

Division of Design

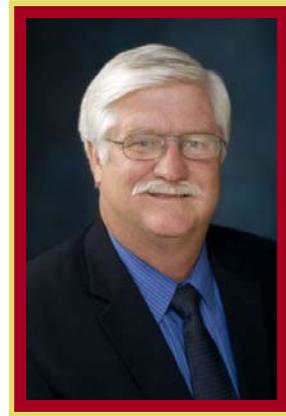
Business Plan

2008-09



Memorandum

Date: July 1, 2008
To: Division of Design
From: Terry Abbott, Chief, Division of Design
Subject: 2008-09 Division of Design Business Plan



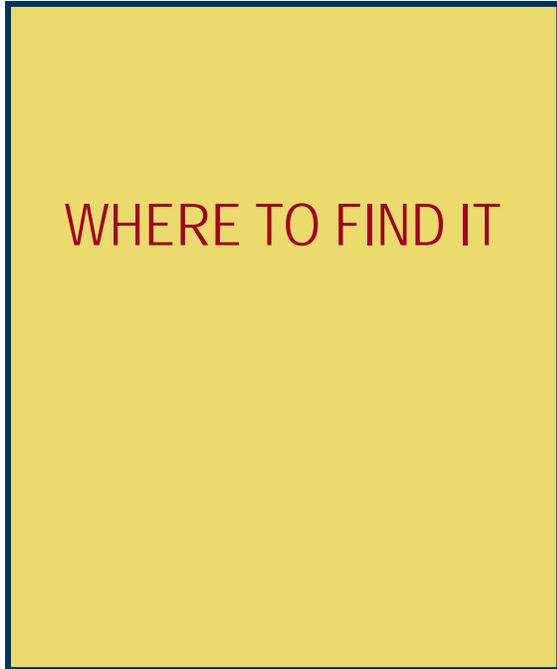
I am proud to join the Division of Design team as the Chief by presenting to you the Division of Design's fourth annual Business Plan. Inside, you'll see how our Division is doing a superb job of focusing its considerable talent and energies on meeting its performance commitments, and innovating to meet the challenges of tomorrow. This document tells the story of the exciting year we have ahead of us.

The Division of Design has been out front in transforming into a performance-based operation, focused on efficiency, customer service, and partnership. This document benchmarks our accomplishments and sets forth new challenges, all in support of the mission, vision and goals of the Department.

Our accomplishments are built on the decades-long efforts of the transportation professionals who came before us, and all of you who contribute daily to meeting our mission of improving mobility throughout California. I want to personally thank Mark Leja, Construction Division Chief, who served the Division of Design as Chief until Fiscal Year 2007-08; Tim Craggs, our Assistant Division Chief, who filled in as Division Chief for nine months, Helena Lenka Culik-Caro from District 4, who acted for three months; and Rory Quince from Central Region, who served as Acting Assistant Chief for half the year. I am grateful for their leadership and focus during this transition.

My thanks go to the Office Chiefs who contributed to this plan and Marsha Mason, who coordinated and produced it. I encourage you to review this document and keep it handy throughout the year.

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Executive Summary

The people serving the public in the California Department of Transportation's (Caltrans') Division of Design are doing their part to accomplish the Department's 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 will be valuable to the districts and their other partners.

This Business Plan is intended to provide transparency for the Department's 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 its accomplishments of the past year.

The Division focuses resources on specific initiatives supporting Caltrans' five goals in the operational plan portion of this Business Plan. This operational plan identifies benchmarks for performance measurement, to gauge progress in achieving the desired results.

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, to improve communication within the Division, to foster partnership, increase efficiency and consistent quality in the districts, and to provide more and better customer service.

The Division continues its tradition of active partnership with a broad spectrum of external agencies and organizations. It collaborates as a flexible transportation partner to anticipate early, listen, and move quickly and effectively to serve the districts and ultimately, the public. The Division's managers are committed to developing and maintaining a highly qualified staff of transportation professionals to effectively and efficiently achieve the Department's mission.

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.

"Increasingly the issues of mobility, sustainability, and environmental enhancement are becoming intertwined, challenging California's transportation community to broaden the role and responsibility of transportation in meeting the state's anticipated growth."

California Transportation Commission
Report to Legislature, 2007 Annual Report,
"Issues for 2008"

MISSION & VISION

Caltrans improves mobility across California.

GOALS

The Division's activities for 2008-09 are aligned in support of the Department's five strategic 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.

DIVISION OF DESIGN SERVICES & ORGANIZATION

As part of the California Department of Transportation, the people in headquarters Division of Design work to improve mobility throughout California. This motivated staff of 114 supports and works in partnership with Business Transportation & Housing Agency, California Transportation Commission, regional and local agencies, and transportation professionals in the Department's 12 districts and with other headquarters divisions. They advocate for improvements to the state's transportation system that are safe and cost-effective, fit into and enhance their settings, and accommodate all modes of transportation—motor vehicles, bicycle, and pedestrian.

Services & Products

This headquarters team develops departmental design policies, guidance and standards, provides tools, training, assistance and quality assurance to the districts for their consistent application on State Highway System projects from inception through construction. They empower the districts and local agency partners to deliver quality project scoping documents, project reports, and construction plans, specifications, and cost estimate packages.

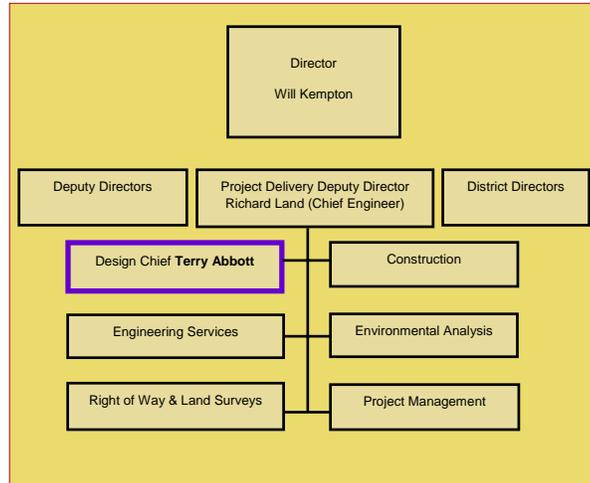
Resources

Staffing and funding levels for Fiscal Year 2008-09 are similar to the previous three fiscal years. The Division of Design is basing its priorities on 114.5 Person-Years (PYs) and \$16,104,764 in Personal Service dollars. An allocation of \$10,512,749 in Operating Expenses will cover the remainder of expenses. A large portion of the budget will buy and maintain computer equipment and software in support of project delivery for the entire capital outlay program statewide. In addition, the Division anticipates a budget of over \$750,000 in its continuing commitment to maintain a well-qualified workforce by providing technical training to people working in the districts and local agencies.

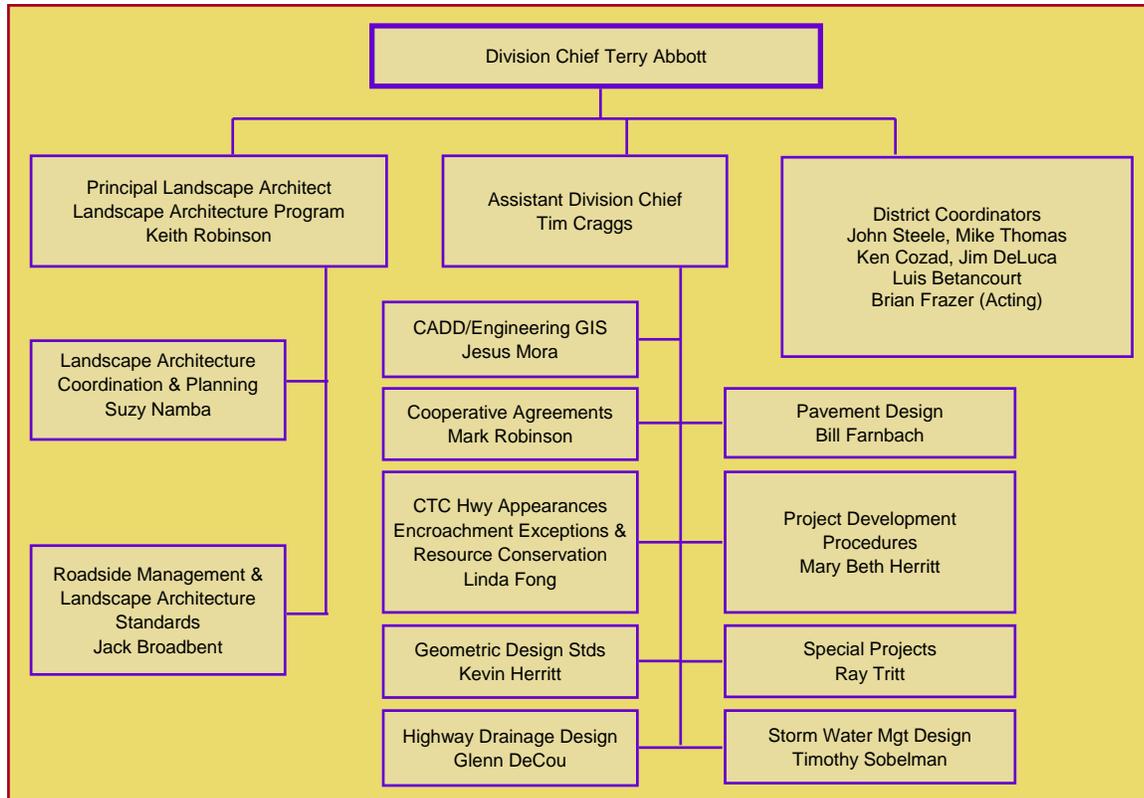
Division Organization

The Division of Design is comprised of 12 offices, which include two landscape architecture offices within the Landscape Architecture Program, and 10 engineering offices.

The Division resides within the Department's Project Delivery program along with the Divisions of Project Management, Right of Way and Land Surveys, Environmental Analysis, Engineering Services, and Construction.



Division Organization Chart



OFFICE PURPOSE & FUNCTION

The following pages list the Division's offices, their purpose, and the range of responsibilities they hold within the Department.

CADD & Engineering Geographic Information Systems

Purpose: Effectively utilize state-of-the-art computers and software to share information across functional units and expedite delivery of transportation projects.

- Document Retrieval System
- 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 staff with computers, printers, plotters, and other necessary tools
- CADD system support.

Cooperative Agreements

Purpose: Assure complete, concise, accurate and consistent agreements between Caltrans and local agency partners. Be responsive to Caltrans' partners by expediting delivery of consistent, high quality Caltrans-Local Agency Agreements.

- Coordination of agreement execution through Caltrans headquarters functions
- Quality assurance on cooperative agreements to assure compliance with policy
- Development of cooperative agreement policy, guidance, training, and tools
- Statewide cooperative agreement monitoring and reporting.

CTC Highway Appearances, Encroachment Exceptions & Resource Conservation

Encroachment Exceptions

Purpose: Preserve the State Highway System for transportation purposes, while promoting economic development.

- Evaluation of Encroachment Permit exception requests to be consistent with engineering best practices
- Responsibility for *Project Development Procedures Manual*, 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

Purpose: Promote professional development of Project Delivery staff.

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

Resource Conservation

Purpose: Promote stewardship of California's resources and investments.

- Promotion of access to information on resource conservation strategies (reduction of construction waste, diversion of waste stream from landfills, salvage and reuse of materials, use of recycled-content products, innovative engineering applications of waste material)
- Procedures development and oversight of experimental features used on transportation projects through the Construction Evaluated Workplan Program.

Resolutions of Necessity

Purpose: Facilitate consistent application of engineering best practices for real property acquisitions when condemnation is required for transportation improvements.

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

District Coordinators

Purpose: Facilitate consistent application of Department policies and standards for delivering improvements to the transportation system.

- Liaison between headquarters and the districts to address issues and to facilitate the project development process.

Geometric Design Standards

Purpose: Develop and promote the consistent application of policies, design standards, procedures and practices that promote technical quality and safety for highway users, and maximize the public's return on its investment in the multimodal transportation system.

- *Highway Design Manual* and historical design standards
- Geometric design project consultation
- *Americans with Disabilities Act (ADA)* standards
- Bicycle facility standards
- Management of Department's Metric to US Customary (English) units transition
- Technical training.

Highway Drainage Design

Purpose: Provide stewardship for drainage design standards and procedures for the transportation system.

- Development and maintenance of guidance and state-of-the-practice information for departmental staff to promote uniformity and consistency in the design of roadway drainage-related features
- Technical assistance to designers on unique or unusual drainage design issues
- Liaison to industry, Federal Highway Administration (FHWA), and other interested external entities for roadway drainage product approvals, processes, and requirements
- Management and performance of drainage related special studies and research activities
- Development and oversight of drainage-related training courses.

Pavement Design

Purpose: Provide stewardship for the engineering of cost-effective, quality pavements.

- Pavement structure engineering, standards, methods, and guidance
- Responsibility for Chapters 600 to 670 of the *Highway Design Manual*
- Life cycle cost analysis standards and procedures for pavements
- Independent Assurance of district pavement project development practices
- Development and maintenance of pavement-related standard plans, training and software
- Implementation of Mechanistic-Empirical design
- Training.

Project Development Procedures

Purpose: Collaborate to help designers make good project delivery decisions at the appropriate times.

- Project delivery policy and best practices development (*Project Development Procedures Manual, Work-Flow Task Manual*)
- Highway Route Matters to the California Transportation Commission
- Enhancement of designers' project delivery skills (Project Engineer Academies, Design Senior Seminars, training development).

Special Projects

Purpose: Accelerate, innovate and improve the quality of project delivery.

- Retrofit Soundwall Program
- Design-Sequencing
- Innovative Contracting
- New product evaluation
- Design research coordination
- Project Delivery Acceleration Toolbox
- Assembly Bill 1012 recommendations for expediting project funding.
- Value Analysis Program
- Cost estimating guidance.

Storm Water Management

Purpose: Provide stewardship for California's water resources.

- Technical assistance to designers on storm water pollution control implementation
- Assistance to designers to assure compliance with Caltrans' statewide NPDES (National Pollutant Discharge Elimination System) permit
- Development of guidance and training for the implementation of appropriate Storm Water Best Management Practices (BMPs)
- Assistance to District Design Storm Water Coordinators and designers with unique and unusual storm water design issues.

Landscape Architecture Program

Purpose: Enhance people's quality of life in California by collaborating with partners to better integrate transportation facilities with communities and the environment.

- 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 Manager
- Context Sensitive Solutions
- Compliance with Outdoor Advertising Regulations
- Management of Division's statewide Capital Project Skills Development (CPSD) effort
- Design and evaluation of employee technical skills development programs, transportation landscape architecture curriculum development
- Division strategic and business planning.

Landscape Architecture Coordination & Planning

Purpose: Promote safety and excellence in design for all modes of transportation, while expediting delivery of projects.

- State Highway Operation and Protection Program (SHOPP) Roadside Preservation Program Advisor
- District landscape architectural liaison effort to address roadside issues and facilitate the project development process
- Implementation of landscape architectural policy, standards, guidelines and procedures
- Management of *Safety Roadside Rest Area Master Plan*
- State Transportation Art, Community Identification, and Gateway Monument Programs.

Roadside Management & Landscape Architecture Standards

Purpose: Develop and promote the consistent application of policies, design standards, procedures, and practices that promote technical quality, increase safety for travelers and workers, integrate community values and aesthetics, and maximize the public's return on its investment in the roadsides.

- Development of Roadside Management standards, policies, and guidelines
- Development and implementation of Landscape Architecture and roadside specifications, standard plans, and special provisions
- Implementation of a strategic research program to improve roadside design practices
- Management of the State Scenic Highway Program and National Scenic Byways Program
- Responsibility for the *Project Development Procedures Manual*, Chapter 29: Landscape Architecture
- Responsibility for the *Highway Design Manual*, Chapter 700: Miscellaneous Standards, Topic 706—Roadside Treatment, and Chapter 900: Landscape Architecture.

PARTNERS

Caltrans directorate

Caltrans districts and regions

Caltrans headquarters divisions

Caltrans Design Management Board (DMB)

Federal Highway Administration

California Business Transportation and
Housing Agency

California Transportation Commission (CTC)

Transportation design consultants

Local and regional agencies.

KEY STAKEHOLDERS

The Division's products and services reflect consideration for the diverse interests of those they affect. The people working in Design incorporate stakeholder input into the products they prepare and the services they render.

In this way, the Division demonstrates its flexibility by balancing the interests of others with its responsibilities for improving mobility on a safe, efficient multimodal transportation system.

A sampling of external stakeholders and some of their interests are listed on the following page.

STAKEHOLDERS

INTERESTS (sample)

Traveling public	Convenient access and easy connections, safe mobility, good quality transportation system
Taxpayers	Best return on investment for the system
Local agencies	Responsiveness and cooperation in planning, funding, and designing the multimodal system, support for economic vitality
Legislators and elected officials	Responsiveness and timely information to their constituents
Trucking industry	Maximum access with minimum delays, system safety features such as safety roadside rest areas, telephones, and truck bypass lanes
Bicycling and walking, persons with disabilities, and transit advocates	Safe and convenient access throughout the multimodal system
Transportation agencies : federal (including Federal Highway Administration), regional, and local	Maximum participation, expeditious project delivery, flexible funding collaboration, and safe, efficient connections between modal systems
Regulatory agencies and environmental advocates	Good stewardship and protection of resources, responsiveness, cooperation, adherence to regulatory requirements of other agencies
Local residences and businesses	Minimum impacts, support for economic vitality, responsiveness to concerns, information on actions that affect them
Construction contractors	Clear contract documents, impartial selection and oversight, timely payment for services

BUSINESS CONTEXT

Infrastructure Investment

The state's transportation system has been unable to meet the travel demand created by a growing population. This unmet need for transportation infrastructure impacts California's economy and quality-of-life.

