

DEPARTMENT OF TRANSPORTATION

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*Serious drought.
Help save water!*

October 24, 2014

Ms. Diane Boyer-Vine
Legislative Counsel
State Capitol, Room 3021
Sacramento, CA 95814

Mr. Daniel Alvarez
Secretary of the Senate
State Capitol, Room 3044
Sacramento, CA 95814

Mr. E. Dotson Wilson
Chief Clerk of the Assembly
State Capitol, Room 3196
Sacramento, CA 95814

Dear Ms. Boyer-Vine and Messrs. Alvarez and Wilson:

I am pleased to transmit the California Department of Transportation's (Caltrans) "Report on the Implementation of Procedures for Permitting Exceptions to the Minimum Bikeway Safety Design Criteria to Cities, Counties, and Local Agencies and the Summary of requests for Exceptions (July 1, 2013 to June 30, 2014)," as required by Section 891.1(a) of the Streets and Highways Code.

Caltrans has made distribution to the Legislature pursuant to Section 9795 of the Government Code. This report can be found at <http://www.dot.ca.gov/reports-legislature.htm>.

Sincerely,

A handwritten signature in black ink, appearing to read "Malcolm Dougherty".

MALCOLM DOUGHERTY
Director

Attachment:
Report to the Legislature



California Department of Transportation

Report to the Legislature

Implementation of Procedures
for Permitting Exceptions to the
Minimum Bikeway Safety Design Criteria
to Cities, Counties, and Local Agencies
and

Summary of Requests for Exceptions
(July 1, 2013 to June 30, 2014)

November 1, 2014

Prepared by the Division of Design

REPORT TO THE LEGISLATURE

Implementation of Procedures for Permitting Exceptions to the Minimum Bikeway Safety Design Criteria to Cities, Counties, and Local Agencies and Summary of Requests for Exceptions (July 1, 2013 to June 30, 2014)

BACKGROUND

Streets and Highways (S&H Code) Section 891 (a) requires that all City, County, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted shall utilize all minimum safety design criteria established pursuant to S&H Code Section 890.6. These minimum safety design criteria are published in the California Department of Transportation (Caltrans) Highway Design Manual (HDM). When a city, county, regional, or other local agency project is on the State highway system and/or the project utilizes federal funding, procedures exist for design features not currently permitted in the HDM to be construction evaluated for the purposes of research, experimentation, testing, evaluation, or verification of a safety design criteria. These procedures are established in the Caltrans Construction Evaluated Program, see Attachment 1, and posted at:

http://www.dot.ca.gov/hq/oppd/rescons/CEWP_Guidelines_09-28-06.pdf

The Caltrans Construction Evaluated Program is silent on the process for evaluating design features for projects on local streets and roads for these same research purposes. Assembly Bill (AB) 819 (Wieckowski, Chapter 716, Statutes of 2012) required Caltrans to establish by June 30, 2013 procedures to allow local agencies to research, experiment, test, evaluate, or verify safety design criteria not currently permitted in the HDM related to bikeways on facilities they own and operate. These procedures have been established and were posted on the department website on June 21, 2013.

This will be the only report submitted for this item. Assembly Bill Number 1193 (Ting, Chapter 495, Statutes of 2014) repeals Section 891.1 of the S&H Code and the need for this report and the requirement to establish procedures to permit exceptions to Subdivision (a) of Section 891 in the S&H Code. However, this legislation will not take effect until January 1, 2015 so this report is still required even though the provisions of AB 1193 rendered it unnecessary.

PROCEDURE ESTABLISHED

As local entities already have authority to approve designs for bicycle facilities on streets and roads for which they are responsible, the procedure established per AB 819 was developed for consideration of evaluation for inclusion in the Caltrans HDM. These procedures, outlined in Attachment 2, are also posted at:

<http://www.dot.ca.gov/hq/oppd/ab819/Final-Bike-CEWP-Guidance-3-12-13.pdf>

As part of these new procedures, a California Bicycle Facilities Committee (CBFC) is to be chartered to formalize cooperation with county and city governments and to review and provide input on the local agency's proposal to be construction evaluated. The CBFC will review the proposals that are submitted and provide input back to the local agency. At the conclusion of the reporting period, the local agency will submit a final report of the construction evaluated feature

REPORT TO THE LEGISLATURE

**Implementation of Procedures for Permitting Exceptions to the Minimum
Bikeway Safety Design Criteria to Cities, Counties, and Local Agencies
and
Summary of Requests for Exceptions (July 1, 2013 to June 30, 2014)**

and provide recommendation(s) to Caltrans regarding modifications to the safety design criteria published in the HDM.

The CBFC will be chaired by the Office Chief, Caltrans Division of Design, Office of Geometric Design Standards. Representatives from the Caltrans Divisions of Traffic Operations and Local Assistance will also be members of the CBFC, as are representatives from the California Bicycle Advisory Committee (CBAC), League of California Cities, California State Association of Counties, and the Federal Highway Administration (FHWA), California Division. Attachment 3 is the draft Charter for the CBFC.

