

ASHE / D-9 JOINT VIRTUAL WORKSHOP

District 9 Plans Unit Update

Presented to:



JAMES T. PRUSS, JR, P.E.
PORTFOLIO MANAGER/PLANS ENG

JUNE 2, 2021



TODAY'S TOPICS

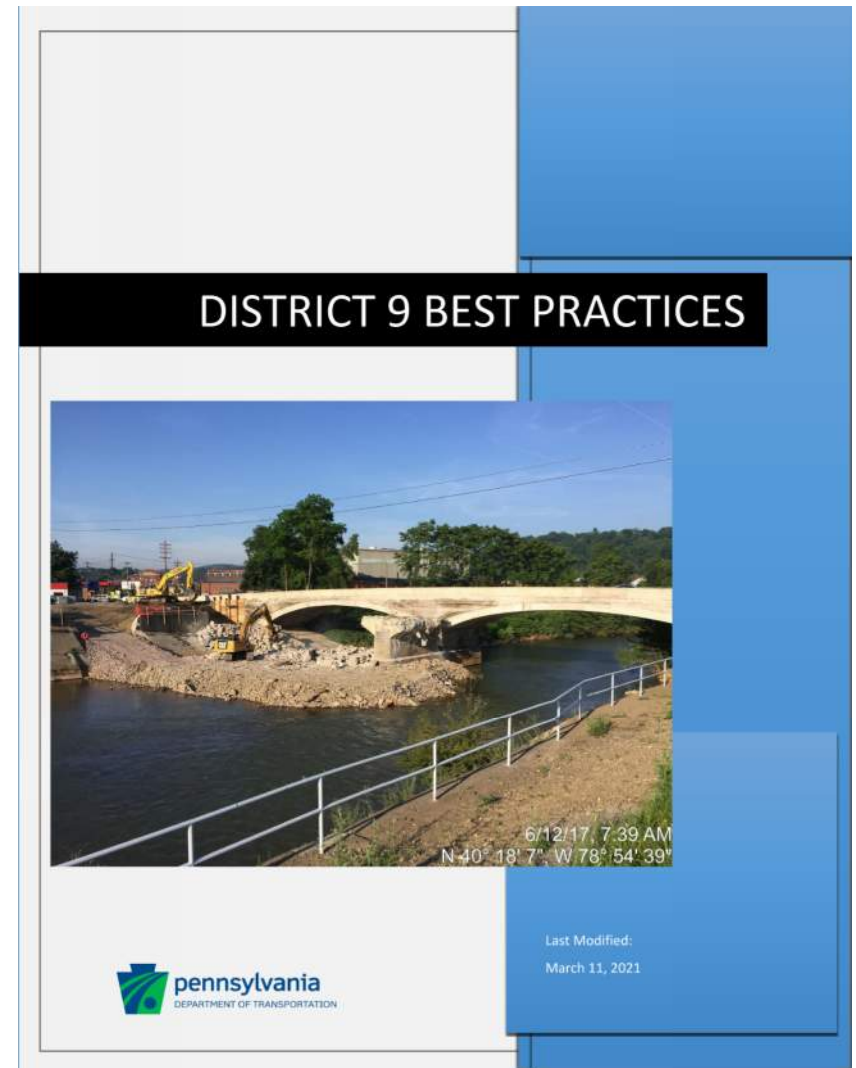
- Best Practice Updates
 - District Checklists
 - Virtual Public Mtg Policy
 - New Detour Sign
 - Detour Approval Form Update
 - ROW Field View
- Miscellaneous
- Administrative



D9 BEST PRACTICES

- District Best Practices
 - Summary of District Design Circulars, Design Memos and Policy Related e-mails
 - Available in ECMS File Cabinet
 - Last Updated: May 4, 2021
 - Attachments are not accessible in the File Cabinet – Ask your PM for any documents of interest

- New to District Best Practices...



