

Division of Design

Business Plan

2013-2014

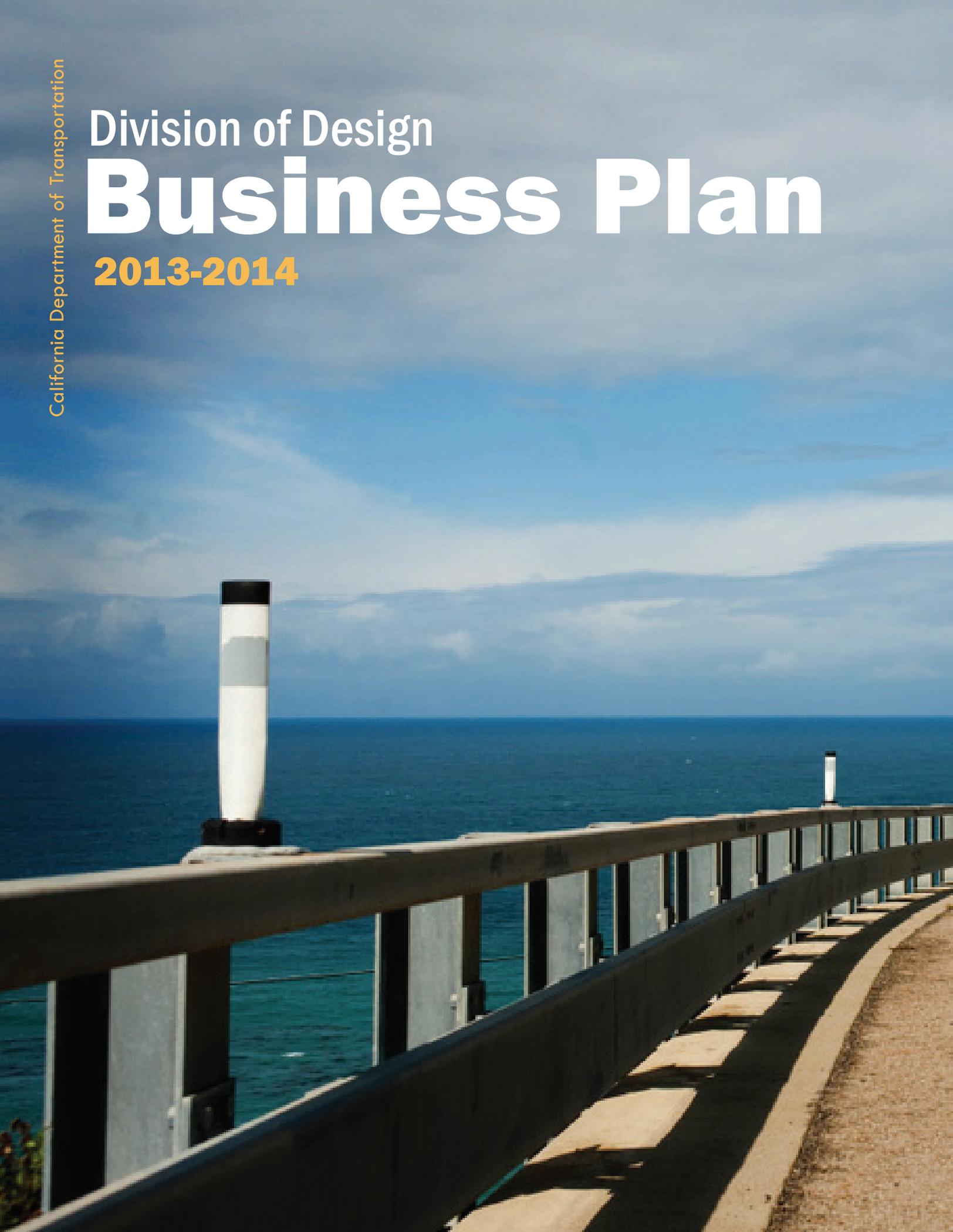




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Foreword

I am pleased to present our ninth annual Business Plan. The California Department of Transportation (Caltrans) Division of Design (The Division) Business Plan is an outline of our specific goals for the year ahead, as well as a detailed record of the Division's contributions in the last year to improving mobility across California.

During the current fiscal year, the Division is aggressively pursuing strategies that will increase our efficiency and effectiveness. A stronger, more focused organization is the key to managing and improving our highway system during a time of both increased fiscal challenges and growing demands upon Caltrans and the transportation system. The Division will continue to work with stakeholders to give the public a safe and dependable transportation system that facilitates travel and efficient movement of goods and services to boost our economy. Safety will continue to be our highest priority and will be integrated into new initiatives, organizational changes, and business processes.

The Division's remarkable accomplishments are due to the efforts of many dedicated transportation professionals who proudly commit themselves daily to public service in order to improve the lives of



residents and visitors to the state of California. The Division's managers continue to demonstrate their commitment to developing and maintaining a highly qualified staff to effectively and efficiently achieve the Caltrans Mission and Vision.

My thanks go out to all those who contributed to this plan and to the many people who deserve credit for our shared accomplishments. I encourage you to refer to the Business Plan throughout the year.

-Tim Craggs
Division Chief, Division of Design

Executive Summary

The Division is organized into 12 offices, including 10 engaged in functions related to engineering, and two grouped under the umbrella of the Landscape Architecture Program. Division Management is comprised of Timothy Craggs, Division Chief; Janice Benton, Assistant Division Chief; and Keith Robinson, Principal Landscape Architect.

The Business Plan is intended to provide transparency to our stakeholders and partners, and accountability for the people who work in the Division. It explains the Division's role within Caltrans, highlights its products and services, identifies required resources, describes this year's planned efforts and highlights accomplishments of the past year.

The Business Plan is divided into two sections. The first section describes the Division's focus areas, and the primary activities of each office and program. Each office lists its areas of expertise and specific information about design guidance, tools and processes that contribute to streamlined project delivery, the formation of successful partnerships, resource conservation and prudent expenditures of fiscal resources.

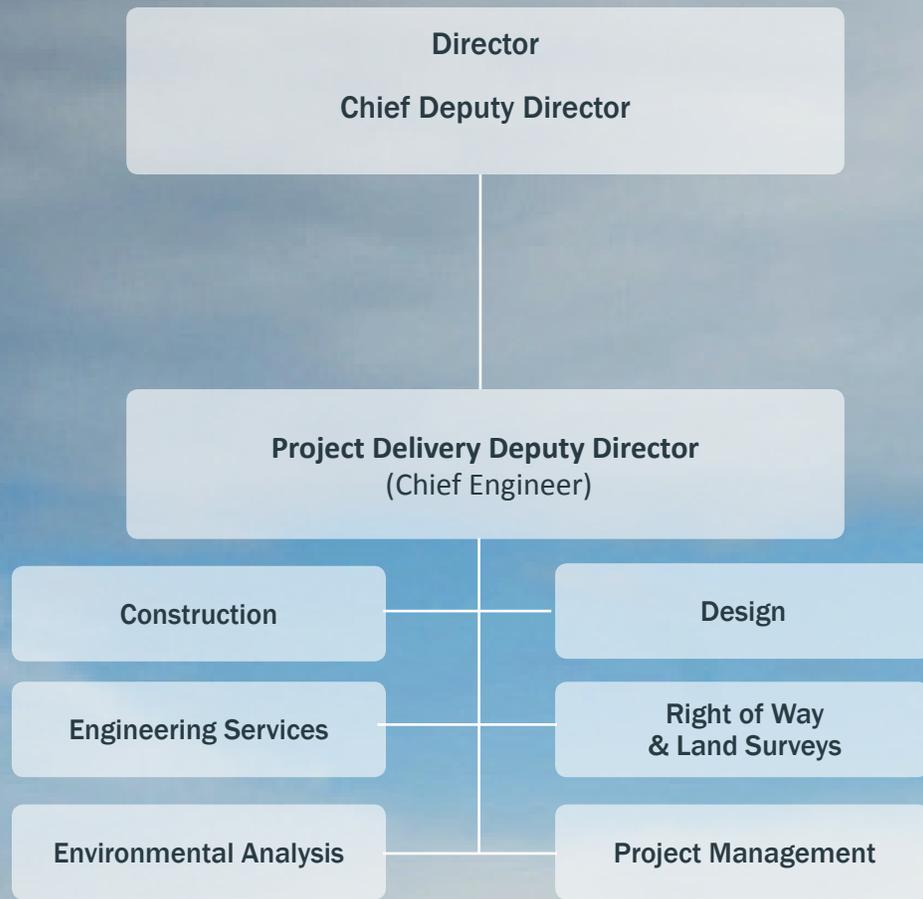
The second part of the Business Plan is the Operational Plan, a spreadsheet which identifies the benchmarks of performance measurement used to gauge the Division's progress throughout the year.

This year to address stakeholder needs, legislative mandates and to act as good stewards

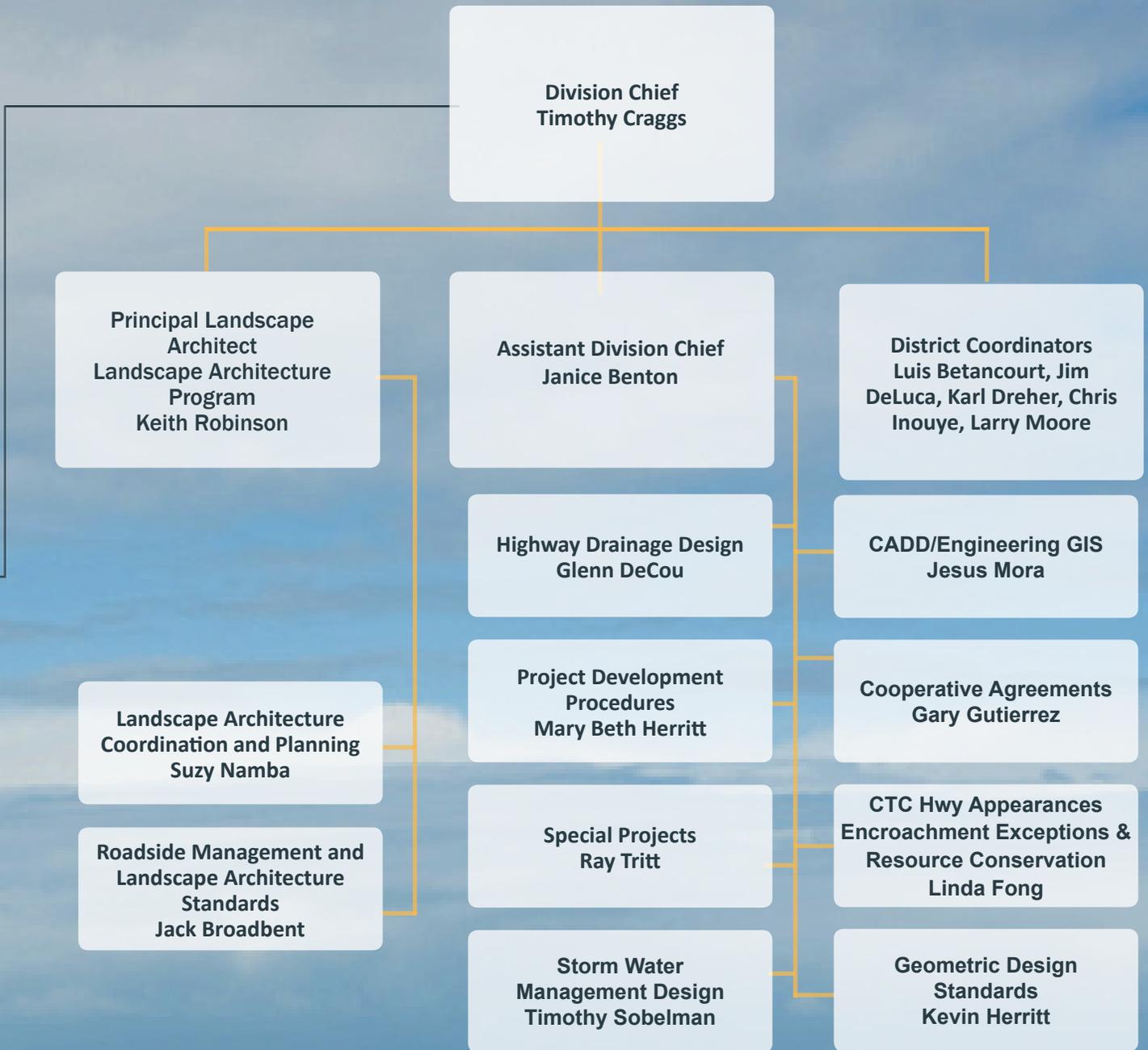
of state resources, the Division will allocate additional effort towards nine focus areas: Division organization, partnership, efficiency, guidance, innovation, worker and traveler safety, multimodal transportation, water quality and conservation, and addressing climate change.



To complete a cycle of implementation for each of our initiatives, activities and deliverables are sequenced within a conceptual framework, the Corporate Activity Cycle. The accountability for each deliverable is held by a single office, although many initiatives are complex and require the offices to work together as a team. Collaborative efforts provide staff with opportunities to increase flexibility, improve communication within the Division, foster partnerships, increase efficiency and quality in the Districts, and provide superior customer service.



Project Delivery Organization



Division of Design Organization

Design Guidance

- Conducted comprehensive evaluation of Division of Design's Deputy Directives to ensure content supports current Departmental goals and guidance.
- Published a draft of the *Design Product Evaluation Criteria Handbook*, one of the tools of the Quality Management System (QMS) initiative.
- Continued implementation of the quality management system protocol through circulation of a Deputy Directive and corresponding *Project Development Procedures Manual* (PDPM) change.
- Published 6 updates to the PDPM regarding: design exception fact sheets; bridge maintenance; project initiation documents; changes to the Value Analysis program; implementation of Risk Management; and implementation of the program review goal to delegate design exception authority to the Districts.
- Completed edits to PDPM Chapter 17, "Encroachments in Caltrans' Right of Way" incorporating comments from immediate stakeholders.
- Updated the *Highway Design Manual* (HDM) regarding: the use of the safety edge; joint seals for concrete pavements; fences; and the delegation of various mandatory design standards to the District Director for approval.
- Provided guidance related to Senate Bill 1016, resulting in timely delivery of annual waste reports to CalRecycle by Caltrans Districts and Headquarters.

- Provided examples of Earthen Berm - Austin Media Filter devices to support the Caltrans direction of using earthen type Best Management Practice (BMP) as the first consideration when implementing stormwater treatment requirements.
- Finalized the Infiltration Tool and Design Guidance.
- Developed a comprehensive revision to *Main Street, California* to incorporate responses to over 600 public comments, ensuring compatibility with recently revised Caltrans guidance and directives.
- Completed Civil 3D training manuals.
- Updated Guidance for Roadside Safety Improvement Program and provided statewide training.

Design Processes

- Delegated authority for approval of various mandatory design standards to the District Directors.
- Implemented AB 819 requiring Caltrans to establish procedures to permit exceptions to Subdivision (a) of Section 891 in the Streets and Highways Code to allow research, experimentation, testing, evaluation, and/or verification.
- Initiated District established procedures to certify American with Disabilities Act (ADA) compliance at Ready-to-List (RTL) and Construction Contract Acceptance (CCA).
- Managed and delivered the annual *Division of Design Business Plan*.

- Led two quality improvement initiatives: Quality Assurance (QA) Pilot and the 4th phase of the Independent Quality Assurance (IQA) Pilot.
- Performed Independent Quality Assurance on 11 environmental documents for National Environmental Policy Act (NEPA) Visual Impact Assessment (VIA) compliance.
- Assisted Districts in delivering \$200 million in Roadside Safety Improvement SHOPP PIDs for the 2014 SHOPP.
- Conducted a study on the “Effects of Transportation Corridor Features on Driver and Pedestrian Behavior and on Community Vitality.” The study suggested that transportation agencies may be able to target a few specific improvements for maximum benefit to all user groups.

Resource Conservation

- Reported that for Caltrans projects awarded in the previous calendar year, 35.9 percent of all flexible pavements, by weight, were designed with rubberized asphalt. This exceeds the mandate requiring Caltrans to design 25 percent of all flexible pavements, by weight, with rubberized asphalt.
- Completed the “Ornamental Roadside Vegetated Treatment Sites Study,” which after three years of stormwater monitoring found that strips and swales planted with ornamental vegetation performed similar to or better than grasses and forbs.

Design Tools

- Increased Caltrans efficiency by replacing over \$2 million worth of obsolete computer equipment for Project Delivery staff statewide.
- Developed a prototype tool to evaluate sea level rise impact.
- Implemented a geographic information system (GIS) web map for as-built plans.
- Developed Statewide Roadside Preservation 10-year State Highway Operation and Protection Program (SHOPP) Plan, including \$90 million per year for roadside Safety Improvements for worker safety.
- Assisted the Districts in preparing the 2013 3-year SHOPP Project Initiation Document (PID) Plan.

- Facilitated Statewide Safety Roadside Rest Area (SRRA) Master Plan Implementation Team to identify long range SRRA funding needs and priorities, and to develop programs to enhance the safety benefits of the SRRA system at little or no cost to Caltrans.

Partnership

- Completed 81% of all Cooperative Agreements (Co-ops) within the 60 day performance measure.
- Took action on over 600 Co-op review submittal requests.
- Assisted the Districts in the development of Resolution of Necessity (RON) materials and information to be presented to the California Transportation Commission (CTC). This support allowed for the successful approval of 12 RON actions through the CTC.

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- Completed the annual report to the Legislature on Caltrans Use of Waste Tires, as required by Public Resources Code 42889.3 (Senate Bill 876), approved on September 10, 2012. Caltrans reported successful use of waste tire products in 128 construction projects advertised in the 2012 calendar year. These projects incorporated crumb rubber material in rubberized hot mix asphalt (RHMA), rubberized warm mix asphalt (RWMA) and asphalt rubber binder (A-R Binder) for asphalt paving projects and in rubberized weed abatement mats for vegetation control. These projects diverted nearly 5 million waste tires from California landfills.
- Reported that for Caltrans projects awarded in the previous calendar year, 29.2 percent of all flexible pavements, by weight, were designed with rubberized asphalt. This exceeds the current mandate requiring Caltrans to design 25 percent of all flexible pavements, by weight, with rubberized asphalt.
- Continued partnership with CalRecycle to increase Caltrans' usage of waste tire products and other products made from various recycled materials.
- Assisted with the delivery of twenty-one freeway agreements, four each of route adoptions, new public road connections and vacation of rights of way, two route adoption rescissions, and 32 relinquishments in support of Districts' project delivery goals.
- Provided oversight for the High Speed Rail Authority (HSRA).
- Provided technical expertise on National Cooperative Highway Research Program (NCHRP) panels in support of national policy that will affect Caltrans.
- Presented Caltrans stormwater design guidance and tools to HSRA and State Water Board, to provide clarity and to facilitate their potential adoption of Caltrans tools and methodologies.
- Participated in the negotiations of the Caltrans Statewide NPDES Permit and worked with Division of Environmental Analysis and the State Water Resources Control Board to provide clarity regarding Caltrans Design processes (which enabled the State Board to streamline the text in the NPDES Permit).
- Conducted Design for Worker Safety workshops with field maintenance staff in each District, and led District executive management team discussions for worker safety improvements.
- Promoted awards programs sponsored by Caltrans, The Federal Highway Administration (FHWA) and others to District landscape architects to increase state and national awareness of Caltrans achievements in environmental protection and mitigation, design for safety, community enhancement, and partnership efforts. District 4 and 5 received Caltrans Excellence in Transportation Program and California Transportation Fund awards. District 5 received three national awards with an exemplary Context Sensitive Solutions (CSS) project at the FHWA CSS National Dialog 2.

- Collaborated with Department of Rehabilitation to develop an Interagency Agreement regarding vending operations at SRRAs.

Design Training

- Provided training and technical assistance for the Districts in support of Project Delivery.
- Redesigned the project engineer academy (PEA) and held a beta course delivery test.
- Created a video about the QMS protocol, highlighting results of the District quality assurance pilot. Incorporated the video into the first of several training modules.
- Managed and planned the Capital Projects Skill Development (CPSD) training delivered by the Division.
- Delivered four month workshop on CSS to increase project delivery efficiency. Trained 22 statewide participants in the Divisions of Planning & Modal Programs, Maintenance & Operations and Project Delivery, which increased CSS subject matter experts to 46 individuals statewide.

Professional Development

- Provided support to Department employees pursuing professional licensing registration. Caltrans gained 118 newly licensed professionals (engineers, landscape architects, land surveyors, geologists, hydrogeologist, and architect) and 27 Engineer-in-Training and Land Surveyors-in-Training certificates.