DATA FOR REPORTING PERIOD OF JULY 1, 2013 UNTIL JUNE 30, 2014

1. Number of Requests Received from Cities, Counties, and Local Agencies = 0
2. Number of Exceptions Granted = 0
3. Rejected Requests = 0;

Why They Were Rejected: No requests have been rejected.

ATTACHMENTS

Attachment 1 – Construction Evaluated Program for Experimental Features

Attachment 2 – Construction Evaluated Program; Bicycle Facilities under the Jurisdiction of
Local or Regional Agencies

Attachment 3 – Draft Charter for the California Bicycle Facilities Committee

CONSTRUCTION EVALUATED PROGRAM FOR EXPERIMENTAL FEATURES

GUIDELINES

The intent of the Construction Evaluated Program for Experimental Features is to field test and evaluate the constructability and performance of experimental features on transportation facilities. An experimental feature is defined as a material, process, method, equipment item, traffic operational device, or other feature that:

- Has not been sufficiently tested under actual service conditions to merit acceptance without reservation in normal highway construction, or
- Has been submitted to the New Products Committee for review, but further field evaluations are needed to complete their review.

To show the general processing steps, a Construction Evaluated Program Flowchart is provided in Appendix 1.

If the experimental feature performs well and field tests prove satisfactory, the feature may be removed from experimental status. With removal from experimental status, Federal Highway Administration (FHWA) may participate in the cost of future installations as they would any other standard construction feature. This program incorporates FHWA guidelines for the use of experimental features (see FHWA Guidelines <http://www.fhwa.dot.gov/////programadmin/contracts/expermnt.htm>).

For all construction projects that include an experimental feature, a Construction Evaluated Work Plan (CEWP) is to be submitted to the Division of Design, Office of Resource Conservation, mail station #28, for processing. See Appendix 2 for sample template and instructions. The CEWP provides the necessary documentation to secure project funding approval and describes the monitoring and reporting schedule that will evaluate the experimental feature's performance. The CEWP shall include a description, intended objective, measurement and characteristics of the experimental feature to be evaluated. The CEWP shall provide schedules for construction and post construction evaluations, reporting requirements, cost estimates attributed to the experimental feature, and identify a control section for comparison purposes. To assure evaluations will be completed in a timely manner, each of the responsible parties designated to complete the described activities shall be identified. The CEWP also acts as a guide for department staff in the event there is a change in personnel during the construction or evaluation phase of the experiment.

For federal-aid projects incorporating experimental features, a copy of the FHWA approved CEWP must be included with the PS&E submittal to Office Engineer. Failure to submit a timely CEWP may jeopardize the experimental feature's inclusion in the project and federal-aid participation in its cost. Separate funding for the evaluation

