dates for 2017-2018 that will be voted on at the next meeting.

- Board members received a copy of the flier for the *Nebraska Concrete Paving Association* (NCPA) workshop, January 17-18, 2017, in Lincoln.
- Board members received a copy of the flier for the *Nebraska Asphalt Paving Conference*, February 23-24, 2017, in Kearney.
- Board members received an invitation to Roger Figard's retirement coffee at the City of Lincoln offices on November 17, 2016.
- Board members received a copy of the *Board of Examiners for County Highway and City Street Superintendents August 27, 2016 meeting minutes*.

\* \* \* \* \*

There were no Comments from the Audience.

\* \* \* \* \*

The next regular meeting will be held January 20, 2017 at 9:00 a.m., in the Nebraska Department of Roads' Central Headquarters Building Auditorium, Room 139A, 1500 Highway 2, Lincoln, Nebraska.

\* \* \* \* \*

There being no further agenda items, Chairman Figard adjourned the meeting at 11:00 a.m.

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LeMoyne D. Schulz  
 Secretary for the Board  
<http://www.transportation.nebraska.gov/gov-aff/gov-aff-main.html>

# NEBRASKA

Good Life. Great Journey.

## DEPARTMENT OF ROADS

October 28, 2016

Mr. Don Stenberg  
Nebraska State Treasurer  
State Capitol Rm 2003  
Lincoln NE 68509

Dear Mr. Stenberg:

The Board of Public Roads Classifications and Standards, at their regular meeting on October 28, 2016, voted to lift the suspension of Highway-User Revenue to the **Village of Elk Creek**. The suspension was initiated by letter of this board dated August 25, 2016, pursuant to action taken at the August 19, 2016, meeting. By action of your office, funds were suspended beginning with the September, 2016 allocation. Elk Creek's Annual One- and Six-Year Improvement Plan was received October 26, 2016.

The penalty provision of 39-2119 Nebraska Revised Statutes provides that if any county or municipality fails to file such plan on or before its due date, the Board shall notify the local governing board, the Governor and the State Treasurer who shall suspend distribution of any Highway-User Revenue allocated to such county or municipality until the report has been filed. Such funds shall be held in escrow for six months until the county or municipality complies. If the county or municipality complies within the six-month period, it shall receive the money in escrow, but after six months, if the county or municipality fails to comply, the money in the escrow account shall be lost to the county or municipality.

The Board of Public Roads Classifications and Standards respectfully requests that you release the funds held in escrow, pursuant to 39-2119 Neb.Rev.Stat., and resume distribution of Highway-User Revenue to the Village of Elk Creek at this time.

Sincerely,



LeMoyné D. Schulz  
Secretary for the Board

LDS/BPR9-ze

xc: Pete Ricketts, Governor  
Elk Creek Village Board  
File

Paul Buss, Elk Creek Street Superintendent  
Kyle Schneweis, Nebraska Department of Roads  
Teresa Kuper, Nebraska Department of Roads

Roger A. Figard  
Lincoln

LeRoy G. Gerrard  
Stromsburg

Barbara J. Keegan  
Alliance

John F. Krager, III  
Omaha

Lisa Kramer  
Kennard

James A. Litchfield  
Wakefield

Mick Syslo  
Lincoln

Darold E. Tagge  
Holdrege

David L. Wacker  
Hastings

Timothy W. Weander  
Omaha

Edward R. Wootton, Sr.  
Bellevue

LeMoyné D. Schulz  
Secretary – ex officio

Kyle Schneweis, P.E., Director

### Department of Roads

Board of Public Roads Classifications and Standards  
1500 Highway 2  
PO Box 94759  
Lincoln, NE 68509-4759  
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Attachment No. 1  
Page 1 of 1 Pages

# NEBRASKA

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DEPARTMENT OF ROADS

10/26/2016

Dear Nebraska Board of Public Roads Classification & Standards,  
Re. 2016 minimum design standards for **municipal expressways**: design speed & horizontal clear zone; request for a programmatic relaxation

**Background:**

The 2010 minimum design standards (MDS) for municipal expressways did not include low speed (<50 mph) expressways, thus the Horizontal Clear Zone (HCZ) was not addressed. When updating the 2016 MDS we suggested lowering the minimum design speed of expressways, in oversight, left the horizontal clear zone at 30 feet. The MDS should have provided for a shorter horizontal clear zone where the lower speed is used.

**Relaxation:**

The 2016 MDS: 001.02K; page 21

New & Reconstructed Municipal - State Highway System

State Functional Classification: Expressway \*

National Functional Classification: Other Freeways & Expressways

Minimum Design Speed - 30 mph; (In the 2010 MDS this was 50 mph)

Horizontal Clear Zone (4) - 30 ft.; the lower speed requires lesser distance

We are requesting a programmatic relaxation for this:

001.02K Horizontal Clear Zone 30' should match 001.02L: 15' Curbed: (R) page 22

page 11 (R): 6 ft. measured from the edge of the through travel lane or 2 ft. measured from the back of curb, whichever is the greater distance from the edge of the through travel lane.

Note: \* refers the user to 001.02E rural expressway table for high speed

**The Process of Programmatic Relaxation:**

Programmatic relaxation includes this presentation for the first time we bring this before the Board. For the following projects we propose not bringing a formal presentation: subsequent municipal expressway projects which use the shorter horizontal clear zone will send a letter to the Board to request an approval and the minutes could document that we may continue to use this lesser distance on these projects.

Sincerely



Michael Owen PE

Roadway Design Engineer

Nebraska Dept. of Roads

Kyle Schneeweis, P.E., Director

Department of Roads

1600 Highway 2

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Lincoln, NE 68509-4769

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Attachment No. 2

Page 1 of 3 Pages



## Municipal New & Reconstructed Expressway

### Horizontal Clear Zone

Phil TenHulzen  
Design Standards Engineer

Title 428 – BOARD OF PUBLIC ROADS CLASSIFICATIONS AND STANDARDS  
Chapter 2 – Procedures for Standards (Continued)  
001.02K NEW AND RECONSTRUCTED MUNICIPAL – STATE HIGHWAY SYSTEM

State Functional Classification: Expressway #  
National Functional Classification: Other Freeways and Expressways

**Table page 21**

Design Speed (1)	50 MPH
Lane Width	11 ft.
Shoulder Width	Curbed: Not Applicable Lt = 4 ft. paved Rt = 8 ft. paved
<b>Horizontal Alignment</b>	
Maximum Superelevation	6%
Minimum Radius (Based on Maximum Superelevation)	231 ft. (A)
<b>Vertical Alignment</b>	
Creast K Value	19 (A)
Sag K Value	37 (A)
Maximum Grade	8% Level (A) 0% Rolling (A) (May be up to 1% steeper for tangent lengths < 500 ft.)
Stopping Sight Distance	200 ft. (A)
<b>Cross Slope</b>	
Lane	1.5% to 3% (D)
Shoulder	2% to 6% paved (B) 6% to 8% surf (E)
Horizontal Clear Zone (4)	31 ft.
Lateral Offset to Obstruction	Curbed: 1.5 ft. beyond the face of the curb (O) Non-Curbed: The nominal shoulder width (P)
Vertical Clearance (7)	16 ft.

