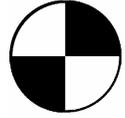




Highway Division Project Delivery Leadership Team Operational Notice



| NUMBER | REVISION # | SUPERSEDES | EFFECTIVE DATE | LAST REVIEW | RESCINDED DATE |
|------------------|------------|------------|---|-------------|----------------|
| PD-16 | NEW | None | 3/07/2007 | N/A | N/A |
| SUBJECT | | | ISSUING BODY | | |
| Highway Mobility | | | Project Delivery Leadership Team (PDLT) | | |

PURPOSE

The purpose of this document is to provide guidance regarding ODOT’s Highway Mobility policies, processes, roles and responsibilities. Because of the economic importance of free-flowing, predictable highway travel, ODOT has established requirements and processes for managing issues impacting freight and traffic mobility.

This guidance applies to all ODOT projects and to all state or federally funded local projects on state highways. It applies to construction projects as well as scheduled maintenance projects as described in the Maintenance Mobility Requirements.

RATIONALE

Mobility is defined as the ease with which people and goods move throughout their community, state, and world. Mobility is valuable because it provides access to jobs, services, and markets. Without question, Transportation’s most essential function is to provide mobility for people and goods.

Implementation will ensure that ODOT upholds its agreements with the freight industry, complies with mobility provisions of FHWA rules, and meets its goals for traffic mobility and safety.

ODOT is required to comply with the FHWA 630 Rule for Work Zone Safety and Mobility, and has agreements with the freight industry regarding mobility issues. In addition, one of ODOT’s Context Sensitive and Sustainable Solutions (CS³) goals is to “maintain or improve traffic mobility and safety; keep traffic moving.”

KEY ROLES & RESPONSIBILITIES:

ODOT’s mobility program is managed by the ODOT Statewide Traffic Mobility Manager. Regions, Office of Project Delivery, Oregon Bridge Delivery Partners (OBDP), and Motor Carrier Transportation Division carry out the responsibilities of the program through various roles and committees.

Roles and responsibilities for ODOT’s mobility program are included in the Highway Mobility Operations Manual. (See the Mobility Matrix at the end of this document for specific activities and tools).

KEY POLICY CONSIDERATIONS:

The Highway Mobility Operations Manual and supplemental documents provided on the Statewide Traffic Mobility Website are the accepted authority for mobility policy for the Agency. Refer to the Highway Mobility Operations Manual for details on processes and policy

Key policy considerations regarding mobility management include:

1. Identification of mobility issues
Mobility issues, including traffic, freight, and emergency services, must be considered at the very beginning of the project development process. Possible impacts to each of these must be identified and considered when a project is programmed. The Mobility Considerations Project

Checklist should be used to identify mobility issues both in project development and during project construction (e.g. considering a change order request).

2. Communication and Coordination

Appropriate and timely communication within ODOT and with industry stakeholders affects the success of traffic mobility on Oregon's transportation system. Actions that may affect mobility require specific notification and communication processes. These processes include collaboration with key industry stakeholders in initial and continuing conversations about alternatives and mitigation requirements as.

3. Restrictions

Several factors must be considered before imposing restrictions on vertical or horizontal clearance, weight, route, detours, ramp closures, or before imposing any traffic delays.

Corridor thresholds have been established to quantify the maximum delay or travel time created by highway work zone activities that would be considered tolerable by the traveling public and provide Regions with information to assist in managing mobility. While thresholds are in effect 24 hours per day, 365 days per year, it is understood that it may be difficult to meet the thresholds during high traffic volumes related to seasonal traffic, holidays, and special events. Current delay or travel time threshold information can be found in the Corridor Transportation Management Plans located on the Statewide Traffic Mobility Website.

4. Transportation Management Plan (TMP)

The Project-Level TMP addresses traffic management for each project or group of projects that are inter-related in a corridor and includes decisions made regarding, but not limited to, traffic control plan design, construction staging, traffic/freight mitigation and public information. TMP's include documentation of design decisions made to mitigate mobility issues (e.g. freight restrictions and delays) identified by the Project Team. The TMP is to be started early in the project development process, but is considered a living document that will continually grow and change throughout project development.