Protecting the existing investment in the State Highway System to improve mobility remains a high priority. In 2007, Caltrans inventory of distressed lane miles in the SHS increased, while the available funding for maintenance and rehabilitation covered just half of the annual need. This predicament started earlier in the decade and shows no signs of reversing any time soon.

At the same time, increased global infrastructure demands have raised the cost of construction materials. California's construction market has experienced significant cost escalations over the past few years. The California Construction Cost Index, which measures costs of labor and materials used for State-funded capital outlay projects, increased by almost 25 percent between July 2003 and July 2008. While costs are volatile from quarter to quarter, the trend over the past five years has been increases of an average 4.9% percent per year.

To adequately and cost effectively address California's transportation needs, the Division of Design must ensure the Department's cost estimates are accurate, its plans are biddable, and its designs are buildable. It must also continue to increase efficiency where possible.

Because of rising costs and less ability to pay with public funds, the State seeks to form partnerships with the private sector and increase cooperation among public agencies. This is intended to create public-private partnerships in transportation to leverage public dollars for the benefit of the traveling public.

To comprehensively address partnership-building, customer service and increased efficiency, the Department has refined its Operational Plan to improve business operations. The Division continues to align all its own operations with the Department's goals and strategic objectives.

Transportation Funding

Historically, transportation funding and project delivery are cyclical. Between 2002 and 2005, California's fiscal situation was lean in terms of cash flow for capital projects.

The upswing that followed included new federal legislation, *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU), the largest surface transportation investment ever; restoration of California's Proposition 42 funds to re-invest in roads, bridges and other infrastructure; and approval of two measures to increase the state's investment in transportation: Proposition 1A to enhance the reliability of certain funds and Proposition 1B to provide a one-time infusion of \$20 billion in bond revenues for transportation.

Transportation funding peaked in Fiscal Year 2006-07, when the state had more than \$10 billion in transportation contracts under construction, a first for California. This robust level of transportation investment is likely to diminish over the next two years, even with bond funding available.

Given a shortfall in the Federal Highway Trust Fund, base transportation funding is unlikely to increase in the next two fiscal years (2008-09 or 2009-10). The California Transportation Commission may be forced to adopt an allocation plan, which would limit construction of transportation projects, resulting in delays and possible increased costs. Stable transportation financing remains elusive.

Partnership

Transportation agencies have set new standards for collaboration in projects funded by Proposition 1B. Currently, the California Transportation Commission, Caltrans, and Regional Transportation Planning Agencies are working together to plan, design and implement congestion-relief projects for key highway corridors in the state. In formal agreements, they set standards against which project performance is measured. This program has set a higher standard for transparency and accountability for decisions, and is anticipated to become the norm for transportation infrastructure projects, regardless of funding sources.

The Division has embraced its key role in collaborative transportation decision-making in all projects through implementation of Context Sensitive Solutions processes. Its commitment to full cooperation with the Department's stakeholders helps ensure that together, the

transportation system will reflect thoughtful solutions that protect the safety and mobility of travelers and workers while also integrating transportation corridors into their surroundings.

Building linkages with California communities and establishing people-to-people contacts is an important part of how the people in the Division of Design operate. Every office addresses some aspect of "community". People in the Division routinely invite interested stakeholders to discuss issues related to policy and standards. Staff also represent the Division by participating on a wide spectrum of task forces both internal and external to Caltrans. Balancing transportation goals with serving the needs of people, places, and the environment is at the heart of this Division and its approach to improving mobility.

Climate Change

The State has been working on and finding solutions to California's impact on climate since 1988. The focus of these efforts has been "real, quantifiable, cost-effective reductions in greenhouse gases" (www.climatechange.ca.gov).

The Caltrans Director's Policy (DP23-R1) also encourages lower fossil fuel consumption and emissions from transportation. Because potential impacts from climate change will affect California's transportation system, this policy also assigns responsibilities for climate change mitigation.

The Division of Design continuously addresses better ways to meet the challenges of new situations. Some potential environmental changes are listed below, with likely impacts to the transportation system.

- Longer, hotter summers could increase maintenance of asphalt surfaces on southern routes due to deformation of the roadway from heat, increase probability of damage to roadways due to increased brush fires in heavily vegetated areas, and increase blowing dust over roadways.
- Milder, shorter winters would decrease the number and intensity of snow/ice removal events, decrease the damage to road surfaces and road beds from freeze/thaw cycles, increase the need for vegetation control because of a longer growing season for vegetation; and change animal migration and roadway crossings.

- Increases in storm intensity could increase erosion in the right-of-way, increase the chance of roadway flooding from insufficient drainage, and cause damage from flood scour on bridge footings, piers and embankments.
- An overall decrease in rainfall would lead to continuous severe drought conditions that would increase the number of areas where dust impairs visibility, decrease the need for vegetation control from less vegetation in the right-of-way, increase erosion from the lack of vegetation, and if groundwater is pumped excessively, could cause subsidence and create fissures under roadways.

Engineering design standards are based on weather extremes that can be anticipated from [relatively recent] historical climate data. They are currently based on the assumption that climate is stable; for example, that today's '100-year flood' will be the same 20, 50, or 75 years from now. But the projected rate of climate change might mean that 50 years from now, today's 100-year flood can be expected to recur about every 20 years.*

Without the improvements to standards that the Division of Design works on continuously, systems based on these standards could become inadequate or even fail under these potential conditions. The anticipated environmental changes have ramifications that call for changes in design standards and research.

* Smith, JB and Tirpak, DA, Ed. US Environmental Protection Agency, "The Potential Effects of Global Climate Change on the United States", 1989

Multimodal Mobility

Public demand for safe access to multimodal travel options continues to grow. National trends toward fitness, green living, and environmental sustainability, coupled with higher prices at the gas pump bode well for the future of human-powered transportation.

On average, California's gasoline prices at the pump doubled in less than two years, forcing many to reconsider how they get around. This increased awareness is fueling support for the Division's efforts to meet the safety and mobility needs of people who bicycle or walk as a routine part of all transportation projects.

Design is an active participant in Caltrans' leadership efforts to meet the statewide goals in the *California Blueprint for Bicycling and Walking*: to increase bicycling and walking trips, decrease fatalities, and increase funding

for these modes on the transportation system.

California's federally-mandated *Strategic Highway Safety Plan* examines the safety needs of all public roads and all modes of transportation, including bicycling and walking. The Department and over 300 others, representing 80 different organizations and agencies, identified sixteen safety 'challenge areas' to address. Two of these were specifically for bicycling and walking. This year Design is working with other divisions to implement strategies for improvement in these areas.

Accordingly, the Division worked with others to strengthen Deputy Directive 64, Complete Streets—Integrating the Transportation System (formerly, Accommodating Non-Motorized Travel).

Workforce Demographics

In the next few years, highly skilled, experienced 'baby boomers' in the Division of Design will begin retiring in larger numbers. At Caltrans, 37 percent of managers and supervisors are 52 years old or more and are potentially within three years of retirement. Within five years (2013), the State could lose up to 50 percent of its current total workforce through retirement; data on the median age of Caltrans engineers is consistent with this overall trend.

To ensure the Department has a qualified workforce that can meet the demands on California's infrastructure, the Division, as part of the larger organization, is undertaking a smooth management transition for those people in the districts who will succeed current headquarters staff.

The Division of Design is investing in its future leaders by supporting professional licensure, providing curricula, academies, on-line training, mentoring, filling more 'acting' assignments from the districts, introducing district personnel to headquarters with temporary on-site assignments, informally capturing expertise for use by those who follow, and participating in the Department's Leadership Training Program and Management Training Program.

ACCOMPLISHMENTS

FY 2007-08

Managers in the Division continue to focus on upgrading policy, guidance, tools, and skills for designers, to meet the need for the districts to deliver projects on time. As a critical partner in achieving the Department's mission, the Division continues to monitor deliverables for continuous improvement.

A number of these efforts reflect the Division's ability to identify needs of the public, partner agencies and the Department's 12 districts. Following are some highlights of the Division's actions during Fiscal Year 2007-08.

- Responded quickly to the Southern California fires in October 2007 to stabilize charred slopes that could cause landslides. Coordinated with the districts, contractors and vendors to expedite emergency contracting for erosion control on 13 highways. Crews began work within 11 days of when the fires began.
- Released the Project Agreement Construction Tool (PACT) for "pre-approved" cooperative agreements, eliminating Accounting and Legal reviews in headquarters, and accelerating the process for the districts and local agencies.
- Delivered a Life Cycle Cost Analysis for pavement.
- Continued to help districts meet their delivery goals with technical assistance, training, guidance, and policy.
- Secured approval to procure new Roadway Design Software.
- Revised Design Information Bulletin 79 to establish a new '2R' (restoration and rehabilitation) program which focuses on effective, efficient pavement rehabilitation strategies.
- Delivered over 78,000 student-hours of training to increase Design employees' technical project delivery skills through the Capital Project Skill Development program.
- Saved \$77 for each \$1 spent on the Value Analysis Program. Value Analysis studies resulted in project cost savings of over \$225 million (5%) on 55 projects.

CADD & Engineering Geographic Information Systems

"Providing the Best Engineering CADD Tools, Training, and Support to our Project Delivery Customers to promote Consistency, Efficiency, and Quality in Transportation Projects"

- Provided the following training classes statewide: CAiCE-50, Microstation-100, Geographic Information Systems (GIS)-8, IPLOT-4.
- Obtained approval of the Feasibility Study Report and Finance Letter for the new Roadway Design software (RDS).
- Obtained approval of the Information Technology Procurement Plan and initiated a draft of the Request for Proposal for RDS.
- Finalized the text portion of the *Plans Preparation Manual* (PPM) to document changes to the standards for preparation of plans. Began posting examples on-line.
- Provided 25 training classes on the PPM to engineers and delineators statewide, in conjunction with the Division of Engineering Services Office Engineer.
- Issued memo on acceptance of Microstation Version 8 format files for plans, specifications and estimate (PS&E) submittals.
- Replaced approximately 430 workstations, 460 laptops, and 100 printers with statewide savings, and provided additional storage space to enable Capital Outlay Support staff to produce capital projects efficiently.
- Submitted a concept paper for additional Operating Expense funds to replace Capital Outlay Support equipment.
- Continued to develop, manage, administer, and expand the use of the Document Retrieval System (DRS).
- Signed Decision Document with the Office Engineer to incorporate electronic bidding ('E-bid') through DRS.
- Continued to provide quarterly As-Built Status Report to reflect number of projects statewide meeting policy time frames.
- Continued to work with the Geospatial Data Committee to identify and implement Geographic Information System (GIS) data standards for project delivery.

CADD-GIS Accomplishments are continued on the next page.

CADD & Engineering Geographic Information Systems, continued

Document Retrieval System

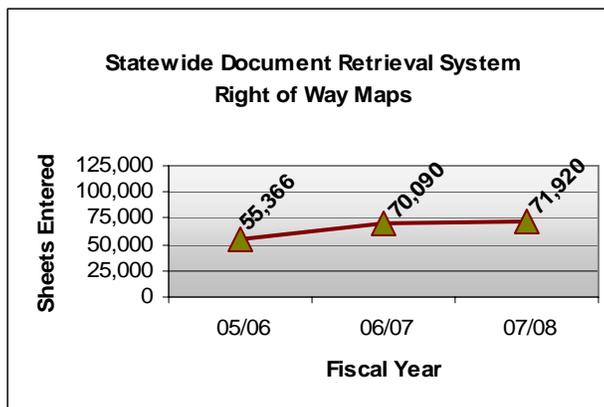
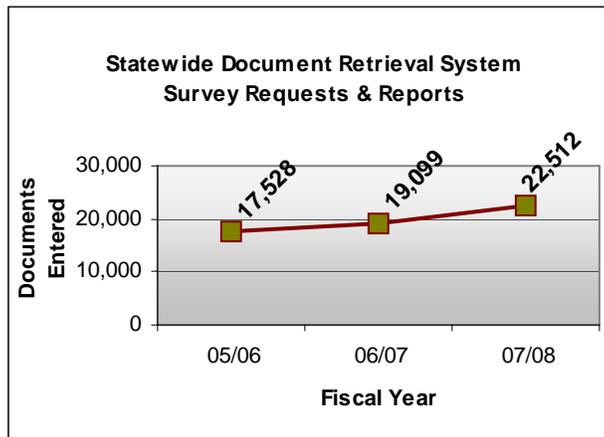
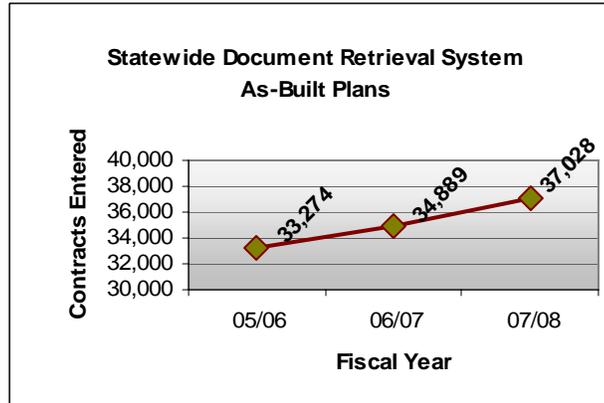
The CADD Engineering-GIS unit, with the guidance of the DRS Steering Committee, continues to develop the Document Retrieval System (DRS), a database-backed repository of archived project documents. Statewide, staff are able to easily access project construction as-built plans, right-of-way maps, survey requests and reports and other documents. DRS is supported and maintained at headquarters, while documents are entered into it by the districts.

Currently, the districts are preparing a backlog of as-built plans to be entered into DRS for projects that completed construction prior to 2005. The magnitude of this endeavor is immense; Department employees have entered a total of over 913,000 sheets of as-built plan sheets into the Document Retrieval System so far.

The charts on this page show cumulative progress on entering information into the DRS.

Nine of twelve districts are in the process of entering their Right-of-Way Maps and Survey Requests. New to DRS this year are Agreements, Director's Orders, Design/Planning history files, and Facilities documents.

The Document Retrieval System records are retrievable at: <http://drs.dot.ca.gov>.



Cooperative Agreements

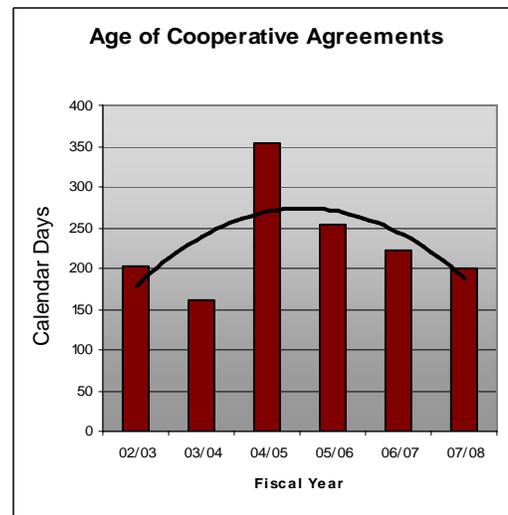
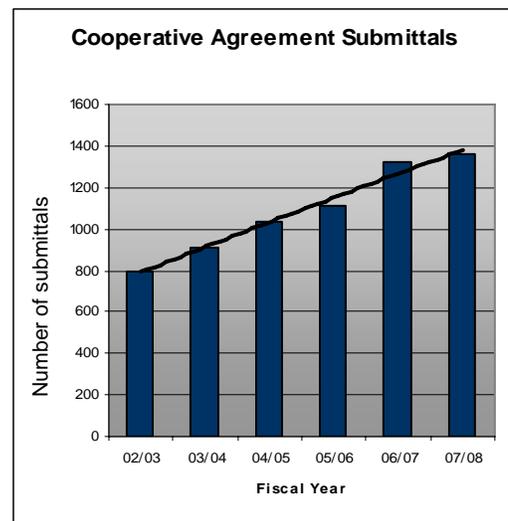
- Established a Project Agreement Construction Tool (PACT) Management Team, consisting of representatives from Capital Project Delivery functional units, Accounting and Legal.
- Updated PACT with Version 3, August 2007.
- Updated PACT with Version 9.1, March 2008.
- Delivered PACT users training for Districts 3, 5, 6, 8, 9, 10 and 11.
- Delivered PACT education sessions for Project Delivery staff in Districts 3, 6, 10, 11 and 12.
- Delivered PACT education sessions for local agencies in Districts 6, 10, 11, Santa Clara Valley Transportation Authority (VTA), Los Angeles County Metropolitan Transportation Authority (MTA), and the Self-Help Counties 'Focus on the Future' Conference.
- Discussed direction of cooperative agreements with Project Delivery Advisory Committee (PDAC).
- Initiated A&E contract with LAN Engineering for timely review and coordination of cooperative agreements.
- Developed new template for Contribution Agreement.
- Initiated design of new statewide database for cooperative agreements.

Caltrans and its partners codify their mutually agreed-upon responsibilities for funding and developing projects in Cooperative Agreements.

The Division monitors how long it takes for agreements to go through the process of negotiation, public notice, authorization by the local governing bodies, and departmental approvals. Days are counted once a draft agreement first reaches headquarters, where the Office of Cooperative Agreements typically routes it to Legal, Accounting, and sometimes to the Division of Local Assistance and the Division of Right of Way and Land Surveys.

The numbers on the two charts represent only the cooperative agreements themselves, which on average take longer to execute than subsequent amendments. In Fiscal Year 2007-08, the volume of submittals increased, while the time spent on processing decreased.

The Cooperative Agreement Office put the Project Agreement Construction Tool (PACT) in place during Fiscal Year 2007-08 to streamline headquarters approvals, so anticipates the time to execute Cooperative Agreements will continue to improve in Fiscal Year 2008-09.



CTC Highway Appearances, Encroachment Exceptions & Resource Conservation

Encroachment Exceptions

- Sought opportunities and presented training for encroachment exception policies and procedures, and 'Policy on High and Low Risk Underground Facilities within Highway Rights of Way'.
- Provided statewide training with the Division of Right of Way and Land Surveys to Department staff and local agency partners on utility related issues.
- Presented training at the Project Engineer Academy.
- Promoted subsurface asset management (SAM) strategies and tools to support the dedicated Utility Engineering functions established in the districts.

