



DIVISION OF DESIGN BUSINESS PLAN

2011-2012







Memo

To: Division of Design and our stakeholders

From: Terry Abbott, Chief, Division of Design

Subject: FY 2011-2012 Division of Design Business Plan

I am happy to present the Caltrans Division of Design's seventh annual Business Plan. This document describes the Division's commitment to excellence. By working collaboratively, emphasizing safety, partnerships, innovation, and efficiency we can help to achieve the Caltrans mission and vision of improving mobility across California.

The Division of Design (The Division) Business Plan documents previous accomplishments and describes planned tasks in the current year for improving the highway system. The Division is committed to participating in the development of multimodal transportation networks and promoting environmental stewardship. Continuing challenges include assisting with the implementation of public-private partnerships, strategic engagement to address climate change and updating manuals and other guidance to integrate Complete Streets concepts.

The Division continues to partner with a broad spectrum of external agencies and organizations, and internal Divisions. This year the

Division will continue to develop stronger relationships with other Divisions within and outside of Project Delivery including Construction, Traffic Operations, Maintenance, and Planning and Modal Programs. These collaborations will assist the Department to move quickly and effectively to address current issues, serve the Districts, and ultimately, the public.

The Division's remarkable accomplishments are due to the efforts of many dedicated transportation professionals who proudly commit themselves daily to public service, in order to improve the lives of residents and visitors to the state of California. The Division's managers continue to demonstrate their commitment to developing and maintaining a highly qualified staff to effectively and efficiently achieve the Department's mission.

My thanks go out to all those who contributed to this plan and to all those who deserve credit for our shared accomplishments. I encourage you to refer to the Business Plan throughout the year as we work diligently to meet the crucial tasks ahead.



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Division of Design Overview

Executive Summary

The Division of Design (Division) is dedicated to achieving Caltrans mission and vision of improving mobility for all California travelers. The Division's headquarters offices work together with their stakeholders to provide the transportation policies, guidance, tools, training, technical expertise, monitoring, and quality improvements that enable the delivery of an exemplary transportation system.

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

The Division focuses resources on specific initiatives supporting Caltrans' goals in the operational plan portion of this Business Plan. This year to address stakeholder needs, legislative mandates and the current fiscal crisis, the Division will allocate additional effort towards eight focus areas: partnership, efficiency, guidance, innovation, asset management, multimodal transportation, water quality and

conservation, and addressing climate change. The Business Plan spreadsheet identifies operational benchmarks for performance measurement in these focus areas as well as other Division activities to gauge progress throughout the year.

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

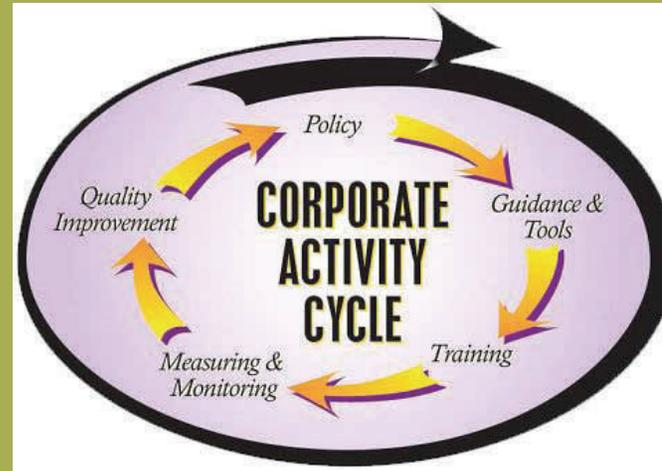
The Division is organized into 12 offices, including 10 engaged in functions relating to engineering, and two grouped under the umbrella of the Landscape Architecture Program. Division Management is comprised of Terry Abbott, Division Chief, Tim Craggs, Assistant Division Chief, and Keith Robinson, Principal Landscape Architect.

Each action initiated by the Division follows a sequential process to maximize its effectiveness. The phases, sometimes occurring over the course of several years, proceed in this order:

1.) Establishing **policy** based on needed improvements.

5.) **Quality Improvement:** Continuously improving policies and Division business practices, based on feedback received.

4.) **Measuring and monitoring** the results.



2.) Providing **guidance and tools** for people in the Districts and our partner agencies to effectively implement the policy

3.) **Training** to management, staff and stakeholders to consistently implement the policy.

Many of the Division's activities are ongoing from year to year, such as providing subject matter expertise, and may not follow the corporate activity cycle process. Others take the next logical step in ongoing initiatives, such as guidance updates following new policy. Still others reflect new ideas for reaching the Department's mission.

Corporate Activity Cycle

MISSION & VISION

CALTRANS IMPROVES MOBILITY
ACROSS CALIFORNIA

CALTRANS GOALS

Safety

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

Mobility

Maximize transportation system performance and accessibility.

Delivery

Efficiently deliver quality transportation projects and services.

Stewardship

Preserve and enhance California's resources and assets.

Service

Promote quality service through an excellent workforce.

CALTRANS VALUES

Integrity

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

Commitment

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

Teamwork

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

Innovation

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

The Division's activities for fiscal year (FY) 2011-12 are aligned in support of the Department's mission & vision, strategic goals and values.

DIVISION OF DESIGN SERVICES

Services & Products

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

Resources

The staffing level for fiscal year (FY) 2011-12 is 105 (PYs), reflecting the same PY allocation as the previous FY. The Division's funding allocation is \$7,457,000, which will cover salaries, office expenses, server storage space, annual professional license fees, training and computer replacement. The current need to replace obsolete computer equipment in the 11-12 FY is \$5,000,000. Due to funding constraints, the Division's allocation will allow only \$3,000,000 in new computers and software to be purchased in support of project delivery for the capital outlay program statewide.

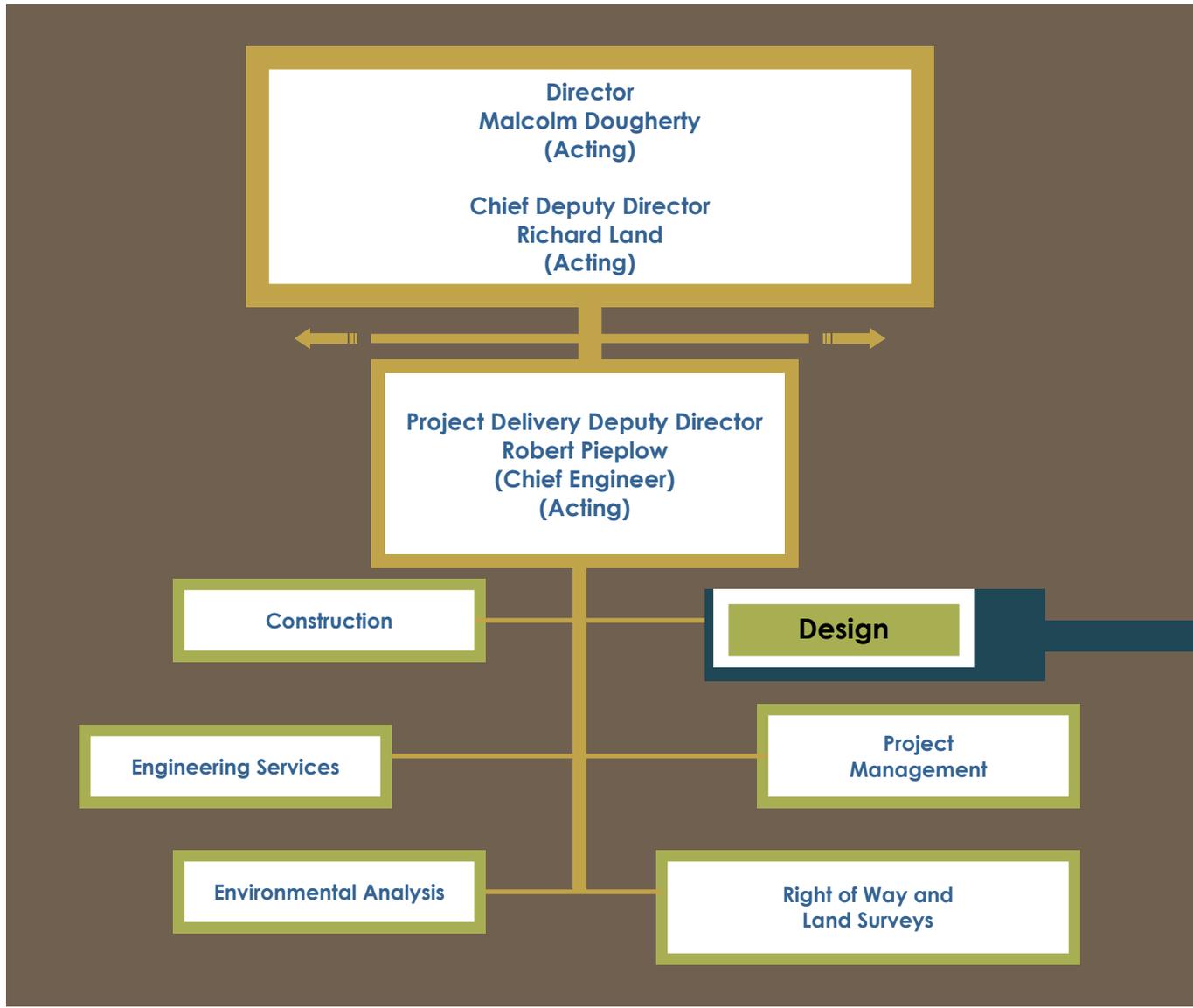
The Division of Design partners with six other divisions in Project Delivery to deliver Capital Project Skill Development (CPSD) training. CPSD delivers courses that meet the most pressing needs in the professional development of District and headquarters staff. A key intent of the training is to cultivate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

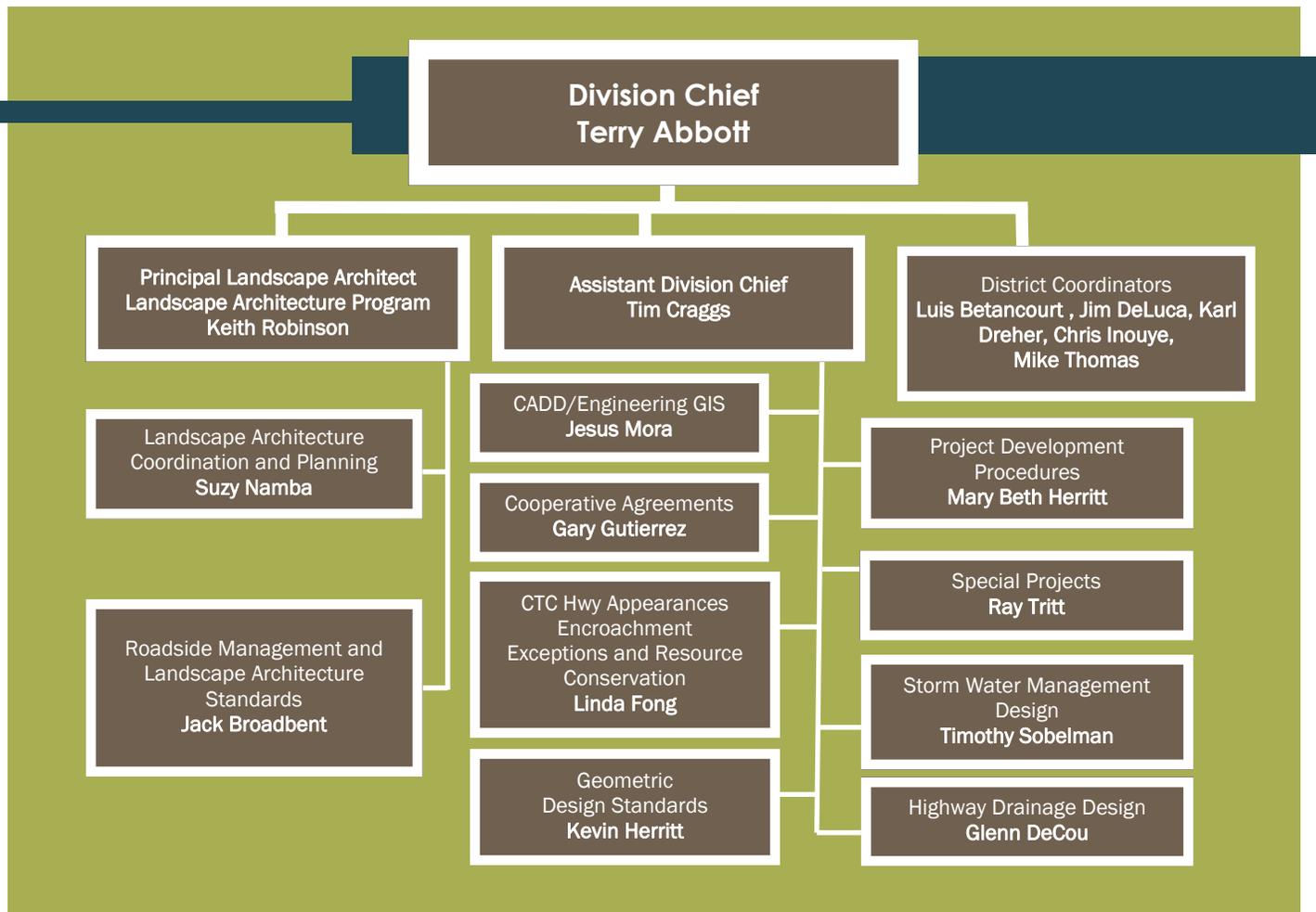
Due to budgetary concerns, the Division delivered only the highest need training in FY 10-11 as identified by the Districts, the Design Management Board and Division management. The Division was allocated \$775,000 to deliver 65 critical need courses. The Divisions training efforts served the needs of over 2,000 students from Project Delivery, local partners and consultants. To reduce travel and facility costs, state facilities were used where possible, live web lectures (webinars) were increased, trainers traveled to the Districts in place of students traveling to a central location, “on demand” training was implemented, and permanent web based training increased.

Delivering Division Academies was the highest training priority and the second priority was specific technical training associated with various mandates - National Environmental Policy Act (NEPA) delegation, Visual Impact Assessment (VIA), Stormwater and Erosion Control, Americans With Disabilities Act (ADA), and project delivery streamlining – Cost estimating and Project Agreement Construction Tool (PACT).

Continued increased demand for professional licensing training required that other training be postponed to FY 11-12 to fulfill Memorandum of Understanding (MOU) requirements for licensing training.

The funding allocation for FY 11-12 is not sufficient to respond to all of the Districts previously identified critical training needs. Identified training needs for FY 11-12 have been prioritized based on a Division CPSD allocation of \$661,000, and highest priority training will be delivered as funding allows.





Division of Design Organization

Division of Design

2010-2011

Accomplishments

- To address the Department's policy on Complete Streets - Integrating the Transportation System, DD-64 R-1, proposed over 450 additional references to bicycles, pedestrians and transit for the future edition of the *Highway Design Manual*. Circulated a draft of these proposed revisions for public comment.
- Completed a plain language conversion of legacy specifications and standard special provisions. The clarity provided by these rewritten contract documents, "2010 Specifications and Standards" will make projects easier to document, construct, and administer.
- Completed the update of *Highway Design Manual* Chapters 820-840: Cross Drainage, Roadway Drainage, and Subsurface Drainage.
- Produced new version (7.0) of "AltPipe" on-line software tool to implement revised structural analysis for culverts in conformance with American Association of State Highway Transportation Officials (AASHTO) Load and Resistance Factor Design (LRFD).
- Completed Value Analysis studies on 54 projects with a total cost (capital and support) of over \$4.9 billion. Implemented "Accepted Alternatives," saving \$305 million or an average savings of 6 percent of capital costs. Comparing the project cost savings to the cost to conduct the studies, the Department achieved a Return on Investment (ROI) of 126:1.
- Completed 79% of all Co-ops developed in the 10-11 FY within the 60 day performance measure. Successfully completed 82% of all Co-ops developed in the second half of the 10-11 FY within the 60-day performance measure.
- To streamline Project Initiation Documents (PIDs), revised Appendix R-Small Capital Value PID for programming roadside safety improvement projects in the 2010 and 2011 State Highway Operation and Protection Program (SHOPP), and Roadside Rest Area Water Quality Mandate projects in 2012 SHOPP.
- Completed several revisions in the *Project Development Procedures Manual* to clarify guidance on navigable rivers, complete streets (especially the project team role of District's bicycle coordinator), and vertical clearance restrictions. Continued progress towards updates of chapters and appendices for PIDs, Permits, Design Exceptions, Roles & Responsibilities, and Transportation Planning.
- Completed Independent Quality Assurance research and development and launched an expedited pilot program to implement the findings.
- Partnered with Districts to execute 26 freeway agreements, a 100% increase over FY 09-10. The Division reviewed, processed, and in some cases, approved the relinquishment of 37 parcels, vacated two easements, rescinded a route, adopted two routes and approved four new public road connections.

Accomplishments

Division of Design

2010-2011

- Completed the annual report to the Legislature “Use of Waste Tires” which details the use of waste tire products in 111 construction projects. These projects utilized more than 4.4 million waste tires, approximately 10% of all waste tires generated annually in California.
- The Department achieved an overall rubberized hot mix asphalt (RHMA) usage of 30.8 percent based on flexible projects awarded during the 2010 calendar year. The Department is mandated to use crumb rubber material in 25 percent of its flexible pavement projects.
- Supported 172 Department staff in becoming newly licensed professionals (engineers, landscape architects, land surveyors, geologists, hydro-geologists, and architects) and certified 36 Engineers-in-Training and Land Surveyors-in-Training.
- Assisted the Districts in the development of resolution of necessity (RON) materials and information to be presented to the California Transportation Commission (CTC). This support allowed for the successful approval of 10 RON actions through the CTC.
- Concluded a multi-year Strategic Highway Safety Plan study examining the feasibility of adding safe and appropriate truck stopping opportunities to the system. The study provided strategic recommendations for the planning, funding and implementation of improvements to the Safety Roadside Rest Area System.
- Completed and opened to the public, American with Disabilities Act and CalOSHA compliant rest areas for 75% of the statewide Safety Roadside Rest Area (SRRA) system. SRRA’s, an integral safety component of the State Highway System, reduce drowsy and distracted driving, minimize unsafe parking along the roadside, and provide a safe and convenient stopping opportunity.
- Performed oversight of High Speed Rail activities such as review of Segment Reports, draft environmental documents and preliminary project reports.
- To advance the Department’s goals of delivery and service, the Office of CADD & Engineering GIS Support awarded two contracts for Roadway Design Software (RDS). RDS is used by over 4,000 departmental project delivery staff in the preliminary design and development of Plans, Specifications, and Estimates.
- To further develop a skilled workforce and to ensure compliance with the new National Pollutant Discharge Elimination System and Construction General Permit the Division offered the following training across the state: 19 sessions of "Erosion Prediction for Design" for 230 students; 24 sessions of “refresher” Storm Water Data Report Workshops to over 700 Design staff; “State of the Practice” erosion control classes to approximately 240 staff including Landscape Architects, Engineers, Biologists, and Stormwater Coordinators.

Focus Areas

There are additional focus areas which contribute to the Division of Design's dedication to organizational excellence and sustainability. The Division will place additional emphasis and resources toward accomplishments in the following focus areas: Partnership, Efficiency, Guidance, Innovation, Asset Management, Multimodal Transportation, Water Quality and Conservation, and Addressing Climate Change.

The four focus areas under the umbrella of organizational excellence are: Partnership, Efficiency, Guidance, and Innovation.

Organizational Excellence

Partnership

The Division actively engages in partnership activities such as the Gateway Monuments program, pursuing context sensitive processes, streamlining cooperative agreements, implementing public private partnerships, partnering with industry at regular contractor meetings, and by inviting stakeholder comment on guidance such as the complete streets revisions to the *Highway Design Manual* and the update of *Main Streets: Flexibility in Planning, Design & Operations*. Our commitment to collaboration with the Department's stakeholders helps balance mobility for all users, environmental concerns, and the requirements of a safe and efficient transportation network.

Efficiency

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



Traveler and worker safety is always the foremost consideration and is a component of every activity and project touched by the Division.

Guidance

The Division's primary responsibility is to provide comprehensive and consistent guidance and technical assistance to all those on the project delivery team. Striving to be continuously current on leading practices, trends, and mandates, we provide thorough guidance manuals, regular training, online resources, and consult regularly with the project delivery team to ensure high quality transportation projects. The Division serves as a resource to the project delivery team by providing technical expertise statewide on activities such as Visual Impact Assessments, fish passage, landscaped freeway classification, water quality and conservation, storm water technologies, context sensitive solutions, and multimodal concepts. This technical assistance is essential to move the Department forward with its strategic goals and to meet legal mandates regulating transportation projects.

Innovation

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

Organizational Excellence

Focus Areas

Sustainability

Dedication to *Sustainability* balances the safety and life-cycle functional requirements of highway facilities with the natural, built, economic and social environment. The focus areas under the umbrella of sustainability are: Asset Management, Multimodal Transportation, Water Quality and Conservation, and Addressing Climate Change.

Asset Management

The Division contributes to responsible management and preservation of more than 50,000 lane-miles of highways and freeways and 240,000 acres of roadside through thoughtful design processes which address preservation, environmental concerns, mobility and fiscal responsibility. This includes highway features such as culverts, drainage systems and roadways and roadside features such as slopes, highway planting, and safety roadside rest areas. The Division is committed to being a good steward of its human resources and capital assets as well as designing to address life cycle costs and maintainability. As the transportation funding environment increasingly emphasizes fiscal accountability,

increased consumer expectations, advances in technology, and declining revenue and funding opportunities, the Division is refining processes and guidance to more systematically manage all of the State's transportation assets to maximize investment benefits.

Transportation Asset Management (TAM) is a business process and a decision-making framework that utilizes economic analysis and engineering principals to evaluate the performance of broad range of physical assets over an extended period of time.

Beginning with the State Highway Operation and Protection Program (SHOPP), the Department will launch the

development of a TAM approach to evaluate the economic trade-offs among various alternative investment options to identify the most cost-effective investments.

TAM is a change in business methodology and process and is an institutional change in philosophy for policy making, planning, project selection, programming, life cycle cost analysis, trade off analysis, program delivery and data management. For the TAM effort to be most effective the Division will work with other programs and functions to gather and analyze data to make investment decisions based on performance outcomes.

