



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

STEPHANIE C. KOPELOUSOS
SECRETARY

DESIGN MEMORANDUM 09-02 (Supersedes 7.02 R)

Date: July 7, 2009

To: D5 Construction, Design, Maintenance, Planning and Traffic Operations

From: Annette K. Brennan, District Design Engineer *AKB*
Richard B. Morrow, District Traffic Operations Engineer *RBM*

Subject: **FDOT Communication Cables, Wireless Communication, and ITS
Devices Coordination Process**

Projects in the Plans Development Stage

- 1) The EOR for the project will contact the Traffic Engineering Departments of the appropriate maintaining agency (city, county and FDOT). The contact person for FDOT will be Mike Smith, ITS Manager, from the Traffic Operations Department.
- 2) The Traffic Engineering Department representatives will identify the types and approximate locations of the cables, wireless communication, and ITS devices within the designated project limits.
- 3) The EOR shall be actively involved in the coordination and verification of the subject cables, wireless communication, and ITS devices and their locations. The EOR shall verify the actual locations of the cables, wireless communication, and ITS devices (poles, signs, cameras, etc.) Verification will be by the most appropriate method (VVHs, locates, etc).
- 4) The EOR will place the communication cables and ITS devices on the drawings in the appropriate component set (i.e. signal plans, ITS plans, etc.) It may also be necessary to show these cables and ITS devices on the roadway plan sheets and/or the utility adjustment sheets in order for the EOR to identify and address conflicts. Modifications to the FDOT transportation related communication cables, wireless communication, and ITS devices shall be fully addressed in the plans.

- 5) The verification of the cables, wireless communication, and ITS devices should take place prior to the "Line and Grade Meeting" in the project schedule.
- 6) During the plans review process and team meetings, the Traffic Engineering Department will have the opportunity to comment on the information/plans provided.
- 7) EOR shall certify prior to production that communication cables, wireless communication, and ITS devices have been dealt with appropriately on the project. The certification shall be submitted to the DTOE for review and concurrence. The EOR shall use the attached format and complete the form in accordance with the guidance materials.

Projects in the PD&E Phase

During the development of the PDE report, the EOR for the PDE study shall coordinate with the Traffic Engineering Department (city, county and FDOT) for early identification of the communication cables, wireless communication, and ITS devices. The research, apparent locations of cables, wireless communication, and ITS devices, and the need for follow up shall be included in the report. This information will be used to assist in the initial scoping of the design project.

Projects being Scoped by the Program Manager or Originator

The program manager or originator is the person who initiates the project into the Work Program. During the development of the initial scope coordination, the Traffic Engineering Department should be included in the scope documentation. The research, apparent locations of cables, wireless communication, and ITS devices, and the need for follow up shall be included. This information will be used in the design of the project.

Guidance on the Completion of the Verification of Communication Cables, Wireless Communication, or ITS Devices Certification

It is the goal of this document to insure that the EOR has taken responsibility to develop and implement a plan to relocate, remove and reinstall, or avoid the existing communication cables, wireless communication, or ITS devices. This includes state, county, or city communication cables that are included in the project limits and other devices outside of project limits that may be affected by communication cables, wireless communication, or ITS devices within project limits.

It is expected that the EOR has been in contact with the District 5 Traffic Operations, as well as other Local Agency Transportation Offices. Prior to submitting this communication, the EOR shall have communicated and received agreement on the method of handling communication cables, wireless communication, or ITS devices for the project. The certification will indicate how communication cables, wireless communication, and ITS devices are handled, which is similar to a Utility or ROW Certification.