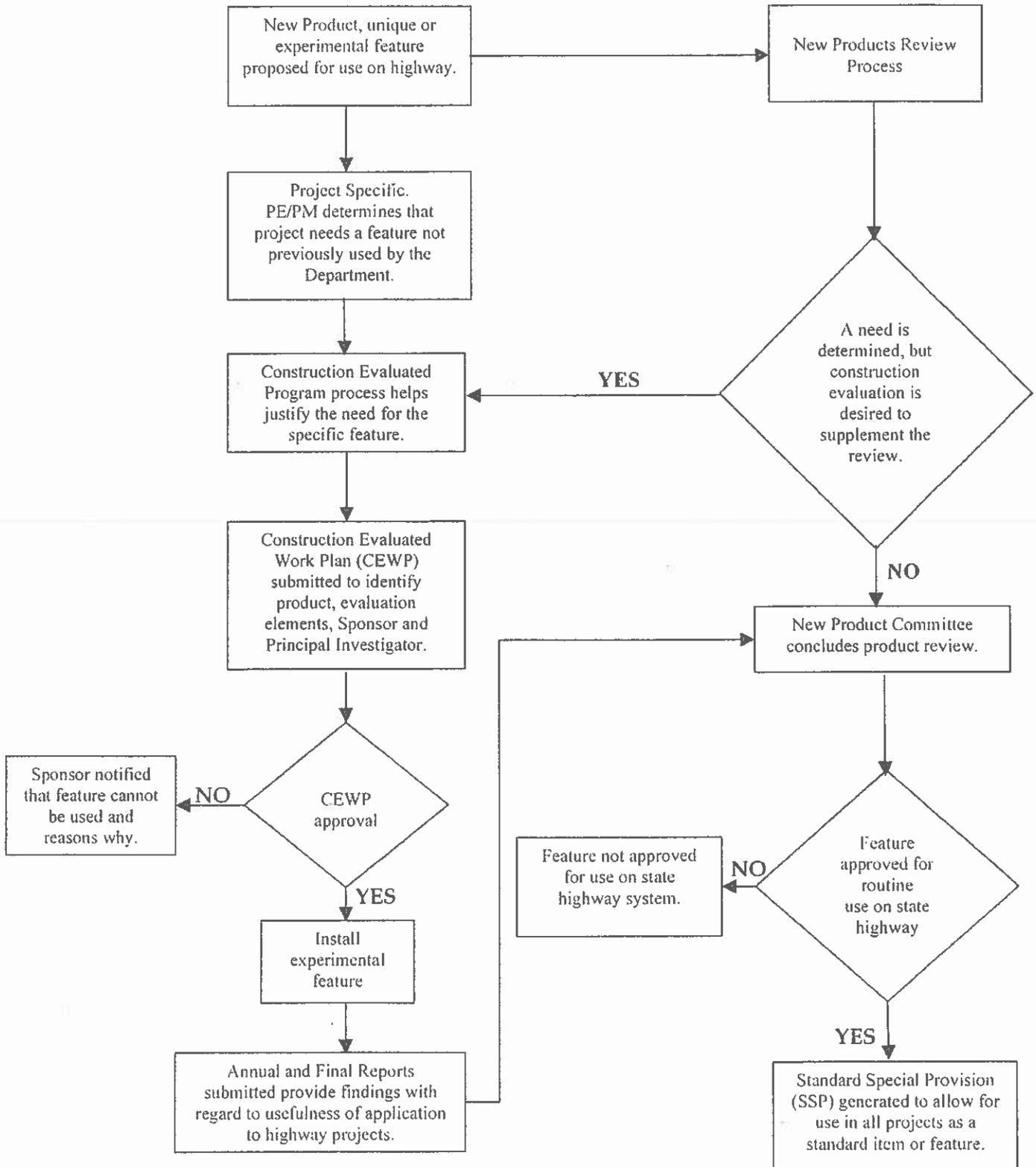
phase of the experimental feature is not provided by FHWA. The late addition of a CEWP through a contract change order (CCO) is strongly discouraged by FHWA. Should FHWA funding be unavailable for the CEWP, State only funds must be used. Results and conclusions from state only funded projects can also be used to support requests made to FHWA to remove experimental features from experimental status.

If the experimental feature is a proprietary item, written approval for use must first be obtained from the District Director, see RTL Guide Sec. 6.13. For proprietary structure items, the Chief, Division of Engineering Services (DES) must provide written approval. If the proprietary item is to be used on a federally funded project, FHWA approval is required through a Public Interest Finding (PIF). See RTL Guide Sec. 1.3.5 or on the Caltrans' intranet at <http://onramp.dot.ca.gov/hq/budgets/fedlibrary.htm> for more information concerning the PIF process. Copies of the District Director or DES Chief's approval letters and the PIF shall be included with the CEWP.

Once FHWA has approved the CEWP, Caltrans can install the experimental feature and begin its evaluations. Typically, Caltrans will evaluate the experimental feature's performance over a three to five year period. At minimum, field evaluations are to be documented at the time the experimental feature is placed and recorded in a construction report. Performance evaluations are to be completed annually thereafter and a final report to be completed at the conclusion of the evaluation period. The CEWP must identify both a Sponsor and a Principal Investigator (PI). The Sponsor, either a Division Chief or a Deputy District Director, is responsible for ensuring that all evaluations are completed in accordance with the approved CEWP. The PI is responsible for completing all evaluations and submitting reports to the Division of Design, Office of Resource Conservation, mail station #28. The Office of Resource Conservation will be responsible for administering the program and will be the liaison for gaining approval or sharing information with FHWA.

Upon completion of the evaluation period, Caltrans may provide positive findings to FHWA that the evaluation of the product/process demonstrates a public benefit. Caltrans can then request FHWA to remove the product/process from experimental status. Once the experimental status is removed and the feature has been approved for use through the New Products Committee, it can be used as a standard feature on future Caltrans projects without a CEWP. The Headquarters Division(s) with functional responsibility for the feature is responsible for any necessary policy changes and specification development needed to incorporate the feature as a standard and is responsible for statewide implementation.

**APPENDIX 1
CONSTRUCTION EVALUATED PROGRAM FLOWCHART**



APPENDIX 2 CONSTRUCTION EVALUATED WORK PLAN TEMPLATE

Project ID Number
Dist.-County-Route
Post Mile
E.A. charge code
Federal-Aid No.

