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INSTRUCTIONAL BULLETIN NO. 17-06

**Regarding Revised Work Zone Safety and Mobility Manual February 2017 and Revised
Roadway Design Guidelines Section 4-712.00**


Effective August 18th, 2017 letting (June 7th, 2017 Turn-in), all TDOT Managers and Designers shall use this publication for guidance to develop a Work Zone Significance Determination and to develop the Transportation Management Plan.

A Transportation Management Plan is required for all projects. The TMP shall be reviewed and finalized at the Construction Field Review. See TDOT Roadway Design Guidelines Section 4-712.00 for more information.

A copy of the revised Work Zone Safety and Mobility Manual February 2017 is attached.

Section 4-712.00 of the Roadway Design Guidelines has been revised to include more detailed guidance regarding the development of the Transportation Management Plan which is required for all projects.

A copy of the revised Section 4-712.00 is attached.


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KJL:ARH:RBB:SSH
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Work Zone Safety and Mobility Manual

February 2017

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WORK ZONE SAFETY AND MOBILITY MANUAL

Policy Statement:

The Tennessee Department of Transportation's policy is to plan, design, construct, maintain, and operate safe and efficient work zones. The control of all road users (as defined by the [MUTCD, Section 1A.13](#)) through a work zone is an essential part of highway construction, utility work, maintenance, and right-of-way use permits.

Two principles guide the planning and implementation of the Work Zone Safety and Mobility (WZSM) program:

- A. The safety of motorists, pedestrians, bicyclists, individuals with disabilities, and workers is the top priority and must be an integral part of every project.
- B. Traffic mobility shall be considered on every project. The movement of all forms of traffic through work zones should be inhibited as little as possible. Traffic is inhibited by reduced speeds caused by speed limit reductions, traffic congestion, and crashes. Speed reductions should be implemented according to TDOT's Work Zone Speed Limit Policy.

Work Zone Safety And Mobility (WZSM) Program.

TDOT will systematically consider and manage work zone impacts, and it will develop, implement, and maintain work zone assessment and management procedures. Consideration and management of work zone impacts begin at project inception, continue through all phases of design, include construction activities, and conclude with a Work Zone Safety and Mobility Process Review (see Chapter 3) to enhance efforts to address safety and mobility on current and future projects. Each phase of work zone assessment and management should include implementation of improvements in work zone processes and procedures, data and information resources, and training programs.

This WZSM program shall be implemented on all federal-aid-funded and state-funded projects. All state/local agreements for projects shall include a requirement that the WZSM policy be followed. Utilities shall be required to follow the WZSM policy for all utility work done as a part of a federal aid project, regardless of whether the work is at the project expense or solely at the utility company's expense.

Goals and Objectives:

- A. Maximize safety in all work zones having TDOT oversight by reducing fatality, injury, and property damage crashes statewide.
- B. Minimize delay and other negative operational aspects of work zones.
- C. Promote consistency in all phases of work zone development, including planning, design, implementation, and operation.

Definitions:

Exempt Project

An exempt project is a project receiving state and/or federal funds, but has been preapproved to not have a determination completed. To be exempt it must be listed as a qualifying project on the list below and meet the all the qualitative requirements listed below.

The qualifying projects listed below generally have minimal impacts to traffic and if they met the qualitative requirements then they are considered exempt.

Qualifying Projects:

Brush Control/Mulching	Erosion Control
Litter Removal	Ditch Repair
Fence Repair	Mowing
Drainage Structure Repair (<i>off road</i>)	Slide Repair (<i>minor</i>)
Utility Projects w/o Motorist Impact	Sinkhole Repair (<i>minor</i>)
Brine/Snow Removal	Flood Damage (<i>minor</i>)
Vegetation Spraying	Weather-Related Events (<i>minor</i>)
Sweeping/Debris Removal	Pavement Marking (<i>moving</i>)
Pavement Patching	Pavement Marking
Attenuator Installation/Repair	Sign Replacement
Shoulder Repair	Sign Repair
Bridge Inspection	Guardrail Installation/Repair
Tunnel Maintenance	Deck Patching

AND

Qualitative Requirements:

Not on or over a freeway	Less than three days in duration
Work does not occur during peak traffic	

Federal-Aid Highway Project

A *Federal-Aid Highway* Project refers to highway construction, maintenance, safety, and utility projects funded in whole or in part with federal-aid funds.

Highway

A highway includes:

- A road, street, and parkway;
- A right-of-way, bridge, railroad-highway crossing, tunnel, drainage structure (including public roads) on dams, signal, guardrail, and protective structures in connection with a highway; and
- A portion of any interstate the cost of which is assumed by a state transportation department, including such facilities as may be required by the United States Customs and Immigration Services in connection with the operation of an international bridge or tunnel.

Highway Worker

A *highway worker* includes, but is not limited to, personnel of the contractor, subcontractor, Tennessee Department of Transportation, local agency, and law enforcement performing work within the right-of-way of a transportation facility.

Freeway

A *freeway* is a divided highway with full control of access.

Non-Significant Projects

A *non-significant project* is one that does not meet the significant project criteria described herein.

Positive Protection Device

A *Positive Protection Device* refers to a device that contains and/or redirect vehicles and meets the crashworthiness evaluation criteria contained in the [AASHTO Manual for Assessing Safety Hardware \(MASH\)](#).

Professional Engineer

A *Professional Engineer* is an engineer licensed in the State of Tennessee as a Professional Engineer.

Public Information Strategies

The *Public Information (PI) strategies* are communication strategies that seek to inform affected road users, the general public, area residences and businesses, and appropriate public entities about the project, the expected work zone impacts, and the changing conditions on the project. Public information may include information on the project characteristics, expected impacts, closure details, and commuter alternatives. Some PI strategies are detailed in Appendix A. If needed, a PI Plan will be completed by TDOT's Community Relations Division and attached to the TMP document.

State Highway System

The *State Highway System* includes all interstates, U.S. highways, and State highways.