Bridges	New and Reconstructed	Resurfacing, Restoration, and Rehabilitation (RR) (N)
Clear Bridge Width	Curbed: Traveled Way plus 1.5 ft. each side Non-Curbed: 34 ft. (C) (M)	28 ft.
Structural Capacity	HL93	(F)

**Not part of 2010 MDS**

Title 428 – BOARD OF PUBLIC ROADS CLASSIFICATIONS AND STANDARDS  
Chapter 2 – Procedures for Standards (Continued)  
001.02L NEW AND RECONSTRUCTED MUNICIPAL – STATE HIGHWAY SYSTEM

State Functional Classification Major Arterial \*\*  
National Functional Classification: Other Principal Arterials or Minor Arterial

**Table page 22**

Design Speed (1)	30 MPH
Lane Width	11 ft. (curb not included) Curbed: Not applicable ADT ≥ 4,000 VPD: 8 ft. paved ADT 2,000 - 3,999 VPD: 8 ft. total with 2 ft. paved ADT 400 - 1,999 VPD: 6 ft. ADT < 400 VPD: 4 ft.
Shoulder Width (2)	
<b>Horizontal Alignment</b>	
Maximum Superelevation	4%
Minimum Radius (Based on Maximum Superelevation)	250 ft. (A)
<b>Vertical Alignment</b>	
Creast K Value	19 (A)
Sag K Value	37 (A)
Maximum Grade	8% Level (A) 9% Rolling (A) (May be up to 1% steeper for tangent lengths < 500 ft.)
Stopping Sight Distance	200 ft. (A)
<b>Cross Slope</b>	
Lane	1.5% to 3%
Shoulder	2% to 6% paved (B) 6% to 8% surf (E) 4% to 6% aggregate
Horizontal Clear Zone (4)	Curbed: (R) Non-Curbed: Posted Speed < 50 MPH: 15 ft. Non-Curbed: Posted Speed ≥ 50 MPH: (S)
Lateral Offset to Obstruction	Curbed: 1.5 ft. beyond the face of the curb (O) Non-Curbed: The nominal shoulder width (P)
Vertical Clearance (7)	16 ft.

**From Page 22**

(R) 6 ft. measured from the edge of the through travel lane or 2 ft. measured from the back of the curb, whichever is the greater distance from the edge of the through travel lane.

**Notes on Page 11**





**Programmatic Relaxation Process**

- This relaxation would allow NDOR to present this once and use the same Horizontal Clear Zone width on future projects without this type of presentation
- Future projects NDOR would send a letter to the Board stating when we use this same standard to inform the Board.

**Project Currently in Design**

- NH-30-5(134) 23rd St, Columbus; CN 32234

**Build Nebraska Act Projects:**

Potential N&R Expressways in Municipal areas:

- US-77 Fremont SE
- US-275 West Point to Scribner
- US-275 West Point to Pilger
- US-81 York North/ Stromsburg/ Osceola/ Rising City

**Proposed Programmatic Relaxation Process**

- NDOR requests the Board approve a Programmatic Relaxation Process of the MDS for New & Reconstructed Municipal Expressway, Horizontal Clear Zone distance, 001.02K match 001.02L:
  - **Curbed:** (R); 6' measured from the edge of the through travelled lane or 2' measured from the back of curb , whichever is the greater distance from the edge of the through travelled lane.
  - **Non-Curbed:** Posted Speed < 50 mph: 15ft.
  - **Non-Curbed:** Posted Speed ≥ 50 mph: (S); Use the applicable New & Reconstructed rural - state highway system design standards.

