

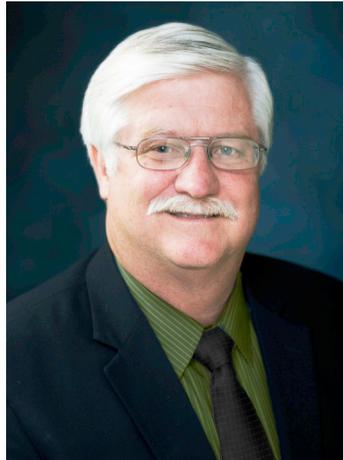
**Division of Design**  
**Business**  
**Plan** **Fiscal Year**  
**2012-2013**

**California Department of Transportation**



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## Foreword

I am pleased to present our eighth annual Business Plan. The California Department of Transportation (Caltrans) Division of Design (The Division) Business Plan is an outline of our specific goals for the year ahead, as well as a detailed record of the Division's contributions in the last year to improving mobility across California.

During the current fiscal year, the Division is aggressively pursuing strategies that will increase our efficiency and effectiveness. A stronger, more focused organization is the key to managing and improving our highway system during a time of both increased fiscal challenges and growing demands upon Caltrans and

the transportation system. The Division will continue to work with stakeholders to give the public a safe and dependable transportation system that facilitates travel and efficient movement of goods and services to boost our economy. Safety will continue to be our highest priority and will be integrated into new initiatives, organizational changes, and business processes.

The Division's remarkable accomplishments are due to the efforts of many dedicated transportation professionals who proudly commit themselves daily to public service in order to improve the lives of residents and visitors to the state of California. The Division's managers continue to demonstrate their commitment to developing and maintaining a highly qualified staff to effectively and efficiently achieve the Caltrans Mission and Vision. My thanks go out to all those who contributed to this plan and to the many people who deserve credit for our shared accomplishments. I encourage you to refer to the Business Plan throughout the year.

-Terry Abbott  
Division Chief, Division of Design

# Executive Summary

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

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

The Business Plan is divided into two sections. The first section describes the Division's focus areas, and the primary activities of each office and program. Each office lists its areas of expertise and specific information about design guidance, tools and processes that contribute to streamlined project delivery, the formation of successful partnerships, resource conservation and prudent expenditures of fiscal resources.

The second part of the Business Plan is the Operational Plan, a spreadsheet which identifies the benchmarks of performance measurement used to gauge the Division's progress throughout the year.

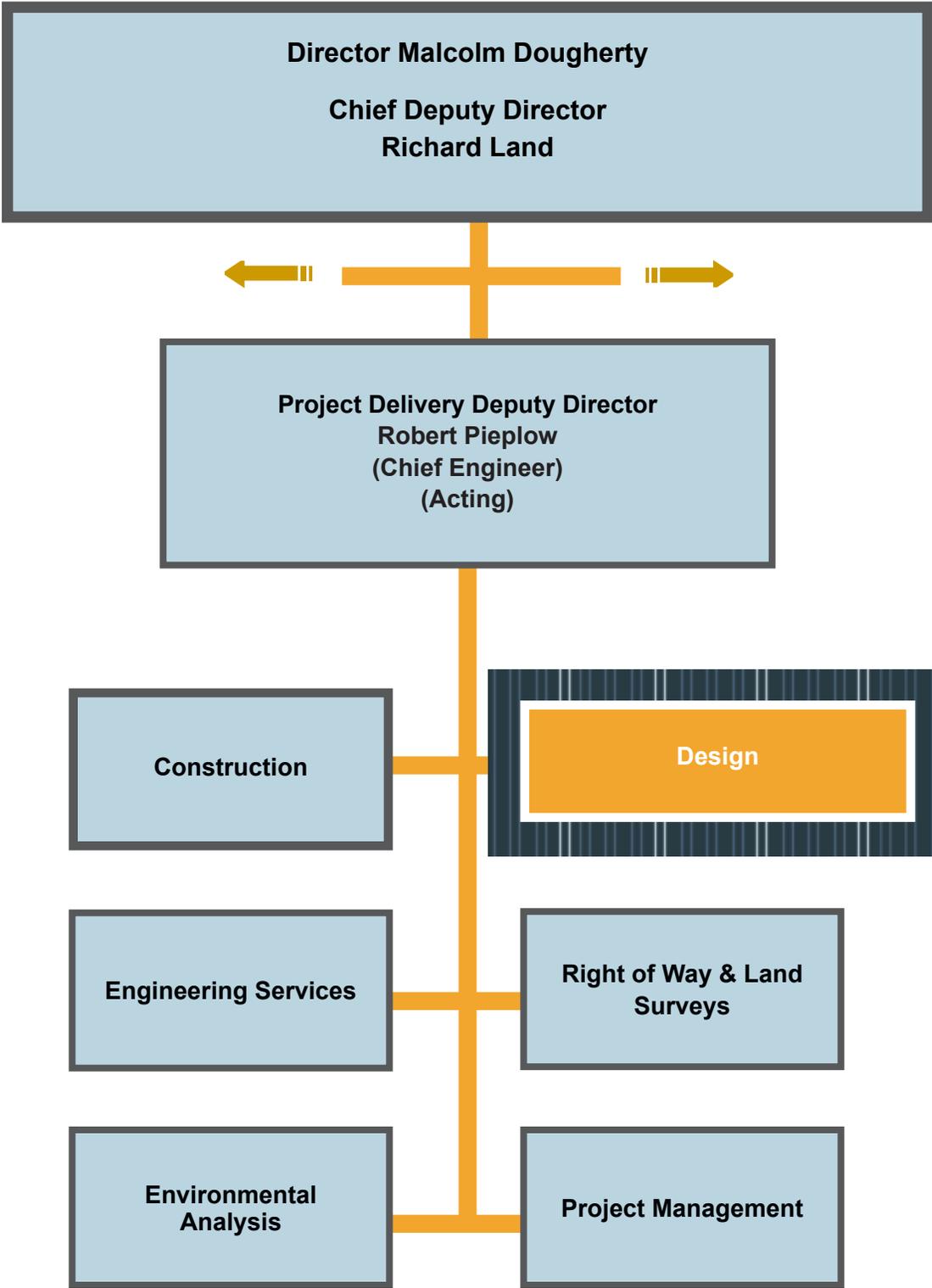
This year to address stakeholder needs, legislative mandates and the current fiscal crisis, the Division will allocate additional effort towards eight focus areas: partnership, efficiency, guidance, innovation, worker and traveler safety, multimodal transportation, water quality and conservation, and addressing climate change.



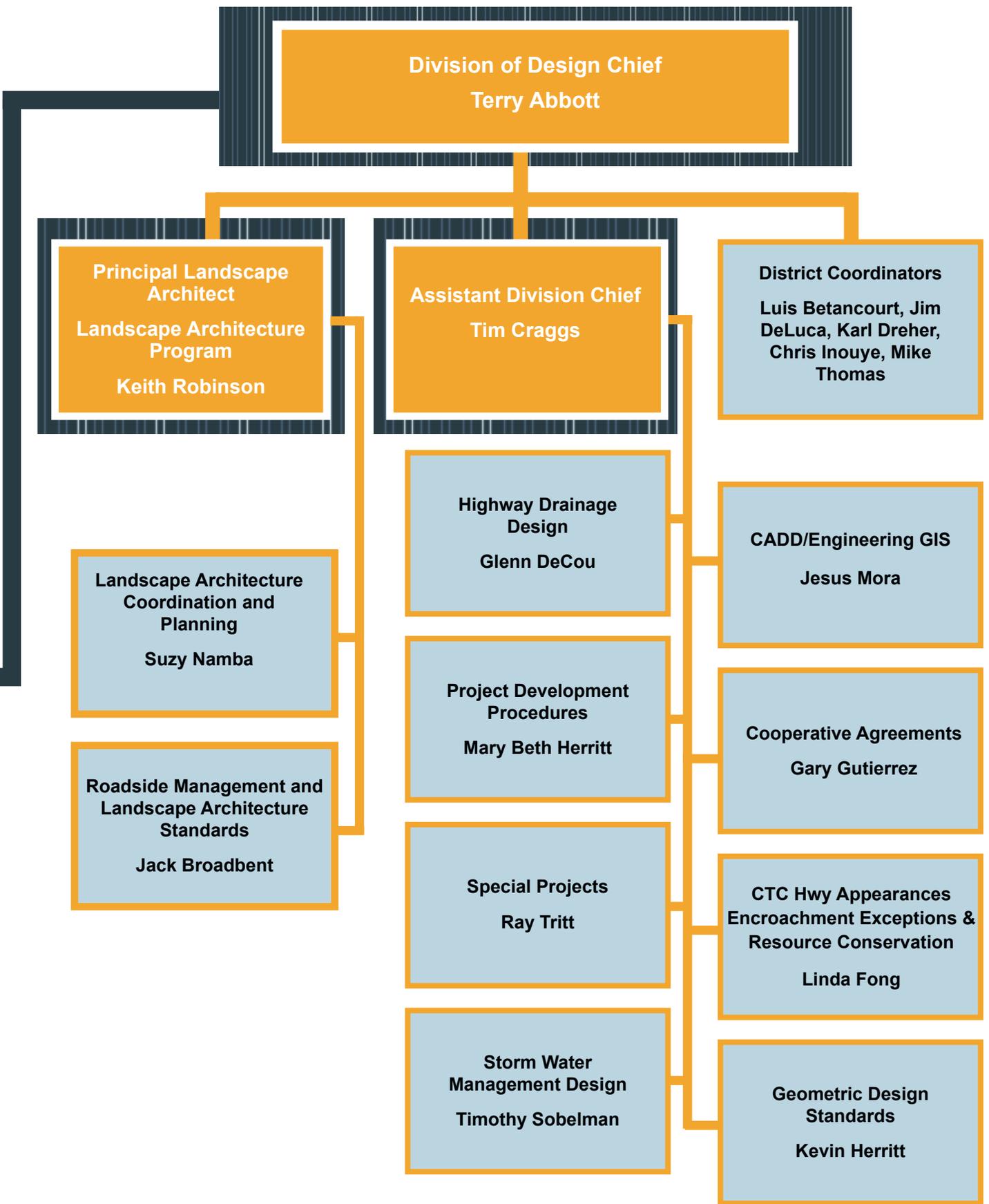
### The Corporate Activity Cycle:

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

To complete a cycle of implementation for each of our 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 increase flexibility, improve communication within the Division, foster partnerships, increase efficiency and quality in the Districts, and provide superior customer service.



# Caltrans Project Delivery Organization



# Division of Design Organization

# FY 2011-2012

## Division of Design Accomplishments

### Design Guidance

- Updated the *Highway Design Manual* to support the implementation of Deputy Directive 64 R-1- Complete Streets, and also updated false-work standards, truck turning guidance, and pavement design procedures.
- Submitted final Deputy Directive 103- Highway Worker Safety to the Chief Deputy Director for signature and implementation.
- Partnered with the Divisions of Planning & Modal Programs, and Maintenance & Operations to deliver final draft of the *Main Streets* guide for public review. Circulated to over 600 internal and external stakeholders including: CA Association of Counties; CA League of Cities; statewide Metropolitan Planning Organizations, Regional Transportation Planning Agencies, Local Transportation Commissions, & Congestion Management Agencies; statewide advocacy groups; and multidisciplinary Caltrans staff from all 12 Districts and the Design Management Board.

### Design Processes

- Conducted Design for Worker Safety Workshops with field maintenance staff in each District, and led District Executive Management team discussions for worker safety improvements.
- Completed Value Analysis studies on 59 projects with a total cost (capital and support) of over \$4.8 billion. Implemented “accepted alternatives,” saving \$192 million or an average savings of 4 percent of capital costs. Comparing the project cost savings to the cost to conduct the studies, Caltrans achieved a return on investment of 71:1.

- Received an American Association of State Highway and Transportation Officials (AASHTO) award for “Most Value Added” for a Value Analysis process study.
- Completed Cost Estimate Reviews for two Major Projects.

### Resource Conservation

- Reported that for Caltrans projects awarded in the previous calendar year, 35.9 percent of all flexible pavements, by weight, were designed with rubberized asphalt. This exceeds the mandate requiring Caltrans to design 25 percent of all flexible pavements, by weight, with rubberized asphalt.

### Design Tools

- Completed the configuration of new Roadway Design Software (RDS), Civil 3D, to include Caltrans’ drafting, design, and surveying standards and methods. RDS is used by over 4,000 Caltrans Project Delivery staff.
- Developed an excel-based infiltration calculation tool to help determine the infiltration credits within project limits. This tool allows the evaluation of the infiltration capacity of the BMP before and after adding soil amendments.
- Increased Caltrans efficiency by replacing over \$5 million worth of obsolete computer equipment for statewide Project Delivery Support staff.
- Completed the Feasibility Study Report for the Subsurface Asset Management Interface Tool (SAMIT).

### Design Training

- Trained approximately 500 Caltrans employees on the changes to Design Information Bulletin (DIB) 82-

## Division of Design Accomplishments

Pedestrian Accessibility Guidelines for Highway Projects.

- Developed an online Visual Impact Assessment (VIA) training tool for landscape architects, environmental staff, and Caltrans consultants.
- Trained approximately 250 Caltrans employees and local partners on Bicycles on the Roadway.
- Delivered four month workshop on CSS to increase project delivery efficiency. Trained 22 statewide participants in the Divisions of Planning & Modal Programs, Maintenance & Operations, and Project Delivery. This training increased CSS expertise to 46 individuals statewide.
- Maintained previous years track record of zero impacts to project delivery due to Co-op development delays.
- Partnered with Districts to execute twenty-one freeway agreements. Timely execution enabled the Districts to proceed with right of way acquisition on schedule. The Division provides quality assurance when projects need approval from the California Transportation Commission (CTC). The Division reviewed, processed and (in some cases) approved the relinquishment of thirty-seven parcels, vacation of two easements, rescission of a route, adoption of two routes and approval of four new public road connections.
- Facilitated four Cost Estimating Forums in 2011-2012. These Forums provide an opportunity for Districts to share best practices and cost trends with their colleagues statewide.

### Partnership

- Participated in negotiations for the Caltrans Statewide National Pollutant Discharge Elimination System (NPDES) Permit. Coordinated directly with the State Board to inform them of the Caltrans Stormwater Design program used on all projects.
- Conducted evaluations of 50 Storm Water Data Reports (SWDRs) from the Districts to ensure compliance with the Caltrans Storm Water Management Plan (SWMP).
- Developed support for State Highway Operation and Protection Program (SHOPP) funding of the Roadside Safety Improvements Program (235) at \$90 million per year to fund projects which will minimize worker exposure to traffic at more than 1100 locations.
- Completed 84% of all Cooperative Agreements (Co-ops) within the 60 day performance measure.

### Professional Development

- Provided support to many Department employees pursuing professional licensing registration. Among the recipients, 117 successfully obtained their professional licenses (engineers, landscape architects, land surveyors, geologists and architects) and 22 received their “Engineer-in-Training” or “Land Surveyors-in-Training” certificates.

### Innovative Contracting

- Continued implementation, support and monitoring of the Design-Build Demonstration Program. Four design-build contracts were awarded this year.
- Design-Build Demonstration Program was recognized by the Design-Build Institute of America. The program was presented with an “Owner of the Year” award.

# Division of Design Services

## Services & Products

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

## Resources

The staffing level for fiscal year (FY) 2012-2013 is 105 Person-Years (PYs), reflecting the same PY allocation as the previous FY. The Division's funding allocation is expected to be approximately \$30,000,000 which will cover salaries, office expenses, server storage space, annual professional license fees, training and computer replacement.



## Capital Project Skill Development: Workforce & Leadership Training

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

Due to budgetary concerns, the Division delivered only the highest need training in FY 2011-2012 as identified by the Districts, the Design Management Board and Division management. The Division was allocated \$543,000 to deliver 184 critical need courses. The Division's training efforts served the needs of over 2200 students from Project Delivery, local partners and consultants. To reduce travel and facility costs, state facilities were used where possible, live web lectures (webinars) were increased, trainers traveled to the Districts in place of students traveling to a central location, "on demand" training was implemented, and permanent web based training increased.

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

Reduced demand for professional licensing training to fulfill Memorandum of Understanding (MOU) requirements allowed for other high priority training be delivered in FY 2011-2012.

The funding allocation for FY 2012-2013 once again will be insufficient to respond to all of the Districts identified critical training needs. Additionally, the Division will reduce the number to student training hours for design related training to reduce the impact on staff overhead expenditures. Due to budgetary and resource expenditure restrictions, only high priority and mandated training needs have been prioritized for delivery.

# Caltrans Mission & Vision, Goals and Values

## Caltrans Mission & Vision

Caltrans improves mobility across California.

### 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.

### Values

#### Integrity

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

#### Commitment

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

#### Teamwork

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

#### Innovation

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

The Division's activities for fiscal year (FY) 2012-13 are aligned in support of the Caltrans mission & vision, strategic goals and values.

# Focus Areas

There are additional focus areas which highlight the Division's dedication to **organizational excellence** and **sustainability**.

The Division will place additional emphasis and resources toward accomplishments in the following focus areas: Worker and Traveler Safety, Partnership, Efficiency, Guidance, Innovation, Multimodal Transportation, Water Quality and Conservation, and Addressing Climate Change.

## Organizational Excellence Focus Areas

- **Worker & Traveler Safety**
- **Partnership**
- **Efficiency**
- **Guidance**
- **Innovation**

## Worker & Traveler Safety

The Division strives to design the safest transportation system in the nation. As a part of its routine business practices, it identifies and addresses safety in the project development activities of every transportation improvement project on the State Highway System to ensure the safety of highway workers and travelers.

The Division is committed to eliminating or minimizing the exposure of highway maintenance, survey, construction and other workers exposed to traffic (especially those accomplishing work tasks on foot) through appropriate design decisions. This is a critical element for improving worker safety.