Significant Project

A *Significant Project* is one that, alone or in combination with other concurrent projects nearby, is anticipated to cause sustained work zone impacts that are greater than what is considered tolerable. Use the following criteria to determine if a project is Significant:

- All freeway projects within the boundaries of a designated Transportation Management Area (TMA) that occupy a location for more than three days with either intermittent or continuous lane closures.
- All freeway system projects where all lanes in one direction will be closed.
- A project on a non-freeway with an AADT of at least 50,000 vehicles per day., where all lanes in one direction will be closed.

Temporary Traffic Control Plan

A *Temporary Traffic Control (TTC) plan* describes measures used for facilitating road users through a work zone. A TTC plan shall be consistent with the provisions under Part 6 of the *MUTCD* as adopted by the State, and with work zone hardware recommendations in Chapter 9 of the *American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide*. The TTC plan shall either be a reference to specific TTC elements in the *MUTCD*, be approved standard TTC plans, or be designed specifically for the project.

Transportation Management Area (TMA)

For the purposes of this manual, Tennessee's TMAs are the MPO and TPO areas, and the counties below:

Region 1	Region 2	Region 3	Region 4
Anderson	Bradley	Davidson	Fayette
Blount	Hamilton	Maury	Madison
Carter		Montgomery	Shelby
Hamblen		Robertson	
Jefferson		Rutherford	
Knox		Sumner	
Loudon		Williamson	
Sevier		Wilson	
Sullivan			
Washington			

Transportation Management Plan

A *Transportation Management Plan (TMP)* lays out a set of coordinated transportation management strategies and describes how they will be used to manage the impacts of the work zone. Transportation management strategies for a work zone include temporary traffic control measures and devices, transportation operations strategies, and public information strategies. See template in Appendix D.

Transportation Operations Strategies

The *Transportation Operations (TO) strategies* are strategies that will be used to mitigate the impacts of the work zone on the operation and management of the transportation system within the work zone impact area. Some TO strategies are detailed in Appendix A.

Work Zone

The *Work Zone* is an area of a highway with construction, maintenance, or utility work. A work zone is typically marked by signs, channelizing devices, barriers, pavement markings, and/or work vehicles. It extends from the first warning sign or high-intensity rotating, flashing, oscillating, or strobe lights on a vehicle to the *END ROAD WORK* sign or the last temporary traffic control device.

Work Zone Crash

Work Zone Crash means a traffic crash in which the first harmful event occurs within the boundaries of a work zone or on an approach to or exit from a work zone, resulting from an activity, behavior, or control related to the movement of the traffic units through the work zone. This includes crashes occurring on approach to, exit from, or adjacent to work zones that are related to the work zone.

Work Zone Data

Work Zone Data is useful to make an informed assessment of the success of efforts to manage work zones and their impacts. Available data and information can provide the basis for assessing performance and taking appropriate actions to improve performance on individual projects as well as district-wide and statewide processes and procedures. Before the process review, relevant information will be gathered for selected projects by the Traffic Operations Division.

Work Zone Impacts

Work Zone Impacts refer to work zone-induced deviations from the normal range of transportation system safety and mobility. The extent of the work zone impacts may vary based on factors such as road classification, area type (urban, suburban, and rural), traffic and travel characteristics, type of work being performed, time of day/night, and complexity of the project. These impacts may extend beyond the physical location of the work zone itself and may occur on the roadway on which the work is being performed, as well as other highway corridors, other modes of transportation, and/or the regional transportation network.

TENNESSEE DEPARTMENT OF TRANSPORTATION

WORKZONE SAFETY AND MOBILITY MANUAL

**CHAPTER 1 - WORK ZONE ASSESSMENT AND IMPACT
MANAGEMENT**

Implementation of the Work Zone Safety and Mobility Rule

Project Classification

All operations (highway construction projects, utility projects, maintenance work, right-of-way use permits, etc.) shall be classified as significant, non-significant, or exempt.

The determination of the project classification shall be made prior to the constructability review or as early in the project life as possible. See Responsibility Table in Appendix C for when and who should complete this determination for various project types; (not all possible project types are listed). If your project is not one of the types listed, the project manager should ensure that the significance determination and TMP are completed.

These classifications allow TDOT to manage work zone impacts of individual projects and help determine what mitigation strategies should be considered in the TMP.

Transportation Management Plan

A TMP is required for all projects; however the content of the TMP varies, depending on the project classification. A TMP will have a TTC Plan and could include TO and/or PI strategies. The scope, content, and level of detail of a TMP will vary based on the anticipated work zone impacts of the project. See template in Appendix D.

- A Significant Project TMP shall include a TTC plan, TO strategies, and PI strategies. The TMP should be an ongoing process, from the scoping process through project development, and continuing through the design and construction phase of a project. Coordination with TDOT's Community relations Division is required.
- A Non-Significant Project TMP shall include a TTC plan. Non-significant projects may include TO and PI strategies depending on project specific circumstances. Coordination with TDOT's Community relations Division is required.
- An Exempt project does not require a formal TMP document, but all projects must comply with *MUTCD* and TDOT Standard Drawings with respect to the TTC.

Forms located in Appendix A will help make the project classification. Complete forms shall be stored on Filenet or with project files.

- Form A – Work Zone Significance Determination, is the worksheet to help determine if a project is significant or non-significant. This form must be completed for all projects that are not on the exempt list. The project manager must sign this form.
- Form B – Delay and Qualitative Criteria Determination, is used on non-significant projects to determine what scale of a TMP is needed. If delay criteria is met and/or extraordinary qualitative criteria are present, TO and/or PI strategies should be considered. If the project manager determines that TO strategies are unnecessary, a justification of this determination shall be attached to the form. The project manager must sign this form.
- Form C – Transportation Management Plan (TMP) Summary Sheet, shall be completed for all significant and non-significant projects. This form will be the TMP cover sheet. The TTC plan must be signed by the state or regional traffic engineer, the TO strategies must be signed by the project manager, and the PI strategies must be signed by the communications office. TTC and TO strategies

considered must be discussed in detail (description of the strategy, reason for using or not using the strategy, and any assumptions made). The complete TMP shall be stored on Filenet or with project files.