**Questions ?**

- Phil TenHulzen

# One- And Six-Year Plan Highway, Road or Street Improvement Work/Project

<b>GENERAL INFO</b>	Name (County or Municipality): <input type="checkbox"/> Existing W/P <input type="checkbox"/> New W/P <input type="checkbox"/> Revision W/P							
	Work/Project (W/P) Number:			<b>Work/Project Length:</b>				
	Other Work/Project Number:			Control Number:				
	Interlocal Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Other Entity:					
<b>REVISIONS</b>	<b>Location Description:</b>							
	If Revision, describe the changes:							
<b>STDS</b>	Notification of Revision of One-Year Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, what is the reason? <input type="checkbox"/> Revisions to the Work/Project <input type="checkbox"/> Emergency Work/Proj Needed <input type="checkbox"/> Additional Funding Available		<input type="checkbox"/> Other: _____			
	<b>Functional Class</b> <i>National:</i>		<b>State:</b>					
<b>TRAFFIC</b>	<b>Design Standards</b> Table 2-001.		<b>National Highway System:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
	Design Speed: _____ MPH		Posted/Anticipated Speed = _____ MPH					
<b>ROADWAY</b>	Avg Daily Traffic :		Initial Year	VPD	Hvy Trucks %	Design Year	VPD	Hvy Trucks %
	20__					20__		
<b>BRIDGES &amp; STRUCTURES</b>	HIGHWAY, ROAD OR STREET		EXISTING		PROPOSED IMPROVEMENT			
			Surface Type	Width (ft)	<i>Surface Type</i>	Thickness (in)	<i>Width (ft)</i>	<i>Work Type</i>
	Traveled Way:							
	Shoulders:							
<b>OTHER SCOPE</b>	BRIDGES AND STRUCTURES		EXISTING		PROPOSED IMPROVEMENT			
	Structure Number(s) City/County - NBIS		Structure Type	Condition SR SD FO	<i>Structure Type</i>	Size	Design Loading and <i>Work Type</i>	
				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
<b>ANALYSES</b>	Other Scope of Work:			<input type="checkbox"/> Grading <input type="checkbox"/> Acquire Right of Way <input type="checkbox"/> Remove Existing Bridge/Structure		<input type="checkbox"/> Bridge Re-deck		
	<input type="checkbox"/> Add Auxiliary Lane(s)			<input type="checkbox"/> Guardrail <input type="checkbox"/> Other Utilities Work		<input type="checkbox"/> Bridge Rail		
<b>FINANCIAL</b>	<input type="checkbox"/> Sidewalk/Trail			<input type="checkbox"/> Fencing <input type="checkbox"/> Lighting		<input type="checkbox"/> Storm Sewer or Culverts		
	<input type="checkbox"/> Removal of Roadside Obstacles			<input type="checkbox"/> Curb Work <input type="checkbox"/> Traffic Control Devices		<input type="checkbox"/> Erosion Control		
<b>ANALYSES</b>	<input type="checkbox"/> Flatten Vertical Curve(s)			<input type="checkbox"/> Curb Ramp(s) <input type="checkbox"/> Construction Detour		<input type="checkbox"/> Other: _____		
	<input type="checkbox"/> Other: _____							
<b>ANALYSES</b>	Drainage Study Completed for Structures/Drainage Facilities			Work/Project Relaxation of Standards Requested				
	<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> N/A			<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> N/A				
<b>ANALYSES</b>	Analyses Completed:			Cost Effective Analysis		Other Benefit/Cost Analysis		
	<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> N/A			<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> N/A		
<b>ANALYSES</b>	Nebraska licensed engineer providing design and construction phases services: <input type="checkbox"/> Yes <input type="checkbox"/> No							
	Construction Period (estimated):							
<b>FINANCIAL</b>	Other Funds to be Applied:		<input type="checkbox"/> Federal Fund Purchase Program <input type="checkbox"/> State-Aid Bridge Fund		<input type="checkbox"/> Federal Funds thru NDOR			
	<input type="checkbox"/> LB960 County Bridge Match Program <input type="checkbox"/> State Recreation Road Fund		<input type="checkbox"/> Other: _____					
<b>FINANCIAL</b>	Estimated Costs (1,000)	County	Municipality	State	Federal	Other	Total	
<b>FINANCIAL</b>	Print Name:			Title:		Date: 11/17/2016		
	Signature:							

Nebraska Board of Public Roads Classification and Standards (NBCS)  
Interim Form for Counties and Municipalities

ONE- AND SIX-YEAR HIGHWAY ROAD OR STREET IMPROVEMENT  
WORK/PROJECT

Interim Instructions – Reporting Year 2017 Submittals Only

The following instructions and the accompanying Work/Project form were developed by the NBCS to supplement the current 428 NAC 3-012, 013, 014, and NBCS Form 7 and NBCS Form 10 regulations, and provide guidance for the inclusion of the current 428 NAC 2 Minimum Standards into the 2017 One- and Six-Year Plan.

001 GENERAL INSTRUCTIONS

001.01 REFERENCES TO THE MINIMUM DESIGN STANDARDS, TITLE 428, NEBRASKA ADMINISTRATIVE CODE (NAC), CHAPTER 2, SECTION 001 – Throughout these instructions, references to 428 NAC 2-001.03 apply only to county roads and municipal streets with a national functional classification of Minor Arterial, Major Collector, Minor Collector or Local. References to 428 NAC 2-001.02 apply only to State Highways, the National Highway System and to county roads and municipal streets with a national functional classification of Other Principal Arterial and greater.

001.02 LEGIBILITY AND COMPLETENESS – Legibility is important; submitted document shall be readable. Completeness is also essential; fill out completely. When submitting a revision to a work/project, be sure to review the entire form and make any other revisions as needed. Examples: a revision to surface thickness may cause a revision of work type, or a revision to traveled way width or shoulder width, may cause a revision of clear bridge width.

001.03 ATTACHING ADDITIONAL INFORMATION – If additional space is required, attach a separate sheet or sheets (single-sided only). On those separate sheet(s), along with the additional information, include the following identifying information:

- a) the work/project number,
- b) the county or municipality completing the form,
- c) appointed county highway or city street superintendent,
- d) person or firm who prepared the material (if different than the appointed county highway superintendent or city street superintendent), and
- e) Page number and total number of pages. Example: Page 1 of 3.

001.04 ONE- AND SIX-YEAR HIGHWAY ROAD OR STREET IMPROVEMENT WORK/PROJECT FORM – A separate form must be completed for each work/project.

001.05 SCOPE OF WORK DESCRIPTION – The intent of this form is to provide a comprehensive description of the scope of work.

001.06 REPORTING OF A TOWNSHIP WORK/PROJECT – Counties with a township form of government shall include township works/projects the same as if they are county works/projects.

001.07 REPORTING OF FUNCTIONAL CLASSIFICATION – If the work/project involves more than one national functional classification and/or more than one state functional classification, you must account for all functional classifications on the form.

001.08 KEY ITEM REVISIONS – The ***bold, italicized font*** on the form identifies items which, if their information or data is revised from the previous submittal to the NBCS, require checking the "Revision" check box at the top of the form.

## 002 INSTRUCTIONS FOR INDIVIDUAL FORM ENTRIES

### 002.01 GENERAL PROJECT INFORMATION (GENERAL INFO)

002.01.01 ENTITY NAME (COUNTY OR MUNICIPALITY) – In the space provided, **enter** the name of the reporting County or Municipality.

002.01.02 EXISTING WORK/PROJECT – **Check** the EXISTING PROJECT box only if the work/project was included in the 2016 One- and Six-Year Plan as submitted to the Nebraska Board of Public Roads Classifications and Standards (NBCS). Note that a work/project could be both an EXISTING PROJECT and a REVISION (see 002.01.04, Revision of Work/Project); in that case **check** both the EXISTING box and the REVISION box.

002.01.03 NEW WORK/PROJECT – **Check** the NEW box if the work/project is:

002.01.03.01 – Being added to the 2017 One- and Six-Year Plan, and it was not included in the 2016 One- and Six-Year Plan as submitted to the NBCS (reminder: if the work/project is added to the One-Year Plan, as a result of the 2017 annual public hearing, be sure to report that in accordance with 428 NAC 3-011.03), or

002.01.03.02 – Added to the 2017 One-Year Plan after adoption of the annual 2017 One- and Six-Year Plan and prior to the 2018 annual public hearing, and the work/project was not included in the 2017 One- and Six-Year Plan. In this case, **complete** the Notification of Revision of the One-Year Plan section (see 002.02.02 NOTIFICATION OF REVISION OF ONE-YEAR PLAN) and **submit** the work/project form, resolution of adoption, and functional classification maps to the NBCS (see 002.02.02.01.03).

