

Preliminary Design Review Meeting

Transportation Management Plan

The purpose of the Preliminary Design Review Meetings (PDRM) linked to Transportation Management Plans is to provide information and guidance to all stakeholders, including the District Department of Transportation (DDOT)'s administration representatives, consultants, contractors, designers who are involved in the planning, organizing, design, construction, Maintenance of Traffic, and Traffic Control Plan (MOT/TCP) on how to develop, implement and evaluate a Transportation Management Plan (TMP) within the District of Columbia.

The goal of the PDRM for the TMP or MOT/TCP is to identify any existing and potential barriers, problems, proposed work zone impacts that may affect traffic and parking operation, safety, accessibility, and mobility during construction or that may pose significant construction issues as well. During the PDRM, DDOT is focused on ensuring that the TMP is keeping with the goal of Mayor Muriel Bowser's Vision Zero initiative. Vision Zero has as its goal that zero deaths or serious injuries will occur on the roadway by 2024.

The primary function of the Transportation Management Plan, Maintenance of Traffic, and Temporary Traffic Control Plan is to provide for the safe and efficient movement of vehicles, bicyclists, and pedestrians through and around work zones, minimize the total work zone impacts of multiple projects along a corridor or within the vicinity of several construction projects, while reasonably protecting workers, properties, and equipment. The movement of traffic and the traveling public should be inhibited as little as possible. The goal should be to route all roadway users through the work zone in a safe and efficient manner comparable to normal street situations.

Purpose

To discuss and facilitate the review of proposed hierarchy for the TMP, intermediate level for the MOT and lower level TCP, and improvements.

This review is the first opportunity for government to closely observe the contractor's TMP design. The contractor is expected to describe all design changes regarding the original design disclosed in the technical proposal and to provide rationale for the changes. Because of the extensive and maturing nature of requirements and the broad impact they can have on project design, it is highly recommended that the applicant requests a PDRM as soon as practicable. Large tract and scale projects may require multiple meetings. Early TMP development will also help with scheduling and coordinating projects to minimize the total work zone impacts of multiple projects along a corridor or within vicinity of several construction projects, utilities projects or streetscape projects.

Transportation Management Plan (TMP) – A transportation management plan details management strategies for work zone impact and how they will be implemented. Minimally, it comprises the Traffic Control Plan (TCP), Transportation Operations (TO) strategies and Public Information (ANC/community outreach) strategies. These elements are integrated into a single document that demonstrates an understanding of site-specific issues and project requirements. A TMP shall make provisions for updates and revisions throughout the project lifecycle to address issues as they occur and must be updated if the existing condition of roadway(s) within vicinity of construction project(s) is changed.

Traffic Control Plan (TCP) – A TCP is a plan that addresses traffic safety and control through the work zone. The TCP will follow DDOT/Public Space Regulation Division/Plan Review Branch Standards and Guidance for the layout and placement of traffic control devices, signs, and related equipment for the project. The scope may range from a very detailed TCP designed solely for a specific project, to a reference of a typical DDOT Temporary Traffic Plans from DDOT’s website. Twenty-one typical TCPs for utility work on local streets only are available through the DDOT website in PDF format for use.

MOT/TCP must follow the DDOT/PSRD guideline documents, and various types of bicycle traffic control guideline drawings for safe accommodation of pedestrians and bicyclists. Twenty-five guideline traffic control drawings (**not Typicals**) are available through DDOT’s website in PDF format for use.

The degree of detail in the TCP will depend on the project scale, complexity, and traffic interface with the construction activity. Again, DDOT’s focus is on Vision Zero for all in the transportation network.

Transportation Operations (TO) Strategies – The TO component of a TMP consists of strategies that address sustained operations and management of the work zone impact area. This component may include travel demand management strategies, traffic signal timing changes, safety strategies, enforcement strategies, etc.

The TMP will include the MOT and TCP, as well as transportation operations and public information and outreach strategies. These strategies are incorporated in the TCP and in the contract documents.

Location of all PDRM for the TMP or MOT/TCP or TCP:

Every Wednesday from 2 p.m. to 4 p.m., a room is available at 1100 4th Street SW to review the information of the proposed Transportation Management Plan, Maintenance of Traffic or Traffic Control Plan.

The contact person to review the TMP / MOT/ TCP applications, scope of work, and drawings is the following:
Mr./Ms. _____ at 1100 4th Street SW, 3rd Floor, PSRD/Plan Review Branch.

Mr./Ms. _____ will review the information about TMP/MOT/TCP that he or she received.

Mr./Ms. _____ are the facilitators of TMP/MOT/TCP PDRM meeting.

A sign-in sheet is passed around the room to collect signatures, telephone numbers of company names and e-mail addresses for future contracts.



