



# DEPARTMENT OF PUBLIC WORKS AND ENGINEERING STANDARD OPERATING PROCEDURE



## TRANSPORTATION PLANNING

### STREET & DRAINAGE DIVISION/STREET & BRIDGE MAINTENANCE BRANCH/STREET MAINTENANCE SECTION

<b>ORIGINAL APPROVED BY</b>	Signature:	<b>DATE</b>	11-16-12
	Print Name: <b>ERIC K. DARGAN</b>		
<b>REVISION APPROVED BY</b>	Signature:	<b>REVISION DATE</b>	
	Print Name:		
<b>REVISION APPROVED BY</b>	Signature:	<b>REVISION DATE</b>	
	Print Name:		
<b>REVISION APPROVED BY</b>	Signature:	<b>REVISION DATE</b>	
	Print Name:		
<b>APWA PRACTICE # 24.1</b>	<b>POLICY REFERENCE: None</b>	<b>CODE OF ORDINANCE SECTION: PW&amp;E Dept. Article VIII. Section 2-278 (Duties)</b>	
<b>SOP PREPARED/REVISED BY: Street &amp; Bridge Maintenance Branch</b>			

<b>PURPOSE</b>
The purpose of this Standard Operating Procedure (SOP) is to establish a formalized procedure for Transportation Planning with respect to coordination of street maintenance activities with future transportation improvements.
<b>SCOPE</b>
All Street & Drainage Division employees and contractors are covered by and are required to comply within the parameters of this SOP.
<b>HEALTH AND SAFETY</b>
All Public Works and Engineering employees are required to comply with the Health and Safety procedures within this SOP.
<b>PROCEDURE (SEE ATTACHED)</b>

Subject: Transportation Planning  Street and Drainage Division	Division Policy No.
	Effective: Upon Approval

**I. Purpose**

The purpose of this Standard Operating Procedure (SOP) is to establish a formalized procedure for Transportation Planning with respect to coordination of street maintenance activities with future transportation improvements.

**II. Scope**

All Street & Drainage Division (SDD) employees and contractors are covered by and are required to comply within the parameters of this SOP.


**III. Procedural Steps:**

References:

- Standard Operating Procedure – Pavement Management
- Capital Improvement Plan Process Manual for Infrastructure Programs

Planning and coordination of transportation projects, both capital improvements and maintenance, are essential to effective management of the street infrastructure. Critical to success is the pavement management process, including preventive maintenance (American Public Works Association practice 24.5), which provides pavement condition indicators and decision trees directing appropriate levels of pavement treatments. Beginning with the pavement management process outlined in the Standard Operating Procedure – Pavement Management, the following steps will be followed to ensure proper projects are identified for maintenance operations and/or submitted for capital improvement consideration:

- A. Pavement Condition Ratings are provided by the Street Surface Assessment Group based on surveying the road infrastructure.
- B. Ratings are based on a 0 to 100 scale, 100 being a new pavement; and are determined to fall into one of the following categories for treatment-type decision making:
  - 1. 90 – 100: No Action
  - 2. 75 – 90: Preventive Type Maintenance
  - 3. 60 – 75: Corrective Type Maintenance
  - 4. Less than 60: Reconstruction/Rehabilitation
- C. Possible projects are identified from each group (based on the decision trees provided in Standard Operating Procedure – Pavement Management).

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- D. Project lists are submitted to Engineering and Construction Division (ECD) to determine if the projected streets are included in the Capital Improvement Plan or the Neighborhood Street Reconstruction Program.
- E. If the submitted streets are not included in any upcoming ECD project, or will not be impacted by an ECD project within the local area, SDD continues to plan and deliver the project in the following manner:
  - 1. For the preventive maintenance category – plan, program, and deliver seal and asphalt overlay projects or concrete panel replacement projects based on pavement material.
  - 2. For the corrective maintenance category – perform a Needs Assessment Study (Standard Operating Procedure – Pavement-Need Assessments) and plan, program, deliver or forward to ECD for Capital Improvement Program consideration as determined in the assessment.

**IV. Compliance**

Adherence to the above is mandatory. Any employee who violates this procedure may be subject to disciplinary action.