002.01.04 REVISION OF WORK/PROJECT – **Check** the REVISION box if the EXISTING work/project (i.e. the work/project was on the 2016 One- and Six-Year Plan)

002.01.04.01 – Key Item information (per 002.02.01: *Work/Project Length, Location Description, Functional Classification – National and State, Proposed Surface Type, Proposed Width of Traveled Way and Surfaced Shoulder, Work Type, and Proposed Structure Type*) – has changed from the previous submittal to the NBCS (be sure to **describe** the revisions in 002.02.01 IF REVISION DESCRIBE THE CHANGES), or

002.01.04.02 – Is advanced to the 2017 One-Year Plan as a result of the annual 2017 One- and Six-Year Plan public hearing (reminder: be sure to **report** that in accordance with 428 NAC 3-011.03), or

002.01.04.03 – Is advanced to the 2017 One-Year Plan after the adoption of the 2017 One- and Six-Year Plan but before the 2018 annual One- and Six-Year public hearing. In this case, **complete** the Notification of Revision of the One-Year Plan section (see 002.02.02 NOTIFICATION OF REVISION OF ONE-YEAR PLAN) and **submit** the work/project form, resolution of adoption, and functional classification maps to the NBCS (see 002.02.02.01.03).

002.01.05 WORK/PROJECT NUMBER – **Enter** a Work/Project identification number in accordance with the consecutive numbering system of the County or Municipality (see 428 NAC 3-015 and -016).

002.01.06 WORK/PROJECT LENGTH – **Enter** the work/project length expressed in a unit of measure appropriate for the scope of work. Indicate the unit of measure (miles, feet, blocks, etc.). If miles, report length to the nearest 0.1 mile. For a Work/Project scope consisting only of work on a bridge, non-buried structure or buried non-bridge-size culvert, and no work is required on the adjacent roadway by the minimum design standards (428 NAC 2), **enter** N/A. Logical termini (beginning and ending points) for a work/project could be considered rational beginning and ending points for (1) the transportation improvement, and (2) a review of the environmental impacts. Examples: crossroads, population centers, and major traffic generators.

002.01.07 OTHER WORK/PROJECT NUMBER – **Enter** any other identification number that has been assigned to the work/project, other than the county's or municipality's sequential work/project number. This may apply to a work/project that involves an interlocal agreement with another entity (Example: the other county's sequential work/project number for a county-line bridge replacement), Federal funding, some types of State funding, or other types of non-local funding (excluding Highway Allocation Fund, Motor Vehicle Fee Fund, and Incentive Payment distributions). A typical instance is a Federal-aid project through NDOR; a project number is assigned by NDOR in those cases. Example: BRO-7862(4).

002.01.08 CONTROL NUMBER – If a control number is assigned to the work/project, **enter** the number. Project identifiers assigned by the NDOR typically include a control number along with a project number (see 002.01.07). Control Number example: 52649.

002.01.09 INTERLOCAL AGREEMENT – **Check** "Yes" if there is, or a need anticipated for, an Interlocal agreement or some cooperative agreement with another governmental entity, otherwise **check** "No." The agreement could be with another county, a municipality, the NDOR, or another governmental agency (Example: a Natural Resource District). **Enter** the name of the other entity or entities, or leave the space blank if there is no interlocal agreement either in place or anticipated.

002.01.10 LOCATION DESCRIPTION – **Enter** a brief description including the legal description of the beginning and the end of the project. Use identifiers such as highway, road and street names, and Federal route designations.

## **002.02 REVISIONS**

002.02.01 IF REVISION, DESCRIBE THE CHANGES (applies only if the "Revision" box at the top of the form is checked or required to be checked) – **Describe**, as a minimum, the types of key item revisions (i.e. not the information itself) to the work/project since the previous submittal. Key Item revisions (indicated on the form by the bold, italics font) are as follows:

- a) ***Work/Project Length***
- b) ***Location Description***
- c) ***Functional Classification***
- d) ***Proposed Surface Type***
- e) ***Proposed Width (of Traveled Way and Paved Shoulder)***
- f) ***Work Type***
- g) ***Proposed Structure Type***

If, after adoption of the 2017 One- and Six-Year Plan but before the 2018 One- and Six-Year Plan public hearing, a work/project included in the Plan is advanced to the 2017 One-Year Plan, and there are no other changes to information previously submitted to the NBCS, **enter** "See Below" in the space provided, and **complete** the 002.02.02 NOTIFICATION OF REVISION OF ONE-YEAR PLAN section along with all other parts of the form as applicable.

002.02.02 NOTIFICATION OF REVISION OF ONE-YEAR PLAN (the following is the interim version of 428 NAC 3-014) – This section of the form serves counties and municipalities as a record of revisions to the current One-Year Plan. These are revisions which occur after the adoption of the 2017 One- and Six-Year Plan public hearing and before the 2018 One- and Six-Year Plan public hearing.

002.02.02.01 – **Check** "Yes" if this is a Notification of Revision of One-Year Plan; refer to Types of Revisions to the One-Year Plan below for additional guidance. **Check** the appropriate box or boxes which describe the reason or reasons for revising the One-Year Plan and, if needed, provide additional explanation; if "Other" is checked, **enter** the reason or reasons (Example: the condition of the road or street deteriorated unexpectedly and quickly due to heavy rains).

002.02.02.01.01 – Types of Revisions of the One-Year Plan include:

- a) Key Item revisions to the work/project – see 002.02.01 IF REVISION, DESCRIBE THE CHANGES (a) through (g) – and the work/project was included in the 2017 One-Year Plan submitted to, and accepted by, the NBCS, or
- b) A new work/project added to the 2017 One-Year Plan (Example: unexpected damage occurs because of a disaster which causes work to be done immediately so the road or street can be opened), or
- c) A work/project is advanced, in whole or in part(s), to the 2017 One-Year Plan from the second through sixth years of the 2017 One- and Six-Year Plan (Example: additional funding becomes available which enables the work/project to be accomplished in the first year of the One- and Six-Year Plan).