Multimodal Transportation

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

In partnership with our stakeholders and allied Project Delivery Divisions, the Division of Design provides updated multimodal guidance in the in the upcoming updates to *The Highway Design Manual*, *Project Development Procedures Manual* and the document *Main Streets: Flexibility in Planning, Design & Operations*. Multimodal concepts will also be incorporated into new training courses, and into activities supporting the Complete Streets Action Implementation Plan. Continued emphasis will also be placed on how the Department can contribute to the development of High Speed Rail in partnerships with other agencies.



Water Quality & Conservation



Fish Passage Improvements at Chadd Creek,
District 1

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

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

The Division is dedicated to providing superior guidance and technical expertise to the Project Delivery team on water related environmental issues ranging from fish passage, designing for climate change impacts on drainage systems, implementing state of the practice storm water technologies, minimizing storm water impacts by preserving and planting appropriate vegetation, National Pollutant Discharge Elimination System (NPDES) permit compliance, low impact development strategies, environmentally sensitive stream bank protection measures and hydromodification strategies.

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

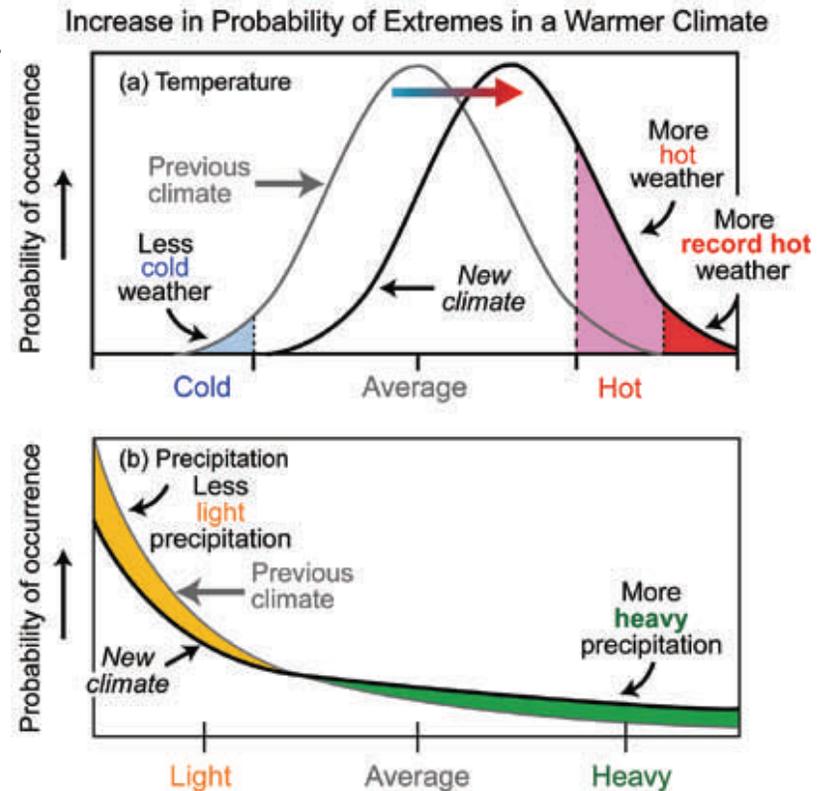
Addressing Climate Change

The Division, in support of Departmental and state directives, is developing a proactive approach to addressing climate change. The Division engages in the reduction of energy consumption in the construction of new facilities by using recycled crumb rubber in roadways, by diverting waste from landfills, and by developing guidance for Go California Industry Capacity Expansion to address material source options.

The Division is also researching opportunities for sustainable energy infrastructure along Caltrans right-of-way, developing new guidance for Park and Ride facilities, and is providing technical guidance on how to design multimodal transportation networks that provide options for travel that minimize greenhouse gas emissions.

In 2008, Governor Schwarzenegger signed Executive Order # S-13-08 directing state agencies to plan for sea level rise and climate change impacts. Although sea level rise plays an important role in the design, maintenance, and operation of Caltrans facilities, there are other effects of climate change, which must be addressed.

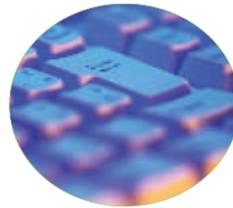
Increased frequency and severity of heat waves and changes in the timing, intensity and variability of precipitation events may also have detrimental impacts on our transportation network. An increase in hot days will put extra stress on California's pavements and roadside vegetation. Increases in precipitation intensity and variability could stress California's drainage and water conveyance systems, and could increase erosion throughout the state. The Division is in the early stages of identifying strategies to adapt to many of these impacts and continues to place a strong emphasis on innovations in erosion control and storm water treatment technologies.



Simplified depiction of the changes in temperature and precipitation in a warming world. From: "Weather and Climate Extremes in a Changing Climate" by the U.S. Climate Change Science Program and the Subcommittee on Global Change Research, 2008.

Division of Design





**Engineering Functions,
FY 2011-2012 Goals, and FY 2010-2011 Accomplishments**



CADD and Engineering GIS Support

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

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

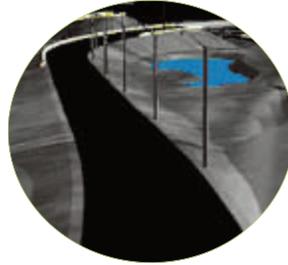
11-12 Goals



Goals for FY 2011-2012:

- Conduct Implementation Workshops for RDS in all Districts
- Complete RDS Configuration and Training Manuals
- Conduct Statewide training in MicroStation, CAiCE, GIS, and DRS Administration
- Update Plans Preparation Manual
- Develop Draft Deputy Directive for uses of DRS

Accomplishments



Accomplishments of FY 2010-2011:

- To advance the Department's goals of delivery and service, awarded two contracts for Roadway Design Software (RDS). RDS is used by over 4,000 departmental project delivery staff in preliminary design and to develop Plans, Specifications, and Estimates (PS&E).
- Developed a draft project delivery directive about sharing electronic information and delivered to the Design Management Board for review. The directive covers how and when electronic files are shared among the Project Development Team and Local Agency Partners.
- Replaced over \$3 million worth of obsolete computer equipment for Capital Outlay Support.

Cooperative Agreements

The Office of Cooperative Agreements (OCA) is responsible for assuring, within the context of a Cooperative Agreement (Co-op), that the integrity of the Department's policy and procedures are protected and that the Co-op abides by state and federal law. OCA facilitates the Co-op development process between headquarters functional units, Districts and the various local partners. OCA is committed to the delivery of responsible, consistent, and timely Co-ops through the development of innovative tools, guidance, procedures and training. OCA proactively adjusts standard Co-op language to align with ever evolving policies, procedures and law.

Primary areas of emphasis include:

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

11-12 Goals

Goals for FY 2011-2012:

- Strive for completion of 80% of all Co-ops within the 60 day performance measure.
- Allow zero impacts to project delivery due to Co-op development delays.
- Update and rollout statewide, the Locally Sponsored and Implemented (LSI) Master Agreement.
- To increase efficiency and promote the use of PACT, roll out a new PACT Co-op template, significantly increasing the flexibility of parties to revise funding details without a formal amendment.
- To increase efficiency and reduce redundancy, complete the draft Project Delivery Directive - 06, to assign roles and responsibilities during the development, review and administration of Co-ops for all internal stakeholders.
- Conduct biannual statewide outreach meetings with our local partners.
- Update the *Cooperative Agreement Manual* and guidance in the *PDPM*.
- Create an office mission and vision statement and defined office values and goals to align with those of the Department.

Caltrans and its local agency partners are required by law to execute cooperative agreements as binding contracts before the exchange of any effort, funds and/or materials occurs for the development of projects on the State Highway System. Over the years cooperative agreements have become increasingly complex as new funding types have been introduced (along with respective requirements and limitations) and as a greater emphasis has been placed on unique arrangements such as private-public-partnerships and design/build projects.

FY 2010-11 saw a modest 3% increase in the statewide use of the Project Agreement Construction Tool (PACT) for the development of Co-ops from 31% in the FY 9-10 to 34% in the FY 10-11. PACT development focused on creating user friendly features while also exploring greater flexibility with the documentation and revision of funding arrangements within a Co-op.



FY 2010-11 saw a decrease in the total number of draft Co-ops and a decrease in the total number of fully executed Co-ops, which is likely due to uncertainties about project funding in the current economic climate. There was also a decrease in the number of resubmittals, which was expected due to the fewer number of agreements; but the change was significant enough to indicate improvement in the process. In fact, both District and local agency management voiced this observation.

Accomplishments of FY 2010-2011:

- Completed 79% of all Co-ops developed in the 10-11 FY within the 60 day performance measure. Successfully completed 82% of all Co-ops developed in the second half of the 10-11 FY within the 60-day performance measure.
- Streamlined the development and execution of Mitigation Co-op in the 10-11 FY by publishing new templates and restructuring the review process so that Mitigation Co-ops, for the first time in Caltrans history, are routinely being developed within the 60-day performance measure.
- Developed a formal external partner review process in the 10-11 FY which assures that our valued partners have an opportunity to review, comment and concur on proposed standard language prior to inclusion in Co-ops.
- Developed a method which Districts will use to pay for USFS oversight costs without requiring additional process or redundant approvals.
- Reduced the staffing requirement to perform adequate HQ Co-op reviews from 4 PYs to 2.5 PYs within the Office of Cooperative Agreements.
- Took action on over 760 Co-op review submittal requests.
- Prevented any impacts to project delivery due to Co-op development delays.

10-11 Accomplishments

CTC Highway Appearances, Encroachment Exceptions and Resource Conservation

Encroachment Exceptions

The Office of Encroachment Exceptions preserves the State Highway System for transportation purposes, while promoting economic development. Areas of emphasis include:

- Evaluation of Encroachment Permit exception requests for consistency with engineering best practices.
- Responsibility for *Project Development Procedures Manual (PDPM)*, Chapter 17: Encroachments in Caltrans Right-of-Way.
- Evaluation of exception requests to the *Policy on High and Low Risk Underground Facilities within Highway Rights-of-Way* based on engineering best practices.
- Management of encroachment exception policy, standards, guidelines and procedure development and implementation.

Professional Development

The Office of Professional Development assists in the career advancement of Project Delivery staff by:

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

Resource Conservation

The Office of Resource Conservation promotes stewardship of California's resources and investments by:

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

Resolutions of Necessity

The Office of Resolutions of Necessity facilitates consistent application of engineering best practices for real property acquisitions when condemnation is required for transportation improvements. Areas of emphasis include:

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



11-12 Goals

Goals for FY 2011-2012 include:

Encroachment Exceptions

- Efforts to provide up-to-date guidance and technical assistance will include participating in Project Engineer (PE) Academies, providing training to the Districts on Encroachment Exceptions and High and Low Risk policy, and updating the Encroachment Exceptions website.
- In keeping with the Performance & Innovation Contract, the completion of the Feasibility Report for the Subsurface Asset Management Interface tool (SAMIT) will be pursued.

Professional Development

- In an ongoing commitment to developing a qualified workforce, the Rotation Management Program will be promoted through newsletters, articles and District training officers.

Resource Conservation

- In support of addressing climate change concerns by reducing consumption of energy and raw materials, goals for the next fiscal year include the continued promotion of the other “3R’s” (reduce, reuse and recycle) in transportation projects; monitoring the use of recycled content products and crumb rubber in rubberized hot mix asphalt; and continuing to partner with Department of Resources Recycling and Recovery (CalRecycle) on the use of recycled content products.
- In keeping with the Performance & Innovation Contract, a goal of this fiscal year is support of piloting of alternative energy (solar power) facilities within the state highway right-of-way.

Resolutions of Necessity (RON)

- In an ongoing commitment to project delivery, facilitate and promote the Districts’ efforts to secure RON Appearances from the CTC.

10-11 Accomplishments

Encroachment Exceptions:

- Continued support of the Public Private Partnership and design build projects through expedited encroachment exception reviews.
- Supported the Utility Engineering Workgroups (UEW) established in the Districts and regions.
- Promoted Subsurface Asset Management Interface Tool (SAMIT) and IT Project Management Office Feasibility Study effort. Actively promoted subsurface asset management strategies and tools to support the dedicated UEW functions
- Drafted Siting of Discretionary Items on State Highways (Solar Energy Infrastructure) to promote standardization of requests for use of the State right of way.
- Completed a plain language conversion of legacy specifications and standard special provisions for the 2010 Specs/Standards.
- Completed circulation of edits to PDPM Ch 17 to stakeholders.
- Presented training on encroachment exception policies and procedures as well as the Policy on High and Low Risk Underground Facilities within Highway Rights of Way.
- Presented training at the PE Academy.

Resource Conservation:

- Presented the annual report to the Legislature (as required by Public Resources Code 42889.3, Senate Bill 876) detailing the Department's successful use of waste tire products in 111 construction projects that incorporated crumb rubber material in rubberized hot mix asphalt (RHMA) and asphalt rubber binder (for asphalt paving projects and rubberized weed abatement mats for vegetation control). These projects utilized more than 4.4 million waste tires, approximately 10% of all waste tires generated annually in California.
- The Department achieved RHMA usage of 30.8% based on projects awarded during the 2010 calendar year. The current mandate is to use crumb rubber material in 25% of flexible pavement projects.

- Completed a plain language conversion of legacy specifications and standard special provisions for the 2010 Specs/Standards.
- Facilitated FHWA approval of Construction Evaluated Work Plans (CEWP) allowing evaluation of experimental features in a construction project.
- Continued to coordinate with the California Department of Resources Recycling and Recovery (CalRecycle), formerly the California Integrated Waste Management Board (CIWMB), on issues related to the use tire-derive aggregate behind retaining walls, rubberized asphalt concrete, and the diversion of construction and demolition waste from landfills.

Professional Development:

- Provided 299 Department employees with advance approval of financial assistance for professional registration training.
- Provided TEC reimbursements for approximately 178 employees (amounting to \$122,000 for courses and materials) through the Licensing Assistance Program.
- The Department gained 172 newly licensed professionals (engineers, landscape architects, land surveyors, geologists, hydrogeologist, and architects) and 36 Engineer-in-Training and Land Surveyors-in-Training certificates.
- Monitored Department staff for licensure compliance in job classifications citing licensure as a minimum qualification.
- Represented the Department at meetings of the Board of Registration for Professional Engineers, Land Surveyors and Geologists.
- Updated the program home page to include current information to support staff preparing for professional license exams.

CTC Highway Appearances – Resolutions of Necessity:

- Assisted the Districts in the development of resolution of necessity (RON) materials and information to be presented to the California Transportation Commission (CTC). This support allowed for the successful approval of 10 RON actions through the CTC.



District Coordinators

The District Coordinators serve as liaisons between headquarters and the Districts to facilitate consistent application of Department policies and standards in high quality projects.

11-12 Goals

Partnership, efficiency and innovation continue to be priorities for the District Coordinators through collaborative reviews of project and guidance documents, by providing technical expertise to the Districts, and by participating on panels and review bodies to make recommendations for incorporating efficient solutions and innovative concepts into projects. Special emphasis this year will be given to reviewing updates to DIB 79, Design Guidance and Standards for Roadway Rehabilitation Projects, developing a Design Certification Form, and coordinating with the High Speed Rail Authority.

Accomplishment of FY 2010-2011:

- Provided training and technical assistance in the Districts in support of project delivery.
- To accelerate project delivery and ensure project quality, partnered with HQ Office Engineer in developing a Design Certification Form (DCF). The DCF will certify that design related issues are addressed in the project. A draft DCF was circulated for comment to the Design Management Board.
- Provided technical expertise on National Cooperative Highway Research Program (NCHRP) panels in support of national policy that will affect the Department.
- Led a team to address "Impediments to Timely Scoping and Delivery of Quality Pavement Projects" which identified a number of problem areas and potential solutions. The solutions being pursued include: the need for early multidisciplinary team involvement in preliminary project scoping, a need to update existing pavement scoping guidelines (DIB 79), and opportunities to use a "corridor approach" when scoping separate projects with differing scopes of work (i.e. CAPM, 2R and/or 3R) within a single corridor. Results have been shared with the Design Management Board and an update of DIB 79 is in progress.
- Provided oversight for the High Speed Rail Authority including review of the Segment Reports, environmental document drafts and preliminary project reports. In total, reimbursement for PID oversight was \$967,000 and reimbursement for oversight by capital outlay support was \$134,000. An additional \$300,000 deposit as stipulated in the Master Agreement was also paid. State Controller's Office issued checks for the invoices on June 27, 2011 ensuring payment from 2010-11 state budget.

10-11 Accomplishments



Geometric Design Standards

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

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

11-12 Goals

Goals for FY 2011-2012 include:

- Publish the *Highway Design Manual* update related to implementing Deputy Directive 64 R-1, Complete Streets.
- Create Division guidance on procedures used to edit and update the various manuals and design materials produced by the Division
- Continue to provide timely technical assistance and training to the Department's Regions/Districts to improve project quality and delivery.



Accomplishments of FY 2010-2011:

Design Processes

- Initiated a team of Division Office Chiefs to analyze the Division's design guidance. To ensure Division-wide consistency, the team created the framework for a new activity for FY 2011-12 to document the procedures used to edit and update the various manuals and design materials produced by the Division.
- Participated on IQA Pilot Study Team.
- Monitored and managed the exception process for the remaining metric projects.

Design Guidance

- Provided technical assistance to the Department's Regions/Districts and their partners to improve project quality and delivery.
- Completed and circulated for comments a draft version of the *Highway Design Manual* update related to implementing Deputy Directive 64 R-1 (Complete Streets). Comments were received from 41 external organizations and 20 internal divisions/Districts.
- Updated Design Information Bulletins 81 (Capital Preventive Maintenance Guidelines) and 82 (Pedestrian Accessibility Guidelines for Highway Projects) for compliance with the current American with Disabilities Act requirements and to be consistent with DD-64 R-1.
- Participated as member of High Speed Rail Technical Advisory Committee

Design Tools

- Completed the conversion of Standard Specification Section 73 and the Standard Plans for Curb Ramps, Accessible Parking Facilities, Curbs and Dikes to "Plain

Language" in compliance with Departmental procedures.

Design Training

- Trained approximately 560 department employees on the changes to DIB 82 (Pedestrian Accessibility Guidelines for Highway Projects).
- Provided Pedestrian Safety Workshops and "Bicycle on the Roadway" training to Department and partners.
- Presented at the Project Development Academies and the Design Senior Seminar.

Partnering

- Participated in activities related to Strategic Highway Safety Plan Challenge Areas 5 and 13, led by Traffic Operations and Local Assistance.
- Provided expertise to Traffic Operations for the update of the Pro-active 2 and 3 Lane Safety Program.
- Assisting Traffic Operations in the development of High Occupancy Toll (HOT)/High Occupancy Vehicle (HOV) Lane Guidance.
- Participating member of the Department's ADA Technical Advisory Committee
- Provided expertise to Local Assistance for California Bicycle Advisory Committee activities.
- Provided FHWA ADA Training for Local Agencies.
- Participated in member activities for AASHTO Technical Committees on Geometric Design, and Roadside Safety.
- Member of National Cooperative Highway Research Program (NCHRP) project panels (15-39, 15-41, and 03-102) and NCHRP Synthesis project panel (20-05 Topic 42 -04).

10-11 Accomplishments



Highway Drainage Design

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

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

11-12 Goals

Goals for FY 2011-2012:

The Office of Highway Drainage Design will provide expertise and input as requested regarding adaptation of drainage facilities as part of the Department's Climate Change Strategy.

Stewardship of California's waterways is prioritized in the additional goals for the coming year:

- Updating 'Fish Passage' guidance to reflect changes to Department of Fish and Game Stream Restoration Manual and passage criteria.
- Developing 'Environmentally Sensitive Stream Bank Protection Measures' guidance.
- Updating guidance on 'Floodplain Considerations' to reflect revised regulatory criteria.
- Delivering training on culverts, roadway drainage, and stream stability.

10-11 Accomplishments



Accomplishments of FY 2010-2011:

- Collaborated with the Divisions of Planning and Environmental, to develop initial climate change adaptation guidance for Departmental use. The guidance provides instruction on the process for addressing sea level rise impacts to projects.
- Completed conversion of 11 Standard Specification Sections, associated Standard Special Provisions and 42 Standard Plan sheets to "Plain Language" in compliance with Departmental procedures.
- Provided seven (7) 4-hour training sessions on "Culvert Rehabilitation" to approximately 250 students.
- Completed "Hydrology" training module. This is the first module in a planned series of Drainage related On-the-Job Training modules.
- Completed update to the *Highway Design Manual* Chapters 820-840: Cross Drainage, Roadway Drainage, and Subsurface Drainage.
- Produced new version (7.0) of "AltPipe" on-line software tool to implement revised structural analysis for culverts in conformance with AASHTO Load and Resistance Factor Design (LRFD).

Project Development Procedures and Quality Improvement



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

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

11-12 Goals

Goals for FY 2011-2012:

- Deliver Highway Route Matters.
- Update *PDPM* to implement the new *PDPM* format, PID Streamlining and Department priority activities such as Complete Streets, the new NPDES permit, and adapting to climate change among others.
- Deliver PE Academies and Design Senior Seminar.
- Implement Independent Quality Assurance (IQA) research findings by conducting training for District IQA teams and providing IQA reviews.



10-11 Accomplishments

Accomplishments of FY 2010-2011:

Project Initiation Document (PID) streamlining

The Division of Design (DOD), in partnership with the Division of Transportation Planning, is evaluating the PID program. Emphasis of the study includes PID program workload, program resourcing, and level of study and risk needed at the PID phase. This process is evaluating the Department's engineering studies required at the PID phase and the level of detail in capitol estimates.

Design Construction Partnering

DOD design employees from two Districts worked with DOD on construction to develop 26 performance measures of design activities that has some effect on project delivery and especially construction activities. A final report is in the draft stages.

Project Development Procedures Manual (PDPM)

- Progress made on several major updates to the chapters and appendices for PIDs, Permits, Design Exceptions, Roles & Responsibilities, and Transportation Planning.
- Several focused subject changes were made to clarify direction on navigable rivers, complete streets especially the project team role of District's bicycle coordinator, and vertical clearance restrictions.

Independent Quality Assurance (IQA)

Reported to HQ and District management the results of the research and development (R&D) effort conducted in 2009-2010. Department executive input and the R&D findings helped form the creation of an expedited pilot.

Route Matters & Freeway Agreements

The DOD, with help from the Districts, executed twenty-six freeway agreements, a 100% increase from last year. Timely execution enabled the Districts to proceed with right of way acquisition on schedule. The DOD has a quality assurance role when projects need approval from the CTC. Consequently the Division reviewed, processed and (in some cases) approved the relinquishment of thirty-seven parcels, vacation of two easements, rescission of a route, adoption of two routes and approval of four new public road connections.

