

## **SECTION 2C – 4 - PROJECT ASSIGNMENT AND FIELD RECONNAISSANCE**

### **PROJECT ASSIGNMENT**

Upon receipt of the survey data, the District Location and Design Engineer and the District Preliminary Engineering Manager will request that the design unit prepare the preliminary design. Assignment will be determined based upon the projected availability of manpower either in the district or the Central Office design unit.

### **PROJECT MANAGEMENT**

The design unit responsible for design shall review the parameters of the project's functional classification, size and geographic location as shown on the report from iPM. The correct project length, project numbers and elements of work shall be reviewed for corrections.

In order to identify early, any potential problem that may develop in meeting advertisement dates, the State Location and Design Engineer has delegated to the District L&D Engineer or the District Preliminary Engineering Manager to ensure that the advertisement schedule is carried out as planned. The State Location and Design Engineer, in conjunction with the District Engineer/Administrator, will conduct quarterly manpower assessments of the design functions utilizing the Location and Design Division's manpower planning system. In the event any problem in the procedures outlined above cannot be resolved, the problem will be resolved by the State Location and Design Engineer and the District Engineer/Administrator. If the problem cannot be resolved at this level, it will be referred to the Chief Engineer.

### **FIELD RECONNAISSANCE**

Field reconnaissance procedures are to be followed on projects received for initial development. Projects, which have been through the Location Public Hearing process, should generally follow these same procedures depending upon the elapsed time between the hearing and receipt of the survey.

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\* Rev. 7/16