

PROJECT ASSESSMENT

PROCEDURE BULLETIN

BULLETIN 96-025

REVISED

07/08/04

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HEADING: AASHTO

SUBJECT: DISTRIBUTION OF INITIAL AND FINAL AASHTO REPORT

When developing a scoping document, if an AASHTO Report is required, the following distribution / procedure should be followed:

FEDERAL-AID, – (ALL CATEGORIES)

FHWA desires only to see an AASHTO Report prior to requesting a Traffic Accident Evaluation and Analysis from Traffic Design when an existing AASHTO Controlling Design Criteria is diminished as a result of the proposed construction project. Primary concern is where existing lane widths or shoulder widths are proposed to be reduced.

- Send an AASHTO Report 1) by memorandum to the FHWA Area Engineer after the field review and prior to completing the Initial Project Assessment and 2) by memorandum to Traffic Design, requesting a Traffic Accident Evaluation and Analysis if design exceptions are required.
- A response, in some form, should be received from FHWA if an AASHTO Report was sent to the FHWA, prior to making the formal design exception request. If FHWA has not provided any comments on the AASHTO Report, or a letter advising to proceed with the development of the AASHTO Report, contact the FHWA Area Engineer by E-mail or phone to confirm they have no comments. This will help eliminate any disagreement concerning design exception requests.
- Once the Project Summary of Comments has been distributed and there are no project limit changes, the request for design exceptions is prepared and sent by memorandum to the Assistant State Engineer Roadway Engineering Group for concurrence. After obtaining concurrence from the Assistant State Engineer Roadway Engineering Group, the design exception request is sent by letter to the FHWA (Area Engineer) from the Roadway Predesign Manager.
- The design exception request should be submitted as soon as possible after the Summary of Comments but can be made after the Final Project Assessment is distributed for approval.
- If no design exceptions are required, a statement to this fact is included in the Final Project Assessment and a copy of the AASHTO Report is forwarded to the FHWA for their records.

ALL OTHER PROJECTS

- The AASHTO Report is prepared after the field review and prior to completing the Initial Project Assessment.
- The AASHTO Report is then distributed to Traffic Design by memorandum, requesting a Traffic Accident Evaluation and Analysis if design exceptions are required.

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- Once the Project Summary of Comments has been distributed and there are no project limit changes, the formal memorandum request for design exceptions can be made to the Assistant State Engineer, Roadway Engineering Group.
- The design exception request should be submitted as soon as possible after the Summary of Comments but can be made after the Final Project Assessment is distributed for approval.
- If no design exceptions are required, a statement to this fact is included in the Final P.A. and the AASHTO Report is placed in the project file. (Note: The AASHTO Report does not need to be sent to the Assistant State Engineer, Roadway Engineering Group if no design exceptions are required).

MISCELLANEOUS

- When preparing the design exception request, the accident analysis and the bridge evaluation sheets are considered part of the AASHTO Report and should be included and referenced in the table of contents.
- It is the responsibility of the Project Assessment author to assure that proper distribution of the AASHTO Report is made. Please refer to the Draft Guide "Procedural Guide of the AASHTO Controlling Design Criteria on Existing ADOT Roadways".
- See PA Bulletin 96-002 for additional distribution information.