The Division incorporates safety objectives to reduce work related injuries and

incident rates, and to attain “zero work related fatalities” into all transportation improvement projects by:

- Designing the transportation system to reduce the need for recurrent maintenance activities through consistent implementation of design strategies which provide the ability to utilize automated maintenance techniques.
- Locating highway features outside the clear recovery zone or within protected areas; and providing safe access for all highway workers.
- Ensuring all employees involved in project development processes are properly trained to design projects that maximize worker safety.

## Partnership

The Division actively engages in partnership activities such as the Gateway Monuments program, pursuing context sensitive processes, streamlining cooperative agreements, implementing public/private partnerships, partnering with industry at regular contractor meetings and partnering with external stakeholders in a performance review that prioritizes efficiency in operations. Our commitment to collaboration with Caltrans stakeholders helps balance mobility for all users, environmental concerns, and the requirements of a safe and efficient transportation network.

## Efficiency

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

## Guidance

The Division's primary responsibility is to provide comprehensive and consistent guidance and technical assistance to all those on the project delivery team. Striving to be continuously current on leading practices, trends, and mandates, we provide thorough guidance manuals, regular training, online resources, and consult regularly with the project delivery team to ensure high quality transportation projects. The Division provides technical expertise statewide on activities such as VIAs, ADA topics, landscaped freeway classification, water quality and conservation, storm water technologies, sensitive stream bank protection, Main Streets design, Context Sensitive Solutions, and multimodal concepts. This technical assistance is essential to enable Caltrans to meet strategic goals and legal mandates regulating transportation projects.

## Innovation

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

# Sustainability Focus Areas

- Multimodal Transportation
- Water Quality & Conservation
- Addressing Climate Change

Dedication to **Sustainability** balances the safety and life-cycle functional requirements of highway facilities with the natural, built, economic and social environment.



# Multimodal Transportation

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

concepts supports the California Complete Streets Act of 2008.

In partnership with our stakeholders and allied Project Delivery Divisions, the Division of Design provides multimodal guidance in the updated *Highway Design Manual*, *Project Development Procedures Manual* and the *Main Streets* guide.

Continued emphasis will also be placed on how Caltrans can contribute to the development of High Speed Rail in partnership with other agencies.



Top: State Route 89 roundabout in Truckee.  
Bottom: State Route 225 bike lane in Santa Barbara.

# Water Quality and Conservation



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

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

The Division is dedicated to providing superior guidance and technical expertise to the project delivery team on water related environmental issues ranging



from fish passage, designing for climate change impacts on drainage systems, implementing state of the practice storm water technologies, minimizing storm water impacts by preserving and planting appropriate vegetation, NPDES permit compliance, low impact development strategies, environmentally sensitive stream bank protection measures and hydromodification strategies.

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

Left: Fish passage improvements at Chadd Creek, District 1.  
Right: This Caltrans District 11 parking lot combines trees, rock cobbles, and vegetation in a storm water treatment area.

# Addressing Climate Change

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

Increased frequency and severity of extreme heat events and changes in the timing, intensity and variability of precipitation events may also have detrimental impacts on the transportation network. An increase in hot days will put extra stress on California's pavements and roadside vegetation. Increases in precipitation intensity and variability could stress California's drainage and water conveyance systems, and could increase erosion throughout the state.

The Division is in the early stages of identifying strategies to adapt to many

of these impacts and continues to place a strong emphasis on innovations in erosion control and storm water treatment technologies.

The Division engages in the reduction of energy consumption in the construction of new facilities by using recycled crumb rubber in roadways, by diverting waste from landfills, and by developing guidance for the "Go California Industry Capacity Expansion" effort to address material source options.

The Division is also researching opportunities for sustainable energy infrastructure along Caltrans right-of-way, and is providing technical guidance on multimodal transportation principles (which can provide options for travel that minimize greenhouse gas emissions).

Global sea level rose about 6.7 inches in the last century. The rate in the last decade is nearly double that of the last century.\*

\* Church, J. & White, N. (2006)

# Division of Design Offices





# The Office of CADD & Engineering GIS Support

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

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

## Goals for FY 2012-2013:

### Design Guidance

- Develop Draft Deputy Directive for uses of DRS.

### Design Tools

- Develop Coastline Sea Level Rise Map.

### Design Training

- Complete Roadway Design Software (RDS) Training Manuals and conduct Key User Training.
- Conduct RDS training for first 1,000 users.
- Conduct statewide training in MicroStation, GIS, and DRS Administration.
- Implement MicroStation V8i and training.

## Accomplishments of FY 2011-2012:

### Design Guidance

- Developed a Project Delivery Directive that covers how and when electronic files are shared among the project development team and local partners.

### Design Tools

- Completed the configuration of new RDS, Civil 3D, to include Caltrans drafting, design, and surveying standards and methods. RDS is used by over 4,000 Caltrans staff in preliminary design and to develop Plans, Specifications, and Estimates (PS&E).
- Increased Caltrans efficiency by replacing over \$5 million worth of obsolete computer equipment for Project Delivery staff statewide.

# The Office of Cooperative Agreements

The Office of Cooperative Agreements (OCA) is responsible for protecting the integrity of Caltrans policy and procedures in cooperative agreements (Co-ops) and ensuring that they abide by state and federal law. The OCA is committed to delivery of responsible, consistent, and timely Co-ops through the development of innovative tools, guidance, procedures and training. The OCA proactively adjusts standard Co-op language to align with ever evolving policies, procedures and law. The OCA facilitates the Co-op development process between Headquarters functional units, Districts and local partners by:

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

## Goals for FY 2012-2013:

### Design Guidance

- Fully update the *Cooperative Agreement Manual* and Chapter 16 of the *Project Development Procedures Manual* (PDPM).
- Complete the Co-op Project Delivery Directive.

### Design Tools

- Increase the use of the Project Agreement Construction Tool (PACT) to 50% of all Co-ops.
- Promote use of the Co-op web site and ensure current content.
- Conduct Co-op Management Team

meetings every 2 months.

- Complete the PACT 2.0 Language Library & Template.
- Continue development of the PACT 2.0 tool.

### Partnership

- Complete 80% of all Co-ops within the 60 day performance measure.
- Help ensure zero impacts to project delivery due to Co-op development delays.
- Conduct biannual statewide outreach meetings with our local partners.

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

The last fiscal year saw an increase in the use of an online tool for developing Co-ops, called the Project Agreement Construction Tool (PACT). In FY 2011-2012, further development of the PACT focused on creating user friendly features that allow greater flexibility with the documentation and revision of funding arrangements within a Co-op. A new template (10.1E) was rolled out during the 4th quarter, allowing funding adjustments without requiring a fully revised amendment. This improvement is being widely accepted statewide and will result in measurable efficiencies in both the reduction of amendments and increased use of the PACT.

## Accomplishments of FY 2011-2012:

### Design Guidance

- Continued development of a Project Delivery Directive to more clearly define roles and responsibilities during the development, review and execution of a Co-op.

### Design Tools

- Developed and released new PACT 10.1E template which reduces the need for formal amendments, offering local partners an expedited process for revising funding details.
- Released new Minor funds transfer template, allowing Districts to contribute Minor discretionary funds to locally sponsored and implemented projects that are advancing through the encroachment permit process within the State Highway System.

### Partnership

- Completed 84% of all Co-ops within the 60 day performance measure for the first time in Caltrans history.
- Maintained previous years track record of zero impacts to project delivery deadlines due to Co-op development delays.
- Conducted biannual statewide outreach meetings with local partners.
- Took action on over 823 Co-op review submittal requests.
- Increased PACT usage from 34% to approximately 40%.
- Developed office mission and vision, goals, and values statements.

# The Office of CTC Highway Appearances, Encroachment Exceptions and Resource Conservation

**Encroachment Exceptions** professionals preserve the State Highway System for transportation purposes, while promoting economic development by:

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

## Goals for FY 2012-2013

- Provide up-to-date guidance and technical assistance by participating in Project Engineer (PE) Academies, providing training to the Districts on Encroachment Exceptions and High and Low Risk Utility policy, and updating the Encroachment Exceptions website.
- Monitor administrative pilot in District 11 using existing Bentley products to develop the Subsurface Asset Management Interface Tool (SAMIT).

## Accomplishments of FY 2011-2012

### Design Guidance

- Completed a Decision Document recommending that the establishment of siting standards for discretionary fixed objects be included in Caltrans guidance documents. The Decision Document is under review by the Director.
- Completed the Feasibility Study Report (FSR) for the SAMIT. The FSR found that an Information Technology (IT) project was not needed. Instead, it was recommended that an Administrative Pilot be initiated through selected expert users in District 11 to determine if MicroStation V8i, in concert with other Bentley software, could meet the requirements listed in the SAMIT FSR. The pilot will help evaluate the capability of using data stored in varying formats, stewardship of the data and data refinement, and recall for future use with CADD files.
- Completed circulation of edits to PDPM Chapter 17 to immediate stakeholders and provided the draft to the PDPM Editor.

- Actively promoted subsurface asset management strategies and tools to support the dedicated Utility Engineering Workgroups (UEW) functions.

### Design Training

- Actively sought opportunities and presented training on encroachment exception policies and procedures as well as for “Policy on High and Low

Risk Underground Facilities within Highway Rights of Way.”

### Partnership

- Continued support of the Corridor Mobility Improvement Account and design-build projects through expedited encroachment exception reviews.
- Supported the UEW established in the Districts and regions.

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

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

### Accomplishments of FY 2011-2012

#### Professional Development

- Provided 262 Caltrans employees with advance approval of financial assistance for professional registration training.
- Provided financial assistance for approximately 129 employees (amounting to over \$85,000 for courses and materials) through the Licensing Assistance Program.
- Provided subject matter expertise to functional units with professional registration issues.
- Provided support to many Department employees pursuing professional licensing registration. Among the recipients, 117 successfully obtained their professional licenses (engineers, landscape architects, land surveyors, geologists and architects) and 22 received their “Engineer-in-Training” or “Land Surveyors-in-Training” certificates.
- Monitored Caltrans registered professionals for license compliance

### Goals for FY 2012-2013

- In an ongoing commitment to develop a qualified workforce, collaborate with the multi-functional Transportation Engineering (Civil) Workforce Planning Committee to enhance the Rotation Program to fit current Caltrans needs.
- for job classifications citing licensure as a minimum qualification.
- Represented Caltrans at meetings of the Board of Registration for Professional Engineers, Land Surveyors and Geologists.
  - Updated the Professional Development home page to include the most current information to support staff preparation for professional license exams.
  - Partnered with Division of Construction regarding retention of the engineering documents associated with contract change orders (to ensure they become part of the as-builts and project history file).



Waste tire re-use in  
Dixon Landing.

**Resource Conservation** promotes stewardship of California’s resources and investments by:

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

### Goals for FY 2012-2013

#### Design Guidance

- Continue to promote the other “3R’s” (reduce, reuse and recycle) in transportation projects.

#### Partnership

- Continue to partner with Department of Resources Recycling and Recovery (CalRecycle) on the use of recycled content products.
- Monitor the use of recycled content products and crumb rubber in rubberized hot mix asphalt.

## Accomplishments of FY 2011-2012

### Design Tools

- Facilitated the FHWA approval of Construction Evaluated Work Plans allowing evaluation of experimental features in construction projects.

### Partnership

- Completed the annual report to the Legislature on Caltrans Use of Waste Tires, as required by Public Resources Code 42889.3 (Senate Bill 876), approved on November 17, 2011. Caltrans reported successful use of waste tire products in 142 construction projects advertised in the 2011 calendar year. These projects incorporated crumb rubber material in rubberized hot mix asphalt (RHMA), rubberized warm mix asphalt (RWMA) and asphalt rubber binder (A-R Binder) for asphalt

paving projects and in rubberized weed abatement mats for vegetation control. These projects diverted nearly 7 million waste tires from California landfills.

- Reported that for Caltrans projects awarded in the previous calendar year, 35.9 percent of all flexible pavements, by weight, were designed with rubberized asphalt. This exceeds the mandate requiring Caltrans to design 25 percent of all flexible pavements, by weight, with rubberized asphalt.
- Continued to coordinate with CalRecycle, on issues related to the use tire-derive aggregate behind retaining walls, rubberized asphalt concrete, and the diversion of construction and demolition waste from landfills.

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

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

### Goals for FY 2012-2013

#### Partnership

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

### Accomplishments of FY 2011-2012

#### Partnership

- Assisted the Districts in the development of RON materials and information to be presented to the CTC. This support allowed for the successful approval of 12 RON actions through the CTC (one regular appearance and 11 written appearances in lieu of a physical appearance).

# District Coordinators

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

## Goals for FY 2012-2013

### Design Guidance

- Review Design Information Bulletin 80 - Roundabouts.

### Design Tools

- Provide technical and subject matter expertise to Districts.

### Partnership

- Continue partnering with the High Speed Rail Authority.
- Support delivery of *Highway Route Matters*.

## Accomplishments of FY 2011-2012

### Design Training

- Provided training and technical assistance in the Districts in support of Project Delivery.

### Partnership

- Provided technical expertise on National Cooperative Highway Research Program (NCHRP) panels in support of national policy that will affect Caltrans.
- Provided oversight for the High Speed Rail Authority including review of the draft master agreement.

# The Office of Geometric Design Standards

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

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

## Goals for FY 2012-2013

### Design Guidance

- Standardize and improve terminology in the HDM related to design standards.
- Finalize and publish an update to DIB 80- Roundabouts.

### Design Training

- Continue to provide timely technical assistance and training to the Caltrans Regions/Districts to improve project quality and delivery.

### Partnership

- Complete Strategic Priorities Team activity.

## Accomplishments of FY 2011-2012

### Design Guidance

- Updated the HDM to support the implementation of Deputy Directive 64 R-1- Complete Streets, as well as updates to the false-work standards, truck turning guidance, and pavement design procedures.
- Updated the HDM related to the implementation of the American Association of State Highway and Transportation Officials (AASHTO) Load and Resistance Factor Design (LRFD) structural design standards and the release of the 2010 Standard Specifications.
- Provided technical assistance for the High Speed Rail projects being developed statewide.
- Provided technical assistance to Caltrans Districts and their partners to improve project quality and delivery.
- Provided technical assistance for the Independent Quality Assurance (IQA) pilot project.
- Assisted with the update to the Design Exception guidance contained in the *Project Development Procedures Manual*.
- Supported the creation of the revised *Main Streets* guide by providing subject matter expertise.
- Provided Americans with Disabilities Act (ADA), design guidance to assist designers statewide develop better PS&E's.

### Design Processes

- Closed out the team of Division Office Chiefs that reviewed design guidance produced by the Division. Team effort resulted in new procedures to track HDM updates on-line.
- Participated on IQA Pilot Study Team.

### Design Training

- Trained approximately 500 Caltrans employees on the changes to DIB 82- Pedestrian Accessibility Guidelines for Highway Projects.
- Trained approximately 250 Caltrans employees and local partners on Bicycles on the Roadway.
- Presented at the Project Development Academies.

### Partnership

- Participated in the Strategic Highway Safety Plan Challenge Areas 5 and 13, led by Traffic Operations and Local Assistance.
- Participated in the development of Chapter 7 of the *Traffic Manual* on guardrail and HOT/HOV Lane Guidance, led by Traffic Operations.
- Served as member of the ADA Technical Advisory Committee led by the ADA Program.
- Participated in California Bicycle Advisory Committee activities, led by Local Assistance.

# The Office of Highway Drainage Design

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

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

## Goals for FY 2012-2013

### Design Guidance

- Update Chapter 860 of the *Highway Design Manual*.
- Develop “Environmentally Sensitive Stream Bank Protection Measures” guidance.

### Design Tools

- Complete evaluation of at least four new products.

### Design Training

- Develop training module “Hydrology 2 - Hydrographs.”

## Accomplishments of FY 2011-2012

### Design Guidance

- Provided technical assistance, review and input to Division of Planning on climate change related activities and developed Division of Design plan for climate change actions.
- Coordinated with Division of Engineering Services to update eight standard plan sheets to conform to AASHTO LRFD structural design standards.

### Design Tools

- Completed evaluation of seven new products, approving six and generating associated specifications.

### Design Training

- Developed on-the-job training (OJT) modules for Roadway Drainage, Cross Drainage and Culvert Rehabilitation. Modules are posted on Drainage Design intranet website.
- Delivered training classes in the Districts for Cross Drainage and Stream Stability Countermeasures.

# The Office of Project Development Procedures and Quality Improvement

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

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

## Goals for FY 2012-2013

### Design Guidance

- Using the new format, update the PDPM to finalize Project Initiation Document (PID) Streamlining and Caltrans activities such as Complete Streets, IQA and other Caltrans priorities.

### Design Processes

- Based on Headquarters and District management recommendations, complete the pilot effort on performing IQA reviews of design products, and formulate project performance criteria policy, procedures, and training for project development teams.
- Prepare Design Directive for Project Report Archiving which

will implement the use of Document Retrieval System for storing statewide Project Reports and PIDs.

### Design Training

- Deliver PE Academies (PEA) and Design Senior Seminar (with a complete redesign of the Academies), implement training modules 1 & 2 for Quality Management Systems in 11 Districts, and implement online training courses.

### Partnership

- Deliver *Highway Route Matters*.

## Accomplishments of FY 2011-2012

### Design Guidance

- To further PID streamlining efforts, the Division, in partnership with the Division of Transportation Planning, revised the Project Study Report/ Project Development Support (PSR/ PDS) document and revised the appropriate PDPM chapters and appendices.
- Progressed on several major updates to PDPM chapters and appendices for PIDs, Permits, Design Exceptions, Roles & Responsibilities, and Transportation Planning.
- Made several focused subject changes in the PDPM to clarify direction on navigable rivers, complete streets and PID streamlining.

