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Background & Purpose

Why the Checklist is important

Potential impacts to freight and traffic must be considered when a project is early in the development phase. The Mobility Considerations Checklist (ODOT Form# 735-9983) is a fundamental part of this process for reviewing mobility impacts and providing for stakeholder input through the Mobility Advisory Committee.

The Checklist is used during both project development and project construction (e.g., with a change order request). Completion of the checklist requires potential impacts be assessed for:

- Critical route pairs;
- Delay;
- Road closures;
- Lane or ramp closures;
- Vertical clearance;
- Length restrictions;
- Width restrictions;
- Weight restrictions;
- Local/special events;
- Holiday travel days; and
- Detours/on-site diversions.

Completion of the Checklist is required for all projects, per the Mobility Procedures Manual and Project Delivery Operational Notice PD-16.

Who completes the Checklist and when

Per Note 1 at the top of the Checklist, Transportation Project Managers, Resident Engineers, Resident Engineers - Consultant Projects and Project Delivery Teams are responsible for completing this checklist initiated and signed by a Transportation Project Manager during the project development phase. The checklist is submitted with the PS&E Package to the Office of Project Letting, and provided to the Resident Engineer when transitioning the project to the construction phase.

A draft Checklist is due at the Design Acceptance Phase (DAP) and is considered a phase gate document. If the draft checklist is not completed at DAP, the project cannot advance to the Design Phase (unless a DAP PD-02 Exception Letter grants an extension date for completion).

During project development, the project team must provide for stakeholder and ODOT Mobility Advisory Committee input. MCTD will help facilitate conversations through email or meetings. Once a project is shared with stakeholders, the MCTD Mobility Team requires at least 15 business days to review mobility checklists before signing (more time may be required if the project has not yet been shared with the Mobility Advisory Committee).
When submitting a Checklist, it must be accompanied by a Transportation Management Plan (TMP), Traffic Control Plan (included in the TMP) and Work Zone Decision Tree form. The MCTD Mobility Team cannot review a Checklist without these required documents.

The final Checklist is submitted with the PS&E Package to the Office of Project Letting, and provided to the Resident Engineer when transitioning the project to the construction phase. If there are any additional project changes made prior to PS&E that impact mobility (including Special Provisions to Standard Specifications), the project team must provide for stakeholder input on the changes and update the Checklist as appropriate.

Off-system projects that create a mobility impact on the state system must also comply with PD-16 and the Checklist. Transportation Project Managers with projects (both on-system and off-system) that have no mobility impacts should check the “No Mobility Impacts” box and sign the checklist (MCTD signature is not required for a “no mobility impact” project) before submitting it with the PS&E package.

Using the Checklist during Construction

During Construction, any Highway Restriction Notices submitted (or updated) for a project should be consistent with the restriction plans and stakeholder commitments documented in the project’s Mobility Considerations Checklist and TMP.

Per the Mobility Procedures Manual, the Resident Engineer\(^1\) is responsible for reviewing and approving the adequacy of information contained in the Highway Restriction Notice Form #734-2357 as prepared by the contractor (at least 35 days prior to work beginning) and then forwarding the approved form to the MCTD Mobility Team.

Before making changes during construction that have the potential to adversely affect mobility or run counter to previous mobility agreements made during preliminary design, the Resident Engineer must discuss proposed restriction revisions with the Contractor, Region Mobility Liaison, and any relevant region resources to determine if the change is warranted and supported by the Region.

If supported by Region, Resident Engineers must:

- Engage MCTD Mobility to discuss and obtain concurrence with the potential changes before any agreements are made with the contractor
- Document MCTD and Mobility Advisory Committee support of any potential new restrictions or other changes that impact mobility, and provide a copy of the documentation to the Region Mobility Liaison.\(^2\)

If the MCTD Mobility Team determines the Highway Restriction Notice Form to be incomplete or inconsistent with the Mobility Considerations Checklist and other supporting documentation, the form will be returned to the Resident Engineer to rework.

---

\(^1\) The Mobility Procedures Manual references the working title ‘Project Manager’ which has since been replaced the working title ‘Resident Engineer.’

\(^2\) The list of Mobility Liaisons for each region can be found on the [internal Mobility SharePoint site](#) and the [external Mobility website](#).
with the Contractor.