A TMP is required for all projects receiving Federal Aid dollars. TMP components include:

- a. Traffic Control Plan (TCP) — always included
- b. Traffic Operations (TO) Strategies — included for "Significant Projects" — *see below*
- c. Public Information (PI) Campaigns — included for "Significant Projects" — *see below*

Criteria used to determine which TMP components are to be included in the TMP:

- a. Significant Projects include freeway projects within a Transportation Management Area (TMA), or any project with a budget greater than \$5 million.
- b. All other projects will include the Traffic Control Plan (TCP) as a minimum. Inclusion of TO and PI components are recommended, but not required.

The Project-Level TMP Guidance Document along with example TMP's are available as a link at the Statewide Traffic Mobility Internet under "Documents & Forms".

5. Contract & Design Considerations

During the development of projects, consideration should be given to practices that will eliminate or minimize mobility issues for both traffic and freight. Practices in both the design phase and during construction should be considered. Examples of these practices may include:

- a. Accelerated or innovative contracting methods, such as:
 - i. Incentives/disincentives to encourage early contract completion (see Operational Notice PD 17 – Incentive/Disincentive Contracting Provisions)
 - ii. A+B contracting, taking advantage of the "time" component

- iii. A+C contracting, requiring Contractor Pre-qualifications for complex or specialty work
- iv. Design-Build contracting
- b. Minimizing contract duration
- c. Alternative design materials and methods
- d. Alternative innovative construction materials and methods (e.g. PPC & high-early strength concretes)
- e. Alternative construction staging design materials and methods to accelerate construction and reduce overall delay:
 - i. On-site diversions to minimize stages
 - ii. Full roadway closures with off-system detours
 - iii. Partial detours
 - iv. Plan for unbalanced directional volumes
- f. Plan for future maintenance / rehabilitation preservation needs
- g. Focus on performance-based specifications (design-build) performance standards
- h. ITS methods for monitoring/managing real-time traffic operations

EXPECTATIONS:

Regions are expected to evaluate all construction projects for mobility and review options carefully throughout each phase of the project to minimize the duration and severity of freight restrictions and traffic delays. Project teams will collaborate with key industry stakeholders through the Motor Carrier Transportation Division in initial and continuing conversations about alternatives and mitigation requirements. Delay estimates will be prepared for each construction and maintenance project, and compared to the corridor delay thresholds. When discrepancies occur Regions must make decisions that eliminate or minimize traffic delays, such as:

- Adjusting schedules, staging and/or traffic management strategies
- Engaging alternative design practices, construction materials, construction methods and contracting methods
- Request an exception — See Chapter 6 of the Highway Mobility Operations Manual for exception criteria and process. Exceptions should be planned during the design phase of a project to allow ODOT personnel ample time to prepare for delays on these routes. Exceptions are sought through the Region Mobility staff and must first be approved by the Region Manager before going to the Statewide Traffic Mobility Manager for review and approval. Typically, an exception request is not considered an acceptable means of addressing actual delay issues during construction; however,
 - Critical activity information may not be available until the project is underway and would need to be submitted during construction activities. Examples include rolling slow-downs for beam swings or long detours for bridge demolition.
 - It is understood that conditions in the field may change that would result in longer than expected delays. An exception may be sought during construction if other mitigation methods are not practical.

REFERENCES:

- [Statewide Traffic Mobility Website](#)
- [Traffic Mobility Intranet](#) (ODOT only)
- [Highway Mobility Operations Manual](#)
- [Highway Mobility Database](#) (View Data only)
- [Highway Mobility Database](#) (Input Data - restricted access)
- [Restriction Notice](#) (Form 734-2357)
- [Mobility Considerations Project Checklist](#)
- [Maintenance Mobility Requirements](#)
- [Corridor Transportation Management Plans](#)
- [Project-Level Transportation Management Plan Guidance Document](#)
- [Examples of Project-Level Transportation Management Plans](#)
- [Highway Design Manual](#)
- [Technical Bulletins](#)
- [PDLT Operational Notice 17](#) (Incentive/Disincentive Contracting Provisions)

PROJECT MOBILITY CONSIDERATIONS CHECK LIST

| | | |
|----------------------|--------------------|------------------|
| PROJECT NAME: | KEY NUMBER: | LOCATION: |
| HIGHWAY NAME: | ROUTE #: | MP: |

NOTE: This checklist is initiated by a project leader during the project development phase and provided to the construction project manager when transitioning the project to the construction phase.