### Design Processes

- Reported to Headquarters and District management the results of the research and development (R&D) effort conducted in 2009-2010 regarding IQA. The Division led a pilot effort to perform IQA reviews on 32 design products. Utilizing R&D and initial pilot efforts, Headquarters and District management advised on preliminary implementation steps on the project performance criteria applications.
- Completed the Records Management contract which scanned over 9,000 Project Reports, representing about 20 years worth of studies.

### Design Training

- Completed three planned Project Engineer Academies. All were well-attended and well-received. Delivered suite of on-line courses (Introduction to Project Development Procedures, Geometric Standards, Basic Highway Design).

### Partnership

- The Division with help from the Districts, executed 21 freeway agreements. Timely execution enabled the Districts to proceed with right of way acquisition on schedule. The Division has a quality assurance role when projects need approval from the CTC. Consequently the Division reviewed, processed and (in some cases) approved the relinquishment of 37 parcels, vacation of two easements, rescission of a route, adoption of two routes and approval of four new public road connections.
- Completed the development of 20 performance measures and published a final report. Also published performance measure results onto the Division of Construction website.

# The Office of Special Projects

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

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

## Goals for FY 2012-2013

### Innovative Contracting

- Develop innovative contracting methods by developing Additive Bidding policy, and pursuing Job Order Contracting Authority.
- Manage the Design-Build Demonstration Program by facilitating training, developing Requests for Qualifications, developing Requests for Proposals, advertising and awarding Design-Build contracts, maintaining contract document templates, developing a data collection plan, and coordinating the development of annual reports.
- Develop and manage the Construction Manager/General Contractor pilot program.
- Manage Design-Sequencing Program and develop 13th Annual Report.

### Design Processes

- Administer the VA Program to include developing an annual work plan, managing the statewide contracts, maintaining program guidance documents, providing training, and producing annual reports.
- Pursue cost estimating improvement activities including support work for Major Projects Cost Estimate Reviews (CERs) and facilitating Quarterly Cost Estimating Forums.

## Accomplishments of FY 2011-2012

### Innovative Contracting

- Continued implementation, support and monitoring of the Design-Build Demonstration Program. Four design-build contracts were awarded this year.
- The Design-Build Demonstration Program was recognized by the Design-Build Institute of America. The program was presented with an “Owner of the Year” award.
- Completed an update to the Project Acceleration Toolbox.

### Design Processes

- Completed VA studies on 59 projects with a total cost (capital and support) of over \$4.8 billion. Implemented “accepted alternatives,” saving \$192 million or an average savings of 4 percent of capital costs. Comparing the project cost savings to the cost to conduct the studies, Caltrans achieved a return on investment of 71:1.
- Completed three process value analysis studies to streamline processes within Caltrans.
- Received an AASHTO award for “Most Value Added” on one of our process studies.
- Delivered training to 284 students in Cost Estimating (138), VA (74) and Design-Build (72).

### Partnership

- Facilitated four Cost Estimating Forums, which provided an opportunity for Districts to share best practices and cost trends with their colleagues statewide.
- Completed Cost Estimate Reviews for two major projects.

# The Office of Stormwater Management Design

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

- Technical assistance to designers on storm water pollution control implementation.
- Assistance to designers to assure compliance with Caltrans statewide National Pollutant Discharge Elimination System (NPDES) permit.
- Guidance and training for the implementation of appropriate Storm Water Best Management Practices (BMPs).

## Goals for FY 2012-2013

### Design Guidance

- Revise all Stormwater guidance manuals, design tools, and training that is pertinent to designing projects that comply with stormwater requirements.
- Develop guidance on obtaining full treatment credit with variations of existing approved treatment BMPs.
- Revise the PDPM to be consistent with the latest Caltrans Statewide NPDES Permit and the latest stormwater design guidance.
- Provide guidance regarding innovative stormwater treatment best management practices that can be designed/evaluated while still providing statewide consistency and complying with all stormwater requirements. This includes developing standards for new stormwater BMPs and variations of existing approved BMPs.
- Develop details, specifications and guidance for an Arid Region BMP and a basis for treatment crediting.

### Design Processes

- Develop a clear understanding of treatment crediting that applies to stormwater requirements. Treatment credits include NPDES, Hydromodification, 401 Certification, and Total Maximum Daily Load (TMDL). This approach will evaluate treatment crediting based on the watershed and individual projects.
- Participate in evaluating Bioretention BMP (monitoring).

### Partnership

- Participate in statewide NPDES Permit negotiations to help identify any needed changes to the stormwater design guidance and tools that will facilitate regulatory compliance on Caltrans projects.
- Coordinate with industry and the Division of Construction to identify improvements to stormwater specifications that would minimize field issues and provide statewide consistency when complying with stormwater requirements. This includes evaluating stormwater requirements for the Caltrans Statewide NPDES Permit and the NPDES Construction General Permit.

## Goals *continued*

- Work with Caltrans functions and Industry to develop performance based specification for temporary construction site BMPs.
- Provide guidance, technical assistance and training to support the new Caltrans Statewide NPDES Permit direction of using sustainable/earthen type BMP as the first consideration when providing stormwater treatment.

## Accomplishments of FY 2011-2012

### Design Guidance

- Developed an article in the PDPM for Stormwater Documentation for PSR-PDS PIDs. This section details the minimum information needed to appropriately plan for stormwater compliance in the Project Approval and Environmental Document phase.

### Design Processes

- Conducted evaluations of 50 Storm Water Data Reports (SWDRs) from the Districts to ensure compliance with the Caltrans Storm Water Management Plan (SWMP).
- Conducted four Statewide Project Design Storm Water Advisory Team (PDSWAT) Teleconferences/Webinars.
- Developed an attachment to the SWDR to assist Caltrans staff with entering project information into the State Water Board database (SMARTS) for project tracking.
- Developed a nonstandard Standard Special Provision (SSP) for a Water Quality Monitor (for projects that have special water quality monitoring requirements).
- Revised specifications for an Advanced Treatment System that can be used to meet requirements of the NPDES Construction General Permit.
- Developed an excel-based tool to help navigate the use of the checklist that evaluates treatment BMPs.

- Developed an excel-based infiltration calculation tool to help determine the infiltration credits within project limits. This tool allows the evaluation of the infiltration capacity of the BMP before and after adding soil amendments.
- Revised the sand and media filter fabric specifications.
- Revised standard details for the Gross Solid Removal Devices to deter vandalism and facilitate easier maintenance.
- Developed a menu of stormwater data layers to be used as part of the CT Earth Tool.

### Design Training

- Delivered a Statewide Design Stormwater Coordinator Training.
- Developed a webinar to train District staff on the 2010 stormwater specifications.
- Conducted two District training classes on the Revised Universal Soil Loss Equation (RUSLE2).
- Conducted four District Storm Water Data Report Workshops.

### Partnership

- Participated in the Caltrans statewide NPDES Permit negotiations. Coordinated directly with the State Board regarding the Caltrans Stormwater Design program.

# Landscape Architecture Program

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

- Management of Caltrans landscape architecture policy, standards and procedures.
- Management of continuous improvement of landscape architectural guidance in the PDPM and HDM.
- Management of the State Highway Operation and Protection Program (SHOPP) Roadside Program.
- Context Sensitive Solutions (CSS) training, best management practices, and implementation strategies.
- Compliance with Outdoor Advertising Regulations.
- Management and planning of Division's statewide CPSD effort.
- Design and evaluation of employee technical skills development programs, and transportation landscape architecture curriculum development.
- Delivery of the Division Business Plan.
- Promotion of award programs (sponsored by Caltrans, the FHWA and others) to the Districts to highlight landscape architecture projects and practices.

## Goals for FY 2012-2013

### Design Guidance

- Update Caltrans 2003 CSS Implementation Plan to provide recommendations for future actions. Align CSS goals with activities such as the 2012 Program Review, Caltrans 2007/2012 Strategic Plan, Caltrans Contracts for Performance and Innovation, and the State Smart Transportation Initiative.
- Publish the *Main Streets* guide and develop draft implementation plan.

### Design Processes

- Manage the creation of a "Division of Design Climate Change Action Plan" team and charter.
- Develop Worker Safety Implementation Plan.
- Assemble team to review the study by Division of Research & Innovation: "Traffic Calming Preliminary Investigation."

### Design Tools

- Co-manage the update of LAP's Website to provide internal and external customers current guidance and resources.

### Partnership

- Promote applicable awards programs (sponsored by Caltrans and others) to the Districts. Update LAP Awards & Recognition website to highlight District work and provide District offices a resource to market their achievements when competing for development of local agency projects.

### Design Training

- Deliver the final CSS Workshop.
- Market and manage "Transportation Landscape Architecture/Technician Curricula" to assist District staff with the creation of Career Development Plans.
- Manage and plan the CPSD training within established performance measures.

## Accomplishments of FY 2011-2012

### Design Guidance

- Submitted final Deputy Directive 103- Highway Worker Safety to the Chief Deputy Director for signature and implementation.
- Partnered with Caltrans Offices of Community Planning, Geometric Design, Project Development Procedures, and Traffic Operations Division to ensure guidance, manuals and policy aligned with Director's Policy #22, on CSS.
- Partnered with the Divisions of Planning & Modal Programs, and Maintenance & Operations to deliver final draft of *Main Streets* for public review. Circulated to over 600 internal and external stakeholders including: CA Association of Counties; CA League of Cities; statewide Metropolitan Planning Organizations, Regional Transportation Planning Agencies, Local Transportation Commissions, & Congestion Management Agencies; statewide advocacy groups; multidisciplinary Caltrans staff from all 12 Districts and the Caltrans Design Management Board.
- Promoted awards programs sponsored by Caltrans, the FHWA and others to District Landscape Architects to increase state and national awareness of Caltrans achievements in environmental protection and mitigation, habitat preservation, design for safety, community enhancement, and partnerships efforts. Information about the awards and the winning projects is on the LAP website.
- Participated on AASHTO and Transportation Research Board committees, and served as a panel member on the NCHRP panels on Visual Impact Assessment Process and Carbon Sequestration and Biomass Generation.

### Design Processes

- Managed and delivered the Caltrans Division of Design Business Plan.

### Design Training

- Managed and planned the CPSD training delivered by the Division.
- Delivered four month workshop on CSS to increase project delivery efficiency. Trained 22 statewide participants in the Divisions of Planning & Modal Programs, Maintenance & Operations, and Project Delivery. This training increased CSS expertise to 46 individuals statewide.
- Evaluated the technical training needs of District landscape architecture staff and designed career development programs through the transportation landscape architecture curricula.

### Partnership

- Developed support for SHOPP funding of the Roadside Safety Improvements Program (235) at \$90 million per year to fund projects which will minimize worker exposure to traffic at more than 1100 locations.
- Conducted Design for Worker Safety Workshops with field maintenance staff in each District, and led District executive management team discussions for worker safety improvements.

# The Office of Landscape Architecture Coordination and Planning

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

- Serving as SHOPP Roadside Preservation Program Advisor.
- Provide technical assistance and project reviews to the Districts.
- Advocating for “green building” concepts in design and construction.
- Facilitating project delivery by providing thorough guidance, policy, standards and procedures.
- Managing the Safety Roadside Rest Area (SRRA) and Vista Point programs.
- Managing the Transportation Art, Community Identification, and Gateway Monument Programs.
- Managing the Landscaped Freeway Classifications per the Outdoor Advertising Act.
- Providing approvals for exceptions to standards.

## Goals for FY 2012-2013

### Design Guidance

- Update the Roadside SHOPP PID guidance in Chapter 29 of the PDPM.
- Update the roadside facilities guidance in the HDM and online.
- Develop decision document and program criteria for Wayside Stop and SRRA Sponsorship Programs to implement capacity improvements and operational cost sharing partnerships on the SRRA System.
- Develop or update inventories for Gateway Monuments, Community Identification, and Transportation Art.

## Accomplishments of FY 2011-2012

### Design Processes

- Identified SRRA system improvements needed for each of the 87 existing rest areas.
- Assisted in the timely delivery and accurate completion of District projects through coordination efforts.

### Design Training

- Completed on-line “Introduction to Landscape Architecture” training for LAP website.

# The Office of Roadside Management and Landscape Architecture Standards



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

## Goals for FY 2012-2013

### Design Guidance

- Update landscape architecture guidance in the PDPM to clarify policies and procedures.
- Identify opportunities for standardizing design practices to reduce or eliminate recurrent maintenance activities that expose workers to traffic along the roadside.
- Provide guidance and technical assistance in using landscape and soil-based BMPs to treat highway stormwater runoff in compliance with the Caltrans Statewide NPDES Permit.
- Develop and manage research contracts that seek to improve roadside safety, aesthetics, sustainable erosion control and roadside design practices.

### Partnership

- Partner with the landscape and the erosion control construction industry to identify opportunities to improve design products and construction documents.

## Accomplishments of FY 2011-2012

### Design Tools: Research

- Completed a study investigating alternatives to non-galvanized or COR-TEN® (rusty) steel guardrail. A draft nonstandard specification for staining galvanized metal beam guardrail is available on the LAP intranet website.
- Completed a four year Roadside Erosion Control Management Study. Areas of emphasis included erosion control research (involving rainfall simulation and overland flow experiments), development of a GoogleEarth based “transPLANT” erosion control seed selector tool, and expert assistance to landscape architecture staff (through training sessions, topic literature reviews, and individual consultations regarding specific project erosion control needs). The study findings and expert assistance supported the updates to Caltrans erosion control specifications and guidance found in the Erosion Control Toolbox on the LAP website.

### Design Training

- Developed an online Visual Impact Assessment (VIA) training tool for landscape architects, environmental staff, and Caltrans consultants. The course teaches the FHWA methodology for conducting VIAs which assist Caltrans with meeting CEQA and NEPA requirements. The training promoted statewide consistency and efficient delivery of transportation projects. The supporting information and tools presented in the training are posted on the LAP website.
- Delivered “Advanced Sustainable Erosion Control” training to approximately 300 participants including landscape architects, project engineers, geotechnical engineers, hydraulic engineers, and stormwater coordinators in the Divisions of Design, Construction and Maintenance & Operations. The course emphasized the importance of cross-functional collaboration when choosing steep slope solutions to protect water quality and comply with the NPDES permit. The supporting information and tools presented in the training are posted on the LAP website.
- Delivered teleconference and online training webinars for landscape architecture staff to support implementation of the 2010 Standard Specifications. The Learning Management System pre-test scores of the students for the 2010 Standards were 33%. The post-test showed that overall, student scores improved to 80%. The training is available on the LAP intranet website.

# Division of Design Operational Plan

The following pages contain the Division of Design's operational plan: the activities and deliverables for fiscal year 2012-13. Each Office and Program within the Division describes their activities, including deliverables and target deadlines. The Office Chiefs coordinated their task delivery dates with each other, thereby ensuring effective and timely collaboration on specific projects. The Division tracks progress each quarter on these deliverable milestones as a benchmark of performance.

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

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>DESIGN MANAGEMENT AND SUPPORT</b>				
<b>Activities leading to Deliverables</b>				
1	Webmaster for the Division's Internet and Intranet.	a) Manage web content, format and style to enhance usability for both content managers and end users  b) Provide support for Division Offices in the development and maintenance of both Internet and Intranet sites.	a) Support as needed  b) Support as needed	Division of Design (DOD) Offices & Divisions as needed
2	Division of Design Disaster Recovery Plan Development	Assist in development and update of Design Business Impact Assessment and the Response Procedures	Annual update due 3rd quarter	DOD Offices & Divisions as needed
3	Enhance worker safety by implementing improved roadside management design strategies	a) Address statewide comments b) Submit for final implementation c) Complete draft DD103 Action Plan d) Review plan with affected Divisions e) Finalize Action Plan	a) August 2012 b) September 2012 c) November 2012 d) January 2013 e) March 2013	Division of Design Offices  Districts and HQ Divisions
4	Deliver Division of Design 12/13 FY CPSD Plan and track progress on activities	a) Develop plan distribution b) Office Chief review c) To DMB d) Final plan e) Quarterly status updates to DOD and DMB f) Status updates with Office Chiefs g) PD CPSD Manager activities as needed	a) July 2012 b) July 2012 c) July 2012 d) August 2012 e) Quarterly f) Quarterly/Monthly g) as needed	DOD Offices
5	Manage Division of Design Inventory and Property	Annual Property Inventory	March 2012	DOD Offices
6	Review oversight activities (delegations, role of reviewers and liaisons) to identify and streamline or eliminate duplicative reviews and align decision-making with accountability.	a) Develop focused team b) ID obstacles and barriers, draft action plan c) To Division mgt, OCs and DMB for review d) Final plan e) Quarterly status updates	a) September 2012 b) September 2012 c) d) e)	
<b>Ongoing Activities (No Deliverables)</b>		<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
7	Division Management	Various policy, personnel and resource management duties as required	Underway, ongoing	Division of Design Offices & PD Divisions as needed
8	Support Division Management (Secretarial)	Various policy, personnel and resource management duties as required	Underway, ongoing	DOD Offices & PD Divisions as needed
9	Manage information & IT Liaison	Various information management duties as required	Underway, ongoing	DOD Offices & PD Divisions as needed
10	Database development		Ongoing	DOD Offices & PD Divisions as needed
11	Miscellaneous Activities for the Division	a) Office Work General b) Business Plan Updates c) Personnel issues d) Data Entry Work e) Office Meetings f) Mandatory training	Ongoing	
12	Vacation/Sick Leave/Furloughs		Ongoing	