Ideally, issues that could result in changes to the Checklist should be discussed during the mandatory Pre-Construction Conference ("Pre-Con"). Per the ODOT Construction Manual, objectives for the Pre-Con include reviewing the Project Work schedule. Topics addressed at the Pre-Con or other pre-work meeting(s) must include Freight Mobility and Temporary Protection and Direction of Traffic.

Since construction plans may not work as well as expected when applied to the actual site, the Construction Manual requires the Resident Engineer and project staff to, among other things:

- Establish and maintain a working relationship with the Contractor that allows all individuals to work together to resolve problems.
- Plan proactively to anticipate as many problems as possible so that solutions or alternate Plans can be developed before the problem is actually encountered.
- Develop an issue resolution process to allow the parties to work through issues at the lowest possible level.
- Analyze the issue(s) objectively and openly to reach resolution.
- Document the issue(s) and any resolution on the matter.
Section 1: Project Information

Project Information Fields

Complete all of the project information fields at the top of Section 1.

For the **HIGHWAY NAME and NUMBER** and **ROUTE #**, a cross-reference table of highway names, numbers, and route numbers can be found at: https://www.oregon.gov/ODOT/Data/Documents/Routes-to-Highway-Cross-Reference-Table.pdf

Examples for Interstate 5 and US26:

<table>
<thead>
<tr>
<th>HIGHWAY NAME and NUMBER</th>
<th>ROUTE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific 001</td>
<td>I-5</td>
</tr>
<tr>
<td>Mt. Hood 026</td>
<td>US26</td>
</tr>
</tbody>
</table>

Indicate Current Stage of Project

Use these checkboxes to indicate the current project delivery milestone anytime the checklist is shared with the mobility team. This will help us determine how close your checklist is to being finalized before PS&E.

Indicate Impact on Mobility

Indicate if there are mobility impacts, based on your responses to the questions on the form.

Keep in mind - impacts to mobility apply to both on-system projects, and off-system projects that could impact the state system. (An example of an “off-system” project would be a city/county road project that involves a ramp connecting to a state highway.)

“No Mobility Impacts” means all of the following:
- No permanent reductions in vehicle carrying capacity are planned on a reduction review route subject to review under Oregon Revised Statute 366.215.
- No vertical clearance reductions.
- No width restrictions, meaning the following minimum horizontal clearance will be
maintained at all times:*
  o 28-feet between barrier (including any paved shoulder) for two lanes, one direction.
  o 28-feet for two lanes of two-way traffic with no traffic separator.
  o 22-feet for one lane, one-way traffic.
  - No full road closures or ramp closures.
  - No lane shifts or lane closures underneath structures will divert traffic into a travel lane with less vertical clearance.
  - No weight restrictions.
  - No length restrictions.
  - No detours or on-site diversions.

* We recognize that there are some routes where the existing roadway is narrower than the minimum horizontal width needed for there to be no restriction notification required. In situations like this, contact the MCTD Mobility Team so we can have a conversation about your project and confirm any impacts to mobility.

If your project has no mobility impacts, no signature is needed from MCTD. Contact the MCTD Mobility Team if you have any questions determining mobility impacts for your project.
Section 2: Project Info, Duration & Hours

Questions 1 – 4

For questions one and two, provide the anticipated start/end date for the project, as well as the construction season and years. The start/end date should span the entire project and not just the duration of a single stage or anticipated highway restriction. This information is used to help determine if there are potential conflicts with other projects.

For question three, list all of the planned stages, and include the resulting restrictions, mile point range and expected duration. Staging options that provide for continuous free-flow conditions with minimal delays and no restrictions should be used whenever possible.

In question four, consider if windows of unrestricted freight movement can be provided between stages. Are there times when work will not be taking place that traffic control devices can be removed to allow unrestricted movement? Will there be times when a certain type of work is being done that doesn’t require restrictions? Has the project team considered contracting methods to limit closures and restrictions so they can only take place during specific windows?

Unrestricted means:
- There are no restrictions on width, height, weight, or length;
- There are no ramp closures or full road closures
- There are no lane shifts or lane closures underneath structures that will divert traffic into a travel lane with less vertical clearance.
- There are no detours or diversions.

Question 5

Provide the closure days, hours and months for allowable full road closures, lane or ramp closures that will be specified in Oregon Standard Specifications for Construction - Number 00220.40(e).

