

**2023**  
**ASHE ALTOONA / PENNDOT 9-0**  
**ANNUAL JOINT WORKSHOP**

**DESIGN SERVICES UPDATES**

JOHN CIPRICH •• APRIL 27, 2023

# DESIGN SERVICES – DISTRICT 9

- Survey Unit
  - Field Crews
  - Office Staff
- Utility Relocation Unit
- Right-of-Way Unit
  - Appraisal Section
  - Acquisition (Negotiation) Section
  - Property Management / OAD Section
- Environmental Unit
  - NEPA Section
  - Permit Section



# DESIGN SERVICES – COMMON THEMES AMONG UNITS

- Tasks on Design Schedule Critical Path
  - Permit Approvals
  - Utility Clearances
  - Right-of-Way Clearances
- Substantial outside coordination
  - Environmental Unit – Review Agencies
  - Utility Unit – Utility Companies
  - Right-of-Way Unit – Property Owners
- Meeting milestone submission dates critical to keeping projects on schedule



# DESIGN SERVICES – SURVEY UNIT

- Survey Unit Reorganization
  - Surveyor 1 – Assistant Chief of Surveys
  - Right-of-Way Information Request Changes
    - Research by committee – Chief, Assistant Chief, Clerical Assistant
    - Resource Mailbox: [RA-PDD9ROWREQUEST@pa.gov](mailto:RA-PDD9ROWREQUEST@pa.gov)
- Legal Right-of-Way Determination
  - Make sure to use the Right-of-Way plan showing Required Right-of-Way
  - Subsequent plans could have errors



# DESIGN SERVICES – UTILITY RELOCATION UNIT

- SUE Reports & Test Holes
  - SUE Reports need reviewed/approved and sealed by a PE or PLS
  - Test holes must locate utility – may need additional test holes
- Utilities occupying Department property
  - Department cannot legally grant easements
  - Within Legal Right-of-Way
    - Highway Occupancy Permit
  - Within other Department property (stock sites, offices, uneconomical remnants)
    - License Agreement



# DESIGN SERVICES – UTILITY RELOCATION UNIT

- Coordinate PA (CPA)
  - Web-based coordination software tool
  - Starting April 21, 2023 must use for PA One Calls
  - Replaces Pennsylvania 811 Web Ticket Entry Process
- Reminders:
  - Utility Coordination on Consultant Projects - Consultant is the lead
  - Electric outages during construction
  - Utility Material Lead Times



# DESIGN SERVICES – ENVIRONMENTAL UNIT

- District H&H Coordinator
  - Vacant since February 2022
  - Inhouse projects
    - H&H Report reviewed by bridge squads
  - Consultant projects
    - Cursory review by Permit Supervisor
    - Be mindful of limited review by the District



# DESIGN SERVICES – RIGHT-OF-WAY UNIT

- Right-of-Way Best Practices Document
  - Collaboration between plans, R/W and survey staff
  - Covers everything from plan requirements to submission processes to timeframes
- Right-of-Way plan reviews by Right-of-Way staff
  - Challenging to find the ‘right’ time for this review
    - PM review, QA/QC review, Survey review, field review
  - Acquisition staff and appraiser(s)
    - Meeting to review plan in detail
  - Additional comments after ‘Final Plan Approval’





# DESIGN SERVICES – RIGHT-OF-WAY UNIT

- R/W Field View Comments – Missing topo:
  - Septic fields
  - Buildings
  - Wells
  - Trees
  - Landscaping
- R/W Staff Review Comments – Drafting errors:
  - Spelling
  - Property owner names/description not matching deed exactly
  - Tax map number wrong or incorrect format
  - Leader lines and arrowheads incorrect
  - Proposed work outside of Required ROW – slopes, traffic signal poles



# QUESTIONS?