

Roadway Design Unit Staff Meeting

January 29, 2007

Temporary Shoring Memo dated January 17, 2007

<http://www.ncdot.org/doh/preconstruct/highway/roadway/policymemos/geotech01172007.pdf>

- **Roadway Shoring for Maintenance of Traffic:**

The Geotechnical Engineering Unit will recommend a special provision, estimate average shoring height and provide notes on plans including soil parameters to the Traffic Control Unit and provide any shoring details to Roadway Design Unit to be included in the 2-series sheets of the Roadway Plans.

Traffic Control will calculate the temporary shoring quantity based on the limits and the estimated average shoring height and provide this quantity to the Roadway Design Unit. One month before Final Design Field Inspection, Traffic Control may schedule a meeting to discuss the temporary shoring with Roadway, Geotechnical and Hydraulics (if there are drainage issues). If a meeting is not necessary, Traffic Control will request temporary shoring recommendations from the Geotechnical Engineering Unit.

- **Roadway or Structure Shoring for Other Reasons:**

The responsible Unit will calculate the temporary shoring quantity based on the limits and the estimated average shoring height and provide this quantity to the Roadway Design Unit.

Public Records Memo dated January 5, 2007 from Bill Rosser

When major information requests are made from the News Media, please advise the Communications Office. It is our Department's policy to promptly provide full and complete disclosure of public records, files and information with all information, files, etc. being sent to the Communications Office for transmittal to the reporter or organization making the request.

The office receiving the request should also establish a file containing the initial public information request with a comprehensive list of all information provided in the response.

Roadway Design Manual

Check for revisions and new guidelines on the Roadway Design web page. A discussion of the appropriate way to make changes and updates is under consideration.

- **Chapter 6 and the Bridge Policy:**

The Implementation Committee has discussed that the Bridge Policy and Chapter 6 of the Roadway Design Manual do not having the same information. The charge is to have everything put into Chapter 6 of the Roadway Design Manual.

Scott Blevins, Ron Allen, Brenda Moore, Jim Speer, and Tony Houser all have agreed to do an overview and to determine the magnitude of what should be done to get everything relating to bridges and preparing structure recommendations into Chapter 6 by late March, 2007.

- Design exception guidelines and superelevation guidelines will be added to the Design Manual in the future. The initiative is to have all policies and guidelines related to design in the Manual.

Location and Surveys and Photogrammetry files submitted to the Roadway Design Unit

There should not be any overlapping text from the property line file and the topo files. The files need to be sent back to Location and Surveys Unit for correction if this occurs.

Field Inspection Checklist

The Field Inspection Checklist should be attached to the Field Inspection Letter as noted in the Letter.

CADD Issues

Ted reminded the group about the Luminate Web Conferencing. Anyone wanting to attend as an observer is invited to the February 1 meeting in the Photogrammetric Conference Room.

Executive Dashboard Workshop

A workshop on the Executive Dashboard is to be held February 21st in the Roadway Design Conference Room.

Ergonomic Assessments

A letter was distributed to clarify the process for requesting an ergonomic assessment.

Safety

Please follow all safety rules when driving a state vehicle; all passengers must wear a seat belt. Look out for the safety of yourself and others in the group when conducting meetings in the field.

Open Discussion

- **PMii**

We discussed giving the Project Design Engineers full access to the system. Training may need to be given to these PDE's.

Staff reviewed ZPSR28. This transaction has more information than Debbie's report (ZPSR25). The layout and filters shown and reviewed will be made global in the near future.

Be conservative with denoting the Low, Medium, and High Utility Impacts on projects.

- **Merger '01 Training**

Merger 01 training classes will be held this year. The classes will be 3 days, and include 16 hours of training. The first day will be 4 hours, the second day will be 8 hours and third day, 4 hours.

The tentative dates are as follows:

March 6-8

April Not Scheduled; may be in a location outside the Raleigh area

May 9-11

June 5-7

July 10-12

August Not scheduled; this month may not be used.

September 11-13

October 2-4

October 30-November 1

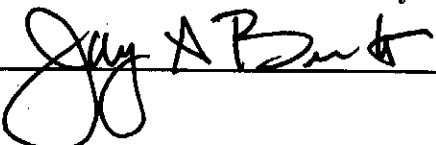
All Project Engineers and Project Design Engineers will be assigned to one of these training sessions. There will be approximately 6 people from Roadway Design per class. Classes will be scheduled based on each person's calendar. If there is a conflict, try to work out rescheduling on your own before requesting another date through the secretary.

- **Subdivision Roads Manual**

Please provide Ron Allen any comments about the "Minimum Construction Standards for Subdivision Roads" before next Wednesday, February 7, 2007

Minutes Approved By: Jay A. Bennett, PE

State Roadway Design Engineer

Signed:  Date: 2/22/07