Innovative Contracting

- Continued support and monitoring of the Design-Build Demonstration Program. Final two design-build projects were authorized by the California Transportation Commission and two design-build contracts were awarded this year.
- Caltrans was recognized by the Design-Build Institute of America as the “Owner of the Year.”
- The Design-Build Demonstration Program was recognized by the American Association of State Highway and Transportation Officials (AASHTO) Standing Committee on Performance Management for excellent results in “meeting the highest standards of quality, service, and performance.”
- Completed Value Analysis studies on 34 projects with a total cost (capital and support) of over \$1.8 billion. Implemented “Accepted Alternatives,” saving \$64 million or an average savings of 3 percent of capital costs. Comparing the project cost savings to the cost to conduct the studies, the Department achieved a Return on Investment (ROI) of 44:1.
- Completed three process value analysis studies to streamline processes within the Department.
- Received an AASHTO Honorable Mention for “Most Value Added” Proposal on one of our process studies.

Division of Design Services

Services & Products

The Headquarters team develops Caltrans design policies, guidance and standards, and provides tools, training, expertise and quality assurance to the Districts for efficient and effective project delivery. The Division of Design's assistance to the Districts enables consistency in State Highway System projects from inception through construction. Through our efforts, we empower the Districts and local agency partners to deliver quality project scoping documents, project reports, and construction plans, specifications, and cost estimate packages.

Resources

The staffing level for fiscal year (FY) 2013-2014 is 105 Person-Years (PYs), reflecting the same PY allocation as the previous FY. The Division's funding allocation is expected to be approximately \$28,974,137 which will cover salaries, office expenses, server storage space, annual professional license fees, training and computer replacement.

Division of Design Services

CPSD

Capital Project Skill Development: Workforce & Leadership Training

The Division of Design partners with six other divisions in Project Delivery to deliver Capital Project Skill Development (CPSD) training. CPSD delivers courses that meet the most pressing needs in the professional development of District and Headquarters staff. A key intent of the training is to cultivate the skills and knowledge base required of Caltrans employees in Design functions to efficiently and competently deliver transportation projects.

Due to budgetary concerns, the Division delivered only the highest need training in FY 2012-2013 as identified by the Districts, the Design Management Board and Division management. The Division was allocated \$386,000 to deliver 86 critical need courses. The Division's training efforts served the needs of over 1600 students from Project Delivery, local partners and consultants. To reduce travel and facility costs, state facilities were used where possible, live web lectures (webinars) were increased, trainers traveled to the Districts in place of students traveling to a central location, "on demand" training was

implemented, and permanent web based training increased.

Developing and delivering Division Academies was the highest training priority and the second priority was specific technical training associated with various mandates such as the National Environmental Policy Act (NEPA) delegation, Visual Impact Assessments (VIAs), Stormwater and Erosion Control, Americans with Disabilities Act (ADA); and project delivery streamlining such as, Cost Estimating and Project Agreement Construction Tool (PACT).

Reduced demand for professional licensing training to fulfill Memorandum of Understanding (MOU) requirements allowed for other high priority training be delivered in FY 2012-2013.

The funding allocation for FY 2013-2014 of \$560,000 will respond to the Districts' identified critical training needs.



The Division's activities for fiscal year (FY) 2013-14 are aligned to support the Caltrans Mission & Vision, Goals and Values.

Caltrans Mission & Vision

Caltrans improves mobility across California.

Goals

Safety

Provide the safest transportation system in the nation for users and workers.

Mobility

Maximize transportation system performance and accessibility.

Delivery

Efficiently deliver quality transportation projects and services.

Stewardship

Preserve and enhance California's resources and assets.

Service

Promote quality service through an excellent workforce.

Values

Integrity

We promote trust and accountability through our consistent and honest actions.

Commitment

We are dedicated to public service and strive for excellence and customer satisfaction.

Teamwork

We inspire and motivate one another through effective communication, collaboration, and partnership.

Innovation

We are empowered to seek creative solutions and take intelligent risks.



Focus Areas

There are additional focus areas which highlight the Division's dedication to organizational excellence and sustainability. The Division places additional emphasis and resources toward accomplishments in the following areas:

Organizational Excellence

- Division Organization
- Worker and Traveler Safety
- Partnership
- Efficiency
- Guidance
- Innovation

Sustainability

- Multimodal Transportation
- Water Quality and Conservation
- Addressing Climate Change



Organizational Excellence

Dedication to Organizational Excellence is inherent in the Division's business model, which strives to respond to shifting conditions and to continually monitor, streamline and optimize Caltrans tools and processes.

Division Organization

With a commitment to monitor and optimize internal activities and processes, the Division is evaluating its current organizational structure. To best meet Caltrans and statewide needs, the Division has identified areas where activities can be further streamlined, and resources redirected to improve efficiency while retaining project support quality.

To improve internal operations and to better meet the needs of the Districts, our partners and stakeholders, the Division is delegating authority to approve some exceptions to standards to the Districts, and is investigating the opportunity to redefine Division review and coordination functions.

Worker & Traveler Safety

The Division strives to design the safest transportation system in the nation. As a part of its routine business practices, it identifies and addresses safety in the project development activities of every transportation improvement project on the State Highway System to ensure the safety of highway workers and travelers.

The Division emphasizes appropriate design decisions that minimize or eliminate maintenance activities (especially those that must be performed on foot) that unduly expose highway maintenance, survey, construction and other workers to traffic. This is a critical element for improving worker safety.

The Division incorporates safety objectives to reduce work related injuries and incident rates, and to attain “zero work related fatalities” into all transportation improvement projects by:

- Designing the transportation system to reduce the need for recurrent maintenance activities through consistent implementation of design strategies which provide the ability to utilize automated maintenance techniques.
- Locating highway features outside the clear recovery zone or within protected areas; and providing safe access for all highway workers.
- Ensuring all employees involved in project development processes are properly trained to design projects that maximize worker safety.

Partnership

The Division actively engages in partnership activities such as the Gateway Monuments program, pursuing context sensitive processes, streamlining cooperative agreements, implementing public/private partnerships, partnering with industry at regular contractor meetings and partnering with external stakeholders in a performance review that prioritizes efficiency in operations. Our commitment to collaboration with Caltrans stakeholders helps balance mobility for all users, environmental concerns, and the requirements of a safe and efficient transportation network.

Efficiency

The Division emphasizes efficiency in internal operations and also provides guidance for the design of an efficient transportation network. The modernization of Project Initiation Documents (PIDs), implementing new roadway and roadside technologies, and incorporating the most recent data from research are central components of the Division's emphasis on streamlining project delivery. Efficiency in internal operations is emphasized with improved contracting methods, Independent Quality Assurance (IQA), the use of software to streamline cooperative agreements, the implementation of the Design-Build Demonstration Program, streamlining the PID process, and the development of Cost Risk guidelines.

Guidance

The Division's primary responsibility is to provide comprehensive and consistent guidance and technical assistance to all those on the project delivery team. Striving to be continuously current on leading practices, trends, and mandates, we provide thorough guidance manuals, regular training, online resources, and consult regularly with the project delivery team to ensure high quality transportation projects. The Division provides technical expertise statewide on activities such as highway geometrics, Visual Impact Assessments (VIAs), Americans with Disabilities Act (ADA) topics, landscaped freeway classification, water quality and conservation, storm water technologies, sensitive stream bank protection, State highway main street design, Context Sensitive Solutions (CSS), and multimodal concepts. This technical assistance is essential to enable Caltrans to meet strategic goals and legal mandates regulating transportation projects.

Innovation

The Division's focus on innovation ensures that we are able to respond to changing conditions and continue to be a national leader in the design of high quality transportation projects. Through innovative contracting methods, the Design-Build Demonstration Program, research that collaborates with leading academics, deployment of advanced training, review of new products, implementation of green building concepts, and implementation of leading edge software such as Roadway Design Software (RDS), we continually strive for innovative solutions to pressing transportation needs.





Sustainability

Dedication to Sustainability balances the safety and life-cycle functional requirements of highway facilities with the natural, built, economic and social environment.

*Above:
Roundabouts such as this one on State Route 89 in Truckee can reduce traffic congestion and associated vehicle emissions.*

Multimodal Transportation

Multimodal transportation systems balance various modes of travel (such as driving, walking, bicycling, and taking public transit) and emphasize connections among modes to provide a safe and efficient system for all users, including those who travel with assistive devices. Providing options for various modes of travel can reduce congestion, increase system efficiency, and enable environmentally sustainable alternatives to single driver trips. Providing guidance for the implementation of multimodal concepts supports the California Complete Streets Act of 2008.

In partnership with our stakeholders and allied Project Delivery Divisions, the Division of Design provides multimodal guidance in the updated *Highway Design Manual*, *Project Development Procedures Manual* and the *Main Street, California* guide.

Continued emphasis will also be placed on how Caltrans can contribute to the development of High Speed Rail in partnership with other agencies.



*Above: Fish passage improvements in District 1.
Right: This Caltrans District 11 parking lot combines trees, rock cobble, and vegetation in a storm water treatment area.*



Water Quality and Conservation

In keeping with the Caltrans goal of stewardship of California's limited water resources, the Division is dedicated to implementing water conservation strategies and protecting water quality within the highway transportation system and associated facilities.

California's growing population, increased variability in precipitation levels, and increasing climate change impacts are placing greater demands on the available water supply. When water levels are impacted, the state is challenged with maintaining stable water supplies that support its growing population, natural habitats and vital economy.

The Division is dedicated to providing superior guidance and technical expertise to the project delivery team on water related environmental issues ranging from fish passage, designing for climate change impacts on drainage systems, implementing state of the practice storm water technologies, minimizing storm water impacts by preserving and planting appropriate vegetation, NPDES permit compliance,

low impact development strategies, environmentally sensitive stream bank protection measures and hydromodification strategies.

The Division provides technical guidance on cost effective and appropriate water conservation strategies that can be implemented in the design, construction, operation and maintenance of transportation facilities including, to the maximum extent practicable, the use of recycled water and state of the art irrigation technology for landscaped areas.

The Division is also collaborating with the Division of Maintenance to deliver training on irrigation design, hydraulic calculations and strategies for complying with California's Model Water Efficient Landscape Ordinance. Two pilot projects in Districts 7 and 12 are also underway to track the performance of irrigation controllers that can be networked and managed remotely in order to maximize water conservation.





Addressing Climate Change

California Executive Order # S-13-08 directs state agencies to plan for sea level rise and climate change impacts. Although sea level rise plays an important role in the design, maintenance, and operation of Caltrans facilities, there are other effects of climate change which must be addressed.

Increased frequency and severity of extreme heat events and changes in the timing, intensity and variability of precipitation events may also have detrimental impacts on the transportation network. An increase in hot days will put extra stress on California's pavements and roadside vegetation. Increases in precipitation intensity and variability could stress California's drainage and water conveyance systems, and could increase erosion throughout the state.

The Division is in the early stages of identifying strategies to adapt to many of these impacts and continues to place a strong emphasis on innovations in erosion control and storm water treatment technologies.

The Division engages in the reduction of energy consumption in the construction of new facilities by using recycled crumb rubber in roadways, diverting waste from landfills, and developing guidance for the "Go California Industry Capacity Expansion" effort to address material source options.

The Division is providing technical guidance on multimodal transportation principles (which can provide options for travel that minimize greenhouse gas emissions).

*Church, J. & White, N. (2006)

Global sea level rose about 6.7 inches in the last century. The rate in the last decade is nearly double that of the last century.*

Division of Design Offices

The Office of CADD & Engineering GIS Support

The Office of CADD and Engineering GIS Support utilizes state of the art computers and software to share information across functional units and expedite delivery of transportation projects. Areas of expertise include:

- Computer Aided Drafting and Design (CADD) software policy, guidance and support.
- Resource management: providing Project Delivery staff with computers, printers, plotters, and other necessary tools.
- CADD system support.
- Training, guidance and support for roadway design software, drafting software, and Geographic Information Systems (GIS).
- Document Retrieval System (DRS).
- Centralized archiving of electronic as-built files.

Accomplishments of FY 2012-2013:

Design Guidance

- Completed Civil 3D training manuals for statewide training (Surveys Data Processing, Survey COGO, Introduction to Roadway Design, Intermediate Roadway Design, Hydraulics Design, and Structures Design).

Design Tools

- Increased Caltrans efficiency by purchasing over \$2 million worth of workstation and color printer replacements for Capital Outlay Support.
- Developed a prototype tool for Sea Level Rise impact.

- Implemented a GIS Web Map for As-builts.

Design Training

- Conducted Key User Training and started Statewide training on six courses for first 1,000 users.
- Conducted statewide training in Microstation and DRS Administration.
- Implemented Microstation V8i and training statewide.

Goals for FY 2013-2014:

Design Guidance

- Develop Draft Deputy Directive for uses of DRS.

Design Tools

- Assist in developing Sea Level Rise Map.
- Procure remaining workstations and laptops with Windows 7 for Capital Outlay Support.

Design Training

- Conduct training on Civil 3D on all six courses for 1,000 users.
- Conduct Statewide training in MicroStation, GIS, and DRS Administration.



The Office of Cooperative Agreements

The Office of Cooperative Agreements (OCA) is responsible for protecting the integrity of Caltrans policy and procedures in cooperative agreements (Co-ops) and ensuring that they abide by state and federal law. The OCA is committed to delivery of responsible, consistent, and timely Co-ops through the development of innovative tools, guidance, procedures and training. The OCA proactively adjusts standard Co-op language to align with ever evolving policies, procedures and law. The OCA facilitates the Co-op development process between Headquarters functional units, Districts and local partners by:

- Creating and maintaining policy and procedures to assure the development, review and execution of responsible, consistent and timely Co-ops.
- Providing statewide monitoring and reporting of Co-op performance measures.
- Providing independent quality assurance for draft and executed Co-ops to ensure compliance with Caltrans policy and state/federal law.
- Developing and maintaining, tools, guidance and training to assist the Districts.

Accomplishments of FY 2012-2013:

Design Guidance

- Continued development of a Project Delivery Directive to more clearly define roles and responsibilities during the development, review and execution of a Co-op.
- Developed “Language Library” guidance for 4 new agreements and provided these via the Cooperative Agreements website.

Design Tools

- Added four new templates to the PACT application which improves efficiency and quality of agreement preparation by allowing the Districts to complete and execute agreements with pre-approved standard language and without HQ review (or limited HQ review).

Partnership

- Completed 81% of all Co-ops within the 60 day performance measure.
- Ensured that all Co-op development schedules met project delivery deadlines.
- Took action on over 600 Co-op review submittal requests.



Goals for FY 2013-2014:

Design Guidance

- Fully update the *Cooperative Agreement Manual* and Chapter 16 of the *Project Development Procedures Manual* (PDPM).
- Complete the Co-op Project Delivery Directive.

Design Tools

- Increase the use of the Project Agreement Construction Tool (PACT).
- Promote use of the Co-op web site and ensure current content.
- Conduct quarterly Co-op Management Team meetings.
- Complete the PACT 2.0 Language Library & Template.
- Continue development of the PACT 2.0 tool.

Partnership

- Complete 80% of all Co-ops within the established 60 day performance measure.
- Help ensure that Co-op development schedules are compatible with project delivery schedules.
- Conduct biannual statewide outreach meetings with our local partners.



The Office of CTC Highway Appearances, Encroachment Exceptions and Resource Conservation

This Office is organized into four areas of responsibility: CTC Highway Appearances (Resolutions of Necessity), Encroachment Exceptions, Resource Conservation and Professional Development.

Resolutions of Necessity

professionals facilitate consistent application of engineering best practices for real property acquisitions when condemnation is required for transportation improvements. Areas of emphasis include:

- Procedures development and oversight of Resolution of Necessity (RON) Appearances presented to the California Transportation Commission (CTC).
- Responsibility for PDPM, Chapter 28: “Resolutions of Necessity.”

Accomplishments of FY 2012-2013

Partnership

- Assisted the Districts in the development of RON materials and information to be presented to the CTC. This support allowed for the successful approval of 12 RON actions through the CTC.

Goals for FY 2013-2014

Partnership

- Provide District and local agencies with support and guidance for RON appearances.
- Provide “just in time training” when projects with known right of way acquisition difficulties arise.
- Pursue opportunities to reestablish Headquarter Executive Management review of RON appearances.



Encroachment Exceptions

professionals preserve the State Highway System for transportation purposes, while promoting economic development by:

- Providing guidance in the *Project Development Procedures Manual* (PDPM), Chapter 17: “Encroachments in Caltrans Right of Way” and in the *Encroachment Permits Manual*.
- Evaluating exception requests for Encroachment Permits and the “Policy on High and Low Risk Underground Facilities within Highway Rights of Way” based on engineering best practices.
- Administering encroachment exception policy, standards, guidelines and procedure development and implementation.

Accomplishments of FY 2012-2013

- Mentored District contacts.
- Promoted subsurface asset management strategies and tools to support the dedicated utility engineering workgroup (UEW) functions .
- Completed edits to PDPM Chapter 17, incorporating comments from immediate stakeholders.
- Completed edits to *Encroachment Permit Manual* Chapter 300 to share with immediate stakeholders.
- Facilitated quarterly UEW Meetings to discuss hot topics and to share best practices that have been established in the Districts and regions.
- Presented training on encroachment exception policies and procedures as well as the “Policy on High and Low Risk Underground Facilities within Highway Rights of Way.”
- Presented training and program guidance at the Project Engineer Academy (PEA).

Goals for FY 2013-2014

- Review exception requests for Encroachment Permits and the “Policy on High and Low Risk Underground Facilities within Highway Rights of Way” based on engineering best practices.
- Support utility engineering workgroups (UEW) in the Districts and regions.
- Seek opportunities to present training on encroachment exception policies and procedures and the “Policy on High and Low Risk Underground Facilities within Highway Rights of Way.”
- Present training at the PE Academy.
- Promote subsurface asset management strategies and tools to support the dedicated utility engineering functions established in the Districts and regions.
- Complete edits to Permit Manual Chapter 600.
- Circulate final draft of PDPM Chapter 17 to headquarters, Design Management Board, and District stakeholders.
- Develop implementation plan for District outreach on upcoming revisions to PDPM Chapter 17.



Resource Conservation

promotes stewardship of California's resources and investments by:

- Providing information on resource conservation strategies to reduce construction waste, divert waste streams from landfills, salvage and reuse materials, use recycled-content products, and innovative engineering applications of waste material.
- Providing oversight of requests to the Federal Highway Administration (FHWA) for use of experimental features on transportation projects through the Construction Evaluated Workplan Program.

Accomplishments of FY 2012-2013

Design Guidance

- Provided guidance and support related to Senate Bill 1016, resulting in timely delivery of annual waste reports to CalRecycle by Caltrans Districts and Headquarters.
- Updated the DOD Resource Conservation website.
- Reported that for Caltrans projects awarded in the previous calendar year, 29.2 percent of all flexible pavements, by weight, were designed with rubberized asphalt. This exceeds the current mandate requiring Caltrans to design 25 percent of all flexible pavements, by weight, with rubberized asphalt.

Design Tools

- Facilitated the FHWA approval of Construction Evaluated Work Plans allowing evaluation of experimental features in construction projects.
- Continued partnership with CalRecycle to increase Caltrans' usage of waste tire products and other products made from various recycled materials.

Partnership

- Completed the annual report to the Legislature on Caltrans Use of Waste Tires, as required by Public Resources Code 42889.3 (Senate Bill 876), approved on September 10, 2012. Caltrans reported successful use of waste tire products in 128 construction projects advertised in the 2012 calendar year. These projects incorporated crumb rubber material in rubberized hot mix asphalt (RHMA), rubberized warm mix asphalt (RWMA) and asphalt rubber binder (A-R Binder) for asphalt paving projects and in rubberized weed abatement mats for vegetation control. These projects diverted nearly 5 million waste tires from California landfills.
- Met with Bureau of Land Management (BLM) to initiate more accurate alignment of established material sites on Caltrans and SMARA maps.

Goals for FY 2013-2014

- Promote FHWA's INVEST tool that provides feedback on the sustainability of highway projects being designed.
- Promote the use of recycled products and continue to promote ways to minimize waste generation, keeping in line with Caltrans's Stewardship Goal.



- Work with Division of Pavements to promote the increased use RHMA projects in order to meet the goals set forth in AB 338 (increases in the mandated percentage jumps from 25 to 35 percent starting in year 2013).
- Support Encroachment Exceptions staff as needed.
- Continue to maintain open communications with CalRecycle, Bureau of Land Management, and other stakeholders.

Professional Development

assists in the career advancement of Project Delivery staff by:

- Managing the Professional Licensing Assistance Program for various disciplines of engineering, land surveying, architecture and landscape architecture.
- Providing policies regarding rotation programs for transportation engineers and transportation engineering technicians to promote cross-functional experience and training.

Accomplishments of FY 2012-2013

Professional Development

- 191 Caltrans employees received advance approval of financial assistance for professional registration training.
- Checked compliance requirements for travel expense claim (TEC) reimbursement submittals for approximately 87 employees through the Licensing Assistance Program (totaling \$51,700 for courses and materials).
- Monitored Caltrans' registered professionals for license compliance in job classifications that require licensure.
- Represented Caltrans at meetings of the Board of Registration for Professional Engineers, Land Surveyors and Geologists.
- Caltrans gained 118 newly licensed professionals (engineers, landscape architects, land surveyors, geologists, hydrogeologist, and architect) and 27 Engineer-in-Training and Land Surveyors-in-Training certificates.
- Updated the program home page to include the most current information to support staff preparation for professional license exams.