When closures are allowed, Section 220.40(e) defines the time frames when traffic lanes can be closed, and when they must be kept open (such as for holidays and special events). If any changes are made to Section 220.40(e) as a Special Provision, the changes need to be reflected in the Checklist and shared early with the Mobility Team to allow for input from Mobility Stakeholders.

Question 6

Indicate if the project is on a route that is being used as a detour for another project, and if so, is coordination taking place to address conflicts?

Your Region Mobility Liaison can determine if your project is on a designated detour route for another project and can help with coordination. Per the Mobility Procedures Manual, the Region Mobility Liaison is responsible for collecting data on existing or proposed detour routes, and identifying and developing resolution strategies for
schedule and delay threshold conflicts that affect corridor mobility.

Question 7

This question addresses permanent reductions in vehicle-carrying capacity that are subject to review under Oregon Revised Statute 366.215.

The law states the Oregon Transportation Commission may not permanently reduce the vehicle-carrying capacity of identified freight routes when altering, relocating, changing or realigning a state highway. Exceptions can be granted by the OTC if safety or access considerations require the reduction and if it is in the best interest of the state and freight movement is not unreasonably impeded.

Reduction in vehicle-carrying capacity (RVC) is defined in Oregon Administrative Rule 731-012-0010. RVC is “a permanent reduction in the horizontal or vertical clearance of a highway section, by a permanent physical obstruction to motor vehicles located on useable right-of-way subject to commission jurisdiction.”

Examples of features that may reduce the vehicle-carrying capacity of a highway are:

- Raised pedestrian islands.
- Bulb-outs.
- New sign or signal structures over the roadway.
- Raised medians/curbs and traffic separators.

Maps are available showing Reduction Review Routes subject to ORS 366.215. If your project is on one of these routes, any features that have the potential to reduce the route’s vehicle-carrying capacity are subject to a review process under OAR 731-012-0010, which includes a stakeholder forum review.

- ODOT TransGIS site: [http://gisintra.odot.state.or.us/TransGIS/](http://gisintra.odot.state.or.us/TransGIS/)

The following supporting guidance is available that further explains the statute and the
process for review of proposed design concepts on Reduction Review Routes:

- **Guidance for Implementation of ORS 366.215:**

- **Highway Leadership Team Implementation Letter:**

- **Oregon Administrative Rule 731-012-0010 — Reduction of Vehicle Carrying Capacity:**
  https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=102
Section 3: Work Zone Safety Considerations

Question 1
The Work Zone Safety Guiding Principle directs project design teams to use a full range of options for maintaining a balance between safety and mobility. Options include, but are not limited to:

- Separation of the traveling public from workers and work areas,
- Speed reductions
- Law enforcement
- Enhanced traffic control devices and signage
- Overall roadway and work zone design

The Work Zone Safety Guiding Principle has been incorporated into Highway Directive TRA 10-16. The Directive also requires use of the associated Work Zone Decision Tree and Transportation Management Plan in the project delivery process.

Question 2
The Work Zone Decision Tree Form is used to consider planning and design options for projects, including staging, traffic control, separation strategies, public involvement and communications.

At the top of the Decision Tree are boxes corresponding to each project phase:

<table>
<thead>
<tr>
<th>Phase</th>
<th>1 – Scoping</th>
<th>2 – Project Initiation to DAP</th>
<th>3 – DAP to Final PS&amp;E</th>
<th>4 – Construction</th>
</tr>
</thead>
</table>

These boxes are checked as you progress through each milestone. Checking a new milestone opens a new row to add documentation for each work zone decision criteria.

The Work Zone Decision Tree becomes part of the project’s Transportation Management Plan (TMP) – both of which are required for all projects. Below are links to some examples.

**Example of Work Zone Decision Tree:**
https://www.oregon.gov/ODOT/MCT/Mobility%20Document%20Retention/12-13-18/K18683_DT.pdf

**Example of TMP with Work Zone Decision Tree:**
Question 3

Work shifts and hours for paving projects are shared with Mobility Stakeholders to address concerns about the amount of time workers are exposed to moving traffic.

Provide the best estimate that you can, based on the information available at the time you complete the checklist. The MCTD Mobility Team and Mobility Advisory Committee members understand that the answer provided is ODOT’s anticipated work shift information, and that contractors may propose a different plan for completing the work.
Section 4: Road Closure Considerations

Full road closures are addressed separately on the Checklist, due to the impact they have on the full spectrum of vehicles that use the affected route.