Project Engineer Academies

Held two of the three planned Project engineer Academies. Both were well-attended and well-received.

Design Senior Seminar

The seminar theme, "Enable Others to Act" emphasized the Chief Engineer's goal to improve efficiency, effectiveness, and, teamwork through a cultural shift from 'functional' mindset to a 'project' mindset. The attendees had rated it from 3.97 to 4.75 on a 5-point scale. The DOD also received feedback from other Project Delivery divisions that they will use the seminar as a model.

Records Management

- Scanned several hundred PIDs and Project Reports which represent about 20 years worth of studies.
- Scanned design exceptions to centralize the document storage based on a cloud model. The Division's DRS system will be the future filing system for executed or approved PIDs, Project Reports and design exceptions.



Special Projects

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

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

11-12 Goals

Goals for FY 2011-2012:

To emphasize efficiency, guidance and innovation, goals for the coming year include:

- Managing the Design-Build Demonstration Program to include identifying and facilitating training, developing Requests for Qualifications, developing Requests for Proposals, advertising and awarding design-build contracts, maintaining contract document templates, developing a data collection plan, and coordinating the development of annual reports.
- Delivering training in Cost Estimating, Value Analysis and Design-Build.
- Administering the Value Analysis Program to include developing an annual work plan, managing the statewide contracts, maintaining program guidance documents, providing training, and producing annual reports.
- Cost Estimating Improvements to include revising PDPM to reflect Project Delivery Directive (PDD) on Supplemental Work and State Furnished Materials, Develop and Implement Plan for Major Projects Cost Estimate Reviews (CER), and identifying needed improvements from Project Study Report (PSR) to Engineers Estimate (EE) study.

10-11 Accomplishments

Accomplishments of FY 2010-2011:

- Completed Value Analysis (VA) studies on 54 projects with a total cost (capital and support) of over \$4.9 billion. By implementing “Accepted Alternatives” proposed by the VA teams, the Department saved \$305 million or an average savings of 6 percent. In comparing the project cost savings to the cost to conduct the studies, the Department achieved a Return on Investment (ROI) of 126:1.
- Provided Cost Estimating training to 321 students.
- Public-Private-Partnerships (P3s): The Department received authorization in 2009 to deliver projects using P3s. Under P3s, the Department awards a contract to design, build, finance, and maintain highway facilities for a specified period of time. On January 3, 2011, the Department executed its first P3 contract for the Presidio Parkway in District 4.
- Cost Estimating Forums: The Office of Special Projects continues to facilitate Cost Estimating Forums quarterly. Four Forums were held in 2010-11. These Forums provide an opportunity for Districts to share best practices and cost trends with their colleagues statewide.
- The Department awarded its first design-build contract in June 2011. In 2009, Governor Arnold Schwarzenegger signed Senate Bill X2 4, which provided legislative authority for a design-build demonstration program. This strategy allows a project to begin construction earlier, since construction can begin before the design is completed. The bill allowed for 10 projects to be delivered by the State using design-build and five projects to be delivered by local agencies. The demonstration program will allow the projects to open to traffic an average of 12 months early. As of June 30, 2011, the California Transportation Commission has authorized eight state projects in Districts 4, 6 (2 projects), 7 (3 projects), 8, and 11. Four of these projects were authorized in 2010-11. The CTC has also authorized one local project in Riverside County. Five Requests for Qualifications and three Requests for Proposals were released in 2010-11.
- Approved two new Noise Barrier products for use on the State Highway System
- Facilitated approval of two additional Additive Bidding projects.



Storm Water Management Design

The Office of Storm Water Management– Design (OSWMD) emphasizes stewardship of California’s water resources by providing:

- Technical assistance to designers on storm water pollution control implementation.
- Assistance to designers to assure compliance with Caltrans’ statewide NPDES permit.
- Exemplary guidance and training for the implementation of appropriate Storm Water Best Management Practices (BMPs).

11-12 Goals

Goals for FY 2011-2012:

In the next fiscal year, the OSWMD will emphasize water quality and conservation, efficiency, and providing innovative guidance by accomplishing the following goals:

- Updating the *Project Planning and Design Guide (PPDG)* to address requirements of the NPDES permits.
- Providing training on the Caltrans Revised Universal Soil Loss Equation, version 2 (RUSLE2) to help Caltrans address permit requirements.
- Developing and delivering training on PPDG updates and Infiltration Calculation Tool.
- Delivering Storm Water Data Report (SWDR) Workshops
- Developing and maintaining Construction Site BMP details, standards, and guidance for compliance with the CGP.
- Promoting statewide consistency of the Design Storm Water standards through the Design Compliance Monitoring Program which includes reviewing SWDRs from every District.

10-11 Accomplishments



- Developed Section 13, "Water Pollution Control" as part of the new plain language specifications for the 2010 Specifications and Standards. This effort included new standard specifications and new special provisions.
- Provided independent quality assurance on over 80 SWDRs statewide. These reviews provide continued quality improvement of the Design Stormwater program and also met the Design Compliance Monitoring requirement from the Caltrans Stormwater Management Plan. Findings will be posted on the OSWMD website.
- Adapted the Revised Universal Soil Loss Equation (RUSLE2) software to help meet Caltrans' obligations under the National Pollutant Discharge Elimination System (NPDES) and Construction General Permit (CGP). Conducted 19 sessions of the associated training class "Erosion Prediction for Design" across the state for over 230 students.
- Revised the Project Planning and Design Guide (PPDG) including the stormwater data report (SWDR) documentation process to be in compliance with the new NPDES CGP, improve the treatment best management practices (BMPs) evaluation and selection process, and to clarify important stormwater topics based on the design compliance monitoring process.
- Provided 24 "refresher" SWDR Workshops statewide to over 700 Design staff.
- Provided Nssp reviews for permanent and temporary stormwater BMPs for over 60 projects.
- Developed, and posted online, Risk Level Determination guidance and tools to meet the requirement of the new NPDES CGP, including a list of Frequently Asked Questions and a topography tool. Presented an associated webinar statewide.
- Developed example SWDRs to cover each project phase for 13 different projects and posted them on the OSWMD website. The examples demonstrate the expected level of detail necessary to document stormwater decisions for a variety of project scopes.
- Developed, and posted online, guidance to utilize the Rainfall Erosivity Waiver from the CGP. This waiver allows certain projects the ability to be in construction without obtaining coverage under the CGP. Included in the guidance is language to be used in an order of work specification to assure that the project will qualify for the waiver throughout construction.
- Developed stand-alone Estimating Guidance for compliance with CGP requirements and posted it to the OSWMD website.
- Continued the development of an Infiltration Tool that will promote an efficient way to document infiltration and NPDES permit compliance.
- Continued to update all of the treatment BMP design guidance documents, specifications, design spreadsheets, and plans sheets as an ongoing Quality Control and Quality Assurance effort.
- Conducted and facilitated 6 Statewide Project Design Storm Water Advisory Team Meeting (PD SWATs) to ensure statewide consistency of the Design Stormwater program.
- Continued to develop Pervious Pavement guidance and specifications.

Division of Design





**Landscape Architecture Functions,
FY 2011-2012 Goals, and FY 2010-2011 Accomplishments**



Landscape Architecture Program

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

- Management of Landscape Architecture policy, standards, guidelines and procedures development and implementation.
- Management of continuous improvement of landscape architectural guidance in the *Project Development Procedures Manual* and *Highway Design Manual*.
- State Highway Operation and Protection Program (SHOPP) Roadside Program Management.
- Context Sensitive Solutions training, best management practices, and implementation strategies.
- Compliance with Outdoor Advertising Regulations.
- Management and planning of Division's statewide Capital Project Skills Development (CPSD) effort.
- Design and evaluation of employee technical skills development programs, and transportation landscape architecture curriculum development.
- Delivery of the Division strategic and business planning.
- District outreach to promote Federal Highway Administration (FHWA), Departmental, and other national award programs to District Landscape Architects to highlight landscape architecture projects and practices.



11-12 Goals

Goals for FY 2011-2012:

- Prioritize internal Division efficiency throughout the year by developing and tracking activities in the business plan.
- Prioritize climate change adaptation strategies and implementation of multimodal transportation concepts by updating *Main Streets: Flexibility in Planning, Design & Operations*.
- Continue to prioritize development of transportation improvements and partnership with our stakeholders by providing Context Sensitive Solutions (CSS) training in the coming FY.
- Deliver to Districts and Division management the annual LAP Annual Report, which documents LAP activities that improve traveler and worker safety, and meet the eight focus areas of the Division.
- Continue to develop an exceptional workforce by planning and managing the CPSD training delivered by Division of Design.

10-11 Accomplishments

Accomplishments of FY 2010-2011:

- Delivered and managed the annual Division of Design Business Plan.
- Planned and managed the CPSD training delivered by Division of Design.
- Managed and administered the Roadside State Highway Operation and Protection Program (SHOPP) effort.
- Participated on AASHTO and Transportation Research Board (TRB) committees, and as a panel member on National Cooperative Highway Research Program (NCHRP).
- Delivered *Landscape Architecture Program Annual Report*.
- CSS Training: Provided statewide delivery of an intensive four-month Context Sensitive Solutions (CSS) Implementation workshop to 25 statewide participants in Planning & Modal, Maintenance & Operations, and Project Delivery functions.
- Partnered with Planning & Modal Programs and Maintenance & Operations to complete the first draft of an update to *Main Streets: Flexibility in Planning, Design & Operations*. The updated document will show how multimodal, complete streets, livability and sustainability issues can be addressed on state highways that run through communities.
- Furthered California roadside design strategies by participating in TRB, ASHTO, FHWA and ASLA committees.



Landscape Architecture Coordination and Planning

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

- Serving as State Highway Operation and Protection Program (SHOPP) Roadside Preservation Program Advisor.
- Serving as liaison between headquarters and the Districts to address roadside and aesthetic issues, Visual Impact Assessments, and multimodal transportation projects.
- Advocating for “green building” concepts in design and construction.
- Facilitating project delivery through guidance, policy, standards, guidelines and procedures.
- Managing the Safety Roadside Rest Area, Vista Point, and Park and Ride Systems.
- Managing the Transportation Art, Community Identification, and Gateway Monument Programs.
- Managing the Landscaped Freeway Classifications per the Outdoor Advertising Act.
- Providing approvals for exceptions to standards.

Goals for FY 2011-2012:

Efficiency, as well as traveler and worker safety in project delivery will be prioritized this year through the following activities:

- Developing a research proposal to study billboards’ effect on distracted driving.
- Updating the *Project Procedures Development Manual (PDPM)*, *Highway Design Manual (HDM)* and website guidance.

11-12 Goals

- Developing on-line training.
- Leading a multi-disciplinary Strategic Highway Safety Plan team to identify work zone safety problem areas and potential “fixes.”
- Developing Statewide priority list of Safety Roadside Rest Area (SRRRA) System improvements and long range funding needs plan based on Strategic Highway Safety Plan SRRRA Master Plan project recommendation.

10-11 Accomplishments



Accomplishments of FY 2010-2011:

- Developed Statewide Roadside Preservation Plan for the 2011 SHOPP Ten-Year Plan.
- Developed guidance for park and rides as part of Complete Streets implementation.
- Developed updated guidance for Gateway Monuments, Community Identification and Transportation Art for *PDPM* Chapters 17 and 29.
- Completed *PDPM* Appendix M (Safety Roadside Rest Area Project Report) update for water quality and Leadership in Energy and Environmental Design (LEED) requirements for development of Owner's Project Requirements.
- Updated *PDPM* and *HDM* for water conservation.
- Developed Delivering on Visual Commitments training and posted the LAP website.
- Developed Landscape Architecture Frequently Asked Questions web page.
- Assisted in the development and delivery of the District Landscape Architect Workshop.
- In response to Strategic Highway Safety Plan Action Item 11, completed support of consultant prepared Safety Roadside Rest Area Master Plan.
- Completed 22 Independent Quality Assurance reviews for Visual Impact Assessments and Environmental Impact Reports in support of FHWA National Environmental Policy Act (NEPA) delegation.
- Made 11 Landscape Freeway Preliminary Determinations prior to award of construction contract, five Final Determinations after construction was complete and responded to eight billboard industry requests for declassification.
- Reviewed and provided concurrence for the use of 584 NSSP's for use on District and partner projects.
- Assisted in the timely delivery and accurate completion of 435 District projects through coordination efforts.

Roadside Management and Landscape Architecture Standards

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

11-12 Goals

Goals for FY 2011-2012:

- Contribute to improved project delivery performance by delivering training to District landscape architects on how to create project documents using the Landscape Architecture Standard Specifications, Standard Plans, and Standard Special Provisions (SSPs) that have been converted to a plain language format.
- Emphasize innovation and efficiency in protecting water quality and achieving water conservation by developing and managing research contracts that seek to improve sustainable erosion control and roadside design practices.
- Provide guidance, technical assistance, and training in sustainable erosion control practices and compliance with the National Pollutant Discharge Elimination System (by emphasizing the preservation and planting of appropriate vegetation).
- Maintain a strong partnership with the Erosion Control and Landscape Contractors and Department Landscape Architects by providing guidance and training on the 2010 plain language standards conversion.

10-11 Accomplishments

Accomplishments of FY 2010-2011:

- Conducted Erosion Control State of Practice training to meet the Department's commitment to NPDES Stormwater permit compliance. Landscape Architects, Engineers, Biologists, and Stormwater Coordinators participated in two different erosion control courses to learn state of the practice design techniques, utilizing cost effective approaches, for controlling sediment along roadsides. The Department delivered four classes of each course to approximately 240 staff. The "Key Concepts of Sustainable Erosion Control" 2 day class introduced design staff to sustainable strategies for vegetating roadsides with appropriate plants to control erosion. The "Advanced Sustainable Erosion Control" 1 day course provided project designers solutions to address the challenges of stabilizing and vegetating steep slopes, a common occurrence along transportation corridors.
- To advance the Department's goal of delivery, complete a plain language conversion of legacy specifications and standard special provisions. The clarity provided by these rewritten contract documents should speed project delivery by making projects easier to document, construct, and administer.
- Conducted an ongoing Stormwater Program funded study that examines the stormwater treatment services provided by established roadside vegetation (ornamental and native groundcovers and low growing shrubs). Findings contributed to changes in design guidance expanding the definition of "vegetative cover" for stormwater treatment practices. From this research the Department will avoid additional Capital Expenditures by preventing unnecessary removal of established shrubs and groundcover. This innovation gives the Department greater flexibility to implement low impact design and avoid costly and maintenance-intensive engineered structures when projects require stormwater treatment.





Division of Design Operational Plan FY 2011-2012



The following pages contain the Division of Design's operational plan: the activities and deliverables for fiscal year 2011-12. Each Office and Program within the Division lists their activities, including deliverables and target deadlines. The Office Chiefs coordinated their task delivery dates with each other, thereby broadcasting their expectations for collaboration on specific projects. The Division tracks progress each quarter on these deliverable milestones as a benchmark for performance.

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

Division of Design Operational Plan FY 2011-2012: Spreadsheet of Division Activities and Deliverables

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#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
DESIGN MANAGEMENT AND SUPPORT						
	5.00		PYs			
			Activities leading to Deliverables			
1	0.20	653WEB	Webmaster for the Division's Internet and Intranet.	a) Manage web content, format and style to enhance usability for both content managers and end users b) Provide support for Division Offices in the development and maintenance of both Internet and Intranet sites.	a) Support as needed b) Support as needed	DOD Offices & Divisions as needed
2	0.01	653MISC	Division of Design Disaster Recovery Plan Development	Assist in development and update of Design Business Impact Assessment and the Response Procedures	Underway, ongoing, Annual update due 3rd quarter	DOD Offices & Divisions as needed
3	0.10	653DD103	Enhance worker safety by implementing improved roadside management design strategies	a) Reconvene statewide steering group (SG) b) Review existing draft and circulate to SG c) Revise Deputy Directive 103. Submit to OPPD for circulation. d) Finalize Deputy Directive 103	a) September 2011 b) November 2011 c) February 2012 d) June 2012	Division of Design Offices Office of Landscape Architecture Coordination and Planning Office of Roadside Management and Landscape Architecture Standards Districts and HQ Divisions
4	0.25	653CPSDA 653CPSDD	Deliver Division of Design 11/12 FY CPSD Plan and track progress on activities	a) Develop plan b) Office Chief review c) To DMB d) Final plan e) Quarterly status updates to DOD and DMB f) PD CPSD Manager activities as needed	a) July 2011 b) July 2011 c) July 2011 d) August 2011 e) Quarterly f) As scheduled	Division of Design Offices
5	0.05	653MGT	Develop a more effective process to manage and update the Highway Design Manual and Project Delivery Procedures Manual to effectively support project delivery.	a) Develop focused team b) ID obstacles and barriers, draft action plan c) To Division mgt, OCs and DMB for review d) Final plan e) Quarterly status updates	a) September 2011 b) December 2011 c) December 2011 d) February 2012 e) Quarterly	Division of Design Offices Districts and DMB

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
6	0.05	653MISC	Manage Division of Design Inventory and Property	Annual Property Inventory	March 2012	Division of Design Offices
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
7	2.75	653MGT	Division Management	Various policy, personnel and resource management duties as required	Underway, ongoing	Division of Design Offices & PD Divisions as needed
8	0.85		Support Division Management (Secretarial)	Various policy, personnel and resource management duties as required	Underway, ongoing	Division of Design Offices & PD Divisions as needed
9	0.50	653INFOR	Manage information & IT Liaison	Various information management duties as required	Underway, ongoing	Division of Design Offices & PD Divisions as needed
10	0.10	653DB	Database development		Ongoing	Division of Design Offices & PD Divisions as needed
11	0.20	653MISC	Miscellaneous Activities for the Division	a) Office Work General b) Business Plan Updates c) Personnel issues d) Data Entry Work e) Office Meetings f) Mandatory training	Ongoing	
12	0.60		Vacation/Sick Leave/Furloughs		Ongoing	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
CADD - ENGINEERING GEOGRAPHIC INFORMATION SYSTEMS						
	31.00		PYs			
Activities leading to Deliverables						
1	0.20	653GUIDEEF	Establish statewide policy to provide guidance on the sharing and distribution of electronic design files/data from Division of Design to external parties	Issue Project Delivery Directive	Dec 2011	DMB
2	2.00	a) 653PPM b) 653CADDM c) 653SOFTDEV d) 653GUIDE, 653TRNT	a) Update Plans Prep Manual (PPM) b) Update CADD Manual c) Establish V8i standards d) Train staff on V8i	a) Include additional English unit examples b) Provide guidelines on AVD files c) Conduct V8i workshops and new standards 23 sessions in 9 districts d) Install V8i on workstations and provide statewide training on V8i	a) June 2012 b) November 2012 c) December 2012 d) April 2012	
3	0.30	653WEB	Implement Web based Systems	Add webpage for new RDS, Civil 3D	August 2011	Division of IT
4	9.00	653RDS 653RDSPM 653RDSDEV 653RDSTST 653RDSDEP 653RDSTRG 653RDSCM	Roadway Design Software Implementation Plan	a) Conduct Implementation workshops in all 12 districts b) Configure and test software c) Complete training manuals d) Train 73 key users	a) August 2011 b) December 2011 c) February 2012 d) June 2012	IT, Districts Surveys
5	1.80	a), b) 653DRS c) 653GIS	Document Retrieval System (DRS)	a) Identify and implement uses of DRS Develop Draft Deputy Directive b) Finalize FSR for API, GIS interface Based on IT concept approval c) Support and maintain	a) June 2012 b) December 2011 c) June 2012	b) Division of IT
6	0.90	653DRS	Continuous Improvement of Division procedures: Collect and track as-built plans Work with districts to reduce backlog	a) Provide quarterly report b) Complete 95% of 12 year backlog from each District c) Produce microfilm d) Cleanup/update as-builts	a) Quarterly b) June 2012 c) June 2012 d) June 2012	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
7	0.65	653GIS	CADD/GIS Application Development and Support	a) Implement VA study recommendations b) Complete and validate meta data files for all Eng. related data sets	a) May 2012 b) June 2012	a) TSI
8	3.60	653TRNI 653TRNT 653TRND	Train staff statewide in CADD: a) MicroStation b) CAiCE c) Geographic Information Systems (GIS) d) GIS Spatial Analyst e) DRS Administration	Training courses to be delivered: a) MicroStation - 25 b) CAiCE - 10 c) ArcGis/WMS - 3 d) GIS Spatial Analyst - 2 e) DRS administrator - 2	a) June 2012 b) June 2012 c) June 2012 d) June 2012 e) June 2012	
9	0.25	653BCPCE	Augment Operating Expense funds for the procurement of equipment for Capital Outlay Support personnel statewide for technology refresh	Develop and process FSR	June 2012- Once project is on the IT concept approved list.	COS, IT
10	0.10	653QIO 653NCHRP	Participate as panel member for AASHTO and National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research proposals: a) AASHTO- Joint Technical Committee on Electronic Engineering Data- Phase 1 Develop, publish, and maintain standards for sharing highway electronic engineering data. Phase 2. Develop and publish guidance related to the sharing of engineering data b) NCHRP PANEL Project D-15- Developing Guidelines for GPS (Geographical Positioning System) Controlled Construction Machine Guidance.	a) June 2012 b) June 2012	AASHTO
11	1.80	653SUPPORT, 653MISC 653CMGT	Equipment procurement for Capital Outlay Support personnel statewide for technology refresh	a) Prepare purchase orders and procure equipment. b) Replace remaining Plotters - first priority	a) June 2012 b) Upon allocation of COS funds	COS
12	0.15	653TOOL, 653SOFTDEV	Investigate Active Directory Infrastructure and lplot server upgrade	Make recommendation on cost and implementation for 2012 budget	December 2011	Division of IT
13	0.30	653GIS	Engineering GIS data library	Develop Engr. GIS data library and Project Descriptions	December 2011	
14	0.20	653GIS	Statewide metadata standards	a) Collaborate with other functional units on standardizing metadata b) Collaborate with CT GIS standards	April 2012	a) COS, TSI, CaTA b) Surveys
15	0.20	653GIS	GIS Mapping	Develop map with prior survey locations via web	April 2012	Surveys