Goals for FY 2013-2014

Professional Development

- Evaluate program's service and efficiency.
- Promote Caltrans Professional Assistance Program.
- Improve the Professional Development Database tracking and delivery methods.
- Improve the Professional Development archives/filings.
- Seek employee Feedback for Professional Development Program.
- Provide backup support for Encroachment Exceptions staff.

District Coordinators

The District Coordinators serve as liaisons between Headquarters and the Districts to facilitate the delivery of high quality projects.

Accomplishments of FY 2012-2013

Partnership

- Provided technical expertise on National Cooperative Highway Research Program (NCHRP) panels in support of national policy that will affect Caltrans.
- Provided oversight for the High Speed Rail Authority.

Design Training

- Provided training and technical assistance in the Districts in support of Project Delivery.

Goals for FY 2013-2014

Design Guidance

- Review updates to Caltrans guidance documents

Design Tools

- Provide technical and subject matter expertise to Districts.

Partnership

- Continue partnering with the High Speed Rail Authority.
- Support delivery of *Highway Route Matters*.



The Office of Geometric Design Standards

The Office of Geometric Design Standards establishes the design standards, procedures, and practices that are used on the State Highway System to produce safe and efficient highway facilities and to promote multimodal projects. Office responsibilities include:

- Management and publication of the *Highway Design Manual* (HDM) and various Design Information Bulletins (DIBs).
- Providing project-related consultation and reviews for projects on the State Highway System.
- Managing the completion of the remaining metric projects on the State Highway System.
- Providing technical training.
- Providing technical assistance and design expertise on highway design issues related to motor vehicles, bicycles, and pedestrians (including American with Disabilities Act requirements) to Caltrans personnel statewide, local agencies, consultants, the FHWA and other state Departments of Transportation.
- Participating on national research panels and technical committees.

Accomplishments of FY 2012-2013

Design Guidance

- Provided technical assistance to the Caltrans Districts and partners to improve project quality and delivery.
- Updated the HDM the following topics: the use of the safety edge; joint seals for concrete pavements; fences; and the delegation of various mandatory design standards to the District Director for approval
- Led a Strategic Priorities Team to review current design guidance and identify needed improvements.
- Provided technical assistance for: the High Speed Rail projects being developed statewide; the IQA pilot project; and the development of the updated *Main Street, California* published by the Division.
- Partnered with District 4 and their Metropolitan Transportation Authority

(MTA) partners to review and develop proposed HDM guidance changes related to “Complete Streets” projects and goals.

Design Processes

- Delegated various mandatory design standards to the District Directors for their approval. If the District Director is not a Professional Engineer, further delegation to the Deputy Director of Design is required. These delegations could further be delegated to the District Design Office Chief responsible for the respective projects, but not lower than the Supervising Transportation Engineer.
- Participated on IQA Pilot Study Team.
- Implemented AB 819 (Wieckowski) requiring Caltrans to establish procedures to permit exceptions to Subdivision (a) of Section 891 in the Streets and Highways Code (S&H Code) for the purpose of

allowing research, experimentation, testing, evaluation, or verification.

- Initiated District established procedures to certify American with Disabilities Act (ADA) compliance at Ready-to-List (RTL) and Construction Contract Acceptance (CCA).

Design Tools

- Provided additional guidance on curb ramp scoping and design in a memorandum.

Partnership

Participated on teams and committees:

- Strategic Highway Safety Plan Challenge Area 13 [Local Assistance].
- Complete Street Technical Advisory Committee [Transportation Planning].
- Update of the Ramp Metering guidance [Traffic Operations].
- Intersection Control Evaluation (ICE) Traffic Operations Policy Directive 13-2 [Traffic Operations].

- ADA Technical Advisory Committee
- The Subdivision Map Act [Right of Way].
- Employee Safety and Health Advisory Committee and Safety Leadership Group [Human Resources].
- California Bicycle Advisory Committee [Local Assistance].
- AASHTO Committees(Geometric Design and Roadside Safety); NCHRP projects; and NCHRP Synthesis 342
- Presented overview of the design function at the Maintenance Leadership Academies [Maintenance].
- Co-leader for FHWA Every Day Counts 2 initiative on Intersection and Interchange Geometrics [FHWA].
- Presented Caltrans' roadway design processes and tools with the Singapore Land Transportation Authority [Directorate].

Design Training

- Trained approximately 160 department employees and local partners on Understanding Bicycle Transportation.

Goals for FY 2013-2014

- Develop and implement organizational and roles/responsibility changes within the Office of Geometric Design Standards in coordination with the DOD reorganization.

- Continuously strive to improve the quality of the design standards and guidance published in the HDM, Design Information Bulletins, and on the DOD website.

Design Guidance

- Publish HDM update and retire Design Information Bulletin (DIB) 80 on Roundabouts to coordinate with Traffic Operation Policy Directive 13-2 on Intersection Control Evaluation (ICE).
- Update the Contract Standards (Standard Plans and Specifications) owned by the Office of Geometric Design Standards per the direction of DES-OE to assist their delivery of the 2015 Standards.

Partnership

- Continue the partnership with the FHWA on the Every Day Counts 2 initiative on Intersection and Interchange Geometrics.
- Continue to partner with District 4 and their MTA partners to review, and develop proposed HDM changes related to regional "Complete Streets" goals and projects.



The Office of Highway Drainage Design

The Office of Highway Drainage Design provides guidance and technical assistance for design standards and procedures for the transportation system. Areas of expertise include:

- Developing and maintaining guidance for Caltrans staff to enable uniformity and consistency in the design of roadway drainage-related features.
- Providing technical assistance to designers on unique drainage design issues.
- Developing and overseeing drainage design training courses.
- Serving as a liaison to industry, the FHWA and other interested external entities for roadway drainage product approvals, processes, and requirements.
- Managing and performing drainage related special studies and research activities.

Accomplishments of FY 2012-2013

Design Guidance

- Produced On-the-Job-Training module: Advanced Hydrology – Hydrographs.
- Developed 11 new Standard Special Provisions.

Design Tools

- New product reviews – Completed review for seven new product submittals.

Goals for FY 2013-2014

Design Guidance

- Develop guidance on incorporating vegetative measures in streambank stabilization.
- Update HDM Chapter 860 – “Channels.”
- Contribute toward production of 2015 Standards (Standard Plans and Standard Specifications).
- Develop standards for trench drains.
- Develop standards for articulating concrete block revetments.

Design Tools

- Review seven new product submittals.
- Develop draft considerations for climate change impacts to design projects.

The Office of Project Development Procedures and Quality Improvement

Through guidance and collaboration with designers, the Office of Project Development Procedures and Quality Improvement enables the delivery of high quality projects by:

- Providing project delivery policy and essential procedures development in the *Project Development Procedures Manual* (PDPM) and *Project Development Workflow Tasks* (PDWT).
- Presenting *Highway Route Matters* to the California Transportation Commission.
- Offering comprehensive training to enhance designers' project delivery skills (Project Engineer Academies, Design Senior Seminars, and Design Engineer Curriculum).

Accomplishments of FY 2012-2013

Design Guidance

- Circulated a Deputy Directive and corresponding PDPM change in support of the quality management system protocol.
- Published 6 updates to the PDPM regarding: design exception fact sheets; bridge maintenance; project initiation documents; changes to the Value Analysis program; implementation of Risk Management; and implementation of the program review goal to delegate design exception authority to the Districts.
- Published a draft of the *Design Product Evaluation Criteria Handbook*, one of the tools of the Quality Management System (QMS) initiative.
- Published an edition of *Project Delivery (PD) Notes* which the Chief Engineer sent to statewide Project Delivery staff.

Design Processes

- Led two quality improvement initiatives: Quality Assurance (QA) Pilot and the 4th phase of the Independent Quality Assurance (IQA) Pilot. The QA Pilot included training on the use of the *Design Product Evaluation Criteria Handbook*. Both pilots focused on refining performance measures for Project Initiation documents (PID), project reports (PR), and plans, specifications and estimates (PS&E).
- Participated in the State Highway Operation and Protection Program (SHOPP) PID Value Analysis study, which will lead to further teams and updates to the PDPM.

Partnership

- Assisted with the delivery of twenty-one freeway agreements, four each of route adoptions, new public road connections and vacation of rights of way, two route adoption rescissions, and 32



relinquishments in support of Districts' project delivery goals.

Design Training

- Tested a draft of an Adobe Connect based tool that will aid Districts with the delivery of freeway agreements and route matters.
- Administered three courses (Introduction to Project Development Procedures; Basics in Highway Design;

and Geometric Design Standards) for a total of 30 sessions and 256 students.

- Redesigned the project engineer academy (PEA) on a process model and held a beta course delivery test.
- Created a video about the QMS protocol, highlighting results of the District quality assurance pilot. Incorporated the video into the first of several training modules for the QMS.

Goals for FY 2013-2014

Design Guidance

- Develop guidance and tools to encourage use of QMS at the quality assurance level.
- Reduce queue of modifications to the PDPM.

Design Processes

- Start pilot to test procedures to use QMS on locally implemented projects.
- Finish and market a Freeway Agreement tutorial to develop the Districts' ability to deliver high quality products.

Design Tools

- Use the Delivery Plan to find route matter and freeway agreement deliverables.

Partnership

- Participate on standing quality-improvement teams like WBS, PID program, Design-construction Partnering and other committees.
- Delegate to Design Coordinators the administration of two training classes: Purpose and Need and Freeway Agreements.

Design Training

- Arrange training session for DOD staff on Adobe Connect.



The Office of Special Projects

The Office of Special Projects implements innovative methods to improve the quality of project delivery. Areas of emphasis include:

- Retrofit Sound Wall Program.
- Design-Build.
- Design-Sequencing.
- Innovative Contracting.
- New product evaluation for noise barriers.
- Design research coordination.
- Project Delivery Acceleration Toolbox.
- Assembly Bill 1012 recommendations for expediting project funding and delivery.
- Value Analysis (VA) Program.
- Cost estimating guidance.

Accomplishments of FY 2012-2013

Design Processes

- Continued implementation, support and monitoring of the Design-Build Demonstration Program. Final two design-build projects were authorized by the CTC and two design-build contracts were awarded this year.
- Caltrans was recognized by the Design-Build Institute of America as the Owner of the Year.
- The Design-Build Demonstration Program was recognized by the AASHTO Standing Committee on Performance Management for excellent results in “meeting the highest standards of quality, service, and performance.”
- Completed Value Analysis studies on 34 projects with a total cost (capital and support) of over \$1.8 billion. Implemented “Accepted Alternatives,” saving \$64 million or an average savings of 3 percent of capital costs. Comparing the project cost savings to the cost to conduct the studies, the Department achieved a Return on Investment (ROI) of 44:1.
- Completed three process value analysis studies to streamline processes within the Department.
- Received an AASHTO Honorable Mention for Most Value Added Proposal on one of our process studies.
- Completed Cost Estimate Reviews for four Major Projects (>\$500 million).
- Facilitated four Cost Estimating Forums in 2012-13. These Forums provide an opportunity for Districts to share best practices and cost trends with their colleagues statewide.

Design Training

- Delivering training to 66 students in Value Analysis (28) and Design-Build to (38).





Top picture: E. Darwin Spartz (left), Terry Abbott, and Troy Tusup. Bottom picture: Anthony Robinson (left), receiving the award for "Value Analysis Coordinator of the Year" from Frank Haider. Photos from Caltrans News, April 2013

Publications

Terry Abbott Wins E. Darwin Spartz Excellence in Value Analysis Award

District 8 Wins Value Analysis Coordinator of the Year

Value of the Year Award

by Troy Tusup
Caltrans News, April 2013
<http://www.dot.ca.gov/ctnews/apr13>

Goals for FY 2013-2014

Design Processes

- Develop Innovative Contracting Methods by developing Additive Bidding policy, and pursuing Job Order Contracting Authority.
- Manage the Design-Build Demonstration Program including awarding the final two design-build contracts, maintaining contract document templates, developing a data collection plan, and coordinating the development of annual reports.
- Develop and manage the Construction Manager/General Contractor pilot program.
- Manage Design-Sequencing Program and develop 14th Annual and Final Phase I Reports
- Pursue Cost-Estimating Improvement activities including support work for Major Projects Cost Estimate Reviews (CERs) and facilitating Quarterly Cost Estimating Forums.
- Administer the Value Analysis Program including developing an annual work plan, managing the statewide contracts, maintaining program guidance documents, providing training, and producing annual reports.

The Office of Stormwater Management Design

The Office of Storm Water Management Design (OSWMD) emphasizes stewardship of California's water resources by providing technical assistance to designers on storm water pollution control implementation by providing:

- Guidance and training for the implementation of appropriate Storm Water Best Management Practices (BMPs).
- Guidance and training related to compliance with Caltrans statewide National Pollutant Discharge Elimination System (NPDES) permit.

Accomplishments of FY 2012-2013

Design Guidance

- Developed preliminary Pervious Pavement Design Guidance and Non-Standard Special Provisions (NSSPs) for consideration on non-highway facilities.
- Updated Treatment BMP Design Guidances, Plans, NSSPs, and design tools for compatibility with 2010 standards.
- Updated the CT Earth Stormwater website to include new GIS layers.
- Provided examples of Earthen Berm - Austin Media Filter devices to support the Caltrans direction of using earthen type BMPs as the first consideration when implementing stormwater treatment requirements.
- Finalized the Infiltration Tool and Design Guidance to assist in meeting post construction treatment requirements from the Caltrans NPDES Permit.
- Developed Draft Rapid Assessment guidelines to address Hydromodification

requirements identified in the Caltrans NPDES Permit.

- Coordinated with Division of Research Innovation and System Information on an evaluation of the process of installing cured-in-place pipe (CIPP) and potential water quality impacts. An initial study report was completed and a follow up project to conduct lab testing was approved.
- Developed NSSPs for high void space infiltration trench materials to assist in Total Maximum Daily Load (TMDL) compliance.

Design Processes

- Conducted evaluations of 50 Storm Water Data Reports (SWDRs) from the Districts to ensure compliance with the Caltrans Storm Water Management Plan (SWMP).
- Conducted five statewide Project Design Storm Water Advisory Team (PDSWAT) Teleconferences/Webinars.



Partnership

- Presented Caltrans stormwater design guidance and tools to High Speed Rail and State Water Board, to provide clarity and to facilitate their potential adoption of Caltrans tools and methodologies.
- Participated in the negotiations of the Caltrans Statewide NPDES Permit and worked with Division of Environmental Analysis and the State Water Resources Control Board to provide clarity regarding Caltrans Design processes (which enabled the State Board to streamline the text in the NPDES Permit).

Design Training

- Posted the Project Planning and Design Guide (PPDG) Online Training Class.
- Developed a webinar about the Infiltration Tool for State/Regional Water Board and Caltrans staff.
- Developed example projects for the Infiltration tool, and assisted District staff in using the tool on projects.
- Finalized the T-1 Checklist BMP Selection Wizard to assist in the evaluation, selection and crediting treatment of BMPs.

Goals for FY 2013-2014

Design Guidance

- Revise all Stormwater Design guidance, manuals, design tools and training pertinent to designing projects that comply with current stormwater requirements.
- Develop guidelines for project engineers to understand where variations of treatment BMPs are allowed and can still attain full compliance credits.
- Revise the PDDM to be in compliance with current Caltrans NPDES Permit and stormwater design guidelines.
- Develop details, specifications and guidance for non-highway facility BMPs.

Design Processes

- Participate in compiling an inventory of all post-construction treatment BMPs in order to further a watershed based compliance effort.
- Participate in the evaluation of non-approved treatment BMPs, such as bioretention, arid region, and pervious pavements.

Partnership

- Participate in the negotiations of the Stormwater Management Plan (SWMP) to identify needed improvements to design guidance that will facilitate compliance with regulatory requirements.
- Coordinate with industry and other Caltrans Divisions to identify needed improvements to stormwater specifications to minimize field issues and provide statewide consistency for compliance.
- Revise guidance and develop tools to support the implementation of more sustainable BMPs that provide an appropriate level of treatment at a commensurate life-cycle cost.

Design Training

- Revise and develop training essential for all phases of project delivery such as *Project Planning and Design Guide* (PPDG) training, Storm Water Data Report Workshops and Hydromodification training.

The Landscape Architecture Program

The Landscape Architecture Program (LAP) collaborates with partners to better integrate transportation facilities with communities and the environment. Areas of expertise include:

- Management of Caltrans landscape architecture policy, standards and procedures.
- Management and planning of Division's statewide CPSD effort.
- Management of continuous improvement of landscape architectural guidance in the PDPM and HDM.
- Management of the State Highway Operation and Protection Program (SHOPP) Roadside Program.
- Compliance with Outdoor Advertising Regulations.
- Context Sensitive Solutions (CSS) training, best management practices, and implementation strategies.
- Design and evaluation of employee technical skills development programs, and transportation landscape architecture curriculum development.
- Management and delivery of the *Division of Design Business Plan*.
- Promotion of award programs (sponsored by Caltrans, the FHWA and others) to the Districts to highlight landscape architecture projects and practices.

Accomplishments of FY 2012-2013

Design Guidance

- Evaluated *Director's Policy 22: Context Sensitive Solutions* for compatibility with recently revised Caltrans guidance and directives.
- Developed a comprehensive revision to *Main Street, California* to incorporate responses to over 600 public comments, ensuring compatibility with recently revised Caltrans guidance and directives.

Partnership

- Developed support for SHOPP funding of the Roadside Safety Improvements Program (235) at \$90 million per year to fund projects which will minimize worker exposure to traffic.

- Conducted Design for Worker Safety workshops with field maintenance staff in each District, and led District executive management team discussions for worker safety improvements.
- Promoted awards programs sponsored by Caltrans, the FHWA and others to District landscape architects to increase state and national awareness of Caltrans achievements in environmental protection and mitigation, design for safety, community enhancement, and partnership efforts. District 4 and 5 received Caltrans Excellence in Transportation Program and California Transportation Fund awards. District 5 received three national awards with an exemplary CSS project at the FHWA CSS National Dialog 2.



- Participated on AASHTO and Transportation Research Board committees, and served as a panel member on the NCHRP panels on Visual Impact Assessment Process and Carbon Sequestration and Biomass Generation.
- Managed and delivered the annual *Division of Design Business Plan*.

Design Processes

- Completed a state-of-the-practice research project identifying sustainability practices utilized in other states' transportation departments.

Design Training

- Managed and planned the CPSD training delivered by the Division.
- Delivered four month workshop on CSS to increase project delivery efficiency. Trained 22 statewide participants in the Divisions of Planning & Modal Programs, Maintenance & Operations and Project Delivery, which increased CSS subject matter experts to 46 individuals statewide.
- Evaluated the technical training needs of District landscape architecture staff and designed career development programs through the transportation landscape architecture curricula.

Goals for FY 2013-2014

- Develop and implement organizational and roles/responsibility changes within LAP to ensure compatibility with the Division reorganization.

Design Guidance

- Update Caltrans 2003 CSS Implementation Plan to provide recommendations for future actions.
- Distribute *Main Street, California* and develop draft implementation plan.

Design Processes

- Manage the creation of a "Division of Design Climate Change Action Plan" team and charter.
- Develop a team to evaluate opportunities to update Worker Safety information in Project Delivery guidance.
- Evaluate opportunities to implement traffic calming concepts into Division policy.

Design Tools

- Co-manage the update of LAP's Website to provide internal and external customers current guidance and resources.

Partnership

- Manage and deliver the annual *Division of Design Business Plan*.
- Promote applicable awards programs (sponsored by Caltrans and others) to the Districts. Update LAP Awards & Recognition website to highlight District work and provide District offices a tool to market their achievements when competing for development of local agency projects.

Design Training

- Market and manage "Transportation Landscape Architecture/Technician Curricula" to assist District staff with the creation of Career Development Plans.
- Administer and plan the CPSD training within established performance measures.

The Office of Landscape Architecture Coordination and Planning

The Office of Landscape Architecture Coordination and Planning promotes safety, excellence in design, and efficient delivery of projects for all modes of transportation. Areas of expertise include:

- Serving as SHOPP Roadside Preservation Program Advisor.
- Providing technical assistance and project reviews to the Districts.
- Advocating for “green building” concepts in design and construction.
- Managing the Landscaped Freeway Classifications per the Outdoor Advertising Act.
- Facilitating project delivery by providing guidance, policy, standards and procedures.
- Managing the Safety Roadside Rest Area (SRRA) and Vista Point programs.
- Managing the Transportation Art, Community Identification, and Gateway Monument Programs.
- Providing approvals for exceptions to standards.

Accomplishments of FY 2012-2013

Design Guidance

- Facilitated Statewide Safety Roadside Rest Area (SRRA) Master Plan Implementation Team to identify long range SRRA funding needs and priorities, and to develop programs to enhance the safety benefits of the SRRA system at little or no cost to the department.
- Completed guidance document to assist landscape architectural units in obtaining resources with emphasis on communication.
- Updated HDM and PDPM Vista Point guidance.
- Finalized draft updates for PDPM Appendices D, E, K, L, M, Q, AA and EE.
- Updated Guidance for Roadside Safety Improvement Program in the SHOPP, placed the guidance on the web and provided statewide training.
- Finalized a decision document for funding Construction General Permit compliance projects when roadway projects fail to meet Stormwater quality mandates.