Provide road closure information, including direction of travel and duration.

If you’re planning a road closure, you will also need to provide detour information in Section 7 of the checklist. Any associated ramp closures must also be addressed separately in Section 6.
Section 5: Lane Closure/Width Restriction Considerations

Question 1

If lane closures are planned, indicate which lanes will be closed (including direction of travel), and how much total available width (total horizontal clearance and not travel lane width) will be available for the open travel lane(s). Horizontal clearance refers to the entire paved width of the open travel lane(s) between barrier (i.e. soft barrier, hard barrier or equipment) including any paved shoulder capable of supporting freight loads without failure (see examples below). If the available width will vary, depending on the project stage or phase, provide all of the widths (including mile point ranges and durations of each stage/phase).
Also indicate if the work zone is on a curve or straight section, or both --- and how much total width will be available for the open travel lane or lanes between barrier (such as cones, candlesticks, barrels or concrete barrier) – including any usable shoulder.

This information is used to determine the actual "load" width restriction for freight travelling through the work zone. A buffer space is applied to the available width, depending on if the roadway is curved, straight or both.

A two-foot buffer is applied for load restrictions on straight sections, and a three-foot buffer is applied to curves (or both straight and curved sections). For curved sections, the buffer assumes the curve is a 5-degree curve (1145’/350 m radius) or less.

For example, a travel lane with 16-feet of horizontal clearance between barriers would result in a 14-foot wide load restriction on a straight section of roadway, and a 13-foot wide load restriction on curve (or a section that is both curved and straight):
**Question 2**

The MCTD Mobility Team needs to know if there are lane shifts or lane closures that will divert traffic into a travel lane with less vertical clearance underneath structures.

High loads have specific lane usage required in their permits, since bridges often have varying vertical clearances above different lanes (or shoulders).

If the lane closure results in less vertical clearance, and an “up and over” diversion is not available, Over-Dimension permit staff will need to route high loads onto alternate routes, which may include city/county roads.

**Question 3**

If travel lane widths will be reduced, provide the widths (e.g. distance between the skip line and shoulder line). This information helps determine impact on wide loads that may not fit within a travel lane.

**Question 4**

This question helps the Mobility Team determine pilot car needs, bicycle lane impacts and other concerns. When a roadway is reduced to less than 28 feet of horizontal clearance for two lanes (one way or two opposing lanes), the reduced width could result in a pilot car being required for overwidth loads travelling through the work zone, or could create an unsafe condition for an adjacent bicycle lane.

**Question 5**

This question determines if annual over-dimension permit holders will need to be notified of width restrictions. MCTD issues about 60,000 annual permits each year. The permits are valid for one year and authorize unlimited trips. MCTD requires a minimum
28-day notification period to provide sufficient time to send notification letters to annual permit holders (contractors and other non-ODOT staff are required to provide 35 day notification).

In general, annual permits allow loads during the daytime\(^3\) up to 14-feet wide on interstates and 12-feet wide on non-interstates. Nighttime movement\(^4\) is generally restricted to 12-feet wide on interstates and 10-feet wide on non-interstates.

There are exceptions and route-specific requirements. Contact the MCTD Mobility Team for help in answering this question.

Questions 6 & 7

Indicate if all unannounced over-sized loads can be safely accommodated through the work zone with minimal delay by moving cones and equipment out of the way.

Accommodating means:

- Able to “wave through” all loads with a slight delay, after moving equipment / traffic control devices to provide at least 22’ of horizontal clearance.
- No lane shifts/closures beneath structures.
- No ramp closures.
- No vertical clearance reductions.
- No weight or length restrictions.

If these requirements cannot be met for unannounced loads, can they be accommodated on a case-by-case basis by providing advance notice? Also, has the project team considered if the route is used by overwidth farm implements? (Farm implements are exempt from obtaining overwidth permits on non-interstate highways.)

Contact the MCTD Mobility Team for accommodating requirements for mainline interstate highways.

---

\(^3\) [Oregon Administrative Rule 734-082-005(6)](https://www.oregon.gov/OT/SA/LAW/ADM/ADM082.cfm) defines daytime hours as one-half hour before sunrise until one-half hour after sunset.