TITLE

Name of experimental feature

INTRODUCTION

1. Description of Experimental Feature:
 - a. Is it a proprietary product?
 - b. Is it a new technique or process?
2. Function/Purpose:
 - a. Describe what it does, how and why this works compared to conventional features.
 - b. Describe why experimental feature is most suitable for this project.
 - c. Attach plan sheet and typical section or working drawings if helpful in describing feature.
3. Background:
 - a. Has the experimental feature been used previously in California?
 - List previous or current projects already testing this experimental feature (contact Office of Resource Conservation for listing).
 - List any known state-funded only projects (not listed above).
 - List any known independent laboratory testing (if applicable).
 - List any known installations by other agencies.
 - b. Describe performance of projects listed above. Include successes and failures.
 - c. How is this particular experimental feature's use different from use on other similar projects?
 - d. Description of any related approved or planned experimental feature projects and how their application fits the overall research effort for this feature.
 - e. What is the anticipated time frame for completion of the performance evaluation of all similar experimental features?
4. Potential Benefits to the Department.

PROPOSAL

1. Location of Experimental Feature.
 - a. Project (Co-Route-Post Mile & E.A.).
 - b. Feature (Post Mile limits of each test section, direction of travel, lane number, right or left of, bridge number, etc.). Attach plan sheet (schematic layout of test sections if helpful to describing the location).
 - c. Number of units/physical size (what is proposed work?).
 - d. How will each test section be identified in the field (paddle on R/W fence; paint on shoulder)?
 - e. Control sections or other alternatives should be provided for performance comparisons unless the nature of the experiment is such that they would serve no purpose.
 2. Estimated Construction Cost:
 - a. Experimental feature cost to project (per unit).
 - b. Total experimental feature cost (multiple feature project)
 - c. Total cost of project.
 - d. Comparative retail cost to that of a standard feature (per unit).
 3. Construction season (including planned advertisement date).
 4. Discuss other alternatives considered (including costs/benefits).
-

REPORTING

All reports must be submitted to the Division of Design, Office of Resource Conservation for monitoring. The Office of Resource Conservation will forward copies to FHWA. Reports should describe how the experimental feature will be evaluated. Procedures should be specific enough that alternate staff could complete the evaluation and reporting.

The Sponsor identified in the CEWP will have a performance measure associated with the completion of each evaluation/report.

1. Construction Report - Due within 90 days of installation of experimental feature. Include any key points during the installation process, such as:
 - Ease of installation.
 - Unforeseen difficulties, including the need of any Contract Change Orders (CCO) associated with the experimental feature.
2. Performance Evaluation - Due annually on or before July 1st and should at minimum include:

- Comparison
Test Section versus Control Section.
Before/After Study.
 - Laboratory Testing.
 - Horizontal/Vertical Surveys.
 - Visual Observations/Engineering Judgment.
 - Early termination may be requested if further evaluations would not provide additional beneficial information or if a statewide implementation policy can be recommended.
3. Final Report - At the conclusion of the reporting period, a Final Report is due and should include a summary of findings and recommendations on future use.

RESPONSIBILITIES

The Principal Investigator is responsible for technical liaison efforts, performance evaluations and submittal of all evaluations/reports to the Division of Design, Office of Resource Conservation. Should the Principal Investigator leave this area of functional responsibility, a replacement Principal Investigator must be identified and the Office of Resource Conservation notified of the change.

It is imperative that the Principal Investigator apprise the regional maintenance superintendent of the location and status of the experiment, to preclude maintenance activities from invalidating the evaluation effort.

The Sponsor (either a Division Chief or Deputy District Director) is to be listed and will be accountable for ensuring that the evaluations and reports are completed in a timely manner and submitted to the Division of Design, Office of Resource Conservation. Provide a statement that lists the Sponsor's commitment to review reports during this experiment as well as those of related projects to determine the potential statewide application/impact prior to Caltrans making a request to FHWA for removal of the feature from experimental status.

A performance measure associated with the delivery of the evaluations and reports is under development. The Division of Design will compile an annual report to the Chief Engineer documenting the completion rate of the evaluations and reports.

PROPOSED IMPLEMENTATION PLAN

Include the anticipated manual, policy, specification changes, etc., that would need to be updated should this experimental feature research conclude a positive impact or benefit to the Caltrans.

CONCURRENCE AND RECOMMENDATION

I concur and recommend approval of this CEWP

PRINCIPAL INVESTIGATOR (PI):

Name:

Title:

Division:

Phone Number:

PI Signature

Date

I concur and recommend approval of this CEWP

SPONSOR:

Name:

Title:

Division:

Phone Number:

Sponsor Signature

Date

ATTACHMENTS

Attachments that should be included with the CEWP submittal include:

1. Contract Plans (PS&E)
2. Special Provisions
3. Manufacture Brochure
4. Specifications
5. Federal Form 1461 (Sample Form Attached)
6. Public Information Finding (PIF)

