

# MEMORANDUM

## DEPARTMENT OF TRANSPORTATION

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**DATE:** May 1, 2019

**TO:** Region Transportation Directors, Region Program Engineers, Resident Engineers, and Region Traffic Engineers, State Maintenance Engineer

**FROM:** Markos Atamo, Contracts and Market Analysis Branch Manager

**SUBJECT:** 2019 Work Zone Traffic Control Review Program

23 CFR 630.1008 requires each State Highway Agency to perform a process review of work zone traffic control every other year. CDOT's Work Zone Safety and Mobility Rule (WZSMR) describes how CDOT fulfills this requirement. The WZSMR process includes a Traffic Control Reviews (TCR) program. These TCRs will be managed by the Contracts and Market Analysis Area Engineers (AE). The purpose of the TCRs is to gather information to evaluate the overall quality and effectiveness of work zone traffic control throughout the Department, to identify areas where improvement is needed, and to facilitate open discussion of traffic control issues leading to improved traffic control. The intended outcome of the TCRs is to educate staff and directly improve traffic control.

Below is the structure of the TCR program:

- A. The TCRs will be performed every year. Region staff are encouraged to perform TCRs on their projects in addition to the process identified in this letter. The TCR program does not change the requirement for Resident Engineers (RE) to perform TCRs on projects as defined in the Construction Manual.
- B. A TCR may have two components. The *field review* component consists of performing a review of the existing traffic control on the roadway the day of the review. The *office review* component consists of reviewing the traffic control documentation for the project. Both these components will be documented using the TCR Form. All engineering projects shall have a field review. One Engineering project per region shall have an office review. Maintenance projects will have a field reviews as well as a review of any documentation available from the TCS.
- C. The TCR Team will consist of a representative from the region Traffic Program, FHWA, and a AE. Optional personnel include a representative from the region Safety Office, region Maintenance, and headquarters Risk Management.
- D. To ensure consistency between the TCR Teams and prior to performing any TCR, the AEs will perform a practice field review on an active construction project.
- E. TCRs will be performed on six Engineering projects in Region 1 and on four Engineering projects in the other regions. The AEs will randomly determine potential Engineering projects. If feasible, one Engineering TCR per region should be performed at night. TCRs will be performed on two Maintenance projects per region. Maintenance projects will be identified by the team Maintenance representative or other means necessary.

F. There are three types of notice for the TCRs: “Notified”, “No Notice,” and Maintenance. Below describes the procedures for the three types:

- a. **Notified:** Half of the scheduled Engineering TCRs will be “Notified”. The primary purpose of these TCRs is to educate staff and directly improve traffic control. These TCRs will have a score and will not be reported to FHWA. At a minimum, the results of the review will be used to generate discussion and ensure a complete review. The AEs will contact the Program Engineers to develop the list of potential projects. The AEs will notify the Program Engineer and RE of the impending review a minimum of two weeks prior to the review. The AE will coordinate with the Project Engineer two working days in advance of the scheduled review.
- b. **No Notice:** Half of the Engineering projects will be “No Notice” TCRs. The primary purpose these TCRs is to measure the quality of the traffic control for reporting purposes. A score on the No Notice TCR is required and included in the report to FHWA. The AEs will make every attempt to make these TCRs educational and interactive with project staff while maintaining the integrity of the scoring. If project staff are not able to join the team during the review or immediately after, the Program Engineer or project staff may request the AEs conduct a project specific post review meeting to discuss the TCR findings.
- c. **Maintenance:** Considering Maintenance work plans change frequently, the TCR may be Notified or No Notice reviews. If Maintenance staff are not available during or immediately after the TCR, a project specific post review meeting may be held at the request of the Maintenance Superintendent or project staff.

G. Upon completion of all the TCRs, a statewide post-review meeting will be held and attended by the AEs, FHWA, and TSM&O. The purpose of the meeting is to determine if there are any actionable items and if so to determine how to move them forward. The actionable items may be regarding the findings related to the traffic control on the projects or regarding the TCR process. AEs will take meeting minutes for purposes of reporting as described below.

## REPORTING

Contracts and Market Analysis will report results every year as follows:

- a. Each region’s RTD, Program Engineers, and Region Traffic Engineer will receive the region’s final report with project scores and a statewide average score. The statewide average score for the construction projects will be based on the projects with “NO NOTICE” reviews. A separate section will be written with the “NOTIFIED” projects information. The report will also include a description of any specific region and statewide issues.
- b. Each RE will receive the scores for the projects and the statewide average score. This report will also include a description of specific region and statewide issues.
- c. Each Project Engineer will receive the project’s score and the statewide average score. Their report will also include a description of specific region and statewide issues.
- d. The WZSMR team will receive all TCR results, the post-review meeting minutes, and a list of actionable items.
- e. The Maintenance Resident Engineer will receive all the Maintenance project’s TCR results, the average Engineering score, and the statewide Maintenance projects average.