\(^4\) [Oregon Administrative Rule 734-082-005(6)](https://www.oregon.gov/OT/SA/LAW/ADM/ADM082.cfm) defines nighttime hours as one-half hour after sunset until one-half hour before sunrise.


Section 6: Ramp Closures/Width Restrictions Considerations

Ramp restrictions must be addressed separately from lane and road closures, so the MCTD Mobility Team can determine if the work affecting the ramp will end sooner than the duration of the work affecting the lane or road closure. This information also helps Mobility Stakeholders understand the actual duration times of each type of project work.

If the project involves ramp closures, you will also need to provide detour information in Section 7 of the checklist.

Question 1

Be sure to provide specific ramp numbers and/or names to clearly identify them on the checklist. Single Trip Permits are issued for over-dimension loads with specific routes the carrier must follow, including which exit to take or ramp to enter from, based on the dimensions of the load. Many ramps are also used as “up and over” detours to avoid low structures on the highway. Closure of an on or off ramp that removes the “up and over” option for high loads and may result in a hit to a structure or cause other loads to be routed onto unauthorized routes that have not been reviewed for the size/weight of the load.

Question 2

The MCTD Mobility Team needs to know the anticipated days and hours of the ramp closures to help with managing highway restriction notices.

Question 3

Provide ramp width restriction information (if applicable). Most ramp work results in a closure, but there are some occasions when a ramp only needs to be width restricted. As with lane width restrictions (see Section 5), this information is used to determine what the actual load width restriction will be for the ramp.
Section 7: Detour Route Considerations

The questions in this section are intended to ensure that any planned detours take into account and provide for all traffic that is legally allowed to use the route that will be closed, including freight and over-dimensional units.

Communication and engagement of industry stakeholders are an integral part of freight mobility during the development of detours. During project development, the MCTD Mobility Team needs to be notified about any planned off-site detour routes.

MCTD will work the Region Mobility Liaison and project team leader/manager to engage industry stakeholders for the development of detours. The MCTD Mobility Team can also provide over-dimension routing data to help identify suitable detour routes. The Mobility Team can also work with trucking industry stakeholders to arrange for a freight vehicle to drive the proposed route to check for any issues.

Question 1
If a road closure is planned, describe the approved detour route in this question. Approval information will need to be provided for Questions 7 or 8 (depending on the detour route).

Questions 2 & 3
If over-dimensional units use the existing route but cannot use the detour route, then either a different detour route is needed, or a second detour route specifically for over-dimensional units is needed.

Question 4
Detour routes need to be checked for any overhead obstructions that will impact vertical clearance. This can include structures, wires, traffic signal heads, and overhanging trees. This is especially important for any projects located on a route that is approved for continuous movement of over-height loads (see the Freight Mobility Over-Height Map).

Legal height is 14 feet. Annual over-dimension permits allow loads up to 14' 6" high on approved routes. Single-trip over-dimension permits allow loads even higher on specific routes.

Question 5
Structures on detour routes need to be checked for weight restrictions.

A list of bridge restrictions on state systems can be found on MCTD’s Oregon Trucking Online website at: https://www.oregontruckingonline.com/cf/MCAD/pubMetaEntry/restrictionsList/index.cfm?

However, weight restrictions over non-state structures should be checked through the local jurisdiction.
**Question 6**
Detour routes need to be checked for length restrictions. Length restrictions are often caused by roadway curvature. Turning movements need to be evaluated to see if they safely provide for turning movements and off-tracking.

**Questions 7**
Detour that use local city/county roads must be approved by the local jurisdiction.

**Questions 7**
On state detour routes, some oversize loads (such as triple trailers) might be authorized for the route that will be closed, but not authorized for the state route that is planned for the detour.

In those cases, approval from the appropriate ODOT District Road Authority is required. Contact the MCTD Mobility Team for help determining if District approval will be needed.

**Question 9**
Indicate if the detour route will be signed, and if so, provide any signing plans if available.

**Questions 10 & 11**
If ramp closures are planned, provide the detour routes in Question 10. For “next exit” detours, indicate how this will be communicated to drivers.

For question 11, detours that instruct to reverse direction need to be checked to ensure overheight loads are not routed under structures with lower vertical clearance. Vertical clearance can vary underneath structures, depending on the lane (and shoulder) that will be used by overheight loads.
Section 8: Special Detour Route Considerations

Special detour route considerations include emergency services response times, vehicles transporting hazardous materials, and if there other projects along the detour route that will restrict traffic.