Federal Form 1461 Sample

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION					
EXPERIMENTAL PROJECT REPORT					
EA.					
EXPERIMENTAL PROJECT	EXPERIMENTAL PROJECT NO. STATE YEAR NUMBER SUFF. (1) CA-xx-xx <input type="checkbox"/>		CONSTRUCTION PROJ. NO. (8)		LOCATION (28)
	EVALUATION FUNDING 1 <input type="checkbox"/> HP&R 3 <input type="checkbox"/> DEMONSTRATION (48) 2 <input type="checkbox"/> CONSTRUCTION 4 <input type="checkbox"/> IMPLEMENTATION			NEEP NO. <input type="checkbox"/> <input type="checkbox"/> (49)	
SHORT TITLE	TITLE (52)				
THIS FORM	DATE: MO. YR. (140) - -		REPORTING 1 <input type="checkbox"/> INITIAL 2 <input type="checkbox"/> ANNUAL 3 <input type="checkbox"/> FINAL (144)		
KEY WORDS	KEY WORD 1 (145)		KEY WORD 2 (167)		
	KEY WORD 3 (189)		KEY WORD 4 (211)		
	UNIQUE WORD (233)		PROPRIETARY FEATURE NAME		
CHRONOLOGY	Date Work Plan Approved: MO. YR. <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> (277)	Date Feature Constructed MO. YR. <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> (281)	Evaluation Scheduled Until: MO. YR. <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> (285)	Evaluation Extended Until: MO. YR. <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> (289)	Date Evaluation Terminated MO. YR. <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> (293)
QUANTITY AND COST	QUANTITY OF UNITS (Rounded to whole numbers) (297)		UNITS 1. <input type="checkbox"/> LIN. FT. 5. <input type="checkbox"/> TON 2. <input type="checkbox"/> S.Y. 6. <input type="checkbox"/> LBS 3. <input type="checkbox"/> S.Y.-IN. 7. <input type="checkbox"/> EACH 4. <input type="checkbox"/> C.Y. 8. <input type="checkbox"/> LUMP SUM (305)		UNIT COST (Dollars, Cents) \$. (306)
AVAILABLE EVALUATION REPORTS	<input type="checkbox"/> CONSTRUCTION (315)		<input type="checkbox"/> PERFORMANCE		<input type="checkbox"/> FINAL
EVALUATION	CONSTRUCTION PROBLEMS 1 <input type="checkbox"/> NONE 2 <input type="checkbox"/> SLIGHT 3 <input type="checkbox"/> MODERATE 4 <input type="checkbox"/> SIGNIFICANT 5 <input type="checkbox"/> SEVERE (318)			PERFORMANCE 1 <input type="checkbox"/> EXCELLENT 2 <input type="checkbox"/> GOOD 3 <input type="checkbox"/> SATISFACTORY 4 <input type="checkbox"/> MARGINAL 5 <input type="checkbox"/> UNSATISFACTORY (319)	
APPLICATION	1 <input type="checkbox"/> ADOPTED AS PRIMARY STD. 2 <input type="checkbox"/> PERMITTED ALTERNATIVE 3 <input type="checkbox"/> ADOPTED CONDITIONALLY (320)		4 <input type="checkbox"/> PENDING 5 <input type="checkbox"/> REJECTED 6 <input type="checkbox"/> NOT CONSTRUCTED		(Explain in Remarks if 3, 4, 5, or 6 is checked)
REMARKS	(321)				

(700)

CONSTRUCTION EVALUATED PROGRAM

Bicycle Facilities under the Jurisdiction of Local or Regional Agencies

BACKGROUND

Streets and Highways (S&H) Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by the Department pursuant to S&H Code Section 890.6. The established minimum safety design criteria are published in the Caltrans Highway Design Manual (HDM).

The Department also is required to establish procedures to permit exceptions to these design criteria, for purposes of research, experimentation, testing, evaluation, or verification on bikeways and roadways under local or regional jurisdiction. The processes and procedures provided herein establish the procedures for projects under the jurisdiction of a local or regional agency where there are no federal funds involved, by which exceptions to these criteria are approved, documented and evaluated for purposes of potential inclusion in the HDM.

When there are federal funds involved, the Caltrans Construction Evaluated Program for Experimental Features procedures are to be used for the purposes of research, experimentation, testing, evaluation, or verification on the State highway system. For further guidance, see:

http://www.dot.ca.gov/hq/oppd/rescons/CEWP_Guidelines_09-28-06.pdf

EXCEPTION PROCESS

The responsible local or regional agency is accountable for approving the planning, design and construction of bikeways and roadways under their jurisdiction. Exceptions to the published safety design criteria must be justified and documented, and shall bear the seal of the registered civil engineer in responsible charge of the work. The board of the appropriate local agency, as owner/operator of the facility, shall approve the design and construction of the project in accordance with the local agency procedures and documentation requirements.

CALIFORNIA BICYCLE FACILITIES COMMITTEE

The California Bicycle Facilities Committee (CBFC) has been chartered to formalize cooperation with county and city governments, per S&H Code Section 890.6, and to review and provide input on the Construction Evaluated Work Plans (CEWPs) written for the purposes of researching, experimenting, testing, evaluating or verifying potential changes to the published minimum safety design criteria requirements per S&H Code 891 (b). The CBFC will review CEWPs that are submitted and provide input on them back to the local agencies; and after receiving a final report at the conclusion of the reporting period, provide any recommendation(s) to the Department regarding modifications to the safety design criteria published in the HDM.