Chart 1-1 Determine if project is Exempt

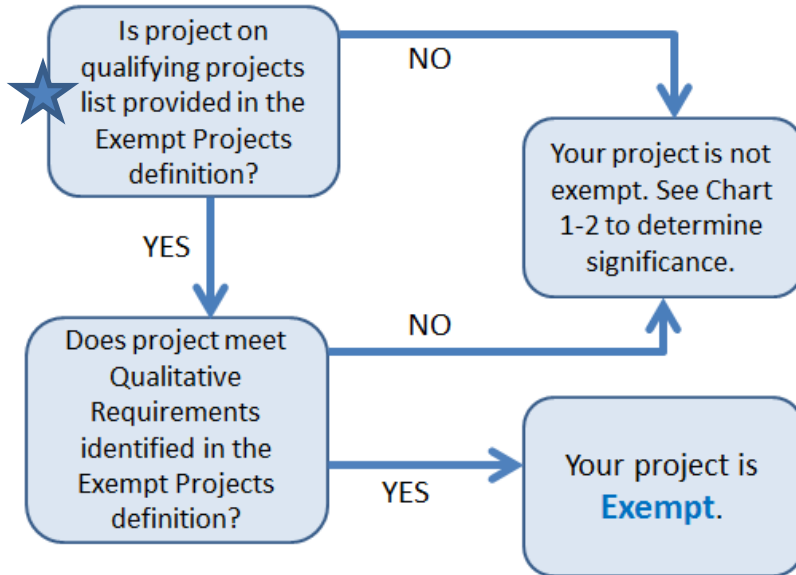
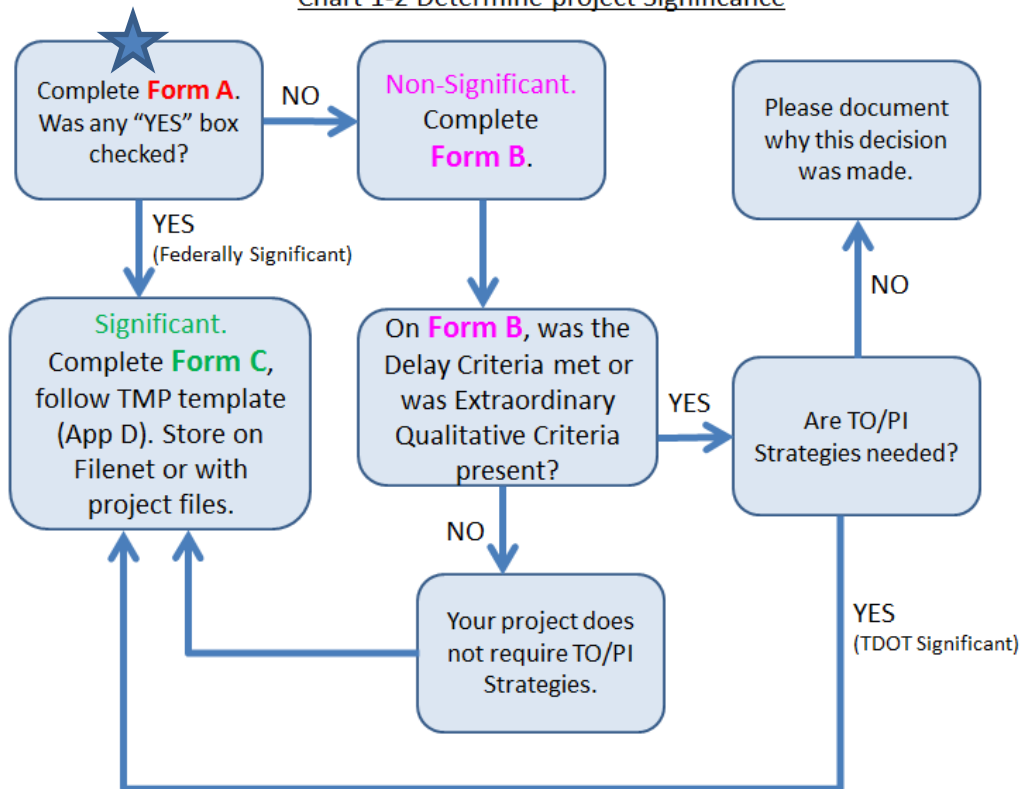


Chart 1-2 Determine project Significance



Temporary Traffic Control Plan

The TTC plan shall:

1. Be consistent with the provisions under Part 6 of the *MUTCD*.
2. Be consistent with the work zone hardware recommendations in Chapter 9 of the *American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide*.
3. Be a reference to either specific TTC elements in the *MUTCD*, to approved standard TTC plans, or to TDOT Department Manuals and Standards, or be designed specifically for the project.
4. Consider longitudinal traffic barriers or other Positive Protection Devices in work zone situations that place workers at increased risk from motorized traffic, and where positive protection devices offer the highest potential for increased safety for workers and road users, such as:
 - Work zones that provide workers no escape from motorized traffic (tunnels, bridges, etc.),
 - Work zones with durations of 2 weeks or longer,
 - Operating speeds of 45 mph or greater,
 - Work operations that place workers close to travel lanes open to traffic, and
 - Work zones with roadside hazards, such as drop-offs or unfinished bridge decks, that will remain in place overnight or longer.

The need for longitudinal traffic barriers or other Positive Protection Devices shall be determined on a case-by-case basis.

During construction, existing pedestrian access must be maintained and be fully ADA compliant.

In developing and implementing the TTC plan, pre-existing roadside safety hardware shall be maintained at a level equivalent or better than that which existed prior to project implementation.

Approved traffic control devices should all be in place in accordance with the approved traffic control plan before other work activities within the work zone commence.

The state or regional traffic engineer must sign off on the chosen TTC plan.