Resource Conservation

- Worked with Division of Transportation Planning on a Memorandum of Understanding with the U.S. Bureau of Land Management to use federal lands for transportation project material disposal, staging and borrow sites to implement Design Information Bulletin (DIB) 85, "Guidance for the Consideration of Material Disposal, Staging and Borrow Sites" from 2006.
- Reported the Department's successful use of rubberized asphalt concrete in 29.2% of the flexible pavement projects awarded in 2007. The Department is currently mandated to use rubberized asphalt concrete in 20% of its flexible pavement projects.
- Submitted annual Senate Bill 876 report on the Department's waste tire usage to the Governor's Office.
- Facilitated FHWA approval of four Construction Evaluated Work Plans (CEWP) allowing evaluation of experimental products in construction projects.
- Participated in the Beneficial Use of Industrial Materials Summit in Denver, Colorado which provided a unique opportunity to obtain information on other state and local agency practices throughout the nation.
- Continued to coordinate with the California Integrated Waste Management Board on issues related to the use of tire-derived aggregate behind retaining walls, rubberized asphalt concrete, and the diversion of construction and demolition waste from landfills.

Professional Development

- Provided Caltrans employees with advance approval for financial reimbursement associated with training used in preparation of professional registration (over 460 requests processed).
- Processed over 250 Travel Expense Claims for reimbursements through the Licensing Assistance Program (approximately \$167,000 for courses and books).
- Surveyed districts for compliance with the Rotation Program Guidelines for the Transportation Engineer (Civil) and the Transportation Engineering Technician classifications.
- Monitored Caltrans' registered professional license compliance.
- Represented the Department at meetings of the Board of Registration for Professional Engineers and Land Surveyors.
- Updated the Program website to include the most current information.

CTC Highway Appearances – Resolutions of Necessity

- Developed and posted templates for developing resolution of necessity materials and presenting to the California Transportation Commission (CTC).
- Assisted the districts to successfully obtain 16 Resolutions of Necessity through the CTC:
 - 03-Pla-65 (1 parcel)
 - 03-Yol-50 (3 parcels)
 - 06-Ker-46 (2 parcels)
 - 06-Tul-198 (1 parcel)
 - 07-LA-10 (1 parcel)
 - 09-Iny-395 (5 parcels)
 - 10-Mer-140 (1 parcel)
 - 10-SJ-88 (2 parcels).

District Coordinators

- Provided training and technical assistance in support of project delivery in the districts.
- Provided support for Legal Division. Researched legal issues and gave four depositions as Person Most Qualified or Expert Witness.
- Developed and taught Tort Liability classes in seven districts.
- Provided technical expertise on National Cooperative Highway Research Program (NCHRP) panels in support of national policy that will affect the Department.

Geometric Design Standards

- Provided technical design assistance and guidance that helped Caltrans districts and external transportation partners to meet their delivery plan commitments.
- Managed the design exception process for approximately 400 projects statewide that are utilizing Metric units of measure.
- Published the June 2008 update to the 6th Edition of the *Highway Design Manual* (HDM) and updated the complementary sections of the 5th Edition of the HDM.
- Updated Design Information Bulletin (DIB) 79-03: "Design Guidance and Standards for Roadway Rehabilitation Projects...and Certain Other Projects..." to incorporate resurfacing and restoration ("2R") guidance. A 2R project restores a facility to its originally constructed condition and does not make general geometric improvements.
- Updated DIB 82-03: "Pedestrian Accessibility Guidelines for Highway Projects" to stay current with national and state *Americans with Disabilities Act* (ADA) rulings and interpretations.
- Completed a feasibility study on incorporating DIB 82-03 into the *Highway Design Manual*.
- Delivered just-in-time training on pedestrian accessibility to approximately 1100 Caltrans employees statewide.
- Provided nine FHWA "Pedestrian Safety Workshops" statewide to train departmental employees and external partners.
- Led development of the "Bicyclists on Roadways" training course and assisted the Landscape Architecture Program with the pilot delivery of the course.
- Assisted the Division of Transportation Planning to update Deputy Directive 64: "Accommodating Non-Motorized Travel" and initiated a team to study how departmental design guidance can be enhanced to better support mobility for all forms of travel on the State Highway System.
- Participated on the Technical Committee on Geometric Design, American Association of State Highway and Transportation Officials (AASHTO) as a "Friend of the Committee".
- Spoke as subject matter experts on geometric design-related topics at six Project Engineer Academies, two Traffic Engineer Academies, and at the Legal Division's Tort Workshop.
- Partnered with departmental and external stakeholders on the California Bicycle Advisory Committee, Bus Rapid Transit Implementation Committee, Bridge Rail Committee, Intersection Safety Committee, California Blueprint for Bicycling and Walking Steering Committee, Tort Committee, California Strategic Highway Safety Plan, Division of Traffic Operations Flexible and Consistent Policy Steering Committee, Smart Mobility Scorecard Team, Earth Retaining Systems Committee, California Pedestrian (Cal/Ped) Advisory Committee, and the Caltrans/FHWA Stewardship Agreement Implementation Team.

Highway Drainage Design

- Completed 5-year Abrasion Research Study and report.
- Approved 235 project Non-Standard Special Provision (NSSP) requests.
- Completed web-based Alternative Pipe Selection tool.
- Expanded MicroStation-based Drainage Detail Library.

Pavement Design

- Completed *Life Cycle Cost Analysis Procedures Manual*. Incorporated findings, comments from training, and 'lessons learned' from the districts.
- Updated Jointed *Plain Concrete Pavement Design Guide*, a support document to the *Highway Design Manual*.
- Expanded and updated *Jointed Plain Concrete Pavement Preservation and Rehabilitation Guide*. Combines several previously separate guides into one including the previous interim guide, prepared in 2004.
- Updated *Highway Design Manual* to fulfill Pavement Asset Management Strategies reported to the California Transportation Commission, incorporate new materials, use lower cost designs, and provide rehabilitation designs for 20-year pavement life.
- Continued to develop Mechanistic-Empirical design:
 - Developed Guide for Incorporating Reliability in Pavement Design using Mechanistic-Empirical Methods.
 - Reviewed and finalized CALME (asphalt design program) and CALBACK program and user guides.
 - Analyzed jointed plain concrete design program and calibration values for accuracy.
 - Reviewed current lane distributions for trucks, compared to existing values in *Highway Design Manual*, and proposed new values.
 - Executed task order for analyzing material properties with ME design.
 - Delivered Report on Effect of Groundwater Table Depth on Performance of Jointed Plain Concrete Pavements Analyzed Using MEPDG (Version 1.0).
 - Evaluated RadiCal program on concrete longitudinal crack analysis program.
- Completed five training sections for Life Cycle Cost Analysis (250 engineers) as follow-up to training in all districts last year. Updated the class.
- Completed five training sessions of Pavement Design Fundamentals for 180 participants.
- Delivered on-line training outlines for CA4PRS and Life Cycle Cost Analysis classes.
- Wrote Subgrade Enhancement Geosynthetic Guide, for selection of materials.
- Updated previous interim Taper & Transitions Guide into final form.
- Wrote *Pulverization Guide* for when and how to use and test recycled pulverized material when designing a project.
- Wrote new Slab Replacement Policy Bulletin, which explains when to use and how to design and construct asphalt for slab replacements to maximize pavement life.
- Completed the report on Revising Strength Requirement of Lime-treated Subgrade Soils.

Pavement Design Accomplishments are continued on the next page.

Pavement Design, continued

- Completed Business Process Reviews for twelve districts.
- Identified software updates to RealCost (pavement life cycle cost analysis tool), and maintained and updated CALFP and CALAC software.
- Served on national teams and projects: AASHTO Joint Technical Committee on Pavements, AASHTO Darwin ME Task Force, AASHTO Construction Analysis Simulation Tools Technology Improvement Group, NCHRP 1-20 Panel “Pre-overlay Repair of Existing Pavements”, NCHRP 1-46 Panel “AASHTO Pavement Handbook”, State Pavement Technology Consortium (joint pavement research by 4 states – products include CA4PRS), Quieter Pavement Technology Consortium, pooled fund study on composite pavements, pooled fund study on recycling aggregates, and pooled fund study on subgrade rutting.
- Participated as participant and panel member at following conferences and meetings: Concrete Pavement Technology Consortium Task 65, National Concrete Consortium, and CA4PRS webinar.
- Served on the following internal Caltrans teams: Pavement Standards Team, Specification Section 88 Task Group, Lime Stabilization Task Group.
- Provided technical assistance for over 150 requests from districts, headquarters, local agencies and the general public.
- Analyzed product for Chemcrete, including two deflection studies.
- Reviewed over 10 reports prepared by others, most notably from the University of California Partnered Pavement Research Center for Caltrans. Examples include:
 - Noise, surface and performance characteristics of major types of asphalt surface mixes used in California (2nd year report)
 - Work plan for the rigid pavement quieter pavement research
 - Validation of the MEPDG Asphalt Materials Models using new MEPDG Sites
 - Permeable Pavement
 - HVS Testing of Pre-cast PCC Panels.
- Reviewed draft specification changes and nonstandard special provisions for pavement design. Most notable example is Section 40, “Concrete Pavement”.
- Reviewed technical papers on pavement applications for civil engineering journals such as *The International Civil Engineering Journal* and *The Computer-Aided Civil Engineering Infrastructure Journal*.
- Reviewed pavement design of Proposition 1B and GARVEE bond-funded projects to assure long life standards are met with cost efficient designs. Increased the pavement lifespans of several projects by 10 years while still maintaining budgets.
- Updated website for new Pavement Division.
- Coauthored CalBack: Enhancing Caltrans Mechanistic-Empirical Design Process with New Backcalculation Software for presentation and publication in the 2008 Transportation Research Board meeting.
- Coauthored Simulation of the WesTrack Experiment Using CalME, accepted for presentation next fiscal year at the Third International Conference on Accelerated Pavement Testing in Madrid, Spain.

Project Development Procedures

- Facilitated the delivery of projects by executing 29 freeway agreements and obtaining California Transportation Commission (CTC) approval of eight New Public Road Connections and five route adoptions.
- Obtained CTC approval of eight vacations of easements and 48 relinquishments.
- Analyzed 14 legislative bills.
- Created tools to expedite preparation by others of draft changes to the *Project Development Procedures Manual* (PDPM) accurately and efficiently. These tools are a style guide, policy review form and chapter template.
- Updated 12 PDPM chapters for the following policy issues: FHWA 's cross-functional expectations of projects, cost estimating, cross-sections, as-builts, access rights, valuation, inclusion of various material sites within project scope, condemnation, and pedestrian integration.
- Managed contracts to support the PDPM improvements.
- Prepared a comprehensive update to the "How Caltrans Builds Projects" booklet.
- Delivered six Project Engineer Academies (196 project delivery employees statewide).
- Delivered two Design Senior Seminars (250 senior engineers and landscape architects).
- Developed and published on web a training curriculum for entry-level engineers in design.
- Developed an on-line class in geometric design that is part of curriculum. Executed one session of this course (30 students).
- Delivered 26 sessions of an on-line course (185 employees).
- Managed contracts to support the training efforts.
- Completed a study to define the process of developing and achieving consensus on a Purpose & Need (P&N) statement.
- Completed a study of how Project Delivery's Construction Review policy affects PS&E quality as indicated by construction Contract Change Orders.
- Completed a framework of the characteristics that define design product quality and a theory for how to use the characteristics at project level, management level, and at system level review.
- Developed indicators for quality characteristics of design products. Developed quality control and quality assurance templates that use the framework theory.
- Managed contracts to support the various continuous improvement efforts.
- Participated on five continuous improvement teams from other divisions.
- Coordinated quarterly Design Management Board and monthly 'Hot Topic' meetings.
- Supported the Division with secretarial assistance, filing and database management.

Special Projects

- Provided Cost Estimating training to 53 employees statewide.
- Developed Cost Estimating in-house training module.
- Completed an evaluation of the Cost/Risk pilot program.
- Completed the first phase of a study on Project Initiation Document (PID) cost estimates. This phase compared PID estimates to the final Engineer's Estimates on 41 projects to identify areas of needed improvement.
- Completed an Interim Report on the Design-Sequencing Program (Phase I).
- Continued collection of lessons learned in the Phase I Design-Sequencing Program for continuous improvement.
- Completed review of the Design-Sequencing Guidelines and proposed recommendations for improvement.
- Completed the Eighth Annual Design-Sequencing Report to the Legislature.
- Continued monitoring of the additive bidding pilot program (three of four pilot projects were delivered this year).
- Provided support in pursuit of Innovative Contracting authority (including Design-Build) for the Department.
- Provided Design-Build training to 34 employees.
- Provided staff support to the Innovative Contracting Steering Committee.
- Developed Innovative Procurement Guide, covering the use of eight innovative contracting methods.
- Developed project delivery selection tools to assist in selecting the most suitable delivery method for any given project.
- Continued implementation of the *Value Analysis Strategic Plan* to meet partner expectations and to ensure federal Value Engineering legislative compliance.
- Executed and managed over 75 task orders for Value Analysis (VA) consultant services including 49 project studies.
- Saved \$77 for every \$1 spent on the VA Program. Value Analysis studies resulted in project cost savings of over \$225 million (5%) on 55 projects.
- Provided five VA training courses (Module 1 and Module 2) statewide (71 employees).
- Presented several VA Awards including the "E. Darwin Spartz Award" and "District Value Analysis Coordinator of the Year" award.
- Conducted three process studies statewide to streamline Engineering Reporting process, Vegetation Control, Purpose and Need procedures.
- Implemented a streamlined process for projects funded by others costing less than \$3 million.
- Implemented "look-ahead" website to enhance bidding competition by informing the construction industry of upcoming projects.
- Published "District 4 Wins for Bridge Retrofit Strategies by Troy Tusup in Caltrans News, August 2007. <http://dot.ca.gov/ctnews/aug07/aashto.shtml>
- Published "Value Analysis Award Recipients" by Troy Tusup in Caltrans News, January 2008. <http://dot.ca.gov/ctnews/valueanalysis.shtml>

Storm Water Management

- Finalized design guidance for all approved Treatment Best Management Practices (BMPs). These include: Multi-Chambered Treatment Trains, Delaware Sand Filters, Austin Media Filters, Traction Sand Traps, Infiltration Devices, Detention Devices, Biofiltration Strips and Swales, Gross Solid Removal Devices, and Dry Weather Flow Diversion. Some of these have insertable Standard Detail Sheets.
- Conducted 11 *Project Planning and Design Guide* (PPDG) training classes, three Construction Site BMP training classes, and 16 Storm Water Data Report Workshops in the districts to eliminate the need for staff to travel to attend the training.
- Provided independent quality assurance on over 50 Storm Water Data Reports selected statewide.
- Conducted five Project Delivery Storm Water Advisory Team (SWAT) meetings to coordinate with District Storm Water staff regarding implementation issues, challenges and to assure statewide consistency throughout project delivery.
- Reviewed and approved over 100 project specific non-standard special provisions.

Landscape Architecture Program

- Managed *Division of Design Business Plan* with quarterly tracking and meetings.
- Managed and administered the Roadside State Highway Operation and Protection Program (SHOPP) effort.
- Completed delivery of eight 2-day Context Sensitive Solutions trainings for almost 200 students, 60 percent from Caltrans and 40 percent from local agencies.
- Delivered Context Sensitive Solutions training sessions at four Project Engineer Academies and two Design Senior Seminars.
- Delivered one District Landscape Architecture Academy.
- Developed and delivered 'Multi-modal Design Considerations' training session at two Design Senior Seminars
- Provided technical expertise on National Cooperative Highway Research Program (NCHRP) panels in support of national policy that will affect transportation throughout the country.
- Managed research contract for "Effects of Transportation Corridor Features on Driver and Pedestrian Behavior and Community Vitality".
- Managed and administered funding for Capital Project Skills Development courses delivered by Division of Design, providing over 78,000 student hours of training critical to timely project delivery.
- Delivered *Landscape Architecture Program Annual Report*.

Landscape Architecture Coordination & Planning

- Coordinated district submittals and developed the statewide Roadside Preservation Program for the 2008 State Highway Operation and Protection Program (SHOPP).
- Coordinated with districts to develop draft 2009 10-Year SHOPP Needs Plan.
- Assisted in delivery of 'Multi-modal Design Considerations' training session at two Design Senior Seminars.
- Coordinated the Gateway Monument Demonstration Program. Reviewed and processed five gateway monument proposals and developed third of four annual reports.
- Recommended action on 40 locations for Landscape Freeway Classification, including six preliminary determinations and 30 final determinations. In addition, four locations were declassified.
- Conducted independent quality assurance reviews on 13 environmental documents and Visual Impact Assessments.
- Provided technical assistance for on-time delivery of \$13.6 million in five Highway Planting Restoration projects, and \$34.8 million in five Safety Roadside Rest Area Rehabilitation projects.
- Coordinated the delivery of the District Landscape Architecture Academy.
- Delivered Landscaped Freeway and Outdoor Advertising Act training in five districts.
- Assisted Office of Roadside Management and Landscape Architecture Standards with the development of Visual Impact Assessment (VIA) training for delivery in the 2008/09 and 2009/10 fiscal years.
- Coordinated preparation of the scoping document and programming for the project to prepare a site for a ground lease Traveler Services Safety Roadside Rest Area.
- Coordinated the independent quality assurance review of district compliance with worker safety, maintainability, and setback policies.
- Conducted independent quality assurance review of application and effectiveness of Constructability Reviews on roadside projects and issues.
- Developed guidance for Landscaping of Roundabouts.
- Assisted Office of Roadside Management and Landscape Architecture Standards in the conversion of two nonstandard special provisions to plain language standard special provisions.
- Improved guidance language for the *Encroachment Permits Manual*, *Standard Environmental Reference*, *Landscape Architecture PS&E Guide*, *Project Development Procedures Manual*, and *Aesthetic Treatments to Barriers*.
- Coordinated with Office of Capital Project Skills Development for the development of on-line training for *Project Development Procedures Manual* Chapter 29 and *Highway Design Manual* Chapter 900.