The CBFC is chaired by the Office Chief, Caltrans Division of Design, Office of Geometric Design Standards. The Caltrans Division of Traffic Operations and the Local Assistance Bicycle Program Manager are also be members of the CBFC, as are representatives of the California Bicycle Advisory Committee (CBAC), League of California Cities, California State Association of Counties, and the Federal Highway Administration (FHWA), California Division.

EVALUATION PROCESS

Once the appropriate local or regional agency approves its project and determines that the project proposes the construction of bicycle facilities that will require evaluation for potential inclusion in the HDM, the local agency must develop a CEWP using the format and instructions provided in Figure 2. The goal of the CEWP is to ensure the necessary documentation of the proposal, so

that if successful, the knowledge gained by utilizing the proposal will allow others to benefit from it and potentially result in changes to the design guidance in the IIDM.

The draft CEWP is to be submitted to the CBFC to allow them the opportunity to provide any comments they feel will be helpful during the monitoring and reporting process. The CEWP includes a description, the function/purpose of the proposal, background information, and the construction and post construction evaluations and reporting requirements.

The completed CEWP is to be submitted via mail by the local or regional agency sponsor to the CBFC Chair at:

California Department of Transportation
Attention: Chief, Office of Geometric Design Standards
Division of Design, Mail Station 28
P.O. Box 942874
Sacramento, CA 94274-0001

Upon receipt of the CEWP, the CBFC Chair will distribute it to the whole of the committee. At this time, the CBFC Chair will also engage the California Traffic Control Devices Committee (CTCDC) and any other Caltrans stakeholders as appropriate. The CBFC will then review the CEWP and provide input to the local or regional agency for their benefit in evaluating the success or failure of the research, experimentation, testing, evaluation, or verification being performed. The local agency will then be expected to follow the CEWP and periodically, typically annually, prepare reports on the status of the research, experimentation, testing, evaluation, or verification that is taking place.

Upon completion of the evaluation period, the local agency is expected to prepare and submit a final report to the CBFC Chair using the address provided above. The lessons learned from the completed research, experimentation, testing, evaluation, or verification may result in an update or modification to the design criteria the department establishes per S&H Code Section 890.6. The final report should include recommendations resulting from the research, experimentation, testing, evaluation, or verification conducted that will assist the CBFC provide recommendation(s) to change the published design criteria, standards and guidance.

ATTACHMENTS

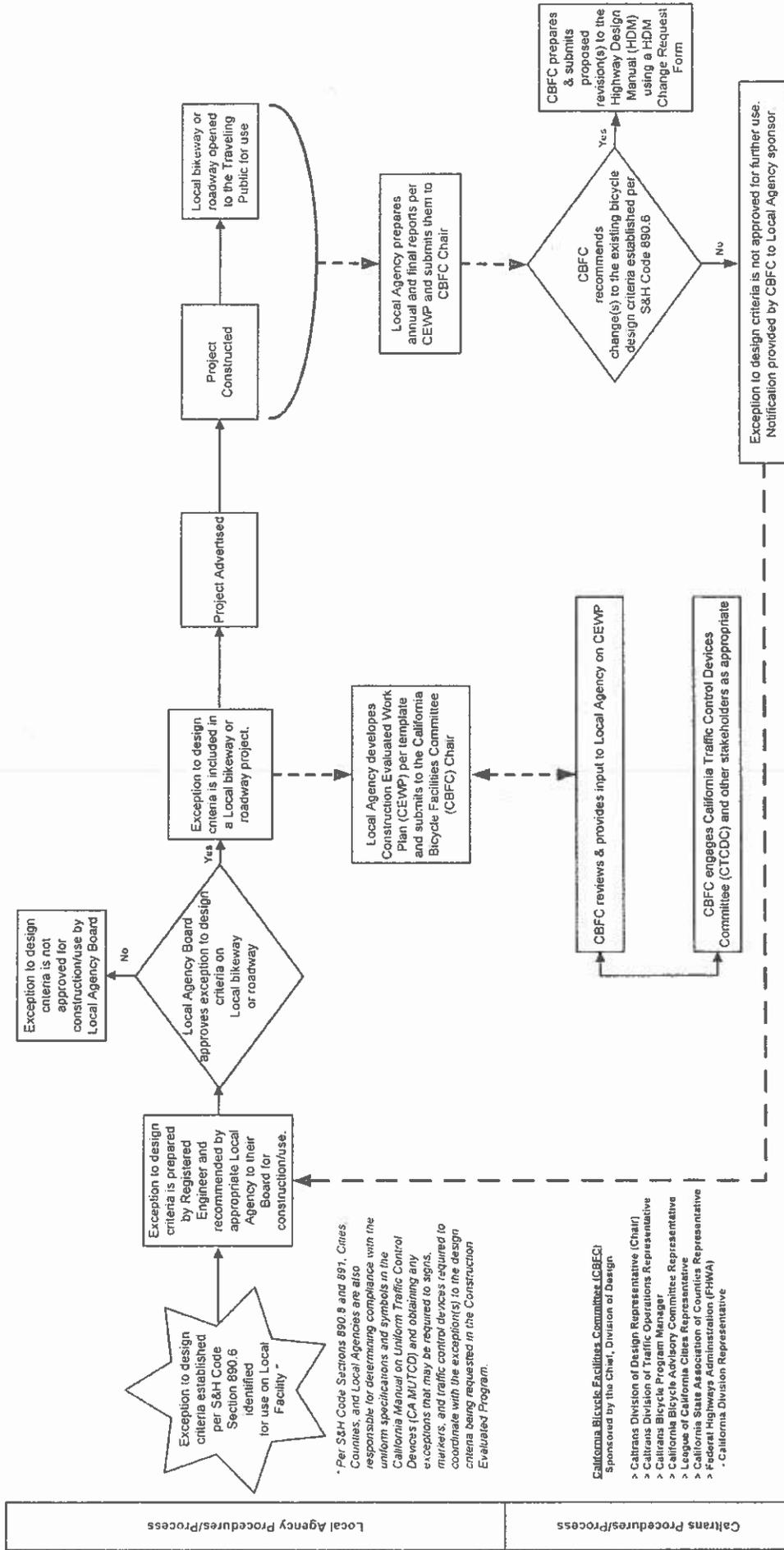
Figure 1 – Construction Evaluated Program Flowchart

