**SAN ANTONIO DISTRICT DESIGN REVIEW TEAM (DDRT)**

**30% Review**

**Date:**

**CSJ:**

**Highway:**

**Limits:**

DDRT members present:

Design Team representatives:

Meeting Agenda

1. Scope of the project
	* Discuss general scope of project –
	* Limits of project –
* Are there any gaps or overlap of project limits between this project and adjacent projects that have been completed?  If so, provide CSJ, Limits, Scope and date (year) completed for each.
* Are there any gaps or overlap of project limits between this project and adjacent projects that are ongoing (construction or design)?  If so, provide CSJ, Limits, and Scope for each.
* Are there any gaps or overlap of project limits between this project and adjacent projects that are planned/proposed?  If so, provide CSJ, Limits, and Scope for each.

*If any projects were identified with gaps, then further discussion outside this meeting with the District Director of TPD, District Director of Operations and the Area Engineer should occur to determine if the limits should be revised, if projects should be combined or if additional projects should be programmed.*

* Review Project Development Schedule (P6 Schedule) –
	+ 60% milestone?
	+ 90% milestone?
	+ 100% milestone (submit to District Plan Review)?
	+ Ready to Let (RTL)?
	+ Let date?
	+ Target Let date (if different from Let date)?
* Is the project on Schedule?
	+ If the project is not on schedule, list the reasons why
	+ If the project is not on schedule, provide a detailed recovery plan
		- Does the recovery plan allow for the project to Let as originally scheduled?
* Did the Project Manager place the plans, schedule, and cross sections in the FTP folder (T:\EVERYONE\FTP Preliminary Plans) with the watermark?
* Current construction estimate -
* Authorized construction funds -
* Force account estimate (excluding joint bid force account) –
* Incentive estimate for accelerated construction -
* Funding and STIP/TIP information -
* Are there any VIA bus routes impacted by the project scope? -
* Are there any VIA bus stops in the project limits that are impacted?-
* Is the project along a primary corridor for commercial vehicle inspections identified by DPS? If yes, then has a safe and adequate location along the project been determined for Commercial Vehicle Enforcement (CVE) Station Widening?
* Has Form 2440 - Design Summary Report (DSR) been updated?

2. Data Collection

* Survey -
* Traffic projections -
* Bores for bridges and retaining wall design -
* Cores for pavement design -
* FWD and/or GPR for pavement design -
* Analysis of Crash Data -

3. Roadway Design

* Design criteria -
* Typical sections –
* Form 1002 (Page 3) -
	+ Pavement design -
	+ Alternative pavement types -
* Has VE and Form 2502 - Executive Decision Summary (VE Team Recommendation) been completed and reviewed to implement recommendations?
* Sidewalks & ADA concerns –
* Pedestrian facility type?
* Pedestrian facility length (see TxDOTCONNECT definitions)?
* Pedestrian facility estimated cost (see TxDOTCONNECT definitions)?
* Are there deficiencies identified in the Pedestrian Accessibility Inventory within the project limits? (For inventory start with Texas Comprehensive Accessibility Program (TCAP) Data).
* Are all identified deficiencies being addressed with this project? (Coordinate with district ADA liaison, area office and planning section for assistance with TCAP prioritization tools.)
* Are non-compliant conditions documented with justification for non-compliance?
* Bicycle Accommodations –
* Bicycle facility type?
* Bicycle facility length (see TxDOTCONNECT definitions)?
* Bicycle facility estimated cost, including shoulders (see TxDOTCONNECT definitions)?
* Landscape and architectural treatments (coordinate with District Landscape Architect) -
* Potential Design Exceptions –
* Project Safety Score (Initial and Final) -
* FAA coordination and notification completed (Form 7460-1) –

4. Preliminary Traffic Control Plan & Sequence of Work

* Conceptual sequence -
* Form 2229 “Significant Project Procedures”-
	+ Draft Form 2229 completed? -
	+ Significant project? -
	+ Schedule initial DSRT?
* Estimated contract time determination –
* Smart work zone systems
	+ On major projects have you completed the Go-No-Go decision tool?
	+ What smart work zone systems are proposed?