The PDRM

The PDRM format: All stakeholders, including DDOT administration representatives, the developer, and project design team will review the project plans at the meeting. The Public Space Regulation Division (PSRD) representative will lead the meeting but a meeting agenda prepared by the developer or design team is encouraged. Specific questions regarding DDOT's technical requirements are also welcome. The design of the Transportation Management plan will be reviewed for compliance with federal and DC laws and regulations. The applicant is responsible for taking notes and submitting the notes to the PSRD representative within two weeks of the meeting.

The PDRM limitations: The PDRM is not intended as a permit review or to imply approval. The appropriate public space applications and MOT/TCP drawings will still need to be submitted to PSRD via the Transportation Online Permitting Service (TOPS) for review, final approval, payment, and permit issuance.

Expected outcomes of a PDRM: Meeting attendees will work toward consensus of what is expected in terms of compliance as well as an understanding of DDOT's technical requirements. This will lead to a faster permit application review and permit issuance, since DDOT has already provided a preliminary review of the design and plans allowing for most, if not all, revisions to be made prior to the actual submittal TMP, MOT or TCP.

Roles of the DDOT Staff at the PDRM for TMP/MOT/TCP meetings:

- **Public Space Regulation Division/Plan Review Branch (PRB):** The Public Space Regulation Division/PRB representative will lead the PDRMs and take notes for DDOT. Also, he or she will advise on permitting requirements and compliance with DDOT's regulations generally. The representative will also provide guidance on TMP, MOT and TCP, especially MOT/TCP inspection criteria, MOT/TCP submittal guidelines, guidelines for Bicycle Lane, Bicycle Cycle Truck, Contraflow Bicycle Lane, "Standard Specifications for Highways and Structures," "Design and Engineering Manual," Guidelines for Mobile Crane Operations, DDOT Standard Drawings, WORK ZONE Manual, and PSRD MOT/TCP training materials, etc.
- **Public Space Regulation Division / Plan Review Branch (PRB):** The reviewer will provide guidance on the plan's impact on traffic and pedestrians, its conformity with safety standards, accessibility our streetscape design, and its inclusion of our planning elements.
- **Public Space Regulation Division/Public Space Inspections Branch (PSIB):** Representative of PSIB will attend the PDRM: There will be a PSI ward inspector to offer advice on coordination-related issues pertaining to ongoing bridge and roadway construction projects, any ongoing streetscape projects, utility projects, or scheduled construction projects within vicinity of proposed new development.
- **Public Space Regulation Division/PSIB:**
INSPECTION: DDOT PSIB reserves the right to periodically inspect work zones to ensure compliance, that safety measures are in place, and that the measures conform to the approved TCP and criteria listed on the Traffic Control Plan Inspection Criteria document.

- **Plan Review Branch (PRB) TMP/MOT/TCP reviewer:** He or she will review the plan to confirm that it will not adversely impact pedestrians, bicyclists, and motorists in the right of way. The review will pay special attention to crosswalks, driveways, alleys, and other points of pedestrian/vehicle intersection.
- **Public Space Regulation Division/Plan Review Branch (PRD), ADA reviewer:** He or she will review the plan for adherence to the requirements of the Americans with Disabilities Act and the District's requirements for accessibility. TMP, MOT/TCP for every construction project within the District of Columbia must comply with the recent DDOT ADA regulations and policies pertaining to pedestrian safety and accessibility in work zones.
(Ref.: DDOT/MOT and TCP Gold Book Training Materials <<ADA Requirements for WZ Projects >>. ADA Standards for Accessible Design 2010; American with Disabilities Act 1990; ADA Standards and Guidelines - <http://www.access-board.gov/ada/>; Design Guidelines Public ROW Accessibility Guidelines (PROWAG, 2005,2011) – <http://www.access-board.gov/prowac/alterations/guide.htm>; Project CIVIC Access; Title II of ADA, with analysis – <http://www.ada.gov/taman2.html>.)

Traffic Operations Division (TOD): There may be a representative to offer advice on traffic operation-related issues, such as retiming existing signal lights, access management, proposed to curbside management changes street signage or lost revenue issues for parking meters taken out of service during the project.

Note: 1

Contact the DDOT/TOD for signal timing modifications before beginning work at any signalized intersection.

Note: 2

Contact DDOT/TOD for the placement of temporary STOP signs before beginning work at any signalized intersection.

Note: 3

Contact the DDOT/TOD for signalized intersection then the left turning movements may be prohibited along the work space and taper.

Infrastructure Project Management Division (IPMD): There may be an IPMD ward representative to offer advice on coordination-related issues pertaining to ongoing bridge and roadway construction projects or scheduled roadway and bridge projects. This representative will review the plan for any proposed new or replacement infrastructure, including roadways, bridges, tunnels, alleys, sidewalks, street lights, and signal lights. Questions regarding DDOT standards for site restoration may be addressed.