002.02.02.01.02 – A change of priority order for works/projects already in the One-Year Plan is not considered to be a revision of the One-Year Plan

002.02.02.01.03 – Submittal requirements for Notification of Revision to the One-Year Plan. **Submit** the following to the NBCS prior to the start of construction of a One-Year Plan Revision work/project:

- a) The completed One- and Six-Year Highway or Street Improvement Work/Project form.
- b) Resolution of Adoption, with written signatures by the proper officials.
- c) Maps (a National Functional Classification map **and** a State Functional Classification map) showing the location of the work/project. **Functional classification maps are required.** City plat maps are not required. NDOR functional classification maps are located online at <http://www.roads.nebraska.gov/travel/map-library/> or may be requested from NDOR Boards-Liaison Services Section at [DOR.BLSHelp@nebraska.gov](mailto:DOR.BLSHelp@nebraska.gov). For map clarifications or corrections contact the NDOR Materials & Research Division.

002.02.02.02 – **Check "No"** if the information on the completed form has been disclosed to the public as part of, or as a result of, information received at the annual One- and Six-Year public hearing and included in the annual submittal to the NBCS; for this case, do not check any of the boxes or add any other information in the space to the right.

002.02.02.02.01 – Project for Miscellaneous Work (PMW). For some works and projects, sometimes termed "miscellaneous", specific locations are not yet known at the time of the annual One- and Six-Year Plan public hearing. Examples include, but are not limited to Miscellaneous New Paving Projects, Miscellaneous Culvert Replacements, Miscellaneous Paving Districts, New Development in the City, etc. The term used herein for these types of works/projects is Project for Miscellaneous Work (PMW). A PMW that is being added to the One-Year Plan, following adoption of the 2017 One- and Six-Year Plan, requires a submittal to the NBCS with the Notification of Revision of One-Year Plan completed. **It is not a requirement to file a Notification of Revision of One-Year Plan with the NBCS for a PMW as its scope is constructed in whole or in part and actual locations and other information become available.** However, the actual locations and any other applicable details of a PMW which is constructed in part or in whole, in 2017, shall be disclosed on the 2018 Report of Previous Year Highway or Street Improvement (NBCS Form 11) upon construction completion of individual works/projects.

### **002.03 CLASSIFICATION AND STANDARDS (STNDS)**

002.03.01 FUNCTIONAL CLASS – Enter both the National and State functional classifications. Refer to 428 NAC 2-001.03B Note 5. NDOR functional classification maps are located online at <http://www.roads.nebraska.gov/travel/map-library/> or may be requested from NDOR Boards-Liaison Services Section at [DOR.BLSHelp@nebraska.gov](mailto:DOR.BLSHelp@nebraska.gov). For map clarifications or corrections contact the NDOR Materials & Research Division.

002.03.02 DESIGN STANDARDS – **Enter** the applicable minimum design standards table for the work by adding the applicable Subsection designations from Title 428, Chapter 2, Section 001, Minimum Design Standards. Example: referring to 428 NAC 2-001.03J, the Subsection is **03** and the Part is **J**; see 002.03.02.03 and 002.03.02.04 for additional clarification. If more than one standard applies to the work, attach a separate sheet with the additional information. See 01.03 for proper preparation of a separate sheet.

002.03.02.01 – For county roads and municipal streets with a national functional classification of Minor Arterial and lower (see 002.03.01 FUNCTIONAL CLASS), find the applicable standards table within 428 NAC 2-001.03 by determining the area type and functional classification.

002.03.02.01.01 – The Area Type of Standards (rural or urban) applicable to the work/project. For area type, refer to the definitions in 428 NAC 2-001.03A2, and to 428 NAC 2-001.03B notes 2 and 3. Urban area maps are located online at <http://www.roads.nebraska.gov/travel/map-library/func-city-within-county/> or may be requested from NDOR Boards-Liaison Services Section at [DOR.BLSHelp@nebraska.gov](mailto:DOR.BLSHelp@nebraska.gov). For map clarifications or corrections contact the NDOR Materials & Research Division.

002.03.02.01.02 – The Functional Classification applicable to the highway, road or street. See 002.03.01 FUNCTIONAL CLASS.

002.03.02.02 – For county roads and municipal streets with a functional classification of Other Principal Arterial and greater, find the applicable standards table within 428 NAC 2-001.02 by determining (1) if the highway road or street is rural or is within the corporate limits of a municipality or within a low speed (45 MPH or less) residential or commercial area outside of municipal boundaries, (2) the applicable functional classification (see 002.03.01 FUNCTIONAL CLASS, and (3) the work type (see 002.06.05 WORK TYPE). 428 NAC 2-001.02A notes #, \*, \*\*, \*\*\*, and \*\*\*\* may apply.

002.03.02.03 – Subsection: the two applicable subsections are 428 NAC 2-001.02 for State Highway Standards and for county roads or municipal streets with a national functional classification of Other Principal Arterial or higher (428 NAC 2-001.03B Note 4), and 428 NAC 2-001.03 for county roads and municipal streets with a national functional classification of Minor Arterial, Major Collector, Minor Collector or Local.

002.03.02.04 – Part: The letter corresponding to a specific table - C through X for Subsection 02 (428 NAC 2-001.02) and C through Q for Subsection 03 (428 NAC 2-001.02).

002.03.02.05 – Example: 428 NAC 2-001.03J applies to a county road or municipal street with a design speed of 50 MPH or higher with a national functional classification of Local.

002.03.03 NATIONAL HIGHWAY SYSTEM – **Check** “Yes” if the work involves a segment of highway, road or street on the National Highway System, otherwise **check** “No.” Reference NDOR’s latest National Highway System map located online at <http://www.roads.nebraska.gov/travel/map-library/> or it may be requested from NDOR Boards-Liaison Services Section at [DOR.BLSHelp@nebraska.gov](mailto:DOR.BLSHelp@nebraska.gov). For map clarifications or corrections contact the NDOR Materials & Research Division.

#### **002.04 SPEED (SPD)**

002.04.01 DESIGN SPEED – **Enter** the design speed, i.e. the speed anticipated to be the basis for the design. The minimum value of design speed can be determined from the applicable standards table; see 002.03.02 DESIGN STANDARDS. Refer to 428 NAC 2-001.03B Note 8.

002.04.02 POSTED/ANTICIPATED SPEED – **Enter** the anticipated (at the completion of the work/project) posted speed limit for the applicable segment of highway, road or street.