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>CADD - ENGINEERING GEOGRAPHIC INFORMATION SYSTEMS</b>				
<b>Activities leading to Deliverables</b>				
1	Virtual Design and Construction	a) Develop Charter b)	December 2012	Construction, PM, R/W
2	a) Update Plans Prep Manual (PPM) b) Update CADD Manual c) Train staff on V8i	a) Include additional English unit examples b) Provide guidelines c) Install V8i on workstations and provide statewide training on V8i	a) June 2013 b) June 2013 c) April 2013	
3	Implement Civil 3D Issue Log	Establish a Issue Log database for tracking of Civil 3D issues raised by end users	December 2012	
4	Roadway Design Software Implementation Plan	a) Train 73 key users b) Conduct Statewide training of 1,000 users	a) August 2012 b) June 2013	IT, Districts, Surveys, Vendor
5	Document Retrieval System (DRS)	a) Develop Draft Deputy Directive for Identify and implement uses of DRS b) Implement API, GIS interface c) Support and maintain	a) June 2013 b) December 2012 c) June 2013	b) Division of TSI
6	Continuous Improvement of Division procedures:  Collect and track as-built plans  Work with districts to reduce backlog	a) Provide quarterly report b) Complete 98% of 12 year backlog from each District c) Produce microfilm d) Cleanup/update as-builts	a) Quarterly b) June 2013  c) June 2013 d) June 2013	
7	CADD/GIS Application Development and Support	a) Implement VA study recommendations b) Complete and validate meta data files for all Eng. related data sets	a) May 2013 b) June 2013	a) TSI
8	Train staff statewide in CADD: a) MicroStation b) Geographic Information Systems (GIS) c) GIS Spatial Analyst d) DRS Administration	Training courses to be delivered: a) MicroStation - 25 b) ArcGis/WMS - 3  c) GIS Spatial Analyst - 2 d) DRS administrator - 2	a) June 2013 b) June 2013  c) June 2013 d) June 2013	
9	Augment Operating Expense funds for the procurement of equipment for Capital Outlay Support personnel statewide for technology refresh	Develop and process FSR	June 2013- Once project is on the IT concept approved list.	COS, IT
10	Participate as panel member for AASHTO and National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research proposals: a) AASHTO- Joint Technical Committee on Electronic Engineering Data- Phase 1 Develop, publish, and maintain standards for sharing highway electronic engineering data. Phase 2. Develop and publish guidance related to the sharing of engineering data  b) NCHRP PANEL Project D-15- Developing Guidelines for GPS (Geographical Positioning System) Controlled Construction Machine Guidance.	a) June 2013   b) June 2013	AASHTO

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
11	Equipment procurement for Capital Outlay Support personnel statewide for technology refresh	a) Prepare purchase orders and procure equipment.	a) June 2013	COS
12	Investigate Active Directory Infrastructure and Iplot server upgrade	Make recommendation on cost and implementation for 2012 budget	December 2013	Division of IT
13	Engineering GIS data	a) Develop Engr. GIS data library and Project Descriptions b) Evaluate future applications for statewide application to improve mobility of GIS data	a) December 2013 b) May 2013	b) IT
14	Statewide metadata standards	a) Collaborate with other functional units on standardizing metadata b) Collaborate with CT GIS standards	April 2013	a) COS, TSI, CaTA b) Surveys
15	GIS map for Highway Design Manual	Develop state map for displaying Transportation Management Area (TMA) boundaries	November 2012	Office of Geometric Design Stds
16	Sea Level Rise	Develop coastline sea level rise map.	April 2013	Division of Transportation Planning
17	GIS application for footprint of aerial photographs	Integrate aerial photos within GIS	January 2013	Division of Photogrammetry
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
18	Provide technical expertise to districts	Deliver timely advice and guidance that meets or exceeds customer needs	On call as needed	
19	Miscellaneous Activities for the Office	a) Activities completed on schedule b) Activities related to Division of Design 2008 Employee Survey Action Plan	Underway, ongoing	
20	Continuous Improvement of Design policies, procedures and practices (Includes routine coordinating and consulting with other divisions)	a) CTAC, DRS, GIS Coordinator, Geospatial committee b) Software development, installation, testing, reporting to developer, documentation	a) Ongoing b) Ongoing	Consultants, other Divisions
21	Vacation/Sick Leave/Furloughs			

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>COOPERATIVE AGREEMENTS</b>				
<b>Activities leading to Deliverables</b>				
1	Procedure and Guidelines for Coop "RISK" Review Process (GFG)	a) Finalize & Rollout statewide	a) August 2012	Division Chiefs
2	Develop PACT 2.0 Language Library (Initiated Oct 2011) (CT)	a) Identify and Define components of new Template. b) Revise and Consolidate Language. c) Review through CMT d) Review with Districts & Externals	a) September 2012 b) April 2013 c) April 2013 d) September 2013	
3	Develop PACT 2.0 Web based System (CA)	a) Prepare Charter b) Establish web based format, software & framework that meets IT standards. c) Beta Test 30%	a) August 2012 b) October 2012 c) April 2013	
4	HSRA Master (Post PA&ED) Agreement (D/B) & JUMA Master	a) External review & resolve comments D/B Master b) Develop Draft JUMA c) External review of JUMA & resolve comments d) Fully execute D/B Master & JUMA concurrently	a) Submitted to CHSRA; waiting on return comments. b) On Hold (until comments returned) c) On Hold d) On Hold	DEA, DRW, Legal, Const, DES, HSRA, Maintenance
5	Develop Coop Manual (CT)	a) Complete Draft Coop Manual b) Statewide Review/Comment c) Finalize and release	a) December 2012 b) February 2013 c) June 2013	Office of Project Development Procedures
5a	Update PDPM Chapter 16 et.al. (CT)	a) Statewide Review/Comment b) Finalize and release	a) On Hold (until expert writer service contract approved) b) April 2013	Office of Project Development Procedures
6	Coop Management Team (CMT) Resolution Meetings [Quarterly] (CT)	HQ Policy owners & functional units meet quarterly to discuss changes & improvements to PACT, etc.	a) July 2012 b) October 2012 c) January 2013 d) April 2013	
7	Statewide Out-Reach Meetings with Local Partners [bi-annually]	HQ Policy owners & Districts and Local Partners meet via phone conference to discuss changes & improvements to Coops, etc.	a) October 2012 b) March 2013	
8	Standardize Design Build (D/B) HQ Review Process & Best Management Practices (BMPs)	a) Establish HQ & Dist Committee b) Establish Standard Process, BMPs & Exceptions c) Finalize Flowchart d) Finalize Procedures	a) January 2013 b) April 2013 c) May 2013 d) June 2013	DEA, DRW, Legal, Const, DES & Districts
9	Support of FY 2012/13 Division Business Plan Activities: MAIN STREETS	a) Assist LAP in responding to final draft public comments and comments from CT mg't. b) Comment on first draft of Main Streets Implementation materials. (powerpoint and interactive PDF)	a) August 2012 b) October 2012	LAP
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
10	Review and process Cooperative Agreements (MH, RB, LMG)	Move each submittal to next logical step according to guidelines & update database	To assure that at least 80% of all Coops are completed in 60-days or less.	Districts, Legal, Accounting
11	Maintain PACT (CA)	a) Maintain PACT b) Manage Consultants c) Maintain PACT Suggestion List d) Maintain Language Library	Ongoing	

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
12	Language Development (CT)	a) Isolate issue and review policies b) Consult policy owners & users c) Develop draft language & logic d) Review with DMB & PMT e) Submit for Local Partner review f) Resolve comments / present findings g) Incorporate into Coop	Ongoing	Relevant internal and external staff
13	Staff, All-hands, misc. meetings (All)	a) Develop agenda/meeting minutes b) Facilitate bi-annual meetings c) Identify action items d) Resolve action items	Ongoing	
14	Statewide Coop VTCs & Phone Meetings (CT, RB, MH, CA, GFG)	a) Develop agenda/meeting minutes b) Facilitate semi-monthly meetings c) Identify action items d) Resolve action items	Ongoing	
15	Coop Related Reports (GFG, CA, LMG, CT)	a) Director's Monthly Reports b) Statewide Monthly Reports c) Business Plan d) P&I / Office Goals / Accomplishment	Ongoing	
16	Statewide Coop Database (VZ)	a) Administration b) Support/Maintenance	Ongoing	Office of IT Coordination
17	Training Misc. (All)	a) All Hands Safety Meetings b) Sexual Harassment, etc. c) Other mandatory staff requirements	Ongoing	
18	Coop Web Page (LG, VZ, CA, CT, GG, JH, RB, MH)	a) Ensure all Forms are Current b) Ensure all links are active c) Ensure all data is accurate d) Develop new features	Ongoing	Office of IT Coordination
19	Statewide Training (Provided as requested by Districts, or if new products emerge) (All)	a) PACT (Web-Ex & Dist. on-site) b) Statewide Database Guidelines c) Coop Review Procedures d) New developments	Ongoing	
20	Supervisory Duties & Time Requirements (GFG)	a) IDPs b) Staff Development c) Timesheets d) Transition of Office	Ongoing	
21	Vacation/Sick Leave/Furloughs			

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>CTC HIGHWAY APPEARANCES</b>				
	<b>Activities leading to Deliverables</b>			
1	Training/Coaching	<p>a) Develop training presentation materials with R/W (target audience for training is DDD Design, R/W, and Single Focal Point Project Managers).</p> <p>b) Market training to Design Management Board, Right of Way Management Board, and district staff. Look for in-time training opportunities for projects with known acquisition challenges.</p> <p>c) Upon completion of training, survey District to see if training needs were met.</p> <p>d) Analyze feasibility and support for delegation of all HQ DOD activities to the district. Remaining duties would be for process review only.</p>	<p>a) Ongoing</p> <p>b) Ongoing</p> <p>c) Month following training</p> <p>d) June 2013</p>	Division of R/W&LS
2	Track Resolution of Necessity (RON) process performance	<p>Provide Reports to Div of Design Chief</p> <ul style="list-style-type: none"> <li>- # parcels acquired statewide (from Division of Right of Way &amp; Land Surveys)</li> <li>- # RON parcels acquired under consent</li> <li>- # RON Appearance presentations to CTC</li> <li>- # RON Appearances with CTC action</li> </ul>	Quarterly	Division of R/W&LS
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
3	Resolutions of Necessity (RON) Appearance preparation and presentations to California Transportation Commission (CTC)	<p>a) Facilitate and promote the districts' efforts to secure RON Appearances from CTC.</p> <p>b) Participate in Condemnation Panel activities. Represent Design in Condemnation Panel Review meetings in the districts.</p> <p>c) Provide oversight for district preparation of draft PowerPoint presentations to CTC.</p> <p>d) Provide oversight for district preparation of draft presentations to City Councils and County Board of Supervisors.</p>	<p>a) Ongoing</p> <p>b) Ongoing</p> <p>c) Ongoing</p> <p>d) Ongoing</p>	Division of R/W&LS
4	Continuous improvement of Resolutions of Necessity presentations process	<p>a) Evaluate instructional guidance and templates posted on web, intended to help districts standardize development of draft presentations for the CTC. Update or enhance as needed.</p> <p>b) Post on intranet and internet.</p>	<p>a) Ongoing</p> <p>b) Ongoing</p>	
5	Provide Subject Matter Expert guidance to the districts	Most return calls made within one working day.	Ongoing	
6	Miscellaneous Activities for the Office	Activities completed on schedule.	Ongoing	

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>ENCROACHMENT EXCEPTIONS</b>				
<b>Activities leading to Deliverables</b>				
7	Deliver Training Courses	a) Participate in PE Academy and Engineering Your Utilities training.  b) Evaluate and update PowerPoint slide show training on Encroachment Exception website.	a) Ongoing  b) Ongoing	a) Office Project Development Procedures
8	Implement Value Analysis Study (May 2006) recommendations for streamlining the process of underground utility verification and subsurface asset management by promoting use of dedicated utility engineering work groups	a) Facilitate statewide Utility Engineering Workgroup workshops with districts to share development strategies & lessons learned. Post pertinent information on intranet. b) Promote Subsurface Utility Engineering (SUE) pilot with Geophysics and Geology Branch of DES through Virtual Design Construction Team. c) Work with R/W&LS and districts to assure Subsurface Asset Management Interface Tool (SAMIT) meets our needs and to keep mgmt apprised through periodic updates to Design Management Board (DMB), R/W Mgt Board & Project Delivery Advisory Committee (PDAC).	a) Quarterly  b) Ongoing  c) Semi-annually	Division of R/W&LS  Division of Engineering Services, Geotechnical Services
9	Promote efficient access and stewardship of subsurface data (Outcome of the May 2006 Value Analysis Process Review of Discovery of Utility Facilities for Project Delivery Use). This can be accomplished through promotion of the development of a GIS interface tool to provide access to various existing data sources.	a) Manage FSR development with Yeong Vardenaga, IT PMO, as part of the Chief Engineer's Commitment to Innovation Contract. a2) As FSR was unable to find an off the shelf IT solution due to the complexity of existing roadway design software, an Administrative Pilot is proposed in D11. The pilot will test if the Bentley Microstation v8i upgrade along with other Bentley products might be able to provide an acceptable level of SAMIT functionality. b) If SAMIT progresses to development stage, draft Deputy Directive requiring District and HQ staff to collect, populate, and provide stewardship of databases from which SAMIT will interface.	a) FSR completed 06-12-12  a2) TBD based on D11 and Office of CADD staff's availability to develop the pilot.  b) Initiate after a2) in process. DD to be finalized and distributed just prior to roll out of SAMIT	Division of R/W&LS  Utility Engineering Workgroup  IT & Transportation System Information
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
10	Provide Subject Matter Expert guidance to the districts	a) Review and process encroachment exception request submittals in a timely manner. Return calls made within one working day. Target formal memo responses for within 5 working days of receipt of a complete submittal.  b) Continue to track, in office database, the number of requests submitted by districts (including tracking of incomplete submittals, processing time for DOD review, and total number of exceptions processed through completion).	a) Ongoing  b) Report Quarterly	

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
11	Increase efficiency of district interaction with Office of Encroachment Exceptions	<p>a) Evaluate instructional guidance material provided to the districts via web intranet to insure information is clear and current. Update and post as needed.</p> <p>b) Revise and deliver to editor, Project Development Procedures Manual (PDPM) Chapter 17 &amp; Appendix LL. Existing Appendix LL includes policy information that will be merged into Chapter 17. Also changes to Government Code terminology will be reflect by removal of "high and low risk" references, to the current "high priority" terminology.</p> <p>c) Evaluate Encroachment Permit Ch 600 review for consistency with HDM &amp; PDPM requirements  c1) Review Ch 600 for inconsistencies  c2) Draft proposed edits and collaborate with EAG  c3) Submit recommended edits to Permit Manual editor</p> <p>d) Evaluate Encroachment Permit Manual Ch 300 for consistency with HDM &amp; PDPM requirements  d1) Review Ch 300 for inconsistencies  d2) Draft proposed edits and collaborate with EAG  d3) Submit recommended edits to Permit Manual editor</p>	<p>a) Ongoing</p> <p>b) October 2012</p> <p>c1) Pending b)  c2) Pending b)  c3) Pending b)</p> <p>d1) Pending b)  d2) Pending b)  d3) Pending b)</p>	<p>a) Encroachment Advisory Group (EAG)</p> <p>b) Office of Project Development Procedures</p> <p>c) Division of Traffic Operations</p> <p>d) Division of Traffic Operations</p>
12	Review Applicable Legislative Bills	Complete bill analyses, as needed	a) As needed	Legislative Affairs
13	Coordinate development of guidance for encroachment installations of discretionary items	<p>a) Promote adoption of discretionary item siting requirements.</p> <p>b) Work with Coordinators/Reviewers as they finalize HDM guidance for acceptable geometric requirements associated with installations of discretionary green energy infrastructure (photovoltaic, biogas pipeline, wind energy, etc.). Linkages with Permit Manual and/or Airspace Lease guidance.</p> <p>c) Work with R/W&amp;LS on Airspace Lease template that would be suitable for use with sustainable energy infrastructure.</p>	<p>a) August 2012</p> <p>b) March 2013</p> <p>c) as needed</p>	<p>Design Coordinators</p> <p>Office of Geometric Design Standards</p> <p>Division of Traffic Operations - Permits</p> <p>Division of R/W&amp;LS</p>
<b>PROFESSIONAL LICENSING ASSISTANCE</b>				
<b>Activities leading to Deliverables</b>				
14	Update the Transportation Engineer Civil Rotation Program Guidelines	<p>Statewide process review on district use of Rotation Program completed. Summary of findings and proposals for follow-up actions has been provided to Chief.</p> <p>a) Provide expanded proposals for Chief in the form of a Decision Document with implementation strategies. Some proposals may impact the hiring source unit and funding. Coordinate with the Workforce Retention Committee to vet options for implementation</p>	a) March 2013	
15	Develop implementation mechanisms in coordination with TOPSS staff to place professional license training courses offered by vendors into the Learning Management System (LMS)	<p>a) Make recommendations on LMS reference fields for professional license review courses as potential replacement of current Option Form process for tracking employee use of Licensing Assistance Program - TOPSS staff is the lead.</p> <p>b) Work with TOPSS staff to include license review courses through LMS. Two-tiered approval process desired: 1) by student's supervisor, 2) by DOD's Professional Licensing Assistance staff, and 3) course completion/certification by Division staff (self-certification not acceptable) - TOPSS staff is the lead</p>	a,b) Report quarterly on any activities with TOPSS Staff	Staff Central E-FIS