If out-of-distance travel or detour delay times are excessive, then special coordination with emergency services must be made. If hazardous material is transported along the existing route, then the detour route must be evaluated to see if it can accommodate it as well. If there is a conflict with other projects, then the work should be rescheduled to eliminate the conflict.

A back-up detour route should always be identified in case of a natural disaster or unplanned restriction on the proposed detour route.
Section 9: Critical Route Pair Considerations

ODOT is committed to keeping freight moving safely and efficiently throughout Oregon in support of the State’s economy. If a route needs to be restricted, ODOT will collaborate closely with the freight industry to minimize the impact of construction projects on mobility.

If the route that is identified on the list of critical route pairs (see below) needs to be temporarily restricted, ODOT will take steps to make sure that the paired critical route on the list is not restricted.

<table>
<thead>
<tr>
<th>Highway</th>
<th>Paired With</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-5</td>
<td>OR 212, US 26, US 97</td>
<td>Washington – California</td>
</tr>
<tr>
<td>US 30</td>
<td>US 26</td>
<td>Portland – Coast</td>
</tr>
<tr>
<td>OR 22 &amp; OR 18</td>
<td>US 20</td>
<td>Willamette Valley – Coast</td>
</tr>
<tr>
<td>OR 126</td>
<td>OR 38</td>
<td>Willamette Valley – Coast</td>
</tr>
<tr>
<td>OR 38</td>
<td>OR 42</td>
<td>I-5 – Coast</td>
</tr>
</tbody>
</table>

It is essential to communicate within a region, between regions, and statewide in development, construction, and maintenance to ensure an identified alternate critical route pair will not be concurrently restricted. A local detour is acceptable if it provides the shortest practical distance and will accommodate vehicles of the same weight and dimensions that are normally allowed on the route under construction.
Section 10: Height, Length & Weight Considerations

Question 1

ODOT’s *Size and Weight Restrictions Policy (PMT 06-01)* provides specific guidelines for weight restrictions that must be followed when load rating factors show insufficient load capacity for unrestricted use by permit vehicles.

Some examples of temporary weight restrictions:

- Some weight restricted bridges require overweight loads to straddle the center line. If a lane on a bridge needs to be restricted preventing overweight loads from straddling the centerline, a temporary weight restriction may be needed until the lane restriction is lifted.

- Bridge containment systems can sometimes add significant load to a bridge, requiring a temporary weight restriction until the containment system can be removed.

Describe the weight restriction that will be needed and indicate the impact on annual or single trip over-dimension permits.

Contact the [MCTD Mobility Team](#) if you’re not sure of the impacts.

Question 2

If your work zone will have curves of more than 5-degrees, oversize loads may need to be restricted to prevent off tracking.

Question 3

Indicate if the vertical clearance for traffic will be reduced due to temporary structures, equipment or obstructions over the roadway.

Examples include temporary traffic signals, bridge false work and bridge containment systems.
Section 11: Mobility Communications Checklist

The purpose of the Communications Checklist is to ensure mobility-related coordination and stakeholder engagement steps have taken place, as appropriate, for the project.

**MOBILITY COMMUNICATIONS CHECKLIST**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>NA</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contacted the MCTD Mobility Team early in project development, prior to DAP, to identify potential mobility and work zone safety impacts, and allow time for review.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Provided the MCTD Mobility Team with current copy of TMP/Work Zone Decision Tree/Traffic Control Plan.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>Met with the Mobility Advisory Committee (if needed) to share project and seek support.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>Met with the Mobility Advisory Committee per the Highway Roundabout Directive DES 02 to ensure freight movement, including over-dimension loads, can be accommodated through the roundabout, and a document memorializing roundabout decision was issued.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>Identified which part of the industry is affected by restriction, (e.g. annual permit holders vs. single trip permits). Contact the MCTD Mobility Team for help determining.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>Additional coordination is required with the MCTD Mobility Team.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>Provided project information to the Region Mobility Liaison.</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>Considered impacts and confirmed inclusion of local events and special travel days within project Special Provisions prior to start of restriction.</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>Identified the need during construction to provide Work Zone Notification 35 day written notice to MCTD prior to start date of restriction per CDOT Standard Specifications 0020.03(a).</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>Project restrictions are supported by MCTD and if needed the Mobility Advisory Committee. Attach email(s) and for Mobility Advisory Committee meeting minutes indicating MCTD support.</td>
</tr>
</tbody>
</table>

Worked with the following groups to identify and resolve any potential conflicts:

- District Maintenance Staff
- Consultants
- Local Road Authorities
- Local Utilities
- Rail Authorities
- Not Applicable

1. If your project has mobility impacts or if you are not sure of potential impacts, early communication with the MCTD Mobility Team prior to DAP is essential to identify issues and engage with stakeholders to seek options and solutions.

