

Zack Stewart
Northern District Commissioner

Dick Hall
Central District Commissioner

Wayne H. Brown
Southern District Commissioner



W. Hugh Long
Executive Director

James H. Kopf
Deputy Executive Director/
Chief Engineer

Mississippi Department of Transportation / P.O. Box 1850 / Jackson, Mississippi 39215-1850 / Telephone (601) 359-7001 / FAX (601) 359-7110

Inter-Departmental Memorandum

Date: January 25, 2001
To: State Traffic Engineer
Ed Bailey
From: Roadway Design Division Engineer
John B. Pickering *J.B.P.*
Subject: Signing Plan Agreement

A meeting was held January 18, 2001, to discuss responsibilities regarding the design of signs in roadway plans. The following were in attendance:

- ✓ Wes Dean and Will O'Reilly -- Traffic Engineering Division
- ✓ Steve Reeves, Phil Hunt, and John Pickering -- Roadway Design Division

A summary of the discussion and agreements is as follows:

- Traffic Engineering Division should attend all Pre-advertising and District Discussion meetings, in order to keep up with current letting schedules. The Programming Manager has said Traffic Engineering Division will be included in the distribution of meeting notices, along with projects to be discussed. Will O'Reilly will be sent a separate notice. Traffic Engineering indicated they will be represented at the appropriate meetings.
- The purpose and/or agenda of the Field Inspection (PS&E) and Office Review (OR) was discussed. The scope of potential changes is much broader during the PS&E, rather than the OR. All issues that will affect right of way should be discussed at the PS&E, not at the OR. Traffic Engineering is sent plans and an invitation letter to all PS&E and Office Review meetings by Roadway Design Division Section Engineers, and should have a representative at all that may require signals or signs. Traffic Engineering was in agreement with this.
- All signing plans shall adhere to the Roadway Design Standard Drawings.
- Proposed changes in the MUTCD shall be implemented.

Attached separately is the responsibility agreement as to who prepares signing plans for different type roadway projects, including consultant projects.

If there are any questions or if additional information is needed, please advise.

Attachment

pc: Asst. Chief Engineer - Preconstruction
Asst. Chief Engineer - Operations
Quality Control Section (Reeves and Hunt)
Asst. Roadway Design Div. Engineer
File ✓



RESPONSIBILITY FOR SIGNING PLANS WITHIN THE MDOT
January 25, 2001

Type of Project	Roadway Plans	Signing Plans	
	Developed By Whom?	**Developed By Whom?	Checked By Whom?
*Interstate	Roadway Design	Roadway Design	Roadway Design
	Consultant	Consultant	Roadway Design
Non-Interstate	Roadway Design	Traffic Engineering	***RWD/TE
	Consultant	Consultant	Roadway Design

*Interstate projects or projects built to Interstate standards.

**Signing plans will be included in Office Review Plans; therefore, signing plans will be finished 8⁷ weeks prior to the date Small Blues are due in Construction Division for that particular letting.

***Roadway Design will check quantities, but not the details of the signing plans. Signing plans will be submitted to Roadway Design 8⁷ weeks prior to the date Small Blues are due in Construction Division for that particular letting.

Pickering, John

From: Purvis, Keith
Sent: Thursday, January 04, 2001 3:03 PM
To: Pickering, John
Cc: Reeves, Steve; Hunt, Phil
Subject: Notes from 1/4 Meeting to Discuss Future Signing/Traffic Control Plans

January 5, 2001

John:

A meeting has been set up between Traffic Engineering and Roadway Design for 1/18/01 at 10:00 in the Traffic Engineering Conference Room. Pickering, Reeves and Hunt will attend from RWD. In anticipation of the meeting Pickering, Purvis, Reeves and Hunt met on 1/4/01 to review the preparation of signing plans and traffic control plans on future projects. The notes from the meeting are shown below.

It is encouraged that TE be reminded of the letting schedule and the plan printing schedule. The due date for plans is generally 2 months before the letting day, and is detailed in the attachment (Letting Schedule.xls). TE should also be aware of changes to the letting schedule and attend the pre-advertising meetings;

COPY W/NC ON EVERYTHING



Letting Schedule.xls

RWD will continue preparing all traffic control plans;

The purpose/agenda of PSE and OR should be discussed. In other words, the scope of potential changes is much broader on the PSE, than it is on the office review. Issues that will affect ROW should be discussed at the PSE, not the office review;

TE is invited and receives plans to all PSE and office reviews;

All signing plans shall adhere to RWD standard drawings;

Proposed changes in MUTCD shall be implemented;

The following procedure be followed:

Interstate* (RWD prepares plans):

RWD (Hunt) will do signing plans. They will be inserted prior to the distribution of office review plans.

Interstate* (Consultant prepares plans):

RWD will review the signing plans prepared by the consultant. They will be checked by Hunt at the same time Reeves checks the plans, and will be included in the distribution of office review plans.

Non-Interstate (RWD prepares plans):

TE will prepare the signing plans and submit them to Roadway Design **9 weeks** prior to the appropriate plan due date for that letting (Column "A" on the attached Letting Schedule.xls). RWD will check the quantities, but not the details of the signing plans. The signing plans will be included in the distribution of office review plans. (This may seem to be very early to have signing plans, but it should be pointed out to TE that both the consultant and RWD are held to the same schedule for signing plans on other projects.)

Non-Interstate (Consultant prepares plans):

RWD will review the signing plans prepared by the consultant. They will be checked by Hunt at the same time Reeves checks the plans, and will be included in the distribution of office review plans.

* Interstate projects, or projects built to interstate standards

Keith Purvis
Assistant Roadway Design Division Engineer
Email: kpurvis@mdot.state.ms.us