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
16	Administer Licensing Assistance Program that reimburses staff seeking professional licensure through training courses by vendors	Report on expenditures for courses: a) Civil Engineer 8-Hour Review b) Seismic Review c) Surveying Review d) Land Surveyor Review e) Electrical Engineer Review f) Mechanical Engineer Review g) Structural Engineer Review h) Traffic Engineer Review i) Fundamental Engineering/ Engineer-in-Training Review j) Land Surveyor-in-Training Review k) Landscape Architecture Review l) Geotechnical Engineering Review m) Geologist Review n) Certified Engineering Geologist Review	Quarterly	Landscape Architecture Program (CPSD)
17	Provide Subject Matter Expert guidance to the districts	a) Department point on issues related to the Board of Professional Engineers & Land Surveyors  b) Monitor professional license compliance, report discrepancies to supervisors, managers, Personnel, and Labor Relations, as appropriate  c) support of TOPSS efforts to correct compliance reports and automated notifications through Lotus Notes	a) As needed  b) Quarterly  c) As needed	Staff Central
18	Review Department's policies and guidance for compliance & consistency with statutes	Begin with the PDPM and the Business and Professions Code a) Revision submitted for PDPM edit for inclusion of "draft incomplete" on documents that have not been signed and sealed.	May be multi-year activity a) Will provide quarterly status until change has been implemented	
19	Promote use of Licensing Assistance Program for professional development of unlicensed staff in engineering, landscape architecture, and technician classifications	Look for outreach opportunities with district training coordinators, recruitment staff, district training officers, newsletters, articles, etc.	<i>ON HOLD UNTIL DEPARTMENT BEGINS HIRING</i>	
<b>RESOURCE CONSERVATION</b>				
<b>Activities leading to Deliverables</b>				
20	Develop webpage for Sustainability in the Department.	a) Draft language for revisions b) Circulate for review c) Address comments and finalize d) post on web & market (DMB)	a) October 2012 b) December 2012 c) February 2013 d) March 2013	
21	Monitor and report on Department's compliance with Surface Mining and Reclamation Act and Department of Resource Conservation partnering.	a) Update information on Department's mines and district coordinators b) Confer with Department of Conservation on any SMARA issues that arise c) Develop a SMARA website	a) September 2013 b) September 2013 c) December 2013	Division of Construction and Division of Environmental Analysis

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
22	Respond to partner and legislative proposals regarding use of recycled materials and products. Evaluate how to promote approved recycled content products for use in the Department's project delivery.	a) Work with technical subject matter experts to respond to inquiries about using recycled materials & products b) Maintain internet website with policy, guidance, tools, templates and contacts	a) Ongoing  b) Update quarterly or as needed	
23	Monitor and report on Department's use of recycled materials as required to meet legislated mandates a) Public Resources Code (PRC) 42889.3 (Senate Bill 876) requires annual report to the legislature  b) PRC 42872.5 (Senate Bill 1346) requires listing on public-accessible website  c) PRC 42926 (SB 1016) supersedes PRC 42926 (Assembly Bill 75) requires Caltrans to comply with minimum landfill waste diversion rate of 50 percent.  d) Department crumb rubber usage as related to PRC 42703 (Assembly Bill 338, Levine)	a) Report on the Department's Use of Waste Tires  b) Post on web: list of Department's Rubberized Hot Mix Asphalt (aka Rubberized Asphalt Concrete) projects over the past 5 years  c) Assist districts and HQ in their electronic submittal of reports on waste diversion from landfills of debris from office facilities and construction projects to Department of Resources, Recycling and Recovery (CalRecycle), for compliance  d1) Provide 2010-2011 findings to Div. of Pavements d2) Determine previous year percentage RHMA usage d3) Report to Districts and Query District for future years RHMA & HMA projections d4) Provide d2) findings to Division of Pavement Management	a) Annually by January 1  b) Annual web posting by April 1  c) Annual report due by May 1  d1) Oct. 2012 d2) May-2013  d3) June-2013  d4) October-2013	Division of Engineering Services  Division of Maintenance and Operations - Pavements
24	Update Construction Evaluated Work Plan (CEWP)	a) Track submittals of reports for CEWP and provide submittal status to Chief, Division of Design  b) Provide reports to FHWA	a) Quarterly  b) As delivered	FHWA
25	Support of FY 2012/13 Division Business Plan Activities: MAIN STREETS	a) Assist LAP in responding to final draft public comments and comments from CT mg't. b) Comment on first draft of Main Streets Implementation materials. (powerpoint and interactive PDF)	a) August 2012  b) Oct 2012	LAP
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
26	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	
27	Support Training Course Development	Partner with CalRecycle and their consultants to educate districts on the use of recycled content products in transportation engineering applications	As available	
28	Provide Subject Matter Expert guidance to the districts	Most return calls made within one working day	Ongoing, as needed	
29	Review Applicable Legislative Bills	Complete bill analyses, as needed	As needed	
30	Vacation/Sick Leave/Furloughs (All 4 Offices)			

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>DISTRICT COORDINATORS</b>				
<b>Activities leading to Deliverables</b>				
1	DIB 80 Guidance Update	a) Draft review	a) Dec 2012	DOD- Geometrics
2	Process Review (All DCs): Evaluate Statewide consistency for Advisory and Mandatory Design Exceptions.	Quarterly updates to Division Chief	Quarterly	HQ DOD District Design
3	Support of FY 2012/13 Division Business Plan Activities: MAIN STREETS	a) Assist LAP in responding to final draft public comments and comments from CT mg't. b) Comment on first draft of Main Streets Implementation materials. (powerpoint and interactive PDF)	a) August 2012 b) Oct 2012	LAP
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
4	Assist with Delivery of Highway Route Matters	Review as needed.	As needed	Office of PDP
5	Provide technical expertise	a) Provide Design Exceptions, perform other HQ approval activities (RAC, PCR, Value Analysis, etc.) b) Communicate and encourage best practices: (Design Information Bulletins 78 (Design Checklist), 79 (RRR Design Criteria), 81 (Cap M), 82 (Americans with Disabilities Act), 85 (Materials Staging), Qlty control/ quality assurance on cost estimating c) Meetings for design guidance and improvement (e.g. DMB, Traffic Management meetings, Think Tank, etc.)	a) Ongoing b) Ongoing c) Ongoing d) Ongoing	
6	Support Office of Project Development Procedures	a) Coordinate with Office of Project Development Procedures to review Chapter 21 of PDPM, and resolve comments from draft circulation. b) Improve FA process/evaluate pink sheet c) Develop 3 yr plan to verify & update list of Rte. Matters d) Implementation of FHWA Record of Involvement	a.) June 2013 b) Ongoing c) Ongoing d) Ongoing	
7	HSR Coordination (Chris)	a) Status meetings	a) Ongoing	PD Divisions HSRA
8	Miscellaneous Activities for the Office	Activities completed on schedule.	a) Ongoing	
9	Vacation/Sick Leave/Furloughs			

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>GEOMETRIC DESIGN STANDARDS</b>				
<b>Activities leading to Deliverables</b>				
1	HDM Update: Review Terminology related to "Standards"	a) Review HDM text b) Meet with DC's to obtain their input c) Create draft text d) Circulate draft to DOD Office Chiefs for comments e) Resolve comments & create final draft document f) Resolve comments & edit Draft Document for DOD, DMB, Legal, FHWA Final Review g) Circulate Draft Document to DOD, DMB, Legal, FHWA for Final Comments h) Resolve comments & create Final Draft Document i) Obtain Div Chief approval j) Obtain FHWA concurrence k) Place on website & provide notification	a) September 2012 b) September 2012 c) October 31, 2012 d) November 2012  e) November 2012 f) December 15, 2012 g) December 15, 2012  h) January 2013 i) February 2013 j) February 2013 k) February 2013	Division IT Support  Office of Highway Drainage Design
2	HDM Update: Safety Edge	a) Circulate Draft Document to DOD, DMB, Legal, FHWA for Final Comments b) Resolve comments & create Final Draft Document c) Obtain Div Chief approval d) Obtain FHWA concurrence e) Place on website & provide notification	TBD (est. 4 to 6 weeks)	Divisions of Maintenance (Pavements)  Division IT Support  Office of Highway Drainage Design
3	Support Landscape Architecture Program update of the Main Streets Guide	a) Assist LAP in responding to final draft public comments and comments from CT mg't. b) Comment on first draft of Main Streets Implementation materials. (powerpoint and interactive PDF)	a) August 2012 b) Oct 2012	Landscape Architecture Program
4	Update Design Guidance per DD-64 R1 (Complete Streets)	a) Review DIB's 78 & 79 and SPI Memorandum and Create Draft Changes b) Circulate Draft Documents for DOD Review and Comments c) Begin Resolving Comments d) Circulate Final Draft Document for Departmental & Partner Review and Comments, as needed e) Begin Resolving Comments f) Obtain Div Chief approval g) Obtain FHWA concurrence h) Place on website & provide notification	a) Dec 31, 2012 b) Jan 2013 c) Feb 2013 d) March 2013 e) May 2013 f) June 2013 g) June 2013 h) June 2013	Office of Highway Drainage Design  Division of Maintenance (Pavements)  Division IT Support
5	ADA Settlement Agreement Required Actions	Update PDPM: a) Provide draft changes to PDPM Editor b) Agree upon schedule for changes	a) August 2012 b) September 2012	Project Development Procedures  Division IT Support
6	Strategic Highway Safety Plan (SHSP) Challenge Area 5: Ref. #5.06 - Improve and update highway design and operational policy, standards, and practices to reflect safety-related lessons learned and research findings.	TBD	TBD	Division of Traffic Operations
7	Proactive 2 & 3 Lane Safety Program Development	a) List HDM Updates Needed b) Draft of HDM text for updates	TBD in coordination with Division of Traffic Operations	Division of Traffic Operations  Office of Highway Drainage Design

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
8	Strategic Priorities	Review Design and Maintenance publications for worker safety guidance.		Divisions of Human Resources and Maintenance
9	Update Design Information Bulletin (DIB) # 80: Roundabouts	a) Complete draft updated document b) Circulate Final Draft Document for Design Management Board Review and Departmental Partner Comments c) Resolve comments d) Obtain Division Chief approval e) Obtain FHWA concurrence f) Place on website & provide notification	a) Dec 2012 b) Dec 2012  c) Dec 2012 d) Jan 2013 e) Jan 2013 f) Jan 2013	Division of Traffic Operations  Division IT Support
10	Create DIB: " Bridge Rail Development, Design and Selection Guidelines for Highway Projects"	a) OGDS Review Draft & Comment b) Resolve comments with Author c) Circulate Final Draft Document for Review and Comments d) Obtain Div Chief approval e) Obtain FHWA concurrence f) Place on website & provide notification	TBD upon delivery of draft document by DES-OE	Division of Engineering Services-SD  Division IT Support
11	Retire DIB # 77: Interchange Spacing	a) Incorporate design guidance into HDM b) Assist Office of Project Development Procedures incorporate into PDPM	a) June 2013 b) June 2013	Project Development Procedures
12	Update OGDS Internet and Intranet Web Sites	a) Create website content b) Develop website c) Website activated for use	a) April 2013 b) June 2013 c) June 2013	Division IT Support
13	Training: <u>Development &amp; Implementation</u> a) Americans with Disabilities Act (ADA) Training  b) "Bicycles on the Roadway" Training  c) FHWA Local Agency ADA Training  d) HDM Complete Streets Training	a) Support District training plans b) Deliver training statewide c) TBD - pending FHWA request(s) d) Support District training plans	a) Offered statewide on an as-needed basis. b) Offered statewide on an as-needed basis. c) As requested by FHWA d) Offered on as needed basis	
14	Support of FY 2012/13 Division Business Plan Activities to improve project delivery and quality	Service to other Offices in Division: a) Highway Drainage Design > Updates to HDM Chapters b) Project Development Procedures > Revisions to the PDPM > Project Engineer Academies > IQA Implementation Pilot c) Landscape Architecture Program > Updates to HDM Chapter 900 d) Landscape Architecture Coordination & Planning > Roundabout Landscaping guidance; see DIB 80 update > Updates to HDM Chapter 900 e) High Speed Rail > Technical Staff Support > Technical Advisory Committee f) Support implementation of Caltrans Program Review	a) As needed b) As needed  c) As needed d) As needed  e) As needed f) As needed	Identified under Deliverables

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
15	Support of FY 2012/13 Corporate Headquarters activities to improve project delivery and quality	<u>Service to other HQ Divisions:</u> a) DES-SD > Earth Retaining Systems Committee (ERSC) > Bridge Rail Policy Committee b) Division of Maintenance - Pavement Program > HDM changes to Chapters 600 to 670 c) Maintenance & Operations - ADA Program Mgr > ADA Technical Committees d) Division of Maintenance > Maintenance Leadership Academy e) Human Resources > Safety & Health Advisory Subcommittee f) Mass Transit > Bus Rapid Transit Implementation g) Traffic Operations > Intersection Safety Team > Tech Adv. Committee to update guidance on designing intersections h) Legal > Tort Case Support > Lawsuit Support i) Civil Rights > ADA design expertise j) Right of Way > Subdivision Map Act Team k) Transportation Planning > Complete Streets Implementation Steering and Technical Advisory Committees l) Local Assistance > California Bicycle Advisory Committee (CBAC)	As needed	Identified under Deliverables
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
16	HDM Editor Responsibilities	a) Capture Change Proposals & Manage Change Process b) Document Changes c) Obtain Approvals d) Release Updates	Ongoing	Various
17	Design Reviewer service to districts and regions to improve project delivery and quality	Provide technical assistance and Manage On-call Contract for Roundabout Engineering Services	Ongoing	Districts and Regions  Design Coordinators
18	Support district implementation of 2010 Contract Standards (Standard Plans & Specifications)	Provide technical expertise to districts.	As needed	Division of Engineering Services-Office Engineer
19	Metric to English Transition	Monitor the delivery of the remaining 13 Metric Projects until they are advertised for construction on the State Highway System.	Ongoing	
20	AASHTO & TRB Activities	<u>AASHTO:</u> 1) Technical Committee on Geometric Design 2) Technical Committee on Roadside Safety 3) Support Division Chief Activities on SCOD <u>TRB:</u> 1) NCHRP Project 15-39 2) NCHRP Project 15-41 3) NCHRP Synthesis 20-05/Topic 42-04 4) NCHRP Project 03-102	As needed	Division of Research and Innovation

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
21	Research: Update policy and design guidance based on research by others.	Review research performed by others for innovation and policy changes.	As needed	
22	Office Management	1) Daily Supervisory & Office Manager Activities 2) FY 12/13 Business Plan Monitoring 3) Develop FY 13/14 Business Plan	1) As Needed 2) As needed 3) As needed	
23	Vacation/Sick Leave/Furloughs			
<b>HIGHWAY DRAINAGE DESIGN</b>				
<b>Activities leading to Deliverables</b>				
1	Update Fish Passage Guidance Document	Revision to reflect changes to DFG Stream Restoration Manual and revised DFG Passage Criteria	January 2013	Environmental Div.
2	Update Chap 860 to include info. From FHWA's HEC-15 & HEC-22	Updated guidance related to the hydraulic design of roadside channels and acceptable means of providing channel erosion control.	April 2013	
3	Develop guidance document - Environmentally Sensitive Stream Bank Protection Measures (ESSBPMs)	a) Field studies - Evaluate performance data & durability, maintenance requirements. Develop new measures. To be augmented with contract resources b) Provide updates to departmental guidance and standards for biotechnical stream bank measures	a) Ongoing b) December 2012	Landscape Architecture
4	Provide technical assistance to RDS Committee for drainage related elements	Assist with development of training related to drainage component of RDS for both journey & expert level users. Review product, respond to user inquiries	As-needed	Office of CADD
5	Update Pipe Standards	Revised Specifications and Guidance: pipe joint classification, pipe structural backfill requirements and minimum profile requirements for corrugated HDPE pipe.	Ongoing	Div. of Eng. Serv.-OE, Structures Design, METS, Geotech. Serv.
6	Drainage Related Training	a) On-the-job-training - Generate module for Advanced Hydrology (Hydrographs) b) Deliver 4 NHI classes	a) October 2012 b) Jan - March, 2013	
7	Forensic Analysis of Pipe Performance	Collaborate with METS to: a) Develop strategy for field assessment of selected facilities b) Begin field studies	a) August-Sept. 2012 b) ongoing	Division of Maintenance and Operations, METS
8	Update Guidance on Floodplain Considerations reflective of revised regulatory criteria - including Senate Bill 5, USACE 208/408 and FHWA/FEMA regulations.	a) Coord. w/CVFPB & DES-Struct. Des. On process & procedures b) Guidance complete	a) October 2012 b) May 2013	
9	Develop new SSP's	Finalize development and submit to DES-OE backlog of SSP's . Approx. 10 SSP's to process.	Process roughly 1/month	DES-OE, Construction
10	New Product Reviews Assess drainage-related new product submittals for possible adoption into departmental Standards	Assess drainage-related new product submittals for possible adoption into departmental Standards a) DuroMaxx Pipe b) Sekisui Liner c) Troliner Products (3) d) Fusible PVC	a) Mar. 2013 b) Nov. 2012 c) Dec. 2012 d) Sept. 2012	METS, DES-Structures, Construction

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
11	Collaborate with DES-Geotech. Svc's on conversion of pipe backfill standards and specifications to standardized classification system compatible with AASHTO	a) Generate draft recommendation b) Provide internal/external coordination c) Generate specifications d) Revise Std. Plans e) Revise HDM	a) September 2012 b) Sept. - Dec. 2012 c) Feb. 2013 d) March 2013 e) May 2013	DES-Geotech. Svcs. & Structures Design, Div. of Construction
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
12	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	Division of Engineering Services-OE
13	Contribute toward Department's Integrated Climate Change Strategy	Provide expertise and input as requested by Planning and Modal Programs regarding adaptation components of the Departmental Climate Change Strategy	Ongoing	Division of Planning and Modal Programs
14	Provide Technical Expertise to Districts	Delivery of timely advice and guidance that meets or exceeds customer needs	As needed	
15	AASHTO Commitments: a) Technical Committee on Hydrology & Hydraulics b) Subcommittee on Materials c) Pipe Task Force	a) Attend Spring & Fall Mtgs & modify Chap. 4 MDM b) Review/Comment on pipe Material Specifications c) comment/participate in Pipe Task Force	a) On-going  b) As Needed c) As Needed	AASHTO
16	Miscellaneous activities for the office	Various drainage and office management activities a) HDM update editing b) Office Management c.) Updates to 2010 Standards	As needed	Various
17	Vacation/Sick Leave/Furloughs			