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
16	0.10	653GIS	Complete National Hydrology Watershed Study	Develop a boundary and library	April 2012	
17	0.05	653GIS	Develop GIS site selection plan for Solar Panel Study	Develop sites within State R/W for Solar Panel study	November 2011	Division of Land Surveys
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
18	2.40	653EXP	Provide technical expertise to districts	Deliver timely advice and guidance that meets or exceeds customer needs	On call as needed	
19	1.50	653MISC 653SUPPORT 653MEET 653SAFE 653STF 653CPSDA	Miscellaneous Activities for the Office	a) Activities completed on schedule b) Activities related to Division of Design 2008 Employee Survey Action Plan	Underway, ongoing	
20	1.50	a) 653COM, 653COMDMB b) 653SOFTDEV, 653TOOL	Continuous Improvement of Design policies, procedures and practices (Includes routine coordinating and consulting with other divisions)	a) CTAC, DRS, GIS Coordinator, Geospatial committee b) Software development, installation, testing, reporting to developer, documentation	a) Ongoing b) Ongoing	Consultants, other Divisions
21	4.00		Vacation/Sick Leave/Furloughs			

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
COOPERATIVE AGREEMENTS						
	6.00		PYs			
Activities leading to Deliverables						
1	0.01	653POL	Procedure and Guidelines for Coop "RISK" Review Process (GFG)	a) Finalize & Rollout statewide	a) September 2011	Division Chiefs
2	0.05	n/a	Office Mission/Vision Goals & Values; Align with Department (LMG)	a) Complete Mission Vision Statement	a) August 2011	
3	0.05	653COOPP1	Develop PACT 10.1E Template and statewide roll out	a) Implement changes into PACT b) Rollout statewide	a) July 2011 b) August 2011	
4	0.05	653COOPLSI	LSI Master Agreement (10.1E) (GFG)	a) Update to Coordinate with PACT 10.1E b) Roll-out as Pilot (D-4,6,8,10 & 11) c) Roll-out statewide	a) October 2011 b) November 2011 c) June 2012	
5	0.05	653COOPHSR	HSRA Master (Post PA&ED) Agreement (D/B) & JUMA Master	a) Develop Draft D/B Post PA&ED Master b) External review & resolve comments D/B Master c) Develop Draft JUMA d) External review of JUMA & resolve comments e) Fully execute D/B Master & JUMA concurrently	a) Completed b) July 2011 c) July 2011 d) August 2011 e) October 2011	DEA, DRW, Legal, Const, DES, HSRA, Maintenance
6	0.10	653COOPTM	Develop USFS Master payout template (GFG)	a) Assemble internal committee b) Define problem statement c) Develop process d) Develop template if necessary e) Obtain external concurrence if necessary	a) July 2011 b) September 2011 c) November 2011 d) January 2012 e) June 2012	DEA, DRW, Legal, DoA, Dist. 2
7	0.40	653COOPM	Develop Coop Manual & Update PDPM (CT)	a) Initiate Development of Manual & PDPM mods. b) Complete Draft Coop Manual & PDPM mods c) Statewide Review/Comment d) Finalize and release	a) July 2011 b) January 2012 c) March 2012 d) May 2012	Office of Project Development Procedures
8	0.05	653MEET	PACT Management Team (PMT) Resolution Meetings [Quarterly] (CT)	HQ Policy owners & functional units meet quarterly to discuss changes & improvements to PACT, etc.	a) July 2011 b) October 2011 c) January 2012 d) April 2012	
9	0.02	653MEET	Statewide Out-Reach Meetings with Local Partners [bi-annually]	HQ Policy owners & Districts and Local Partners meet via phone conference to discuss changes & improvements to Coops, etc.	a) September 2011 b) March 2012	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
10	0.05	653POL	Standardize Design Build (D/B) HQ Review Process & Best Management Practices (BMPs)	a) Establish HQ & Dist Committee b) Establish Standard Process, BMPs & Exceptions c) Finalize Flowchart d) Finalize Procedures	a) January 2012 b) April 2012 c) May 2012 d) June 2012	DEA, DRW, Legal, Const, DES & Districts
11	0.05	653COOPLAG	Wiki (CT)	a) Transfer useful information to Website b) Shut down Wiki	a) August 2011 b) October 2011	(VZ)
12	0.01	653CSSMS	Support of FY 2011/12 Division Business Plan Activities: MAIN STREETS	a) First draft review b) Respond to discipline specific 1st draft comments c) Second draft review d) Respond to discipline specific 2nd draft comments e) Review & comment on implementation plan/materials	a) July 2011 b) Sept 2011 c) September 2011 d) October 2011 e) April 2012	Project Delivery Division of Maintenance and Operations Division of Planning and Modal Programs
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
13	2.40	653COOPREV	Review and process Cooperative Agreements (MH, RB, LMG)	Move each submittal to next logical step according to guidelines & update database	To assure that at least 80% of all Coops are completed in 60-days or less.	Districts, Legal, Accounting
14	0.80	653COOPP2	Develop PACT 2.0 (CA)	a) Develop new interface b) Internalize all functions c) Develop user friendly options d) Include Amendments as a feature	Ongoing	
15	0.05	653COOPP1	Maintain PACT (CA)	a) Maintain PACT b) Manage Consultants c) Maintain PACT Suggestion List d) Maintain Language Library	Ongoing	
16	0.35	653COOPLAG	Language Development (CT)	a) Isolate issue and review policies b) Consult policy owners & users c) Develop draft language & logic d) Review with DMB & PMT e) Submit for Local Partner review f) Resolve comments / present findings g) Incorporate into Coop	Ongoing	Relevant internal and external staff
17	0.12	653MEET	Staff, All-hands, misc. meetings (All)	a) Develop agenda/meeting minutes b) Facilitate bi-annual meetings c) Identify action items d) Resolve action items	Ongoing	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
18	0.06	653COOPMPR	Statewide Coop VTCs & Phone Meetings (CT, RB, MH, CA, GFG)	a) Develop agenda/meeting minutes b) Facilitate semi-monthly meetings c) Identify action items d) Resolve action items	Ongoing	
19	0.03	653RPRT	Coop Related Reports (GFG, CA, LMG, CT)	a) Director's Monthly Reports b) Statewide Monthly Reports c) Business Plan d) P&I / Office Goals / Accomplishment	Ongoing	
20	0.02	653QIDD102	Statewide Coop Database (VZ)	a) Administration b) Support/Maintenance	Ongoing	Office of IT Coordination
21	0.12	653TRN	Training Misc. (All)	a) All Hands Safety Meetings b) Sexual Harassment, etc. c) Other mandatory staff requirements	Ongoing	
22	0.05	653WEB	Coop Web Page (LG, VZ, CA, CT, GG, JH, RB, MH)	a) Ensure all Forms are Current b) Ensure all links are active c) Ensure all data is accurate d) Develop new features	Ongoing	Office of IT Coordination
23	0.06	653COOPTRN	Statewide Training (Provided as requested by Districts, or if new products emerge) (All)	a) PACT (Web-Ex & Dist. on-site) b) Statewide Database Guidelines c) Coop Review Procedures d) New developments	Ongoing	
24	0.45	653STF	Supervisory Duties & Time Requirements (GFG)	a) IDPs b) Staff Development c) Timesheets d) Transition of Office	Ongoing	
25	0.60		Vacation/Sick Leave/Furloughs			

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
CTC HIGHWAY APPEARANCES						
	0.65		PYs			
			Activities leading to Deliverables			
1	0.05	653TRNI	Training/Coaching	<p>a) Develop training presentation materials with R/W (target audience for training is DDD Design, R/W, and Single Focal Point Project Managers).</p> <p>b) Market training to Design Management Board, Right of Way Management Board, and district staff. Look for in-time training opportunities for projects with known acquisition challenges.</p> <p>c) Upon completion of training, survey District to see if training needs were met.</p>	<p>a) Ongoing</p> <p>b) Ongoing</p> <p>c) June 2012</p>	Division of R/W&LS
2	0.05	653RON	Track Resolution of Necessity (RON) process performance	<p>Provide Reports to Div of Design Chief</p> <ul style="list-style-type: none"> - # parcels acquired statewide (from Division of Right of Way & Land Surveys) - # RON parcels acquired under consent - # RON Appearance presentations to CTC - # RON Appearances with CTC action 	Quarterly	Division of R/W&LS
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
3	0.20	653RON	Resolutions of Necessity (RON) Appearance preparation and presentations to California Transportation Commission (CTC)	<p>a) Facilitate and promote the districts' efforts to secure RON Appearances from CTC.</p> <p>b) Participate in Condemnation Panel activities. Represent Design in Condemnation Panel Review meetings in the districts.</p> <p>c) Provide oversight for district preparation of draft PowerPoint presentations to CTC.</p> <p>d) Provide oversight for district preparation of draft presentations to City Councils and County Board of Supervisors.</p>	<p>a) Ongoing</p> <p>b) Ongoing</p> <p>c) Ongoing</p> <p>d) Ongoing</p>	Division of R/W&LS
4	0.05	653TRNI	Continuous improvement of Resolutions of Necessity presentations process	<p>a) Evaluate instructional guidance and templates posted on web, intended to help districts standardize development of draft presentations for the CTC. Update or enhance as needed.</p> <p>b) Post on intranet and internet.</p>	<p>a) Ongoing</p> <p>b) Ongoing</p>	
5	0.25	653RON	Provide Subject Matter Expert guidance to the districts	Most return calls made within one working day.	Ongoing	
6	0.05	653MISC	Miscellaneous Activities for the Office	Activities completed on schedule.	Ongoing	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
ENCROACHMENT EXCEPTIONS						
	1.65		PYs			
Activities leading to Deliverables						
7	0.05	653TRNI	Deliver Training Courses	a) Participate in PE Academy and Engineering Your Utilities training. b) Evaluate and update PowerPoint slide show training on Encroachment Exception website.	a) Ongoing b) Ongoing	a) Office Project Development Procedures
8	0.10	653DBSS	Implement Value Analysis Study (May 2006) recommendations for streamlining the process of underground utility verification and subsurface asset management by promoting use of dedicated utility engineering work groups	a) Facilitate statewide Utility Engineering Workgroup workshops with districts to share development strategies & lessons learned. Post pertinent information on intranet. b) Work with R/W&LS and districts to keep Subsurface Asset Management Interface Tool (SAMIT) on mgt's radar through regular updates to Design Management Board (DMB), R/W Mgt Board & Project Delivery Advisory Committee (PDAC).	a) Quarterly b) Semi-annually	Division of R/W&LS
9	0.10	a,b) SAMIT FSR	Promote efficient access and stewardship of subsurface data (Outcome of the May 2006 Value Analysis Process Review of Discovery of Utility Facilities for Project Delivery Use). This can be accomplished through promotion of the development of a GIS interface tool to provide access to various existing data sources .	a) Manage FSR development with Yeong Vardenaga, IT PMO, as part of the Chief Engineer's Commitment to Innovation Contract. b) If SAMIT progresses to development stage, draft Deputy Directive requiring District and HQ staff to collect, populate, and provide stewardship of databases from which SAMIT will interface.	a) TBA b) Initiate after a) in process. DD to be finalized and distributed just prior to roll out of SAMIT	Division of R/W&LS Utility Engineering Workgroup IT & Transportation System Information
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
10	1.20	a) 653EXP b) 653DB	Provide Subject Matter Expert guidance to the districts	a) Review and process encroachment exception request submittals in a timely manner. Return calls made within one working day. Target formal memo responses for within 5 working days of receipt of a complete submittal. b) Continue to track, in office database, the number of requests submitted by districts (including tracking of incomplete submittals, processing time for DOD review, and total number of exceptions processed through completion).	a) Ongoing b) Report Quarterly	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
11	0.20	a,b) 653PDPM c,d) 653GUIDE	Increase efficiency of district interaction with Office of Encroachment Exceptions	<p>a) Evaluate instructional guidance material provided to the districts via web intranet to insure information is clear and current. Update and post as needed.</p> <p>b) Revise and deliver to editor, Project Development Procedures Manual (PDPM) Chapter 17 & Appendix LL. Existing Appendix LL includes policy information that will be merged into Chapter 17. Also changes to Government Code terminology will be reflect by removal of "high and low risk" references, to the current "high priority" terminology.</p> <p>c) Evaluate Encroachment Permit Ch 600 review for consistency with HDM & PDPM requirements c1) Review Ch 600 for inconsistencies c2) Draft proposed edits and collaborate with EAG c3) Submit recommended edits to Permit Manual editor</p> <p>d) Evaluate Encroachment Permit Manual Ch 300 for consistency with HDM & PDPM requirements d1) Review Ch 300 for inconsistencies d2) Draft proposed edits and collaborate with EAG d3) Submit recommended edits to Permit Manual editor</p>	<p>a) Ongoing</p> <p>b) August 2011</p> <p>c1) October 2011 c2) October 2011 c3) October 2011</p> <p>d1) October 2011 d2) October 2011 d3) October 2011</p>	<p>a) Encroachment Advisory Group (EAG)</p> <p>b) Office of Project Development Procedures</p> <p>c, d) Division of Traffic Operations</p>
12	0.05	653LEGA	Review Applicable Legislative Bills	Complete bill analyses, as needed	a) As needed	Legislative Affairs
13	0.10	6SOLAR50	Coordinate development of guidance for encroachment installations of discretionary items	<p>a) Promote adoption of discretionary item siting requirements.</p> <p>b) Work with Coordinators/Reviewers as they finalize HDM guidance for acceptable geometric requirements associated with installations of discretionary green energy infrastructure (photovoltaic, biogas pipeline, wind energy, etc.). Linkages with Permit Manual and/or Airspace Lease guidance.</p> <p>c) Work with R/W&LS on Airspace Lease template that would be suitable for use with sustainable energy infrastructure.</p>	<p>a) August 2011</p> <p>b) September 2011</p> <p>c) as needed</p>	<p>Design Coordinators</p> <p>Office of Geometric Design Standards</p> <p>Division of Traffic Operations - Permits</p> <p>Division of R/W&LS</p>

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
PROFESSIONAL LICENSING ASSISTANCE						
	2.00		PYs			
Activities leading to Deliverables						
14	0.20	653ROT	Update the Transportation Engineer Civil Rotation Program Guidelines	Statewide process review on district use of Rotation Program completed. Summary of findings and proposals for follow-up actions has been provided to Chief for review. a) Provide expanded proposals for Chief to consider for implementation strategy. Some proposals may impact the hiring source unit and funding.	a) September 2011	
15	0.05	653LIAS	Coordinate Design and Construction activities to modify guidance for - Changes made after Engineer signs completed Plans, Specifications and Estimate documents - Documentation of project as-built conditions after construction	Collaborate with Construction to draft language for Construction Manual and other guidance to retain engineer-sealed documents in permanent project records. As this has been a low priority for Construction, DOD will look for opportunities when the Construction Manual is updated for As-Built process changes.	Report quarterly until Construction Manual updated	Division of Construction
16	0.05	653LICLMS	Develop implementation mechanisms in coordination with TOPSS staff to place professional license training courses offered by vendors into the Learning Management System (LMS)	a) Make recommendations on LMS reference fields for professional license review courses as potential replacement of current Option Form process for tracking employee use of Licensing Assistance Program - TOPSS staff is the lead. b) Work with TOPSS staff to include license review courses through LMS. Two-tiered approval process desired: 1) by student's supervisor, 2) by DOD's Professional Licensing Assistance staff, and 3) course completion/certification by Division staff (self-certification not acceptable) - TOPSS staff is the lead	a,b) Report quarterly on any activities with TOPSS Staff	Staff Central E-FIS
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
17	1.23	653LIC	Administer Licensing Assistance Program that reimburses staff seeking professional licensure through training courses by vendors	Report on expenditures for courses: a) Civil Engineer 8-Hour Review b) Seismic Review c) Surveying Review d) Land Surveyor Review e) Electrical Engineer Review f) Mechanical Engineer Review g) Structural Engineer Review h) Traffic Engineer Review i) Fundamental Engineering/ Engineer-in-Training Review j) Land Surveyor-in-Training Review k) Landscape Architecture Review l) Geotechnical Engineering Review m) Geologist Review n) Certified Engineering Geologist Review	Quarterly	Landscape Architecture Program (CPSD)
18	0.32	653EXP	Provide Subject Matter Expert guidance to the districts	a) Department point on issues related to the Board of Professional Engineers & Land Surveyors b) Monitor professional license compliance, report discrepancies to supervisors, managers, Personnel, and Labor Relations, as appropriate c) support of TOPSS efforts to correct compliance reports and automated notifications through Lotus Notes	a) As needed b) Quarterly c) As needed	Staff Central
19	0.15	653PDPM	Review Department's policies and guidance for compliance & consistency with statutes	Begin with the PDPM and the Business and Professions Code a) Revision submitted for PDPM edit for inclusion of "draft incomplete" on documents that have not been signed and sealed.	May be multi-year activity a) Will provide quarterly status until change has been implemented	
20	0.00	653LICQI	Promote use of Licensing Assistance Program for professional development of unlicensed staff in engineering, landscape architecture, and technician classifications	Look for outreach opportunities with district training coordinators, recruitment staff, district training officers, newsletters, articles, etc.	<i>ON HOLD UNTIL DEPARTMENT BEGINS HIRING</i>	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
RESOURCE CONSERVATION						
	1.70		PYs			
Activities leading to Deliverables						
21	0.20	653SUSTAIN	Develop webpage for Sustainability in the Department	a) Draft language for revisions b) Circulate for review c) Address comments and finalize d) post on web & market (DMB)	a) October 2011 b) December 2011 c) February 2012 d) March 2012	
22	0.10	653ICE	Monitor and report on Department's compliance with Surface Mining and Reclamation Act and Department of Resource Conservation partnering	a) Update information on Department's mines and district coordinators b) Confer with Department of Conservation on any SMARA issues that arise c) Develop a SMARA website	a) September 2010 b) September 2010 c) December 2010	Division of Construction and Division of Environmental Analysis
23	0.05	a) 653LEG b) 653NP	Respond to partner and legislative proposals regarding use of recycled materials and products. Evaluate how to promote approved recycled content products for use in the Department's project delivery	a) Work with technical subject matter experts to respond to inquiries about using recycled materials & products b) Maintain internet website with policy, guidance, tools, templates and contacts	a) Ongoing b) Update quarterly or as needed	
24	0.17	a) 653SB876 b) 653SB1346 c) 653AB75 d) 653AB338	Monitor and report on Department's use of recycled materials as required to meet legislated mandates a) Public Resources Code (PRC) 42889.3 (Senate Bill 876) requires annual report to the legislature b) PRC 42872.5 (Senate Bill 1346) requires listing on public-accessible website c) PRC 42926 (SB 1016) supersedes PRC 42926 (Assembly Bill 75) requires Caltrans to comply with minimum landfill waste diversion rate of 50 percent. d) Department crumb rubber usage as related to PRC 42703 (Assembly Bill 338, Levine)	a) Report on the Department's Use of Waste Tires b) Post on web: list of Department's Rubberized Hot Mix Asphalt (aka Rubberized Asphalt Concrete) projects over the past 5 years c) Assist districts and HQ in their electronic submittal of reports on waste diversion from landfills of debris from office facilities and construction projects to Department of Resources, Recycling and Recovery (CalRecycle), for compliance d1) Determine previous year percentage RHMA usage d2) Report to Districts and Query District for future years RHMA & HMA projections d3) Provide d2) findings to Division of Pavement Management	a) Annually by January 1 b) Annual web posting by April 1 c) Annual report due by September 1 d1) May-2012 d2) June-2012 d3) October-2012	Division of Engineering Services Division of Maintenance and Operations - Pavements

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
25	0.05	653CEWP	Update Construction Evaluated Work Plan (CEWP)	a) Track submittals of reports for CEWP and provide submittal status to Chief, Division of Design b) Provide reports to FHWA	a) Quarterly b) As delivered	FHWA
26	0.01	653CSSMS	Support of FY 2011/12 Division Business Plan Activities: MAIN STREETS	a) First draft review b) Respond to discipline specific 1st draft comments c) Second draft review d) Respond to discipline specific 2nd draft comments e) Quarterly team meetings f) Review & comment on implementation plan/materials	a) July 2011 b) Sept 2011 c) September 2011 d) Oct 2011 e) Sept 2011, Dec 2011, March 2012 f) April 2012	Project Delivery Division of Maintenance and Operations Division of Planning and Modal Programs
27	0.02	653GUIDE	Develop a more effective process to manage and update the Highway Design Manual and Project Delivery Procedures Manual to effectively support project delivery.	a) Participate in focused team efforts b) ID obstacles and barriers, draft action plan c) To Division mgt, OCs and DMB for review d) Final plan e) Quarterly status updates	a) September 2011, ongoing b) December 2011 c) December 2011 d) February 2011 e) Quarterly	Division of Design Offices Districts and DMB
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
28	0.05	653RECON	Promote use of approved recycled content products in project delivery	Review approved new products list for recycled content products. Work with standard plan/std specification owners to ensure language for optional use of recycled content products is included	Ongoing	
29	0.05	653TRNI	Deliver Training Courses	Partner with Integrated Waste Management Board and their consultants to educate districts on the use of recycled content products in transportation engineering applications	As available	
30	0.20	653RECON	Provide Subject Matter Expert guidance to the districts	Most return calls made within one working day	Ongoing, as needed	
31	0.10	653LEGA	Review Applicable Legislative Bills	Complete bill analyses, as needed	a) As needed	
32	0.70		Vacation/Sick Leave/Furloughs (All 4 Offices)			