Transportation Operation Strategies

When the TO strategies are needed, the TMP shall include the identification of strategies that will be used to mitigate impacts of the work zone on the operation and management of the transportation system within the work zone impact area. The TO strategy details shall be included in the TMP behind Form C. The project manager must sign off on TO strategies.

Public Information Strategies

The TDOT Community Relations Division (CRD) will determine if a public information plan is needed and will provide it to be included with the TMP document. If CRD determines that a plan is not needed, smaller strategies may still be employed (as detailed on FORM C) provided that CRD agrees and signs off on their use. The PI plan shall be included with the TMP behind Form C and any TO strategies.

Additional Information

- A. The significance determination shall be made prior to the constructability review or as early in the project life as possible.
- B. The TTC notes page in the plan sets and the TTC notes section of proposal books should also include the significance determination, and should list the TO, and PI strategies as applicable.
- C. The Plans, Specifications, and Estimates (PS&E) package shall include either a TMP or provisions for contractors to develop a TMP at the most appropriate project phase. A contractor developed/modified TMP shall be subject to the approval of TDOT and shall not be implemented before it is approved by the design manager and Traffic Engineering representative.
- D. The PS&E package shall include appropriate pay item provisions for implementing the TMP, which may only include the TTC plan, either through method- or performance-based specifications.
 - For method-based specifications, individual pay items, lump sum payment, or a combination thereof may be used.
 - For performance-based specifications, applicable performance criteria and standards may be used (e.g., safety performance criteria such as number of crashes within the work zone; mobility performance criteria such as travel time through the work zone, delay, queue length, and traffic volume; incident response and clearance criteria; and work duration criteria).
 - Major categories of traffic control devices, safety features, and work zone safety activities funded through the project, including but not limited to Positive Protection Devices and uniformed law enforcement activities, shall be paid according to the TDOT specifications book.
- E. The Contractor and TDOT shall each designate a trained person at the project level who has primary responsibility and sufficient authority for implementing the TMP and other safety and mobility aspects of the project. The Regional Traffic Engineering Office and the Construction supervisor are both responsible to ensure the TMP is implemented and updated as needed throughout the project.
 - An inspector trained in traffic control should be assigned to monitor the approved traffic control plan and recommend changes.
 - Traffic control setups and the maintenance of the traffic control devices should be reviewed regularly. Assistance in reviews should be requested from the Region Traffic Engineer's office as appropriate.
- F. Personnel involved in the development, design, implementation, operation, inspection, and enforcement of work zone related transportation management and traffic control shall be trained appropriately for the job decisions each individual is required to make.
 - Training shall be retaken to keep employees current with changing industry practices and TDOT processes and procedures.
- G. TDOT shall work in partnership with the FHWA in the implementation of TDOT's policies and procedures to improve work zone safety and mobility. At a minimum, this collaboration shall involve an FHWA review of conformance of TDOT's policies and procedures with 23 CFR 630 Subpart J-Work Zone Safety and Mobility, Subpart K-Temporary Traffic Control Devices, and reassessment of the implementation of TDOT's procedures at appropriate intervals. Implementation of this regulation is addressed in the *Stewardship and Oversight Agreement* with the FHWA.

Guidance for Implementation

Work Zone Assessment procedures can provide a framework within existing project development and construction processes to help the Tennessee Department of Transportation:

5. Identify and understand the work zone safety and mobility implications of alternative project options and design strategies.
6. Identify significant projects and better allocate work zone management resources to projects likely to have greater work zone impacts.
7. Identify transportation management strategies to manage the expected work zone impacts of a project. Compile a Transportation Management Plan which will include a TTC and may include TO and PI Strategies. See Appendix E for a Sample TMP.
8. Estimate costs and allocate appropriate resources for the implementation of the work zone management strategies.
9. Implement the strategies and monitor and manage work zone impacts during construction, maintenance, or utility work and adjust the (TMP) if needed.
10. Conduct post-construction work zone performance assessment to evaluate the performance of work zones and to improve work zone policies, practices, and procedures.

TENNESSEE DEPARTMENT OF TRANSPORTATION

WORKZONE SAFETY AND MOBILITY MANUAL

CHAPTER 2 - TRAINING

Requirements of the Work Zone Safety and Mobility Rule

The WZSM program requires personnel involved in the development, design, implementation, operation, inspection, and enforcement of work zone-related transportation management and traffic control to be trained appropriately to the job decisions each individual is required to make. Periodic training updates that reflect changing industry practices and TDOT processes and procedures are also required for these personnel.

Guidance for Implementing Training Plan

Each division or project will potentially have different personnel do the significance determination and/or TMP. Any potential individual who would be involved with the significance determination, TMP, and/or design of TTC shall receive the appropriate training.

External personnel that need to be trained include those doing project development (design or engineering service consultants), those doing construction activities (engineering service consultants), and utility work. The Tennessee Department of Transportation shall require that external partners are trained appropriately to each individual's job responsibilities and to the job decisions that each individual needs to make. These requirements shall be included in all Consultant Agreements (limited to projects on the STIP) and utility's Notice to Proceed.

TDOT Training

The TDOT Traffic Operations Division will provide appropriate work zone-related transportation management and traffic control training to applicable TDOT staff. A course that covers the Work Zone Safety and Mobility Rule and TDOT's Work Zone Safety and Mobility Manual, strategies for proper work zone TTC design, and Work Zone TTC set up for field operations will be provided. TDOT staff directly involved with the design or field operations of a project should take the training.

Equipment operators and flaggers shall be required to obtain the appropriate training per TDOT specifications.

Training of contractors and utility workers for such activities as designing, implementing, setting up, or maintaining work zone traffic control is required. TDOT requires training for Traffic Control Supervisors and flaggers. Contractors and utility workers are responsible for acquiring the required training and certifications.

TENNESSEE DEPARTMENT OF TRANSPORTATION

WORKZONE SAFETY AND MOBILITY MANUAL

**CHAPTER 3 - WORK ZONE SAFETY AND MOBILITY
PROCESS REVIEW**

Requirements of the Work Zone Safety and Mobility Rule.

