SECTION C-6 SAFETY PROJECTS

PROCEDURES

The preliminary steps utilized to implement Federal-Aid Primary Safety Projects requiring surveys and plans need to realistically correlate planning with funding commitments. Many projects are delayed either due to a nonsystematic approach or to the total project cost being estimated low in the early stages, and are delayed in the final stages when more current estimates have been obtained. Much of this disparity is caused by changes in the scope of projects from that originally envisioned. The objective of the following procedures is to promote a joint and cooperative effort of all units involved in the planning process to arrive at a more realistic project concept and financial understanding which should result in a realistic scheduling process.

1. The selection process for the project will proceed as in the past, with the Traffic Engineering Division in cooperation with the District Administrator and appropriate division(s) in selecting projects for inclusion into the safety program. Information pertaining to the scope and nature of the proposed projects is to be provided to the TED for their use in the justification process and obtaining priority approval from the FHWA.

2. After priority approval of the project, the State Traffic Engineer is to request the Location and Design Division to assign a project number. After the project number is assigned, the Traffic Engineering Division will notify the appropriate divisions and each division will be requested at this time to commence the necessary work to implement the project.

3. The State Location and Design Engineer, upon receipt of the approval of the project, will request preliminary engineering authorization. As soon as authorization has been received, the State Location and Design Engineer will instruct the District Design Transportation Engineering Program Supervisor to proceed with preliminary plans.

4. The District Design Transportation Engineering Program Supervisor will consult with the District Traffic Engineer and Resident Engineer so that the proposed improvement may be outlined utilizing aerial photography, topographic maps, or other material suitable for a preliminary field study if deemed necessary. The actual survey is to be held in abeyance until after the preliminary scheme has been approved. The State Location and Design Engineer will be available to assist in supplying any mapping or photography which may be required to complete the above. Upon defining the scope and intent of the project, the District Design Transportation Engineering Program Supervisor will request historical and archeological survey and permit determination using Form LD-252. A brief description of the work should be noted in the remarks.

5. The District Design Transportation Engineering Program Supervisor, upon completion of Step 4, will notify the Traffic Engineering Division, The Location And Design Division, and the Resident Engineer that the project is now ready for a preliminary plan review and make arrangement, if necessary, for scheduling the review. Due to the limited Preliminary Engineering Funds, only those representatives form the Environmental, Right-of Way, Traffic Engineering, Materials, or any interested Division the District Administrator deems necessary may be requested to attend.

   Items pertaining to the need for a field inspection, anticipation of donated right of way, or type of public hearing, etc., should be fully resolved at the plan review. The scheduling should be discussed and dates set for the different stages in the development of the project. After the dates have been fixed, all affected divisions should be advised.

6. The result of the plan review along with construction estimates, right of way, and utility estimates as required, should be forwarded to the State Location and Design Engineer with copies to TED.

   The State Traffic Engineer will complete his review and, should be concur with the proposed scheme of development, advise the State Location and Design Engineer in order that the necessary field survey can be initiated.

7. Upon completion of the survey, the District Design Transportation Engineering Program Supervisor will plot the necessary plans and show the scheme of development along with the grades, proposed right of way line, and obtain a realistic construction cost. At this point a scoping review will be made to ascertain if the project is still within the scope and nature of intended work and within the funding limitations.

   A set of prints with scoping Form LD-403 should be provided the District Administrator. If he/she approves, the prints with Form LD-403 should be forwarded to the Programming & Scheduling Division for scoping and then to the State Location and Design Engineer. A set of prints and an estimate should also be forwarded to TED.

   Approval to proceed will be documented by the receipt of scoping Form LD-403 indicating final scoping is complete. The State Location and Design Engineer will advise of the scope approval by scoping Form LD-404 and request the District Location and Design Engineer to proceed with the development of the project. From this point the project development will proceed in accordance with the normal design procedures including public hearing, Utility Field Inspection, and right of way requirements.

At this time, the District Design Transportation Engineering Program Supervisor should request the District Environmental Section, by Form LD-252, to prepare the appropriate environmental document. Copies of Form LD-252, should note a brief description of the work in the remarks with copies of the form forwarded to Environmental Engineer and the State Location and Design Engineer.

8. Any major deviation from the agreements reached at the preliminary plan review as indicated in Item No. 5 must be evaluated as to the difference in cost and this information transmitted along with the prints and Form LD-403, as indicated in Item 7, so that any change from the original concept can be included in the decision making process. It is imperative to ascertain that the revised project still satisfies the original objective within a reasonable funding scope. This will reduce the disparity in cost previously mentioned in the opening remarks of this section.

The above instructions apply to all Federal Safety projects, except secondaries, which are handled by the Secondary Roads Division, other than justification which will be handled by the Traffic Engineering Division. Railroad Crossing projects are handled in a manner similar to these guidelines with the main exception being the fact that the plans, sketches, estimates, and work are done by the railroad company involved. In view of the mandatory allocation of manpower time and funding resources to priority projects, every step must be taken that will reduce or eliminate efforts expended throughout all Divisions within the Department. The project is to be viable from a funding and functional standpoint and every consideration shall be given to fulfilling all highway needs; however, the major thrust of manpower availability must be given to those projects for which funding is most readily available.