Design Processes

- Evaluated and organized data gathered during District Design for Safety Workshops Design and Maintenance staff; identified manuals, content owners and responsible divisions that can implement recommendations to address worker exposure issues.



- Performed Independent Quality Assurance on 11 environmental documents for National Environmental Policy Act (NEPA) Visual Impact Assessment (VIA) compliance.

Design Tools

- Developed Statewide Roadside Preservation 10-year SHOPP Plan, including \$90 million per year for Roadside Safety Improvements for worker safety. Assisted the Districts in preparing the 2013 3-year SHOPP PID Work Program.
- Assisted Districts in delivering \$200 million in Roadside Safety Improvement SHOPP PIDs for the 2014 SHOPP.
- Developed and updated inventories for Gateway Monuments, Community Identification and Transportation Art.

Partnership

- Collaborated with Department of Rehabilitation on the development of an Interagency Agreement for the operation of vending at Safety Roadside Rest Areas.
- Provided support to the Complete Streets Implementation Plan and update to *Main Street, California*
- Assisted in the timely delivery and accurate completion of District projects through coordination efforts.
- Provided oversight to completion of ‘Effects of Corridor Features on Driver and Pedestrian Behavior and Community Vitality’ research project and ‘Safety Implications of outside Driver Distractions’ Preliminary Investigation.

Goals for FY 2013-2014

Design Guidance

- Develop design guidance for Safety Roadside Rest Areas using lessons learned from the recent Americans with Disability Act (ADA) upgrade program.
- Update Roadside Safety Improvement Program guidance and templates based on lessons learned in 12/13 for 2016 SHOPP PID development.

Design Processes

- Develop strategy for funding full rehabilitation of previously ADA upgraded Safety Roadside Rest Areas.

Partnership

- Partner with Divisions and Districts to incorporate Design for Safety recommendations in manuals, guidance and projects.
- Collaborate with the Division of Maintenance to deliver training at the Maintenance Leadership Academy.



The Office of Roadside Management and Landscape Architecture Standards

The Office of Roadside Management and Landscape Architecture Standards provides guidance to the Districts on policies, design standards, and practices; and conducts research on innovative technologies and practices that contribute to water conserving landscapes, enhanced permanent erosion control solutions, safe stopping opportunities for motorists, and improving travel conditions for bicyclists and pedestrians. The office also provides guidance on design strategies that increase the safety of workers and travelers; protect and enhance scenic highways and byways; and balance environmental measures, community values and aesthetics.

Accomplishments of FY 2012-2013

Design Guidance

- Revised Minor Concrete (Vegetation Control) Standard Special Provision and ten standard plans to reduce installation cost, improve functionality and meet new crash test criteria for this worker safety treatment under guardrail.
- Improved PS&E delivery performance of District landscape architects by updating eight SSPs and fifteen Bid Item codes.
- Partnered with the Landscape Architecture Standards Committee (LASC) to provide training and guidance on the 2010 Standard Specifications, Standard Plans, and SSPs.
- Updated the Remote Irrigation Control System (RICS) standards, which allows Maintenance to improve water use efficiency and worker safety.
- Developed an SSP regarding weed-free straw on construction projects to help Caltrans meet the goals of *Federal Executive Order 13112 - Invasive Species*.

- Coordinated with Structure Design and Office Engineer to develop an SSP for applying stain to galvanized surfaces. “Natina Steel” stain gives galvanized surfaces a permanent rusty appearance that many stakeholders request in scenic and rural areas for railing, chain link fence, sign posts, etc.
- Developed three Visual Impact Assessment annotated outlines for various levels of impact analysis as part of the environmental document process. These outlines have been placed on the LAP website and provide a concise, consistent, and defensible tool to conduct these studies for Caltrans and its partners.

Design Training

- Developed eight “Advanced Sustainable Erosion Control” course video segments for placement on the online LAP Erosion Control Toolbox, serving as a permanent training tool for Caltrans and its partners.
- Provided web-based training on the 2010 Standard Specifications, Standard Plans and Standard Special Provisions (SSPs).



Design Tools

- Conducted a study on the “Effects of Transportation Corridor Features on Driver and Pedestrian Behavior and on Community Vitality.” The study revealed that drivers, pedestrians, bicyclists, and transit users all request similar roadside design features to improve their perceptions of traffic safety, suggesting that transportation agencies may be able to target a few specific improvements for maximum benefit to all user groups.
- Completed the “Ornamental Roadside Vegetated Treatment Sites Study,” which after three years of stormwater monitoring found that strips and swales planted with

ornamental vegetation performed similar to or better than grasses and forbs.

Partnership

- Partnered with the landscape and erosion control industry in two meetings to communicate revisions to Caltrans Standards to improve contract bid accuracy.
- Collaborated with Division of Maintenance to report on Caltrans Integrated Vegetation Management 20-year accomplishments. DOD’s development of roadside design standards have reduced pesticide and herbicide use and recurring maintenance practices; leading to substantial improvements to worker safety and environmental quality.

Goals for FY 2013-2014

Design Guidance

- Update landscape architecture guidance in the PDPM to clarify policies and procedures.
- Update Deputy Directive 13-Water Conservation and Deputy Directive 31-Scenic Corridor Protection.
- Update guidance for 2010 Standards and post online.
- Provide guidance and training to implement the State Model Water Efficient Landscape Ordinance (AB 1881) and improve water use efficiency in highway planting design to comply with the Caltrans NPDES Permit.
- Evaluate and update soil testing guidance to increase the use of this test for projects that are required to infiltrate stormwater and establish sustainable vegetation.

Design Tools

- Partner with stakeholders to conduct a pilot program using a Plant Establishment payment edit to improve project contract bidding process.

Partnership

- Continue to partner with the erosion control and landscape contractors and Caltrans landscape architects by providing guidance and training on the 2015 Standards conversion.
- Collaborate with the Division of Construction to identify improvements in contract administration of Plant Establishment (PE) Work. Develop performance-based standards for PE Standard Specifications that align with construction administration tools already in use for scheduling and tracking PE days.

Design Training

- Provide Revised 2010 Standards training and support to landscape architects.

Division of Design Operational Plan

The following pages contain the Division of Design's operational plan: the activities and deliverables for fiscal year 2013-14. Each Office and Program within the Division describes their activities, including deliverables and target deadlines. The Office Chiefs coordinated their task delivery dates with each other, thereby ensuring effective and timely collaboration on specific projects. The Division tracks progress each quarter on these deliverable milestones as a benchmark of performance.

This spreadsheet is a valuable tool for maintaining Division efficiency and collaboration. It outlines priorities, illustrates shared activities among offices and other Divisions and provides transparency to our internal and external stakeholders.



PY	2013-14 Activities	2013-2014 Deliverables	2013-14 Schedule	Collaborating Office/ Division
DESIGN MANAGEMENT AND SUPPORT				
5.00	PYs			
Activities leading to Deliverables				
1	0.20	Webmaster for the Division's Internet and Intranet.	a) Manage web content, format and style to enhance usability for both content managers and end users b) Provide support for Division Offices in the development and maintenance of both Internet and Intranet sites.	a) Support as needed b) Support as needed DOD Offices & Divisions as needed
2	0.01	Division of Design Disaster Recovery Plan Development	Assist in development and update of Design Business Impact Assessment and the Response Procedures	Annual update due 3rd quarter DOD Offices & Divisions as needed
3	0.10	Enhance worker safety by implementing improved roadside management design strategies	a) Finalize Action Plan	a) June 2014 Division of Design Offices Districts and HQ Divisions
4	0.25	Deliver Division of Design 13/14 FY CPSPD Plan and track progress on activities	a) Develop plan distribution b) Office Chief review c) To DMB d) Final plan e) Quarterly status updates to DOD and DMB f) Status updates with Office Chiefs g) PD CPSPD Manager activities as needed	a) Aug 2013 b) Aug 2013 c) Aug 2013 d) Aug 2013 e) Quarterly f) Quarterly g) as needed DOD Offices
5	0.05	Manage Division of Design Inventory and Property	Annual Property Inventory	41791 DOD Offices
6	0.01	Review oversight activities (delegations, role of reviewers and liaisons) to identify and streamline or eliminate duplicative reviews and align decision-making with accountability.	a) Quarterly status updates	a) Quarterly
		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates
7	2.25	Division Management	Various policy, personnel and resource management duties as required	Underway, ongoing Division of Design Offices & PD Divisions as needed
8	0.80	Support Division Management (Secretarial)	Various policy, personnel and resource management duties as required	Underway, ongoing Division of Design Offices & PD Divisions as needed
9	0.45	Manage information & IT Liaison	Various information management duties as required	Underway, ongoing Division of Design Offices & PD Divisions as needed
10	0.10	Database development		Ongoing Division of Design Offices & PD Divisions as needed
11	0.18	Miscellaneous Activities for the Division	a) Office Work General b) Business Plan Updates c) Personnel issues d) Data Entry Work e) Office Meetings f) Mandatory training	Ongoing
12	0.60	Vacation/Sick Leave/Furloughs		Ongoing



CADD - ENGINEERING GEOGRAPHIC INFORMATION SYSTEMS					
30.50	PYs				
Activities leading to Deliverables					
1	0.20	Virtual Design and Construction	a) Finalize Matrix b) Identify Priorities	December 2013	Construction, PM, R/W, DRIL, DES, Traffic
2	2.00	a) Update Plans Prep Manual (PPM) b) Update CADD Manual	a) Include additional English unit examples b) Provide guidelines	a) June 2014 b) June 2014	
3	0.20	Implement Discussion Board	Establish a Q&A Discussion Board for CADD issues raised by end users	December 2013	
4	8.50	Roadway Design Software Implementation Plan	a) Conduct Statewide training of 1,000 users in Surveys, Roadway, Structures, and Hydraulics	June 2014	IT, Districts, Surveys, Vendor
5	2.10	Document Retrieval System (DRS)	a) Develop Draft Deputy Directive for Identify and implement uses of DRS b) Support and maintain	a) December 2013 b) June 2014	b) Division of TSI
6	0.30	Continuous Improvement of Division procedures: Collect and track as-built plans Work with Districts to reduce backlog	a) Provide quarterly report b) Complete 98% of 12 year backlog from each District c) Produce microfilm	a) Quarterly b) June 2014 c) June 2014	
7	0.60	CADD/GIS Development and Support	a) Implement VA study recommendations b) Complete and validate meta data files for all Eng. related data sets	a) June 2014 b) June 2014	a) TSI
8	2.75	Train staff statewide in CADD: a) MicroStation b) Geographic Information Systems (GIS) c) GIS Spatial Analyst d) DRS Administration	Training courses to be delivered: a) MicroStation - 20 b) ArcGis/WMS - 3 c) GIS Spatial Analyst - 1 d) DRS administrator - 2	a) June 2014 b) June 2014 c) June 2014 d) June 2014	
9	0.10	Augment Operating Expense funds for the procurement of equipment for Capital Outlay Support personnel statewide for technology refresh	Develop and process FSR	June 2014 - Dependent on IT concept getting approved.	COS, IT
10	0.10	Participate as panel member for AASHTO, National Cooperative Highway Research Program (NCHRP), and Every Day Counts Initiatives (3D modeling and Geospatial Data Collaboration)	Provide technical expertise on research proposals: a) AASHTO- Joint Technical Committee on Electronic Engineering Data- Phase 1 Develop, publish, and maintain standards for sharing highway electronic engineering data. Phase 2. Develop and publish guidance related to the sharing of engineering data b) NCHRP PANEL Project D-15- Developing Guidelines for GPS (Geographical Positioning System) Controlled Construction Machine Guidance. c) EDC initiatives for 3D modeling and GIS	a) June 2014 b) June 2014 c) June 2014	AASHTO
11	1.60	Equipment procurement for Capital Outlay Support personnel statewide for technology refresh	a) Prepare purchase orders and procure equipment.	June 2014	COS
12	0.15	Investigate server upgrade	Make recommendation on cost and implementation for 2013 budget	December 2014	Division of IT
13	0.25	Engineering GIS data	a) Develop Engr. GIS data library and Project Descriptions b) Evaluate future applications for statewide application to improve mobility of GIS data	a) June 2014 b) June 2014	b) IT
14	0.30	Statewide metadata standards	a) Collaborate with other functional units on standardizing metadata b) Collaborate with CT GIS standards	June 2014	a) COS, TSI, CaTA b) Surveys

15	0.55	Develop application and integration training for ArcGIS and CADD applications	Develop training manuals for ArcGIS and its capabilities with CADD software	May 2014	Office of Geometric Design Stds
16	0.45	Sea Level Rise	Develop coastline sea level rise map.	February 2014	Division of Transportation Planning
17	0.35	GIS application for footprint of aerial photographs and AS-built API		December 2013	Division of Photogrammetry
18	0.30	Emergency/Incident Management API for Emergency Operations Center (EOC)	Develop a Beta Google API for D4 EOC	December 2013	District 4 Maintenance
		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
19	2.40	Provide technical expertise to Districts	Deliver timely advice and guidance that meets or exceeds customer needs	On call as needed	
20	1.70	Miscellaneous Activities for the Office	a) Activities completed on schedule b) Activities related to Division of Design 2013 Employee Survey Action Plan	Underway, ongoing	
21	1.00	Continuous Improvement of Design policies, procedures and practices (Includes routine coordinating and consulting with other divisions)	a) CTAC, DRS, GIS Coordinator, Geospatial committee b) Software development, installation, testing, reporting to developer, documentation	a) Ongoing b) Ongoing	Consultants, other Divisions
22	4.60	Vacation/Sick Leave/Furloughs			

COOPERATIVE AGREEMENTS

6.00 PYs					
Activities leading to Deliverables					
1	0.10	Revamp Procedure and Guidelines for Coop "RISK" Review Process	a) Office of Coops to finalize draft; b) Initiate Internal Review (HQ & Districts concurrently); c) Incorporate changes and finalize; d) Initiate Executive review; e) Executive signatures & statewide implementation.	a) August 2013; b) September 2013; c) January 2014; d) January 2014; e) June 30, 2014	All Project Delivery Divisions, Accounting & Legal
2	0.35	Develop PACT 2.0 Language Library	a) Identify and Define essential components of Template; b) Revise and Consolidate Language & Tables. c) Initiate Internal Review (HQ & Districts concurrently); d) Initiate External Review; e) Finalize and role out.	a) Completed; b) December 2013; c) January 2014; d) April 2014; e) October 20 14.	All Project Delivery Divisions, Accounting & Legal
3	0.55	Develop PACT 2.0 Web based System (a) Prepare Charter; b) Select format, software & framework meeting IT specs. c) Complete Beta Test 30% d) Complete Beta Test 60% e) Review with Districts & Externals f) Beta Test 100% g) Roll out Statewide	a) Complete; b) March 2014; c) May 2014; d) September 2014; e) January 2015; f) April 2015; g) June 30, 2015;	
4	0.06	Revamp Coop Database	a) Streamline, emphasize performance measure, reports; b) Submit design to IT; c) Update the database instructions manual; d) Roll-out statewide.	a) Complete; b) Complete; c) December 2013; d) January 2014	
5	0.35	Develop Coop Manual	a) Complete Draft Coop Manual b) Complete Statewide Review c) Incorporate/resolve comments; d) Finalize and release	a) Complete; b) September 2013; c) December 2013; d) April 2014;	Office of Project Development Procedures



6	0.05	Coop Management Team (CMT) Resolution Meetings [Quarterly]	HQ Policy owners & functional units meet quarterly to discuss changes & improvements to PACT, etc.	Quarterly	
7	0.02	Statewide Out-Reach Meetings with Local Partners [bi-annually]	HQ Policy owners & Districts and Local Partners meet via phone conference to discuss changes & improvements to Coops, etc.	TBD	
8	0.10	Update Intent & Justification Tool	a) Provide clear reason for each article in PACT language.	a) December 3013	
		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
9	2.55	Review and process Cooperative Agreements	Move each submittal to next logical step according to guidelines & update database	Ongoing	Districts, Legal, Accounting
10	0.10	Maintain PACT	a) Maintain PACT b) Manage Consultants c) Maintain PACT Suggestion List d) Maintain Language Library	Ongoing	
11	0.20	Language Development	a) Isolate issue and review policies b) Consult policy owners & users c) Develop draft language & logic d) Review with DMB & PMT Submit for Local Partner review e) Resolve comments / present findings f) Incorporate into Coop	Ongoing	Relevant internal and external staff
12	0.12	Staff, All-hands, misc. meetings	a) Develop agenda/meeting minutes b) Facilitate biannual meetings c) Identify action items d) Resolve action items	Ongoing	
13	0.06	Statewide Coop VTCs & Phone Meetings	a) Develop agenda/meeting minutes b) Facilitate semi-monthly meetings c) Identify action items d) Resolve action items	Ongoing	
14	0.03	Coop Related Reports	a) Director's Monthly Reports b) Statewide Monthly Reports c) Business Plan d) P&I / Office Goals / Accomplishment	Ongoing	
15	0.02	Statewide Coop Database	a) Administration b) Support/Maintenance	Ongoing	Office of IT Coordination
16	0.12	Training Misc.	a) All Hands Safety Meetings b) Sexual Harassment, etc. c) Other mandatory staff requirements	Ongoing	
17	0.05	Coop Web Page	a) Ensure all Forms are Current b) Ensure all links are active c) Ensure all data is accurate d) Develop new features	Ongoing	Office of IT Coordination
18	0.07	Statewide Training (Provided as requested by Districts, or if new products emerge)	a) PACT (Web-Ex & Dist. on-site) b) Statewide Database Guidelines c) Coop Review Procedures d) New developments	Ongoing	
19	0.40	Supervisory Duties & Time Requirements	a) IDPs b) Staff Development c) Timesheets d) Transition of Office	Ongoing	
20	0.70	Vacation/Sick Leave/Furloughs			

CTC HIGHWAY APPEARANCES					
0.65	PYs				
Activities leading to Deliverables					
1	0.05	Training/Coaching	a) Develop training presentation materials with R/W (target audience for training is DDD Design, R/W, and Single Focal Point Project Managers). b) Market training to Design Management Board, Right of Way Management Board, and District staff. Look for in-time training opportunities for projects with known acquisition challenges. c) Upon completion of training, survey District to see if training needs were met. d) Analyze feasibility and support for delegation of all HQ DOD activities to the District. Remaining duties would be for process review only.	a) Ongoing b) Ongoing c) Month following training d) Completed. Districts do not desire this delegation	Division of R/W&LS
2	0.05	Track Resolution of Necessity (RON) process performance	Provide Reports to Div of Design Chief - # parcels acquired statewide (from Division of Right of Way & Land Surveys) - # RON parcels acquired under consent - # RON Appearance presentations to CTC - # RON Appearances with CTC action	Quarterly	Division of R/W&LS
		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
3	0.20	Resolutions of Necessity (RON) Appearance preparation and presentations to California Transportation Commission (CTC)	a) Facilitate and promote the districts' efforts to secure RON Appearances from CTC. b) Participate in Condemnation Panel activities. Represent Design in Condemnation Panel Review meetings in the districts. c) Provide oversight for district preparation of draft PowerPoint presentations to CTC. d) Provide oversight for district preparation of draft presentations to City Councils and County Board of Supervisors.	a) Ongoing b) Ongoing c) Ongoing d) Ongoing	Division of R/W&LS
4	0.05	Continuous improvement of Resolutions of Necessity presentations process	a) Evaluate instructional guidance and templates posted on web, intended to help districts standardize development of draft presentations for the CTC. Update or enhance as needed. b) Post on intranet and internet.	a) Ongoing b) Ongoing	
5	0.25	Provide Subject Matter Expert guidance to the districts	Most return calls made within one working day.	Ongoing	
6	0.05	Miscellaneous Activities for the Office	Activities completed on schedule.	Ongoing	
ENCROACHMENT EXCEPTIONS					
1.65	PYs				
Activities leading to Deliverables					
7	0.05	Deliver Training Courses	a) Participate in PE Academy and Engineering Your Utilities training. b) Evaluate and update PowerPoint slide show training on Encroachment Exception website.	a) Ongoing b) Ongoing	a) Office Project Development Procedures
8	0.10	Implement Value Analysis Study (May 2006) recommendations for streamlining the process of underground utility verification and subsurface asset management by promoting use of dedicated utility engineering work groups	a) Facilitate statewide Utility Engineering Workgroup workshops with districts to share development strategies & lessons learned. Post pertinent information on intranet. b) Work with R/W&LS and districts to keep Subsurface Asset Management Interface Tool (SAMIT) on mgt's radar through regular updates to Design Management Board (DMB), R/W Mgt Board & Project Delivery Advisory Committee (PDAC).	a) Quarterly b) Ongoing c) Semi-annually	Division of R/W&LS Division of Engineering Services, Geotechnical Services