Figure 2 – Construction Evaluated Work Plan Template

Figure 1

CONSTRUCTION EVALUATED PROGRAM

Procedures per Section 891 Subdivision (b) of the Streets and Highways (S&H) Code for granting exceptions to Cities, Counties and Local Agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted off the State Highway system and no Federal funds involved.



* Per S&H Code Sections 890.9 and 891, Cities, Counties, and Local Agencies are also responsible for determining compliance with the uniform specifications and symbols in the California Manual on Uniform Traffic Control Devices (CA MUTCD) and obtaining any exceptions that may be required to signs, markers, and traffic control devices required to coordinate with the exception(s) to the design criteria being requested in the Construction Evaluated Program.

- California Bicycle Facilities Committee (CBFC) Sponsored by the Chair, Division of Design
- > Caltrans Division of Design Representative (Chair)
 - > Caltrans Division of Traffic Operations Representative
 - > Caltrans Bicycle Program Manager
 - > California Bicycle Advisory Committee Representative
 - > League of California Cities Representative
 - > California State Association of Counties Representative
 - > Federal Highways Administration (FHWA)
 - > California Division Representative

FIGURE 2

CONSTRUCTION EVALUATED WORK PLAN TEMPLATE

TITLE OF RESEARCH, EXPERIMENTATION, TESTING, EVALUATION, OR VERIFICATION BEING PERFORMED

INTRODUCTION

1. Description of:
 - a. Research, experimentation, testing, evaluation, or verification being performed.
 - b. Are there any proprietary products/processes?
 - c. Is it a new technique or process?
2. Function/Purpose:
 - a. Describe what the research, experimentation, testing, evaluation, or verification being performed is doing; plus, how the proposal compares to the conventional feature/practice.
 - b. Describe why the research, experimentation, testing, evaluation, or verification is suitable for this project.
 - c. Attach plan sheets, typical sections or working drawings, as necessary, to describe the research, experimentation, testing, evaluation, or verification being performed.
3. Background:
 - a. Has the research, experimentation, testing, evaluation, or verification been used previously in California?
 - b. List previous or current projects already utilizing this item being proposed for research, experimentation, testing, evaluation, or verification and identify the sponsor (owner/operator).
 - c. Describe current status and performance of the projects listed above; including successes, failures, and issues.
 - d. Discuss how this particular research, experimentation, testing, evaluation, or verification differs from the projects listed above.
 - e. Discuss any other related projects that have been approved or are being planned.
4. Discuss potential benefits to the Local Agency, community, bicyclist's and other users.

PROPOSAL

1. Location of the research, experimentation, testing, evaluation, or verification being performed.
 - a. Will test section(s) be identified in the field; and if yes, how?
 - b. Are control sections or other alternatives being constructed to provide performance comparisons?
2. Estimated project construction cost and, as appropriate, the cost(s) of any individual products.
3. Planned date for opening the facility to the public.
4. Discuss any other alternatives considered.
5. Discuss the anticipated time frame (how long) for completion of the experimentation, testing, evaluation, or verification being performed. Typically, the evaluation period is for three to five years after construction and the facility has been opened to the public for use.
6. Describe how the research, experimentation, testing, evaluation, or verification being performed will be evaluated, recorded, and documented during the evaluation period.