Roadside Management & Landscape Architectural Standards

- Assisted management in providing highway worker safety guidance to the districts.
- Streamlined emergency restoration work following the Southern California fires for over \$20 million in erosion control projects on 13 highways.
- Provided Roadside Management (including worker safety issues) and Tool Box updates training at Design Management Board, all Project Engineer Academies, all Senior Academies, 10 of the 12 District Design All-Staff Forums, and for Coordinators.
- Provided erosion control training at 'Super SWAT' meeting (Caltrans Storm Water Advisory Team), covering low impact development (LID) principles, roadside management guidance, research findings and current projects.
- Presented 'Biofiltration for Water Quality' at the Southern California Academy of Sciences.
- Formulated erosion control training plan including funding, content, and target audience.
- Developed task order for an Erosion Control (Storm Water Pollution Prevention) Certification series: training in fundamentals, intermediate and advanced levels, and developed 3-day class for Fundamentals of Erosion control for Landscape Architects.
- Provided quality control and training for Erosion Control Seed. Managed consultant contract to test seed. Trained Resident Engineers (REs) at four RE Academies, provided training modules to all districts, and posted interactive training on website. Produced annual report.
- Delivered four Compost Workshops with California Integrated Waste Management Board.
- Reported Caltrans' annual compost usage data to Office of Resource Conservation.
- Executed three-year contract to develop training in Visual Impact Assessments (VIAs) for environmental documents, and reviewed current policy and guidance.
- Performed a Value Analysis on roadside vegetation control treatments (fire strips) to improve and implement new technologies.
- Assisted the Office of Storm Water in developing design guidance and specifications for biostrips and bioswales.
- Partnered with industry in two meetings of Highway Planting and Erosion Control Landscape Contractors for evaluation and recommendations to improve standards.
- Reviewed and processed over 700 project-specific non-standard specifications. Converted 30 high-priority Non-Standard Standard Special Provisions (NSSPs) to standards for project delivery efficiency. Updated the Roadside NSSP website.
- Developed and successfully implemented a plan with the Non-Standards Improvement Committee to remove impediments to processing Specifications through FHWA via the Office Engineer, resulting in the issue being resolved.

Roadside Management & Landscape Architectural Standards Accomplishments are continued on the next page.

Roadside Management & Landscape Architectural Standards, continued

- Reinstated the Landscape Architecture Standards Committee (LASC) for continuous improvement of the project delivery process for Landscape Architecture activities. LASC developed and implemented an action plan to revise the top 10 Non-Standard Special Provisions (NSSPs) this fiscal year.
- Updated the Roadside Management Tool Box, including new draft standards for vegetation control around sign posts.
- Provided technical support to Landscape Architecture Coordinators, districts & others implementing innovative roadside management treatments.
- Managed research contracts for the Landscape Architecture Program:
 - Providing Adequate Moisture for Plant Establishment under Reduced Irrigation
 - Reinforced Native Grass Sod
 - Native Plants & Mycorrhizal Fungi for Slope Stabilization
 - Private/Public Partnership Strategies for Safety Roadside Rest Areas
 - Reduce Accidents Involving Driver Fatigue
 - Ornamental Roadside Vegetation Trial
 - Expanded Roadside Vegetation Trial
 - Compost for Erosion Control and Storm Water Treatment
 - Roadside Erosion Control Research
 - Arid Region Non-Vegetation Permanent Erosion Control
 - Installed Vegetation Management Weed Mat Trial.
- Held four training 'webinars' to disseminate research findings: Microbial Fungi, Soil and Revegetation, Native Grass Sod, and Results of Value Analysis Study for Roadside Management and Fire Strips.
- Managed Scenic Highways Program: Finalized updates for Scenic Hwy Guidelines including changes to five other manuals.
- Designated Route 84 in Alameda County as a State Scenic Highway.
- Updated Landscape Architecture guidance and converted to web-based format.

Expert Workforce: Capital Project Skill Development

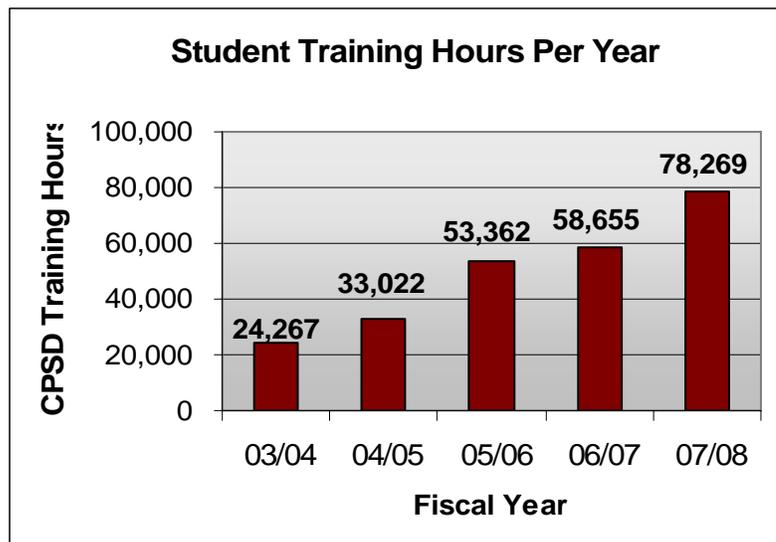
Capital Project Skill Development (CPSD) is a partnership of seven divisions that develop and deliver technical training to project delivery staff. Courses are designed to meet the most pressing needs for training in various knowledge, tool and skill areas.

Design, as one of the divisions in Project Delivery, is continuing to provide technical skill development for district staff who will succeed current district and headquarters staff.

In addition, staffing increases between 1998 and 2002 created a tremendous need for technical training in the districts. In order for the districts and local agencies to stay current on technical skills and complete timely delivery of quality products, project delivery skills development endures as a priority.

To this end, the Division of Design is supporting professional licensure, providing technical training, academies, on-line training, mentoring, and participating in the Department's Leadership Training Program, Management Training Program, and Administrative Skills Training Program.

During FY 2007-08, the Division of Design funded the development or delivery of 29 courses with CPSD dollars. Design's students completed a total of 78,269 hours in classes and on-line training, while staying within budget.



OPERATIONAL PLAN & CORPORATE ACTIVITIES CYCLE

This section details the activities planned by each office for Fiscal Year 2008-09.

Supporting Caltrans Goals

The activities undertaken by Division of Design employees all help achieve the Department's mission, vision and goals. The following chart summarizes how the Division's staff resources are allocated in support of each Caltrans goal. Together, these activities comprise the Division's Operational Plan.

Resource Distribution to Caltrans Goals	PYs*
SAFETY	5.5
MOBILITY	6.3
DELIVERY	78.4
STEWARDSHIP	18.0
SERVICE	6.3
TOTAL RESOURCES	114.5

PY = Person-Years

The actual or estimated portion of a position expended for the performance of work after factors for vacation, sick leave, military leave, jury duty, etc. have been deducted. Presently, a personnel year consists of 1,768 hours.

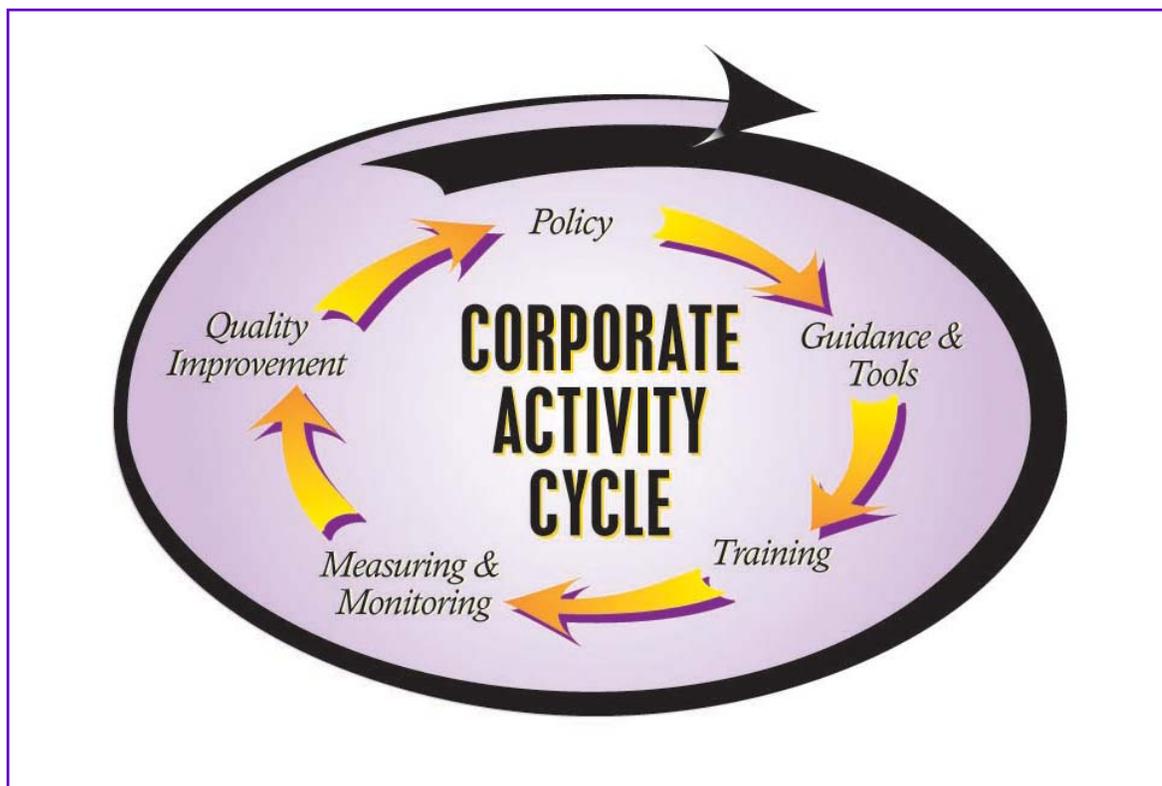
Corporate Activity Cycle

Many of the Division's activities are ongoing by nature, and continue from year to year, such as providing subject matter expertise. 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.

Each initiative the Division pursues follows a cycle of sequential phases, sometimes over a period of years, in order to maximize its effectiveness.

These phases include [in this order]:

- 1) Establishing **policy**, based on need for improvement
- 2) Providing **guidance and tools** for people in the districts and their partner agencies to implement the policy
- 3) **Training** to consistently implement the policy
- 4) **Measuring and monitoring** the results
- 5) **Continuously improving** policies and Division business practices, based on feedback received.



Operational Plan 2008-09

The Division of Design's activities for Fiscal Year 2008-09 are arranged by office on the following pages. Each activity includes deliverables with target deadlines. The Division tracks progress each quarter on these deliverable milestones as a benchmark for performance.

This Operational Plan matrix has proved itself useful as a tool for efficiency and collaboration. It communicates to employees which tasks they will undertake each year, what the context is for those tasks within their office, and how these fit in with other offices' work. The Office Chiefs have coordinated their task delivery dates with each other, thereby broadcasting their expectations for collaboration on specific projects and further enhancing the smooth flow of activity within the Division.

The "Performance - Innovation" column refers to the Deputy Director of Project Delivery's commitments in the FY 2007-08 Contract for Performance and Innovation. Each Division activity is categorized as supporting performance or innovation. The designation of "Efficiency" simply denotes which activities make project delivery more efficient by streamlining processes, eliminating redundant steps, and making information more accessible.

Also in this column, some activities are marked "New Task". These are activities introduced in Fiscal Year 2008-09.

CADD & Engineering Geographic Information Systems					
#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	31.00	PYs			
		Activities leading to Deliverables			
1	1.50	a) Update Plans Prep Manual (PPM) b) Update CADD Manual to reflect Microstation V8 standards c) Identify how the PPM is to be used and interpreted	a) Include additional English unit examples b) Provide guidelines on-line c) Develop charter and conduct study	a) Bi-monthly, to 5-2009 b) 4-2009 c) 5-2009	Performance Efficiency
2	0.25	Develop Web based Message Board. Consolidate into one discussion board for entire office. (CAiCE, new RDS, Microstation, GIS, DRS)	a) Set up and test b) Release for use statewide	a) 8-2008 b) 1-2009	Performance Efficiency
3	3.00	Roadway Design Software Implementation Plan Note: Dates subject to Dept General Services (DGS) & not yet negotiated with DGS	a) RFP submittal b) Evaluation of RFP c) Purchase minimum number of licenses *Dates not confirmed with DGS	a) 8-2008 b) 5-2009 c) 6-2009	Performance
4	0.50	Augment Operating Expense funds for the procurement of equipment for Capital Outlay Support personnel statewide for technology refresh	Update FSR and BCP concept	10-2008	Performance Efficiency

CADD & Engineering Geographic Information Systems, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
5	10.00	Train staff statewide in CADD: a) MicroStation b) CAiCE c) Geographic Information Systems (GIS) d) Iplot	Training courses to be delivered a) MicroStation - 100 (1400 students) b) CAiCE - 50 (620 students) c) ArcGis/WMS - 8 (100 students) d) Iplot - 2 (8 students)	a) 6-2009 b) 6-2009 c) 6-2009 d) 6-2009	Performance
6	2.50	Expand Document Retrieval System (DRS)	a) Develop a plan of action for resourcing of DRS support b) Identify and implement uses of DRS c) Install backup system in Dist 8	a) 4-2009 b) 1-2009 c) 5-2009	Performance Efficiency
7	1.25	Establish statewide policy to provide guidance on the sharing and distribution of electronic design files/data from Division of Design to external parties	a) Establish committee and draft charter b) Issue Policy	a) 11-2008 b) 6-2009	Performance
8	2.00	Collect and track as-built plans - Work with districts to reduce backlog	a) Provide quarterly report b) Provide resources to Districts for elimination of backlog c) Produce microfilm	a) Quarterly b) 12-2008 c) 6-2009	Performance Efficiency
9	2.00	CADD/GIS Application Development and System Support	a) Identify and consolidate existing GIS databases b) Implement Committee's recommendation/findings	a) 9-2008 b) 5-2009	Performance Efficiency
10	2.50	Continuous Improvement of Design policies, procedures and practices (Includes routine coordinating and consulting with other divisions)	a) CTAC, DRS, Geospatial committee b) Software development, installation, testing, reporting to developer, documentation	a) 10-2008 & 5-2009, 9-2008 & 4-2009, 10-2008 b) 6-2009	Performance Efficiency
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
11	3.00	Provide technical expertise to districts	Delivery of timely advice and guidance that meets or exceeds customer needs	On call as needed	Performance
12	2.50	Miscellaneous Activities for the Office	Activities completed on schedule	Underway, ongoing	Performance

Cooperative Agreements

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	9.00	PYs			
		Activities leading to Deliverables			
1	0.45	Enhance database capabilities for enhanced reporting, tracking	a) New reports b) Capture of time in the local agencies	a) 7-2008 b) 10-2008	Performance Efficiency
2	0.15	Update guidance to reflect program changes a) Use of Project Agreement Construction Tool - PACT b) PACT documentation	a-1) Issue memorandum a-2) Implement memorandum b-1) Project Development Procedures Manual Chapter 16 Draft to review b-2) Final to review b-3) Internet tool	a-1) 10-2008 a-2) 11-2008 b-1) 12-2008 b-2) 3-2009 b-3) 6-2009	Performance Efficiency
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
3	5.00	Review and process Cooperative Agreements	Move each submittal to next logical step in 10 working days or less	Ongoing	Performance
4	2.80	Support and enhance the Project Agreement Construction Tool (PACT)	a) Continue to update, develop and distribute new templates b) Manage web message board	Ongoing	Performance Efficiency
5	0.30	Develop and deliver training	a) Additional user training b) Staff training for review of PACT agreements	Ongoing	Performance Efficiency
6	0.30	Miscellaneous Activities for the Office	Activities completed on schedule	Underway, ongoing	Performance

CTC Highway Appearances, Encroachment Exceptions & Resource Conservation

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
CTC HIGHWAY APPEARANCES					
	0.70	PYs			
Activities leading to Deliverables					
1	0.05	Training/Coaching	a) Establish just-in-time on-line training modules. Secure assistance from Jim Monroe, CPSD or explore possibility of using MBHerritt's CSUS contract a-1) Develop course outline a-2) Develop course template b) Market training to Design Management Board, Right of Way Management Board c) Conduct outreach/process review in Districts, meeting with Design, R/W, and Single Focal Point Project Managers	a) FY 2009-10 Consider consultant contract b) FY 2009-10 Consider consultant contract c) As needed	Performance
2	0.05	Track Resolution of Necessity (RON) process performance	Provide Reports to Div of Design Chief - # 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	Performance
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
3	0.20	Resolutions of Necessity (RON) Appearance preparation and presentations to California Transportation Commission (CTC)	a) Facilitate and promote the districts' efforts to secure RON Appearances from CTC b) Participate in Condemnation Panel activities. Represent Design in Condemnation Panel Review meetings in the districts c) Provide oversight for district preparation of draft PowerPoint presentations to CTC	a) Ongoing b) Ongoing c) Ongoing	Performance
4	0.05	Continuous improvement of Resolutions of Necessity presentations process	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 b) Post on intranet and internet	a) Quarterly, or as needed b) As needed	Performance Efficiency
5	0.25	Provide Subject Matter Expert guidance to the districts	Most return calls made within one working day	Ongoing	Performance
6	0.10	Miscellaneous Activities for the Office	Activities completed on schedule	Ongoing	Performance