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
DISTRICT COORDINATORS						
	5.00		PYs			
Activities leading to Deliverables						
1	0.10	653COMCS	Review and Update Highway Design Manual - Complete Streets	a) Review draft and provide comments (All DCs)	a) August 2011	DOD
2	0.01	653CSSMS	Support of FY 2011/12 Division Business Plan Activities: MAIN STREETS	a) Second draft review b) implementation plan review	a) September 2011 b) April 2012	Project Delivery Division of Maintenance and Operations Division of Planning and Modal Programs
3	0.02	653DIB	DIB 79 Guidance Update (Jim)	a) First draft review b) Second draft review	a) HQ, Pavements & Traffic 7/26/11 b) October 2011	DOD Pavements
4	0.02	653MISC	Design Certification Form - Develop form with all design deliverables that are currently in the Ready To List (RTL) Form. (Luis)	a) Present form to DMB. (Modify RTL Form to include a check box and date when the Design Certification Form was completed and signed by the DE and Sr Engr.) b) The form will be revised and submitted to the DMB for a second review.	a) 7/26/11 b) 9/2/11	DOD Office Engineers DMB
5	0.05	653POL	Process Review (All DCs)	Evaluate statewide consistence for MDE process: a) field review in D7 and CR (Karl, Luis, Chris, Mike) b) Final report (Jim)	a) August 2011 b) September 2011	HQ DOD District Design
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
6	3.45	653EXP	Provide technical expertise	<ul style="list-style-type: none"> a) Provide Design Exceptions, perform other HQ approval activities (RAC, PCR, Value Analysis, etc.) b) Communicate and encourage best practices: (Design Information Bulletins 78 (Design Checklist), 79 (RRR Design Criteria), 81 (Cap M), 82 (Americans with Disabilities Act), 85 (Materials Staging), Qlty control/ quality assurance on cost estimating c) Meetings for design guidance and improvement (e.g. DMB, Traffic Management meetings, Think Tank, etc.) d) Assist Office of Project Development Procedures to communicate and encourage Constructability Reviews 	<ul style="list-style-type: none"> a) Ongoing b) Ongoing c) Ongoing d) Ongoing 	
7	0.15	653MISC	Support Office of Project Development Procedures in two process reviews: Constructability Reviews, Purpose & Need	<ul style="list-style-type: none"> a) Coordinate with Office of Project Development Procedures to assist with reviews b) Assist in roll-out and implementation of new design oversight guidance (All DC's) c) Manual change related to Mandatory Design Exceptions at PSR 	<ul style="list-style-type: none"> a) As needed per Mary Beth Herritt schedule b) pending c) pending 	
8	0.50	653HSR	HSR Coordination (Chris)	<ul style="list-style-type: none"> a) Status meetings 	<ul style="list-style-type: none"> a) Ongoing 	PD Divisions HSRA
9	0.10	653MISC	Miscellaneous Activities for the Office	<ul style="list-style-type: none"> a) Business plan update 	<ul style="list-style-type: none"> a) Ongoing 	
10	0.60		Vacation/Sick Leave/Furloughs			

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
GEOMETRIC DESIGN STANDARDS						
	11.00		PYs			
Activities leading to Deliverables						
1	0.25	653QIHDM	Design Guidance Procedures Manual	a) Review PDPM and HDM procedures b) Contact other offices to obtain their procedures c) Create draft procedures d) Circulate draft procedures to DOD Office Chiefs for comments e) Resolve comments & create final draft document f) Obtain Div Chief approval g) Place on "S" drive	a) September 2011 b) September 2011 c) By October 31, 2011 d) November 2011 e) November 2011 f) By December 2, 2011 g) By December 2, 2011	Division of Design Offices
2	2.00	653HDM 653COMCS	HDM Update: Review Team Comments, Complete Streets Deputy Directive Implementation, and other changes.	a) Review and sort comments received. b) Resolve comments & edit Draft Document for DOD, DMB, Legal, FHWA Final Review c) Circulate Draft Document to DOD, DMB, Legal, FHWA for Final Comments d) Resolve comments & create Final Draft Document e) Obtain Div Chief approval f) Obtain FHWA concurrence g) Place on website & provide notification	a) TBD (est. 4 to 6 weeks) b) September 2011 c) TBD (est. 3 weeks) d) November 2011 e) December 2011 f) December 2011 g) By December 31, 2011	Office of Highway Drainage Design Landscape Architecture Program Divisions of Maintenance (Pavements), Traffic Operations and Engineering Services Division IT Support
3	0.20	653CSSMS	Support Landscape Architecture Program update & expansion of the Main Streets Guide	a) First draft review b) Respond to discipline specific 1st draft comments c) Second draft review d) Respond to discipline specific 2nd draft comments e) Quarterly team meetings f) Review & comment on implementation plan/materials	a) July 2011 b) Sept 2011 c) September 2011 d) Oct 2011 e) Sept & December 2011 and March 2012 f) April 2012	Landscape Architecture Program Division of Traffic Operations

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
4	0.75	653COMCS 653DIB	Update Design Guidance per DD-64 R1 (Complete Streets)	<ul style="list-style-type: none"> a) Review DIB's 78 & 79 and SPI Memorandum and Create Draft Changes b) Circulate Draft Documents for DOD Review and Comments c) Begin Resolving Comments d) Circulate Final Draft Document for Departmental & Partner Review and Comments, as needed e) Begin Resolving Comments f) Obtain Div Chief approval g) Obtain FHWA concurrence h) Place on website & provide notification 	<ul style="list-style-type: none"> a) January - March 2012 b) April 2012 c) April 2012 d) May 2012 e) May - June 2012 f) June 2012 g) June 2012 h) June 2012 	<ul style="list-style-type: none"> Office of Highway Drainage Design Division of Maintenance (Pavements) Division IT Support
5	0.10	653HDM 653LIAS	Incorporate Chapter 7, formerly of the Caltrans Traffic Manual, into the HDM	<ul style="list-style-type: none"> a) OGDS Review Draft & Comment b) Resolve comments with Traffic Operations c) Circulate Final Draft Document for Review and Comments d) Obtain Division Chief approval e) Obtain FHWA concurrence f) Place on website & provide notification 	<ul style="list-style-type: none"> a) August 7, 2011 b) TBD by Traffic Ops c) TBD d) TBD e) TBD f) TBD 	<ul style="list-style-type: none"> Division of Traffic Operations Office of Highway Drainage Design Division IT Support
6	0.05	653PDPM	ADA Settlement Agreement Required Actions	Update PDPM: <ul style="list-style-type: none"> a) Provide draft changes to PDPM Editor b) Agree upon schedule for changes 	<ul style="list-style-type: none"> a) August 2011 b) September 2011 	<ul style="list-style-type: none"> Project Development Procedures Division IT Support
7	0.10	653PDPM	Update fact sheet and guidance for Exceptions to Mandatory Design Standards	<ul style="list-style-type: none"> a) Resolve comments received on Draft Document from Design Management Board Review b) Obtain Division Chief approval c) Obtain FHWA concurrence d) Place on website & provide notification 	<ul style="list-style-type: none"> a) September 2011 b) October 2011 c) October 2011 d) October 2011 	<ul style="list-style-type: none"> Project Development Procedures Division IT Support
8	0.10	653EXP 653SHSP	Strategic Highway Safety Plan (SHSP) Challenge Area 5: Ref. #5.06 - Improve and update highway design and operational policy, standards, and practices to reflect safety-related lessons learned and research findings.	<ul style="list-style-type: none"> a) Develop Project scoping guidance b) Pilot Projects c) Update Design guidance in PDPM [and HDM as needed] 	<ul style="list-style-type: none"> a) TBD b) TBD c) June 30, 2012 	<ul style="list-style-type: none"> Division of Traffic Operations

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
9	0.05	653EXP 653SHSP	SHSP Challenge Area 13: Ref. #13.05 - Support and expand the California Bicycle Coalition Complete Streets Sub-Committee to develop a curriculum and design standards for complete streets, traffic calming, safe intersection design, and appropriate vehicle speeds for environments where pedestrians and bicyclists are legal users.	See HDM Update (Row 2) for tasks; Allocation resources reported for SHSP reporting required.	See HDM Update (Row 2)	See HDM Update (Row 2)
10	0.25	653LIAS 653HDM 653Guide	Proactive 2 & 3 Lane Safety Program Development	a) List HDM Updates Needed b) Draft of HDM text for updates	TBD in coordination with Division of Traffic Operations	Division of Traffic Operations Office of Highway Drainage Design
11	0.10	653LIAS 653HDM 653Guide	HOT/HOV Lane Guidance	Technical support during the development of the revised guidance.	As needed	Division of Traffic Operations
12	0.15	653DIB	Update Design Information Bulletin (DIB) # 80: Roundabouts	a) Complete draft updated document b) Circulate Final Draft Document for Design Management Board Review and Departmental Partner Comments c) Resolve comments d) Obtain Division Chief approval e) Obtain FHWA concurrence f) Place on website & provide notification	a) By October 31, 2011 b) November 2011 c) December 2011 d) January 2012 e) January 2012 f) January 2012	Division of Traffic Operations Division IT Support
13	0.25	653DIB	Create DIB: " Bridge Rail Development, Design and Selection Guidelines for Highway Projects"	a) OGDS Review Draft & Comment b) Resolve comments with Author c) Circulate Final Draft Document for Review and Comments d) Obtain Div Chief approval e) Obtain FHWA concurrence f) Place on website & provide notification	TBD upon delivery of draft document by DES-OE	Division of Engineering Services-SD Division IT Support
14	0.10	653DIB	Retire DIB # 77: Interchange Spacing	a) Incorporate design guidance into HDM b) Assist Office of Project Development Procedures incorporate into PDPM	By June 30, 2012	Project Development Procedures

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
15	0.10	653WEB	Update OGDS Internet and Intranet Web Sites	<ul style="list-style-type: none"> a) Create website content b) Develop website c) Website activated for use 	<ul style="list-style-type: none"> a) April 1, 2012 b) June 3, 2012 c) June 30, 2012 	Division IT Support
16	0.20	653TRNI	<p>Training: <u>Development & Implementation</u></p> <ul style="list-style-type: none"> a) Americans with Disabilities Act (ADA) Training b) "Bicycles on the Roadway" Training c) Pedestrian Safety Workshops d) FHWA Local Agency ADA Training e) OJT Modules 	<ul style="list-style-type: none"> a) Support District training plans b) Deliver training statewide c) TBD - pending FHWA concurrence & funding d) TBD - pending FHWA request(s) e) Develop Plan to Update OJT Modules and begin to implement the plan. 	<ul style="list-style-type: none"> a) Offered statewide as-needed b) Offered statewide as-needed c) Offered statewide as-needed d) As requested by FHWA e) By November 2011 	
17	1.20	653EXP 653HSR	Support of FY 2011/12 Division Business Plan Activities to improve project delivery and quality	<p>Service to other Offices in Division:</p> <ul style="list-style-type: none"> a) Design Coordinators <ul style="list-style-type: none"> > Traversable Roadside Design Guidance > Succession Planning b) Highway Drainage Design <ul style="list-style-type: none"> > Update HDM Chapters c) Project Development Procedures <ul style="list-style-type: none"> > Revisions to the PDPM > Project Engineer Academies (2) > IQA Implementation Pilot (6 mo. - 1 day a week x 2 employees) > Development of On-line training courses d) Landscape Architecture Program e) Landscape Architecture Coordination & Planning <ul style="list-style-type: none"> > Roundabout Landscaping guidance; see DIB 80 update > Updates to HDM Chapter 900 f) High Speed Rail <ul style="list-style-type: none"> > Technical Advisory Committee 	<ul style="list-style-type: none"> a) As needed b) As needed c) As needed d) As needed e) As needed f) As needed 	Identified under Deliverables

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
18	0.75	653LIAS 653HDM 653EXP Legal EA 653COM	Support of FY 2011/12 Corporate Headquarters activities to improve project delivery and quality	<u>Service to other HQ Divisions:</u> a) DES-SD > Earth Retaining Systems Committee (ERSC) > Bridge Rail Policy Committee b) Division of Maintenance - Pavement Program > HDM changes to Chapters 600 to 670 c) Maintenance & Operations - ADA Program Mgr > ADA Technical Committees d) Human Resources > Safety & Health Advisory Subcommittee e) Mass Transit > Bus Rapid Transit Implementation f) Traffic Operations > Intersection Safety Team > Tech Adv. Committee to update guidance on designing intersections g) Legal > Tort Case Support > Lawsuit Support h) Civil Rights > ADA design expertise i) Right of Way > Subdivision Map Act Team j) Transportation Planning > Active Transportation and Livable Communities (ATLC) Advisory Group > Complete Streets Implementation Steering Committee and Action Plan Activities k) Local Assistance > California Bicycle Advisory Committee (CBAC)	As needed	Identified under Deliverables
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
19	0.50	653HDM 653COORDF	HDM Editor Responsibilities	a) Capture Change Proposals & Manage Change Process b) Document Changes c) Obtain Approvals d) Release Updates	Ongoing	Various
20	2.10	653EXP Project ID	Design Reviewer service to districts and regions to improve project delivery and quality	Provide technical assistance and Manage On-call Contract for Roundabout Engineering Services	Ongoing	Districts and Regions Design Coordinators

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
21	0.05	653STPL	Support district implementation of 2010 Contract Standards (Standard Plans & Specifications)	Provide technical expertise to districts.	As needed	Division of Engineering Services-Office Engineer
22	0.05	653M2E	Metric to English Transition	Monitor the delivery of the remaining 13 Metric Projects until they are advertised for construction on the State Highway System.	Ongoing	
23	0.15	653AASHTO 653TRB	AASHTO & TRB Activities	<u>AASHTO:</u> 1) Technical Committee on Geometric Design 2) Technical Committee on Roadside Safety 3) Support Division Chief Activities on SCOD <u>TRB:</u> 1) NCHRP Project 15-39 2) NCHRP Project 15-41 3) NCHRP Synthesis 20-05/Topic 42-04 4) NCHRP Project 03-102	As needed	Division of Research and Innovation
24	0.05	653RES 653EXP	Research: Update policy and design guidance based on research by others.	Review research performed by others for innovation and policy changes.	As needed	
25	0.25	653MEET 653STF 653BUSDOD	Office Management	1) Daily Supervisory & Office Manager Activities 2) Customer Service Survey: a) Develop Survey Questions b) Deliver Survey c) Report findings & recommendations 3) Employee Survey (Implementation of Findings) 4) FY 11/12 Business Plan Monitoring 5) Develop FY 12/13 Business Plan	1) As Needed 2a) March 2012 2b) April 2012 2c) May 2012 3) As needed 4) As needed 5) As needed	
26	1.15		Vacation/Sick Leave/Furloughs			

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
HIGHWAY DRAINAGE DESIGN						
	5.00		PYs			
Activities leading to Deliverables						
1	0.20	653GUIDEFP	Update Fish Passage Guidance Document	Revision to reflect changes to DFG Stream Restoration Manual and revised DFG Passage Criteria	December 2011	Environmental Div.
2	0.20	653GUIDE	Best Practices Review - Obtain info from Dist's on adopted "best practices"	Generate: a) guidance and b) specification improvements based on District modifications to existing practice/procedure	a) October 2011 b) March 2012	
3	0.20	653GUIDEES	Develop guidance document - Environmentally Sensitive Stream Bank Protection Measures (ESSBPMs)	a) Field studies - Evaluate performance data & durability, maintenance requirements. Develop new measures. To be augmented with contract resources b) Provide updates to departmental guidance and standards for biotechnical stream bank measures	a) Ongoing b) October 2011	
4	0.20	653EXP	Provide technical assistance to RDS Committee for drainage related elements	Assist with development of training related to drainage component of RDS for both journey & expert level users.	As-needed	Office of CADD
5	0.20	653ST	Update Drainage Standards to AASHTO LRFD	a) Finalize Consultant analysis of existing Standard plan structures. b) Produce revised Standard plan details. c) Revise pre-cast inlet standards.	a) July 2011 b) October 2011 c) April 2012	Division of Engineering Services-Structures Design
6	0.20	653ST	Update Pipe Standards	Revised Specifications and Guidance related at post construction culvert inspection, pipe joint classification, pipe structural backfill requirements and minimum profile requirements for corrugated HDPE pipe.	Ongoing	Division of Engineering Services-OE, Structures Design, METS , Geotechnical Services

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
7	0.35	653TRN	Drainage Related Training	a) On-the-job-training - Generate modules for Culverts, Roadway Drainage & Culv. Rehab b) Deliver Culvert Rehab Seminar upon request c) Deliver NHI Stream Stability Classes (2)	a1) Culverts - July 2011 a2) Roadway Drainage - November 2011 a3) Culv. Rehab - March 2012 b) March/April 2012 c) April 2012	
8	0.20	653RES	Forensic Analysis of CMS Data	Collaborate with Div. of Maintenance to: a) Assess Culvert Management System data on pipe deterioration/failure b) Develop action plan for more detailed analysis	a) August-Dec. 2011 b) April 2012	Division of Maintenance and Operations METS
9	0.20	653GUIDE	Update Guidance on Floodplain Considerations reflective of revised regulatory criteria - including Senate Bill 5, USACE 208/408 and FHWA/FEMA regulations.	a) Information gathering b) Guidance complete	a) October 2011 b) May 2012	
10	0.20	653ST	Develop new SSP's	Finalize development and submit to DES-OE backlog of SSP's that have been held back due to 2-yr specification development moratorium. List of 22 SSP's submitted to OE.	Dependent on DES-OE prioritized list	DES-OE
11	0.18	653NPHD	New Product Reviews Assess drainage-related new product submittals for possible adoption into departmental Standards	Assess drainage-related new product submittals for possible adoption into departmental Standards a) DuroMaxx Pipe b) Hydratite Joint Seals c) Ultraliner PVC Alloy	a) December 2011 b) October 2011 c) April 2012	METS
12	0.02	653GUIDE	Develop a more effective process to manage and update the Highway Design Manual and Project Delivery Procedures Manual to effectively support project delivery.	a) Participate in focused team efforts b) ID obstacles and barriers, draft action plan c) To Division mgt, OCs and DMB for review d) Final plan e) Quarterly status updates	a) September 2011, ongoing b) December 2011 c) December 2011 d) February 2011 e) Quarterly	Division of Design Offices Districts and DMB
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
13	0.20	653NSSP	Provide review, guidance and approval of District-generated NSSPs	On-time approvals of biddable and buildable project special provisions	As needed	Division of Engineering Services-OE

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
14	0.20	653CLIMATE	Contribute toward Department's Integrated Climate Change Strategy	Provide expertise and input as requested by Planning and Modal Programs regarding adaptation components of the Departmental Climate Change Strategy	Ongoing	Division of Planning and Modal Programs
15	1.10	653EXP	Provide Technical Expertise to Districts	Delivery of timely advice and guidance that meets or exceeds customer needs	As needed	
16	0.10	653AASHTO	AASHTO Commitments: a) Technical Committee on Hydrology & Hydraulics b) Subcommittee on Materials c) Pipe Task Force	a) Attend Spring & Fall Mtgs & modify Chap. 4 MDM b) Review/Comment on pipe Material Specifications c) comment/participate in Pipe Task Force	a) On-going b) As Needed c) As Needed	AASHTO
17	0.40	653MISC & various	Miscellaneous activities for the office	Various drainage and office management activities a) HDM update editing b) Office Management c.) Updates to 2010 Standards	As needed	Various
18	0.65		Vacation/Sick Leave/Furloughs			

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
PROJECT DEVELOPMENT PROCEDURES						
	9.80		PYs			
Activities leading to Deliverables						
1	0.50	d) 653EXP e) 653LEGA	Provide advice and clarification on Project Development Procedures Manual procedures.	a) Answer district & HQ inquiries; research if necessary b) Legislation analysis c) Prepare Title 6 annual report	a) As received b) As received	
2	1.40	a) 653RTE b) 653FRAG c) 653COOP	Deliver Highway Route Matters - CTC agenda items & freeway agreements	a) Prepare and deliver CTC agenda items (Rte Adoption, NPRC, Relinq) b) Freeway Agreement review and execution c) Review of Cooperative Agreements for relinquishments (support PACT) d) Prepare report for PDAC e) Improve FA process: develop on-line tutorial, evaluate pink sheet f) Increase effectiveness of Rte Mtr to PDAC: work with Des Coor to use PID 3-yr plan to verify & update list of Rte Matters, and to resolve Rte Mtrs earlier.	a) Monthly b) As received c) As received d) Monthly: see S:\PDP\Route matters quarterly status all districts e) April 2012, Jan 2012 f) Quarterly	Division of Engineering Services - Coordinators Division of Design Reviewers
3	1.10	a) 653PDPM a-12)653CMGT	a) Update the Project Development Procedures Manual (PDPM) to implement new format	Changes for new format & policy issues: a-1)Chp 1- remove TPlanning a-2)Chp 2-FHWA Stewardship & other Division roles a-3)Chp 4 TR Programming (2011-0125 drft) a-4)Chp 8- Overall PDProcess (v_2011-02-25) a-5) C9 & C21 - Design Exception (v2011-02-2) a-6) Modify Chp 10, Appendices L & K to incorporate PSR-PDS impacts to PR phase a-7) Chp 9, 10 & App L: PIDs & Formal Project Studies - McKim Ltr impacts a-8) Chp 13 - Permits etc - publish a-9) Chp 17 - Encroachment Exceptions- a-10) Chp 27 - NPRC - incorporate McKim Ltr and DIB 77 a-11) Incorporate FHWA's Every Day Counts preliminary design definition. a-12) Manage contract which supports PDPM workload. a-13) Make E-FIS driven changes to templates and other references to EAs, source units etc.	a-1) Jan 2012 publish a-2) Aug 2011 St-wide circ a-3) Dec 2011 St-wide circ a-4) Jan 2012 St-wide circ a-5) Sept or Oct 2011 depend on St-wide circ as not done yet a-6) Oct 2011 St-wide circ a-7) Nov 2011 a-8) July 2011 a-9) TBD by LF a-10) Nov 2011 & Feb 2012 a-11) November 2011 a-12) monthly a-13) Sept 2011 with no St-wide circ	Division of Design Offices FHWA Division of Legal

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
4	0.05	a-c) 653QIO	a) Update the Project Development Procedures Manual (PDPM) to implement Complete streets	a)Chp 5 Trans Planning b) Planning scoping checklist c) Mtg requirement for C9 & C29	a) January 2012 b) October 2011 c) Sept 2011	Division Planning and Modal Programs
5	0.05	a) 653PDPM	a) Update the Project Development Procedures Manual (PDPM) to convert Chp 29 to new format and implement other requested changes	a)Landscape Architecture Program changes: Help LAP Draft Chp 29 - App. AA, E, EE, K, L, M & Q- initial functional unit draft	a-12) due date determined by LAP's 2010 Plain Language workload	Office of Roadside Management and Landscape Architecture Standards
6	0.05	a) 653PDPM	a) Update the Project Development Procedures Manual (PDPM) to convert Chp 16 to new format and implement other requested changes	a) Cooperative Agmt changes to chp 16 b) Co-op agmt exception changes to Chp 21 & App BB	a) TBD by Office of Cooperative Agmts b) TBD by Office of Cooperative Agmts	
7	0.05	a-b) 653QIO	a) Update the Project Development Procedures Manual (PDPM) to address Div of Traffic Operations issues	a) Modify Small Capital Value Project-PID template and guidance to allow greater use (Robert Peterson e-mail dated 2011-06-28) b) Incorporate full-closure directions into Appendix L - Traffic Engineering Assessment (Laurie Jurgens e-mail dated 2011-06-06)	a) Oct 2011 St-wide circ b) Jan 2012	
8	0.05	a) 653PDPM	a) Update the Project Development Procedures Manual (PDPM) to address	a) Incorporate stormwater permit driven changes to App GG-RE File (SPender e-mail dated 7-6-2011). b) Incorporate climate change policy driven changes to hydraulic engineering portions of PDPM (GDecou e-mail dated).	a) Feb 2012 b) March 2012	
9	0.05	a) 653PDPM	a) Update the Project Development Procedures Manual (PDPM) to address	a) Incorporate changes due to new policy on sharing electronic files (CKurtz e-mail dated 6-2-2011).	a) Feb 2012	
10	0.05	a) 653QIO	a) Update the Project Development Procedures Manual (PDPM) to address	a) Investigate DPR vs NOD issue identified by Lenka Culik-Caro's e-mail (dated 6-23-2011).	a) March 2012	
11	0.20	a-c) 653POLQMP	Create or update other Div of Design documents.	Oversight Guidelines Protocol a) Verify expectations a-1) Review comments obtained 1stQ 11-12FY. a-2) Review revision shared at March 2011 DMB mtg a-3) Confirm direction b) Create plan to implement direction given c) Execute plan	a) August 2011 b) August 2011 c) August 2011-June 2012	DMB