9	0.10	Promote efficient access and stewardship of subsurface data (Outcome of the May 2006 Value Analysis Process Review of Discovery of Utility Facilities for Project Delivery Use). This can be accomplished through promotion of the development of a GIS interface tool to provide access to various existing data sources.	a) Manage FSR development with Yeong Vardenaga, IT PMO, as part of the Chief Engineer's Commitment to Innovation Contract. a2) As FSR was unable to find an off the shelf IT solution due to the complexity of exiting roadway design software, an Administrative Pilot is proposed in D11. The pilot will test if the Bentley MicroStation v8i upgrade along with other Bentley products might be able to provide an acceptable level of SAMIT functionality. b) If SAMIT progresses to development stage, draft Deputy Directive requiring District and HQ staff to collect, populate, and provide stewardship of databases from which SAMIT will interface.	a) FSR completed 06-12-12 a2) TBD based on D11 and Office of CADD staff's availability to develop the pilot. b) Initiate after a2) in process. DD to be finalized and distributed just prior to roll out of SAMIT	Division of R/W&LS Utility Engineering Workgroup IT & Transportation System Information
		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
10	1.20	Provide Subject Matter Expert guidance to the districts	a) Review and process encroachment exception request submittals in a timely manner. Return calls made within one working day. Target formal memo responses for within 5 working days of receipt of a complete submittal. b) Stewardship of NSSP 5-1.36D to increase policy compliance options for project development and to fast track delivery objectives. c) Continue to track, in office database, the number of requests submitted by districts (including tracking of incomplete submittals, processing time for DOD review, and total number of exceptions processed through completion).	a) Ongoing b) Ongoing c) Report Quarterly	
11	0.20	Increase efficiency of district interaction with Office of Encroachment Exceptions	a) Evaluate instructional guidance material provided to the districts via web intranet to insure information is clear and current. Update and post as needed. b) Revise and deliver to editor, Project Development Procedures Manual (PDPM) Chapter 17 & Appendix LL. Existing Appendix LL includes policy information that will be merged into Chapter 17. Also changes to Government Code terminology will be reflect by removal of "high and low risk" references, to the current "high priority" terminology. c) Evaluate Encroachment Permit Ch 600 review for consistency with HDM & PDPM requirements c1) Review Ch 600 for inconsistencies c2) Draft proposed edits and collaborate with EAG c3) Submit recommended edits to Permit Manual editor d) Evaluate Encroachment Permit Manual Ch 300 for consistency with HDM & PDPM requirements d1) Review Ch 300 for inconsistencies d2) Draft proposed edits and collaborate with EAG d3) Submit recommended edits to Permit Manual editor	a) Ongoing b) Completed 06-30-13 c1) Pending b) c2) Pending b) c3) Pending b) d1) Pending b) d2) Pending b) d3) Pending b)	a) Encroachment Advisory Group (EAG) b) Office of Project Development Procedures c) Division of Traffic Operations d) Division of Traffic Operations
12	0.05	Review Applicable Legislative Bills	Complete bill analyses, as needed	a) As needed	Legislative Affairs

13	0.10	Coordinate development of guidance for encroachment installations of discretionary items	a) Promote adoption of discretionary item siting requirements. b) Work with Coordinators/Reviewers as they finalize HDM guidance for acceptable geometric requirements associated with installations of discretionary green energy infrastructure (photovoltaic, biogas pipeline, wind energy, etc.). Linkages with Permit Manual and/or Airspace Lease guidance. c) Work with R/W&LS on Airspace Lease template that would be suitable for use with sustainable energy infrastructure.	a) August 2012 b) Sept 2013 c) as needed	Design Coordinators Office of Geometric Design Standards Division of Traffic Operations - Permits Division of R/W&LS
PROFESSIONAL LICENSING ASSISTANCE					
1.95 PYs					
Activities leading to Deliverables					
14	0.20	Update the Transportation Engineer Civil Rotation Program Guidelines	Statewide process review on district use of Rotation Program completed. Summary of findings and proposals for follow-up actions has been provided to Chief. a) Provide expanded proposals for Chief in the form of a Decision Document with implementation strategies. Some proposals may impact the hiring source unit and funding. Coordinate with the Workforce Retention Committee to vet options for implementation	a) TBD based on Coordination with Workforce Retention Committee	
15	0.05	Develop implementation mechanisms in coordination with TOPSS staff to place professional license training courses offered by vendors into the Learning Management System (LMS)	a) Make recommendations on LMS reference fields for professional license review courses as potential replacement of current Option Form process for tracking employee use of Licensing Assistance Program - TOPSS staff is the lead. b) Work with TOPSS staff to include license review courses through LMS. Two-tiered approval process desired: 1) by student's supervisor, 2) by DOD's Professional Licensing Assistance staff, and 3) course completion/certification by Division staff (self-certification not acceptable) - TOPSS staff is the lead	a,b) Report quarterly on any activities with TOPSS Staff	Staff Central E-FIS
		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
16	1.23	Administer Licensing Assistance Program that reimburses staff seeking professional licensure through training courses by vendors	Report on expenditures for courses: a) Civil Engineer 8-Hour Review b) Seismic Review c) Surveying Review d) Land Surveyor Review e) Electrical Engineer Review f) Mechanical Engineer Review g) Structural Engineer Review h) Traffic Engineer Review i) Fundamental Engineering/ Engineer-in-Training Review j) Land Surveyor-in-Training Review k) Landscape Architecture Review l) Geotechnical Engineering Review m) Geologist Review n) Certified Engineering Geologist Review	Quarterly	Landscape Architecture Program (CPSD)
17	0.32	Provide Subject Matter Expert guidance to the districts	a) Department point on issues related to the Board of Professional Engineers & Land Surveyors, and Geologists b) Monitor professional license compliance, report discrepancies to supervisors, managers, Personnel, and Labor Relations, as appropriate c) support of TOPSS efforts to correct compliance reports and automated notifications through Lotus Notes	a) As needed b) Quarterly c) As needed	Staff Central



18	0.15	Review Department's policies and guidance for compliance & consistency with statutes	Begin with the PDPM and the Business and Professions Code a) Revision submitted for PDPM edit for inclusion of "draft incomplete" on documents that have not been signed and sealed.	May be multi-year activity a) Will provide quarterly status until change has been implemented	
19	0.00	Promote use of Licensing Assistance Program for professional development of unlicensed staff in engineering, landscape architecture, and technician classifications	Look for outreach opportunities with district training coordinators, recruitment staff, district training officers, newsletters, articles, etc.	<i>ON HOLD UNTIL DEPARTMENT BEGINS HIRING</i>	

RESOURCE CONSERVATION

	1.69	PYs			
Activities leading to Deliverables					
20	0.20	Continuous improvement of Sustainability webpage	a) Evaluate guidance to ensure information is current and includes new innovations b) Post needed changes as appropriate c) Market to stakeholders (DMB)	a) Quarterly b) Quarterly c) Quarterly	
21	0.10	Monitor and report on Department's compliance with Surface Mining and Reclamation Act and Department of Resource Conservation partnering.	a) Update information on Department's mines and district coordinators b) Confer with Department of Conservation and or Bureau of Land Management on any SMARA issues that arise c) Develop a SMARA website	a) Quarterly b) As needed c) December 2013	Division of Construction and Division of Environmental Analysis
22	0.05	Respond to partner and legislative proposals regarding use of recycled materials and products. Evaluate how to promote approved recycled content products for use in the Department's project delivery.	a) Work with technical subject matter experts to respond to inquiries about using recycled materials & products b) Maintain internet website with policy, guidance, tools, templates and contacts	a) Ongoing b) Update quarterly or as needed	
23	0.19	Monitor and report on Department's use of recycled materials as required to meet legislated mandates a) Public Resources Code (PRC) 42889.3 (Senate Bill 876) revised. Requirement for annual report to the legislature is not longer in statute. Department will continue to an annual report and post on public website for the benefit of CalRecycle. b) PRC 42872.5 (Senate Bill 1346) requires listing of Rubberized Hot Mix Asphalt (aka Rubberized Asphalt Concrete) on public-accessible website. c) PRC 42926 (SB 1016) supersedes PRC 42926 (Assembly Bill 75) requires Caltrans to comply with minimum landfill waste diversion rate of 50 percent. d) Department crumb rubber usage as related to PRC 42703 (Assembly Bill 338, Levine)	a) Report on the Department's Use of Waste Tires b) Post on web: list of Department's Rubberized Hot Mix Asphalt (aka Rubberized Asphalt Concrete) projects over the past 5 years c) Assist districts and HQ in their electronic submittal of reports on waste diversion from landfills of debris from office facilities and construction projects to Department of Resources, Recycling and Recovery (CalRecycle), for compliance d1) Provide 2010-2011 findings to Div. of Pavements d2) Determine previous year percentage RHMA usage d3) Report to Districts and Query District for future years RHMA & HMA projections d4) Provide d2) findings to Division of Pavement Management	a) Annually by March, reporting on previous calendar year quantities. b) Annual web posting by April 1 c) Annual reports due by May 1 d1) October 2013 d2) May 2014 d3) June 2014 d4) October 2014	Division of Engineering Services Division of Maintenance and Operations - Pavements

24	0.05	Update Construction Evaluated Work Plan (CEWP)	a) Track submittals of reports for CEWP and provide submittal status to Chief, Division of Design b) Provide reports to FHWA	a) Quarterly b) As delivered	FHWA
		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
25	0.05	Promote use of approved recycled content products in project delivery	Review approved new products list for recycled content products. Work with standard plan/std specification owners to ensure language for optional use of recycled content products is included	Ongoing	
26	0.05	Support Training Course Development	Partner with CalRecycle and their consultants to educate districts on the use of recycled content products in transportation engineering applications	As available	
27	0.20	Provide Subject Matter Expert guidance to the districts	Most return calls made within one working day	Ongoing, as needed	
28	0.10	Review Applicable Legislative Bills	Complete bill analyses, as needed	As needed	
29	0.70	Vacation/Sick Leave/Furloughs (All 4 Offices)			

DISTRICT COORDINATORS

5.00		PYs			
Activities leading to Deliverables					
1	0.17	Review Draft HDM Guidance Updates	Comments to draft guidance	Monthly or as needed	DOD-Geometrics
2	0.09	Review Draft PDPM Chapter Updates	Comments to draft guidance	[See PDP office deliverables]	DOD- Project Development Procedures
3	0.16	Process Review - Evaluate Statewide consistency for Advisory and Mandatory Design Exceptions.	a) Provide informal feedback to District management on design and project delivery issues b) Initiate development framework for a process review related to DOD policies updates.	a) Ongoing b) October 2013	District Design
4	0.03	Assist with Delivery of Highway Route Matters	Review as needed.	Ongoing	DOD- Project Development Procedures DOD - CTC HQ Appearances
5	3.45	Provide technical expertise	a) Consider Design Exceptions, perform other HQ support activities (Scoping doc. review & comment, RAC, PCR, RON, Value Analysis, etc.) b) Communicate and encourage best practices from DOD manuals and guidance. c) Actively participate in meetings (DMB, etc.) and training related to design guidance and improvement.	a) Ongoing b) Ongoing c) Ongoing	DOD - other offices as required Districts External partners and stakeholders
6	0.14	HSR Coordination	a) Status meetings	a) Ongoing	PD Divisions HSRA
7	0.06	FHWA Coordination on Rollout of EDC2 and MAP-21	a) Incorporate into DOD guidance	a) Ongoing	DOD; FHWA
8	0.04	Provide statewide design expertise on Caltrans/Coastal Commission Coordination Team	a) improved working relationship b) Begin development of Statewide Coastal Management Plan	a) Ongoing b) June 2014	California Coastal Commission DOD - other office Other HQ divisions Districts



		Ongoing Activities (No Deliverables)	Description of activities		
9	0.20	DOD Organization Planning	a) draft long-term plan b) draft organizational structure	a) TBD b) TBD	Office of PDP
10	0.66	Miscellaneous Activities for the Division	a) General Office Work b) Business Plan Updates c) Personnel issues d) Office Meetings e) Mandatory training f) Safety meetings	a) Ongoing	
11		Vacation/Sick Leave/Furloughs			
GEOMETRIC DESIGN STANDARDS					
	10.00	*0.4 PYs on loan to Design Coordinator position (July 2013 - November 2013)			
Activities leading to Deliverables					
1	0.20	HDM Update: Review Terminology related to "Standards"	a) Review HDM text b) Meet with DC's to obtain their input c) Create draft text d) Circulate draft to DOD Office Chiefs for comments e) Resolve comments & create final draft document f) Circulate Draft Document to DOD, DMB, Legal, FHWA for Final Comments g) Resolve comments & create Final Draft Document h) Obtain Div Chief approval i) Obtain FHWA concurrence j) Place on website & provide notification	a) January 2014 b) February 2014 c) March 31, 2014 d) April 2014 e) May 15, 2014 f) May 15, 2014 g) June 15, 2014 h) June 2014 i) June 2014 j) June 30, 2014	Division IT Support
2	0.10	Partnering with District 4 and Bay Area Transportation Partners	Continue the partnership with District 4 and their regional Metropolitan Transportation Authority partners to review, and as needed, develop proposed Highway Design Manual (HDM) guidance changes in relationship to regional "Complete Streets" goals and projects: 1) Design Speeds (HDM Index 101.1) 2) Lane Widths 3) Shoulder Widths 4) Curb Extensions/Bulbouts 5) Trees in the Medians of State Highways 6) Complete Streets Package	1) August 2013 2) September 2013 3) September 2013 4) October 2013 5) November 2013 6) January 2014	District 4 Design Coordinator, District 4, and SF Bay Area Local Agency Partners
3	0.10	Every Day Counts 2	a) Gather information on Diverging Diamond Interchanges and Alternative Intersections b) Develop presentation on successes and technical knowledge to increase awareness c) Provide workshops/webinars statewide, as needed d) Coordinate with Interchange Control Evaluation (ICE) Implementation Team to train Caltrans employees and improve the ICE process, procedures, and guidance. e) Develop guidance and training for Alternative Intersections and Interchanges	a) July 2013 b) September 2013 c) December 2013 d) As Needed e) June 2014	FHWA

4	0.75	Update Design Information Bulletin Guidance per DD-64 R1 (Complete Streets)	a) Review DIB's 78 & 79 and SPI Memorandum and Create Draft Changes b) Circulate Draft Documents for DOD Review and Comments c) Resolve Comments d) Circulate Final Draft Document for Departmental & Partner Review and Comments, as needed e) Begin Resolving Comments f) Obtain Div Chief approval g) Obtain FHWA concurrence h) Place on website & provide notification	a) January 2014 b) February 2014 c) March 15, 2014 d) March 15, 2014 e) May 15, 2014 f) June 2014 g) June 2014 h) June 30, 2014	Division IT Support
5	0.05	ADA Settlement Agreement Required Actions	Compliance with legal settlement.	As Needed	ADA Program
6	0.20	Manage & Report on Construction Evaluation Program for Bicycle Features	1) Establish Committee 2) Chair Committee Meetings 3) Capture Data for Report to Legislature (due November 1, 2014)	1) October 2013 2) As Needed 3) June 2014	Division Management
7	0.05	Update Design Information Bulletin 81	Assist the Division of Maintenance - Pavement Program	As Needed	Maintenance - Pavement Program
8	0.20	OGDS Organization Review and Evaluation of OGDS Roles/Responsibilities.	1) Analyze opportunities to reorganize the Office of Geometric Design Standards (OGDS) and restructure its Roles and Responsibilities as a portion of the Division of Design reorganization analysis. 2) Implement OGDS changes recommended in the Division of Design reorganization analysis to better facilitate project quality and delivery statewide. 3) Monitor OGDS changes to evaluate effectiveness and recommend, as necessary, changes to achieve the desired outcome(s).	1) September 2013 2) Fall 2013 3) Spring 2014	Division Management
9	0.20	Publish Highway Design Manual Update and Retire Design Information Bulletin (DIB) 80 "Roundabouts"	a) Review and Create Draft Changes b) Circulate Draft changes preliminary Review and Comments c) Resolve Preliminary Comments d) Circulate Final Draft Document for Departmental & Partner Review and Comments, as needed e) Begin Resolving Comments f) Obtain Division Chief approval g) Obtain FHWA concurrence h) Place on Website & Provide Notification	a) July - August, 2013 b) August 2013 c) September, 2013 d) September, 2013 e) September, 2013 f) October 2013 g) October 2013 h) October 2013	Traffic Operations
10	0.25	Development of 2015 Contract Standards (Standard Plans & Specifications)	> Work with DES-OE OCCS to: Ensure technical accuracy of Section 73; Verify consistency with Standard Plans; and, Verify Bid Items > Obtain concurrence from Mandatory Stakeholders > Provide DES-OE OCCS required documentation	By June 30, 2014 ----- Standards are to be electronically published July 2014	DES-OE
11	0.05	Retire DIB # 77: Interchange Spacing	Updated Chapter 27 in the Project Development Procedures Manual (PDPM) - Provide technical assistance	December 2013	Project Development Procedures



12	0.05	Update OGDS Internet and Intranet Web Sites	a) Create website content b) Develop website c) Website activated for use	a) April 2014 b) June 2014 c) June 2014	Division IT Support
13	0.40	Training: <u>Development & Implementation</u> a) Americans with Disabilities Act (ADA) Training b) "Understanding Bicycle Transportation" Training c) FHWA Local Agency ADA Training d) Roundabout Training	a) Support District training plans/needs statewide b) Deliver 6 training classes statewide; locations TBD c) TBD - pending FHWA request(s) d) Support TOPD 13-2 & District training plans/needs statewide	a) Offered statewide as-needed b) Offered statewide as-needed c) As requested by FHWA d) Offered as needed	Division Management Board, District Design Managers, FHWA, ADA Program, Division of Traffic Operations
14	1.50	Support of FY 2013/14 Division Business Plan Activities to improve project delivery and quality	Service to other Offices in Division: a) Highway Drainage Design > Updates to HDM Chapters b) Project Development Procedures > Revisions to the PDPM > Project Engineer Academies > IQA Implementation Pilot c) Landscape Architecture Program > Updates to HDM Chapter 900 d) Landscape Architecture Coordination & Planning > Roundabout Landscaping guidance; see HDM update > Updates to HDM Chapter 900 e) High Speed Rail > Technical Staff Support > Technical Advisory Committee f) Support implementation of Caltrans Program Review	a) As needed b) As needed c) As needed d) As needed e) As needed f) As needed	Identified under Deliverables
15	1.75	Support of FY 2013/14 Corporate Headquarters activities	<u>Service to other HQ Divisions:</u> a) Maintenance - Pavement Program > HDM changes to Chapters 600 to 670 b) Maintenance & Operations - ADA Program > ADA design expertise > ADA Technical Committees c) Maintenance - Maintenance Leadership Academy d) Human Resources - Safety & Health Advisory Committee e) Mass Transit - Bus Rapid Transit Implementation f) Traffic Operations > Intersection Safety Team > Support Implementation of Traffic Operations Policy Directive (TOPD) 13-2: Intersection Control Evaluation (ICE) > Rewrite HOV & HOT Lane Guidance > Update Ramp Metering Guidance g) Legal - Tort & Legal Defense Support h) Right of Way - Subdivision Map Act Team i) Transportation Planning > Complete Streets Technical Advisory Committee (TAC) j) Local Assistance > California Bicycle Advisory Committee (CBAC)	a) As Needed b) As Needed c) As Needed d) As Needed e) As Needed f) As Needed g) As Needed h) As Needed i) As Needed j) As Needed	Identified under Deliverables

		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
16	0.50	HDM Editor Responsibilities	a) Capture Change Proposals & Manage Change Process b) Document Changes c) Obtain Approvals d) Release Updates	Ongoing	Various
17	2.45	Design Reviewer service to districts and regions to improve project delivery and quality	Provide technical assistance and Manage On-call Contract for Roundabout Engineering Services	Ongoing	Districts and Regions, Design Coordinators
18	0.05	AASHTO & TRB Activities	<u>AASHTO:</u> 1) Technical Committee on Geometric Design 2) Technical Committee on Roadside Safety 3) Subcommittee on Design support activities <u>TRB:</u> 1) NCHRP Project 15-39 2) NCHRP Project 15-41 3) NCHRP Synthesis 20-05/Topic 42-04 4) NCHRP Project 03-102	As Needed	Division of Research and Innovation and Division Chief
19	0.05	Review Technical Research	Review research performed by others for innovation and policy changes.	As Needed	
20	0.15	Office Management	1) Daily Supervisory & Office Manager Activities 2) FY 13/14 Business Plan Monitoring 3) Develop FY 14/15 Business Plan	1) As Needed 2) Quarterly 3) June 2014	Division Management
21	0.45	Vacation/Sick Leave (calculation based upon 2 wks/person for 9 PYs)			

HIGHWAY DRAINAGE DESIGN

5.00	PYs				
Activities leading to Deliverables					
1	0.20	Update Fish Passage Guidance Document	Revision to reflect changes to DFG Stream Restoration Manual and revised DFG Passage Criteria	June 2014	Environmental Div.
2	0.25	Update Chap 890	Updated guidance related to the management of stormwater from a quantity perspective. Address detention/retention.	Jan 2015	
3	0.15	Establish guidance on the design of environmentally sensitive streambank protection measures.	a) Field studies - Evaluate performance data & durability, maintenance requirements. Develop new measures. To be augmented with contract resources b) Provide updates to departmental guidance and standards for biotechnical stream bank measures	a) Research complete May 2015 b) Draft complete 10/13 Final 12/13	Landscape Architecture
4	0.20	Provide technical assistance to RDS Committee for drainage related elements	Assist with development of training related to drainage component of RDS for both journey & expert level users. Review product, respond to user inquiries	As-needed	Office of CADD
5	0.20	Update Pipe Standards	Revised Specifications and Guidance: pipe joint classification, pipe structural backfill requirements and post installation inspection.	Ongoing	Div. of Eng. Serv.-OE, Structures Design, METS, Geotech. Serv.