The Department shall perform a process review at least every two years to assess the effectiveness of work zone safety and mobility procedures.

Guidance for Implementation

The objective of the process review is to enhance efforts to address safety and mobility on current and future projects.

The work zone performance assessment addressed by the process review may involve a review of randomly selected projects and/or the evaluation of statewide work zone data. A post-project review that includes objective outcome reviews of what went right/wrong on projects may be performed to provide additional feedback to continually improve work zone practices, policies, processes, and procedures.

A Work Zone Safety and Mobility Review Team should perform the process review on a minimum of 2-3 projects (at least one significant project) selected by the Regional Traffic Engineer, and should be led by the Traffic Operations Division with a representative from Design, Maintenance, Construction, Strategic Transportation Investments, Employee Safety and Risk Management, the Region Traffic Engineers, and the Federal Highway Administration. Others may be included as needed.

The following are examples of questions that may be used when performing the process review:

- A. Are good decisions being made in planning, designing, and implementing our work zones?
- B. How are work zones performing with respect to safety and mobility?
- C. How do work zone performance, the effectiveness of strategies, and areas of improvement vary between day work and night work?
- D. Can areas for improvement be identified?
- E. What has both worked and not worked—which strategies have proven to be either more or less effective in improving the safety and mobility of work zones?
- F. Should policies or agency procedures be adjusted based on what has been observed or measured?
- G. How have areas for improvement that were identified in the past been addressed?
- H. Are customer expectations being met with respect to maintaining safety and mobility and to minimizing business and community impacts through, in, and around the work zone?
- I. What other strategies can be considered for implementation?
- J. Are there certain combinations of strategies that seem to work well?
- K. Can any work zone safety and mobility trends be identified at the national level or local level? What can be done to advocate characteristics associated with good trends? What can be done to remedy the problems associated with bad trends?
- L. Can consistency be brought about in the identification of such trends, issues, problems, and in the standardization of tools and guidelines for application at the agency, state, and/or national level?

Conducting process reviews should include the following actions:

- A. Develop review objectives.
- B. Determine review methods.
- C. Conduct review.
- D. Analyze and interpret results.
- E. Develop inferences, recommendations, and lessons learned.

- F. Prioritize recommendations and lessons learned.
- G. Develop an action plan to implement the prioritized recommendations.
- H. Identify performance objectives for next review.
- I. Report recommendations and lessons learned.

TENNESSEE DEPARTMENT OF TRANSPORTATION

WORKZONE SAFETY AND MOBILITY MANUAL

CHAPTER 4 - Local Agency Guidelines

Policy Statement

In order to ensure compliance with the Work Zone Safety and Mobility Rule and to ensure safe and operational roadways for users, any project requiring a permit from TDOT must prove that a TMP was completed as appropriate for the level of significance of the project.

Requirements of the Work Zone Safety and Mobility Rule

- A. All local agencies should identify personnel responsible for ensuring a significance determination is made and an appropriate TMP is completed. If a project is designed by a contractor, the local agency may require contractor to do these tasks in accordance with this manual.
- B. All operations (highway construction projects, utility work, maintenance operations, and right-of-way use permits) that impact motorists should include a Temporary Traffic Control (TTC) plan. Utility projects involving work that does not impact motorists are outside the scope of the rule.
- C. A project shall be classified as *significant*, *non-significant*, or *exempt/recurring*. These classifications allow agencies to manage the work zone impacts of individual projects and will help determine what mitigation strategies should be considered.
- D. For significant and certain non-significant projects (as determined using Form B, located in Appendix A), the agency shall develop a Transportation Management Plan (TMP) that includes a TTC plan and addresses both Transportation Operations (TO) and Public Information (PI) components.
- E. When submitting an application for a permit, the local agency shall submit the significance determination and the completed TMP. Without these items, applications will be denied.

Training

- A. The local agency should ensure that any individual who designs or sets up TTC or who is responsible for ensuring compliance with the Work Zone Safety and Mobility Rule is appropriately trained.
- B. The local agency may contact the TDOT Traffic Operations Division for assistance in identifying appropriate training. Training courses may be provided by, but are not limited to, ATSSA, NHI, or TTAP.
- C. Training should be updated periodically.

Process Review

The local agency should develop a method to review its process to determine the effectiveness of work zone safety and mobility procedures. A review should be completed at least every two years.

Assistance

A local agency may request assistance from the regional traffic engineering office to meet the requirements of the Work Zone Safety and Mobility Rule and this manual.

TENNESSEE DEPARTMENT OF TRANSPORTATION

WORKZONE SAFETY AND MOBILITY MANUAL

APPENDIX A

FORM A, B, C

FORM A

Work Zone Significance Determination

State PE Number: _____ Route: _____
PIN: _____ County: _____
Prepared By: _____ Project AADT: _____
Division: _____ Description/Location: _____
Date: _____

Project Significance Determination: Initial
Revision (Due to scope change)

SIGNIFICANCE DETERMINATION	
A project lasting at least 3 days on a freeway route within a Transportation Management Area (TMA) with intermittent or continuous lane closures.	YES <input type="checkbox"/> NO <input type="checkbox"/>
A project where all lanes in one direction will be closed on any freeway.	YES <input type="checkbox"/> NO <input type="checkbox"/>
A project where all lanes in one direction will be closed on a non-freeway route having an AADT of at least 50,000 vpd.	YES <input type="checkbox"/> NO <input type="checkbox"/>

Note: If any of the above is "YES" the project is "Significant". If all "NO" the project is "Non-Significant".

