

<p>NORTH REGION DESIGN DIRECTIVE</p>	<p>Date Issued: September 27, 2019</p> <p>Supersedes: Policy memorandum dated August 22, 2013 Focus PDT Meeting Prior to Submittal of Maps to Right of Way Engineering (M224)</p>	
<p>Title: Improved M224 Delivery</p>	<p>Approved By:  KARL L. DREHER</p> <p> JOHN BALLANTYNE</p>	
<p>Subject Area: Deliverable Expectations for M224 (Right of Way Requirements, Utility Relocation, Preliminary Design)</p>	<p>Issuing Unit: North Region Project Development</p>	
<p>Supersedes: Policy memorandum dated August 22, 2013 Focus PDT Meeting Prior to Submittal of Maps to Right of Way Engineering (M224)</p>	<p>Distribution: All Project Development Team members assigned to North Region Projects</p>	

PURPOSE and NEED

In accordance with the department’s Strategic Management Plan to improve processes, timeliness and reduce the cost of deliverables, the North Region (NR) has implemented procedures that will better communicate and manage project risk by identifying right of way and utilities earlier in the project development process. The purpose of this directive is to define procedures and clarify roles and responsibilities for the Divisions of Right of Way (ROW) and Project Development (NRPD), including the Utility Engineering Workgroup (UEW), Right of Way Engineering (RWE), Surveys and Right of Way Utilities.

BACKGROUND

The department needs to continue to develop efficiencies to achieve a higher level of quality and overall process efficiency in keeping with the mandate to show the Governor’s and Agency requirements for annual savings. Project design affects the public through impacts to property interests and public utilities. All activities required for Design to prepare project base maps identifying right of way requirements must be completed prior to submission to RWE to achieve completed M224. Design provides the conflict maps to ROW Utilities, for preparation and approval of relocation plans, RWE provides ROW with the maps necessary to appraise and acquire the identified property interests. These activities include the incorporation of utility right of way easements and all physical impacts defining ROW needs.

Right of Way acquisition and utility relocation are often on the critical path for project delivery. Typical issues in achieving complete and timely M224 include: late or incomplete submittal of Right of Way requirement

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mapping and/or conflict mapping, technical deficiencies, unclear requirements and unexpected revisions late in the project delivery process. To ensure reliable delivery and help manage risks, NR has implemented a procedure to advance the development of a significant portion of the project design tasks from the “1” and “2” phases (PS&E & ROW Support) into the “0” phase (PAED). See attachment (B) for acceptable WBS 160 tasks equivalent to WBS 185 tasks to be completed in the “0” phase.

The success of early identification of project Right of Way and Utility Requirements relies on process improvement outcomes starting with the updated NR PID process and continuing through this process improvement to produce all deliverables to final appraisal maps and to ensure quality conflict mapping. In the project initiation phase care must be taken to ensure scope is firm with management buy-in and that resources are properly distributed through all phases of the project delivery cycle, with emphasis on tasks to be completed in the “0” phase. Likewise, interim deliverables such as constructability review concurrence, especially at 60% PS&E helps ensure major elements of the design are agreed upon thus lessening the likelihood revisions will be necessary after M224 has been delivered.

PROCESS

Refer to the process flow diagram attachment (A) for typical task and process sequence for any project having Right of Way Requirements (fee, easement, temporary construction easement, material borrow site, access control, excess land, mitigation parcels, and relinquishments). Other resources detailing process and deliverables can be found in the Project Development Procedures Manual, North Region Quality Management Plan and Project Quality Matrix.

Milestone 224 – Maps to Right of Way Engineering (RWE) and prior to M224, utility conflicts identified is critical to the delivery of our projects.

RWE provides ROW with the maps necessary to appraise and acquire project property needs. A phased delivery of Right of Way Requirements to RWE is a critical component for the efficient and reliable delivery of milestones 224 and 225. The PDT will determine the appropriate frequency for focused handoff meetings to RWE of which the status of submittal of Right of Way Requirements will be documented (See attachment C). Attachment C shall include all risks associated with the PDT’s decisions. The focus meetings shall include representatives from UEW, RWE, Design and ROW. Likewise, Design and RWE will employ a phased approach of delivering maps necessary to appraise and acquire those property interests to ROW. M224 will not be considered complete until all Right of Way Requirements are received, utility conflicts are identified and agreed upon by all signing parties. M225 will not be considered complete until RWE delivers to ROW all maps required for the project.

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RESPONSIBILITIES

Design Senior/ Project Engineer:

- Working with the PDT ensure there is executive management agreement with project proposals at Scope Confirmation (30%) PID.
- Ensure facility maps are requested prior to Resource Development (60%) PID.
- Working with the PDT develop a plan to meet M224 prior to PAED by Resource Development (60%) PID. Consider exception to this process only if anticipated preferred alternative is not clear.
- Working with the PM, ensure resources are programed in the “0” phase to achieve M224 prior to PAED.
- Discuss impacts to utilities pertaining to right of way easements needed and obtain functional unit input prior to preliminary utility meeting with Design/ UEW and utility owners for a conceptual relocation proposal.
- Engage functional units including Structures, Geotech, Traffic Electrical, Hydraulics and Landscape Architecture early in the “0” phase so they may begin preliminary designs for their scope of work.
- Request Engineering Surveys early in the “0” phase, task 160.20.
- Develop preliminary design and determine estimated right of way needs and potential utility relocations.
- Incorporate M224 discussions into all PDT meetings until milestone is achieved. Report progress on M224 on work plans.
- Develop design for anticipated preferred alternative to finalize right of way and utility requirements.
- Schedule and facilitate a focus PDT meeting (Pre-M224) prior to submittal of maps to RWE.
- Provide partial submittals as agreed to in the Pre-M224 meeting.

Right of Way Engineering/Surveys:

- Surveys: Perform Engineering Surveys in “0” phase, task 160.20.
- RWE: Provide the most updated existing right of way information.
- RWE: Coordinate with Design throughout the PAED process to help define right of way requirements needed to meet M224.
- RWE: Schedule and facilitate Pre-M225 meeting with ROW prior to submittal of maps to ROW.
- RWE: Provide partial submittals as agreed to in the Pre-M225 meeting.

Right of Way:

- Request facility maps from utility owners within the project limits during the PID phase.
- Coordinate preliminary utility meeting with Design/ UEW and utility owners for a conceptual relocation proposal.
- Facilitate meetings with impacted utility owners.
- Working with Design and utility companies, determine utility easement requirements while in the “0” phase.
- Update right of way data sheet prior to opening of the “2” phase.

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Attachments:

- A) Process Flow Diagram
- B) WBS Task List
- C) Parcel Tracking Document
- D) Improved M224 Sample Schedule

c: NR SFP's
NR DDC's
D1, D2 & D3 – Deputy District Directors