

## Region 1 Access Management Strategy Project Delivery Roles

This document serves as a Region 1 addendum to the Highway Division Project Delivery Leadership Team Operational Notice regarding Implementation of Access Management on Projects (PD-03). The purpose of this document is to provide the access management (AM) project delivery roles under a project with a potential Access Management Strategy that does not need an Access Management Plan, an Access Management Plan for Interchanges, or an Interchange Area Management Plan.

Under the Draft STIP Milestone, the Project Access Management Coordinator (PAMC) has the responsibilities listed in Table 1.

<b>Table 1: Project Access Management Coordinator Responsibilities</b>			
<b>Draft STIP Milestone</b>	<b>AM Scoping Report</b>	Access Control Research	Send request form to R/W in Salem carbon copying the Region 1 R/W Agent and Manager.
		Approach Inventory <sup>1</sup>	Work with the District Office to perform the following duties: 1. Survey approach mile points; 2. Collect type of business, name of business, site address, property owner's names, approach width, approach material, and tax lot information; 3. Take picture of approach; 4. Document alternate access; 5. Document any safety issues pertaining to the approach (e.g. intersection sight distance, gate, slope, or short throat distance); 6. Research approach permits.
		Traffic Analysis	Work with the Traffic Analysis team to determine any operational and/or safety concerns with existing highway approaches.
		R/W Cost Estimate	Work with R/W to determine R/W cost estimate of deed/easement research, offers to remedy approach closure, and acquiring access rights.
		PE Cost Estimate	Work with the District Office and Salem to determine PE cost estimate of personnel, services, supplies, and potential legal fees.
		Schedule of Work	Provide a timeline of AM tasks and deliverables.
		Conclusion	Identify and describe AM issues that have potential scope, schedule, and budget consequences for the project. List a brief recommendation on possible approach closures or relocations.
	<b>Other</b>	AM Worksheet	Fill out the Project Delivery Work Planning system worksheet based on the conclusion in the scoping report.
		Public/Stakeholder Involvement Plan	Work with R/W and Community Affairs to provide a plan that explains how communications regarding access management issues on the project will be managed.

1. No approach inventory would be conducted for Preservation Projects unless access management would be implemented on all or selected sections of the project limits.

Under the Approved Design / Design Acceptance Milestone, the AM Sub-Team has the responsibilities listed in Table 2. The AM Sub-Team should include the Project Team Leader, Region Access Management Engineer (RAME), PAMC, District Access Coordinator, Project Roadway Designer, Senior R/W Agent, and other positions with the agency that might be effected by the AM Sub-Team decisions.

<b>Table 2: AM Sub-Team Responsibilities</b>			
<b>Approved Design / Design Acceptance Milestone</b>	<b>AM Sub-Team</b>	AM Strategy	The RAME writes the AM Strategy in accordance with OAR 734-051 with the assistance of the PAMC for the AM Sub-Team review and the Area Manager approval.
		Discussion Meetings	RAME organizes meetings unless delegated to the PAMC. Based on the objectives listed in the Access Management Strategy, the AM Sub-Team evaluates which approaches to close, relocate, or do additional research.
		AM Strategy Matrix (not required)	The PAMC creates a matrix to show if the AM Sub-Team is being consistent in following the objectives listed in the Access Management Strategy.
		Property Owner Input / Negotiations	If R/W will be acquiring land from property owners of recommended approach closures, R/W will take the lead of getting the property owner's input of the closure and offering any remedy for the closure; else, the RAME or delegated person would take the lead.
		Agreements	The lead communicator writes and mails an agreement to a property owner regarding the input and negotiations about the approach closure.
		Last Meeting	The AM Sub-Team forms a consensus on which approaches to close or relocate. If a consensus cannot be reach, the Area Manager and District Manager makes the decision. If the two managers cannot reach a decision, the two managers refer to the Region Manager for the decision.
		Official Project List	The PAMC updates the Official Project List with decided actions toward approaches. Tech Center Manager signs the list.
		Approach Closure Letter	The District Access Coordinator (with the assistance of the PAMC) writes the permanent and temporary approach closure letters. The AM Sub-Team & AM Unit Appeals Coordinator review the approach closure letters. The District Manager signs the approach closure letter.
		Access Deficiency List	With the Tech Center Manager's approval, the PAMC enters any approaches in the Access Deficiency List that could not be close through the project.
		Appeals (If applicable)	The RAME will work with the AM Unit Appeals Coordinator, Area Manager, and the Department of Justice in handling any appeals of approach closures.
<b>Other</b>	Design Acceptance Memorandum	The Roadway Designer on the project writes this narrative that describes the principal design features to address AM and the Tech Center Manager signs it.	

Under the Final Contract Plans / PS&E Milestone, Table 3 lists the project delivery remaining responsibilities:

<b>Table 3: Remaining Responsibilities</b>			
<b>PS&amp;E Milestone</b>	<b>CHAMPS</b>	Approach Permits	The District Access Coordinator enters and issues approach permits through CHAMPS based on the decisions made on the Official Project Access List.
	<b>CHAMPS</b>	Notes	The PAMC inputs approach research (e.g. easement, age of house, etc.) and decision reasons into the notes section of the CHAMPS permit number.
	<b>Other</b>	AM Checklist	The Technical Services Branch, Office of Pre-Letting completes this checklist.