

January 2, 2004

**INSTRUCTIONAL BULLETIN NO. 2004-1**

**SUBJECT:** Road Design Production Criteria for “C” Projects (Revised)

**EFFECTIVE DATE:** January 1, 2004

**SUPERSEDES:** Note to Design Groups entitled “Road Design Production Criteria for “C” Projects” – (Updated)

**RE:** None

Secondary road projects managed by ‘C’ Project Development follow the process shown on the attached flow chart. Below is Road Design’s plan production criteria for ‘C’ projects.

1. Design Field Review (DFR) prints completed within 28 calendar days after receiving survey.
2. Road Design has a total of 56 calendar days to complete the Final Construction Plans after the return of the DFR prints. When plans are sent to the Project Manager for hydraulic design, the time allotted to Road Design stops. When the Hydraulic Engineer provides the hydraulic design to the design group, Road Design’s time starts back up.
3. Projects with 1.0 acre or more of disturbed area will need hydraulic and/or NPDES design. The Road Design Group will send all plans (even those under 0.5 acre disturbed) with design and cross-sections to the Project Manager who will determine the impact of grouping roadway projects to be let together. After determining all roads affected in a possible contract, the Project Manager forwards the plans to the Hydraulic Engineering Section with the grouping information for hydraulic and/or NPDES design. The Hydraulic Engineering Section will provide the design information to the Road Design Group for inclusion into the plans.
4. After Final Construction Plans are completed, quality control performed in the Design Group and performed by the Design Services Group are to be completed within 14 calendar days.

Delays caused by others such as hydrology studies, utilities, traffic engineering design reviews and additional surveys may change the above anticipated schedule. However, every effort should be made to deliver plans within these guidelines or within an adjusted schedule due to extenuating circumstances and approved by the Project Manager. Our goal, in any case, is to prepare “C” project plans as expeditiously as practical.

Approved: \_\_\_\_\_  
E. S. Eargle  
Road Design Engineer

ESE:afg

cc:

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## *'C' Project Development Process*