6	0.20	Drainage Related Training	a) On-the-job-training - Generate module for Advanced Hydrology (Hydrographs) b) Deliver 4 NHI classes	a) June 2014 b) June 2014	
7	0.20	Forensic Analysis of Pipe Performance	Collaborate with METS to: a) Begin field studies of up to 65 sites b) Compile data & categorize performance	a) June 2014 b) June 2014	Division of Maintenance and Operations, METS
8	0.25	2015 Standards Review	Coordinate w/DES-OE on development and finalization of 2015 Std. Spec's, SSP's and Std. Plans	Conform to DES-OE schedule	
9	0.20	Develop new SSP's	Develop draft Standard Special Provisions or Revised Standard Specifications for various updated new products/processes	June 2014	DES-OE, Construction
10	0.25	New Product Reviews Assess drainage-related new product submittals for possible adoption into departmental Standards	Assess drainage-related new product submittals for possible adoption into departmental Standards a) Polypropylene Pipe b) Ribline c) Ultraliner d) ABT Trenchformer e) Enviroflex Blocks	a) June 2014 b) Feb. 2014 c) Mar. 2014 d) Nov. 2013 e) Dec. 2013	METS, DES-Structures, Construction
11	0.30	Update existing and develop new guidance and specifications for various forms of trenchless pipe installation	a) Update DIB 83 b) Update pipe jacking specification c) Update auger boring specification d) Develop pipe ramming specification e) Develop box culvert jacking specification	a) Oct. 2013 b) Nov. 2013 c) Nov. 2013 d) Jan. 2014 e) Feb. 2014	DES-Geotech. Svcs. & Structures Design, Div. of Construction
		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
12	0.20	Provide review, guidance and approval of District-generated non-standard special provisions (NSSPs)	On-time approvals of biddable and buildable project special provisions	As needed	Division of Engineering Services-OE
13	0.15	Contribute toward Department's Integrated Climate Change Strategy	Provide expertise and input as requested by Planning and Modal Programs regarding adaptation components of the Departmental Climate Change Strategy	Ongoing	Division of Planning and Modal Programs
14	1.35	Provide Technical Expertise to Districts	Delivery of timely advice and guidance that meets or exceeds customer needs	As needed	
15	0.10	AASHTO Commitments: a) Technical Committee on Hydrology & Hydraulics b) Subcommittee on Materials	a) Attend Spring & Fall Mtgs & modify Chap. 4 MDM b) Review/Comment on pipe Material Specifications	a) On-going b) As Needed	AASHTO
16	0.30	Miscellaneous activities for the office	Various drainage and office management activities a) Coordination w/other Offices/HQ Functional Units b) Office Management c.) Special assignments/Legal requests	As needed	Various
17	0.50	Vacation/Sick Leave			
PROJECT DEVELOPMENT PROCEDURES					
7.75	PYs				
Activities leading to Deliverables					
1	0.50	Provide advice and clarification on Project Development Procedures Manual procedures.	a) Answer district & HQ inquiries doing whatever research is necessary. b) Analyze legislation that effects the process of developing and getting projects approved.	a) As received b) As received	

2	1.40	Deliver Highway Route Matters - Facilitate project delivery by performing QA analysis of CTC agenda items & freeway agreements that need HQ or CTC approval and submitting those documents for approval.	a) Prepare and deliver CTC agenda items (Rte Adoption, NPRC, Rlinq) b) Freeway Agreement review and execution c) Review of Cooperative Agreements for relinquishments and PACT template revisions. d) Prepare report for PDAC re status of a & b. e) Record and file executed freeway agreements	a) As Received b) As Received c) As Received d) Due to DOD Chief 3rd Wed of odd months e) Monthly	Division of Design Coordinators & Reviewers
3	0.40	Update the Project Development Procedures Manual (PDPM) for Design Delegation Memo of April 2013	a) Chapter 2, Roles & Responsibilities b) Chapter 3, Involvement of functional Units c) chapter 15, Final Project Development Procedures) d) Appendices G,I, K, P, Q, & AA.	a) August 2013 b) August 2013 c) August 2013 d) August 2013	
4	0.05	Update the PDPM to incorporate information on IQA	a) Update Chapter 8 - Overview of Project Development b) Finalize the Design Product Evaluation Handbook	a1) Sept 2013 Circulate a2) Publish Dec 2013 b) Publish June 2014	
5	0.40	Update the PDPM to correct information & implement new chapter format.	a) Manage professional writing contract. b) Execute PDPM status meeting with management.	a) Monthly b) Monthly	
6	0.05	Update the PDPM to correct information and implement new chapter format	a) Update Chapter 16 - Cooperative Agmts b) Update Chapter 17 - Encroachments in Caltrans' Right of Way	a) Circ August 2013, Publish Sept 2013 b) Circ August 2013, Publish Sept 2013	
7	0.05	Update the PDPM to incorporate information from McKim letter and DIB 77	a) Update Chapter 27 - New Public Road Connections	a) Circ Sept 2013, Publish Nov 2013	
8	0.15	Update the PDPM to correct information & implement new chapter format.	a) Update Chapter 24, Freeway Agreements, to current practice. b) Rewrite Chapter 24 into new outline. c) Update Chapter 25, Relinquishments, for park n ride legislation. d) Rewrite Chapter 25 into new outline & updated DD52.	a1) Circulate Jan 2014 a2) Publish March 2014 b1) Circulate April 2014 b2) Publish June 2014 c1) Publish Sept 2013 d1) Circulate Nov 2013 d2) Publish Jan 2014	
9	0.25	Update the PDPM to correct information about roles and responsibilities and implement new chapter format	a) Update Chapter 2 - Roles and Responsibilities	Circ March 2014, Publish May 2014	
10	0.20	Update the PDPM to correct information about the programming of projects	a) Update Chapter 4 - Programming b) Update Chapter 9 - Project Initiation	a) Circulate Nov 2013 a2) Publish Feb 2014 b) Circulate Jan 2014 a2) Publish March 2014	
11	0.30	Update the PDPM to reduce level 3 PDPM changes	a) Separate errata from policy changes on PDPM Status Report. b) Publish 2/3 of errata.	a) July 2013 b) June 2014	

12	0.90	Deliver the training program which will ensure a successful transfer of knowledge to younger staff and develop the skills of more seasoned staff.	<ul style="list-style-type: none"> a) Perform second beta test of re-habilitated PEA (MR) b) Deliver PDP on-line courses. (RD) c) Administer & execute contracts (RD/MR) 	<ul style="list-style-type: none"> a) Feb 2014 b) Ongoing c) Ongoing 	Division of Design Offices, District Design staff
13	1.20	<p>Continuous improvement of Design policies, procedures and practices. Quality Management Policy (QMP)</p> <p>The quality management policy is being reengineered to create a system that will measure quality based on customer and stakeholder expectations versus completion of checklists and that can measure the quality of projects whether the project is developed by Caltrans staff or external personnel.</p>	<ul style="list-style-type: none"> a) Policy development (AL) <ul style="list-style-type: none"> a-1) Circulate draft DD & supporting material. a-2) Resolve DOTS comments. a-3) Publish. b) QA Implementation (AL) <ul style="list-style-type: none"> b-1) Prepare document that explains the principles of good QA. b-2) Prepare QA assessment tool b-3) Work with D10 & d12 to pilot how the QMS theory would work for locally implemented projects. b-4) Develop IQA review strategies to support b-3 and future. c) Data Management tool (MBH&MR) <ul style="list-style-type: none"> c-1) Investigate phase 2 tool (that is more than Excel but less than purchased software) to record QA data to head off 12 different tools. c-2) finalize long-term tool requirements d) Marketing (AL & MR) <ul style="list-style-type: none"> d-1) Keep district & HQ managers informed. d-2) Provide progress reports to DMB, other mgmt bds, FHWA, Des-Const Partnering teams, ACEC, ICE etc. d-3) Market & monitor office hours d-4) Development presentation for mgmt bds. e) QA level training (MR) <ul style="list-style-type: none"> e1) Plan modules e2) Develop modules. e3) Market modules. e4) Monitor use of training modules. f) Manage contract (AL & RD) 	<ul style="list-style-type: none"> a) Policy development <ul style="list-style-type: none"> a1) August 2013 a2) October 2013 a3) November 2013 b) QA Implementation <ul style="list-style-type: none"> b1) Jan 2014 b2) March 2014 b3) Plan Sept 2013, Start Oct 2014, Report April 2014 b4) June 2014 c) Data Management tool (MBH&MR) <ul style="list-style-type: none"> c1) Dec 2013 c2) May 2014 d) Marketing (AL & MR) <ul style="list-style-type: none"> d1) As required d2) Quarterly d3) Biweekly d4) Quarterly as asked e) QA level training <ul style="list-style-type: none"> e1) Oct 2013 e2) Dec-Feb 2014 e3) Jan-June 2014 e4) Continuous f) Monthly 	<ul style="list-style-type: none"> all Proj Delivery Divisions Division of Traffic Operations and Maintenance Division of Planning and Modal Programs District Management
14	0.05	Continuous Improvement of Design policies, procedures and practices Design through Construction Partnership	<p>Improve communication between design and construction staff in HQ & in the districts by</p> <ul style="list-style-type: none"> a) monitoring performance measures and connect to DOD's web page. b) presenting performance measure to DMB & DOD. c) investigating trends as directed by DMB & DOD. 	<ul style="list-style-type: none"> a) September 2013, Jan 2014, May 2014 b) September 2013, Jan 2014, May 2014 c) As directed 	
15	0.05	Continuous Improvement of Design policies, procedures and practices Report archiving	<ul style="list-style-type: none"> a) get PDD-X published. (MBH) b) create marketing & training tool to implement PDD-X. (CO) c) get DOD based reports into DRS. (CO) d) verify any material received by DOD is in archive (CO&CS) <p>work with Vicki Zuppan and Robert Davalos to put file room contents on DRS and then archive originals. (CO)</p>	<ul style="list-style-type: none"> a) October 2013 b) March 2014 c) Dec 2013 & June 2014 d) As received 	

16	0.05	Continuous Improvement of Division of Design policies, procedures and practices	a) Prepare Title 6 annual report. b) Update Deputy directive 52-R1. c) Arrange training sessions for DOD staff on Adobe connect. d) Develop guidance/ training to help districts be self-sufficient in delivery of freeway agreements. d-1) finish freeway agreement training modules. d-2) inform design reviewers & coordinators of Freeway Agreement and Purpose & Need training so they can market it in the districts. d-3) encourage design reviewers & coordinators to take Freeway Agreement and Purpose & Need training courses.	a) August 2013 b) Circulate Sept 2013, Publish Nov 2013 c) By June 2014 or as requested d1) January 2014 d2) February 2014 d3) February 2014	a) b) c) d)
17	0.11	Continuous improvement of other divisions' policies, procedures and practices - Div Trans Planning	a) Participate on the PID program committees b) Participate on the Complete Streets committee. c) Provide QMS expertise to team implementing new QMS methodology.	a) Monthly b) Quarterly c) Oct 2013 - February 2014	a)Division Trans Planning-OPPC
18	0.11	Continuous improvement of other divisions' policies, procedures and practices - Div Traffic Operations	Participate on Division of Traffic's team to improve the process to dedicate R/W via an encroachment permit.	a) When Division of Traffic initiates	
19	0.02	Continuous improvement of other divisions' policies, procedures and practices - Div of Project Management	a) WBS team member. b) Create WBS codes to implement EDC's Preliminary & Final Design definitions. c) Create Level 5 WBS codes for QMS initiative. d) Life Cycle Cost and Asset Mgmt: evaluate PID & PR guidance for opportunities to incorporate these initiatives into project decision making.	a) Monthly meetings b) November 2012 c) May 2014 d) February 2014	a1) DPM a2) all other Proj Delivery Div b) HQ Const.
		Ongoing Activities (No Deliverables)	Description of activities	Target Dates	
20	0.01	a) Employee training	a) Training of team for skill, knowledge, abilities	a) As requested	
21	0.30	Miscellaneous Activities for Office	a) Business Plan Updates b) Meetings, Office Team, Division Mgmt, All EE, Safety c) Create Uler Report and send to Office chief. d) Answer staff central questions for DOD team members. e) Succession Planning	a) Quarterly b) Monthly c) Monthly d) As needed e) As needed	
22	1.20	Vacation/Sick Leave/Furloughs	assumed 0.15PY per Person on board.		
SPECIAL PROJECTS					
	7.50	PYs			
		Activities leading to Deliverables			
1	0.25	Manage Design-Sequencing Program	a) Develop 13th Annual Report b) Develop project narratives (including lessons learned). Share with Design Mgt Board c) Collect data for Final Program Report d) Complete Phase I Final Report	a) June 30, 2014 b) As needed c) Ongoing d) June 30, 2014	
2	0.15	Develop Innovative Contracting Methods	a) Develop Additive Bidding Policy b) Maintain Innovative Contracting website to share information c) Coordinate High Speed Rail Projects d) Pursue Job Order Contracting Authority e) Facilitate Innovative Contracting Steering Committee f) Develop Industry Coordination Committee	a) June 30, 2014 b) Ongoing c) As needed d) January 1, 2015 e) Quarterly f) June 30, 2014	Coordinators

3	1.70	Manage Design-Build Demonstration Program	<ul style="list-style-type: none"> a) Manage Design-Build Program b) Review RFQ and RFP Documents from districts c) Develop data collection plan d) Coordinate development of annual reports e) Incorporate Lessons Learned into templates 	<ul style="list-style-type: none"> a) Ongoing b) As needed c) June 30, 2014 d) June 30, 2014 e) Ongoing 	DPAC
4	0.90	Manage Construction Manager/General Contractor (CMGC) Pilot Program	<ul style="list-style-type: none"> a) Manage CMGC Program b) Review RFQ Documents from districts c) Coordinate award of contracts d) Identify and facilitate training e) Incorporate Lessons Learned into templates f) Manage ICE Contract 	<ul style="list-style-type: none"> a) Ongoing b) As needed c) As needed d) As needed e) Ongoing f) Ongoing 	DPAC
5	0.15	Support Public Private Partnerships (P3)	<ul style="list-style-type: none"> a) Support project selection b) Provide Technical Provision assistance to districts c) Create library of sample P3 Documents 	<ul style="list-style-type: none"> a) As needed b) As needed c) Ongoing 	P3 Program
6	0.85	Cost-Estimating Improvements	<ul style="list-style-type: none"> a) Provide support for Major Projects Cost Estimate Reviews (CERs) b) Investigate and import Best Practices c) Convert in-house training module to web-based d) Monitor and update cost escalation data on the web e) Facilitate Quarterly Cost Estimating Forum f) Revise PDPM Ch. 20 to reflect PDD on Supplemental Work/State Furnished Materials g) Facilitate approval of contingency changes h) Assist Project Management with implementation of quantitative risk management 	<ul style="list-style-type: none"> a) As needed b) Ongoing c) June 30, 2014 d) Quarterly e) Quarterly f) June 30, 2014 g) As needed h) As needed 	<ul style="list-style-type: none"> Engineering Services Construction Project Management
7	1.40	Administer the Department's Value Analysis (VA) Program	<ul style="list-style-type: none"> a) Process task orders/pay invoices b) Hold Dist VA Coord'r (DVAC) mtgs c) Develop Annual Work Plan d) Annual Report to FHWA e) Produce Annual Program Assessment f) VA awards program g) Maintain Fiscal Mgt Guide for VA Program h) Provide VA Team Member training i) Provide DVAC training j) Chair AASHTO Value Engineering Technical Committee 	<ul style="list-style-type: none"> a) Monthly b) Quarterly c) January 2, 2014 d) January 2, 2014 e) March 1, 2014 f) June 30, 2014 g) Ongoing h) As needed i) December 31, 2013 j) Quarterly 	
8	0.10	Provide Project Delivery Acceleration Toolbox	<ul style="list-style-type: none"> a) Update Project Delivery Acceleration Tool Box 	<ul style="list-style-type: none"> a) June 30, 2014 	
9	0.10	Deliver Training Courses	<ul style="list-style-type: none"> a) Value Analysis b) Design-Build Training c) CMGC Training 	<ul style="list-style-type: none"> a) As needed b) As needed c) CMGC Training 	
10	0.05	New Products (Noise Barrier) Evaluation & Implementation	<ul style="list-style-type: none"> a) Update website with new products 	<ul style="list-style-type: none"> a) As approved 	
11	0.05	Deliver Retrofit Soundwall Program	<ul style="list-style-type: none"> a) Produce report for California Transportation Commission 	<ul style="list-style-type: none"> a) Quarterly 	
12	0.10	AASHTO/WASHTO Coordination	<ul style="list-style-type: none"> a) Organize 2013 WASHTO Annual Meeting b) Coordinate with host states for 2014 and 2015 Annual Meetings 	<ul style="list-style-type: none"> a) August 4-8, 2013 b) As needed 	Director's Office



		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
13	0.05	Manage Retrofit Sound wall Program	a) Statewide coordination and monitoring	a) Ongoing	
14	0.10	Respond to 'Hot Button' Topics	Provide short lead-time responses to pressing needs as they arise.	On Call as needed	
15	0.10	Continuous improvement of Division procedures: Coordinate Division of Design Research	a) Research projects in progress and results deployed b) Score NCHRP Problem Statements c) Develop Problem Statements d) Participate on NCHRP and TRB panels	Ongoing	
16	0.05	New Product Reviews and Approval	a.) Evaluate new noise barrier products b.) Participate on Highway Safety Features New Products Committee	a.) As submitted b.) Monthly	
17	0.05	Provide 'Shelf' (Const'n Pending) Guidance	a) Maintain Shelf Guidance	a) Ongoing	
18	0.70	Coordinate National Strategic Engagement	a) Coordinate Department's participation in AASHTO b) Coordinate Department's participation in WASHTO c) Participate on the Out of State Travel Panel	a) Ongoing b) Ongoing c) Ongoing	Director's Office DRISI
19	0.05	Miscellaneous Activities for the Office	Activities completed on schedule	Ongoing	
20	0.60	Vacation/Sick Leave			

STORM WATER MANAGEMENT

4.00	PYs				
Activities leading to Deliverables					
1	0.30	Participate in the development of a new Storm Water Management Plan (SWMP) for use and compliance with the requirements identified in the 2012 Caltrans NPDES Permit	a) Develop Draft Language SWMP Sections 4, 5 and various other subsections b) Meet with Caltrans staff and State Water Board staff to negotiate an approved SWMP.	a) November 2013 b) March 2014	Roadside Management and Landscape Architecture Standards (ORMLAS), Highway Drainage Design (HDD), Division of Environmental Analysis (DEA), Division of Construction (DOC), Division of Maintenance (DOM)
2	0.40	Maintain Project Planning & Design Guide (PPDG)/ Storm Water Data Report (SWDR) process, as needed to meet regulatory requirements	a) Update PPDG/SWDR - based on the NPDES Permits (MS4/Construction) and the Caltrans Storm Water Management Plan (SWMP) b) Develop an implementation memo regarding the expectation of which projects will be required to follow the revised PPDG. c) Conduct outreach regarding streamlining the level of documentation in a PID SWDR. d) Develop a Section on Best Management Practices appropriate for non-highway facilities e) Develop a white paper to evaluate appropriate run-off coefficients for designing stormwater BMPs. f) Coordinate with appropriate Caltrans functions to develop guidance as it pertains to varying compaction standards along the roadside. (soil amendments, vegetation establishments, traffic safety concerns, etc.)	a) June 2014 b) June 2014 c) Ongoing d) April 2014 e) Jan 2014 f) On-going	ORMLAS HDD DEA DOC DOM