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>PROJECT DEVELOPMENT PROCEDURES</b>				
<b>Activities leading to Deliverables</b>				
1	Provide advice and clarification on Project Development Procedures Manual procedures.	a) Answer district & HQ inquiries; research if necessary b) Legislation analysis of non-project specific bills	a) As received b) As received	
2	Deliver Highway Route Matters - CTC agenda items & freeway agreements	a) Prepare and deliver CTC agenda items (Rte Adoption, NPRC, Relinq) (CS & CO) b) Freeway Agreement review and execution (CS & CO) c) Review of Cooperative Agreements for relinquishments (support PACT) (CS) d) Prepare report for PDAC (CS) e) Improve FA process: evaluate pink sheet (CS) f) Improve FA process: create online tutorial for Fwy Agmt (CS & CO) g) Increase effectiveness of Rte Mtr to PDAC: work with DesCoor to use PID 3-yr plan to verify & update list of Rte Matters, and to resolve Rte Mtrs earlier. (CS)	a) Monthly b) As received c) As received d) Monthly: see S:\PDP\Route matters quarterly status all districts e) September 2012 f) February 2013 g) Quarterly	Division of Engineering Services - Coordinators  Division of Design Reviewers
3	Update the Project Development Procedures Manual (PDPM)	a) Update Chapters 21, 9 & Appendix BB for design exception procedures (DesCoor/GB) b) New Appendix T & Chapter 9 - 119 Program PID (GB) c) Chapter 10 & 14 Every Day counts (GB) d) Manage professional writing contract e) Execute PDPM status mtg with Mgmt	a-1) Circulate Sept 2012 a-2) Publish June 2013 b) Publish June 2013 c) Publish June 2012 d) Ongoing e) monthly	Design Coordinators
4	Update the PDPM to implement PID streamlining (PSR-PDS) changes to the PR phase, including approval and programming funds for PS&E, Construction, and R/W.	a) Update Chapter 10 - Formal Project Studies (PS) b) Update Appendix K - Preparation Guidelines for Project Report c) Update Chapter 12 - Project Approvals and Changes to Approved Projects	a) Publish July 2012 b-1) circulate Sept 2012 b-2) Publish December 2012 c) Publish July 2012	
5	Update the PDPM to incorporate information on IQA	a) Update Chapter 8 - Overview of Project Development (AL/GB)	Circulation Sept 2012 Publish Dec 2012	
6	Update the PDPM to correct information about programming projects	a) Update Chapter 4 - Programming (GB) b) Update Chapter 9 - Project Initiation	a-1) Circulation October 2012 a-2) Publish November 2012 b-1) Circulation October 2012 b-2) Publish November 2012	
7	Update the PDPM to incorporate information from McKim letter and DIB 77	a) Update Chapter 27 - New Public Road Connections (PS)	Circulation December 2012 Publish April 2013	
8	Update the PDPM to correct information and implement new chapter format	a) Update Chapter 16 - Cooperative Agmts (CT/GB) b) Update Chapter 17 - Encroachments in Caltrans' Right of Way (PR/GB)	a-1) Circulate Feb 2013 a-2) Publish May 2013 b-1) Circulate March 2013 b-2) Publish June 2013	
9	Update the PDPM to include a chapter about transportation planning	a) New Chapter 5 - Transportation Planning (PS)	Circulation September 2012 Publish November 2012	

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
10	Update the PDPM to incorporate information on risk management	a) Update Chapter 8 - Overview of Project Development (all GB) b) Update Chapter 9 - Project Initiation c) Update Chapter 10 - Formal Project Studies d) Update Appendix K - Preparation Guidelines for Project Report e) Update Appendix L - Preparation Guidelines for Project Study Report	a-1) Circulation October 2012 a-2) Publish December 2012 b&c-1) Circulate Feb 2013 b&c-2) Publish April 2013 d&e-1) Circulate Jan 2013 d&e-2) Publish March 2013	
11	Update the PDPM to correct information about roles and responsibilities and implement new chapter format	a) Update Chapter 2 - Roles and Responsibilities (GB)	Circulation February 2013 Publish June 2013	
12	Update the PDPM to implement new chapter format & clarify issues	a) Update Chapter 24 - Freeway Agreements (CS)	a) Circulate Dec 2012 b) Publish March 2013	
13	Update the PDPM to correct information about landscape architecture and implement new chapter format	a) Update Chapter 29 - Landscape Architecture (GB/GB) b) Update Appendices K, L & AA (GB/GB)	a) Circulation June 2013 b-1) Circulate February 2013 b-2) publish May 2013	
14	Support of FY 2012/13 Division Business Plan Activities: MAIN STREETS	a) Assist LAP in responding to final draft public comments and comments from CT mg't. (PS) b) Comment on first draft of Main Streets Implementation materials. (powerpoint and interactive PDF) (PS)	a) August 2012 b) Oct 2012	LAP
15	Deliver proactive training to create an effective and efficient workforce	Provide Engineering oriented Training a) Rehabilitate Project Engineer Academy (PEA) to improve & enhance content delivery (MR) b) Beta test re-habilitated PEA (MR) c) Deliver PDP on-line course to DES staff. (RD) d) Deliver remaining NHI courses (RD & MR) e) Administer & execute contracts (RD & MR)	a) June 2013 b) March 2013 c) monthly d) November 2012 e) on-going	Division of Design Offices, District Design staff

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
16	Continuous improvement of Design policies, procedures and practices. Quality Management Policy (QMP)	<ul style="list-style-type: none"> <li>a) Policy development &amp; Implementation (AL) <ul style="list-style-type: none"> <li>a-1) circulate draft DD &amp; supporting material</li> <li>a-2) Resolve DOTS comments</li> <li>a-3) Publish</li> <li>a-4) publish handbook to support DD &amp; PDPM</li> </ul> </li> <li>b) QA level Training (MR) <ul style="list-style-type: none"> <li>b-1) Develop modules</li> <li>b-2) Market modules</li> <li>b-3) Monitor use of training modules</li> </ul> </li> <li>c) Data Mgmt tool development (MBH &amp; MR) <ul style="list-style-type: none"> <li>c-1) finish phase 1 tool to record QA level</li> <li>c-2) continue with IT to look at long-term need</li> </ul> </li> <li>d) Marketing (AL) <ul style="list-style-type: none"> <li>d-1) execute video of Dir, Dep Dir, &amp; Chief Eng</li> <li>d-2) publish Project Delivery Notes</li> <li>d-3) Keep district &amp; HQ managers informed</li> <li>d-4) Provide progress reports to DMB, FHWA, Des-Const Partnering teams, ACEC-ICE.</li> <li>d-5) show how IQA perf char &amp; D-C perf Measures are functionally compatible.</li> </ul> </li> <li>e) QA Pilot (AL&amp;MR) <ul style="list-style-type: none"> <li>e-1) executive meeting</li> <li>e-2) Project team trng of 6 teams</li> <li>e-3) Execute QA evaluations</li> <li>e-4) perform 4th phase of IQA pilot</li> <li>e-5) Report findings</li> </ul> </li> <li>f) Manage contract(s) (AL&amp;RD)</li> </ul>	<ul style="list-style-type: none"> <li>a) <ul style="list-style-type: none"> <li>a-1) August 2012</li> <li>a-2) September 2012</li> <li>a-3) October 2012</li> <li>a-4) September 2012</li> </ul> </li> <li>b) <ul style="list-style-type: none"> <li>b-1) September 2012</li> <li>b-2) October 2012</li> <li>b-3) June 2013</li> </ul> </li> <li>c) <ul style="list-style-type: none"> <li>c-1) October 2012</li> <li>c-2) June 2013</li> </ul> </li> <li>d) <ul style="list-style-type: none"> <li>d-1) November 2012</li> <li>d-2) September 2012</li> <li>d-3) monthly</li> <li>d-4) quarterly</li> <li>d-5) December 2012</li> </ul> </li> <li>e) <ul style="list-style-type: none"> <li>e-1) Sept 11-13, 2012</li> <li>e-2) October 2012</li> <li>e-3) Oct 2012-April 2013</li> <li>e-4) April 2013</li> <li>e-5) May 2013</li> </ul> </li> <li>f) monthly</li> </ul>	<ul style="list-style-type: none"> <li>all Proj Delivery Divisions</li> <li>Division of Traffic Operations and Maintenance</li> <li>Division of Planning and Modal Programs</li> <li>District Management</li> </ul>
17	Continuous Improvement of Design policies, procedures and practices	<p>Design-Construction Activities</p> <ul style="list-style-type: none"> <li>a) update performance measures and post on web page (CO)</li> <li>b) present performance measures to DOD &amp; DMB via webinar (CO)</li> </ul>	<ul style="list-style-type: none"> <li>a) quarterly + 5 weeks</li> <li>b) quarterly + 6 weeks</li> </ul>	
18	Continuous Improvement of Design policies, procedures and practices	<p>Document Mgmt</p> <ul style="list-style-type: none"> <li>a) create marketing &amp; training tool re PDD-X on archiving (CO)</li> <li>b) get HQ material into DRS (CO)</li> <li>c) verify any mtl received by HQ is in archive (CO &amp; CS)</li> </ul>	<ul style="list-style-type: none"> <li>a) September 2012</li> <li>b) December 2012</li> <li>c) as received</li> </ul>	
19	Continuous Improvement of Design policies, procedures and practices	<p>Program review</p> <ul style="list-style-type: none"> <li>a) Develop &amp; manage DoD approvals &amp; delegations index (GB)</li> <li>b) Develop &amp; manage FHWA delegations &amp; approval index (GB)</li> <li>c) Prepare Title 6 annual report (PS)</li> <li>d) Implementation of FHWA Record of Involvement (CO &amp; DesCoor)</li> </ul>	<ul style="list-style-type: none"> <li>a) August 2012</li> <li>b) October 2012</li> <li>c) August 2012</li> <li>d) June 2012</li> </ul>	<ul style="list-style-type: none"> <li>a)</li> <li>b)</li> <li>c)</li> <li>d)</li> </ul>
20	Continuous improvement of other divisions' policies, procedures and practices - Div Trans Planning	<p>PID Program Process Improvement</p> <ul style="list-style-type: none"> <li>a) Participate on the PID program committees (PS)</li> <li>b) Participate on team to rebuild PID WBS &amp; add to WFTM (CO)</li> <li>c) PID IQA pilot (AL)</li> </ul>	<ul style="list-style-type: none"> <li>a) 2nd &amp; 4th Monday each month</li> <li>b) semi-monthly meetings</li> <li>c) semi-monthly meetings</li> </ul>	<ul style="list-style-type: none"> <li>a) Division Trans Planning-OPPC</li> </ul>
21	Continuous improvement of other divisions' policies, procedures and practices	<p>Task Mgmt (CO)</p> <ul style="list-style-type: none"> <li>a) PM's WSG improvements: <ul style="list-style-type: none"> <li>a-1) EDC-Prelim &amp; Final design review of WBS codes</li> <li>a-2) Life cycle cost &amp; asset mgmt: evaluate PID &amp; PR guidance for opportunities to incorporate LCC &amp; Assets Mgmt into project decision making.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) monthly meetings <ul style="list-style-type: none"> <li>a-1) June 2013</li> <li>a-2) June 2013</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a1) DPM</li> <li>a2) all other Proj Delivery Div</li> </ul>

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Specific Target Dates</b>	
22	Miscellaneous Activities for Division	a) Meeting room scheduling b) TECs c) Paychecks d) Transits tickets, monthly & daily e) data entry f) Records Management Annual Report g) other tasks as needed	a) as requested b) weekly c) monthly d) monthly & daily e) as requested f) Sept 2012 g) as requested	
23	a) Employee training	a) Training of team for skill, knowledge, abilities	a) As requested	
24	Miscellaneous Activities for Office	a) Business Plan Updates b) Meetings, Office Team, Division Mgmt, All EE, Safety c) Team Building Activities d) IT related issues e) Succession Planning	a) Quarterly b) Monthly or as needed c) As needed d) As needed e) As needed	
25	Vacation/Sick Leave/Furloughs	assumed 0.15PY per Person on board.		
<b>SPECIAL PROJECTS</b>				
<b>Activities leading to Deliverables</b>				
1	Manage Design-Sequencing Program	a) Develop 13th Annual Report b) Develop project narratives (including lessons learned). Share with Design Mgt Board c) Collect data for Final Program Report	a) June 2013 b) As needed c) Ongoing	
2	Develop Innovative Contracting Methods	a) Develop Additive Bidding Policy b) Maintain Innovative Contracting website to share information c) Coordinate High Speed Rail Projects d) Pursue Job Order Contracting Authority e) Facilitate Innovative Contracting Steering Committee	a) June 2013 b) Ongoing c) June 2013 d) January 2013 e) Quarterly	Coordinators
3	Manage Design-Build Demonstration Program	a) Facilitate approval of projects b) Manage Design-Build Program c) Review RFQ and RFP Documents from districts d) Identify and facilitate training e) Develop data collection plan f) Coordinate development of annual reports g) Incorporate Lessons Learned into templates	a) January 2013 b) Ongoing c) As scheduled (DB Status) d) As needed e) January 2013 f) March 2013 g) Ongoing	
4	Manage CMGC Pilot (dependent on passage of AB 2498)	a) Facilitate selection of projects b) Develop Contract Templates and Processes c) Manage CMGC Program d) Review RFQ Documents from districts e) Identify and facilitate training f) Incorporate Lessons Learned into templates	a) June 2013 b) January 2013 c) Ongoing d) As scheduled (CMGC Status) e) As needed f) Ongoing	
5	Support Public Private Partnerships (P3)	a) Support project selection b) Provide Technical Provision assistance to districts c) Create library of sample P3 Documents d) Begin development of performance specifications	a) As requested b) As required c) Ongoing d) June 2013	P3 Program

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
6	Cost-Estimating Improvements	a) Provide support for Major Projects Cost Estimate Reviews (CERs) b) Investigate and import Best Practices c) Convert in-house training module to web-based d) Monitor and update cost escalation data on the web e) Facilitate Quarterly Cost Estimating Forum f) Revise PDDM Ch. 20 to reflect PDD on Supplemental Work/State Furnished Materials g) Complete FHWA Process Review - Supplemental Work/State Furnished h) Develop guidance on estimating DB projects	a) As needed b) Ongoing c) June 2013 d) Quarterly e) Quarterly f) June 2013 g) March 2013 h) June 2013	Engineering Services Construction
7	Administer the Department's Value Analysis (VA) Program	a) Process task orders/pay invoices b) Hold Dist VA Coordinator (DVAC) mtgs c) Develop Annual Work Plan d) Annual Report to FHWA e) Produce Annual Program Assessment f) VA awards program g) Maintain Fiscal Mgt Guide for VA Program h) Provide VA Team Member training i) Continue implementation of VA study retention plan j) Implement FHWA Process Review Recommendations k) Main Streets VA Section	a) Monthly b) Quarterly c) January 1, 2013 d) January 1, 2013 e) February 1, 2013 f) June 2013 g) As needed h) As requested i) Ongoing j) October 1, 2012 k) assist LAP in responding to public comments; comment on 1st draft of implementation materials	
8	Provide Project Delivery Acceleration Toolbox	a) Maintain Project Delivery Acceleration Tool Box	a) Ongoing	
9	Deliver Training Courses	a) Value Analysis b) Design-Build Training	a) As requested b) As requested	
10	New Products (Noise Barrier) Evaluation & Implementation	Update website with new products	As approved	
11	Deliver Retrofit Soundwall Program	Produce report for California Transportation Commission	Quarterly	
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
12	Manage Retrofit Sound wall Program	Statewide coordination and monitoring	Ongoing	
13	Respond to 'Hot Button' Topics	Provide short lead-time responses to pressing needs as they arise.	On Call as needed	
14	Continuous improvement of Division procedures: Coordinate Division of Design Research	a) Research projects in progress and results deployed b) Score NCHRP Problem Statements c) Develop Problem Statements	Ongoing	
15	New Product Reviews and Approval	a.) Evaluate new noise barrier products b.) Participate on Highway Safety Features New Products Committee c) Assist Traffic Safety in implementing new policy on use of vendor drawings versus standard plans.	a) As submitted b) Monthly c) June-2013	
16	Provide 'Shelf' (Const'n Pending) Guidance	Maintain Shelf Guidance	Ongoing	
17	Miscellaneous Activities for the Office	Activities completed on schedule	Ongoing	
18	Vacation/Sick Leave/Furloughs			