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
12	0.01	653CSSMS	Support of FY 2011/12 Division Business Plan Activities: MAIN STREETS	<ul style="list-style-type: none"> a) First draft review b) Respond to discipline specific 1st draft comments c) Second draft review d) Respond to discipline specific 2nd draft comments e) Quarterly team meetings f) Review & comment on implementation plan/materials 	<ul style="list-style-type: none"> a) July 2011 b) Sept 2011 c) September 2011 d) Oct 2011 e) Sept 2011, Dec 2011, March 2012 f) April 2012 	<ul style="list-style-type: none"> Project Delivery Division of Maintenance and Operations Division of Planning and Modal Programs
13	0.90	a-c, h) 653CPSDD d, f) 653TRNCURR e) G100001 g) G00076 i) 653CMGT	Deliver proactive training to create an effective and efficient workforce	<ul style="list-style-type: none"> Implement Engineering Curriculum a) Set training goals in terms of time & funds b) <i>Develop plan to consolidate logistics & contract duties (TC & KR)</i> c) Survey design statewide on curriculum d) Develop top two unmet needs (determine method of training as courses developed) e) Deliver 3 PEA f) Re-engineer PEA to use less classroom time g) Deliver DSS (in south cause did small group in north) h) Deliver current suite of courses i) Administer & execute contracts until consolidation 	<ul style="list-style-type: none"> a) July 2011 b) 1st Q 11-12 FY c) August 2011 d) Oct '11-June 2012 e) Jan 9-13-2012, Feb 6-10-2011, Mar 5-9-2012 f) June 2012 g) April '12 h) as needed i) monthly 	Division of Design Offices, District Design staff

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
14	1.10	a-d) 653IQA e) 653CMGT f-j) 653POLQMP	Continuous improvement of Design policies, procedures and practices. Independent Quality Assurance (IQA)	<ul style="list-style-type: none"> a) Implement IQA demonstration <ul style="list-style-type: none"> a-1) Train North & South IQA reviewer teams a-2) Solicit proj samples for IQA & QA a-3) deliver quality criteria & Dep Dir a-4) Request travel exemptions a-5) Perform IQA reviews b) Implement QA reviews <ul style="list-style-type: none"> b-1) Train district staff for projects ID'ed in a-2) b-2) Set up QA appointments b-3) Perform QA reviews c) Survey participants d) Keep district & HQ managers informed e) manage pending contract(s) for next study phase f) Provide progress reports and perform information sharing activities with DMB, FHWA, Des-Const Partnering teams, ACEC-ICE. g) Create marketing website h) Prepare DD re proj quality characteristics for DOTS i) chart of aligned IQA perf char & D-C perf Measures j) develop plan for FSR and execute 	<ul style="list-style-type: none"> a) July '11-March '12 <ul style="list-style-type: none"> a-1) Sept 2011 a-2) July 2011 a-3) October 2011 a-4) July 2011 a-5) Sept 2011-March 2012 b) Sept '11-June '12 <ul style="list-style-type: none"> b-1) Sept-Dec 2011 b-2) Nov '11 b-3) Jan-March'12 c) April 2012 d) Sept 2011 and monthly e) monthly f) quarterly via their mtgs g) Dec 2011 h) Sept 2011 i) August 2011 j) November 2011 	<ul style="list-style-type: none"> all Proj Delivery Divisions Division of Traffic Operations and Maintenance Division of Planning and Modal Programs District Management
15		a-h) 653QIO	Continuous Improvement of Design policies, procedures and practices	<ul style="list-style-type: none"> Design-Construction Performance Measurement <ul style="list-style-type: none"> a) Complete punch list b) Review final report c) Perform trial pull of data d) Obtain DPM commitment to help with data pull e) Finalize data pull procedures with Construction & PM f) Perform data pulls & analysis h) Report performance measures to DOD & DMB 	<ul style="list-style-type: none"> a) September 2011 b) TBD c) August 2011 d) August 2011 e) September 2011 f) Quarterly g) Quarterly 	
16	0.35	a) 653QID b) 653STF c-d) 653COMDMB e) 653QID	Continuous Improvement of Design policies, procedures and practices	<ul style="list-style-type: none"> a) Review DD 37 Traversable Hwys b) Transfer relinquishment to some other office or division c) Plan, arrange & execute Design Mgt Board mtgs d) Complete & manage DMB mtg upshots list e) Proj Delivery toolbox JForsythe e-mail dated 7-18-2011 in DOD folder on lotus 	<ul style="list-style-type: none"> a) June 2012 b) October 2011 c) Bi-Monthly d) Monthly e) July 2011 	DOD Mgmt, DMB

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
17	0.05	a-c) 653POL	Continuous Improvement of Design policies, procedures and practices	a) Prepare Proj Del Directive on archiving PIDS, PRs b) Coordinate with PDD for electronic files c) Market & Train (another group do?)	a) Sept 2011 b) Sept-2011 c) Oct 2011-Feb 2012	
18	0.01	a-d) 653QID	Continuous Improvement of Design policies, procedures and practices	FHWA Stewardship Agmt a) How collect PFM data now? b) Report perf measures to Chief Eng c) Implementation of FHWA Record of Involvement Who is Subject Matter Expert? How? d) Implement new Stewardship Agmt/Strategic Plan performance measures	a) October 2011 b) Quarterly c) June 2012 d) June 2012	
19	0.15	a-d) 653QIO	Continuous improvement of other divisions' policies, procedures and practices - Div Trans Planning	PID Program Streamlining a) Participate on the PID program committees b) Help implement April?-2011 PSR-PDS policy PDPM manual changes Training Performance Measures	a) 2nd & 4th Monday each month b) June 2012	a)Division Trans Planning-OPPC
20	0.06	a-c) 653CSS	Continuous improvement of other divisions' policies, procedures and practices	Complete Streets a) Complete Streets Tech Adv Comm Be team member. b) ATLC Mtgs c) CS Sub-team re P&N etal	a) 2011-9/7 & 12/7, 2012-3/7 & 6/6 b) 2011-8/18 & 11/17, 2012/Feb & May c) November 2011	a) Division Trans Planning
21	0.01	a) 653QID	Continuous improvement of other divisions' policies, procedures and practices	Task Mgmt a) PM's WSG improvements: a-1) WFTM-WBS combined document-compare tasks a-2) EDC-Prelim & Final design review of WBS codes(start Jan 2012)	a) monthly meetings a-1) October 2011 a-2) June 2012	a) DPM b) all other Proj Delivery Div

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Specific Target Dates	
22	1.80	a) 653MEET b-d, g-h) 653MISC e) 653DB f) 653RECM	Miscellaneous Activities for Division	a) Meeting room scheduling b) TECs c) Paychecks d) Transits tickets, monthly & daily e) data entry f) Records Management Annual Report g) other tasks as needed h) Provide support to division regarding EFIS	a) as requested b) weekly c) monthly d) monthly & daily e) as requested f) Sept 2011 g) as requested h) as requested	
23	0.01	653TRN	a) Employee training	a) Training of team for skill, knowledge, abilities	a) As requested	
24	0.30	a) 653BUSDOD b) 653MEET c)653TEAM d)653SUPPORT e) 653RECM	Miscellaneous Activities for Office	a) Business Plan Updates b) Meetings, Office Team, Division Mgmt, All EE, Safety c) Team Building Activities d) IT related issues e) Succession Planning	a) Quarterly b) Monthly or as needed c) As needed d) As needed e)	
25	1.50		Vacation/Sick Leave/Furloughs	assumed 0.15PY per Person on board.		

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
SPECIAL PROJECTS						
	7.50		PYs			
Activities leading to Deliverables						
1	0.25	653DS	Manage Design-Sequencing Program	a) Develop 12th Annual Report b) Develop project narratives (including lessons learned). Share with Design Mgt Board c) Begin development of Final Phase I Report d) Collect data for Final Program Report	a) June 2012 b) As needed c) June 2012 d) Ongoing	
2	0.20	653IC 653HSR	Develop Innovative Contracting Methods	a) Monitor Additive Bidding Pilot Program b) Maintain Innovative Contracting website to share information c) Pursue CM/GC Authority d) Coordinate High Speed Rail Projects	a) Ongoing b) Ongoing c) June 2012 d) June 2012	
3	2.25	653ICDB	Manage Design-Build Demonstration Program	a) Support DB Steering Committee work b) Facilitate approval of projects c) Manage Design-Build Program d) Review RFQ and RFP Documents from districts e) Identify and facilitate training f) Develop data collection plan g) Coordinate development of annual reports h) Incorporate Lessons Learned into templates	a) Bi-monthly b) June 2012 c) Ongoing d) As scheduled (DB Status) e) As needed f) January 2012 g) March 2012 h) Ongoing	
4	0.75	653ICP4	Support Public Private Partnerships (P3)	a) Support project selection b) Provide Technical Provision assistance to districts c) Create library of sample P3 Documents d) Begin development of performance specifications	a) As requested b) As required c) Ongoing d) June 2012	P3 Program

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
5	1.00	653COSTE	Cost-Estimating Improvements	a) Identify needed improvements from Project Study Report (PSR) to Engineers Estimate (EE) study b) Develop and Implement Plan for Major Projects Cost Estimate Reviews (CERs) c) Investigate and import Best Practices d) Deliver in-house training module e) Monitor and update cost escalation data on the web f) Facilitate Quarterly Cost Estimating Forum g) Revise PDPM Ch. 20 to reflect PDD on Supplemental Work/State Furnished Materials h) E-bid - BEES Replacement Team i) Supplemental Work/State Furnished - FHWA Process Review	a) June 2012 b) June 2012 c) Ongoing d) Jan 2012 e) Quarterly f) Quarterly g) Jan 2012 h) Monthly i) June 30, 2012	Engineering Services Construction
6	1.50	a) 653CMGT b) 653VADCM c) 653ADMIN d) 653RPRTFH e) 653RPRT f) 653VAAWARD g) 653GUIDE h) 653TRNI i) 653DRS j) 653QI k) 653GUIDE l) 653CSSMS	Administer the Department's Value Analysis (VA) Program	a) Process task orders/pay invoices b) Hold Dist VA Coord'r (DVAC) mtgs c) Develop Annual Work Plan d) Annual Report to FHWA e) Produce Annual Program Assessment f) VA awards program g) Maintain Fiscal Mgt Guide for VA Program h) Provide VA Team Member training i) Continue implementation of VA study retention plan j) Implement IQA for VA studies k) Implement FHWA Process Review Recommendations l) Main Streets VA Section	a) Monthly b) Quarterly c) January 1, 2012 d) January 1, 2012 e) January 1, 2012 f) June 2012 g) As needed h) As requested i) Ongoing j) Ongoing k) September 30, 2012 l) review 2nd draft Oct 2011	
7	0.05	653TOOL	Provide Project Delivery Acceleration Toolbox	a) Update Project Delivery Acceleration Tool Box	a) January 2012	
8	0.20		Deliver Training Courses	a) Cost Estimating b) Value Analysis c) Design-Build Training	a) January 2012 b) As requested c) As needed	
9	0.05	653NPNB	New Products (Noise Barrier) Evaluation & Implementation	Update website with new products	As approved	
10	0.05	653NBR	Deliver Retrofit Soundwall Program	Produce report for California Transportation Commission	Quarterly	
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
11	0.05	653NB	Manage Retrofit Soundwall Program	Statewide coordination and monitoring	Ongoing	
12	0.10	653MISC	Respond to 'Hot Button' Topics	a) Provide short lead-time responses to pressing needs as they arise.	a) On Call as needed	
13	0.10	653AASHTO 653NCHRP 653TRB	Continuous improvement of Division procedures: Coordinate Division of Design Research	a) Research projects in progress and results deployed b) Score NCHRP Problem Statements c) Develop Problem Statements	Ongoing	
14	0.20	653NPNB 653HSNPC	New Product Reviews and Approval	a.) Evaluate new noise barrier products b.) Participate on Highway Safety Features New Products Committee c) Assist Traffic Safety in implementing new policy on use of vendor drawings versus standard plans.	a.) As submitted b.) Monthly c.) June-2012	
15	0.05	653GUIDE	Provide 'Shelf' (Const'n Pending) Guidance	Maintain Shelf Guidance	Ongoing	
16	0.05	653MISC	a.) Miscellaneous Activities for the Office b.) Activities related to Division of Design 2008 Employee Survey Action Plan		Ongoing	
17	0.65		Vacation/Sick Leave/Furloughs			

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
STORM WATER MANAGEMENT						
	4.00		PYs			
Activities leading to Deliverables						
1	0.20	653SWPPDG	Maintain Project Planning & Design Guide (PPDG)/ Storm Water Data Report (SWDR) process, as needed to meet regulatory requirements	<ul style="list-style-type: none"> a) Update Project Planning and Design Guide (PPDG)/SWDR - based on the new NPDES Permits (MS4/Construction) and the Caltrans Storm Water Management Plan (SWMP) b) Develop design tools to assist Districts in fulfilling new obligations under the new NPDES permit. c) Provide outreach regarding expectations of the level of detail in a PID SWDR. 	<ul style="list-style-type: none"> a) June 2012 dependent on issuance of the MS4 Permit b) June 2012 dependent on issuance of the MS4 Permit c) Ongoing 	<ul style="list-style-type: none"> Office of Roadside Management and Landscape Architecture Standards Office of Highway Drainage Design Division of Environmental Analysis Division of Construction Division of Maintenance
2	0.20	653SWNPDES	Develop Departmental Strategies to address the Statewide NPDES (National Pollutant Discharge Elimination System)/ Construction General Permit	<ul style="list-style-type: none"> a) Develop SMARTS input attachment for the SWDR. To be used to assist construction to input Permit Registration Documents (PRDs) into SMARTS. b) Modify/Develop appropriate Specification/SSPs/Standards for the inclusion of requirements into projects. 	<ul style="list-style-type: none"> a) September -2011 b) June-2012 (or as needed) 	<ul style="list-style-type: none"> Office of Roadside Management and Landscape Architecture Standards Office of Highway Drainage Design Division of Environmental Analysis Division of Construction Division of Maintenance
3	0.25	653SWTBMP	Maintain Structural Treatment Best Management Practices (BMPs) - Tools - Details, Standard Special Provisions (SSPs), design guidance	<ul style="list-style-type: none"> a) Revise/Develop design guidance to improve/expand the Treatment BMPs toolbox (Soil Amendments, Bioretention, Alt. Trench Matrl., etc.) b) Develop infiltration tool and guidance to credit sustainable features within a project when sizing Treatment BMPs. c) Participate in the development of Standards and Guidance for the incorporation of Porous Pavement into projects d) Refine design guidance for siting, crediting, etc. e) Update treatment BMP nSSPs to be consistent with 2010 Standard format. f) Develop Specs and Details for BMPs appropriate for Arid Regions. 	<ul style="list-style-type: none"> a) March 2012 (or as needed) b) December 2011 c) January 2012 d) January 2012 (as needed) e) January 2012 f) April 2012 	<ul style="list-style-type: none"> Office of Roadside Management and Landscape Architecture Standards Office of Highway Drainage Design, Division of Environmental Analysis Division of Construction Division of Maintenance

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
4	0.20	653SWAT	Facilitate regular coordination meetings with district/HQ partners, resolve NPDES Permit compliance interpretations. Provide guidance to meet district needs.	a) Storm Water Advisory Team meetings (minimum 4 meetings per FY) b) Design Storm Water Coordinator Workshop	a) Quarterly b) March 2012	Office of Roadside Management and Landscape Architecture Standards Division of Environmental Analysis Division of Construction Division of Maintenance
5	0.20	653STPL	Support DES OE in the implementation of the 2010 Standards (Rewrite into plain language & reorganization)	a) Participate on the Standard Specifications Subcommittee b) Complete all parallel 2006 SSPs to be current with the 2010 Standards. c) Assist in revision of non-standard special provisions (NSSP) process	a) Bi-monthly meetings b) September 2011 c) April 2012	Office of Roadside Management and Landscape Architecture Standards Division of Construction Division of Environmental Analysis Division of Engineering Services - Office Engineer
6	0.30	653SWNPDES	Design Compliance Monitoring Program. Evaluate Storm Water Data Reports (SWDRs) for consistency, errors, trends, etc. Use information gathered to update guidance, training, and workshops	a) Compile Storm Water Data Report (SWDR) Summaries from all districts b) Request and review SWDRs (approximately 10% of all approved reports) c) Technical Memos summarizing the findings. Finalized and posted on intranet (previous year tech memo) d) Report findings in the Annual Report through Division of Environmental Analysis (previous year findings)	a) Monthly b) November 2011, April 2012 c) September 2011 d) September 2011	
7	0.30	653SWHYDRO	Negotiate and implement a statewide Hydromodification Strategy for all projects	a) Continue to negotiate Statewide Hydromodification Strategy with State Water Resources Control Bd to include in Caltrans NPDES Permit b) Develop guidance and examples of documentation to meet the Hydromodification Requirements from the upcoming Caltrans NPDES Permit. c) Review, test and recommend computer modeling programs that may be necessary to meet future hydromodification requirements.	a) January 2012 b) April 2012 c) June 2012	Office of Roadside Management and Landscape Architecture Standards Office of Highway Drainage Design Division of Environmental Analysis

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
8	0.43	653SWPPDG	Deliver training courses, in class and on-line. Enhance training capabilities	a) Revise Project Planning and Design Guide (PPDG) Training b) Conduct at least 20 PPDG Training Classes c) Revise Storm Water Data Report (SWDR) Workshop to be an online reference. d) Develop Webinar for the Infiltration Tool and post on the Stormwater Design Website	a) September 2011 b) April 2012 c) January 2012 d) January 2012	Office of Roadside Management and Landscape Architecture Standards Office of Highway Drainage Design Division of Construction Division of Environmental Analysis
9	0.01	653CSSMS	Support of FY 2011/12 Division Business Plan Activities: MAIN STREETS	a. First draft review b. Respond to discipline specific 1st draft comments c. Second draft review d. Respond to discipline specific 2nd draft comments e. Quarterly team meetings f. Review & comment on implementation plan/materials	a) July 2011 b) Sept 2011 c) September 2011 d) Oct 2011 e) Sept 2011, Dec 2011, March 2012 f) April 2012	Project Delivery Division of Maintenance and Operations Division of Planning and Modal Programs
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
10	0.60	653SWDASST	Provide technical assistance to district staff with the Caltrans National Pollutant Discharge Elimination System (NPDES) Permit compliance issues	a) Storm Water Data Reports - 100% NPDES Permit Compliance. b) Provide technical expertise on how to utilize Treatment BMP Standards, Special Provisions, and design guidance documents. c) Assist with implementing Construction Site BMPs into projects	a) Ongoing b) Ongoing c) Ongoing	Division of Environmental Analysis Office of Roadside Management and Landscape Architecture Standards Division of Construction
11	0.30	653SWNPDES	Provide technical assistance to others within the Division of Design and other Storm Water units in headquarters with NPDES issues	a) Review policy, guidance and other products developed by others	a) Underway, Ongoing	
12	0.10	653SWCBMP	Develop, revise, and maintain Construction Site Best Management Practices (BMPs) Details, Guidance, SSPs	a) Develop new SSPs b) Begin the development of performance based specifications. c) Develop specifications to incorporate 401 Certification conditions into PSE	a) Ongoing, as needed b) March 2012 c) Ongoing, as needed	Divisions of Construction and Environmental Analysis

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
13	0.14	653SWNPDES	Evaluate and review pilot projects with new Storm Water technologies for potential implementation. Provide concurrence on new products	Provide reviews as needed for new technologies, slope stabilization products, etc	Underway, ongoing	Division of Environmental Analysis Office of Roadside Management and Landscape Architecture Standards Divisions of Construction and Maintenance
14	0.25	653STF	a.) Miscellaneous Activities for the Office	Activities completed on schedule	Underway, ongoing	
15	0.02	653SW	Hold regular coordination meetings with ORMLAS	a) Hold meetings between Design Stormwater and ORMLAS meetings every other month b) Coordinate overlapping business plan items with ORMLAS	a) Minimum 6 meetings per year b) Ongoing	ORMLAS and DEA
16	0.50		Vacation/Sick Leave/Furloughs			

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
LANDSCAPE ARCHITECTURE PROGRAM						
	2.90		PYs			
Activities leading to Deliverables						
1	0.25	653BUSDOD	Deliver Division of Design 11-12 Annual Business Plan and track progress on activities	<ul style="list-style-type: none"> a) Research & coordinate with Office Chiefs for completion of 10/11 BP & set-up of 11/12 BP's b) OC outreach to identify collaborative activities c) Circulate Draft 11/12 BP to DOD mg't d) 11/12 BP to print e) Provide schedule and reminders to coordinate document f) Manage BP document, save back-up copies, provide support to OC's g) Gather quarterly updates & provide hard copy to DOD mg't h) Collect 11/12 Accomplishments from OC's 	<ul style="list-style-type: none"> a) July 2011 b) July 2011 c) Aug 2011 d) Aug 2011 e) Quarterly f) As needed g) Quarterly h) June 2012 	Division of Design Offices
2	0.08	653PROJ	Support SHOPP Roadside Preservation Program	<ul style="list-style-type: none"> a) Develop strategic goals for Statewide Roadside Preservation Plan b) Develop issue paper - Roadside SHOPP funding c) Complete 2010 Roadside SHOPP Plan d) SHOPP Standing Committees 	<ul style="list-style-type: none"> a) October 2011 b) December 2011 c) December 2011 d) As scheduled 	Division of Transportation Programming, SHOPP Division Chiefs, SHOPP Executive Committee
3	0.01	653BUSLAP	Landscape Architecture Program Annual Report 10/11	<ul style="list-style-type: none"> a) Coordinate with Principal and Sup. Landscape Architects b.) Edit & format written submissions from LAP offices c.) Reviews and approvals d.) Publication and upload to website 	<ul style="list-style-type: none"> a.) July 2011 b.) August 2011 c.) August 2011 d.) August 2011 	Office of Landscape Architecture Coordination and Planning Office of Roadside Management and Landscape Architecture Standards
4	0.45	653CSSMS	Main Streets guidance: Prepare new document in collaboration with external & internal partners	<ul style="list-style-type: none"> a) First draft review b) Respond to 1st draft comments c) Second draft review d) Respond to 2nd draft comments e) Quarterly team meetings f) Develop implementation plan/materials g) Send implementation plan out for comment 	<ul style="list-style-type: none"> a) July 2011 b) Sept 2011 c) September 2011 d) Oct 2011 e) Sept 2011, Dec 2011, March 2012 f) Feb 2012 g) April 2012 	Project Delivery Division of Maintenance & Operations; Division of Planning and Modal Programs

