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Inter-Departmental Memorandum

Date: February 6, 2012

To: Roadway Design Division Section Engineers
Roadway Design Division Design Team Leaders

From: Roadway Design Division Engineer
John M. Reese 

Subject: ROW Revisions

The March 19, 2009 memo on this subject has been updated:

A recent meeting was held to discuss ways to reduce the number of ROW revisions.

There are several possible reasons for ROW revisions, which are requested by different people at different times. The most common revisions are:

- A) In order to correct errors or omissions; or
- B) Revisions requested during the acquisition process to speed up acquisition.

The result of the meeting was that the following actions will take place in the future:

All new ROW plan sets will now include a ROW revision sheet. It will be the second sheet in the plans, behind the title sheet. The working number for this sheet will be RVR-1. All future revisions to ROW plans will be logged on this sheet. CADD has created a cell called ROWREVSH for creating this sheet.

Information added to the ROW revision sheet will be:

- A) Date of change;
- B) Sheet number(s) which changed;
- C) Reason for change/brief explanation;

- D) Two check boxes which will denote that approval was received from both 1) Right-of-Way Division; and 2) Roadway Design Division. These approvals can be in the form of emails from either Right of Way Survey Manager, Mr. Wiley Williamson (prior to release of Maps and Deeds) or the Property Acquisition Manager, Ms. Trudi Loflin (after the release of Maps of Deeds); and from Roadway Design Division Engineer or Assistant Division Engineer. The Roadway Design section engineer will be responsible for maintaining copies of these email approvals. If the approval of both Division's is not received, the revision will not be made.

An example ROW revision sheet is attached.

As we move through the ROW acquisition process, revisions will be less common. Once a parcel has been acquired, or we have right of entry, revisions will not be made unless approved by the Assistant Chief Engineer – PreConstruction.

Other measures which will be looked into to reduce the number of revisions are:

- A) More communication between Roadway Design Division, Right-of-Way Division, and the Districts is encouraged whenever a revision is requested. It is possible that some revisions can be avoided if this communication takes place and alternate solutions are discussed;
- B) Increased amount of field staking prior to the field review;
- C) Additional Draft Final ROW Plan Review Meetings – These meetings will be mandatory on complex or urban projects. If this meeting is not held, the draft ROW plans will be distributed one additional time for final review, with the understanding that the ROW will be printed in two weeks if no further comments are received;
- D) More realistic PDPM target dates during the preconstruction process.

If there are any questions, please advise.

JMR:jmr

pc: Assistant Chief Engineer – PreConstruction
ROW Division (D. Smith, D. Downing, T. Loflin, W. Williamson)
Design Memo File