5. Bridge and Retaining Wall Design

* Bridge Layouts and Design -
* Retaining Wall Layouts and Design -
* Have existing columns/piers been analyzed for vehicular collision and is protection needed?
* Is existing bridge railing upgrade required?
* Are bridges on the Texas Highway Freight Network meeting the 18.5 ft vertical clearance (19.5 ft for pedestrian crossover structures) -

6. Major Drainage Issues

* Identify all major and minor culvert crossings -
* Preliminary layouts for all bridge class culverts -
* Identify the number of floodplain crossings -
* Water Crossing Warning Device Required –
* Scour analysis, Form 2605 and/or Form 2606 -

1. Traffic Engineering –
* Is there any permanent TPP traffic data collection sites located within the limits of the project?
* Will the traffic data collection sites be impacted by construction, and if yes then what are the estimated dates? (Refer to TPP Statewide Planning Map for Locations) -
	+ Lane/Approach configuration at intersections -
	+ ADA concerns (pedestrian ramps, audible pedestrian signal, pedestrian push buttons, crosswalks, etc.) -
	+ Signing Issues (standards, special signs, etc) -
	+ Pavement Marking and Delineation Issues -
	+ Bicycle signing and pavement markings -
	+ Traffic Signal Issues (existing and proposed) -
		1. Warrants-
		2. Agreement (exiting or proposed)? With who? -
		3. Design-
		4. Do plans need to be sent to city for review and concurrence?
* Speed Zoning/School Zone Issues –
* Is there a highway-RR grade crossing adjacent (i.e. within about 500 ft to a signalized intersection? If yes, RR coordination is required for preemption. -
* Status of railroad agreements -
* Permanent and Temporary Illumination –
* Is there existing illumination within the project limits? If yes and the existing illumination meets one of these conditions, then the illumination will require upgrades to that specific condition.
	+ Are existing light fixtures other than LED light fixtures?
	+ Do existing ground boxes have metal lids?
	+ Is electrical wiring system a 2-wire system?
	+ Is metered service anything other than 120/240 within the CPS service area?
* Agreement (existing or proposed)? With who? –Do plans need to be sent to city for review and concurrence?
* Agreement Attachment No. request to District Design Engineer (required for quotation on title sheet)?

8. Traffic Management

* Existing -
* Proposed System -
* Design Issues -

9. Right of Way (identify existing and proposed)

* + Retracement map?
	+ Map required for acquisition?
	+ Outside participation?
	+ Map required for utility reimbursement?
	+ Temporary or Permanent Easements?
	+ Driveway penetrations?
	+ Displacements?
	+ MAPO?

10. Utilities

* + Has utility conflict matrix been finalized with all existing utilities and conflicts identified? –
	+ Utility impacts to project?
	+ If any utility (regardless of joint bid/reimbursable/non-reimbursable) is in conflict, notify Planning to check off the utility resource in TxDOT Connect
	+ Are existing and proposed utilities in compliance with the Utility Accommodation Policy or are there any required Utility Exception Variances or Abandonment Requests?
	+ Reimbursable utilities?
	+ Utility agreements?
	+ Discuss intentions for joint-bidding -
	+ Utility AFAs?
	+ U-Numbers?
	+ Utility CSJs?

11. Environmental Questionnaire

* Project type -
* Environmental Management System Advance Planning and Development (AP&D) Stage Gate Checklist completed?
* Potential for Agency Coordination -
* Endangered Species -
* Identify jurisdictional waters and OPHW -
* Permits from Corps of Engineers? Others? -
* Asbestos and Lead Paint -
* Public Involvement -
1. Maintenance Issues Noted for Further Consideration –
* Are there items in the bridge inspection record and bridge inspection follow-up action worksheet that can be addressed in the PS&E?