2. Current copies of the Transportation Management Plan, Work Zone Decision Tree and Traffic Control Plan must be provided to the MCTD Mobility Team before the Mobility Checklist can be signed. If changes are made to any of these documents that impact mobility, make sure the changes are also reflected in the Checklist and shared with the Mobility Team.

3. Check with the MCTD Mobility Team early (prior to DAP) to see if your project should be shared with the Mobility Advisory Committee (MAC). The Mobility SharePoint Site lists upcoming MAC meeting dates, and provides a Mobility Meeting Guidelines document. Complete a Meeting Material Submittal Form to schedule your project for an upcoming meeting and upload meeting materials. Submittals must be received at least one week prior to the meeting date.

4. Highway Roundabout Directive DES 02 establishes the expectation and
processes concerning freight mobility to be followed whenever a roundabout is proposed to be installed on the state highway system. This includes engagement with the trucking industry (via the Mobility Advisory Committee) which is coordinated through the MCTD Mobility Team.

5. The Mobility Procedures Manual provides information on the over-dimension permitting process. The types of loads that travel through a project area can vary, depending on the specific route, time of day and the type of permit. If you are not sure of the impacts, contact the MCTD Mobility Team for help.

6. Occasionally, a project may require additional follow up on mobility-related issues and concerns.

7. Per the Mobility Procedures Manual, transportation project managers/resident engineers - consultant projects are responsible for involving the region mobility liaison early in the planning process when mobility issues are identified, including potential reduction in capacity (ORS 366.215) design conflicts, potential detour routes, delays and planned restrictions.

8. Holidays and special events must be considered when planning restrictions. Oregon Standard Specifications for Construction - Number 00220.40(e)(2) defines the time frames when traffic lanes must be kept open for holidays and special events. Boilerplate Special Provisions to the Standard Specifications can be found online at: https://www.oregon.gov/ODOT/Business/Pages/Boilerplate-SP-2018.aspx?wp6616=l:100.

9. Per the Mobility Procedures Manual, contractors and other non-ODOT submitters must submit the online Highway Restriction Notice Form# 734-2357 at least 35 days prior to work beginning for Resident Engineer review. Once the resident engineer has reviewed the notice for accuracy, they will forward it to the MCTD Mobility Team at least 28 or 14 days prior to work beginning (depending on the type of restriction). The notice must be reviewed and approved by the MCTD Mobility Team prior to work beginning.

10. MCTD and mobility stakeholder support for proposed restrictions must be documented with the Mobility Considerations Checklist. Attach copies of emails and/or meeting minutes with your completed Checklist.

11. Depending on the mobility impacts in your project, different groups may need to be consulted to identify and resolve issues. Check the groups as appropriate for your project.
Section 12: Additional Comments/Notes

Use this section to provide any additional mobility-related information or comments about your project that may not have been addressed in the other sections of the Checklist.

Section 13: Submittal Instructions

Transportation Project Managers/Resident Engineers:
Check each box to confirm completion of each item in the Submittal Instructions.

Transportation Project Managers, Resident Engineers and Resident Engineers - Consultant Projects:
It is essential to communicate any changes to restriction plans and mobility impacts that are documented in the signed Mobility Checklist. If changes occur that have the potential to affect mobility, follow the steps in this section before submitting a Highway Restriction Notice for the proposed restriction revisions.

Section 14: Signatures

The Region Project Lead must sign and date the completed form (digital signatures are acceptable).

The MCTD Mobility Program Manager signature is only required if your project has mobility impacts (see Section 1).

Once a project has been shared with stakeholders, the MCTD Mobility Team requires at least 15 business days to review Checklists before signing. More time may be required if the project has not yet been shared with the Mobility Advisory Committee.
Mobility Considerations Checklist FAQ’s

1. When considering if a project has “No Mobility Impacts:” what if we have an existing highway where the existing width already falls within the threshold for requiring a restriction notification before any work begins (e.g. a tunnel with less than 28 feet of horizontal clearance for two lanes of one-way traffic)?