#### **002.05 TRAFFIC VOLUME (TRAFF)**

002.05.01 AVG DAILY TRAFFIC (ADT) – **Enter** anticipated traffic volumes. Refer to 428 NAC 2-001.03A3a and 428 NAC 2-001.03B Note 7.

002.05.01.01 – The left side is for the Initial Year, i.e. the anticipated year of completion of the work/project.

002.05.01.02 – The right side is for the Design Year of the work/project.

002.05.02 INTENT – It is not the intent of the NBCS to require counting traffic and converting raw data into ADT number(s) for all works/projects, or any specific level of precision with respect to traffic volumes, especially for low-volume roads. However, traffic volumes are important insofar as they may determine which standards to apply, and may help in deciding relaxation of standards requests. Thus, it is important to know how close a traffic volume is with respect to a relevant ADT threshold, and if it is above or below the threshold. Example: the standards require ADT fewer than 50 VPD for Low Water Stream Crossings and Fords, and in the tables, certain criteria apply only to ADT < 400 VPD.

#### **002.06 ROADWAY**

002.06.01 SURFACE TYPE – **Describe** the surface type (for the existing facility and for the proposed improvement). Examples: gravel, earth, bituminous, asphalt, PCC (Portland Cement concrete), composite (i.e. has both asphalt and PCC courses), and brick.

002.06.02 TRAVELED WAY WIDTH – For the existing facility and the proposed improvement, **enter** the planned traveled way width. Refer to the definition of traveled way in 428 NAC 2-001.03A4c. Also, refer to 428 NAC 2-001.03B Note 9. The default unit is feet. The minimum lane width value can be determined from the applicable standards table; see 002.03.02 DESIGN STANDARDS. For definitions of the types of work (New, Reconstructed, and 3R) refer to 428 NAC 2-001.03A1 and to 428 NAC 2-003 for the definition of maintenance.



002.06.03 SHOULDER WIDTH – For the existing facility and the proposed improvement, **enter** the planned shoulder width. Refer to the definition of shoulder in 428 NAC 2-001.03A4f and to 428 NAC 2-001.03B Note 11. The default unit is feet. The minimum value of shoulder width can be determined from the applicable standards table; see DESIGN STANDARDS above. For definitions of the types of work (New, Reconstructed, and 3R) refer to 428 NAC 2-001.03A1 and to 428 NAC 2-003 for the definition of maintenance. For non-paved shoulders, **enter** one number for the shoulder width. For paved shoulders, **enter** x/y where x is the total shoulder width and y is the paved shoulder width. For curbed sections, **enter** "Curbed" in the Width cell. Entry of a width indicates that shoulders exist on both sides of the traveled way and are approximately the same width; if that is not the case, **explain** in 002.08 OTHER SCOPE OF WORK or on a separate attached sheet. See 001.03 for proper preparation of a separate sheet.

002.06.04 THICKNESS (of Proposed Improvement Surfacing) – **Enter** the thickness of surfacing work done by the project. The default unit is inches. If surface type is brick or earth, "N/A" may be entered. Examples:

- a) Existing 6 inches surfacing, mill 2 inches and put back 2 inches – enter 2
- b) Existing 4 inches surfacing, mill 1 inch and put back 3 inches – enter 3
- c) Existing 4 inches surfacing, overlay with 4 inches – enter 4
- d) Full Depth Reclamation with 5 inches asphalt overlay – enter 5

002.06.05 WORK TYPE (applies to Proposed Improvement for Highway, Road or Street and to Bridges and Structures) – **Enter** the work type. There are four possibilities: New and Reconstructed (N&R), 3R, Maintenance (MAINT), or None. If no improvements are planned for a traveled way or shoulder, **enter** NONE as applicable. For county roads and municipal streets with a functional classification of Minor Arterial and below, refer to Types of Work as defined in 428 NAC 2-001.03A1.

## 002.07 BRIDGES AND STRUCTURES

002.07.01 BRIDGES AND STRUCTURES – **List** each bridge; non-buried structure or buried non-bridge-size culvert (opening length between 4 ft and 20 ft in length as measured along the center of road); low-water stream crossing and ford, within the project termini (the beginning point and the ending point). Refer to 428 NAC 2-001.03A5 for definitions. **Do not** list structures which are not on or under the highway, road or street; an example is a pipe under a driveway which intersects the highway, road or street. These, and any other non-buried structures or buried non-bridge-size culverts not included on the list should be accounted for in the "Other Scope of Work" section or on a separate sheet as needed to provide complete documentation of the scope; include structure type, size, design loading and work type. See 001.03 for proper preparation of a separate sheet.

002.07.02 STRUCTURE NUMBERS – **List** the municipality or county structure number. Also, **list** the National Bridge Inventory Structure (NBIS) number for bridge-size structures (an opening more than 20 feet as measured along the center of the roadway).

002.07.03 STRUCTURE TYPE – **Enter** the type of structure. Common abbreviations are BR (bridge), NBS (non-buried structure), CBC (concrete box culvert), CULV (culvert) and CMP (corrugated metal pipe).

002.07.04 CONDITION (Bridges) – **Enter** information and **check** the appropriate boxes to indicate the condition of bridge-size structures (opening length greater than 20 feet as measured along the center of the roadway, see 428 NAC 2-001.03A5a) as follows:

002.07.04.01 SUFFICIENCY RATING (SR) – **Enter** the latest Sufficiency Rating (SR) from the National Bridge Inventory System (NBIS). Typically, reported to the tenths, the range is 0-100. Example: 56.1.

002.07.04.02 STRUCTURALLY DEFICIENT (SD) – if Structurally Deficient (SD), **check** the box.

002.07.04.03 FUNCTIONALLY OBSOLETE (FO) – if Functionally Obsolete (FO), **check** the box.

002.07.05 SIZE (Bridges and Structures) – For the proposed improvement, **enter** the planned size as required by 002.07.05.01 and 002.07.05.02. The minimum Clear Bridge Width value (applies to a bridge or non-buried structure) can be determined from the applicable standards table; see 002.03.02 DESIGN STANDARDS and 428 NAC 2-001.03B Note 18. For definitions of Work Types refer to 428 NAC 2-001.03A1 (New and Reconstructed, and 3R), and to 428 NAC 2-003 for the definition of maintenance. The default unit for width and length is feet. The default unit for span and rise (of a box culvert) is feet. The default unit for diameter is inches.

002.07.05.01 – For a bridge-type of structure (i.e. has a superstructure and substructure), **enter** the planned Clear Bridge Width X Length. Length for a bridge-type of structure is the opening, between undercopings of abutments or spring lines of arches, as measured along the center of the road. Example: 24X100.