3	0.25	Develop Departmental Strategies to address the Caltrans Statewide NPDES (National Pollutant Discharge Elimination System) Permit	<ul style="list-style-type: none"> a) Participate in the development of a more comprehensive "treatment crediting" approach that can be used for future compliance, asset management, and maintenance purposes. b) Participate in an effort to better track/estimate Stormwater Expenditures (resources and capitol costs). c) Develop guidance to clarify the intent of the Post Construction BMP "Bypass" requirement. (flow splitters) d) Coordinate with other Divisions to address Caltrans Permit requirements e) CT NPDES Permit - Annual Report 	<ul style="list-style-type: none"> a) Ongoing (DEA Lead) b) Ongoing (DEA Lead) c) July 2014 (as part of PPDG revisions, SWMP) d) Ongoing e) Ongoing 	ORMLAS HDD DEA DOC Division of Maintenance
4	0.15	Develop Departmental Strategies to address the Statewide Construction General Permit (CGP).	<ul style="list-style-type: none"> a) Revise the Notice of Termination (NOT) design guidance to assist in the development of a contract to assure compliance at the end of construction. b) Modify/Develop appropriate Standard Specification/SSPs/Plans to facilitate project compliance based on the CGP. c) Evaluate the basis of estimating certain Construction Site BMP items to provide more accuracy. (Rain Event Action Plans (REAPs) and Sampling and Analysis). d) Assist DEA and Construction on other strategies. 	<ul style="list-style-type: none"> a) October 2014 b) On-going c) January 2014 d) On-going 	ORMLAS DEA DOC
5	0.25	Maintain Structural Treatment Best Management Practices (BMPs) - Tools - Details, Standard Special Provisions (SSPs), design guidance	<ul style="list-style-type: none"> a) Revise/Develop design guidance to improve/expand the Treatment BMPs toolbox (Bioretention, Alt. Trench Matrl., etc.) b) Post the Final Pervious Pavement Design Guidance. Continue to improve the guidance based on lessons learned on actual installations. c) Expand the treatment BMP design guidance to describe how "Variations" of the existing treatment BMPs can be used for Permit compliance and to document treatment credits. d) Update treatment BMP Standards to be consistent with 2010/2015 Standard formats. e) Develop Specs, Details and guidance for the use of non vegetated strips and swales in Arid Regions. f) Develop guidance related to the implementation of amendments (eg. compost) as it pertains to post construction treatment compliance and vegetation establishment. 	<ul style="list-style-type: none"> a) As needed b) August 2014 (revise as needed) c) March 2014 (dependent upon SWMP) d) January 2014 e) February 2014 f) January 2014 	ORMLAS DOC DEA Division of Engineering Services - Office Engineer
6	0.13	Stormwater Design Tools/Guidance	<ul style="list-style-type: none"> a) Update the Infiltration Tool to be current with the new Caltrans NPDES Permit. b) Update the Basin Sizer Program to be current with the new Caltrans NPDES Permit c) Develop/Revise/Update GIS tools used for designing projects to be in compliance. d) Maintain the RUSLE2 program used to estimate pre/post project soil loss e) Update the Stormwater BMP estimation calculator. 	<ul style="list-style-type: none"> a) March 2014 (Dependent on SWMP) b) March 2014 (Dependent on SWMP) c) Ongoing d) Ongoing e) January 2014 	ORMLAS DOC DEA HDD
7	0.25	Hydromodification Compliance	<ul style="list-style-type: none"> a) Continue to work on SWMP language with DEA and the Water Boards. b) Finalize the Rapid Assessment Design Guidance c) Develop Hydromodification Examples for a range of project types that would need to conduct an evaluation. d) Develop an implementation memo describing which projects (and by what date) will need to provide a Hydromodification evaluation. 	<ul style="list-style-type: none"> a) March 2014 b) March 2014 (Dependent on SWMP) c) March 2014 d) October 2013 (w/DEA) 	HDD DEA



8	0.10	Facilitate regular coordination meetings with district/HQ partners, resolve NPDES Permit compliance interpretations. Provide guidance to meet district needs.	a) Storm Water Advisory Team meetings (minimum 4 meetings per FY) b) Design Storm Water Coordinator Workshop	a) Quarterly b) March 2014	ORMLAS HDD DOC DEA
9	0.10	Support DES OE in the implementation of the 2010 Standards, start the development of the 2015 Standards, and provide general specification coordination for the Division of Design.	a) Participate at the Standard Specifications Steering Committee b) Finalize all necessary technical revisions to Section 13 prior to the 2015 Standards moratorium. c) Participate in specification owners meetings.	a) As needed b) July 2013 c) Quarterly	
10	0.10	Design Compliance Monitoring Program. Evaluate Storm Water Data Reports (SWDRs) for consistency, errors, trends, etc. Use information gathered to update guidance, training, and workshops	a) Compile Storm Water Data Report (SWDR) Summaries from all districts b) Request and review SWDRs (approximately 10% of all approved reports) c) Technical Memos summarizing the findings. Finalized and posted on intranet (previous year tech memo) d) Report findings in the Annual Report through Division of Environmental Analysis (previous year findings)	a) Monthly b) November 2013, April 2014 c) September 2013 d) September 2013	DEA
11	0.25	Develop/Update/Deliver training courses, in class and on-line. Enhance training capabilities	a) Update the Project Planning and Design Guide (PPDG) Training and provide user support. b) Update the Storm Water Data Report Workshop. Consider changing it to an online training format c) Update the Construction Site BMP training for Designers for consistency with the Construction General Permit and the Caltrans NPDES Permit d) Develop training for the Infiltration Tool e) Develop Hydromodification Evaluation Training	a) March 2014 (Dependent on SWMP) b) March 2014 (Dependent on SWMP) c) November 2013 d) October 2013 f) February 2014	DEA ORMLAS DOC HDD
12	0.25	Coordinate with District 7, HQ staff, and the Plaintiffs to assist in complying with the District 7 Lawsuit.	a) Evaluate Corridor Studies b) Participate in meeting in HQ and District 7 c) Assist in the development of a Treatment BMP tracking tool.	a) September 2013 b) As needed c) January 2014 (w/DEA)	DEA
13	0.40	Provide technical assistance to district staff with the Caltrans National Pollutant Discharge Elimination System (NPDES) Permit compliance issues	a) Storm Water Data Reports - 100% NPDES Permit Compliance. b) Provide technical expertise on how to utilize Treatment BMP Standards, Special Provisions, and design guidance documents. c) Assist with implementing Construction Site BMPs into projects d) Approve NSSPs for inclusion into projects	a) Ongoing b) Ongoing c) Ongoing d) Ongoing	DOC, DEA
14	0.15	Provide technical assistance to others within the Division of Design and other Storm Water units in headquarters with NPDES issues	a) Review policy, guidance and other products developed by others	a) Underway, Ongoing	DEA ORMLAS DOC, DOM
15	0.10	Develop, revise, and maintain Construction Site Best Management Practices (BMPs) Details, Guidance, SSPs	a) Develop new SSPs b) Coordinate the feasibility of developing performance based specifications. c) Develop specifications to incorporate 401 Certification conditions into PSE	a) As needed b) June 2014 (w/ DEA and Construction) c) Ongoing	DEA ORMLAS DOC
16	0.10	Propose, Evaluate, develop and review pilot projects with new Storm Water technologies for potential implementation. Provide concurrence on new products.	a) Provide proposals, evaluations, coordination, and reviews for new technologies/BMPs (permanent and temporary), variations of BMP Designs, BMP Pilot Projects, etc b) Provide concurrence on new products	a) As needed (w/DEA) b) Ongoing	DEA ORMLAS DOC, DOM



17	0.10	Miscellaneous Activities for the Office	Activities completed on schedule - Training - Business Plan - Staff meetings - All Staff meetings	Underway, ongoing	
18	0.02	Hold regular coordination meetings with ORMLAS	a) Hold meetings between Design Stormwater and ORMLAS meetings every other month b) Coordinate overlapping business plan items with ORMLAS	a) Minimum 6 meetings per year b) Ongoing	ORMLAS and DEA
19	0.60	Vacation/Sick Leave/Furloughs			

LANDSCAPE ARCHITECTURE PROGRAM

3.00 PYs					
Activities leading to Deliverables					
1	0.20	Deliver Division of Design FY 13-14 Annual Business Plan and track progress on activities	a) Finalize text and spreadsheet for 13/14 FY BP b) Circulate Draft 13/14 BP to DOD mg't c) 13/14 BP to print and posted online d) Provide schedule and reminders to coordinate document e) Email 13/14 BP to DMB, DLA and others f) Manage BP document, save back-up copies, provide support to OC's g) Create template for next year's BP h) Collect 13/14 accomplishments, 14/15 goals from Office Chiefs i) Request completion of 12/13 BP spreadsheet data from Office Chiefs j) Request completion of 13/14 BP spreadsheet data from Office Chiefs	a) June 30, 2013 b) July 2013 c) August 2013 d) July 2013 e) August 2013 f) Quarterly g) April 2014 h) May 2014 i) May 2014 j) May 2014	DOD Offices
2	0.30	Development and project management of team for Division's Climate Change Strategy	Develop Team: a.) Member Invitations b.) Team Meeting kick-off c.) Develop Team Charter d.) Team Creation of Schedule & Milestones e.) Develop Outline for Implementation Plan)	a) Dec, 2013 b) Dec 2013 c) Jan 2014 d) Feb 2014 e) June 2014 f) Sept 2014)	Stormwater, ORMLAS, Drainage Design
3	0.20	Manage State Scenic Highways and National Scenic Byways Programs	Review National Scenic Byway grant proposals	As needed	
4	0.10	Main Streets guidance: Develop Implementation Plan	a) Present Main Street to Director for approval b) Distribute Main Street c) Develop draft of proposed Implementation activities	a) October 2013 b) Within 2 weeks of Director approval c) Jan 2014	
5	0.05	Highway Sustainability (I.D. state of practice)	a) Evaluate FHWA/AASHTO guidance b) Survey State DOT Guidance c) Develop outline for issue paper d) Identify Stakeholder Team e) Develop LAP Strategic Plan, research plan	a) Jan 2014 b) Jan 2014 c) Feb 2014 d) June 2014 e) June 2014	Office of Landscape Architecture Coordination and Planning ORMLAS Office of Resource Conservation

6	0.20	Develop CSS online training for 24/7 access to training suitable for new hire orientation as well as seasoned staff and local agencies to understand role of CSS in project delivery efficiencies	<ul style="list-style-type: none"> a) Develop task order with Mary Fredericks I/A Agt. b) Review existing CSS Implementation Workshop PPT modules and develop outline for online training content c) Review outline with LAP Mgt. and update based on input d) Meet with CSUS to initiate online CSS training development e) CSUS to develop 1st draft of CSS online training from outline f) Review 1st draft and make revisions as needed g) CSUS to make updates and create 2nd draft h) Review 2nd draft and revise as necessary then present to LAP Mgt. for review i) Resolve comments then present to CSUS for 3rd draft j) Review 3rd draft with LAP Mgt. to obtain input then present to CSUS for final edits l) Review final with LAP Mgt. then upload to LAP Intranet site with announcement to DLAs, HQ Project Delivery staff, CSS Workshop graduates & District Mgt. that nominated them. 	<ul style="list-style-type: none"> a) Aug 2013 b) Aug 2013 c) Sept 2013 d) Oct 2013 e) Jan 2014 f) Feb 2014 g) March 2014 h) April 2014 i) May 2014 j) June 2014 k) June 2014 	OLAC&P ORMLAS Project Mgt.
7	0.25	Develop 2013 CSS Implementation Plan to better integrate CSS practices into Planning and Project Delivery processes	<ul style="list-style-type: none"> a) Review entries in 2003 CSS Implementation Plan "Methods" column and document completed tasks and carry over incomplete tasks to new plan. New methods will include activities to close CSS "gaps" in policy and guidance providing improved project delivery efficiencies. b) Review draft with Principal LA c) Meet with HQ LAP coordinators and PM Coordinator d) Review with Planning staff e) Review with PID staff f) Review with Div. of Environmental Analysis g) Review with Div. of DES h) Review with Construction i) Review with Right of Way j)) Review with Maintenance k) Resolve comments & create Final draft l) Obtain LAP Management and Division Chief for approval m) Place on website & provide notification 	<ul style="list-style-type: none"> a) August 2013 b) Sept 2013 c) September 2013 d) October 2013 e) October 2013 f) November 2013 g) January 2014 h) March 2014 i) June 2014 	OLAC&P & ORMLAS, PDP, PM, Divisions of Planning, Design, Environmental, DES, Right of Way, Construction, and Maintenance
8	0.01	CSS Implementation Workshop Summary Report for Spring 2011, Spring 2012, and Fall 2012 deliveries	<ul style="list-style-type: none"> a) Prepare CSS Workshop summary report b) Assess outcomes c) Determine relevant CSS barriers, gaps, next steps for inclusion in CSS Implementation Plan 	<ul style="list-style-type: none"> a) November 2013 b) January 2014 c) March 2014 	
9	0.05	Revise ICE Process <i>Informational Guide</i> for TOPD#13-3 to provide intersection control evaluation that meets the needs of the community, bicyclists pedestrians & motorists	<ul style="list-style-type: none"> a) Participate in Intersection Control Evaluation (ICE) teams meetings b) Revise ICE Process Informational Guide to align with CSS processes, provide speed management/ traffic calming options that are context appropriate, and to provide clearly defined roles of Design staff in the ICE process 	<ul style="list-style-type: none"> a) As needed b) June 2014 	
10	0.10	Urban Greening Program	Review and score Urban Greening grant proposals	<ul style="list-style-type: none"> a) Aug 2013 b) Jan 2014 c) June 2014 	



11	0.05	Review Caltrans Policy, Guidance & Manuals for alignment with CSS Policy & more clearly define Landscape Architecture's role in Project Delivery	<ul style="list-style-type: none"> a) Work with ORM&LAS (Greg B.) to strategize updates to Dept. policy, guidance, and manuals for 13-14 b) Meet with PDP (MB Herritt & GBirch) and GBalzer to plan updates to PDPM c) Review PDPM Chaps 2, 3, 15, & Apps G, I, K P, Q, & AA d) Work with ORMLAS to update to DD 13 - Water Conservation, and DD 31 - Scenic Resources e) Work with ORM&LAS (Lisa W.) to update Landscape Architecture PS&E Guide f) Meet with OGDS (Kevin H. or Antonette) to discuss schedule of HDM & DIB updates for CSS g) Review DIB 78 (Design Checklist) updates to ensure alignment with DP-22 h) Review DIB 81 (CAPM) updates to ensure alignment with DP-22 h) Review Roundabouts updates to ensure alignment with DP-22 and LA policy & guidance i) Review HDM chapters updates to ensure alignment with DP-22 j) Review DIBs updates to ensure alignment with DP-22 j) Review guidance, manuals, directives/policies as disseminated to align with DP-22 & LAs role in project delivery 	<ul style="list-style-type: none"> a) July 2013 b) July 2013 c) June 2014 d) June 2014 e) June 2014 f-i) June 2014 	ORM&LAS, PDP, OGDS,
12	0.20	Develop updated PM Communication Handbook for 2013 for more consistent implementation of CSS to improve project delivery efficiencies	<ul style="list-style-type: none"> a) Work with PM lead toward 30% development & expand 12-13 outline into 1st draft with main entries, subheadings & initial discussions b) Work with PM Coordinators to analyze how existing Project Communication Plans are used by PMs and project teams to determine improvements needed in Handbook c) Collaborate with PM lead to review "scalable" tools (VIA, Risk Mgt.) to develop public engagement scalable tool d) Assist PM lead with status report to Sponsors at PM Board mtg. e) Attend 2nd team mtg. PM Lead to circulate 1st draft prior to mtg. f) Assist PM lead to resolve team comments & develop 2nd draft, circulate to Team Advisors g) Attend 3rd team mtg, PM Lead to circulate 2nd draft prior to mtg. Team to give input on expanded content & impacts to other guides h) Assist PM lead with status report to Sponsors i) Assist PM lead to resolve team comments from 3rd mtg & development of 3rd draft, review with technical advisors, LAP Mgt, technical experts, reviewers for their input, as needed j) Attend 4th team mtg Team. PM lead to circulate 3rd draft prior to meeting. Team to give input on content & impacts to other guides k) Resolve team comments & create final draft for circulation to technical advisors, reviewers, and Team Sponsors for final approval l) Place 3rd edition on website & provide notification 	<ul style="list-style-type: none"> a) August 2013 b) September 2013 c) October 2013 d) Oct. 2013 e) Nov. 2013 f) Dec. 2013 g) Jan. 2014 h) Feb. 2014 i) April 2014 j) May 2014 k) May 2014 l) June 2014 	Project Management

13	0.02	Disseminate training opportunities to Transportation landscape architects that is cost-effective and time-efficient to give them flexibility to progress in their individual careers	<ul style="list-style-type: none"> a) Assist in development of CSS or other modules for 2013 Landscape Architecture Academy b) Review Academy modules as needed for alignment with DP-22 c) Participate in training delivery at Landscape Architecture Academy d) Circulate OJT & other training opportunities to DLAs to facilitate access to landscape architectural & engineering-related training e) Follow-up with DLAs to track participation of staff in individual professional development & determine future opportunities to improve needs to further the role of LAs in each district 	<ul style="list-style-type: none"> a) May 2014 b) May 2014 c) May 2014 d) As it becomes available e) June 2014 	OLAC&P
14	0.02	Inform the districts of opportunities to compete for recognition in Caltrans/ others awards programs juried and recognized by industry professionals. Provides opportunities for Transportation landscape architects to demonstrate their work is leading in the field	<ul style="list-style-type: none"> a) Email DLAs in Dec for CTF due Feb/March annually b) Email DLAs August for Caltrans EIT Due Oct-Dec annually c) FHWA Environmental Excellence Due biennial odd years, due even year before in Oct. d) FHWA Transportation Planning Excellence http://www.fhwa.dot.gov/planning/tpea/ e) AASHTO's Design Awards, check website for due dates f) Market recognition as needed through: CT News , CT Journal , PIO, and ceremonies at district mtgs., Caltrans Director mtgs., DMB mtgs. g) Update LAP Awards & Recognition website, LAP internet News, and provide notification 	<ul style="list-style-type: none"> a) Dec 2013 b) August 2013 c) Not applicable in 2013 d) Notify districts 2 months prior to award deadline e) Notify districts 2 months prior to award deadline f) As awards are received g) As awards are received 	OLAC&P
15	0.05	Improve LAP's Website to boost user access to current and emerging hot topics and imbedded links	<ul style="list-style-type: none"> a) Review ORMLAS Web content "hits" to identify most & least visited sites. Solicit feedback from District/HQ stakeholders. b) Quantify and evaluate "hits" for opportunities to improve usage with Topic owners c) Draft revisions to LAP website, present to LAP Mgt. for review and approval. d) Update website to improve usage of hot topics e) Update LAP intranet site with current CSS Workshop information 	<ul style="list-style-type: none"> a) December 2013 b) February 2014 c) February 2014 d) March 2014 e) June 2014 	OLAC&P ORMLAS
16	0.01	Support PDP in Development of new PEA	<ul style="list-style-type: none"> a) Assist PDP with development of new PEA content b) Attend meetings as required c) Deliver module(s) as needed in Beta delivery 	<ul style="list-style-type: none"> a) As needed b) As needed c) TBD 	PDP
17	0.03	Participate as committee member on Transportation Research Board (TRB) Committee on Landscape and Environmental Design AFB40	TRB AFB40	Ongoing	
18	0.03	Participate as committee member on American Association of State Highway Transportation Officials (AASHTO)	AASHTO Technical Committee on Environmental Design.	Ongoing	
19	0.03	Participate as panel member on National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research project 15-33: AASHTO Guide to Landscape & Environmental Design	Ongoing	
20	0.03	Participate as panel member on National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research project 25-33: Managing Rights-of-Way for Biomass generation and/or Carbon Sequestration	Ongoing	
21	0.03	Participate as panel member on National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research project 25-33: Visual Impact Assessment	Ongoing	



		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
22	0.10	Capital Project Skill Development	Assist Office Chiefs and staff with Learning Management System course catalog and session administration. Assist Division CPSD manager and Office of Capital Skills with annual budget and funding issues, attend CPSD manager and staff meetings. Make sure catalogs are correct and up-to-date.	Ongoing	Division of Design Offices
23	0.01	Complete Streets Implementation Technical Advisory Committee	a) Attend Complete Streets Implementation Action Plan team meetings- document progress to date, establish monitoring process, and review work plans.	a) August 2013 b) October 2013 c) Dec 2013 d) Feb 2014 f) June 2014	Office of Community Planning
24	0.40	Miscellaneous Activities for the Office	a) Office Work General b) Business Plan Updates c) Website updates d) Personnel issues e) Management General f) Academy support g) Data Entry Work h) Office Meetings i) Activities related to Division of Design 2008 Employee Survey Action Plan j) Mandatory training k) E-FIS implementation	Ongoing	
25	0.10	Review Applicable Legislative Bills	Complete bill analyses, as needed	As needed	
26	0.45	Vacation/Sick Leave			
LANDSCAPE ARCHITECTURE COORDINATION & PLANNING					
	6.00	PYs			
Activities leading to Deliverables					
1	0.40	Develop implementation plan for 2011 Safety Roadside Rest Area Master Plan utilizing expertise of statewide SRRAs Master Plan Implementation Team	a) Develop prioritization strategy for rest areas b) Develop long range SRRAs improvement funding needs plan based on priority c) Work with PIO and Legal to develop draft language for changes to Streets and Highways Code to establish Wayside Stop Program d) Develop "advertising campaign" for Wayside Stop program e) Develop outreach program for partnered SRRAs f) Conduct outreach for partnered SRRAs g) Develop manual changes/updates to accommodate Sponsorship and Wayside Stop programs	a) August 2013 b) December 13 c) August 2013 d) March 2014 e) June 2014 f) TBD legislations g) September 2013	Districts Office of Truck Services Dept of Rehabilitation
2	0.40	Improve safety for Roadside workers a) Update Project Delivery guidance, tools and resources to improve worker safety b) Participate in delivery of Maintenance Leadership Academy c) Develop action item proposal for Strategic Highway Safety Plan Challenge Area 14: Enhance Work Zone Safety d) Develop worker safety toolbox	a-1) Consolidate record of workshop findings a-2) Disseminate finding from workshops a-3) Supply necessary support to manual, guidance, tools and resource owners to implement process improvement recommendations highlighted during District Worker Safety workshops. b) Present worker safety module at Maintenance Leadership Academy c) TBD d-1) Gather pictures and details of existing safety concerns, solutions, and treatments d-2) Develop on-line guidance d-3) Develop updates to website	a-1) September 2013 a-2) November 2013 a-3) On going b) On going c) TBD d-1) November 2013 d-2) May 2013 d-3) Ongoing	Landscape Architecture Program ORMLAS Office of Project Development Procedures Office of Geometric Standards