DISTRICT CHECKLISTS

- The submissions below will include District 9-0 Checklists:
 - Line and Grade
 - Safety Review
 - Design Field View
- Include as the second sheet of the submission, following the District 9-0 Signature Approval sheet
- Submissions must be organized and bookmarked as outlined on checklist
- Complete the checklist in its entirety
- Consultant signs the “Prepared By” line



LG&T Submission Checklist.pdf



Safety Review Checklist D9.pdf



DFV Submission Checklist D9.pdf



VIRTUAL PUBLIC MEETING

Follow 5 step process outlined in District Policy

- Step 1 – Develop Presentation

- Must be approved by management and CRC at least one week prior to sending letters and publishing ad
- An example District 9-0 Presentation is available



Example D9 Presentation.pdf

- Step 2 – Prepare Advertisement and Letters

- Typical invitees to the public and public official meeting will receive letters
- Meeting occurs during normal work hours

- Step 3 – Hold Public Officials Meeting

- Project Manager presents and the design team fields questions



VIRTUAL PUBLIC MEETING

- Step 4 – Receive Public Input
 - Presentation will be posted on PennDOT's website following the public meeting
 - Comments received for a two-week period
 - Include comment form on website
- Step 5 – Comment Response & Input Summary
 - Follow-up with all comment received from the public or public officials
 - Document all follow-ups

Public Meeting materials are posted to the following website:

www.penndot.gov/district9.



NEW DETOUR SIGN

Add detour dates to advanced warning signs

- Size of sign is based on ADT and speed limit
- Include the statement below in the TCP General Notes

2 WEEKS PRIOR TO DETOUR, ADVANCE SIGNING STATING WORK TO COMMENCE SHALL BE PLACED AS CLOSE AS POSSIBLE TO THE WORK SITE AS SHOWN ON THE PLAN. ALL OTHER DETOUR SIGNING SHALL BE ERECTED 1 WEEK PRIOR TO THE COMMENCEMENT OF WORK BUT COVERED. SIGNS SHALL BE UNCOVERED ON THE FIRST DAY OF PHYSICAL WORK.

- Include the language below on the signage

CONTRACTOR IS RESPONSIBLE FOR SETTING THE INITIAL DATE AND IMMEDIATE UPDATES BASED ON SCHEDULE CHANGES FOR THE “THIS BRIDGE(or ROADWAY)-TO BE CLOSED FOR-CONSTRUCTION-XX/YY/ZZZZ”.

- Request .dgn and .pdf files of the sign from your PM



NEW DETOUR SIGN

**THIS BRIDGE
TO BE CLOSED
FOR CONSTRUCTION
XX/YY/ZZZZ**



DETOUR APPROVAL FORM

- Detour approval form updated May 2021
- Detours using non-state roads require direct contact with the roadway owner, documented on the updated Detour Approval Form
 - If initial contact is more than one year prior to letting, the owner must be contacted with an updated project status
 - Projects require Item No. 9000-0024/0025/0026 Repair of Detour Route – See District 9-0 Special Provision Library for special provision
 - Include additional language in the 0901-0001 Maintenance and Protection of Traffic Special provision regarding a pre-construction survey



ROW FIELD VIEWS

- All Right-of-Way Plans will undergo a field view with a representative from the District right-of-Way Unit and the District PM
- Depending on project complexity, the consultant PM may be present at the field view
- The field view will occur simultaneously with the ROW Plan Review
- All comments will be addressed and incorporated into the Final ROW Plan



MISCELLANEOUS

- Include the District Special Provision “9000-0090 Location of Underground Highway Lighting Facilities” for any project with guide rail work in the vicinity of highway lighting at interchanges, etc.
- Projects with High Tension Cable Median Barrier require a completed “HTCMB Design Checklist” be attached to the Safety Review Submission
- Per SOL 494-20-02 speed limits should not be reduced through work zones unless justified, TE-162 is required



ADMINISTRATIVE

- Be prompt with submitting final invoices
- An updated Proprietary Item Approval Letter is available with all references to CFR 635.411 removed
- Do not insert a “20” in the signature fields on title sheets

05/28/2021
EXAMPLE



- Final Plan Archiving
 - After a project is let, submit a final pdf copy of the entire plan set, including addendums to the PM for archival purposes.



Questions?