CTC Highway Appearances, Encroachment Exceptions & Resource, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
ENCROACHMENT EXCEPTIONS					
	2.00	PYs			
Activities leading to Deliverables					
7	0.05	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 c) Contact districts to provide supplemental training sessions for Encroachment Exception and High/Low Risk Policy	a) As requested b) Review quarterly, updates as needed c) Ongoing	Performance Efficiency
8	0.05	Develop guidance for 'GoCalifornia' Industry Capacity Expansion to address material source options to support Design Information Bulletin (DIB) 85 issued May 15, 2007	a) Support Division of Transportation Planning's development of MOU with Bureau of Land Management as design representative on team b) Work with Office of Project Development Procedures and Quality Improvement to incorporate topic into the	a) Per schedule by Division of Transportation Planning b) 6-2009	Performance Efficiency
9	0.15	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 stwde workshops with districts to share development strategies & lessons learned. Post on intranet b) Work with districts to keep topic on mgt's radar through regular updates to Design Management Board (DMB), R/W Mgt Board & Project Delivery Advisory Committee (PDAC) c) Determine if Draft Deputy Directive related to data collection for utility & subsurface asset management is needed	a) Quarterly b) As appropriate c) 9-2008	Performance Efficiency
10	0.15	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)	a) Report if existing GIS applications link to asset mgt inventories through MicroStation for Project Delivery b) Report if existing data sources (incl survey info thru CAiCE) can be archived & accessible on MicroStation or GIS for use by Project Delivery c) Promote development by Division of Transportation Systems Information and Geographic Information Systems (GIS) of a GIS interface tool to provide access to various existing data sources	a) 8-2008 b) 3-2009 c) 6-2009	Performance Efficiency

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
ENCROACHMENT EXCEPTIONS, continued					
11	1.55	Provide Subject Matter Expert guidance to the districts	<p>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</p> <p>b) Continue development of tracking system to account for 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</p>	<p>a) Ongoing</p> <p>b) Report quarterly</p>	Performance Efficiency
12	0.05	Increase efficiency of district interaction with Office of Encroachment Exceptions	<p>a) Evaluate instructional material provided to the districts via web to insure guidance is clear and current. Update.</p> <p>b) Post revised documents on website</p> <p>c) Revise Project Development Procedures Manual (PDPM) Chapter 17, Appendix LL. Delivery to PDPM Editor. Marrant wants technical writer consultant to edit & update this chapter because edits contain no policy changes yet</p>	<p>a) Quarterly or as needed</p> <p>b) As needed</p> <p>c) 12-2008</p>	Performance Efficiency
PROFESSIONAL LICENSING ASSISTANCE					
	2.00	PYs			
		Activities leading to Deliverables			
13	0.10	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.	Report activities quarterly	Performance
14	0.20	Update the Transportation Engineer Civil Rotation Program Guidelines	<p>a) Perform statewide process review to see how districts are currently using Rotation Program</p> <p>b) Develop follow-up actions based on process review</p>	<p>a) 9-2008</p> <p>b) 12-2008</p>	Performance
15	0.20	Update the Transportation Engineer Technician Rotation Program Guidelines	<p>a) Perform statewide process review to see how districts are currently using Rotation Program</p> <p>b) Develop follow-up actions based on process review</p>	<p>a) 3-2009</p> <p>b) 6-2009</p>	Performance

CTC Highway Appearances, Encroachment Exceptions & Resource, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
PROFESSIONAL LICENSING ASSISTANCE, continued					
16	0.10	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 to review Construction Manual and other guidance to retain engineer-sealed documents in permanent project records. Follow-up on status of revisions	12-2008* * Completion dependent on Construction	Performance
17	0.10	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 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)	a) 1-2009* b) 6-2009* *Deliverables contingent on availability of TOPSS staff	Performance
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
18	0.70	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	Quarterly	Performance
19	0.40	Provide Subject Matter Expert guidance to the districts	a) Department point person on issues related to the Board of Professional Engineers & Land Surveyors b) Monitor professional license compliance. Report discrepancies to supervisors, managers & Personnel/Labor Relations as appropriate	a) As needed b) Quarterly	Performance
20	0.20	Review Department's policies and guidance for compliance & consistency with statutes	Begin with the PDPM and the Business and Professions Code	May be multi-year activity	New Task Performance

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
RESOURCE CONSERVATION					
	1.20	PYs			
		Activities leading to Deliverables			
21	0.20	Develop implementation plan for Public Resources Code (PRC) 42703, (Assembly Bill 338 [Levine] Recycling: crumb rubber)	<p>a) Promote use of crumb rubber and develop policy and procedures for implementation of PRC 42703</p> <p>b) Administer consultant contract task order (via GoCalifornia contract with Navigant) to determine legislative requirements of analysis, methodology for data collection and analysis. Consultant to develop template and automated data retrieval protocol to facilitate the Department's gathering of background information provided to support BTH Secretary's annual analysis requirement</p> <p>c) Compile and transmit information to BTH Secretary for use in annual analysis (Due in January each year)</p>	<p>a) Ongoing</p> <p>b) 2-2009</p> <p>c) 10-2008</p>	Performance
22	0.35	Respond to partners 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	<p>a) Work with technical subject matter experts to respond to inquiries about using recycled materials & products</p> <p>b) Maintain intranet website with policy, guidance, tools, templates and contacts</p>	<p>a) Ongoing</p> <p>b) Update quarterly or as needed</p>	Performance
23	0.15	Monitor and report on Department's use of recycled materials as required to meet legislated mandates	<p>a) Report on the Department's Use of Waste Tires</p> <p>b) Post on web: list of Department's Rubberized Hot Mix Asphalt (aka Rubberized Asphalt Concrete) projects over the past 5 years</p> <p>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 the California Integrated Waste Management Board, for compliance</p>	<p>a) Annually by 1-1</p> <p>b) Annual web posting by 4-1</p> <p>c) Annual report due 4-1</p>	Performance

CTC Highway Appearances, Encroachment Exceptions & Resource, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
RESOURCE CONSERVATION, continued					
24	0.10	Provide support for development of implementation mechanisms for Department compliance with Public Contract Code 6615 (Senate Bill 1106), reporting dollars spent on recycled-content products. (Applies to supplies purchased through Procurement and to all advertised construction contracts)	Promote Divisions of Construction, Procurement & Contracts, Legal, and Office Engineer's development of new Standard Special Provisions (SSPs) for contractors to report dollars spent on recycled-content products for the Department. Construction & PDAC are the lead. PDAC will include reported info in their annual 'State Agency Buy Recycled Campaign' (SABRIC) report to California Integrated Waste Management Board	Quarterly report on Division of Construction and DPAC progress	Performance
25	0.05	Update Construction Evaluated Work Plan (CEWP)	a) Track submittals of reports for CEWP and provide submittal status to Chief, Division of Design b) Provide report to FHWA	Annual reports: a) 8-2008 b) 10-2008	Performance
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
26	0.05	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	Performance
27	0.05	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	Performance
28	0.25	Provide Subject Matter Expert guidance to the districts	Most return calls made within one working day	Ongoing, as needed	Performance

District Coordinators

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	5.00	PYs			
		Activities leading to Deliverables			
1	0.10	Review and Update Highway Design Manual	Take lead to update Traversable Roadside Design Guidance in cooperation with Division of Traffic Operations & Office of Roadside Mgt (J Steele) a) Draft b) Final	a) 3-2009 b) 9-2009	Performance
2	0.10	Participate as panel member for National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research proposals: a) NCHRP Project 3-78 Crossing Solutions at Roundabouts & Channelized Turn Lanes for Pedestrians with Vision Disabilities - Phase 1 Study complete; now working on Field Testing (Phase 2) b) NCHRP Project 15-25 Alternatives to Design Speed for Selection of Roadway Design Criteria. Come up with target speeds	a) 6-2009 (Jim) b) 6-2009 (John)	Performance
3	0.10	Assist in roll-out and implementation of new design oversight guidance	Coordinate with Office of Proj Devmt Procedures Independent Quality Assurance Team to review & implement new guidelines, participate in implementation in districts	2-2007 per Office of Project Development Procedures schedule	Performance Efficiency
4	0.20	Succession Planning: Disseminate technical knowledge accumulated by senior personnel before they retire. (John Steele, Design Reviewers)	a) Back-up for current standards (organized results) b) Concepts and recommendations for future updates c) Documented sources of technical information d) Continued ongoing research e) List of topics for future research	Mtgs every other Tuesday until: a) 6-2009 b) 6-2009 c) 6-2009 d) 6-2009 e) 6-2009	<i>New Task</i> Performance
5	0.20	Deliver Training to Districts	a) Deliver at least one Tort Liability class to each district b) Deliver 'Seeking Balance' classes	a) 6-2009 b) 6-2009	<i>New Task</i> Performance
6	0.25	Process Review - Review Fact Sheets and Project Files to assure policy compliance and retrievability, reasons and commitments	a) Deliver workplan for reviews b) Audit all districts c) Deliver recommendations report, including changes since previous review	a) 8-2008 b) 3-2009 c) 4-2009	<i>New Task</i> Performance

District Coordinators, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
7	1.25	Coordination between districts and headquarters	Provide Design Exceptions, perform other HQ approval activities	Underway, ongoing	Performance
8	2.60	Provide technical expertise	a) Provide Design Exceptions, perform other HQ approval activities 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) Assist Office of Project Development Procedures to communicate and encourage Constructability Reviews	a) Ongoing b) Ongoing c) Ongoing	Performance Efficiency
9	0.10	Support Office of Project Development Procedures in two process reviews: Constructability Reviews, Purpose & Need	Coordinate with Office of Project Development Procedures to assist with two reviews	As needed per Mary Beth Herritt schedule	<i>New Task</i> Performance
10	0.10	Miscellaneous Activities for the Office	Activities completed on schedule	Underway, ongoing	Performance

Geometric Design Standards

	11.00	PYs			
		Activities leading to Deliverables			
1	0.40	Continuous Improvement of the Highway Design Manual (HDM): - Update HDM - 5th & 6th Editions	a) Circulate & edit Final Draft b) Division Chief approves, FHWA concurs c) Put on web & distribute Transmittal	a) 12-2008 b) 1-2009 c) 1-2009	Performance
2	0.10	Support for departmental "Design for Safety" Task Force	a) Review Design Guidance in HDM b) Update Design Guidance in HDM	a) 12-2008 b) 1-2009	<i>New Task</i> Innovation
3	0.25	Update Design Information Bulletin # 80: Roundabouts	a) Circulate Draft Document for review b) Div Chief approves, FHWA concurs c) Put on web & distribute Transmittal	a) 3-2009 b) 6-2009 c) 6-2009	Performance
4	0.25	Retire Design Information Bulletin # 77: Interchange Spacing	a) Incorporate design guidance into HDM, per schedule above b) Assist Off of Proj Dev Procedures to incorporate into PDPM	a) 1-2009 b) See schedule for PDPM update	<i>New Task</i> Performance
5	0.25	Highway Design Manual Reviews - Multimodal Accommodation	a) Team initiation b) Team work completed c) Report goes to Division Chief	a) 7-2008 b) 12-2008 c) 3-2009	Performance
6	0.25	Standardization of Highway Design Manual Nomenclature, e.g. uniform use of "should"	a) Team initiation b) Team work completed c) Report goes to Division Chief	a) 7-2008 b) 11-2008 c) 12-2008	Performance
7	0.25	HDM Design Guidance: Strategic Plan for the Future	a) Team initiation & charter b) Team work completed (Division-wide Review) c) Team Report to Division Chief	a) 8-2008 b) 12-2008 c) 3-2009	Performance
8	0.05	HDM PA&ED / PS&E Design Standards	a) Division-wide Review complete b) Recommendation to Div Chief	a) 8-2008 b) 9-2008	<i>New Task</i> Performance
9	3.85	Design Reviewer service to districts and regions to improve project delivery and quality	Provide technical assistance: Manage On-call Contract for Roundabout Engineering Services	9-2008	Performance

Geometric Design Standards, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
10	1.00	<u>Training Development and Implementation:</u> a) Basic Geometric Design Training - Statewide b) Americans with Disabilities Act (ADA) Training c) "Bicycles on the Roadway" Training d) Pedestrian Safety Workshops e) Geometric Design on-the-job (OJT) Modules e-1) Module 1: Basic Design Policies e-2) Module 2: Geometric Design I - Alignment & Grade e-3) Module 3: Geometric Design II - Cross Section Elements e-4) Module 4: Geometric Design III - Intersections at Grade e-5) Module 5: Geometric Design IV - Interchanges	a) Support District training plans b) Deliver Statewide ADA Training (12 sessions, as needed) c) Deliver Training (24 1-day sessions Statewide, 2 per District) d) Deliver Training (2 sessions planned Statewide - pending FHWA concurrence) e-1a) Draft update Module & Trainer Guide to review e-1b) Review Period ends e-1c) Updated Module & Trainer Guidance web-ready e-1d) Guidance posted e-2a) Draft update of Module & Trainer Guide to review e-2b) Review Period ends e-2c) Updated Module & Trainer Guidance web-ready e-2d) Guidance posted e-3a) Draft update of Module & Trainer Guide to review e-3b) Review Period ends e-3c) Updated Module & Trainer Guidance web-ready e-3d) Guidance posted e-4a) Draft update of Module & Trainer Guide to review e-4b) Review Period ends e-4c) Updated Module & Trainer Guidance web-ready e-4d) Guidance posted e-5a) Draft update of Module & Trainer Guide to review e-5b) Review Period ends e-5c) Updated Module & Trainer Guidance web-ready e-5d) Guidance posted	a) Ongoing b) 6-2009 c) 6-2009 d) 6-2009 e-1a) 8-1-2008 e-1b) 8-15-2008 e-1c) 8-30-2008 e-1d) 9-15-2008 e-2a) 8-1-2008 e-2b) 8-15-2008 e-2c) 8-30-2008 e-2d) 9-15-2008 e-3a) 9-1-2008 e-3b) 9-15-2008 e-3c) 9-30-2008 e-3d) 10-15-2008 e-4a) 9-1-2008 e-4b) 9-15-2008 e-4c) 9-30-2008 e-4d) 10-15-2008 e-5a) 10-1-2008 e-5b) 10-15-2008 e-5c) 10-30-2008 e-5d) 11-15-2008	Performance
11	0.70	Office Management	a) Annual [Design Reviewer] Customer Service Survey: b) Summary of findings & recommendations report	a) 4-2009 b) 6-2009	Performance

Geometric Design Standards, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
12	0.10	Support for departmental "Design for Safety" Task Force	a) Provide technical assistance to Division of Maintenance b) Provide technical assistance to Division of Construction	a) Ongoing As needed b) Ongoing As needed	New Task Innovation
13	0.05	Monitor the HDM change process	Keep log of proposed revisions	Ongoing	Performance
14	0.10	Department Transition - Metric to English	Manage project exception process and maintain database	Ongoing	Performance
15	1.80	Support of Corporate Headquarters FY 2008/09 activities to improve project delivery and quality	<u>Service to other HQ Divisions/Activities:</u> + DES Earth Retaining Systems Committee + Strategic Objective 4.3 Strategy 1 (reduce maintenance req'd for guardrail systems) Maintenance is lead. + Strategic Objective 1.2 Strategy 5 (use latest technology to enhance work zone safety) Construction is lead. + Bus Rapid Transit guidance + Bridge Rail Policy Guidance + California Bicycle Adv Comm + Intersection Safety Team + CA Strategic Hwy Safety Plan + ADA design & expertise + Tort Case Support + Update Constn Contract Stds (2010 Standards - Plain Language) + Traffic Ops Workzone End-of-Queue Team + Traffic Ops Steering Committee + Traffic Ops Contract Adv Bd Guidance for Nonmotorized at Intersections & at ICs	As needed	Performance
16	0.20	Research: a) Manage Roundabout Research Contract b) Update policy and guidance based on research by others	a) Subject matter Expert Service to HQ Div of Research & Innovation for contract b) Review research performed by others for innovation and policy changes	a) Final report 12-2008 b) As needed	Performance
17	1.30	Support FY 2008/09 Division Business Plan Activities to improve project delivery and quality	<u>Service to other Div Offices:</u> Project Engineer Academies, Develop On-line Geometric Design Training, Spread Corporate Knowledge	As needed	Performance
18	0.10	Miscellaneous Activities for the Office	Activities completed on schedule	Ongoing	Performance

Highway Drainage Design

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	5.00	PYs			
		Activities leading to Deliverables			
1	0.20	Update Fish Passage Guidance Document	Revised document incorporating recently completed research on culvert baffle performance and miscellaneous revisions	1-2009	New Task Innovation
2	1.50	Develop specifications in conformance with 2010 standards (Rewrite into plain language & reorganization)	a) 50 Percent of Standard Specifications complete b) 50 Percent of SSPs complete	a) 6-2009 b) 6-2009	New Task Performance Efficiency
3	0.20	Update Chap. 810, Highway Design Manual (Hydrology)	Revised guidance on estimating discharge in arid regions from research report, "Desert Hydrology"	8-2008	Performance
4	0.20	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) 7-2008 through 6-2009 b) 11-2008	Performance
5	0.20	Develop updated drainage-related Standard Special Provisions. (Working on approximately 20)	Submit 5 updated drainage-related Standard Special Provisions (SSPs) to HQ OE for posting a) Minor Concrete(Invert Paving b) Abandon Dry Well c) Temporary Cofferdam d) Earth Anchorage System e) Fused HDPE Overside Drain	a) 10-2008 b) 10-2008 c) 12-2008 d) 2-2009 e) 2-2009	Performance
6	0.15	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) Weholite HDPE Profile Pipe b) Pre-cast Drainage Inlets c) Poly-Triplex Epoxy Pipe Liner (Final 9-2009) d) Zurn Z-886 Trench Drain (Final 12-2009)	a) 3-2009 b) 6-2009 c) 6-2009 d) 6-2009	Performance