002.07.05.02 – For a concrete box culvert (CBC) or culvert (CULV) type of structure, **enter** the planned Number of Barrels X Span X Rise, or Diameter, as appropriate. Examples: CBC triple box, each barrel 10x8 report as: 3x10x8. One CMP 48-in pipe report as: 1x48. Three CMP 24-in pipe report as: 3x24.

002.07.06 DESIGN LOADING (Design Structural Loading Capacity) – For the proposed improvement, **enter** the planned design structural loading capacity. Example: HL93. Refer to 428 NAC 2-001.03A6j and 428 NAC 2-001.03B Note 19. The minimum structural capacity value can be determined from the applicable standards table (see 002.03.02 DESIGN STANDARDS) and knowing the work type (see 002.07.07 WORK TYPE).

002.07.07 WORK TYPE – For the proposed improvement, **enter** the planned work type. See 002.06.05 WORK TYPE. If no improvements are planned for the bridge or structure, enter "UIP" (use-in-place); UIP requires meeting minimum width and design loading requirements.

002.07.07.01 – Replacement of any structure, including a culvert, is considered New & Reconstructed; refer to 428 NAC 2-001.03A1b of the NBCS Minimum Design Standards.

002.07.07.02 – Replacement of the entire superstructure is defined as rehabilitation and is considered 3R; refer to 428 NAC 2-001.03A1c of the NBCS Minimum Design Standards. However, note that replacement of a timber bridge superstructure with an in-kind timber bridge superstructure, on county roads and municipal streets with a National functional classification of Local and an ADT less than 400 VPD, can be done under Maintenance standards, refer to 428 NAC 2-001.03A1d3, and 428 NAC 2-001.03B Note 20 of the NBCS Minimum Design Standards.

## **002.08 OTHER SCOPE OF WORK (OTHER SCOPE)**

002.08.01 OTHER SCOPE OF WORK – **Check** item(s) as applicable to the work/project in order to provide a complete description of the scope of work. Acquire Right-of-Way means acquisition of any right-of-way including, but not limited to, fee, permanent easement and temporary easement. For county roads and municipal streets with a functional classification of Minor Arterial and lower, some terms are defined in the Minimum Design Standards, for example, Auxiliary Lane is defined in 428 NAC 2-001.03A4e on page 43. For some terms, sources other than the Minimum Design Standards would need to be reviewed; for example, traffic control devices are defined as traffic signals, signs and pavement markings per the Manual on Uniform Control Devices for Streets and Highways (MUTCD) adopted pursuant to Chapter 60, Neb. Rev. Stat. §60-6,118.

002.08.02 – Regarding the checkbox for "Other" **describe** any other important, unique, significant, relevant or noteworthy features not included above in order to provide a complete picture of the scope of work; examples may be work on connecting roads, intersections, buried non-bridge-size culverts and non-buried structures (opening length under four feet as measured along the center of the road), roundabouts, medians, lighting, curb ramps, environmental mitigation, on-street parking, off-street parking, alleys, driveways, etc. Listing permits (such as a permit to occupy State right-of-way, or a 404 permit) is not required but it is considered good practice to show these for the public record.

## **002.09 ANALYSES**

002.09.01 DRAINAGE STUDY COMPLETED FOR STRUCTURES/DRAINAGE FACILITIES – Drainage Facilities means bridges, non-buried structures, culverts, storm sewers, ditches, drop pipes, etc. any facilities that drain water across or away from a road or street. Drainage facilities are required to be hydraulically sized for One-Year Plan works/projects. The hydraulic sizing of the other five years is optional. **Check**

002.09.01.01 – "Yes" if a drainage study has been completed,

002.09.01.02 – "Pending" if a drainage study will be done and has not started yet or is in progress, or

002.09.01.03 – "N/A" (not applicable) if the work/project does not include drainage facilities.

002.09.02 WORK/PROJECT RELAXATION OF STANDARDS REQUESTED – Reference 428 NAC 2-001.03B Note 1 and 428 NAC 2-004. The project shall meet Minimum Design Standards (428 NAC 2-001), Minimum Construction Standards (428 NAC 2-002), and Minimum Maintenance Standards (428 NAC 2-003), as applicable. If any part of the project does not meet these standards, a relaxation of standards request is required. **Check**

002.09.02.01 – “Yes” if a request for a relaxation of standards has been submitted in writing in accordance with 428 NAC 2-004,

002.09.02.02 – “Pending” if a relaxation of standards is anticipated but has not been submitted, or

002.09.02.03 – “N/A” (not applicable) if the work/project either will not involve a relaxation of standards or is not developed enough to know yet.

002.09.03 ANALYSES COMPLETED – Refers to any Cost-Effective Analysis (Refer to 428 NAC 2-001.03A1g for the definition) or other Benefit/Cost Analysis.

002.09.03.01 COST EFFECTIVE ANALYSIS COMPLETED – Refer to 428 NAC 2-001.03A1g. A crash history compilation and review is an integral part of a Cost-Effective Analysis, as defined in the minimum design standards. A cost benefit analysis may be required as part of the Cost-Effective Analysis, depending on the outcome of the crash history review. **Check**

002.09.03.01.01 – “Yes” if a Cost-Effective Analysis, usually associated with 3R work per 428 NAC 2-001.03B notes 6, 12, 13 and 22, has been completed,

002.09.03.01.02 – “Pending” if a Cost-Effective Analysis will be done but has not started or is in progress, or

002.09.03.01.03 – “N/A” if a Cost-Effective Analysis is not anticipated for the work/project.

002.09.03.02 OTHER BENEFIT/COST ANALYSIS – Refers to any Benefit/Cost (B/C) Analysis other than those required as part of a Cost-Effective Analysis. An example of when a B/C Analysis may be required (other than a B/C analysis required as part of a Cost-Effective Analysis) is an engineering study for obstacles in the horizontal clear zone per 428 NAC 2 001 03B Note 16(b). **Check**

002.09.03.02.01 – “Yes” if a benefit/cost (B/C) analysis has been completed,

002.09.03.02.02 – “Pending” if a B/C analysis will be done but has not started or is in progress, or

002.09.03.02.03 – “N/A” if a B/C analysis is not anticipated for the work/project.