IMPACT ON MOBILITY

CHECK ALL THAT APPLY or NONE

| | | | | | |
|--------------------------|--------------|--------------------------|--------------|--------------------------|--------|
| <input type="checkbox"/> | DELAYS | <input type="checkbox"/> | RAMP CLOSURE | <input type="checkbox"/> | WIDTH |
| <input type="checkbox"/> | ROAD CLOSURE | <input type="checkbox"/> | HEIGHT | <input type="checkbox"/> | WEIGHT |
| <input type="checkbox"/> | LANE CLOSURE | <input type="checkbox"/> | LENGTH | <input type="checkbox"/> | DETOUR |

DETOUR REVIEWED FOR:

| | | | | | |
|--------------------------|---------------------|--------------------------|---------------------|--------------------------|---------------------|
| <input type="checkbox"/> | LENGTH RESTRICTIONS | <input type="checkbox"/> | WEIGHT RESTRICTIONS | <input type="checkbox"/> | LOCAL EVENTS |
| <input type="checkbox"/> | WIDTH RESTRICTIONS | <input type="checkbox"/> | VERTICAL CLEARANCE | <input type="checkbox"/> | SPECIAL TRAVEL DAYS |

Project Mobility Restriction Considerations Worksheet

| Temporary Clearance Considerations | Notes |
|---|-------|
| 1. Are there any available options that would eliminate the restriction? | |
| 2. Are there any available options that would minimize the restriction? | |
| 3. Are there any available options that would shorten the duration of the restriction? | |
| 4. How will restricted traffic be detoured? | |
| 5. How will all restricted vehicle owners be notified of the restriction? | |
| 6. How will the restriction affect existing MCTD permits? | |
| 7. How will the restrictions affect emergency services? | |
| 8. Are any other projects using the existing route as a detour? (e.g. Will you be detouring existing detoured traffic?) | |

(PROJECT MOBILITY CONSIDERATIONS CHECK LIST, Cont.)

| Detour Considerations | Notes |
|---|-------|
| 1. Are there any restrictions on the detour route? | |
| 2. Is this route being used as a detour for other restricted routes? | |
| 3. How will the detour route affect emergency services response times? | |
| 4. Will vehicles transporting hazardous materials be able to use the planned detour route? | |
| 5. Are there other projects along the proposed detour route which will restrict traffic? | |
| 6. Is there another detour route available if something happens to the proposed detour route? | |

Project Mobility Communications Checklist

- Contacted [MCTD Technical Coordinator \(GR-MCTDMobilityTeam@odot.state.or.us\)](mailto:GR-MCTDMobilityTeam@odot.state.or.us)
 - 1. *Met with Trucking Industry representatives if required*
 - 2. *Provided Motor Carrier with a current copy of the traffic control plan and sign plan*
 - 3. *Identified which part of the industry is effected by restriction, i.e. annual permit holders vs. single trip permits*
- Provided project information to Region Mobility Liaison
- Worked with the following groups to identify and resolve any potential conflicts:
 - District Maintenance staff
 - Oregon Bridge Delivery Partners
 - Local road authorities
 - Local utilities
 - Rail Authorities *if any or mark None*
- Considered impacts of local events and special travel days prior to start of restriction
 - Confirm inclusion of these events and travel days within project [Special Provisions](#)
- Identified the need for [28 day written notice to MCTD](#) prior to start date of restriction
 - During construction: [28 day written notice to MCTD](#) prior to start date of restriction