Highway Drainage Design, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
7	0.35	Deliver training courses to Districts	a) Floodplain Issues a-1) Course development work a-2) Course delivery b) Drainage Law b-1) Course development work b-2) Course delivery c) Fish Passage c-1) Course development c-2) Course delivery Training to generalists: d) On-the-job-training - Execute consultant contract to update of 4 existing modules e) Develop & deliver Culvert Rehab Seminar for No. Region	a-1) 6-2007 - 9-2008 a-2) 10-2008-2-2009 b-1) 6-2007-12-2008 b-2) 1-2009 - 6-2009 c-1) 9-2007 - 5-2008 c-2) 6-2008-10-2008 d) 3-2009 e) 10-2008	Performance
8	0.20	Update Chapter 850, Highway Design Manual (Culvert Materials & Physical Properties), based on research and updated standards	Revise information on pipe selection, performance and material properties a) Final Sect. Drafts b) Int./Ex Review c) Final	a) 8-2008 b) 10-2008 c) 1-2009	Performance
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
9	0.30	Provide review, guidance and approval of District-generated non-standard special provisions (NSSPs)	On-time approvals of biddable and buildable project special provisions	As needed	New Task Performance Efficiency
10	0.10	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	Innovation
11	1.40	Provide Technical Expertise to Districts	Delivery of timely advice and guidance that meets or exceeds customer needs	As needed	Performance
12	0.20	Miscellaneous activities for the office	Various drainage and office management activities a) HDM update editing b) Office Management	As needed	Performance

Pavement Design

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	10.00	PYs			
		Activities leading to Deliverables			
1	0.40	Maintain and Update Highway Design Manual (HDM) Pavement Chapters to provide most current and accurate information to designers, local agencies, and consultants	a) Develop update for HDM b) Update Concrete Pavement Design Tables c) Complete Design Procedures for MEPDG (Decide later to implement in next HDM change or wait)	6-2009	Performance
2	0.45	Develop version 2 of Life Cycle Cost Analysis (LCCA) procedures	Develop version 2 of LCCA procedures	6-2009	Performance
3	1.00	Process Review/ Independent Assurance Program for Pavement Design. Evaluate procedures, practices, quality assurance measures of districts to measure success of statewide/district policies & practices. Identify areas for improvement in statewide guidance, tools, communication. Determine priorities and needs for future improvements	a) Visit and review all 12 districts b) Work with Pavement counterparts to develop more inclusive Business Process Review c) Complete Summary Report identifying future imprvmt needs d) Incorporate findings into future Action Plans e) Incorporate lessons learned into Guide f) Update Guide, if needed	a) Annually b) TBD c) 3-2009 (annual) d) 5-2009 (annual) e) TBD f) TBD	Performance
4	1.00	Pavement Management System	Support Pavement Manager on: a) Pavement Management System project data needs b) Implementation of Master Plan c) Ensure Design's needs are addressed	a) 7-2008 b) Ongoing c) Ongoing	Performance Efficiency
5	0.20	Quieter Pavements - Investigate performance, complete studies, monitor, collect data, complete comparisons, update guidance. Use findings for design standards, guidelines & contract specifications for most cost effective noise reduction	Update Quieter Pavement Guide from third year results.	6-2009	Performance
6	2.10	Implement Mechanistic-Empirical (M-E) Design - Integrate new design method into Caltrans design practices and standards. Staged approach to include review and refinement of American Association of State Highway Transportation Officials (AASHTO) software	a) Review and field calibrate ME Flex software b) Establish failure criteria tied to maintenance actions/pavement performance c) Develop requirements for using traffic spectra loads d) Develop requirements for using specific weather station data e) Develop requirements for material data f) Upgrade RadCAL concrete software to production ready status	a) 3-2009 b) 6-2009 c) 12-2008 d) 12-2008 e) 6-2009 f) 6-2009	Performance Efficiency
7	0.05	CA4PRS - Traffic modeling software for freeway rehab & reconstruction. Develop innovative approaches to traffic management on major construction projects	a) Transition to Traffic - Develop v 2.5 b) Market	a) 6-2009 b) Ongoing	Performance Efficiency
8	0.50	Maintain & improve one-stop Dept website to communicate statewide pavement policies & standards. Make it easy to find info. Include resources for local agencies	a) Create Pavement Management web page b) Update intranet	a) 6-2009 b) 1-2009	Performance Efficiency

Pavement Design, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
9	0.50	Update Miscellaneous Pavement Guidelines, provide training with current information to designers for most cost-effective decisions. Provide standardized tools (plans, specs, programs, procedures) to minimize design effort, time, cost and errors	a) Cold in place recycling guide b) Cold foam recycling guidelines c) Leveling-course guidelines d) Precast panel concrete pavement - 30% complete	a) 12-2008 b) 6-2009 c) 6-2009 d) 6-2009 tentative	Performance Efficiency
10	0.80	Deliver training courses. Administer existing classes scheduled in Learning Management System (LMS)	EXISTING a) Life Cycle Cost Analysis on line b) Introduction to Pavements c) Concrete intersections d) CA4PRS on line NEW/REVISE e) Deflection Study Analysis	a) 12-2008 b) 11-2008 c) 1-2009 d) 6-2009 e) 6-2009	New Task Performance
11	0.10	Pavement Foundation design. Revise standards, guidance, and practices to address best practices in foundation design including subsurface drainage	a) Coordinate research with other states (Complete research in 2011) b) Task Order signed	a) Ongoing to 2011 b) 11-2008	Performance
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
12	2.15	Provide Subject Matter Expertise	Respond to inquiries from districts, industry, & headquarters, including bill analysis, design exceptions, committee participation, represent Office at Academies, new products evaluation, specs review, assist with issues, mentoring for delegation to districts. Represent Dept on national committees, conferences and forums	As needed, ongoing	Performance
13	0.10	Quieter Pavements: Investigate performance, complete studies, monitor, collect data, complete comparisons, update guidance. Findings to be used to establish design standards/guidelines and contract specifications for most cost effective noise reduction	Team Leader & Department Lead for Quieter Pavements a) Coordinate team meetings b) Monitor and coordinate multiple research projects	Ongoing	Performance
14	0.05	Composite Pavement: Collaborate in research proposal preparation, contribute in lobbying other States to join Pooled Fund, identify State resources for research. Collect & provide research team with data. Update guidance	Coordinate research with other states (Complete research in 2010)	Ongoing	Performance
15	0.60	Miscellaneous Activities for Office	Personnel Management. Workload tracking and management. Attend Division meetings, etc	Ongoing	Performance

Project Development Procedures

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	9.50	PYs			
		Activities leading to Deliverables			
1	1.55	a) Update the Project Development Procedures Manual (PDPM) b) Create or update other guidance documents	a-1) Update the PDPM for the 10-2007 Stewardship Agmt - Draft a-2) Update the PDPM for the 10-2007 Stewardship Agmt - Final a-3) Update PDPM as identified in plan developed by Marrant after review by MBH & TCraggs b-1) Update Div of Design's Stewardship website b-2) Publish & market "How CT Builds Project" booklet	a-1) 8-2008 a-2) 9-2008 a-3) 10-2008, 1-2009, 5-2009 b-1) 9-2008 b-2) 7-2008	Performance
2	0.95	a) Create or update succession tools (other guidance) b) Develop tools	a-1) Project Development Procedures Liaison Handbook a-2) Training Admin Handbook b-1) Manage the file room b-2) Put Freeway Agreements & Route Adoptions in Document Retrieval System (DRS)	a-1) 12-2008 a-2) 11-2008 b-1) Daily b-2) 8-2008	Performance Efficiency
3	0.80	Deliver training	a) Deliver 3 PE Academies b) Develop curriculum for PE, Design Sr, & Specialties roles	a) 7-2008, 9-2008, 02-2009 b) 8-2008, 11-2008, 04-2009	Performance
4	0.20	Continuous Improvement of Design policies, procedures and practices. - Purpose and Need (P&N) Dept Strategic Objective 3.3.1	a) Coordinate & participate with DOTP's Purpose & Need (P&N) effort (execute the workplan) b) Finalize training module & wkshop c) Obtain mgt approval of process pilot d) Develop test protocol of P&N tool e) Perform test of P&N tool f) Implement P&N Process Pilot ideas after report review by MBH & TCraggs g) Market P&N tools and training h) Implement plan for Dept Strategic Objective 3.3.1	a) 8-2008 b) 8-2008 & 11-2008 c) 12-2008 d) 12-2008 e) 12-2009 f) 12-2008 g) 6-2009 h) 7-2008	Performance
5	0.70	Continuous improvement of Design policies, procedures and practices. Independent Quality Assurance (IQA)	a) Develop method to test IQA characteristics-D8 b) Develop method to test Quality Mgt Plan (QMP) characteristics - D12 c) Begin 12-month test of Dist 8 & 12 d) Finalize Quality Control/ Quality Assurance (QC/QA) guidelines	a) 12-2008 b) 12-2008 c) 1-2009 d) FY 2009-10	Performance
6	0.19	Continuous improvement of Design policies, procedures and practices. - Constructability Review (CR) Policy	a) Publish & market audit report b) Implement recommendations from audit after review by MBH & TCraggs c) Implement plan for Dept Strategic Objective 3.5.2 - "Ensure CRs occur in a timely, continuous & effective manner, & include verification of cost estimates."	a) 8-2008 b) 12-2008 c) 8-2008	Performance

Project Development Procedures, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
7	1.16	Continuous Improvement of Design policies, procedures and practices	a) Review others' improvements b) Design Mgt Board work c) Other Mtgs eg. PID, Design-Env'l	a) As received b) Quarterly c) Monthly	Performance
8	1.44	Provide advice and clarification on Project Development Procedures Manual procedures. Deliver Highway Route Matters - CTC agenda items & freeway agreements	a) Answer district & HQ inquiries; research if necessary b) Deliver CTC agenda items on time c) Quality Assurance: Freeway Agreement processing and execution d) District-based coaching, etc. e) Legislation analysis	a) As received b) On CTC Liaison schedule c) As received d) As received e) As received	Performance
9	0.80	a) Deliver training b) Employee training	a-1) Administer & manage courses, 3 on-line and 1 live a-2) Provide contract mgmt to Office of Geometric Design Sds for 3rd on-line course. Design reviewers will be subject matter experts a-3) Provide modules in other academies b) Training of team for skill, knowledge, abilities	a-1) Monthly a-2) Monthly a-3) As requested b) As needed	Performance
10	0.46	Continuous improvement of other divisions' policies, procedures and practices	a) Respond to short-term requests b) Division of Project Mgt (DPM) - Project Close Out Team c) Transportation System Information Outputs Database Team d) Environmental Analysis' Traffic Data Steering Committee e) DPM's Dept Strategic Objective 3.1.2 - Define project scope early & clearly f) DPM's Dept Strategic Objective 3.1.3 - Streamline Project Approval Process g) Div Maintenance's Dept Strategic Objective 4.2.9 - Pursue effective Lifecycle Planning	a) As received <i>b-g) Weekly or monthly</i> b) As called c) As called d) As called e) As called f) As called g) As called	Performance Efficiency
11	1.25	Miscellaneous Activities for Office	a) Office services b) Records Mgt Annual Report	a) As needed b) 11-2008	Performance

Special Projects

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	6.50	PYs			
		Activities leading to Deliverables			
1	0.85	Provide Design-Sequencing Guidance	<ul style="list-style-type: none"> a) Support Design Sequencing Peer Committee work b) Update Design-Sequencing Guidelines c) Draft 9th Annual Report to BT&H d) Develop project narratives (including lessons learned). Share with Design Mgt Board e) Deliver Design-Sequencing training for PDTs. (5 sessions) f) Collect data for Final Report (Final - 2010). Draft report out for review g) Select remaining 5 Phase II projects 	<ul style="list-style-type: none"> a) 10-2008, 4-2009 b) 12-2008 c) 1-2009 d) As projects completed e) 6-2009 f) 4-2009 g) 1-2009 	<p>Performance</p> <p>Efficiency</p>
2	0.85	Develop Innovative Contracting Methods	<ul style="list-style-type: none"> a) Support Innovative Contracting Steering Committee Work b) Apply one of seven new methods to real project - pilot program c) Develop web-based Project Delivery Selection Tool d) Monitor Additive Bidding Pilot Program Interim Guidelines e) Create Innovative Contracting websites to share information 	<ul style="list-style-type: none"> a) 2-2009 b) 6-2009 c) 10-2008 d) 11-2008 e) 11-2008 	<p>Innovation</p> <p>Efficiency</p>
3	0.85	Cost-Estimating Improvements	<ul style="list-style-type: none"> a) Identify needed improvements (from Project Study Report [PSR] to Engineers Estimate [EE study]) b) Implement Value Analysis (VA) Cost/Risk Pilot recommendations c) Investigate and import Best Practices d) Finalize and deliver in-house training module e) Monitor and update cost escalation data on the web f) Purchase cost estimating software through Feasibility Study Report (FSR), Finance Letter 	<ul style="list-style-type: none"> a) 10-2008 b) 6-2009 c) 6-2009 d) 10-2008 e) Quarterly f) 6-2009 	<p>Performance</p> <p>Efficiency</p>

Special Projects, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
4	2.25	Administer the Department's Value Analysis (VA) Program *VA/VASSR = Value Analysis/Value Analysis Study Summary Report	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) VA awards program f) Develop web-based database - VA/VASSR g) Update Project Development Procedures Manual (PDPM) Ch 19 (Federal Rule-making) h) Produce Annual Program Assessment i) Maintain Fiscal Mgt Guide for VA Program j) Provide VA training by consultant. Two sessions. k) Continue implementation of VA study retention plan l) Continue VA outreach plan m) Continue development of VA Toolbox	a) Weekly b) Quarterly c) 1-2009 d) 12-2008 e) 1-2009 f) 3-2009 g) 6-2009 h) 1-2009 i) 6-2009 j) 6-2009 k) Quarterly l) Annually m) 6-2009	Performance Efficiency
5	0.15	Provide Project Delivery Acceleration Toolbox	a) Maintain Project Delivery Acceleration Tool Box b) Update Tool Box	a) As needed b) 10-2008	Performance Efficiency
6	0.70	Deliver Training Courses	a) Design-Sequencing Training b) Cost Estimating	a) 3-2009 b) 6-2009	Performance
7	0.05	New Products (Noise Barrier) Evaluation & Implementation	Update website with new products, innovative contracting	1-2009	Performance
8	0.10	Deliver Retrofit Soundwall Program	Produce report for California Transportation Commission	Quarterly	Performance
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
9	0.05	Deliver Retrofit Soundwall Program	Statewide coordination and monitoring	Ongoing	Performance
10	0.35	Respond to 'Hot Button' Topics	Provide short lead-time responses to pressing needs as they arise. Implement "Look Ahead" recommendations, monitor PEER process	On call as needed	Performance
11	0.10	Coordinate Division of Design Research	a) Research projects in progress and results deployed b) Score NCHRP Problem Statements c) Develop Problem Statements	Ongoing	Performance
12	0.10	New Products (Noise Barrier) Evaluation & Implementation	Evaluate and implement new noise barrier products	As needed	Performance
13	0.05	Provide 'Shelf' (Const'n Pending) Guidance	Maintain Shelf Guidance	Ongoing	Performance
14	0.05	Miscellaneous Activities for the Office	Activities completed on schedule	Underway, ongoing	Performance

Storm Water Management

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	4.00	PYs			
		Activities leading to Deliverables			
1	0.35	Maintain Project Planning & Design Guide (PPDG)/ Storm Water Data Report (SWDR) process, as needed to meet regulatory requirements	Updated Project Planning and Design Guide (PPDG)/SWDR - based on the new NPDES Permits (MS4/Construction) and the Caltrans Storm Water Management Plan (SWMP)	1-2009	Performance
2	0.30	Develop Departmental Strategies to address the Statewide NPDES (National Pollutant Discharge Elimination System) Construction General Permit	a) Project Risk Assessment as it pertains to the Department b) Numeric Action Levels (pH and turbidity) c) Project site soil characteristics and reporting (RUSLE 2)	a) 10-2008 b) 10-2008 c) 1-2009	New Task Performance
3	0.30	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 Implementation Plan for the Hydromodification Strategy for incorporation into all projects	a) 10-2008 b) 11-2008	Performance
4	0.30	Maintain Structural Treatment Best Management Practices (BMPs) - Tools - Details, Standard Special Provisions (SSPs), design guidance	a) Evaluate/Revise Standard Details, SSPs, & design guidance for potential improvements (Value Engineering) b) Develop Standard Details, SSPs, design guidance for Pilot Treatment BMPs. (Alternative Infiltration Trenches, New Outlet Controls, Linear Filtration Devices)	a) 1-2009 b) 6-2009	Performance
5	0.25	Facilitate regular coordination meetings with district/HQ partners, resolve NPDES Permit compliance interpretations. Provide guidance to meet district needs, concurrence on new products	a) Storm Water Advisory Team meetings b) Design Storm Water Coordinator Workshop	a) Minimum 4 meetings per year b) 4-2009, annually	Performance
6	0.20	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 d) Report findings in the Annual Report through Division of Environmental Analysis	a) Monthly b) 11-2008 & 5-2009 c) 6-2009 d) 6-2009	Performance

Storm Water Management, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
7	0.25	Deliver training courses, in class and on-line. Enhance training capabilities	a) Revise Project Planning and Design Guide (PPDG) Training b) Revise Storm Water Data Report (SWDR) Workshop Develop: c) Online SWDR Training d) Online Treatment Best Management Practices training	a) 1-2009 b) 1-2009 c) 4-2009 d) 4-2009	Performance
8	0.30	Assist the Division to convert to the 2010 standards (Rewrite into plain language & reorganization)	a) Participate on the Standard Specifications Subcommittee b) Revisions to all Storm Water Management Design Standards to be consistent with the 2010 Standards c) Assist in revision of non-standard special provisions (NSSP) process	a) Ongoing, bi-monthly mtgs b) 4-2009 c) 4-2009	New Task Performance
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
9	0.70	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	Performance
10	0.35	Provide technical assistance to others within the Division of Design and other Storm Water units in headquarters with NPDES issues	Review policy, guidance and other products developed by others	Underway, Ongoing	Performance
11	0.40	Develop, revise, and maintain Construction Site Best Management Practices (BMPs) Details, Guidance, SSPs	a) Develop new SSPs b) Provide consistent implementation statewide - Review reports, random projects	a) Ongoing, as needed b) 10-2008	Performance
12	0.15	Evaluate and review pilot projects with new Storm Water technologies for potential implementation	Provide reviews as needed for new technologies, slope stabilization products, etc	Underway, ongoing	Performance
13	0.15	Miscellaneous Activities for the Office	Activities completed on schedule	Underway, ongoing	Performance