## **002.10 NEBRASKA LICENSED ENGINEER SERVICES**

002.10.01 NEBRASKA LICENSED ENGINEER PROVIDING DESIGN AND CONSTRUCTION PHASE SERVICES – Reference Neb. Rev. Stat. §§81-3401 through 81-3455. The current threshold for total project cost is \$109,000. **Check**

002.10.01.01 – “Yes” if a Nebraska licensed professional engineer is or will be providing design services and construction inspection services,

002.10.01.02 – Otherwise, **check** “No.”

## **002.11 CONSTRUCTION PERIOD**

002.11.01 CONSTRUCTION PERIOD – **Enter** the estimated construction period in terms of construction seasons, working days, calendar days, etc. Clearly indicate the units (seasons, days, etc.) on the form.

**002.12 FINANCIAL**

002.12.01 OTHER FUNDS TO BE APPLIED – The purpose of this section is to identify funding that comes from sources other than the reporting county or municipality (excluding Highway Allocation Fund, Motor Vehicle Fund, and Incentive Payment distributions). **Check** the appropriate boxes to identify these other funding sources, if any, which are anticipated to be applied to this work/project. Examples of other funds:

- a) revenue received as a result of a gift, pledge, grant or bequest from private sources
- b) the school system
- c) the hospital
- d) a developer

002.12.01.01 – Examples of Federal funds through NDOR are Surface Transportation Program (STP), Off System Bridge (BRO), Transportation Alternatives Program (TAP), and Emergency Relief (ER).

002.12.01.01 – **Check** "Other" to report funding sources not included among the choices in this section, including donations; enter the name of the fund. Examples: Train Mile Tax, Donated Right-of-Way, or NRD. An example of Federal funding which does not come through NDOR is Federal Emergency Management Agency (FEMA).

002.12.02 ESTIMATED COSTS – **Enter** estimated costs based on current year prices. The number entered is subject to change as the work/project progresses through planning, engineering, construction and Work/Project closeout. Cost estimates entered are in the 1,000's, for example, a \$550,000 cost estimate is reported as 550. It is required to enter estimated amounts contributed by the County, Municipality, State, Federal and other sources and the sum of those amounts must equal the total cost estimate indicated on the form.

**002.13 SIGNATURE AND DATE**

002.13.01 PRINT NAME – **Print** legibly in this space the name of the person who signs the form/report.

002.13.02 SIGNATURE – The appointed county highway superintendent or appointed city street superintendent must **sign** in the space provided.

002.13.03 TITLE – **Enter** "County Highway Superintendent" or "City Street Superintendent" as appropriate.

002.13.04 DATE – **Enter** the date that the form is completed.

## One- And Six-Year Plan Highway, Road or Street Improvement Work/Project

GENERAL INFO	Name (County or Municipality): <input type="checkbox"/> Existing W/P <input type="checkbox"/> New W/P <input type="checkbox"/> Revision W/P						
	Work/Project (W/P) Number:			<i>Work/Project Length:</i>			
	Other Work/Project Number:			Control Number:			
REVISIONS	Interlocal Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 20px;">If Yes, Name of Other Entity:</span>						
	Location Description:						
STDS	If Revision, describe the changes:						
	Notification of Revision of One-Year Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="margin-left: 20px;">If Yes, what is the reason?</span> <input type="checkbox"/> Revisions to the Work/Project <input type="checkbox"/> Emergency Work/Proj Needed <input type="checkbox"/> Additional Funding Available <input type="checkbox"/> Other: _____						
SPD	<u>Functional Class</u> <i>National:</i>		<i>State:</i>				
	<u>Design Standards</u> Table 2-001.		<u>National Highway System:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No				
TRAFF	Design Speed: _____ MPH		Posted/Anticipated Speed = _____ MPH				
	Avg Daily Traffic :	Initial Year	VPD	Hvy Trucks %	Design Year	VPD	Hvy Trucks %
ROADWAY	HIGHWAY, ROAD OR STREET		EXISTING		PROPOSED IMPROVEMENT		
		Surface Type	Width (ft)	Surface Type	Thickness (in)	Width (ft)	Work Type
	Traveled Way:						
	Shoulders:						
BRIDGES & STRUCTURES	BRIDGES AND STRUCTURES		EXISTING		PROPOSED IMPROVEMENT		
	Structure Number(s) City/County - NBIS		Structure Type	Condition SR SD FO	Structure Type	Size	Design Loading and Work Type
				<input type="checkbox"/> <input type="checkbox"/>			
				<input type="checkbox"/> <input type="checkbox"/>			
OTHER SCOPE	Other Scope of Work:						
	<input type="checkbox"/> Add Auxiliary Lane(s) <input type="checkbox"/> Sidewalk/Trail <input type="checkbox"/> Removal of Roadside Obstacles <input type="checkbox"/> Flatten Vertical Curve(s) <input type="checkbox"/> Other: _____		<input type="checkbox"/> Grading <input type="checkbox"/> Guardrail <input type="checkbox"/> Fencing <input type="checkbox"/> Curb Work <input type="checkbox"/> Curb Ramp(s)		<input type="checkbox"/> Acquire Right of Way <input type="checkbox"/> Other Utilities Work <input type="checkbox"/> Lighting <input type="checkbox"/> Traffic Control Devices <input type="checkbox"/> Construction Detour		<input type="checkbox"/> Remove Existing Bridge/Structure <input type="checkbox"/> Bridge Re-deck <input type="checkbox"/> Bridge Rail <input type="checkbox"/> Storm Sewer or Culverts <input type="checkbox"/> Erosion Control
ANALYSES	Drainage Study Completed for Structures/Drainage Facilities <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> N/A			Work/Project Relaxation of Standards Requested <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> N/A			
	Analyses Completed: <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> N/A			Cost Effective Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> N/A			
FINANCIAL	Other Benefit/Cost Analysis <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> N/A						
	Nebraska licensed engineer providing design and construction phases services: <input type="checkbox"/> Yes <input type="checkbox"/> No						
	Construction Period (estimated):						
Other Funds to be Applied:							
<input type="checkbox"/> Federal Fund Purchase Program <input type="checkbox"/> State-Aid Bridge Fund <input type="checkbox"/> Federal Funds thru NDOR <input type="checkbox"/> LB960 County Bridge Match Program <input type="checkbox"/> State Recreation Road Fund <input type="checkbox"/> Other: _____							
Estimated Costs (1,000)		County	Municipality	State	Federal	Other	Total
Print Name:			Title:		Date: 11/17/2016		
Signature:							