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
5	0.05	653SUSTAIN	Highway Sustainability (I.D. state of practice)	a) FHWA Peer Review Committee b.) Develop LAP Strategic Plan, research plan c.) Survey State DOT Guidance d) Develop issue paper e) Develop implementation plan f) Identify ongoing team members	a) September 2011 b) December 2011 c) December 2011 d) February 2012 e) April 2012 f) May 2012	Office of Landscape Architecture Coordination and Planning Office of Roadside Management and Landscape Architecture Standards Office of Resource Conservation
6	0.05	653CLIMATE	Contribute toward Department's Integrated Climate Change Strategy	Provide expertise and input as requested by Planning and Modal Programs regarding adaptation components of the Departmental Climate Change Strategy	Ongoing	Division of Planning and Modal Programs
7	0.10	653EXAM	Senior Landscape Architect Exam	A.) Coordinate with DHR b) Develop team c) Coordinate content with HR d) Schedule exams e) Conduct exams	a) July 2011 b.) July 2011 c) November 2011 d) November 2011 e) December-January 2011	Office of Landscape Architecture Coordination and Planning Office of Roadside Management and Landscape Architecture Standards
8	0.15	G101061	Deliver Context Sensitive Solutions (CSS) Implementation Workshop - Tracks 2 & 3	a) Assess ability to deliver Track 2 & 3 classroom workshop with travel restrictions and ability to restructure workshop sessions in teleconference/webinar format b) Evaluate each module in all 4 month workshop sessions assessing the most effective delivery mode of each based on content. Present proposed restructured format to Mgt c) Based on restructured format, develop and submit travel exemption request to Mgt d) Develop RFP for Tracks 2 and 3 delivery e) Assess RFPs for new consultant for Workshop development/delivery f) Reformat Workshop sessions as necessary for Tracks 2 and 3 delivery g) Tracks 2 & 3 concurrent delivery	a) August 2011 b) August 2011 c) August 2011 d) Sept 2011 e) Nov 2011 f) Dec 2011 g) Jan-April 2012	
9	0.02	G100001	Deliver Context Sensitive Solutions (CSS) training modules	a) Deliver CSS module at Project Engineer Academy b) Deliver CSS module at Project Engineer Academy c) Deliver CSS module at Project Engineer Academy	a) January 2012 b) February 2012 c) March 2012	PDP

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
10	0.05	653TRNCURR	Market and manage Transportation Landscape Architecture/Technician Curricula Use & Implementation	<ul style="list-style-type: none"> a) Update coursework and email updates to DLAs quarterly for distribution to Land Assocs, Land Archs., and Land. Technicians b) Query DLAs how HQ can help with project issues. c) Visit new DLA D3 /staff to market curricula. 11-12FY Goal: 100% of D3 staff develop curricula plan with annual IDPs d) Update curricula intranet site e) Forward relevant training opportunities/ announcements (webinars, classroom, online, conferences, forums, seminars) to DLAs as applicable to district staff career development 	<ul style="list-style-type: none"> a) Quarterly b) August 2011 c) September 2011 d) January 2012 e) Monthly 	OLAC&P District 3
11	0.02	653CSSGUID	Caltrans Guidance, Policy, Procedures & Practices for Context Sensitive Solutions and Complete Streets, Complete Sts TAC activities	<ul style="list-style-type: none"> a) Review Caltrans guidance, manuals, directives/policies being updated in 2011-12 to ensure updates alignment with DP-22 & DD-64R1 b) Review Complete Streets TAC Implementation Action Plan activities assigned to Division of Design c) Update LAP guidance for integration of CSS and Completes Streets., and to more clearly define Landscape Architecture's role in project delivery 	<ul style="list-style-type: none"> a) June 2012 b) June 2012 c) June 2012 	OLAC&P and RM&LAS Office of PDP Office of GDS DOTP
12	0.02	653LAPAWRD	Promote & announce to DLAs call for entries for Caltrans/Others awards programs	<ul style="list-style-type: none"> a) Caltrans Excellence in Transportation (EIT) awards, applications due Nov. 2011, help districts to identify & submit project applications that meet award criteria b) FHWA Excellence in Highway Design Awards (EIHD), applications due April 2012, help districts to identify & submit project applications that meet award criteria c) FHWA EHEI/EEI awards, applications due April 2012, help districts to identify & submit project applications that meet award criteria d) Assist districts in award recognition, as received, through: CT News article, CT Journal article, PIO, press releases, District Mgt/staff meetings, DMB meeting, FHWA award plaques and "certificates" 	<ul style="list-style-type: none"> a) Sept 2011 b) Feb 2012 c) Feb 2012 d) June 2012 	OLAC&P

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
13	0.10	653TE	Evaluate opportunities to transfer TE Program Coordinator position from Local Assistance to LAP	<ul style="list-style-type: none"> a) Identify and organize LAPs strategy to request TE relocation from Local Assistance to LAP: Align TE in LAP using Scenic Highway Program as a model b) Develop proposal for Principal & DOD Mgt review/approval c) Meet with TE Program Coordinator and Supervisor for review/comment d) Present Proposal to DOD Chief for review and signature e) Submit proposal to Chief of Local Assistance f) If successful, transfer PY from Local Assistance to LAP g) Update duty statement, submit to HR for Advertisement of Sr. LA TE position 	<ul style="list-style-type: none"> a) September 2011 b) October 2011 c) November 2011 d) November 2011 e) December 2011 f) January 2012 g) Feb 2012 	<ul style="list-style-type: none"> Division of Research and Innovation Division of Transportation Planning Office of Local Assistance Division of Project Management
14	0.05	653CMP	Evaluate opportunities for Corridor Master Plan (CMP) Implementation	<ul style="list-style-type: none"> a) Review and organize LAPs strategies for CMP implementation opportunities b) Develop spread sheet to strategize, schedule, track & manage process then submit to Principal & LAP Mgt for review/approval c) As identified in spreadsheet, contact DRI to conduct CMP literature search incl. external guidance, other DOTs, Caltrans d) Develop issue paper on CMP implementation in Caltrans for Principal LA& LAP Mgt for review/approval e) Present issue paper to DOD management for approval on how to proceed 	<ul style="list-style-type: none"> a) September 2011 b) September 2012 c) October 2012 d) April 2012 e) May 2012 	<ul style="list-style-type: none"> Division of Research and Innovation Division of Transportation Planning OLAC&P
15	0.05	653LAPAWRD	Update & Manage LAP Statewide Awards & Recognition Website	<ul style="list-style-type: none"> a) Query districts on awards & recognitions b) Update website for 2011-12 Awards, new recognitions, and recent publications 	<ul style="list-style-type: none"> a) July 2011 b) Quarterly 	<ul style="list-style-type: none"> OLAC&P ORMLAS

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
16	0.10	653WEB	Manage LAP's Web Site to stay current with HQ, District and Industry trends, new technology, innovations, and successes	a) Identify and organize LAPs strategy for website management b) Develop spread sheet to schedule, track & manage process c) Present to Principal LA & LAP Mgt for review and approval d) Develop & convene LAP team to identify updates e) Evaluate updates with team f) Present updates to Principal LA and LAP Mgt g) Update website h) Market updated LAP website to DLAs for use as PR opportunity with other functions & local agency partners	a) August 2011 b) September 2011 c) November 2011 d) January 2012 e) Quarterly f) Quarterly g) Quarterly h) June 2012	OLAC&P ORMLAS
17	0.05	653STSIGN	Evaluate opportunities to eliminate redundant roadside signs	a) Evaluate current standards c) Survey stakeholders d) Convene team e) Develop issue paper f) Develop implementation plan	a) October 2011 b) October 2011 c) November 2011 d) February 2012 e) April 2012	Traffic Ops Maintenance Office of Roadside Management and Landscape Architecture Standards
18	0.05	653SUCC	LAP Succession Planning in Districts and HQ	a) Develop issue paper b) Convene statewide team	a) December 2011 b) January 2012	Office of Landscape Architecture Coordination and Planning Office of Roadside Management and Landscape Architecture Standards
19	0.10	653RES	Determine future actions related to the traffic calming device DRI preliminary investigation (develop research proposal or development of new/revised standards)	a) Develop team b) Evaluate PI results c) Develop implementation plan	a) July 2011 b) September 2011 c) December 2011	Office of Landscape Architecture Coordination and Planning Office of Roadside Management and Landscape Architecture Standards
20	0.03	653TRB	Participate as committee member on Transportation Research Board (TRB) Committee on Landscape and Environmental Design AFB40	TRB AFB40	Quarterly through June-2012	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
21	0.03	653AASHTO	Participate as committee member on American Association of State Highway Transportation Officials (AASHTO)	AASHTO Technical Committee on Environmental Design.	Quarterly through June-2012	
22	0.03	653NCHRP	Participate as panel member on National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research project 15-33: AASHTO Guide to Landscape & Environmental Design	Quarterly through June-2012	
23	0.03	653NCHRP	Participate as panel member on National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research project 25-33: Managing Rights-of-Way for Biomass generation and/or Carbon Sequestration	Quarterly through June-2012	
24	0.03	653NCHRP	Participate as panel member on National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research project 25-33: Visual Impact Assessment	Quarterly through June-2012	
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
25	0.10	653CPSD	Capital Project Skill Development	Assist Office Chiefs and staff with Learning Management System course catalog and session administration. Assist Division CPSD manager and Office of Capital Skills with annual budget and funding issues, attend CPSD manager and staff meetings. Make sure catalogs are correct and up-to-date.	Ongoing	Division of Design Offices
26	0.10	653CSSMS	Complete Streets Implementation Technical Advisory Committee	a) Assess Complete Streets Implementation Action Plan, dated Feb. 1, 2010, progress to date, establish monitoring process, and review work plans	a1) August-4 a2) September-2 a3) October-5 a4) November-3 a5) March-2 a6) June-1	Division of Transportation Planning
27	0.05	653EXP	Division of Workforce Planning & Development E-Learning Steering Committee	Participate in meetings to develop recommendation to address depts. on-line training needs by establishing a central database of on-line courses and create a central location to administer, register, schedule, resource, develop expertise, and track on-line courses	Ongoing	Division of Workforce Planning and Development

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
28	0.32	653MISC 653MEET	Miscellaneous Activities for the Office	<ul style="list-style-type: none"> a) Office Work General b) Business Plan Updates c) Website updates d) Personnel issues e) Management General f) Academy support g) Data Entry Work h) Office Meetings i) Activities related to Division of Design 2008 Employee Survey Action Plan j) Mandatory training k) E-FIS implementation 	Ongoing	
29	0.45		Vacation/Sick Leave/Furloughs			

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
LANDSCAPE ARCHITECTURE COORDINATION & PLANNING						
	6.00		PYs			
Activities leading to Deliverables						
1	0.10	653RESDD	Develop research proposal for billboards' effect on distracted driving	a) Develop Preliminary Investigation Proposal b) Assist Contract Manager as technical advisor c) Evaluate PI results and determine future actions d) Provide technical support and review	a) August 2011 b) Ongoing c) June 2012 d) Ongoing	Division of Research and Innovation
2	0.10	653SHSP	Develop action item proposal for Strategic Highway Safety Plan Challenge Area 14: Enhance Work Zone Safety	a) Convene multi-disciplinary roadside team to develop list of problem areas and potential "fixes" b) Prepare SHSP Action Approval Form and submit to Challenge Area Team for approval c) Deliverables TBD by Action selected	a) March 2012 b) 2012/13 FY c) TBD	Division of Traffic Operations Division of Construction
3	0.15	653SRRAMP	Develop implementation plan for 2010 Safety Roadside Rest Area Master Plan	1) Develop team 2) Team review and evaluate of SHSP Project recommendations 3) Develop Statewide priority list of SRRAs System improvements based on SHSP Project 4) Develop long range funding needs plan based on priority 5) Develop requirements for partnered SRRAs 6) Develop draft RFP template for partnered rest areas	1) August 2011 2) November 2011 3) February 2012 4) April 2012 5) 2012/13 FY 6) 2012/13 FY	Districts Office of Truck Services

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
4	0.15	653GUIDEWL	Assist Districts in developing work load norms and projections for resourced and unresourced work	<ul style="list-style-type: none"> a) Develop statewide team b) Team review 'Guide to Project Delivery Work plan Standards' for existing and missing references to work performed by landscape architects c) Develop draft edits to PDWS and submit to team and technical experts for review and comments d) Address comments and submit suggested improvements to PDWS to Districts for review and comment e) Address comments and submit suggested improvements to Division of Project Management 	<ul style="list-style-type: none"> a) January 2012 b) March 2012 c) May 2012 d) 2012/13 FY e) 2012/13 FY 	Division of Project Management
5	0.16	653GUIDEAE	Develop and update guidance for aesthetics for website.	<ul style="list-style-type: none"> a) Develop draft language and submit to Principal LA for conceptual approval b) Address comments, develop figures/photos that illustrate key concepts, finalize draft guidance and circulate for review by technical experts c) Address comments and submit to Supervising and Principal Landscape Architects d) Address comments, finalize guidance and submit to ORMLAS for posting on web e) Disseminate guidance 	<ul style="list-style-type: none"> a) November 2011 b) April 2012 c) May 2012 d) June 2012 e) One month after posting 	Office of Roadside Management and Landscape Architecture Standards (ORMLAS) LAP

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
6	0.13	653PARK	<p>Assist in Development of Park and Ride Program</p> <p>a) Develop guidance for park and rides, specifically site selection, design features</p> <p>b) Participate in Park and Ride Teams</p>	<p>a-1) Review other state's guidance for park and ride best practices</p> <p>a-2) Update language for HDM and submit to technical experts for review and comment</p> <p>a-3) Address comments and submit to Supervising and Principal Landscape Architects</p> <p>a-4) Address comments and submit to ORMLAS for processing through OGS</p> <p>a-5) Address comments from statewide review, finalize guidance and submit to OGS</p> <p>b-1) Attend team meetings</p> <p>b-2) Provide review of consultant prepared system guidance</p>	<p>a-1) September 2011</p> <p>a-2) January 2012</p> <p>a-3) March 2012</p> <p>a-4) April 2012</p> <p>a-5) TBD by OGS</p> <p>b-1) Ongoing</p> <p>b-2) As needed</p>	<p>Park and Ride Team</p> <p>Office of Roadside Management and Landscape Architecture Standards</p> <p>Office of Geometric Standards</p>
7	0.15	653GUIDEPE	<p>Update guidance regarding plant establishment and use of appropriate plant material container sizes</p>	<p>a) Develop clarifying definitions for Establish Existing Planting, Extended Plant Establishment and Mitigation Monitoring, and funding mechanisms for each. Develop guidance regarding container sizing.</p> <p>b) Develop draft guidance for PDPM and/or Landscape Architecture Project Plans standards and submit to technical experts for review and comment</p> <p>c) Incorporate comments and submit to Supervising and Principal LA's for review and comment</p> <p>d) Revise and submit to ORMLAS for processing</p>	<p>a) September 2011</p> <p>b) March 2012</p> <p>c) May 2012</p> <p>d) June 2012</p>	<p>ORMLAS</p> <p>LAP</p>
8	0.10	653GUIDEWS	<p>Update Project Delivery guidance to improve worker safety</p>	<p>a) Review worker safety improvement recommendations from the 2009 worker safety and policy IQA review and DD103.</p> <p>b) Survey roadside field maintenance staff for top worker exposure issues</p> <p>c) Develop draft guidance for manuals to Implement Process Improvement recommendations and circulate for review by technical experts</p> <p>d) Incorporate comments and submit to Supervising and Principal LA's for review and comments.</p> <p>e) Address comments and submit to ORMLAS</p> <p>f) Address comments from statewide review, finalize guidance and submit to manual owners</p>	<p>a) December 2011</p> <p>b) December 2011</p> <p>c) April 2012</p> <p>d) 2012/13 FY</p> <p>e) 2012/13 FY</p> <p>f) TBD by ORMLAS and Manual Owners</p>	<p>ORMLAS</p> <p>Office of Project Development Procedures</p> <p>Office of Geometric Standards LAP</p>

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
9	0.02	653WEBI2LA	Finalize development of on-line Introduction to Landscape Architecture training-for Landscape Architecture Program website.	Incorporate LAP comments and submit to ORMLAS for posting online	August 2011	Landscape Architecture Program Office of Roadside Management and Landscape Architecture Standards
10	0.01	653GUIDH2O	Improve guidance regarding water use	Provide HDM and PDPM water conservation language to Maintenance Manual and Permits Manual owners for updating their manuals	One month after language approval by HDM and PDPM Manual owners	Division of Maintenance Division of Traffic Operations Office of Geometric Standards Office of Project Development Procedures
11	0.10	653GUIDECP	Develop guidance for funding follow-up Establish Existing Planting or Establish Existing Erosion Control contracts when Planting work is not separated from the parent "roadway" project. Develop guidance for Project Change Requests and Votes Requests for split required mitigation contracts.	a) Incorporate comments from Divisions and Districts and develop guidance as needed b) Develop memorandum to the Districts for Principal Landscape Architect's signature c) Disseminate to Districts	a) September 2011 b) November 2011 c) December 2011	Division of Construction Division of Procurements and Contracts Division of Legal ORMLAS

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
12	0.10	G101388	Co-develop and deliver Landscape Architecture 2010 Standards training with the Office of Roadside Management and Landscape Architecture Standards	<p>a) Deliver training pilot course pertaining to Section 20 & 21 of the 2010 Standard Specifications</p> <p>a-1) Develop draft course</p> <p>a-2) Develop handouts and District exercise for course homework</p> <p>a-3) Schedule pilot course</p> <p>a-4) Finalize and deliver pilot course</p> <p>b) Deliver training to Districts</p> <p>b-1) Revise course based on pilot feedback</p> <p>b-2) Deliver course</p> <p>c) Support the Districts on the implementation of the 2010 Standard Specifications, Sections 20 and 21</p>	<p>a-1) September 2011</p> <p>a-2) September 2011</p> <p>a-3) October 2011</p> <p>a-4) November -2011</p> <p>b-1) January 2012</p> <p>b-2) March 2012</p> <p>c) Ongoing</p>	ORMLAS
13	0.18	653TAMRS	<p>Manage Roadside Facilities Programs</p> <p>a) Update Asset Management Inventory (AMI) for Rest Areas</p> <p>b) Develop Inventory of Gateway Monuments, community ID & Transportation Art</p> <p>c) Clarify vista point identification and classifications in Manuals and AMI data base</p>	<p>a) Provide support for staff updating AMI database</p> <p>b-1) Develop spreadsheets to gather appropriate and necessary information</p> <p>b-2) Convert to Access Database</p> <p>b-3) Submit Database to districts to verify and add data as appropriate</p> <p>b-4) Submit to ORMLAS to place Database on Web</p> <p>c-1) Develop draft PDPM Chapter 29 update and circulate for review by technical experts</p> <p>c-2) Incorporate comments and submit to Supervising and Principal LA's for review and comments.</p> <p>c-3) Address comments and submit to ORMLAS</p> <p>c-4) Address comments from statewide review, finalize guidance and submit to OPDP</p> <p>c-5) Update AMI</p>	<p>a) November 2011</p> <p>b-1) January 2012</p> <p>b-2) February 2012</p> <p>b-3) March 2012</p> <p>b-4) FY 2012/13</p> <p>c-1) January 2012</p> <p>c-2) March 2012</p> <p>c-3) May 2012</p> <p>c-4) TBD OPDP</p> <p>c-5) June 2012</p>	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
14	0.15	653PROSTAT	Simplify Project Status spreadsheet	<ul style="list-style-type: none"> a) Simplify new spreadsheet: eliminate noncritical data to be tracked b) Convert old spreadsheet to match revised new spreadsheet c) Merge old spreadsheet with new spreadsheet d) Convert to Access Data Base e) Upload new projects from DOPM 	<ul style="list-style-type: none"> a) August 2011 b) October 2011 c) November 2011 d) December 2011 e) August 2011, February 2012 	Division of Project Management
15	0.20	653PROJ	Manage SHOPP Roadside Preservation Program	<ul style="list-style-type: none"> a) Provide districts with current information and directions when provided by SHOPP Division Chief & Executive Committees b) Develop Statewide Roadside Preservation Program for the 2012 SHOPP <ul style="list-style-type: none"> b-1) Develop Draft Statewide Roadside SHOPP from district submittals b-2) Final Roadside Program to Programming c) Develop Statewide Roadside Preservation Plan for 2013 SHOPP 10-Year Plan <ul style="list-style-type: none"> c-1) Develop Draft Statewide Roadside SHOPP Needs Plan c-2) Develop Draft Statewide Roadside Fiscally Constrained SHOPP from district submittals c-3) Final Roadside Program to Programming 	<ul style="list-style-type: none"> a) Ongoing b-1) October-2011 b-2) December-2011 c-1) June-2012 c-2) FY 2012/13 c-3) FY 2012/13 	Division of Transportation Programming
16	0.10	653SRRABEP	Develop updated vending agreement with Department of Rehabilitation, Business Enterprise Program for Division of Maintenance	<ul style="list-style-type: none"> a) Incorporate review comments from Legal, Accounting and DPAC and submit to BEP for review <ul style="list-style-type: none"> a-1) Maintenance and Operations IA a-2) Construction and installation IA b) Incorporate comments and submit to Legal for approval c) Submit to DOR for signature d) Submit to CT Management for signature 	<ul style="list-style-type: none"> a-1) August 2011 a-2) Within two months of execution of Maint. & Ops IA b) August 2011 c) TBD Legal d) TBD DOR 	<ul style="list-style-type: none"> Division of Legal Division of Maintenance Division of Accounting Division of Procurement and Contracts Department of Rehabilitation, Business Enterprise Program