Landscape Architecture Program

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	2.00	PYs			
		Activities leading to Deliverables			
1	0.30	Deliver Division of Design Annual Business Plan and track progress on activities	<ul style="list-style-type: none"> a) Research & coordinate with Office Chiefs b) Participate in 1-on-1 meetings between Division Chief and each Office Chief c) Provide schedule and reminders to coordinate document d) Reviews by Division management e) Publish and distribute f) Gather updates 	<ul style="list-style-type: none"> a) Quarterly b) Annual c) 2-2009 through 9-2009 d) 3-2009 through 9-2009 e) 9-2008 f) Quarterly 	Performance
2	0.10	Landscape Architecture Program Annual Report	<ul style="list-style-type: none"> a) Coordinate with Principal and Supe Landscape Architects b) Reviews and approvals c) Publication and upload to website 	<ul style="list-style-type: none"> a) 7-2008 through 10-2008 b) 9-2009 through 10-2008 c) 10-2008 	Performance
3	0.10	Continuous Improvement: Context Sensitive Solutions (CSS) Process Improvements	<ul style="list-style-type: none"> a) Manage task order on Value Analysis (VA) CSS process improvement study in District 5 b) Manage VA Study Report presented by consultant to LAP Principal and VA Study Manager c) Manage VA Study Report - District 4 d) Report on VA Study - District 4 	<ul style="list-style-type: none"> a) 8-2008 b) 10-2008 c) 1-2009 d) 6-2009 	Performance
4	0.25	Assist in update & implementation of Deputy Directive 64 (DD- 64), formerly, "Accommodating Non-Motorized Travel"; becoming "Complete Streets"	<ul style="list-style-type: none"> a) Assist with DD-64 Implementation Plan - Draft b) Assist with DD-64 Implementation Plan - Final c) Presentation to Active Transportation for Livable Communities (ATLC) 	<ul style="list-style-type: none"> a) 7-2008 b) 8-2008 c) 8-2008, quarterly 	Performance
5		<ul style="list-style-type: none"> a) Update Highway Design Manual as member of Bike-Ped guidance team from Office of Geometric Design Stds b) California Blueprint for Bicycling and Walking Steering Committee staff support 	<ul style="list-style-type: none"> a-1) Kick-off Meeting - Develop Draft Charter a-2) Update chapters 10-800,100 a-3) Update additional chapters a-4) Report written and completed a-5) Report to Division Chief b-1) Support meetings b-2) Follow up on Blueprint implementation to PDPM 	<ul style="list-style-type: none"> a-1) 9-2008 a-2) 9-2008 a-3) 10-2008 a-4) 4-2009 a-5) 6-2009 b-1) Quarterly b-2) 6-2009 	Performance

Landscape Architecture Program, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
6	0.10	Follow up monitoring use of succession tool, the Landscape Architecture Brochure	a) Survey districts on use of brochure b) Request updates c) Reprint brochure if needed	a) 1-2009 b) 1-2009 c) 6-2009	Performance
7	0.07	Deliver Context Sensitive Solutions (CSS) Academy	a) Academy developed in concept b) Obtain management buy-in	a) 4-2009 b) 6-2009	Performance
8	0.10	Deliver Context Sensitive Solutions (CSS) training modules	Deliver CSS module at 3 Project Engineer Academies	7-2008, 9-2008, 2-2009	Performance
9	0.03	Manage delivery of Context Sensitive Solutions (CSS) training modules	Manage delivery of seven 2-day CSS training modules.	8-2008, 9-2008, 10-2008, 1-2009, 2-2009, 3-2009, 4-2009	Performance
10	0.05	Deliver multimodal & design-for-safety design training at Design Senior Seminar	a) Multimodal Design b) Roadside Safety training modules	a) 3-2009 b) 6-2009	Performance
11	0.15	Develop and deliver Transportation Landscape Architect/ Landscape Architecture Program Curriculum	a) Submit draft for review to L. Architecture Program staff b) Present draft to Principal c) Revise and send to District Landscape Architects d) Revise and final draft to Division Chief	a) 7-2008 b) 7-2008 c) 8-2008 d) 11-2008	Performance
12	0.05	Assist Office of Geometric Design Standards to develop & deliver 1-day 'Bicyclists on Roadways' training	a) Finalize - assist with course development, incorporate comments from pilot b) Review revised powerpoint from consultant c) Comments to consultant d) Final deliverable training product	a) 8-2008 b) 10-2008 c) 10-2008 d) 11-2008	Performance
13	0.05	Prepare new version of Mainstreets booklet in response to local partners	Develop team and charter (Timing dependent on filling position)	6-2009	Performance
14	0.05	Participate as panel member on National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research proposals: NCHRP Project 15-33: AASHTO Guide to Landscape & Environmental Design	12-2008	Performance
15	0.05	Participate as panel member on Transportation Research Board (TRB)	Steering Committee Chair for TRB AFB-40, Landscape and Environmental Design Committee. Meetings held twice each year	a) 1-2009 b) 9-2009	Performance
16	0.05	Participate as panel member on American Association of State Highway Transportation Officials (AASHTO)	AASHTO Technical Committee on Environmental Design. Meetings held twice each year	a) 4-2009 b) 10-2009	Performance
17	0.05	Enhance worker safety by implementing improved roadside management design strategies	a) Develop Deputy Directive for Worker Safety b) Circulate draft Deputy Directive c) Revise Deputy Directive. Submit to OPPD for circulation.	a) 12-2008 b) 4-2009 c) 6-2009	Performance

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
18	0.05	Alternate Schedule/ Telecommuting Task Group ("Go Green" plus "Workplace of Choice" effort)	a) Represent Division at meetings b) Assigned to Telecommuting Sub-Task Group c) Pilot in place d) Monitoring and feedback for 'lessons learned'	a) 9-2008 through 6-2009 b) 9-2008 c) 11-2008 d) FY 2008-09	Performance
19	0.05	Assist Landscape Architecture Coordinators with new Park and Ride guidance	a) Develop Team b) Develop Team Charter c) Research national guidance d) Establish Program definition and develop draft guidance	a) 10-2008 b) 12-2008 c) 2-2009 d) 6-2009	Performance
20	0.05	Promote awards programs: a) FHWA Environmental Excellence Awards, due 11-2008 b) Caltrans Excellence in Transportation Awards, due 4-2008	a) District outreach - Announce call for entries b) Take FHWA Awards training c) District outreach - Announce call for entries	a) 9-2008 b) 1-2009 c) 2-2009	Performance
21	0.10	Provide quantifiable performance measures for transportation corridor design features	Manage research contract DC-603 "Effects of Transportation Corridor Design Features on Driver and Pedestrian Behavior and on Community Vitality" a) Draft Literature Review b) Final Literature Review	a) 7-2009 b) 11-2009	Performance
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
22	0.05	Assist in updates to policy and guidance	a) Design for Safety Deputy Directive (Draft sent to Maintenance 6-2008)* b) Participate in establishing Maintenance/ Construction/ Design/ Operations Safety Committee** c) Project Development Procedures Manual d) Highway Design Manual	As required by 'owner' of guidance * Per Department Strategy # 1.3.3.3 ** Per Department Strategy # 1.3.3.4	Performance
23	0.05	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	Performance
24	0.05	Miscellaneous Activities for the Office	Complete activities on schedule - Office mtgs, personnel mgt, assignments from outside L.Architecture Program, Strategic Planning	Ongoing	Performance

Landscape Architecture Coordination & Planning

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	6.00	PYs			
		Activities leading to Deliverables			
1	1.00	Provide Landscape Architecture Coordination (includes Safety Roadside Rest Areas)	a) Take FHWA Awards Training b) Encourage districts to submit projects for FHWA Awards Program c) Disseminate guidance updates to HDM and PDPM to districts d) Provide informal training to districts e) Conduct 12 IQA reviews of Visual Impact Assessments and environmental documents	a) 1-2009 b) 4-2009 c) 11-2008, 2-2009, 6-2009 d) 1-2009, 4-2009, 8-2009 e) As requested by Div of Env'l Analysis	Performance
2	0.10	Develop statewide Roadside Preservation Program for the 2010 SHOPP as Roadside Program SHOPP Advisor	a) Provide districts with current information, directions from SHOPP Executive Committee b) Participate in annual statewide SHOPP Program Mgrs mtg c) Develop Draft Statewide Roadside SHOPP from district submittals d) Final Roadside Program to Programming	a) 6-2009 b) 8-2009 c) 10-2009 d) 1-2010	Performance
3	0.25	Work with others to guide SHOPP goals to develop Statewide Roadside Preservation Plan for 2009 SHOPP 10 Year Plan	a) Provide districts with current information and directions when provided by SHOPP Executive Committee b) Develop Draft Statewide Roadside SHOPP from district submittals c) Final Roadside Program to Programming	a) 3-2009 b) 11-2008 c) 1-2009	Performance
4	0.60	Implement the goals outlined in the California Safety Roadside Rest Area (SRRA) Vision Document *LEED = Leadership in Energy & Environmental Design	a) Update SRRA status b) Update SRRA usage data with info provided by Traffic Operations c) Participate in Truck Parking Work Group d) Track deliverables in Vision document e) Participate - LEED* Task Force, help districts maximize site points for LEED Certification	a) Monthly b) 09-2008 c) Quarterly d) Monthly e) Biweekly	Performance
5	0.05	Monitor and assess Gateway Monument pilot program. (Pilot ends on December 31, 2008)	Prepare yearly statewide monitoring report	2-2009	Performance
6	0.05	Independent Quality Assurance (IQA) of districts' compliance w/ Design objectives, policies, guidelines and standards, including: - Consistency re: worker safety & maintainability, - Conformance re: current clear recovery zone, setbacks, other policies	Disseminate lessons learned from the 2007-08 IQA review to districts	10-2008	Performance

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
7	0.35	a) Assist Landscape Architecture Program (LAP) with development and delivery of District Landscape Architect Academy b) Assist Office of Roadside Mgmt and LA Stds to facilitate training	a-1) Participate in strategic planning team a-2) Facilitate facility contracts, student and instructors' materials and agenda a-3) Assist training delivery b) Assist to develop & deliver training. Participate in training b-1) Contractors' Meetings b-2) Visual Impact Assessment b-3) Erosion Control Training c) Coordinate with CPSD to complete online training of HDM ch900, PDPM ch 29, LA Manual & LA wiki	a-1) 8-2008 a-2) 8-2008 a-3) 11-2008 b-1) 3-2009 b-2) 4-2009 b-3) 6-2009 c) 3-2009	Performance
8	0.10	Deliver Landscape Freeway/Outdoor Advertising Act training module for Maintenance, Permits, Project Managers, Environmental & locals for academies, seminars	a) Deliver training in the districts b) Develop and deliver training modules as requested by other divisions and programs	a) 8-2008 b) As needed	Performance
9	0.10	Conduct Independent Quality Assurance (IQA) review of application and effectiveness of Constructability Reviews for Roadside Projects	a) Disseminate outcomes and lessons learned from the IQA review to Districts b) Develop new Landscape Architecture Checklist for Constructability Reviews c) Perform outreach to DMB, CMB, PMB on post-construction lessons learned d) Develop changes to PDPM Chapter 8 regarding follow-up to Constructability Review comments	a) 10-2008 b) 10-2008 c) 1-2009 d) 3-2009	Performance
10	0.10	Develop guidance for landscaping of Roundabouts	a) Provide review of draft document during circulation b) Disseminate guidance developed in 2007/08 to districts c) Provide informal training to districts	a) 3-2009 b) 7-2009 c) 8-2009	Performance
11	0.15	Develop guidance for use of rock blanket adjacent to pedestrians and traffic	a) Deliver proposed changes to Roadside Management Toolbox and Landscape Architecture PS&E Guide to Roadside Mgt & Landscape Arch Stds Office b) Disseminate guidance to districts c) Provide informal training to districts	a) 10-2008 b) 1 month after publication c) 2 mos after c	Performance
12	0.15	Develop guidance for soil testing	a) Circulate draft guidance for review b) Deliver proposed changes to LA PS&E Guide to Roadside Mgt & Landscape Arch Stds Office c) Disseminate guidance to districts d) Provide informal training to districts	a) 10-2008 b) 12-2008 c) 1 month after publication d) 2 mos after c	Performance

Landscape Architecture Coordination & Planning, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
13	0.20	Develop Park and Ride Program guidance	a) Develop Team b) Develop Team Charter c) Research national guidance d) Establish Program definition and develop draft guidance	a) 11-2008 b) 12-2008 c) 2-2009 d) 6-2009	Performance
14	0.05	Develop succession strategy & materials to encourage & prepare district staff to transition to roles in Landscape Arch Program; most HQ staff retires in 3 to 7 years	a) Compile materials about Landscape Architecture Program (LAP) activities b) Report at District Landscape Architect Academy c) Survey districts on use of brochure d) Disseminate succession materials to district staff	a) 10-2008 b) 11-2008 c) 1-2009 d) 4-2009	Performance
15	0.10	Develop guidance for Americans with Disabilities Act (ADA) requirements for interpretive displays and historical markers	a) Review existing guidance b) Develop draft guidance and circulate for review c) Deliver proposed changes to Design Information Bulletin to Off of Geometric Design Stds d) Disseminate guidance e) Provide informal training to districts	a) 10-2008 b) 12-2008 c) 3-2009 d) 1 month after publication e) 2 mos after c	<i>New Task</i> Performance
16	0.15	Update and develop guidance on scenic quality preservation and visual impact mitigation	a) Survey existing guidance in manuals, memos, directives to identify deficiencies and inconsistencies b) Develop new guidance language as needed c) Disseminate guidance d) Provide informal training to districts	a) 10-2008 b) 2-2009 c) 1 month after publication d) 2 mos after c	<i>New Task</i> Performance
17	0.20	Update and develop guidance to assure Department delivers on visual commitments made during development of projects	a) Survey existing guidance in manuals to identify where new guidance is needed b) Develop new guidance language as needed. Circulate and address comments c) Disseminate guidance d) Provide informal training to districts	a) 12-2008 b) 5-2009 c) 1 month after publication d) 2 mos after c	<i>New Task</i> Performance

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
18	0.15	Improve Project Initiation Documents (PIDs) for roadway projects to discuss effect on 'Landscaped Freeway' and/or 'Scenic Highway' designation	<ul style="list-style-type: none"> a) Determine where improvements are needed in PID formats and scoping checklists b) Deliver proposed changes to PDPM to Office of Project Development Procedures c) Disseminate changes to districts 	<ul style="list-style-type: none"> a) 2-2009 b) 5-2009 c) 1 month after publication 	New Task Performance
19	0.05	Develop and maintain Vista Point status	<ul style="list-style-type: none"> a) Reconcile Right of Way, Maintenance and LAP records b) Develop status spreadsheet c) Submit to districts for verification d) Update spreadsheet 	<ul style="list-style-type: none"> a) 9-2008 b) 10-2008 c) 11-2008 d) 12-2008 and monthly thereafter 	New Task Performance
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
20	1.25	Provide Landscape Architecture Coordination (includes Safety Roadside Rest Areas)	<ul style="list-style-type: none"> a) Coordinate with districts & other HQ units regarding policies and projects b) Provide technical expertise to districts & headquarters Design 	<ul style="list-style-type: none"> a) As needed, ongoing b) As needed, ongoing 	Performance
21	0.70	Landscape Freeway Designations per Outdoor Advertising Act (ODA)	<ul style="list-style-type: none"> a) Make Preliminary Determinations prior to award of construction contract b) Make Final Determinations after construction is complete c) Respond to billboard industry requests for de-classification 	<ul style="list-style-type: none"> a) Ongoing b) Within legal & policy timelines c) Within legal & policy timelines 	Performance
22	0.05	Identify improvements to manuals, directives and policies, including: Corridor planning, ADA, bicyclists and pedestrians, multimodal transportation, storm water mitigation & monitoring	<ul style="list-style-type: none"> a) Identify needed improvements in the course of working with district staff b) Develop list of updates for next year's business plan c) Review and process Non-standard special provisions (NSSPs) requests 	<ul style="list-style-type: none"> a) Ongoing b) When determined in a c) Within 2 weeks of request 	Performance
23	0.10	Miscellaneous Activities for the Office	Activities completed on schedule - Office mtgs, personnel mgt, assignments from outside Landscape Architecture Program, Strategic Planning, etc	Ongoing	Performance