| NAME (PRINT) | SIGNATURE | DATE |
|--------------|-----------|------|
| | | |

Mobility Matrix – Key Roles, Actions and Tools

| Role | Action | Tool | When Occurs |
|---|--|---|--|
| MCTD Freight Mobility Coordinator (FMC) | <ul style="list-style-type: none"> ▪ Initiate all freight industry contacts ▪ Set up meetings with freight industry representatives as needed ▪ Identify freight issues, develop options and solutions ▪ Track and provide highway information to freight industry stakeholders ▪ Provide industry project team members for high impact projects ▪ Notify freight industry of planned restrictions ▪ Provide vehicle size, weight, and permit information to project teams ▪ Provide information regarding existing restrictions on potential detour routes to project teams | | ASAP; 21 days prior to planned restrictions; throughout project development |
| Project Leader, CPM, LAL and Project Team | <ul style="list-style-type: none"> ▪ Identify and consider mobility issues and impacts throughout project scoping and development ▪ Develop project specific Transportation Management Plan (TMP) ▪ Involve MCTD FMC early in process when mobility issues are identified, including potential detour routes, prior to Design Acceptance milestone. ▪ Send MCTD FMC copy of stakeholder participation plan or “project information paper” for use in notifying the freight industry of public meetings and project plans ▪ Identify risks associated with mobility and plan/evaluate risk responses ▪ Develop Traffic Control Plan (TCP) ▪ Notify MCTD FMC of planned restrictions or detours ▪ Notify State Bridge Engineer regarding planned bridge load posting ▪ Ensure consideration given to alternative design practices, materials, and construction methods to minimize delays and restrictions ▪ Ensure consideration given to various contracting methods to minimize delays and restrictions (i.e. A+B, or Incentive/Disincentive provisions) ▪ Ensure other factors given consideration (secondary routes, congestion impacts, risk analysis, emergency mobility plans, permitting requirements) | <ul style="list-style-type: none"> ▪ TMP ▪ stakeholder participation plan ▪ “project information paper” ▪ TCP ▪ Mobility Database ▪ Risk Assessment ▪ Mobility Considerations Checklist ▪ PD-17 Incentive / Disincentive Contracting Provisions | ASAP; throughout project development |
| PM | <ul style="list-style-type: none"> ▪ Implement TMP and TCP ▪ Notify MCTD FMC when work zones restrict width, length, height or weight of trucks ▪ Notify MCTD FMC when restriction is lifted ▪ Notify MCTD FMC of any changes to traffic control plan | <ul style="list-style-type: none"> ▪ Form# 734-2357 ▪ Traffic control plan (TCP) ▪ Mobility Considerations Checklist | 28 days prior to planned restrictions; |
| State Bridge Engineer | <ul style="list-style-type: none"> ▪ Notify District Manager, MCTD Administrator, Communications Division, and Office of the Director regarding need for bridge load posting | | Allow plenty of time to prepare and implement detours w/o compromising the integrity of the bridge |

Mobility Matrix – Key Roles, Actions and Tools (Cont.)

| Role | Action | Tool | When Occurs |
|--|---|---|------------------------------|
| Region Mobility Liaison (Traffic Mobility Liaison) | <ul style="list-style-type: none"> ▪ Collect region project information for all projects occurring in the region (STIP, OTIA, Local, etc.) and in neighboring/bordering jurisdictions ▪ Identify and develop resolution strategies for schedule conflicts affecting region or corridor mobility ▪ Track all region project data on restrictions impacting mobility ▪ Identify and develop resolution strategies for delay threshold conflicts ▪ Work with OBDP, Statewide Traffic Mobility Manager, Region Staff, Local Governments, and others to resolve conflicts ▪ Lead development, review and update of Corridor-level TMPs and Emergency Freight Mobility Plans ▪ Track all special community events, major agriculture activities, and any other information that would impact traffic volumes or delays. ▪ Ensure interregional mobility via participation in corridor mobility committees ▪ Track data on delay thresholds | TMP ; TCP , Mobility Database | Throughout project lifecycle |
| Statewide Traffic Mobility Manager | <ul style="list-style-type: none"> ▪ Forecast, prioritize and coordinate projects at a statewide level according to set mobility standards ▪ Ensure statewide mobility via coordination of mobility steering committee, corridor mobility committees, and region mobility committees ▪ Make decisions regarding conflicts unable to be resolved at region level ▪ Provide policies, standards, and guidelines regarding mobility, in partnership with Region Staff, Project Delivery Staff and MCTD | | |