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>STORM WATER MANAGEMENT</b>				
<b>Activities leading to Deliverables</b>				
1	Maintain Project Planning & Design Guide (PPDG)/ Storm Water Data Report (SWDR) process, as needed to meet regulatory requirements	<p>a) Update Project Planning and Design Guide (PPDG)/SWDR - based on the new NPDES Permits (MS4/Construction) and the Caltrans Storm Water Management Plan (SWMP)</p> <p>b) Develop design tools to assist Districts in fulfilling new obligations under the new NPDES permit.</p> <p>c) Provide ongoing outreach regarding the ability to streamline the level of documentation in a PID SWDR.</p>	<p>a) June 2013. Still dependent on issuance of the MS4 Permit</p> <p>b) June 2013.</p> <p>c) Ongoing</p>	<p>Office of Roadside Management and Landscape Architecture Standards</p> <p>Office of Highway Drainage Design</p> <p>Division of Environmental Analysis</p> <p>Division of Construction</p> <p>Division of Maintenance</p>
2	Develop Departmental Strategies to address the Statewide NPDES (National Pollutant Discharge Elimination System)/ Construction General Permit	<p>a) Participate in the development of a more comprehensive "treatment crediting" approach that can be used for future tracking purposes.</p> <p>b) Modify/Develop appropriate Standard Specification/SSPs/Plans to facilitate project compliance based on the Caltrans NPDES Permit and the Construction General Permit.</p> <p>c) Provide the basis for determining stormwater construction costs as a part of all Caltrans construction projects.</p>	<p>a) June 2013</p> <p>b) On-going (or as needed)</p> <p>c) June 2013</p>	<p>Office of Roadside Management and Landscape Architecture Standards</p> <p>Office of Highway Drainage Design</p> <p>Division of Environmental Analysis</p> <p>Division of Construction</p> <p>Division of Maintenance</p>
3	Maintain Structural Treatment Best Management Practices (BMPs) - Tools - Details, Standard Special Provisions (SSPs), design guidance	<p>a) Revise/Develop design guidance to improve/expand the Treatment BMPs toolbox (Bioretention, Alt. Trench Matrl., etc.)</p> <p>b) Finalize the infiltration tool and user guide for to document treatment credit from sustainable (infiltration) features within a project.</p> <p>c) Finalize Pervious Pavement Design Guidance.</p> <p>d) Expand the treatment BMP design guidance to describe how "Variations" of the existing treatment BMPs can be used for Permit compliance and to document treatment credits.</p> <p>e) Update treatment BMP Specifications to be consistent with 2010 Standard format.</p> <p>f) Develop Specs, Details and guidance for the use of non vegetated strips and swales in Arid Regions.</p>	<p>a) March 2013 (or as needed)</p> <p>b) October 2012</p> <p>c) December 2012</p> <p>d) January 2013 (or as needed)</p> <p>e) April 2013</p> <p>f) February 2013</p>	<p>Office of Roadside Management and Landscape Architecture Standards</p> <p>Office of Highway Drainage Design,</p> <p>Division of Environmental Analysis</p> <p>Division of Construction</p> <p>Division of Maintenance</p>

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
4	Facilitate regular coordination meetings with district/HQ partners, resolve NPDES Permit compliance interpretations. Provide guidance to meet district needs.	a) Storm Water Advisory Team meetings (minimum 4 meetings per FY) b) Design Storm Water Coordinator Workshop	a) Quarterly b) March 2013	Office of Roadside Management and Landscape Architecture Standards  Division of Environmental Analysis  Division of Construction  Division of Maintenance
5	Support DES OE in the implementation of the 2010 Standards and to start the development of the 2015 Standards	a) Participate on the Standard Specifications Subcommittee b) Finalize all necessary technical revisions to Section 13 prior to the 2015 Standards moratorium. c) Participate in specification owners meetings.	a) Bi-monthly meetings b) June 2013 c) Quarterly	Office of Roadside Management and Landscape Architecture Standards  Division of Construction  Division of Environmental Analysis  Division of Engineering Services - Office Engineer
6	Design Compliance Monitoring Program. Evaluate Storm Water Data Reports (SWDRs) for consistency, errors, trends, etc. Use information gathered to update guidance, training, and workshops	a) Compile Storm Water Data Report (SWDR) Summaries from all districts b) Request and review SWDRs (approximately 10% of all approved reports) c) Technical Memos summarizing the findings. Finalized and posted on intranet (previous year tech memo) d) Report findings in the Annual Report through Division of Environmental Analysis (previous year findings)	a) Monthly b) November 2012, April 2013 c) September 2012 d) September 2012	
7	Negotiate and implement a statewide Hydromodification Strategy for all projects	a) Continue to negotiate Statewide Hydromodification Strategy with State Water Resources Control Bd to include in Caltrans NPDES Permit b) Develop guidance, tools and examples of documentation to meet the Hydromodification Requirements from the upcoming Caltrans NPDES Permit.	a) October 2012 b) June 2013	Office of Roadside Management and Landscape Architecture Standards  Office of Highway Drainage Design  Division of Environmental Analysis
8	Deliver training courses, in class and on-line. Enhance training capabilities	a) Post the Project Planning and Design Guide (PPDG) Training to the Caltrans Webpage and provide user support. b) Revise Stormwater Design training classes for consistency with the Construction General Permit and the Caltrans NPDES Permit c) Revise Storm Water Data Report (SWDR) Workshop to be an online reference. d) Develop Webinar for the Infiltration Tool and post on the Stormwater Design Website	a) September 2012 (and as needed) b) As needed c) April 2013 d) January 2013	Office of Roadside Management and Landscape Architecture Standards  Office of Highway Drainage Design  Division of Construction  Division of Environmental Analysis

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
9	Support of FY 2012/13 Division Business Plan Activities: MAIN STREETS	a) Assist LAP in responding to final draft public comments and comments from CT mg't. b) Comment on first draft of Main Streets Implementation materials. (powerpoint and interactive PDF)	a) August 2012 b) Oct 2012	LAP & ORMLAS
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
10	Provide technical assistance to district staff with the Caltrans National Pollutant Discharge Elimination System (NPDES) Permit compliance issues	a) Storm Water Data Reports - 100% NPDES Permit Compliance. b) Provide technical expertise on how to utilize Treatment BMP Standards, Special Provisions, and design guidance documents. c) Assist with implementing Construction Site BMPs into projects	a) Ongoing b) Ongoing c) Ongoing	Division of Environmental Analysis  Office of Roadside Management and Landscape Architecture Standards
11	Provide technical assistance to others within the Division of Design and other Storm Water units in headquarters with NPDES issues	a) Review policy, guidance and other products developed by others	a) Underway, Ongoing	Divisions of Design, Construction, Maintenance and Environmental Analysis
12	Develop, revise, and maintain Construction Site Best Management Practices (BMPs) Details, Guidance, SSPs	a) Develop new SSPs b) Coordinate the feasibility of developing performance based specifications. c) Develop specifications to incorporate 401 Certification conditions into PSE	a) Ongoing, as needed b) March 2013 c) Ongoing, as needed	Divisions of Construction and Environmental Analysis
13	Evaluate and review pilot projects with new Storm Water technologies for potential implementation. Provide concurrence on new products	Provide reviews as needed for new technologies, slope stabilization products, etc	Underway, ongoing	Division of Environmental Analysis  Office of Roadside Management and Landscape Architecture Standards  Divisions of Construction and Maintenance
14	a.) Miscellaneous Activities for the Office	Activities completed on schedule	Underway, ongoing	
15	Hold regular coordination meetings with ORMLAS	a) Hold meetings between Design Stormwater and ORMLAS meetings every other month  b) Coordinate overlapping business plan items with ORMLAS	a) Minimum 6 meetings per year b) Ongoing	ORMLAS and DEA
16	Vacation/Sick Leave/Furloughs			

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>LANDSCAPE ARCHITECTURE PROGRAM</b>				
<b>Activities leading to Deliverables</b>				
1	Deliver Division of Design FY 12-13 Annual Business Plan and track progress on activities	<ul style="list-style-type: none"> <li>a) Research &amp; coordinate with Office Chiefs for completion of 11/12 BP spreadsheet &amp; set-up of 12/13 BP's</li> <li>b) OC outreach to identify collaborative activities</li> <li>c) Circulate Draft 12/13 BP to DOD mg't</li> <li>d) 12/13 BP to print and posted online</li> <li>e) Provide schedule and reminders to coordinate document</li> <li>f) Manage BP document, save back-up copies, provide support to OC's</li> <li>g) Email new 12/13 BP to DMB, DLA and others</li> <li>h.) Create template for next year's BP</li> <li>i.) Collect 12/13 accomplishments, 13/14 goals from Office Chiefs</li> </ul>	<ul style="list-style-type: none"> <li>a) July 2012</li> <li>b) July 2012</li> <li>c) Sept 2012</li> <li>d) Sept 2012</li> <li>e) Quarterly</li> <li>f) As needed</li> <li>g) Aug 2012</li> <li>h) May 2013</li> <li>i) June 30, 2013</li> </ul>	Division of Design Offices
2	Development and project management of team for Division's Climate Change Strategy	<ul style="list-style-type: none"> <li>Develop Team:</li> <li>a.) Member Invitations</li> <li>b.) Team Meeting kick-off</li> <li>c.) Develop Team Charter</li> <li>d.) Team Creation of Schedule &amp; Milestones</li> <li>e.) Update Draft of existing text</li> <li>f.) Develop Outline for Implementation Plan</li> </ul>	<ul style="list-style-type: none"> <li>l.) Develop Team</li> <li>a.) Oct 2012</li> <li>b.) Nov 2012</li> <li>c.) Dec 2012</li> <li>d.) Dec 2012</li> <li>e.) June 2013</li> <li>f.) June 2013</li> </ul>	Stormwater, ORMLAS, Drainage Design
3	Main Streets guidance: Publish and Develop Implementation Plan	<ul style="list-style-type: none"> <li>a) Respond to final draft comments from CT mg't and public.</li> <li>b) Provide final document for exec. mg't review</li> <li>c) Resolve outstanding mg't comments &amp; publish</li> <li>d) Post MS PDF to web</li> <li>e) Develop draft implementation plan</li> <li>f) Circulate draft implementation plan to MS team for comment.</li> <li>g) Develop draft outreach materials: webinar, website information</li> <li>h) conduct webinar</li> <li>i) Determine need for "Issue Paper" for management summarizing themes of MS public comments.</li> </ul>	<ul style="list-style-type: none"> <li>a) August 2012</li> <li>b) Sept 2012</li> <li>c) Within 2 weeks of Mg't response (Sept 2012)</li> <li>d) Within 2 days of above (Sept 2012).</li> <li>e) Sept 2012</li> <li>f) Oct 2012</li> <li>g) Dec 2012</li> <li>h) Jan 2012</li> <li>i) Oct 2012</li> </ul>	<ul style="list-style-type: none"> <li>Project Delivery</li> <li>Division of Maintenance &amp; Operations;</li> <li>Division of Planning and Modal Programs</li> </ul>
4	Landscape Architecture & Technology	<ul style="list-style-type: none"> <li>a) Research applications, software, and online tools to assist with PDT and Project Delivery Processes</li> <li>b) Survey District for needs</li> <li>c) Present findings in interactive PDF and (online) training module</li> </ul>	<ul style="list-style-type: none"> <li>a) Aug 2012</li> <li>b) Dec 2012</li> <li>c) June 2013</li> </ul>	
5	Highway Sustainability (I.D. state of practice)	<ul style="list-style-type: none"> <li>a) Evaluate FHWA/AASHTO guidance</li> <li>b) Survey State DOT Guidance</li> <li>c) Develop outline for issue paper</li> <li>d) Identify Stakeholder Team</li> <li>e) Develop LAP Strategic Plan, research plan</li> </ul>	<ul style="list-style-type: none"> <li>a) January 2013</li> <li>b) March 2013</li> <li>c) April 2013</li> <li>d) May 2013</li> <li>e) June 2013</li> </ul>	<ul style="list-style-type: none"> <li>Office of Landscape Architecture Coordination and Planning</li> <li>Office of Roadside Management and Landscape Architecture Standards</li> <li>Office of Resource Conservation</li> </ul>

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
6	Deliver Context Sensitive Solutions Workshop Track 3 including pre- and post-delivery activities, logistics, close out, and evaluation	<ul style="list-style-type: none"> <li>a) Pre-Workshop delivery logistics: nomination process, Guest Speakers, travel/ lodging arrangements, training materials development, et al</li> <li>b) Track 3 delivery including two VTCs</li> <li>c) Post delivery close out: process TECs, pay final invoices, debrief with CH2MHill Instructors, close out LMS sessions</li> <li>d) Compile student evaluations for determination of adding "next steps" to CSS Implementation Plan</li> <li>e) Upload Track 3 Workshop material to LAP intranet</li> <li>f) Develop Workshop Summary Report with UC Regents</li> <li>g) Evaluate need for permanent on-line CSS training</li> </ul>	<ul style="list-style-type: none"> <li>a) August 2012</li> <li>b) VTCs- July 24 &amp; July 25; Workshop Aug 7-8; Sept 18-19; Oct 23-24; Nov 27-28</li> <li>c) Jan 2013</li> <li>d) March 2013</li> <li>e) March 2013</li> <li>f) March 2013</li> <li>g) June 2013</li> </ul>	
7	Review CSS Implementation Plan (2003) for updates needed to better integrate CSS practices into Project Delivery	<ul style="list-style-type: none"> <li>a) Review CSS Workshop student evaluations. Review 2009 VA Process Imp. study findings. Review Project Delivery guidance for processes &amp; tools that need updating for integration of CSS processes. From this information, compile "next steps" to include in Plan</li> <li>b) Review CSS Implementation Plan for completed tasks and add new activities.</li> <li>c) Review Plan with District and HQ stakeholders</li> <li>d) Present Work Plan to Principal L.A. for review</li> <li>e) Circulate Draft - Statewide</li> <li>f) Finalize Draft</li> <li>g) Submit to Principal L.A. and Division Chief for approval to implement Plan in 2013/14</li> </ul>	<ul style="list-style-type: none"> <li>a) Nov 2012</li> <li>b) Dec 2012</li> <li>c) Jan 2013</li> <li>d) Feb 2013</li> <li>e) March 2013</li> <li>f) June 2013</li> <li>g) June 2013</li> </ul>	OLACP & ORMLAS, PDP, Division of PM
8	Market and manage Transportation Landscape Architecture/Technician Curricula Implementation	<ul style="list-style-type: none"> <li>a) Follow-up with DLAs to promote Career Development Planning and query technical training needs to leverage LA Academy rollout</li> <li>b) Update Coursework and upload to LAP intranet website</li> <li>c) Email updates to DLAs for distribution to Land Assocs, Land Archs., and Land. Technicians</li> <li>d) Forward relevant training opportunities/ announcements (webinars, classroom, online, conferences, forums, seminars) to DLAs as applicable to district staff career development</li> <li>e) Assist with Academy development through TLA curricula coursework</li> </ul>	<ul style="list-style-type: none"> <li>a) August 2012</li> <li>b) Quarterly 2012-13</li> <li>c) Quarterly 2012-13</li> <li>d) Monthly</li> <li>e) June 2013</li> </ul>	OLAC&P ORM&LAS
9	Review Caltrans Policy, Guidance & Manuals for CSS activities	<ul style="list-style-type: none"> <li>a) Review updated Complete Streets Steering Committee recommended next steps for CS IAP Phase II relevant to LAP. Discuss priorities of LAP actions with Principal LA</li> <li>b) Review Caltrans guidance, manuals, directives/policies being updated in 12/13 to ensure updates align with DP-22</li> <li>c) Update LAP guidance for integration of CSS and more clearly define Landscape Architecture's role in Project Delivery</li> </ul>	<ul style="list-style-type: none"> <li>a) August 2012</li> <li>b) June 2013</li> <li>c) June 2013</li> </ul>	OLAC&P and RM&LAS, PDP, OGDS, Div. of Transportation Planning
10	Main Streets Guide, 3rd edition	<ul style="list-style-type: none"> <li>a) Assist with final editorial review</li> </ul>	<ul style="list-style-type: none"> <li>a) As needed</li> </ul>	

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
11	Promote call for entries to DLAs to submit projects for Caltrans/ other awards programs (help districts to identify & submit project applications to meet award criteria)	a) FHWA Excellence in Highway Design Awards (EIHD), 11-12 applications due biennially even years (April 2012 announcement postponed to 12-13) b) Caltrans Excellence in Transportation (EIT) awards, applications due Nov. 2012 c) FHWA EHEI/EEI awards, applications due April 2013 d) CTF awards, applications due April 2013, e) Market recognition as needed through: CT News , CT Journal , PIO, and ceremonies at district mtgs., Caltrans Director mtgs., DMB mtgs. f) Update LAP Awards & Recognition website for new awards, recognitions, and publications	a) Pending FHWA announcement b) August 2012 c) Jan 2013 d) Jan 2013 e) June 2013 f) As needed	OLAC&P
12	Co-manage updating LAP's Website to improve user access to hot Topics and imbedded links	a) Review with ORMLAS Web content "hits" b) Quantify and evaluate "hits" for opportunities to improve usage with Topic owners c) Recommend revisions to LAP website and present to LAP Mgt. for review and approval to update website d) Update website to improve usage of hot topics e) Update LAP intranet site with current CSS Workshop PPTs & other information	a) December 2012 b) February 2013 c) February 2013 d) March 2013 e) June 2012	OLAC&P ORMLAS
13	Assemble team to review DRI Traffic Calming Research and assess need for deploying a Caltrans Traffic Calming Program	a) Develop Work Plan (incl. timeline & Charter) b) Present Plan to LAP Mgt. for approval of program implementation c) Develop Peer Review team d) Team to review DRI PI research results and develop recommendations and implementation plan e) Present Plan to LAP Mgt. for approval of program implementation f) Submit to Division Chief for approval to implement Program in 2013/14	a) July 2012 b) December 2012 c) December 2012 d) December 2012 e) May 2013 f) June 2013	OLACP & ORMLAS, District LA offices, HQ Traffic Ops (Jerry Champa, Ken Cozad), OGDS (JD Bamfield)
14	Participate as Advisory Committee member on Div. of Traffic Ops Intersection Control Evaluation Policy Report Team (Roundabouts)	a) Attend meetings as required	a) TBD	Traffic Operations
15	Support PDP in Development of new PEA	a) Assist PDP with development of new PEA content b) Attend meetings as required	a) As required b) TBD between July 2012-Jan 2013	PDP
16	Participate as committee member on Transportation Research Board (TRB) Committee on Landscape and Environmental Design AFB40	TRB AFB40	Quarterly through June-2013	
17	Participate as committee member on American Association of State Highway Transportation Officials (AASHTO)	AASHTO Technical Committee on Environmental Design.	Quarterly through June-2013	
18	Participate as panel member on National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research project 15-33: AASHTO Guide to Landscape & Environmental Design	Quarterly through June-2013	
19	Participate as panel member on National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research project 25-33: Managing Rights-of-Way for Biomass generation and/or Carbon Sequestration	Quarterly through June-2013	
20	Participate as panel member on National Cooperative Highway Research Program (NCHRP)	Provide technical expertise on research project 25-33: Visual Impact Assessment	Quarterly through June-2013	