   We recognize there are some routes where the existing roadway is narrower than the minimum width needed for there to be no restriction notification required.

   In situations like this, contact the MCTD Mobility Team so we can have a conversation about your project and confirm any impacts to mobility.

2. When answering the paving work question in Section 3, is it ok to guess how many shifts and hours per shift that are planned for the project?

   Provide the best estimate that you can, based on the information available at the time you complete the checklist. The MCTD Mobility Team understands that the answer provided is ODOT’s anticipated work shift information and that contractors may propose a different plan for completing the work.

3. Do you have a definition of a curve that could cause a length restriction?

   In general, work zones and detours that have a high degree of curvature (more than 5-degrees) may require a length restriction to prevent off-tracking.

4. Regarding accommodating oversize loads (Section 5, Questions 6 & 7), shouldn’t we wait for the contractor to answer these questions since they may not agree with our response?

   The Checklist is intended to be ODOT’s anticipated plan for addressing work zone safety and mobility impacts so that we can provide for stakeholder input before a project goes out to bid. MCTD understands that contractors may propose a different approach when bidding a project, and that proposed changes will be brought back to the Mobility Team for review before any agreements are made with the contractor. Proposed changes that have the potential to adversely affect mobility or run counter to previous stakeholder agreements must be shared with the Mobility Team and possibly with the Mobility Advisory Committee to discuss and obtain support for the potential changes.
5. If submitting a draft Checklist to the MCTD Mobility team to get initial feedback (e.g. early communication, prior to DAP), are we required to attach supporting documents?

If you are seeking early input from the MCTD Mobility Team about a particular mobility issue, you can simply email the team with your questions without providing the Checklist and supporting documents if they are not quite ready to share. Mobility can help identify oversize load permit impacts and with detour route information, and can seek feedback from stakeholders on potential staging options as the TMP is being developed. A current copy of the TMP, TCP and Work Zone Decision Tree will need to be submitted with the Checklist (for projects with Mobility impacts), before the Checklist can be reviewed and signed off.

6. Where can I find a blank copy of the Mobility Considerations Checklist?

The Checklist is available to download at the following link: https://www.oregon.gov/ODOT/Forms/Motcarr/9983fill.pdf. A link to the form is also available at:

- The external Mobility website on Oregon.gov: https://www.oregon.gov/ODOT/MCT/Pages/StatewideTrafficMobility.aspx
- The internal Mobility SharePoint site: http://transact.odot.state.or.us/mc/Mobility/SitePages/Home.aspx
- The internal Project Delivery Portal SharePoint site: http://transnet.odot.state.or.us/hwy/SPDB/Pages/Project-Delivery-Portal.aspx
7. **For large or complex projects, can I attach documents to the checklist if there is too much information to enter for some of the questions on the checklist?**

   The updated Checklist has expandable fields that allow for unlimited text to be entered. The fields expand as text is entered so that all of the information will display and print on the form. The intent of the Checklist is to summarize all of the mobility impacts from your project so that the MCTD Mobility Team can efficiently review and share with stakeholders without having to sort through multiple documents. It is ok to attach additional documents to the form, provided there is enough information entered on the Checklist to determine the mobility impacts.

8. **In Section 2, Question 2, why does the form ask for the number of construction seasons?**

   This information is needed in order to coordinate Critical Route Pair restrictions (if needed) as well as allow industry stakeholders to determine feasibility of moving loads.

9. **For Section 7, what are the expectations for checking and evaluating detour information?**

   If a detour cannot accommodate all freight traffic that normally uses the route that will be restricted, an alternate route needs to be identified for the affected vehicles.

   The MCTD Mobility Team can provide over-dimension routing data to help identify suitable detour routes. The Mobility Procedures Manual also recommends testing the route with a truck for potential problems. The Mobility Team can help coordinate a test with industry stakeholders, if necessary.

10. **If my project does not go through the Office of Project Letting (OPL), do I need to submit a Mobility Considerations Checklist to the MCTD Mobility Team?**

    Yes, any time a project has mobility impacts on the state highway system, a Mobility Considerations Checklist needs to be submitted for review. A Checklist is not required, however, for maintenance activities.