SIGNIFICANCE DETERMINATION: Significant Project <input type="checkbox"/> complete form C Non-Significant Project <input type="checkbox"/> complete form B

Per FHWA/TDOT guidelines, an exception has been applied for and approved by the FHWA Division Office. (<i>Attach appropriate documentation.</i>) <input type="checkbox"/>

Manager

Date

FORM B

Delay and Qualitative Criteria Determination

(Non-Significant Projects Only)

State PE Number: _____ Route: _____
PIN: _____ County: _____
Prepared By: _____ Project AADT: _____
Division: _____ Description/Location: _____
Date: _____

Delay Criteria		*Use Delay Criteria, Appendix B	
Urban <input type="checkbox"/>	Freeway <input type="checkbox"/>	Arterial <input type="checkbox"/>	Collector/Other <input type="checkbox"/>
Rural <input type="checkbox"/>			
No. of lanes (in 1 direction) to be open in work zone. _____		Maximum allowable AADT (24-hr., two way) from Table B-1 in App B. _____	
Delay Criteria Met (project AADT > max AADT)		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Qualitative Criteria			
Business impacts (number of businesses affected)	<input type="checkbox"/>		
Public interest	<input type="checkbox"/>		
Exposure impacts due to long project duration	<input type="checkbox"/>		
Impacts due to alternate routes/detours	<input type="checkbox"/>		
Impacts due to other concurrent projects nearby	<input type="checkbox"/>		
Concurrent project description: _____			
Other: _____	<input type="checkbox"/>		
Other: _____	<input type="checkbox"/>		
Extraordinary Qualitative Criteria are present.		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Note: If Delay or Qualitative Criteria are "YES", Including Transportation Operations Strategies and/or Public Information Strategies in the TMP should be considered. If TO and PI not included, attach explanation. Complete Form C.

TMP Strategies in addition to Temporary Traffic Control to be considered:	
Transportation Operations Strategies <input type="checkbox"/>	Public Information Strategies <input type="checkbox"/>

Manager

Date

FORM C

Transportation Management Plan (TMP) Summary Sheet

Project Description:

PE No.:	PIN:	County:
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Significant

Non-Significant
(From Form A)

Typical TMP Strategies

Temporary Traffic Control	Transportation Operations	Public Information Strategies
<input type="checkbox"/> Temporary Traffic Control Plans included in Project Plans <input type="checkbox"/> Standard Work Zone Drawings (T-WZ Series) Referenced in Project Plans or Contract Wording <input type="checkbox"/> Contractor-Developed TTC Plan based on the MUTCD <input type="checkbox"/> TDOT General Notes <input type="checkbox"/> _____	<input type="checkbox"/> Off Peak Work Hours <input type="checkbox"/> Police Cooperation <input type="checkbox"/> Work Zone ITS <input type="checkbox"/> Alternate Route/Detour <input type="checkbox"/> HELP Truck Service <input type="checkbox"/> Turn Restrictions <input type="checkbox"/> Truck Restrictions <input type="checkbox"/> Temporary Traffic Signal <input type="checkbox"/> Contractor Safety Incentives <input type="checkbox"/> Ped./Bicycle access <input type="checkbox"/> Project Task Force <input type="checkbox"/> Construction Safety Inspector <input type="checkbox"/> Incident Management Coordination <input type="checkbox"/> Protect the Queue <input type="checkbox"/> Parking Restrictions <input type="checkbox"/> _____	<input type="checkbox"/> Digital Message Signs <input type="checkbox"/> Highway Advisory Radio <input type="checkbox"/> 511 Message <input type="checkbox"/> Portable Message Boards <input type="checkbox"/> _____
Sign (Traffic Engineer)	Sign (Project manager)	Sign (Communications Rep.)

Attach additional sheets to provide details on TTC, TO, and PI strategies.

Prepared By _____

Date _____

Transportation Operations Strategies Defined

Off-Peak Work Hours

Restriction of construction work hours from holidays, special events, and/or peak travel times to limit impact on traffic. Weekend construction hours begin after the Friday peak period and end before the Monday peak period.

Pedestrian/ Bicycle Access Improvements

Alternate facilities are provided for bicyclists, pedestrians, and people with disabilities in places where the work zone impacts their accessibility.

Police Cooperation

A cooperative agreement between police and an agency to provide enforcement support for a work zone.

Work Zone ITS

Technology used in work zones to monitor traffic flow, crashes, errant vehicles, and driver behavior. These technologies can communicate with TMCs so that information relevant to drivers can be communicated through message boards. Work zone layout can be adjusted if traffic monitoring cameras detect drivers having difficulty navigating the current arrangement.

Alternate Route/Detour

Some, or all, traffic is re-routed from the roadway under construction to other existing roadways.

Help Truck Service

The use of Help trucks to improve the clearance time of disabled vehicles. Extended truck hours, extra patrols, or trucks dedicated to a work zone (on or near site) may be required.

Turn Restrictions

The restrictions of turning movements for driveways and/or intersections to increase roadway capacity, reduce potential congestion and delays, and improve safety. Restrictions may be applied during peak periods or all day.

Truck Restrictions

The restriction of truck-travel through work zones on routes with high truck volumes to improve passenger vehicle capacity. These restrictions may apply to specific periods of time or the duration of the project. When restricting truck access, 23 CFR Part 658.11 (d) (1) and (g) must be followed.

Temporary Traffic Signals

The use of fixed or portable, temporary traffic signals to regulate traffic flow in or near the work zone for improved safety and capacity.

Contractor Safety Incentives

The incorporation of a monetary reward in a contract to be paid at the end of a project for the contractor and all of his or her subcontractors and suppliers for meeting set safety criteria.

Construction Phasing/Staging

Staging typically refers to how the contractor positions equipment and materials within the work zone. Phasing refers to the sequence in which major portions of a project are constructed. The impacts of a work zone on traffic may be reduced by using operationally-sensitive phasing and staging for the duration of the project.

Traffic Surveillance

The use of surveillance equipment, such as detector stations or cameras to help detect, identify and verify traffic problems and incidents in the work zone.

Project Task Force

The formation of a committee to address traffic control and safety within the work zone and adjacent corridors.

Construction Safety Inspectors

The contractor provides at least 1 ATSSA certified Traffic Control Supervisor (TCS) to be on-call 24/7 and have the authority to stop a project should safety concerns arise.