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
17	0.15	653CLA	Update internet GIS mapping of landscaped freeway sections	a) Apply naming convention to background documents and submit to ORMLAS for posting and linking b) Provide updates to mapping and background documents to ORMLAS for posting and linking	a) December 2011 b) As needed	Reprographics ORMLAS & LAP
18	0.05	653STF	Develop Staff	a) Hold one-on-one meetings to update personal development plans utilizing TLA Curriculum b) Implement plan for enhancing Classified Landscape Freeway expertise within office c) Complete Annual IDP's d) Track mandatory training compliance e) Provide informal training on funding and programming f) Prepare for and implement hiring of replacement for Sr Landscape Architect vacancy f-1) Prepare revised duty statement and justification f-2) Complete employee separation activities f-3) Conduct interviews and hire	a) Ongoing b) December 2011 c) Within one month of birthdays d) Ongoing e) Monthly f-1) September 2011 f-2) December 2011 f-3) TBD	Landscape Architecture Program
19	0.05	653EXAM	Senior Landscape Architect Exam	A.) Coordinate with DHR b) Develop team c) Coordinate content with HR d) Schedule exams e) Conduct exams	a) July 2011 b.) July 2011 c) November 2011 d) November 2011 e) December-January 2011	ORMLAS & LAP Division of Human Resources
20	0.01	653BUSLAP	Landscape Architecture Program Annual Report 10/11	a) Coordinate with Principal and Sup. Landscape Architects b.) Submit Office information c.) Review draft	a.) July 2011 b.) August-2011 c.) September-2011	LAP Office of Roadside Management and Landscape Architecture Standards
21	0.01	653CSSMS	Support of FY 2011/12 Division Business Plan Activities: MAIN STREETS	a) First draft review b) Second draft review c) Respond to discipline specific 2nd draft comments d) Review & comment on implementation plan/materials	a) July 2011 b) September 2011 c) Oct 2011 d) April 2012	LAP

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
22	0.03	653RES	Manage research project 'Effects of Corridor Features on Driver and Pedestrian Behavior and Community Vitality'	a) Provide consultant oversight and review quarterly reports b) Review draft reports of field research	a) Quarterly b) As Needed	Division of Research and Innovation LAP
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
23	1.70	653COOR 653SRRA e) Various codes provided by environmental	Provide Landscape Architecture Coordination (includes Safety Roadside Rest Areas)	a) Coordinate with districts & other HQ units regarding policies and projects b) Provide technical expertise to districts & headquarters Design c) Share information, issues and lessons learned at weekly office meetings d) Conduct informal review regarding implementation of VIA and EC training e) Conduct IQA reviews of Visual Impact Assessments and environmental documents for Division of Environmental Analysis f) Coords. work with districts to select projects and assist in preparation of call-for-entries Caltrans/other awards program. g) Address comments from DMB reviews of previously prepared manual changes h) Disseminate manual changes to districts i) Disseminate web updates to districts j) Update project status database project details	a) As needed, ongoing b) As needed, ongoing c) Ongoing d) Ongoing e) As requested by DEA f) Ongoing g) Ongoing h) Within one month of publication i) Within one month of posting j) Ongoing	Division of Environmental Analysis Landscape Architecture Program Information Technology
24	0.45	653NSSP	Review and approve project specific non-standard special provision (NSSP) requests	Review, respond, approve or submit to ORMLAS	Within 10 working days of receipt	ORMLAS
25	0.02	653BUSDOD	Identify improvements to manuals, directives and policies to include in 2012/13 Biz Plan	a) Identify needed improvements in the course of working with district staff b) Develop activities and deliverables for next year's business plan	a) Ongoing b) When determined in a).	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
26	0.40	653CLA	Landscape Freeway Designations per Outdoor Advertising Act (ODA)	<ul style="list-style-type: none"> a) Develop SOP's for position b) Turnover Landscape Freeway knowledge, information and responsibility to Chris Rossmiller c) Make preliminary and final classifications per outdoor advertising regulations and post on Internet d) Investigate and respond to requests for de-classification e) Assist Legal in preparation for, and act as expert witness during, outdoor advertising hearings 	<ul style="list-style-type: none"> a) December 2011 b) December 2011 c) Ongoing d) Within legal & policy timelines e) As necessary 	<ul style="list-style-type: none"> Division of Legal Division of Traffic Operations
27	0.30	<ul style="list-style-type: none"> a) 653 MISC b) 653BUSDOD c) 653WEB d) 653STF e) 653MEET f) 653TRNT g) various 	Miscellaneous Activities for the Office	<ul style="list-style-type: none"> a) Office Work General b) Business Plan Updates c) Website updates d) Personnel issues e) Office Meetings f) Mandatory training g) Furlough, vacation, Sick leave 	As needed	Office of Project Development Procedures
28	0.95	Approved time off	Vacation/Sick Leave/Furloughs	Vacation, Sick Leave and personal leave time (5 @.15 py, 1 @.2 py)	a) As required	

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
ROADSIDE MANAGEMENT & LANDSCAPE ARCHITECTURE STANDARDS						
	7.00		PYs			
Activities leading to Deliverables						
1	0.45	653HDM 653PDPM	Formalize and implement a Manual Revisions and LAP Manual Management Process (MMP) to track and request updates to manuals relating to changes needed by Landscape Architecture Program (PDPM, HDM, SRE, Etc.)	<p>a) Identify and organize LAPs request for various manual updates.</p> <p>a1) Develop spread sheet to: schedule, manage, track, process and submit revisions the respective manual owners.</p> <p>b) As identified on the spread sheet developed, receive proposed revisions / edits for manuals review, comment and or process as a request for change to the respective manual.</p> <p>b1) Review proposed revisions / edits received from OLACP or other offices.</p> <p>b2) Develop draft final revisions / edits and route for DRAFT final review to Principal Landscape Architect.</p> <p>b3) Prepare draft final recommended changes to manuals and submit to manual owner (s) for statewide circulation.</p> <p>b4) Coordinate with proposer for their response to comments and modifications to manual edits.</p> <p>b5) Receive final edits from proposer and submit for publication.</p> <p>b6) Follow-up monthly with respective manual owner(s) to insure changes have been incorporated into manual.</p>	<p>a) July 2011</p> <p>a1) August 2011</p> <p>b) Ongoing</p> <p>b1) TBD by task a1</p> <p>b2) TBD by task a1</p> <p>b3) TBD by task a1</p> <p>b4) TBD by task a1</p> <p>b5) TBD by task a1</p> <p>b6) TBD by task a1</p>	<p>Office of Landscape Architecture Coordination and Planning</p> <p>Office of Project Development Procedures</p> <p>LAP</p>

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
2	0.05	653HDM900 63PDPM29	Finalize Water Management guidance developed by OLACP.	a) Review Water Management edits received from OLACP, b) Develop as draft final Water Management edits and route for DRAFT final review to Principal Landscape Architect. c) Prepare draft final recommended Water Management changes to manuals and submit to manual owner(s) for statewide circulation. d) Coordinate with OLACP for their response to comments their modifications to manual edits. e) Receive final OLACP Water Management edits and submit for publications. d) Follow-up with respective manual owner(s). to insure changes have been incorporated into manual.	a) August 2011 b) August 2011 c) September 2012 d) November/monthly 2012	Office of Landscape Architecture Coordination and Planning Landscape Architecture Program
3	0.15	653SWNPDES	Clarify role of Landscape Architects in Department as it relates to Notice of Termination	a) Finalize the guidance on Notice of Termination for LAs to support Construction. b) Develop an implementation Memo	a) August 2011 b) October 2011	Office of Stormwater Management Division of Construction Division of Environmental Analysis LAP
4	0.20	653WEB	Update LAP's Web Site with current information developed by others	a) Various guidance b) Water Management guidance c) Miscellaneous PLV Standards guidance d) Scenic Byway guidance e) Update Roadside Vegetation Management Tool Box f) Landscaped Freeway & mapping g) Highway Aesthetics guidance h) Introduction to CT/LA - an on-line Learning Tool	a) 1-month after received b) October 2011 c) July 2011 and December 2012 d) May 2012 e) June 2012 f) 1-month after received g) 1-month after received h) 1-month after received	Office of Landscape Architecture Coordination and Planning Landscape Architecture Program
5	0.10	653VIA or 653GUIDE	Implement 4 standard VIA templates and associated supporting guidance for environmental (CEQA & NEPA) clearance of projects.	a) Finalize VIA templates b) Post on LAP WEB site c) Submit to manual owner to be incorporated into SER d) Follow-up with respective manual owner to ensure changes have been incorporated into manual	a) September 2011 b) September 2011 c) October 2011 d) December 2011 e) Ongoing	Office of Landscape Architecture Coordination and Planning DEA DLAs

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
6	0.35	653SCENICB	Develop, update and implement Scenic Byways guidance.	<ul style="list-style-type: none"> a) Review Scenic Byways Program and develop schedule for process improvement and documentation of program. b) Develop draft guidance of Scenic Byways Program. c) Circulate draft guidance of Scenic Byways Program and receive comments and revise as necessary. d) Prepare DRAFT final recommended guidance and or manual edits for Scenic Byways Program. e) Develop as final revisions / edits and route for review to Principal Landscape Architect. f) Prepare recommended guidance and post on LAP WEB site. 	<ul style="list-style-type: none"> a) October 2011 b) December 2011 c) January 2012 d) March 2012 e) April 2012 f) 2012/13 FY 	<ul style="list-style-type: none"> Office of Landscape Architecture Coordination and Planning Landscape Architecture Program Division of Local Assistance
7	0.10	653GUIDELA	Develop draft revisions to Landscape Architecture Manual	<ul style="list-style-type: none"> a) Take specialized INDesign software class (if possible move to new platform) b) Develop master plan for revisions to manual 	<ul style="list-style-type: none"> a) September 2011 b) June 2012 	TBD
8	0.20	G100068	Training with Highway Planting/Erosion Control Landscape Contractors - Partner with industry to streamline project delivery, improve standards - and host District training forum.	<ul style="list-style-type: none"> a) Review 2009 Meeting action items b) E-mail Contractor invitation letter with draft agenda c) Hold Contractor Meetings /District Training d) Develop plan to implement action items e) Distribute meeting notes and other info to Landscape Architecture Coordinators, District Landscape Architects and others 	<ul style="list-style-type: none"> a) January-2012 b) February-2012 c) March-2012 d) April-2012 e) April-2012 	<ul style="list-style-type: none"> Division of Construction Landscape Architecture Program

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
9	0.65	G101388	Develop and deliver Landscape Architecture 2010 Standards training (with Office of Landscape Architecture Coordination and Planning and DEA)	<p>a) Deliver training pilot course pertaining to Section 20 & 21 of the 2010 Standard Specifications</p> <p>a-1) Develop draft course</p> <p>a-2) Develop handouts and District exercise for course homework</p> <p>a-3) Schedule pilot course</p> <p>a-4) Finalize and deliver pilot course</p> <p>b) Deliver training to Districts</p> <p>b-1) Revise course based on pilot feedback</p> <p>b-2) Deliver course</p> <p>c) Support the Districts on the implementation of the 2010 Standard Specifications, Sections 20 and 21</p>	<p>a-1) September 2011</p> <p>a-2) September 2011</p> <p>a-3) October 2011</p> <p>a-4) November 2011</p> <p>b-1) January 2012</p> <p>b-2) March 2012</p> <p>c) Ongoing</p>	<p>Office of Landscape Architecture Coordination and Planning</p> <p>Division of Engineering Services</p>
10	0.15	653D4S	Update Pavement under guard rail standard to meet new crash test criteria	<p>a) Coordinate with Traffic Operations, Maintenance, Districts and Crash Test unit to develop revisions to standard.</p> <p>b) Prepare draft standard plans and specifications</p> <p>c) Circulate for draft review</p> <p>d) Revise and submit to mandatory stakeholders for review and concurrence</p> <p>e) Submit with Traffic Operations final to OE for standard revision.</p>	<p>a) August 2011</p> <p>b) October 2011</p> <p>c) October 2011</p> <p>d) December 2011</p> <p>e) March 2012</p>	<p>Project Delivery & Districts</p> <p>Division of Maintenance & Operations</p>
11	0.15	653RICS	Develop Specifications for Remote Irrigation Controller System (RICS)	<p>a) Research issue and collect current information from Districts, Maintenance and vendors</p> <p>b) Develop draft specifications</p> <p>c) Develop final specifications</p> <p>d) Post final non-standard Specifications on Web site</p>	<p>a) October 2011</p> <p>b) November 2011</p> <p>c) February 2012</p> <p>d) April 2012</p>	District Landscape Architecture
12	0.10	653STLASC	Oversee Landscape Architecture Standards Committee (LASC) to improve project delivery process	<p>a) Hold LASC quarterly meetings</p> <p>a1) LASC Team to assist w 2010 training development, to identify other needed improvements to the project delivery process, and provide input on development of standards.</p>	<p>a) September 2011, December 2011, March 2012, June 2012</p>	District Landscape Architecture

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
13	0.25	653D4S	Develop weed mat under sign post standards	a) Coordinate with Traffic Operations, Structures, Maintenance, Districts and Crash Test unit to develop draft standard weed mat under sign posts. b) Prepare draft standard plans and specifications c) Circulate for draft review d) Revise and submit to stakeholders for review and concurrence e) Submit draft to OE for review. f) Post draft final on Roadside Tool Box	a) August 2011 b) October 2011 c) December 2011 d) February 2012 e) March 2012 f) June 2012	Project Delivery & Districts Division of Maintenance & Operations Structures METS
14	0.03	653NSSP	Review and approve project specific non-standard special provision (NSSP) requests	Review, respond and process NSSP requests that the LA Coordinators forward to ORMLAS	a) As needed	Office of Landscape Architecture Coordination and Planning
15	0.25	6SS	Complete of unforeseen PLV tasks and support the implementation of standards	a) Finalize unforeseen issues with 2010 PLV, (sample plans, cell library, additional plan details, changes to standards and index, addendums to standards)	TBD	HQ OE Division of Construction Landscape Architecture Program
16	0.20	G100073 & G101031	Implement Erosion Control training (Storm Water Pollution Prevention)	a) Key Concepts of Sustainable Erosion Control - deliver 1 session b) Advanced Sustainable Erosion Control for Steep Slopes - deliver 8 sessions	a) July to March 2012 b) July to June 2012	Office of Stormwater Management Office of Highway Drainage Design Geotech Division of Environmental Analysis

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
17	0.10	G100073	Facilitate Certified Professional in Erosion and Sediment Control (CPESC) training and certification opportunities	<ul style="list-style-type: none"> a) Identify and market training opportunities to districts regarding Certified Professional in Erosion and Sediment Control (CPESC) courses and certification b) Coordinate specific CPESC courses for districts c) Manage attendee participation and expenses d) Track and report certification passing rates 	<ul style="list-style-type: none"> a) September 2011, January 2012 b) November 2011, March 2012 c) Ongoing d) Ongoing 	<ul style="list-style-type: none"> District Landscape Architecture LAP Districts
18	0.40	653RES	Identify research needs and manage research contracts for the Landscape Architecture Program (LAP)	<ul style="list-style-type: none"> a) Submit new NCHRP problem statements for funding b) Request new research ideas from TAP, focus on sustainability. c) Submit new TAP task proposals to PSC for review d) Submit PSC recommended tasks to RDSC e) Conduct quarterly LAP research update meetings w/ Principal LA f) Conduct monthly LAP research update meetings w/ Office Chief g) Attend monthly Storm water research status meetings h) Submit new research purpose and needs statements to Storm water i) Market research findings and Post final reports on LAP Research website j) Manage ongoing DRI and Storm water funded research and develop quarterly updates to the "LAP Research Contract Tracking Spread Sheet" 	<ul style="list-style-type: none"> a) September 2011 b) March 2012 c) April 2012 d) May 2012 e) September 2011, December 2011, March 2012, June 2012 f) monthly g) monthly h) Ongoing as needed i) Ongoing as needed j) Ongoing as needed 	<ul style="list-style-type: none"> Division of Research and Innovation Division of Environmental Analysis LAP
19	0.05	653NPECL	Manage Landscape Architectural new product reviews	<ul style="list-style-type: none"> Convene New Product Committee and review /process New product submittals (Count of submitted vs. processed) a) Submit Needs Assessment report on new product reviews to NPR office (quarterly) 	<ul style="list-style-type: none"> a) September 2011, December 2011, March 2012, June 2012 	<ul style="list-style-type: none"> Trans Lab

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
20	0.25	653SWLID	Develop LID Tools standard cut sheets for web site tool box	<ul style="list-style-type: none"> a) Research issue and collect current information from other transportation departments, Districts, research, etc. (develop if needed research proposal) b) Develop draft guidance for 3 new LID cutsheets. c) Circulate draft guidance and receive comments and revise as necessary. d) Prepare draft final guidance. e) Develop as draft final and route for final review to Principal Landscape Architect and other key stakeholders. f) Prepare final recommended guidance and post on LAP WEB site. 	<ul style="list-style-type: none"> a) November 2011 b) November 2011 c) December 2011 d) February 2012 e) March 2012 f) June 2012 	<ul style="list-style-type: none"> Division of Research and Innovation Division of Environmental Analysis LAP Office of Stormwater Design
21	0.05	653CMGT	Quality control - Seed testing of erosion control seed applications	<ul style="list-style-type: none"> a) Monitor and review consultant monthly progress reports b) Identify and evaluate existing construction projects c) Develop Caltrans Sampling protocol d) Close out contract e) Implementation of Caltrans Sampling protocol 	<ul style="list-style-type: none"> a) monthly b) August 2012 c) May 2012 d) June 2012 e) 2012/13 FY 	<ul style="list-style-type: none"> Divisions of: Environmental Analysis, Construction Trans Lab
22	0.10	653CSSMS	Support of FY 2011/12 Division Business Plan Activities: MAIN STREETS	<ul style="list-style-type: none"> a) First draft review b) Respond to discipline specific 1st draft comments c) Second draft review d) Respond to discipline specific 2nd draft comments e) Quarterly team meetings f) Review & comment on implementation plan/materials 	<ul style="list-style-type: none"> a) July 2011 b) Sept 2011 c) September 2011 d) October 2011 e) Sept 2011, December 2011, March 2012 f) April 2012 	<ul style="list-style-type: none"> LAP Office of Stormwater Design
23	0.20	653SCENIC	Manage State Scenic Highways and National Scenic Byways Programs	<ul style="list-style-type: none"> a) Facilitate a video conference with District Scenic Highway Coordinators b) Review, compile & submit National Scenic Byway grant proposals 	<ul style="list-style-type: none"> a) November 2011 b) June 2012 	<ul style="list-style-type: none"> District Landscape Architecture

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
24	0.25	653MTCE	Develop the 2012 Herbicide Reduction Report with HQ Maintenance as required in the EIR	a) Compile, collect and read associated information b) Develop draft outline and identify audience c) Develop draft report d) Circulate draft report for comment e) Prepare final report f) Post final report on web site	a) November 2011 b) November 2011 c) March 2011 d) April 2012 e) May 2012 f) June 2012	Division of Research and Innovation Division of Maintenance Division of Environmental Analysis
25	0.10	653EXAM	Senior Landscape Architect Exam	a) Coordinate with HR b) Develop team c) Coordinate content with HR d) Schedule exams e) Conduct exams	a) July 2011 b.) July 2011 c) November 2011 d) November 2011 e) December-January 2011	LAP Office of Roadside Management and Landscape Architecture Standards Division of Human Resources
26	0.23	653DBE	Input Data into LAP data base	a) Compile Information b) Input Data	a) Monthly b) September 2011, December 2011, March 2012, June 2012	HQ OE Landscape Architecture Program Office of Landscape Architecture Coordination and Planning
27	0.04	653BUS	Landscape Architecture Program Annual Report 10/11	a) Coordinate with Principal, Supervisory and Senior Landscape Architects b) Prepare ORMLAS sections and submit to Lara c) Revise as requested	a) May 2012 b) June 2012 c) July 2012	Landscape Architecture Program Office of Landscape Architecture Coordination and Planning
			Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
28	0.05	653TRB	Participate as panel member on TRB Roadside Committee AFB-50	Provide and share technical expertise on Roadside Vegetation Management	Underway, ongoing	
29	0.02	653SW	Hold regular coordination meetings with Design Stormwater Management	a) Hold meetings between Design Stormwater and ORMLAS meetings every other month b) Coordinate overlapping business plan items with the Office of Storm Water Management	a) Minimum 6 meetings per year b) Ongoing	Design Stormwater Management and DEA

#	Alloc'n 11/12 PY	Reporting Codes	2011-12 Activities	2011-12 Deliverables	2011-12 Schedule	Collaborating Office/Division
30	0.08	653SW	Attend regular coordination meetings with district/HQ partners, NPDES Permit compliance, provide tools and guidance to meet district needs	a) Attend HQ and Design Storm Water Advisory Team (SWAT) meetings b) Attend HQ Storm Water Office meetings	a) Minimum 4 meetings per year b) Monthly, annually	Interaction with other Offices/Programs
31	0.15	653RES	Improve and implement research and new technologies	a) Identify Green technologies research that can be incorporated into Departmental policies and practices b) Incorporate past research findings into business practices (training and specification modification) c) Maintain LAP research website	a) Underway, ongoing b) Underway, ongoing c) Underway, ongoing	Interaction with other Offices/Programs
32	0.10	653STF	Staff development	a) Hold one-on-one staff development meetings b) Annual Staff IDPs c) Track employee training (Mandatory) d) Staff development Employee Training (Non-Mandatory) e) Coach and support Staff on career goals and daily work	a) As needed b) B-day Month c) Ongoing d) Ongoing e) Ongoing	
33	0.05	653MISC 653NCHRP 653AASHTO	Technical support and related activities	a) Respond to inquiries from districts, industry, & HQ, including Legislative Bill analysis b) Represent LAP at other academies, committees, etc and assist with issues c) Represent Department on national committees, in conferences, forums	a) As needed b) As needed c) As needed	
34	0.35	653MISC 653BUS 653SAFE 653MEET Etc.	Miscellaneous Activities for the Office	a) Office work general b) Business Plan Updates c) Personnel Issues d) Management General e) PE Academy and other training support work f) Data Entry Work and Filing g) Office Meetings h) Mandatory training	a) As needed b) As needed c) As needed d) As needed e) As needed f) As needed g) As needed h) As needed	Interaction with other Offices/Programs
35	1.05		Vacation/Sick Leave/Furloughs	a) Vacation, Sick Leave and furlough time (.15 py ea)		