REPORTING

The following text is to be included in the CEWP in this section with the blanks filled-in:

1. Construction Report – Is due within 90 days of the completion of the construction contract; it is anticipated that it will be provided on or before the following date: _____.
2. Annual Performance Evaluation Report(s) are due annually on the anniversary date of the facility being opened to the public and will be provided for a period of _____ years.
3. Final Report - At the conclusion of the reporting period mentioned above in Bullet 2, a report will be written to provide at a minimum a summary of the findings and recommendations resulting from the research, experimentation, testing, evaluation, or verification being performed.

Instructional guidance for this section (do not include this in the completed CEWP):

The Construction Report is due within 90 days of completion of the construction contract. The report should include any key points or issues identified during the installation/construction process, such as:

- Ease of installation.
- Unforeseen difficulties, including the need of any Contract Change Orders (CCO).

Annual Performance Evaluation Reports are due annually on the anniversary date of the facility being opened to the public and should at minimum include, as appropriate:

- Comparisons between test sections and control sections or before/after data
- Visual Observations/Engineering Judgment feedback
- Recommendations related to terminating the evaluation period early. This may be requested if it is believed that further evaluations would not provide additional beneficial information. Early termination of the evaluation period requires the approval of the CBFC.

A Final Report at the conclusion of the reporting period is required and should include a summary of findings and recommendations on future use. This report will be used by the CBFC to develop recommendations to Caltrans on changes to the published design criteria established per S&H Code Section 890.6.

Failure to submit timely CEWPs, annual and final reports will lengthen the time it takes to evaluate and determine what, if any, changes are needed to the design guidance published by Caltrans and will jeopardize the inclusion of the lessons learned in published guidance.

LOCAL AGENCY RECOMMENDATION

Prepared by:

_____	_____
Name	Date
Title	
City, County or Local Agency	
Phone Number	

I concur and recommend approval of this Construction Evaluated Work Plan.

_____	_____
Name of Sponsor	Date
Title	
City, County or Local Agency	
Phone Number	

ATTACHMENTS

Include attachments as appropriate. These may include items such as Location Maps and Contract Plans.



Caltrans "California Bicycle Facilities Committee"

Background	Streets and Highway (S&H) Code Section 890.6 requires Caltrans, in cooperation with Local Agencies, establish design criteria for bike facilities in California. In addition, S&H Code Section 891 Subdivision (b) requires procedures be established for granting exceptions to the established design criteria.
Purpose	This committee reviews and provides input on the Construction Evaluated Work Plans (CEWPs) prepared by the Cities, Counties and Local Agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted off the State Highway system and no Federal funds are involved. In addition, this committee prepares and submits proposed revisions to the Caltrans Highway Design Manual (HDM).
Desired Goals	Comply with the requirements of State law.
Members	<ul style="list-style-type: none"> • Caltrans Division of Design - Chief, Office of Geometric Design Standards (Chair) • Caltrans Division of Traffic Operations Representative • Caltrans Bicycle Program Manager – Division of Local Assistance • California Bicycle Advisory Committee Representative • League of California Cities Representative • California State Association of Counties Representative • Federal Highways Administration (FHWA) – California Division Representative
Frequency of Meetings	Committee business will be handled predominately via email correspondence. Meetings will be held, as necessary, in Sacramento. Meeting invitations will be sent via email at least three (3) working weeks in advance of meeting dates to allow members to have adequate time for meeting preparation and to arrange their travel to Sacramento. Travel expenses are the responsibility of the traveler.
Roles and Responsibilities	<ul style="list-style-type: none"> • Review and provide input on CEWPs prepared by Cities, Counties and Local Agencies that are submitted to the CBFC Chair. • Upon receipt of a final report submitted to the CBFC Chair by a City, County, or Local Agency, recommend change(s) to the existing bicycle design criteria established per S&H Code Section 890.6. • Prepare and submit proposed revision(s) to the Caltrans Highway Design Manual (HDM) to the Caltrans Division Chief of Design. • Prepare, as necessary, a notification to the City, County, or Local Agency sponsor when the exception to the design criteria is not approved for further use.

Reporting Structure Input to Board	The Committee Sponsor (Chief, Division of Design) will report as necessary to the Chief Engineer and the Caltrans Executive Board.
Decision Process	<p>Agendas and meeting materials will be provided electronically at least three (3) working weeks in advance of meetings to allow members to have adequate time for meeting preparation.</p> <p>Decisions will be reached by consensus of the members present, where possible. Consensus is defined as reaching a decision that everyone can live with and will support after a complete airing of differing viewpoints. The Chair will make final decisions if consensus cannot be reached. Once decided, decisions shall be supported by all members, even if consensus was not achieved.</p>
Amendment	Amendments to this charter may be recommended by Team members at any time. The Chair will bring forward to the whole of the membership the suggested change(s) and the charter may be amended by consensus of the members.