Transit Delivery Division (TDD): Representative will review the plans for transit issues, such as temporarily moving bus stops and bus shelters during project construction.

Design Review Objectives

The objective of a PDRM of a TMP or MOT/TCP or TCP is to establish the following criteria:

- Currently the applicant should schedule a PDRM meeting when the project is at the 30 percent design phase or before the start of the detail design review process. This will give the applicant time to comply with all DDOT's recommendations and requests prior to the final submittal of the TMP/MOT/ TCP into TOP's in PDF form and upload the drawings, and supplemental information for review.
- Provide sequence of construction, phasing, sub-phasing, staging approaches and detour plans if necessary,
- Provide sequence of construction for utility construction projects, phasing, sub-phasing, staging approaches and detour plans if necessary,
- Minimize uncertainty. Provide information from ongoing construction projects within vicinity of proposed construction project, and also coordinate with TMP, or MOT, or TCP of proposed construction project,
- Develop and evaluate the best alternative combination of construction sequence, phasing, sub- phasing, staging, project design options, MOT/TCP strategies, traffic and parking operations strategies,
- Provide for early community input where applicable. Preliminary Work Zone management strategies, including potential public information (ANC - > public meeting -> and outreach strategies) should be discussed. When multiple construction projects are within the same vicinity it may be possible to developed a single TMP or MOT/TCP. DDOT/ PSRA will encourage this effort,
- Provide early feedback to project sponsors/applicants.

Construction: Transportation Management Plan, Maintenance of Traffic, Traffic Control Plan (TMP/MOT/ TCP)

All TMP, MOT/TCP plans shall be in compliance with "2009 Edition Manual on Uniform Traffic Control Devices" (MUTCD) and DDOT Work Area Traffic Control Manual 2006. Adhere to DDOT Standard Specifications for Highways and Structures [Gold Book] 2013. Reference section 104.02 Maintenance of Traffic, 614.02 PCC Barrier and 616.01 – 616.20 Traffic Control Devices.

MOT – Maintenance of Traffic drawings shall include sequence of construction, phases and sub-phases of work zone, traffic control plans – designated work zone, traffic control signs, channelizing devices, barricades, existing pavement markings, peak hour's restrictions, as well as detour plan(s) if they are required by work zone traffic conditions.

Design of construction Traffic Control Plans should include speed clear zone, horizontal and vertical alignment, typical section, (lane width, super-elevation and shoulder design) horizontal and vertical sight distance, clearance, curve radii, temporary barrier with properly designed end terminals, surfacing requirements, approach ties, environmental mitigation and construction traffic control.

The MOT/TCP plan drawings shall be developed at the same scale as the roadway plans.



General Safety Requirements: Provide safe access for pedestrians. All temporary pathways shall be clearly identified, wheelchair – usable, protected from motor vehicle traffic, and free of pedestrian hazards (holes, debris, dust, mud etc.). The pedestrians should have safe access for crossing the intersections, as well as passing sidewalks, during all phases and sub-phases of construction.

Incorporate sidewalks, and crosswalks. Show detour for pedestrian traffic and provide appropriate pedestrians signage such as “Sidewalk Closed, Arrow, Use Other Side,” “Sidewalk Closed,” “Sidewalk Closed, Cross Here,” etc.

Provide temporary handicap ramps, and crosswalks, and signs to meet Americans with Disabilities Act (ADA) for all pedestrians within construction work zone area.

Traffic Impact Analysis

If a project is expected to be significant, the TMP for that project must also contain both transportation operations and public information components. Examples of public information strategies include presentation of the construction project at the monthly ANC public meetings.

The contractor – project design team — should conduct traffic data analysis (study) and provide reviewers with comprehensive TIS report.

A traffic impact study is not necessary for every development. Only when the project development expected to generate 100 or more new trips in one traffic direction during the rush hours. (Refer **ITE Trip Generation Manual**) recommended practice). The trip generation process provides an estimate of the number of trips that will be generated due to the new development.

During the preliminary Design Review Meeting for the TMP or MOT or TCP for the work zone project, the following should be considered:

- A. **Traffic Factors** (traffic volumes: Annual Average Daily Traffic (AADT), capacity issues: capacity analysis tools, capacity computation, estimation of work zone capacity; and traffic movements).
- B. **Construction Strategies** (the basic scheme is to handle traffic, lane closures, detour traffic, bridge closures and construction of a temporary structure adjacent to the existing bridge, multiple work areas etc.). Resolving any conflicts between permanent signing and markings and proposed work zone signing and markings.
- C. **Duration of Work** (long -term Stationary; short–term stationary; mobile operation).
- D. **Location of Work** (type of road; traffic conditions; work within the travel way; work within curb lane/ parking lane; work within the median; work within sidewalk; work within sidewalk; work within bridges, ramps, shoulders with encroachment and without).
- E. **Type of Work, Scope of Work** (What is the nature of the work? What type of construction equipment will be needed to perform the activity? What are the access requirements? What is the size of work zone? How many traffic and parking lanes will be closed?) The inspection of all channelizing devices before delivery to the construction site.