Incident Management Coordination

Coordination with regional TMCs improves quick clearance of incidents from work zones. TMCs can dispatch help trucks and notify emergency personnel of incidents. Additionally, TMCs can communicate lane closure and other work zone information to motorists via the DMS network.

Protect the Queue

The use of TDOT PTQ (Protect the Queue) trucks to alert drivers of a queue forming ahead due to a work zone.

Parking Restrictions

Parking restriction can be used to reduce traffic conflicts, improve access to the site, or increase capacity where a parking lane is converted to a travel lane. These restrictions may apply to all or part of a work zone, including alternate routes, for specified periods of time, or for the duration of the project.

Public Information Strategies Defined

Digital Message Signs

DMS signs display information posted by the TMC. These messages can alert drivers about road complications due to work zones.

Highway Advisory Radio (HAR)

Longer, more detailed messages than can be provided using signage may be necessary for some work zone situations. HAR involves the dissemination of information to motorists while en route over wide-area wireless communications directly to in-vehicle radios. Signs are used to inform motorists of the radio frequency where the information is available.

511 Message

This strategy provides motorists with work zone-related information, static (e.g., project dates) and/or real time (e.g., potential delays), using such technology as cell phones, pagers, in-vehicle systems, and e-mail notifications.

Portable Message Boards

These are portable DMS boards that can be moved to a project location that is outside the TMC/DMS network. They provide drivers with custom messages concerning the work zone.

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APPENDIX B

Delay Criteria Table

Option 1:

Delay Criteria Table

(Based on 30 minute additional delay*)

**Number of Lanes
(in 1 direction) (A)**

Maximum Allowable 2-Way AADT (B)

Total	Open	Closed		Urban	Rural	Urban	Rural	Urban	Rural
				Freeway	Freeway	Arterial	Arterial	Other	Other
1	1	0 (C)				31,000	17,000	33,000	24,000
	0	1 (D)				20,000	14,000	16,000	11,000
2	2	0		89,000	87,000	83,000	59,000	67,000	45,000
	1	1		45,000	43,000	41,000	29,000	34,000	21,000
3	3	0		131,000	130,000	124,000	88,000	101,000	64,000
	2	1		87,000	87,000	83,000	59,000	67,000	40,000
4	1	2		44,000	43,000	41,000	29,000	34,000	40,000
	4	0		174,000	173,000				
5	3	1		131,000	130,000				
	2	2		87,000	87,000				
6	1	3		44,000	43,000				
	5	0		218,000					
7	4	1		174,000					
	3	2		131,000					
8	2	3+		87,000					
	6	0		254,000					
9	5	1		212,000					
	4	2		169,000					
10	3	3		127,000					
	2	4+		85,000					

(A) Lane configuration is presented for one direction of travel (that direction being affected by the work zone).

(B) AADTs are presented as typical 2-way, 24-hour volumes.

(C) Zero lanes closed designates shoulder or roadside work where all travel lanes remain open.

(D) Represents configuration of a 2-lane roadway with one lane closed and flagger/temp. signal in operation.

Note: Delay Criteria Table is presented as a qualitative estimating tool for predicting the "significance" of a project as it relates to TDOT's TMP process. It is not intended for other purposes and/or as a direct measure of travel delay based on travel volumes.

Work Zone on...	Affects a signalized intersection...	Multiply max AADT by...
Urban arterial	Another arterial	0.5
Urban arterial	A non-arterial	0.65
Rural Arterial	Another arterial	0.5
Rural Arterial	A non-arterial	0.7
Urban other	An arterial	0.45
Urban other	Another non-arterial	0.5
Rural other	An arterial	0.3
Rural other	Another non-arterial	0.5

*Based on department research conducted by Vanderbilt University

Option 2:

Online tools to help determine delay impacts:

<http://www.tn.gov/tdot/topic/roadway-design-manuals-and-links>

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APPENDIX C

Responsibility Table

Responsibility Table

TDOT Division	Project Type	Significance Determination Timing	Significance Determination	Transportation Management Plan
Project Delivery				
	Roadway spot improvement	Made prior to completion of preliminary plans	Project designer	Section manager
	Bridge replacement	Made prior to completion of ROW plans	Project designer	Section manager
	Intersection modification	Made prior to completion of preliminary plans	Project designer	Section manager
	Roadway widening	Made prior to completion of ROW plans	Project designer	Section manager
	Roadway reconstruction	Made prior to completion of ROW plans	Project designer	Section manager
	Interchange	Made prior to completion of ROW plans	Project designer	Section manager
	Resurfacing	Made after paving limits are set	Project designer	Section manager
Traffic Operations				
	Signal design	Made during final plans development	Project designer	Section manager
	ITS project	Made prior to completion of utility plans	Project designer	Section manager
Structures				
	Bridge rehabilitation	Made after bridge and scope work is identified	Project designer	Section manager
ROW/Utilities				
	Utility work	Submitted with permit request	Project designer	Section manager
Strategic Transportation Investments				
	Road safety audits	Made during plans development	Safety manager	Safety manager
Regional Operations				
	Culvert replacement	Made after work location is identified	District manager	District manager
	Roadside maintenance	Made after work location is identified	District manager	District manager
HQ Maintenance				
	Maintenance contracts	Made during contract development	Contract writer	Section manager
	Emergency maintenance contracts	Made during contract development	Contract writer	Section manager
Local Programs				
	Local program projects	Submitted with permit request	Local agency	Local agency