The form of the certification is attached. The EOR is to use this format on company letterhead. The EOR shall provide the agency with the contact name and number and the date the information was provided from each agency contacted as part of the verification of communication cables, wireless communication, and ITS device effort. See the example below:

Example

1. FDOT, Edward Grant IV, 407-123-4567, May 18, 2009
2. Volusia County, Garry Lester, 386-123-4567 May 17, 2009

If no communication cables, wireless communication, or ITS device conflicts are identified within the project limits, then the EOR is to check the first line after Action Plan. If communication cables, wireless communication, or ITS devices are identified within the project limits, whether in conflict or not, then the EOR is to check the second line after Action Plan and provide a brief description of how the communication cable is being handled. The explanation should include what method is being used (relocation, removal and re-installation, alternative path, etc.), when the cables, wireless communication, or ITS devices will be handled as it relates to construction (prior to construction, during MOT phase __, after construction), which agencies communication is being addressed to (City of Orlando, Orange County, DOT, etc.), and who will be moving the communication cables, wireless communication, or ITS devices (project contractor, other FDOT acquired contractor, utility agency, etc.). If no conflict exists between construction and communication cables, wireless communication, or ITS devices, then the EOR shall state they are to remain in place. See two examples below:

Example #1

1. The EOR has created temporary relocation plans for the Department to use to acquire a contractor to relocate Seminole County's ITS devices prior to construction.
2. The EOR has included work in the widening project to restore communication for Seminole County along the corridor during the final MOT phase.

Example #2

1. The EOR has developed plans to move the FDOT communication cables during phase I of the MOT plan. Communication will be restored to the corridor in the final MOT phase.

After completing the Action Plan, the EOR shall sign the certification and shall coordinate submitting the document to their Project Manager for the District 5 Traffic Operation Engineer's concurrence.

CONSULTANT LETTERHEAD

DATE: _____

TO: **FDOT Project Manager**

FROM: _____, Engineer of Record

COPY TO: District Construction Scheduling Specialist
Intelligent Transportation System (ITS) Manager

SUBJECT: Verification of Communication and/or ITS Cables
Financial Project ID: _____
Federal ID Number: _____
County: _____
SR. No.: _____
Project Limits: _____

Verification of Communication Cables, Wireless Communication, and ITS Devices:

I certify that I coordinated with the following personnel/agency to develop a plan of action to handle communication cables, wireless communication, or ITS devices as part of the project.

- 1.
- 2.
- 3.

Action Plan:

_____ No communication cables, wireless communication, or ITS devices were identified within the limits of the projects.

_____ Communication cables, wireless communication, or ITS devices were identified within the limits of the project. They will be handled as follows:

- 1.
- 2.
- 3.

Submitted by:

Concurred by:

Signature, Engineer of Record

District Traffic Operations Engineer

Print Name of Engineer of Record

Print Name of Consultant Firm



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

STEPHANIE C. KOPELOUSOS
SECRETARY

DESIGN MEMORANDUM 07-02 (Revised)

Date: June 13, 2008

To: D5 Construction, Design, Maintenance, Planning and Traffic Operations

From: Annette K. Brennan, District Design Engineer *AKB*
George Lovett, Director of Transportation Development *BSL*
Alan Hyman, Director of Transportation Operations *AH*

Subject: **FDOT Communication Lines Coordination Process**

Projects in the Plans Development Stage

- 1) The EOR for the project will contact the Traffic Engineering Departments of the appropriate maintaining agency (city, county and FDOT). The contact person for FDOT will be Mike Smith from our Traffic Operations Department.
- 2) The Traffic Engineering Department representatives will identify the types and approximate locations of the lines within the designated project limits.
- 3) The EOR shall be actively involved in the coordination and verification of the subject lines and their locations. The EOR shall verify the actual locations of the lines and devices (poles, signs, cameras, etc.) Verification will be by the most appropriate method (V V H's, locates, etc).
- 4) The EOR will place the communication lines on the drawings in the appropriate component set (i.e. signal plans, ITS plans, etc.) It may also be necessary to show these lines on the roadway plan sheets and/or the utility adjustment sheets in order for the EOR to identify and address conflicts. Modifications to the FDOT transportation related communication lines shall be fully addressed in the plans.
- 5) The verification of the lines should take place prior to the "Line and Grade Meeting" in the project schedule.