Safety Checklist for Preliminary Design Review:

The safe and efficient MOT/ TCP should be based upon the following:

- *§ 24-3315 Safe Accommodation for Pedestrians and Bicyclists (District of Columbia Municipal Regulations)*
 - *Public Space Regulation Division. General Traffic Control Plan Submittal Guidelines, 19th Edition, February 14, 2018*
 - *Public Space Regulation Division. MOT/TCP Inspection Criteria, 19th Edition, February 14, 2018*
-
- ✓ Check the applicable MOT/TCP drawings to be sure that scale of 1':20" and a north arrow is indicated,
 - ✓ Check the MUTCD number, and size of all temporary signs used on the MOT/TCP drawings,
 - ✓ The contractor must provide basic requirements of the Traffic Control Plan and indicate how the traffic should be detoured, if required,
 - ✓ Coordinate detour plan with DDOT's Safety Team, Transit Delivery Division, and Traffic Signal System Division,
 - ✓ Check MOT drawings that shall include all detour routes, traffic control signs and existing pavement markings, peak hour's restrictions, phases and sub phases of work zone, as well as construction sequence requirements,
 - ✓ Ensure that detour plans are clearly identified with temporary guide detour signage, which shall be accompanied with appropriate message sign indicating street name to eliminate confusion for motorists (Do not use abbreviation on the message sign),
 - ✓ Check MOT/TCP plans that must show advance warning area, transition area, buffer area, active work zone, and termination area, and where the warning signs shall be located at proper intervals to inform drivers of what to expect,
 - ✓ Check MOT/TCP plans that should indicate duration of work, limit of work, and schedule of work hours,
 - ✓ Check MOT/TCP plans that must show direction of travel, number of traffic and parking lanes, lane widths and posted/proposed speed limits,
 - ✓ Check MOT/TCP drawings that must show existing pavement markings and proposed temporary pavement markings with distinction between them,
 - ✓ The drawing must show required signs, MUTCD sign numbers, and the dimensions for sign spacing. MOT/TCP drawings must show directions of travel, number of traffic lanes, width of travel and parking lanes,
 - ✓ Check restrictions such as residential area, school, hospital, commercial business area, historic and architectural sites, etc., associated with the actual street under construction. Check also for bus and trash truck restrictions,

- ✓ Check if bus operations are involved and if the bus can make the necessary turns. Review if any bus operation will be potentially affected, and also coordinate with Metro Bus Operation through the Transit Delivery Division,
- ✓ Check any requirements for signal design and signal timing variation,
- ✓ Check posted speed limit. Work-zone speed limits are regulatory speed zones generally established in short-term stationary construction or maintenance work zones. These limits are intended for use where the work area and workers are adjacent to traveled lane(s) open to vehicular traffic,
- ✓ Verify taper lengths and transition lengths for lane closures using current DDOT (Safety Team) Work Zone Protection Standards,
- ✓ Check all sub-phases of construction accruing within intersections adjacent to work zone. Ensure that all phases and sub-phases of construction are accompanied with, appropriate pedestrian detour signs and provide pedestrians with safe access for crossing intersections and passing sidewalks,
- ✓ Review scope-of-work, maintenance of traffic requirements (restriction of traffic flows, staging and phasing of work zone); traffic control devices (warning and safety devices, traffic signs and markings) as well as material specifications (pay items, quantity, dimensions etc.).

What are the Benefits of a PDRM for TMP/MOT/TCP?

Some of the key benefits of a PDRM are to help:

- Address the broader safety and mobility impacts of work zones on the construction vicinity and network levels.
- Promote more efficient and effective construction staging, duration, and costs.
- Improve work zone safety for all roadway users: pedestrians, bicyclists, and motorists.
- Minimize traffic and mobility impacts.
- Improve public awareness.
- Minimize impacts to local communities and businesses.
- Improve intra and interagency coordination.
- Avoid frequent and abrupt changes in road geometry and travel way.
- Provide clear and positive guidance to drivers, bicyclists, and pedestrians as they approach and travel through the temporary traffic control zone.
- Inhibit traffic movement as little as possible.
- Address alternative traffic control applications, the cost effectiveness of those alternatives and recommend a proposed traffic control plan that accommodates project and site specific considerations.

DDOT's goal is to have a safe work zone, thank you for your cooperation.



For more information, please contact Levon Petrosian at levon.petrosian@dc.gov with the Plan Review Branch in the Public Space Regulation Division at the District Department of Transportation.