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APPENDIX D

Traffic Management Plan Template

Transportation Management Plan Template

TMP Component	Brief Description
1. Introductory Material	Cover page, <i>FORM C</i>
2. TMP Roles and Responsibilities	<p>TMP manager, stakeholders/review committee, approval contact(s), TMP implementation task leaders (e.g., public information liaison, incident management coordinator, etc.), TMP monitoring, and emergency contacts</p> <p>Example: <i>TDOT Emergency Contacts:</i> <i>Region Incident Manager: Name (###) ###-####</i> <i>Region Safety: Name (###) ###-####</i> <i>TMP Contacts:</i> <i>TTC: Name (###) ###-####</i> <i>TO: Name (###) ###-####</i> <i>PI: Name (###) ###-####</i> <i>Other:</i></p>
3. Project Context	<p>Information such as project type, project background, project area/corridor, project goals and constraints, unique construction phasing/staging, general schedule and timeline, and related projects</p> <p>Example: <i>Urban freeway w/ multiple bridge replacements, Capital city, High profile, Accelerated schedule, Innovative construction methods, Weekend freeway closures, Transit rerouting during freeway closures</i></p>
4. Work Zone Impacts Assessment	<p>Depending on the complexity of TMP, could just be a qualitative assessment of the potential work zone</p> <p>Some possible impact assessment considerations such as existing traffic characteristics (volumes, speed, capacity, volume to capacity ratio, percent trucks, queue length, peak traffic hours), existing traffic operations (signal timing, traffic controls), incident and crash data, local community and business concerns/issues, traffic growth rates (for future construction dates), and traffic predictions during construction (volume, delay, queue)</p> <p>Example: <i>Due to 30% trucks and historically high number of crashes involving trucks, minimum lane width of 12' with 4' offset to temporary barrier is required</i></p>

<p>5. Selected Work Zone Impacts Management Strategies</p>	<p>Findings and recommendations for the mainline and detour routes by construction phasing, including TTC strategies, PI strategies, and TO strategies such as those listed on Form C but with additional details regarding implementation/deployment</p> <p>Example: <i>TTC Strategies:</i></p> <ol style="list-style-type: none"> 1. See plan set for TTC layout including signing and marking plan. 2. See TDOT Standard Drawings: <ol style="list-style-type: none"> a. T-M-8 b. T-M-9 <p><i>TO Strategies:</i></p> <ol style="list-style-type: none"> 1. Off Peak Work Hours – TODT Special Provision 108B requires off peak work hours on projects that are expected to have a significant impact on motorists that can be off set using off peak work hours. The allowable work hours for this job that require lane or shoulder closures is 8PM -6AM during the week and all hours on Saturday and Sunday. Work will be halted during any holiday on the list of State Holidays. This strategy was selected due to the large exposure of the workers and drivers. 2. Police Cooperation – Per TDOT Spec 712.04B, Due to the high exposure to workers and motorist, and to assist in enforcing work zone traffic control. A THP Trooper will be provided on the project.
<p>6. TMP Monitoring Requirements</p>	<p>TMP monitoring requirements and what should be included in the evaluation report of the TMP successes and failures</p> <p>Example: <i>Ensure traffic does not queue over 5 miles do to nighttime rolling maintenance operation.</i></p>
<p>7. Considerations for Contingency Plan</p>	<p>Potential problems and corrective actions to be taken, standby equipment or personnel</p> <p>Example: <i>If temporary freeway closure results in excessive queuing, use approved detour route for passenger vehicles only.</i></p>
<p>8. Special TMP Implementation</p>	<p>Itemized costs, cost responsibilities/sharing opportunities, and funding source(s)</p>

Costs	Example: <i>Metro Transit Authority to provide two shuttles to help project meet ADA requirements due to sidewalk closure on bridge.</i>
9. CRD PI Plan	Example: <i>CRD PI Plan attached.</i> Or <i>No CRD Plan needed.</i>

4-712.00 TRAFFIC CONTROL IN CONSTRUCTION ZONES

TDOT's policy is to plan, design, construct, maintain, and operate safe and efficient work zones. The control of all road users through a work zone is an essential part of highway construction, utility work, maintenance, and right-of-way use permits. All projects shall follow TDOT's Traffic Operations Division has developed the Work Zone Safety and Mobility (WZSM) manual.

According to [23 CFR Part 630, Subpart J](#), all federally funded projects must have a Work Zone Significance Determination Evaluation and an appropriate Traffic Management Plan (TMP). TDOT's policy is to have a TMP for state-funded projects as well as federally-funded projects. All state/local projects shall include these three goals and objectives:

- A. Maximize safety in all work zones having TDOT oversight by reducing fatality, injury, and property damage crashes statewide.
- B. Minimize delay and other negative operational aspects of work zones.
- C. Promote consistency in all phases of work zone development, including planning, design, implementation, and operation.

The process for developing the TMP shall be to first determine whether the project is exempt according to Chart 1-1 in the TDOT Work Zone Safety and Mobility Manual. If it is not exempt, then the next step is to determine the project significance according to Chart 1-2 which begins with completing **Form A – Work Zone Significance Determination**, available in Appendix A. If the project is determined to be non-significant, then **Form B – Delay and Qualitative Criteria Determination**, available in Appendix A, must be completed. If the project is determined to be significant, then **Form C – Transportation Management Plan (TMP) Summary Sheet**, available in Appendix A, must be completed and the TMP must be developed. The TMP Template, available in Appendix D, may be used as guidance toward TMP development.

According to the Responsibility Table in Appendix C, the different responsibilities for Designers and Managers are specified. If the project type is not listed in the table, the project Manager shall ensure that the significance determination and TMP are completed.

Consideration and management of work zone impacts begin at project inception and continue through all phases of design. The initial and final TMP, including Form A, shall be signed and uploaded to FileNet at the R.O.W. plans submittal. Naming convention shall be nnnnnn-nn-TMP.pdf where "nnnnnn-nn" shall be the project pin number. The TMP shall be reviewed, revised, and finalized at the Construction Field Review. The Designer shall use the T-WZ series Standard Drawings and the MUTCD to develop the traffic control plans.

The TMP shall at the minimum include a temporary traffic control plan which shall either be a project specific temporary traffic control plan, approved TDOT standard drawings or a reference to specific temporary traffic application in the MUTCD. Additionally, all Operational Strategies agreed to at the Field Review and included on the TMP shall be shown as a special note on the Traffic Control Plan in the project plans. The revised, finalized, and signed TMP shall be uploaded to FileNet at the Construction submittal, replacing the initial TMP.

For more detailed information, please see TDOT's Work Zone Safety and Mobility Manual.