6) During the plans review process and team meetings, the Traffic Engineering Department will have ample opportunity to comment on the information/plans provided.

Projects in the PDE Phase

During the development of the PDE report, the EOR for the PDE study shall coordinate with the Traffic Engineering Department (city, county and FDOT) for early identification of the communication lines. The research, apparent locations of lines, and the need for follow up should be stated in the report. This information will be used to assist in the initial scoping of the design project.

Projects being Scoped by the Program Manager or Originator

The program manager or originator is the person who initiates the project into the Work Program. During the development of the initial scope coordination, the Traffic Engineering Department should be included in the scope documentation. The research, apparent locations of lines, and the need for follow up should be stated. This information will be used in the design of the project.

Projects on the Letting List (ALL CLEAR)

Project Managers will review all projects on the letting list and verify that communication line conflicts (i.e. ITS, signal interconnect cables, etc.) have been addressed. The EOR will provide an "ALL CLEAR" statement to the District Consultant Project Management Administrator and the District Utility Engineer. The EOR will document that the proper coordination has occurred and place all related documentation in the project file.

The District Construction Department will verify that all projects shown on the letting list have an "ALL CLEAR" status.



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

STEPHANIE C. KOPELOUSOS
SECRETARY

DESIGN MEMORANDUM 07-02

Date: August 31, 2007

To: D5 Construction, Design, Maintenance, Planning and Traffic Operations

From: Annette K. Brennan, District Design Engineer *AKB*
George Lovett, Director of Transportation Development *GL*
Alan Hyman, Director of Transportation Operations *AH*

Subject: **FDOT Communication Lines Coordination Process**

Projects in the Plans Development Stage

- 1) The EOR for the project will contact the Traffic Engineering Departments of the appropriate maintaining agency (city, county and FDOT). The contact person for FDOT will be Mike Smith from our Traffic Operations Department.
- 2) The Traffic Engineering Department representatives will identify the types and approximate locations of the lines within the designated project limits.
- 3) The EOR shall be actively involved in the coordination and verification of the subject lines and their locations. The EOR shall verify the actual locations of the lines and devices (poles, signs, cameras, etc.) Verification will be by the most appropriate method (V V H's, locates, etc).
- 4) The EOR will place the communication lines on the drawings in the appropriate component set (i.e. signal plans, ITS plans, etc.) It may also be necessary to show these lines on the roadway plan sheets and/or the utility adjustment sheets in order for the EOR to identify and address conflicts. Non-FDOT communication lines shall be treated like any other utility.
- 5) The verification of the lines should take place prior to the "Line and Grade Meeting" in the project schedule.

6) During the plans review process and team meetings, the Traffic Engineering Department will have ample opportunity to comment on the information/plans provided.

Projects in the PDE Phase

During the development of the PDE report, the EOR for the PDE study shall coordinate with the Traffic Engineering Department (city, county and FDOT) for early identification of the communication lines. The research, apparent locations of lines, and the need for follow up should be stated in the report. This information will be used to assist in the initial scoping of the design project.

Projects being Scoped by the Program Manager or Originator

The program manager or originator is the person who initiates the project into the Work Program. During the development of the initial scope coordination, the Traffic Engineering Department should be included in the scope documentation. The research, apparent locations of lines, and the need for follow up should be stated. This information will be used in the design of the project.

Projects on the Letting List (ALL CLEAR)

Project Managers will review all projects on the letting list and verify that communication line conflicts (i.e. ITS, signal interconnect cables, etc.) have been addressed. The EOR will provide an "ALL CLEAR" statement to the District Consultant Project Management Administrator and the District Utility Engineer. The EOR will document that the proper coordination has occurred and place all related documentation in the project file.

The District Construction Department will verify that all projects shown on the letting list have an "ALL CLEAR" status.