Roadside Management & Landscape Architectural Standards

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
	6.00	PYs			
		Activities leading to Deliverables			
1	0.20	Update manuals - Project Development Procedures Manual (PDPM), Highway Design Manual (HDM), etc	a) Collect, compile and review draft manual edits b) Submit HDM edits to Geometrics c) Submit PDPM edits to MBH d) Review and submit updates as needed for other manuals	a) 11-2008 b) 12-2008 c) 3-2009 d) 4-2009	Performance
2	0.10	Contractor Meetings - Partner with industry to streamline project delivery and improve standards - District Training with Erosion Control and Landscaping Contractors	a) Hold Contractor Meetings /District Training b) Develop plan to implement action items c) Distribute meeting notes and other info to Landscape Architecture Coordinators, District Landscape Architects and others	a) 3-2009 b) 4-2009 c) 4-2009	Performance
3	0.30	Convert existing Landscape Architecture plans, specifications, and estimate items to the 2010 standards (Rewrite into plain language & reorganization)	a) Assist rewrite Standard Specs Sect 8 by Division of Engineering Services Office Engineer (DES/ONE), clarify Plant Establishment, Working Days, Liquidated Damages b) Develop plan to rewrite/update Standard Specification Section 20, 130 Landscape Architecture SSPs, and Standard Plans for plain language and to reduce non-standard special provisions (NSSP) edits c) Develop draft Plain Language 40/130 Landscape SSPs	a) 10-2008 b) 10-2008 c) 6-2009	Performance Efficiency
4	0.05	Manage landscape architectural new product reviews	Convene New Product Committee (quarterly)	9-2008, 1-2009, 3-2009, 6-2009	Performance
5	0.40	Review & approve project specific Non Standard Special Provisions (NSSP) and update existing Standard Special Provisions (SSP) to improve project delivery efficiency. Reduce backlog	a) Manage NSSP website as necessary b) Review and process NSSP requests, produce quarterly reports on reviews	a) Ongoing b) Ongoing 9-2008, 1-2009, 3-2009, 6-2009	Performance Efficiency
6	0.30	Oversee Landscape Architecture Standards Committee (LASC) to improve project delivery process	a) Develop plan to reduce NSSP requests b) Hold LASC quarterly mtgs c) LASC Team to update top 10 NSSPs (identified in 2007/08) d) LASC Team to identify 2008/09 new top 10 NSSPs e) Convert high priority 2008/09 NSSPs to SSPs with Dist assist	a) 8-2008 b) 9-2008, 1-2009, 3-2009, 6-2009 c) 3-2009 d) 5-2009 e) 5-2009	Performance Efficiency

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
7	0.10	Quality Control - Seed for Erosion Control	a) Monitor and review consultant quarterly progress reports b) Develop new task order c) Deliver annual report with continuous improvement plan	a) 7-2008, 3-2009 b) 3-2009 c) 3-2009	Performance
8	0.50	Finalize and Deliver Visual Impact Assessment (VIA) for Environmental Document training	a) Develop final draft content b) Deliver one pilot session c) Revise and finalize training content d) Deliver first 2 of 9 classes	a) 10-2008 b) 11-2008 c) 12-2008 d) 2-2009	Performance
9	0.75	Develop and deliver Erosion Control (Storm Water Pollution Prevention) courses: a) New Concepts of Sustainable Erosion Control *b) Advanced Sustainable Erosion Control *c) Bio-Technical Slope Stabilization d) Continue Erosion Control training rollout * May be delayed to FY 2009/10 to accommodate office workload for Plain Language Version effort	a-1) Develop final draft Course a-2) Deliver one pilot a-3) Revise/finalize training a-4) Deliver 3 of 9 sessions b-1) Develop draft Course b-2) Deliver one pilot b-3) Revise/finalize training b-4) Deliver sessions c-1) Develop final draft Course c-2) Deliver one pilot c-3) Revise/finalize training c-4) Deliver sessions d) Develop new task order	a-1) 8-2008 a-2) 9-2008 a-3) 10-2008 a-4) 1-2009 b-1) *1-2009 b-2) *2-2009 b-3) *2-2009 b-4) TBD c-1) *4-2009 c-2) *4-2009 c-3) *5-2009 c-4) *TBD d) TBD	Performance
10	0.10	Facilitate Erosion Control Certification	a) Secure funding (District or Storm Water or CPSD) b) Develop course delivery plan/schedule for Erosion Control Certification c) Coordinate delivery of two certification training sessions with CPESC (1-North, 1-South)	a) 11-2008 b) 12-2008 c) 4-2009	Performance
11	0.25	Update and publish Landscape Architecture PS&E Guide	a) Collect district info - errata and omissions b) Develop revised version c) Reproduce and publish hard copy, update PDF on web	a) 7-2008 b) 12-2008 c) 1 month after submittal of final	Performance

Roadside Management & Landscape Architectural Standards, continued

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
12	0.85	<p>Manage research contracts for the Landscape Architecture Program (LAP)</p> <p>Status shown as abbreviations:</p> <p>P = Develop problem statement and process for funding</p> <p>D = Develop final design (PS&E)</p> <p>C = Construct (Install Demonstration)</p> <p>M = Monitor and Maintain</p> <p>FR = Final Report</p> <p>PF = Obtain funding approval for project</p>	<p>a) "Adequate Moisture for Plant Establishment" follow up - P</p> <p>b) "Reduce Accidents Involving Driver Fatigue" follow up - P</p> <p>c) Develop Cal Poly contract for Erosion Control research - P</p> <p>d) Private/Public Partnership Strategies for SRRAs - FR</p> <p>e) Ornamental Roadside Vegetation Trial - D</p> <p>f) Ornamental Roadside Vegetation Trial - C</p> <p>g) Expanded Roadside Vegetation Trial - D</p> <p>h) Expanded Roadside Vegetation Trial - C</p> <p>i) Arid Region Non-Vegetation Permanent Erosion Control - C</p> <p>j) Arid Region Non-Vegetation Permanent Erosion Control - M</p> <p>k) Disseminate findings for "Reinforced Native Grass Sod"</p> <p>l) Contract management for in-progress LAP research</p> <p>m) EC Test Trials, Tahoe -PF</p> <p>n) Soil Resource Eval, 3 - D & C</p> <p>o) Compost for EC & Storm Water Treatment - M</p> <p>p) Low Profile Barrier - D and C</p> <p>q) Effects of Transp Corridors on Driver & Ped Behavior - FR</p> <p>r) Native Grass Sod Water Quality Monitoring - P</p>	<p>a) 12-2008</p> <p>b) 12-2008</p> <p>c) 1-2009</p> <p>d) 12-2008</p> <p>e) 10-2008</p> <p>f) 3-2009</p> <p>g) 10-2008</p> <p>h) 3-2009</p> <p>i) 11-2008</p> <p>j) 9-2008</p> <p>k) 2-2009</p> <p>l) 6-2009</p> <p>m) 8-2008</p> <p>n) 11-2008</p> <p>o) 6-2009</p> <p>p) 6-2009</p> <p>q) Draft Lit Review 7-2008 Final 12-2008</p> <p>r) 10-2008</p>	Performance
13	0.25	Manage Scenic Highways and Byways Programs	<p>a) Facilitate video conference with District Scenic Highway Coordinators</p> <p>b) Issue memo to districts regarding de-designation priorities</p> <p>c) Follow up with district progress</p> <p>d) Review, compile & submit federal Scenic Byway grant proposals</p>	<p>a) 11-2008, 03-2009</p> <p>b) 12-2008</p> <p>c) 1-2009, 4-2009</p> <p>d) 6-2009</p>	Performance

#	08-09 PY	2008-09 Activities	2008-09 Deliverables	2008-09 Schedule	Performance Innovation
14	0.25	Enhance worker safety by implementing improved roadside management design strategies	a) Meet with Worker Safety Committee b) Develop and submit guidance for maintenance worker safety in HDM c) Circulate draft standards for vegetation control around sign posts to Traffic Safety and other stakeholders for review d) Revise Draft Standard for vegetation control around sign posts. Submit to Office Engineer	a) Monthly meetings b) 12-2008 c) 4-2009 d) 6-2009	
15	0.05	Technical support and related activities	Participate as a team member and review NCHRP Project 14-16 Guidelines for Vegetation Management	6-2009	Performance
16	0.20	Identify and Implement recommendations from VA Findings Value Analysis (VA) to roadside vegetation control treatments	a) Distribute final report b) Identify highest priority recommendations from VA study and develop a draft strategy to implement c) Meet with key stakeholders to develop implementation plan d) Follow up on status of implementation	a) 7-2008 b) 8-2008 c) 9-2008 d) 10-2008, 2-2009, 6-2009	Performance
		Ongoing Activities (No Deliverables)	e.g. Reviews and other supporting activities	No Target Dates	
17	0.20	Convert existing Landscape Architecture plans, specifications, and estimate items to the 2010 standards (Rewrite into plain language & reorganization)	Review Draft Plain Language rewrites from Electrical, Construction, Maintenance, Legal, Hydraulics, Office Engineer and other stakeholders	As necessary	Performance Efficiency
18	0.05	Improve and implement new technologies for roadside management by design	a) Implement plan for future research b) Disseminate past research findings and incorporate into business practices (training and specification modification) c) Maintain Research website	Underway, ongoing	Performance
19	0.05	Technical support and related activities	Represent Dept on national committees, in conferences, forums.	As necessary	Performance
20	0.10	Technical support and related activities	a) Respond to inquiries from districts, industry, & HQ, including bill analysis, committee participation & projects b) Represent Office at other academies, committees, etc. Assist with issues	Underway, ongoing	Performance
21	0.10	Miscellaneous Activities for the Office	Personnel management. Track & manage workload. Attend Div mtgs, etc	Ongoing	Performance

Division Phone List

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Lisa Carrillo, Executive Secretary 654-6335 Fax # 654-5881 Room 2109				TERRY ABBOTT, DIVISION CHIEF 654-3858 Cell # (916) 799-4108 Room 2106							
				Tim Craggs, Assistant Division Chief 653-1027 Cell # (916) 275-2890 Room 2107				Clarissa Jones, Personnel Liaison 654-3566 Room 2301			
				Doreen Rosales 653-3986 Room 2301 F-3							
NAME	PHONE	ROOM	CELL	NAME	PHONE	ROOM	CELL	NAME	PHONE	ROOM	CELL
DISTRICT COORDINATORS				LANDSCAPE ARCHITECTURE PROGRAM				CADD/GIS SUPPORT			
Betancourt, Luis	651-6551	2209	275-2928	Robinson, Keith	654-6200	2500	275-2912	Mora, Jesus	227-2630	FM3/MS30	996-2381
Cozad, Ken	653-0971	2209	952-1069	Becerra, Vincent	654-3865	2500		Austin, Julie	227-2591	FM3/MS30	
DeLuca, Jim	653-4067	2209	275-2894	Dudley, Carolyn	654-5505	2500		Lee, Robert	227-2620	FM3/MS30	
Steele, John	653-4937	2209	802-8418	Mason, Marsha	654-4234	2500		Lew, Raymond	227-9892	FM3/MS30	825-2343
Thomas, Mike	653-5220	2209	275-2942	ROADSIDE MGMT & LANDSCAPE ARCH. STANDARDS				Luke, Cathy	227-2626	FM3/MS30	
SPECIAL PROJECTS				Broadbent, Jack	653-3170	2500	275-2886	Murray, Lesia	227-2632	FM3/MS30	
Tritt, Ray	653-3348	2105	799-1200	Balzer, Greg	653-4337	2500		Thai, Oanh	227-5267	FM3/MS30	
Barot, Samir	653-1527	2301-4H		Brown, Douglas	654-4817	2500		Zhou, Ke	227-2624	FM3/MS30	
Dongo, Joseph	653-4257	2301-G10		Cadd, Dennis	654-5370	2500		CADD DEVELOPMENT			
Espinoza - Noss, Richel	653-4436	2301-G4		Quon, Judy	654-5544	2500		Kepley, Jeffrey	227-2572	FM3/MS30	
Forsythe, Julie	653-8477	2301-G11		Searcy, Richard	654-5996	2500		Edwards, Tom	227-9894	FM3/MS30	
Hanley, Kevin	653-2048	2301-G7	716-9087	LANDSCAPE ARCH COORDINATION & PLANNING				Ring, Jim	227-5926	FM3/MS30	
Tusup, Troy	653-3538	2301-G9		Namba, Suzanne	654-2594	2500	275-2906	Rodrick, Donna	227-2608	FM3/MS30	
PROJECT DEVELOPMENT PROCEDURES				Butler, Lori J.	654-5151	2500		Sanchez, Felipe	227-2603	FM3/MS30	
Herritt, Mary Beth	653-4166	2137	275-2910	Chin, Don	654-4814	2500	275-2904	CADD SUPPORT			
Abram, Recail	654-2407	2301-F2		Grimstain, Dawn	654-4704	2500	799-1765	O'Dowd, Mark	227-2631	FM3/MS30	
Arrant, Marcia	653-5510	2301-G14		Rossmiller, Chris	654-5636	2500	798-4022	Fontes, Benjamin	227-5731	FM3/MS30	
Burgess, Earl	653-4866	2301-G2		Williams, Dale	654-6025	2500		Fung, Octavio	227-2610	FM3/MS30	
Downum, Yvonne	654-6463	2400-J3		I.T. STUDENT COORDINATION				Gonzalez, Adolfo	227-2635	FM3/MS30	
Gladden, Angela	653-7631	2301-G12		Zuppan, Vicki	651-6550	2301		Johnson, Rodger	227-2621	FM3/MS30	
Lee, Armando	651-8251	2301-F9	955-8334	vacant	651-8320	2301-E8		Lopez, Delia	227-2611	FM3/MS30	
Moore, Larry T.	653-6116	2301-G16	708-7350	vacant	651-8320	2301-E8		Mudd, Greg	227-5924	FM3/MS30	
Shantz, Carmen	653-5917	2301-G13		vacant	654-6844	2301-E6		vacant	227-5658	FM3/MS30	
Suszko, Pam	653-6296	2301-G1		vacant	651-8320	2301-E8		Sixtos-Burrows, Esmeralda	227-5266	FM3/MS30	
COOPERATIVE AGREEMENTS				vacant	654-6844	2301-E6		Valls, Frank	227-2634	FM3/MS30	
Robinson, Mark	651-8247	2200	826-9492	vacant	651-8320	2301-E8		GIS DEVELOPMENT			
Crippen, Dean	653-3696	2301-F4		GEOMETRIC DESIGN STDS.				Springer, James	227-2627	FM3/MS30	
Farahvash, Fereydoun(Loan)	227-4543	1727 30th St., MS-43		Herritt, Kevin	653-0253	2210	275-2922	Abelon, Ronald	227-5265	FM3/MS30	
Gifford, Rick(Loan)	654-5211	Rm 2500 B3, MS-44		Bamfield, J. D.	653-2647	2220	508-5600	Bennett, Beth	227-9893	FM3/MS30	
Gutierrez, Gary	654-6682	2301-E1		Brown, Gordon	653-6356	2220	275-2930	Ketcham, Maria	227-2633	FM3/MS30	
Gunter, Loretta	651-8253	2301-F1		Chapman, Bob	653-0831	2220	275-2932	Kodani, Marion	227-8412	FM3/MS30	
Horvillour, Martin	653-2270	2301-F7		Clark, Antonette	653-0180	2209	761-0587	Montez, Russell	227-9896	FM3/MS30	
Miller, Andrew	651-8650	2301-E9		Cordova, David	653-0485	2220	952-9012	Tran, Hoai	227-5738	FM3/MS30	
Truong, Chuong	654-2589	2301-E5		Frazer, Brian	651-6775	2220	275-2926	Tran, Jimmy	227-9898	FM3/MS30	
RES. OF NEC., ENCR. & RES CONS.				Janzen, Mike	653-5507	2220	947-8593	PAVEMENT DESIGN			
Fong, Linda	653-8559	2103	275-2914	O'Mara, Maggie	653-1557	2220		Farnbach, Bill	227-5845	Lab/MS5	275-2924
Dominguez, Allan	651-6771	2301-H3		Pratt, Derhl	653-3263	2220	275-4195	Basheer, Imad A.	227-5840	Lab/MS5	
Ezekiel, Jack	651-8254	2301-C14		Sykes, Heidi	653-9506	2220	825-2600	Bautista, Florante	227-5842	Lab/MS5	
Hao, Yusu (Steve)	653-4370	2301-G8		HIGHWAY DRAINAGE DESIGN				Hogan, Robert B	227-5838	Lab/MS5	
Krichevsky, Larisa	653-3830	2301-C13		DeCou, Glenn	653-1302	2208	275-2896	Motumah, Linus	227-5851	Lab/MS5	
Reilly, Paul	653-3420	2301-C12		vacant	653-6456	2210		Parvini, Mehdi	227-5846	Lab/MS5	
STORM WATER MANAGEMENT DESIGN				Bagha, Ranjeet	654-4693	2301-F7		Shackelford, Lee	227-5441	Lab/MS5	
Sobelman, Tim	653-5747	2206	825-6674	Davies, Paul	653-3718	2301-C15		Thananant, Manas	227-5839	Lab/MS5	
Marti, Mike	651-9031	2301-H5		vacant	651-6550	2301-F8		Velado, Mario	227-5843	Lab/MS5	
Penders, Sean	653-5646	2301-H6		Swanger, Bruce	651-9030	2301-E8		Vergara, Hector	227-5841	Lab/MS5	
Schott, Robert	653-9068	2301-G6		Tsztoo, Ray	653-4568	2301-F5		Quiet Rm.A 654-4865 Room 2325A			
FAX NUMBERS				CADD/GIS SUPPORT -- FM 3/MS 30				Quiet Rm.B 651-6772 Room 2325B			
Trans Lab/MS 5	227-5856	CAICE	227-2595	Quiet Room	227-0531	FM 3/MS 30		N Street Security	654-7181		
Lndscp Arch	654-3770	Micro Station	227-2636	Security Desk	227-9588	1727 30th Street		O Street Security	654-6486		
OPMOI	654-6689	System/Admin	227-2597	Training Rm	227-0532	3rd Floor		FM III Security	227-9588		
Room 2400	653-9281			Admn/Rollovr	227-5657			Royal Oaks	MS 17		
CADD/GIS	227-2200			Department of Transportation				Lab-59th & Folsom	MS 5		
Res Mgmt/Rm 2128	654-3993			Division of Design				River Park	MS 84		
Prof Dev/MS 84	653-2350			CADD/GIS Support-MS 30				FM3	MS 30		
Rev & Coor/Rm 2205	653-1446			P.O. Box 168041				HQ: Headquarters	MS 28		
Room 2301 outside C15	653-2124			Sacramento, CA 95816-8041							
				IN CASE OF EMERGENCY CALL							
				BUILDING MANAGER HQ-654-5028, FM-227-5031							