3	0.20	Manage Roadside Facilities Programs a) Update Asset Management Inventory (AMI) for Rest Areas b) Continue working with districts to develop Inventory of Gateway Monuments, Community ID & Transportation Art c) Develop SRRA Rehabilitation Program Lessons Learned	a) Provide support for staff updating AMI database b-1) Send updated inventory spreadsheets to districts for review and populating b-2) Compile District populated spreadsheets b-3) Convert to Access Database (Alternately - provide data to Caltrans ODAGIS for incorporation into CT Earth maps. ODAGIS is currently mapping the AMI database, see: http://onramp/tsi/odagis/gis/services/googleearth/googleearthmore.php b-4) Submit to ORMLAS to place on LAP Intranet. c-1) Compile comments received and submit to Districts for review c-2) Incorporate comments and submit to LAP for review c-3) Incorporate comments and submit to ORMLAS for posting on Internet	a) On going b-1) August 2013 b-2) Ongoing as received b-3) 2 months after receipt of responses b-4) On Target c-1) August 2013 c-2) November 2013 c-3) January 2014	
4	0.40	Manage SHOPP Roadside Preservation Program	a) Provide districts with current information and directions when provided by SHOPP Division Chief & Executive Committees b) Develop Statewide Roadside Preservation Program for 2014 SHOPP b-1) Provide approval of all completed SHOPP PIDs b-2) Coordinate with Division of Transportation Programming c) Update guidance on Intranet for development of 2016 SHOPP PIDs d) Update guidance for development of 2015 10-Yr SHOPP Plan	a) Ongoing b-1) September 2013 b-2) On going c) August 2013 d) February 2014	Division of Transportation Programming
5	0.15	Develop standard vending interagency agreement with Dept of Rehabilitation, Business Enterprise Program for Division of Maintenance	a) Hold meetings with DOR BEP to expedite development of Interagency Agreement b) Develop draft agreement and submit to Legal for Review c) Finalize language and submit to DPAC for processing	a) Biweekly b) August 2013 c) TBD by Legal and DOR	Divisions of Legal; Maintenance; Accounting; Procurement and Contracts Department of Rehabilitation, Business Enterprise Program
6	0.05	Move the intranet GIS mapping of Classified Landscaped Freeways segments to Caltrans Earth	a) Submit existing mapping and background documents to Office of GIS (ODAGIS) for posting and linking. Correct errors in post mile and mapping as required. b) Provide updates to mapping and background documents to Office of GIS for posting and linking	a) October 2013 b) January 2013 April 2013	TBD ORMLAS
7	0.05	Develop Staff	a) Hold one-on-one meetings to update personal development plans utilizing TLA Curriculum b) Complete Annual IDP's c) Track mandatory training compliance d) Transfer SHOPP and TLA knowledge prior to retirement	a) Ongoing b) Within one month of birthdays c) Ongoing d) Biweekly	Landscape Architecture Program

8	0.60	2014 Landscape Architecture Academy	a) Assist LAP in evaluation of training needs and development of Academy format b) Assist on developing training modules or assist the presenters in developing training modules as needed. c) Develop worker safety module d) Participate in development of irrigation design module	a) August 2013 b) May 2014 c) May 2014 d) May 2014	Landscape Architecture Program
9	0.10	Update Classified Landscaped Freeways Website	a) Develop guidance for industry and local agency on making a declassification request b) Update on-line Classified Landscape Freeway Lists	a) Oct 2013 b) Oct 2013, January 2014, April 2014	
10	0.10	Develop web based training for Landscape Construction	a) Coordinate with Rita Allan to obtain materials from construction's Landscape Inspection Class - 100007 b) Review materials and determine content that would be appropriate for web based training. c) Submit web ready materials to ORMLAS for posting. d) Convert additional materials for web ready status and submit to ORMLAS for posting.	a) August 2013 b) November 2013 c) December 2013 d) April 2014	
11	0.10	Develop draft guidance for Roadside Safety Improvement Program Project Reports	a) Develop draft Project Report format and submit to technical advisors for review b) Incorporate comments and submit for statewide review of District landscape architects and SHOPP 235 Advisors c) Circulate, incorporate comments and submit to Supervising and Principal Landscape Architects for Review d) Incorporate comments and submit to ORMLAS for posting.	a) August 2013 b) October 2013 c) January 2014 d) April 2014	
12	0.15	Develop draft guidance for median planting in the HDM	a) Review median planting practices in CA cities and counties b) Update summary of state DOTs median planting practices c) Develop draft revisions to HDM chapter 900 and submit to technical experts for review d) Incorporate comments and submit for statewide review e) Incorporate comments and submit to Supervising and Principal LAs for review f) Submit to ORMLAS for processing	a) October 2013 b) October 2013 c) November 2013 d) January 2014 e) February 2014 f) March 2014	
13	0.05	Develop and update guidance for aesthetics for website	a) Address Principal LA's comments and submit to ORMLAS for posting	a) TBD by LAP	
		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
14	1.35	Provide Landscape Architecture Coordination (includes Safety Roadside Rest Areas)	a) Coordinate with districts & other HQ units regarding policies and projects b) Provide technical expertise to districts & headquarters Design c) Share information, issues and lessons learned at weekly office and monthly Program meetings d) Conduct IQA reviews of Visual Impact Assessments and environmental documents for Division of Environmental Analysis e) Address comments from DMB reviews of previously prepared manual changes f) Disseminate manual changes to districts g) Disseminate web updates to districts h) Support review of VIA Annotated Outline Pilot program i) Deliver Landscape Architecture module at PE Academy	a) Ongoing b) Ongoing c) Ongoing d) Within 10 days of request e) Ongoing f) Ongoing g) Ongoing h) Ongoing i) Ongoing	Division of Environmental Analysis Landscape Architecture Program Information Technology ORMLAS OPDP

3	0.05	Implement 3 VIA annotated outlines and associated supporting guidance for environmental (CEQA & NEPA) compliance in the Standard Environmental Reference, Chapter 27	a) Post final version of VIA annotated outlines b) Monitor use of VIA annotated outlines and provide technical support. c) Monitor use of VIA guidance for Local Assistance projects and potential issues.	a) August 2013 b) September 2013 c) September 2013	Office of Landscape Architecture Coordination and Planning DEA DLAs
4	0.05	Succession training for Scenic Highway and Scenic Byway Programs	a) Provide OJT for successor	a) October 2013	
5	0.20	2013 Landscape Architecture Academy	a) Assist LAP in evaluation of training needs and development of Academy format b) Assist on developing training modules or assist the presenters in developing training modules as needed.	a) TBD b) TBD	
6	0.45	Update Landscape Architecture PS&E Guide	a1) SECTION 20 Develop a Draft of 'Best Practices' guidance to reflect the technical updates in the July 2013 RSS to the 2015 Standards for Section 20 (General, Irrigation, Planting, Plant Establishment and Landscape Elements) technical updates PS&E Guide b1) Circulate draft chapters for review a2) SECTION 21 Develop a Draft of a new chapter for Erosion Control 'Best Practices' guidance for PS&E Guide based on Section 21 Erosion Control of the 2015 Standards b2) Circulate draft chapters for review	a1) January 2014 b1) March 2014 a2) January 2014 b2) March 2014	DES DLAs LACP LAP
7	0.10	2015 Standards (Plans, Specs, and Estimate) Update	a1) SECTION 20 Make minor corrections as required to Planting and Irrigation specifications. Scope is limited to errors and omissions that were included in the 2013 RSS. Schedule per DES/OE. All work to be complete before January 15, 2014. a1) SECTION 21 Make minor corrections as required to Erosion Control specifications. Scope is limited to errors and omissions that were included in the 2013 RSS. All work to be complete before January 15, 2014.	a1) January 2014 a1) January 2014	Division of Engineering Services DLAs Office of Landscape Architecture Coordination and Planning LAP
8	0.10	Highway Planting/Erosion Control Landscape Contractors - Partner with industry to streamline project delivery, improve standards - and host District training forum.	a) Review and follow up on previous meeting action items b) E-mail Contractor invitation letter with draft agenda c) Hold Contractor Meetings (Feb 20 in D-3 and Feb 27 in D-12) d) Develop plan to implement action items e) Distribute meeting notes and other info to Landscape Architecture Coordinators, District landscape architects and others	a) January 2014 b) Feb 2014 c) Feb 2014 d) April 2014 e) April 2014	Division of Construction Landscape Architecture Program
9	0.05	Evaluate the use and application of Minor Concrete (Vegetation Control) standard specification and standard plans to identify construction or maintenance concerns and identify guidance, training or other improvements needed	a) Review projects and construction installation of revised standard b) Review maintenance procedures and repairs of revised standard c) Identify improvements needed	a) August 2013 b) October 2012 c) January 2014	Project Delivery & Districts Division of Maintenance & Operations



10	0.25	Monitor innovative water conservation technology pilots and document worker safety and water conservation benefits. Provide landscape industry technology and product updates to be on par with the private sector.	a) Provide quarterly updates of pilot site locations and water consumption data. b) Attend landscape industry conferences/ seminars to attain product and water conservation updates. c) Distribute product information and industry water conservation practice updates to HQ District coordinators and District Water Managers.	a) Quarterly b) December 2012 c) March 2013	District Landscape Architecture Division of Maintenance & Operations
11	0.20	Develop Water Conservation Guidance for landscape architects (Drought mitigation, plant selection, use of inert materials, irrigation techniques)	a) Develop Draft Document b) Circulate and collect Stakeholder input c) Create final document d) Post on the web	a) Dec 2013 b) February 2014 c) May 2014 c) July 2014	
12	0.15	Facilitate Landscape Architecture Standards Committee to improve project delivery process	a) Conduct LASC quarterly meetings to dispense information on upcoming Landscape Architecture and overall HQ-DESOE changes to the 2015 Construction Contract Standards b) Discuss project delivery implementation issues related to the RSS for Section 20, Section 21 and related 2015 Construction Contract Standards c) Identify and prioritize improvements to the 2015 Standards for immediate implementation <u>during</u> the mandatory moratorium period d) Identify and prioritize requested improvements to the 2015 Standards for implementation <u>after</u> the moratorium period e) Identify and prioritize needed improvements to the LAP PS&E Guide, the Plans Preparation Manual, the CADD User's Manual for consistent 'best practices' guidance	a) Quarterly b) Quarterly c) Quarterly d) Quarterly e) Quarterly	District Landscape Architecture
13	0.12	Implement high-priority 2015 Construction Contract Standards changes if identified as a contract administration issue, legal mandate, or a safety issue with Landscape Architecture work as part of the 2010 Construction Contract Standards as allowed by HQ-DESOE during the mandatory moratorium period	a) Draft, finalize and implement Revised Standard Specifications (RSS), Revised Standard Plans (RSP), updates to the Standard Special Provisions (SSP) and bid items for posting within the moratorium period	a) Quarterly	District Landscape Architecture
14	0.15	Complete past revisions to PDPM CH 29 and appendices k, l, aa, d, e, m, q, and ee.	a) Oversee final review by ORMLAS and OLAC&P chiefs. b) Submit revisions to Principal LA for concurrence c) Finalize and submit to PDPM editor d) Follow-up monthly with respective manual owner to ensure changes have been incorporated.	a) August 2013 b) September 2013 c) October 2013 d) December 2013	Office of Landscape Architecture Coordination and Planning Office of Project Development Procedures Landscape Architecture Program
15	0.10	Update Deputy Directive 13 - Water Use Efficiency	a) Circulate Draft to major stakeholders b) Submit to Office of Resource Planning and Policy for Statewide review c) Finalize Draft d) Submit to Deputy Director for approval	a) August 2013 b) September 2013 c) October 2013 d) Nov 2013	



16	0.10	Update Deputy Directive 31 - Scenic Corridor Protection	<ul style="list-style-type: none"> a) Circulate Draft to major stakeholders b) Submit to Office of Resource Planning and Policy for Statewide review c) Finalize Draft d) Submit to Deputy Director for approval 	<ul style="list-style-type: none"> a) August 2013 b) September 2013 c) October 2013 d) November 2013 	<ul style="list-style-type: none"> Landscape Architecture Program Office of Resource Planning Construction Division of Maintenance, Office of Roadside Maint. District Landscape Architecture
17	0.03	Facilitate Certified Professional in Erosion and Sediment Control (CPESC) training and certification opportunities	<ul style="list-style-type: none"> a) Identify and market training opportunities to Districts regarding Certified Professional in Erosion and Sediment Control (CPESC) courses and certification b) Manage attendee participation and expenses c) Track and report certification passing rates 	<ul style="list-style-type: none"> a) September 2013, April 2014 b) Ongoing c) Ongoing 	<ul style="list-style-type: none"> District Landscape Architecture Landscape Architecture Program Districts
18	0.50	Identify research needs and manage research contracts for the LAP	<ul style="list-style-type: none"> a) Review past success and failures and develop strategy to promote NCHRP problem statements for selection b) Develop new NCHRP problem statement c) Conduct annual TAP meeting and solicit input on District research needs d) Submit Preliminary Investigation requests to DRISI e) Submit new TAP project (task) proposals to PSC for review and funding in FY 13/14 f) Conduct quarterly LAP research update meetings w/ Principal LA g) Conduct monthly LAP research update meetings w/ Office Chief h) Market research findings and post final reports on LAP research website i) Manage ongoing DRI research j) Update LAP Research Strategic Plan k) Support Low Profile Barrier design alternatives and manage findings of PI l) Review footing design of and support coordination of Aesthetic Low Maintenance Guardrail 	<ul style="list-style-type: none"> a) September 2013 b) August 2013 c) September 2013 d) Ongoing as needed e) February 2014 f) Quarterly g) Monthly h) Ongoing as needed i) Ongoing as needed j) December 2013 k) TBD Ongoing l) Ongoing 	<ul style="list-style-type: none"> Division of Research and Innovation Division of Design Division of Environmental Analysis Landscape Architecture Program DPAC
19	0.05	Manage Landscape Architectural new product reviews	<ul style="list-style-type: none"> a) Convene New Product Committee and review/process New product submittals (Count of submitted vs. processed) b) Submit Needs Assessment report on new product reviews to NPR office (quarterly) 	<ul style="list-style-type: none"> a) Quarterly b) As Needed 	<ul style="list-style-type: none"> Trans Lab
20	0.15	Develop LID type Landscape BMPs/ stormwater guidance for landscape architects	<ul style="list-style-type: none"> a) Based on final report of GRVTS and ORVTS, review for updates existing guidance (Bio Strip and Bio Swale) b) Develop revisions to current guidance and circulate for comment. c) Post final version that supersedes older guidance on LAP web site d) Review the Office of Stormwater Design development of Specs, Details and guidance for the use of non-vegetated strips and swales in Arid Regions. e) Jointly develop with the Office of Stormwater Management guidance related to the implementation of amendments (eg. compost) as it pertains to post construction treatment compliance and vegetation establishment. 	<ul style="list-style-type: none"> a) November 2013 b) February 2014 c) May 2014 d) TBD e) TBD 	<ul style="list-style-type: none"> Division of Research and Innovation Division of Environmental Analysis Landscape Architecture Program Office of Stormwater Design

21	0.05	Quality assurance testing of erosion control seed for Construction projects	a) Monitor and review seed submittals under contract approved b) Execute seed testing quality assurance contract c) Manage seed testing quality assurance contract, unless transferred d) Complete the Decision Document on transferring the program to METS	a) July 2013 b) August 2013 c) Ongoing d) September 2013	Divisions of: Environmental Analysis, Construction Trans Lab/ METS
22	0.20	Review and develop strategy to implement changes to PDPM.	a) Coordinate approach with other Manual owners b) Identify Best Practices that might move out of the PDPM. c) Circulate for comment/approval. d) Develop outlines for revised Chapter 29. e) Restructure/reorganize document	a) October 2013 b) December 2013 c) TBD d) TBD e) TBD	Office of LACP Office of Project Development Procedures LAP
23	0.05	Permits Manual review and update	a) Review document for consistency with other manuals and make revisions as required	a) March 2014	Office of LACP Office of Project Development Procedures LAP
24	0.20	Plant Establishment - Pilot #1	a) Collaborate with HQ-DES OE (Awards Unit) to initiate Plant Establishment pilot for 6 selected projects.. b) Analyze and compare bid results of 6 projects selected to participate in a limited-term, HQ-LAP pilot program using a NSSP Plant Establishment (Minimum Bid) which allows for a payment edit to establish a minimum bid for the Plant Establishment Work bid item.	a) Implement pilot projects upon advertisement b) Quarterly reporting of pilot results.	HQ - DES OE Awards Unit Selected Districts
25	0.10	Plant Establishment - Pilot #2	a) Collaborate with the Division of Construction to identify historical issues with contract administration of Plant Establishment Work. b) Develop with Construction performance standards for Section 20-4 Plant Establishment of the 2015 Standard Specifications that align with construction administration tools already in use for scheduling and tracking plant establishment days.	a) Ongoing b) December 2013	HQ Div of Construction Selected Districts
		Ongoing Activities (No Deliverables)	Description of activities	No Target Dates	
26	0.35	Stormwater Liaison	a) Attend regular coordination meetings with District/HQ partners regarding CGP and NPDES Permit compliance b) Attend meetings between Office of Storm Water Management and ORMLAS every other month	a) Ongoing b) 6 meetings per year	Design Stormwater Management, DEA, Construction
27	0.05	Participate as panel member on TRB Roadside Committee AFB-50	Provide and share technical expertise on Roadside Vegetation Management	Underway, ongoing	
28	0.10	Stormwater Coordination and Guidance Development	a) Participate in Storm Water Advisory Teams (PD, C, M, WQ) meetings to develop and improve PPDG/stormwater guidance a-1) b) Attend Design Storm Water Coordinator Workshop b) Contribute to Caltrans-wide Stormwater guidance, tools or standards to clarify the roles and responsibilities of District landscape architects and revise/develop design guidance to improve/expand the Treatment BMP toolbox (Soil Amendments, Bioretention, Infiltration Trench material, etc.) c) Provide comment and support for SWMP requirements, e.g., Annual Report, Training	a) As scheduled a-1) March 2013 b) Ongoing c) Ongoing	Interaction with other Offices or Programs



29	0.05	Improve and implement research and new technologies	<ul style="list-style-type: none"> a) Identify research that can be incorporated into Departmental policies and practices b) Incorporate past research findings into business practices (training and specification modification) c) Maintain LAP research website 	<ul style="list-style-type: none"> a) Underway, ongoing b) Underway, ongoing c) Underway, ongoing 	Interaction with other Offices or Programs
30	0.15	Staff development	<ul style="list-style-type: none"> a) Hold one-on-one staff development meetings b) Annual staff IDPs c) Track employee training (Mandatory) d) Staff development employee training (Non-Mandatory) e) Coach and support staff on career goals and daily work 	<ul style="list-style-type: none"> a) As needed b) B-day Month c) Ongoing d) Ongoing e) Ongoing 	
31	0.05	Technical support and related activities	<ul style="list-style-type: none"> a) Respond to inquiries from districts, industry, & HQ, including Legislative Bill analysis b) Represent LAP at other academies, committees, etc and assist with issues c) Represent Department on national committees, in conferences, forums 	<ul style="list-style-type: none"> a) As needed b) As needed c) As needed 	
32	0.20	Miscellaneous Activities for the Office	<ul style="list-style-type: none"> a) Office work general b) Business Plan updates c) Personnel issues d) Management general e) PE Academy and other training support work f) Data entry work and filing g) Office meetings h) Mandatory training 	<ul style="list-style-type: none"> a) As needed b) As needed c) As needed d) As needed e) As needed f) As needed g) As needed h) As needed 	Interaction with other Offices or Programs
33	0.90	Vacation/Sick Leave	a) Vacation, Sick Leave, (6 @ 0.15 PY ea)		



Caltrans Division of Design

Business Plan

2013-2014 FY