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
21	Capital Project Skill Development	Assist Office Chiefs and staff with Learning Management System course catalog and session administration. Assist Division CPSD manager and Office of Capital Skills with annual budget and funding issues, attend CPSD manager and staff meetings. Make sure catalogs are correct and up-to-date.	Ongoing	Division of Design Offices
22	Complete Streets Implementation Technical Advisory Committee	a) Attend Complete Streets Implementation Action Plan team meetings- document progress to date, establish monitoring process, and review work plans.	a1) October 25, 2012 a2) January 24, 2013 a3) April 25, 2013	Office of Community Planning
23	Miscellaneous Activities for the Office	a) Office Work General b) Business Plan Updates c) Website updates d) Personnel issues e) Management General f) Academy support g) Data Entry Work h) Office Meetings i) Activities related to Division of Design 2008 Employee Survey Action Plan j) Mandatory training k) E-FIS implementation	Ongoing	
24	Review Applicable Legislative Bills	Complete bill analyses, as needed	As needed	
25	Vacation/Sick Leave/Furloughs			

## LANDSCAPE ARCHITECTURE COORDINATION & PLANNING

### Activities leading to Deliverables

1	Evaluate need to develop research proposal for billboards' effect on distracted driving	a) Assist Contract Manager as technical advisor for Preliminary Investigation b) Evaluate PI results and determine future actions	a) September 2012 b) November 2012	Division of Research and Innovation
2	Develop implementation plan for 2010 Safety Roadside Rest Area Master Plan utilizing expertise of statewide SRRRA Master Plan Implementation Team	a) Develop long range SRRRA improvement funding needs plan based on priority b) Develop requirements and "advertising campaign" for Wayside Stop and Sponsorship programs c) Develop Decision Document for Wayside Stop Program d) Conduct outreach for partnered SRRAs e) Develop Decision Document for rest area sponsorship program f) Develop RFP and conduct outreach for Sponsorship Program	a) November 2012 b) November 2012 c) January 2013 d) February 2013 e) April 2013 f) 2013/14 FY	Districts Office of Truck Services Dept of Rehabilitation

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
3	Assist Districts in developing work load norms and projections for resourced and unresourced work utilizing expertise of statewide Team	<ul style="list-style-type: none"> <li>a) Complete Team review of 'Guide to Project Delivery Work plan Standards' for existing and missing references to work performed by landscape architects</li> <li>b) Complete review of Resource Breakdown Structure for conformance with WBS and proposed edits</li> <li>c) Develop draft edits to PDWS and RBS and submit to Team and technical experts for review and comments</li> <li>d) Address comments and submit suggested improvements to PDWS to Districts for review and comment</li> <li>e) Address comments and submit suggested improvements to Division of Project Management</li> </ul>	<ul style="list-style-type: none"> <li>a) July 2012</li> <li>b) August 2012</li> <li>c) October 2012</li> <li>d) December 2012</li> <li>e) March 2012</li> </ul>	Division of Project Management
4	Prepare updates to PDPM Appendices D, E, K, L, M Q, R, AA and EE for posting on web	<ul style="list-style-type: none"> <li>a) review previously made revisions to confirm they are still current and relevant</li> <li>b) make appropriate updates and submit to technical experts if appropriate</li> <li>c) submit to ORMLAS for posting</li> </ul>	<ul style="list-style-type: none"> <li>a) September 2012</li> <li>b) October 2012</li> <li>c) December 2012</li> </ul>	Office of Roadside Management and Landscape Architecture Standards (ORMLAS)
5	Develop guidance for aesthetics for posting on LAP website.	<ul style="list-style-type: none"> <li>a) Address Principal Landscape Architects comments, finalize guidance and submit to ORMLAS for posting on web</li> <li>b) Disseminate guidance</li> <li>c) Survey districts to evaluate value of guidance and identify improvements needed</li> </ul>	<ul style="list-style-type: none"> <li>a) September 2012</li> <li>b) TBD ORMLAS</li> <li>c) May 2013</li> </ul>	ORMLAS Landscape Architecture Program
6	<p>Improve safety for Roadside workers</p> <ul style="list-style-type: none"> <li>a) Update Project Delivery guidance to improve worker safety</li> <li>b) Develop action item proposal for Strategic Highway Safety Plan Challenge Area 14: Enhance Work Zone Safety</li> </ul>	<ul style="list-style-type: none"> <li>a1) Evaluate raw data gathered during district workshops</li> <li>a2) Develop draft guidance for PDPM and HDM to implement process improvement recommendations and address worker exposure issues highlighted during District Worker Safety workshops. Circulate for review by technical experts.</li> <li>a3) Incorporate comments and submit to Supervising and Principal LA's for review and comments.</li> <li>a4) Address comments and submit to ORMLAS</li> <li>a5) Address comments from statewide review, finalize guidance and submit to manual owners</li> <li>b1) Identify issues appropriate for Strategic Highway Safety Plan Action Item</li> <li>b2) Prepare SHSP Action Approval Form and submit to Challenge Area Team for approval</li> <li>b3) Deliverables TBD by Action selected</li> </ul>	<ul style="list-style-type: none"> <li>a1) August 2012</li> <li>a2) October 2012</li> <li>a3) January 2013</li> <li>a4) March 2013</li> <li>a5) TBD OPDP, OGS &amp; ORMLAS</li> <li>b1) November 2012</li> <li>b2) January 2013</li> <li>b3) TBD</li> </ul>	<p>Landscape Architecture Program</p> <p>ORMLAS</p> <p>Office of Project Development Procedures</p> <p>Office of Geometric Standards</p>
7	Develop decision document for funding CGP Permit Compliance Child Projects	<ul style="list-style-type: none"> <li>a) Finalize Decision Document based on Stakeholder comments and submit to Management for signatures</li> <li>b) Disseminate to Districts</li> </ul>	<ul style="list-style-type: none"> <li>a) September 2012</li> <li>b) TBD Management</li> </ul>	<p>Divisions of Design, Construction, Environmental Analysis, and Transportation Programming</p> <p>ORMLAS</p>

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
8	<p>Manage Roadside Facilities Programs</p> <p>a) Update Asset Management Inventory (AMI) for Rest Areas</p> <p>b) Develop Inventory of Gateway Monuments, Community ID &amp; Transportation Art</p> <p>c) Clarify vista point identification and classifications in Manuals, website and AMI data base</p>	<p>a) Provide support for staff updating AMI database</p> <p>b-1) Send updated inventory spreadsheets to districts for review and populating b-2) Compile District populated spreadsheets b-3) Convert to Access Database b-4) Submit to ORMLAS to place Database on Web</p> <p>c-1) Develop language for PDPM Chapter 29 update and web guidance and circulate for review by technical experts c-2) Incorporate comments and submit to Supervising and Principal LA's for review and comments. c-3) Address comments and submit to ORMLAS c-4) Address comments from statewide review, finalize guidance and submit to OPDP c-5) Update AMI</p>	<p>a) Ongoing</p> <p>b-1) September 2012 b-2) November 2012 b-3) February 2013 b-4) May 2013</p> <p>c-1) December 2012 c-2) February 2013 c-3) April 2013 c-4) TBD OPDP c-5) April 2013</p>	
9	<p>Manage SHOPP Roadside Preservation Program</p>	<p>a) Provide districts with current information and directions when provided by SHOPP Division Chief &amp; Executive Committees</p> <p>b) Develop Statewide Roadside Preservation Plan for 2013 SHOPP 10-Year Plan b-1) Develop Draft Statewide Roadside SHOPP Needs Plan b-2) Develop Draft Statewide Roadside Fiscally Constrained SHOPP from district submittals b-3) Final Roadside Program to Programming</p>	<p>a) Ongoing</p> <p>b-1) November 2012 b-2) November 2012 b-3) December 2012</p>	<p>Division of Transportation Programming</p>
10	<p>Develop 6 month temporary vending interagency agreement and updated standard vending interagency agreement with Department of Rehabilitation, Business Enterprise Program for Division of Maintenance</p>	<p>a) Incorporate review comments on temporary IA from Maintenance, Legal, Accounting and DPAC and submit to BEP for signature b) Assist Maintenance in developing Standard IA</p>	<p>a) August 2012 b) February 2013</p>	<p>Division of Legal Division of Maintenance Division of Accounting Division of Procurement and Contracts Department of Rehabilitation, Business Enterprise Program</p>
11	<p>Update internet GIS mapping of landscaped freeway sections</p>	<p>a) Evaluate methodology to implement GIS mapping and develop milestone schedule b) Provide oversight &amp;/or for methodology selected c) Submit completed mapping to ORMLAS for posting and linking d) Provide updates to mapping and background documents to ORMLAS for posting and linking</p>	<p>a) January 2013 b) TBD c) TBD d) Quarterly after posting</p>	<p>TBD ORMLAS</p>
12	<p>Develop Staff</p>	<p>a) Hold one-on-one meetings to update personal development plans utilizing TLA Curriculum b) Complete Annual IDP's c) Track mandatory training compliance d) Provide informal training on funding and programming</p>	<p>a) Ongoing b) Within one month of birthdays c) Ongoing d) Monthly</p>	<p>Landscape Architecture Program</p>

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
13	Manage research project 'Effects of Corridor Features on Driver and Pedestrian Behavior and Community Vitality'	a) Provide consultant oversight and review quarterly reports b) Review draft reports of field research	a) Quarterly b) December 2012	Division of Research and Innovation  Landscape Architecture Program
14	Evaluate Complete Streets Implementation Plan	Participate in Complete Streets Implementation Plan review team	August 2012	Division of Transportation Planning
15	Main Streets Guide	Assist LAP with final editorial review	September 2012	
16	2013 Landscape Architecture Academy	a) Assist LAP in evaluation of training needs and development of Academy format b) Assist on developing training modules or assist the presenters in developing training modules as needed.	a) October 2012 b) June 2013	
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
17	Provide Landscape Architecture Coordination (includes Safety Roadside Rest Areas)	a) Coordinate with districts & other HQ units regarding policies and projects b) Provide technical expertise to districts & headquarters Design c) Share information, issues and lessons learned at weekly office and monthly Program meetings d) Conduct IQA reviews of Visual Impact Assessments and environmental documents for Division of Environmental Analysis e) Address comments from DMB reviews of previously prepared manual changes f) Disseminate manual changes to districts g) Disseminate web updates to districts h) Update project status database project details i) Support review of VIA Annotated Outline Pilot program	a) As needed, ongoing b) As needed, ongoing c) Ongoing d) As requested by DEA e) Ongoing f) Within one month of publication g) Within one month of posting h) Ongoing i) Ongoing	Division of Environmental Analysis  Landscape Architecture Program  Information Technology  ORMLAS
18	Review and approve project specific non-standard special provision (NSSP) requests	a) Review, respond, approve or submit to ORMLAS	a) Within 10 working days of receipt	ORMLAS
19	Landscape Freeway Designations per Outdoor Advertising Act (ODA)	a) Make preliminary and final classifications per outdoor advertising regulations and post on Internet b) Investigate and respond to requests for de-classification c) Assist Legal in preparation for, and act as expert witness during, outdoor advertising hearings	a) Ongoing b) Within legal & policy timelines c) As necessary	Division of Legal  Division of Traffic Operations
20	Miscellaneous Activities for the Office	a) Office Work General b) Business Plan Updates c) Website updates d) Personnel issues e) Office Meetings f) Training	As needed	Office of Project Development Procedures
21	Vacation/Sick Leave/Furloughs	Vacation, Sick Leave and personal leave time (5 @.15 PY, 1 @.2 PY)	As required	

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
<b>ROADSIDE MANAGEMENT &amp; LANDSCAPE ARCHITECTURE STANDARDS</b>				
<b>Activities leading to Deliverables</b>				
1	Review and develop Landscape Architecture Program related revisions for the PDPM.	<ul style="list-style-type: none"> <li>a) Identify Policies/Mandatory Procedures to remain in Ch 29, and Best Practices that will move to the web. Circulate for comment/approval.</li> <li>b) Develop outlines for revised Chapter and Web. Circulate for comment/approval.</li> <li>c) Develop drafts. Circulate.</li> <li>d) Revise, prepare final draft for review and statewide circulation (Circulation by manual owner).</li> <li>e) Coordinate and respond/incorporate comments.</li> <li>f) Finalize and submit to manual owner.</li> <li>g) Follow-up monthly with respective manual owner to ensure changes have been incorporated.</li> </ul>	<ul style="list-style-type: none"> <li>a) December 2012</li> <li>b) January 2013</li> <li>c) TBD</li> <li>d) TBD</li> <li>e) TBD</li> <li>f) 2 months after final</li> <li>g) Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Office of Landscape Architecture Coordination and Planning</li> <li>Office of Project Development Procedures</li> <li>Landscape Architecture Program</li> </ul>
2	Review and develop Landscape Architecture Program related revisions for the PDPM appendices.	<ul style="list-style-type: none"> <li>a) Review and finalize draft edits to appendices (k, l, aa, d, e, m, q, ee, )</li> <li>b) Review and approval by Principal LA</li> <li>c) Submit to Office of PD Procedures for posting. Limited review required by Office of PD Procedures for Appendices "owned" by LAP.</li> <li>d) Verify posting by Office of PD Procedures.</li> </ul>	<ul style="list-style-type: none"> <li>a) August 2012</li> <li>b) November 2012</li> <li>c) December 2012</li> <li>d) February 2013</li> </ul>	<ul style="list-style-type: none"> <li>Office of Landscape Architecture Coordination and Planning</li> <li>Office of Project Development Procedures</li> <li>Landscape Architecture Program</li> </ul>
3	Update LAP's Web Site with current information developed by others	<ul style="list-style-type: none"> <li>a) Various guidance</li> <li>b) Barrier Aesthetics guidance</li> <li>c) PLV Standards guidance</li> <li>d) Update Roadside Vegetation Management Tool Box</li> <li>e) Update EC Tool Box for 2010 terminology</li> <li>f) Upload Advanced Erosion Control Video clips to EC Tool Box</li> <li>g) Update Highway Aesthetics guidance</li> <li>h) Update Awards and recognition</li> </ul>	<ul style="list-style-type: none"> <li>a) Ongoing</li> <li>b) 1 month after receipt.</li> <li>c) December 2012 and June 2013</li> <li>d) May 2013</li> <li>e) March 2013</li> <li>f) 1 month after receipt</li> <li>g) 1 month after receipt</li> <li>h) 1 month after receipt</li> </ul>	<ul style="list-style-type: none"> <li>Office of Landscape Architecture Coordination and Planning</li> <li>Landscape Architecture Program</li> </ul>
4	Implement 3 VIA annotated outlines and associated supporting guidance for environmental (CEQA & NEPA) compliance.	<ul style="list-style-type: none"> <li>a) Pilot evaluation of VIA outlines</li> <li>b) Work with Stakeholders on VIA outline implementation requirements</li> <li>c) Submit to DEA changes to VIA process and VIA outlines for incorporating into SER</li> <li>d) Follow-up with DEA to ensure changes have been incorporated into SER</li> </ul>	<ul style="list-style-type: none"> <li>a) May-November 2012</li> <li>b) May-November 2012</li> <li>c) February 2013</li> <li>d) April 2013</li> </ul>	<ul style="list-style-type: none"> <li>Office of Landscape Architecture Coordination and Planning</li> <li>DEA</li> <li>DLAs</li> </ul>
5	Develop LAP guidance/standard operating procedures (SOP) for National Scenic Byways (NSB) program.	<ul style="list-style-type: none"> <li>a) Develop draft NSB guidance/SOP</li> <li>b) Circulate draft NSB guidance/SOP for comments</li> <li>c) Prepare final DRAFT NSB guidance/SOP</li> <li>d) Submit final DRAFT to Principal LA for review</li> <li>e) FINALIZE NSB guidance/SOP and post on LAP web site.</li> </ul>	<ul style="list-style-type: none"> <li>a) September 2012</li> <li>b) November 2012</li> <li>c) January 2013</li> <li>d) March 2013</li> <li>e) June 2013</li> </ul>	<ul style="list-style-type: none"> <li>Office of Landscape Architecture Coordination and Planning</li> <li>Landscape Architecture Program</li> <li>Division of Local Assistance</li> </ul>
6	Manage State Scenic Highways and National Scenic Byways Programs	<ul style="list-style-type: none"> <li>a) Conduct VTC with District Scenic Highway Coordinators</li> <li>b) Review, compile &amp; submit National Scenic Byway grant proposals</li> </ul>	<ul style="list-style-type: none"> <li>a) October 2012</li> <li>b) January 2013</li> </ul>	<ul style="list-style-type: none"> <li>District Landscape Architecture</li> </ul>

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
7	2013 Landscape Architecture Academy	a) Assist LAP in evaluation of training needs and development of Academy format b) Assist on developing training modules or assist the presenters in developing training modules as needed.	a) October 2012 b) June 2013	
8	Landscape Architecture Manual update	a) Identify general outline and direction of manual update. b) Develop master outline and schedule for revisions to manual for compliance with 2010 standards. c) Revise 2012-13 Business Plan actions based on schedule and scope of manual revisions	a) January 2013 b) March 2013 c) TBD	Division of Engineering Services  DLAs  Office of Landscape Architecture Coordination and Planning  <del>Landscape Architecture</del>
9	Highway Planting/Erosion Control Landscape Contractors - Partner with industry to streamline project delivery, improve standards - and host District training forum.	a) Review and follow up on previous meeting action items b) E-mail Contractor invitation letter with draft agenda c) Hold Contractor Meetings (Feb 20 in D-3 and Feb 27 in D-12) d) Develop plan to implement action items e) Distribute meeting notes and other info to Landscape Architecture Coordinators, District Landscape Architects and others	a) January-2013 b) February-2013 c) February-2013  d) April-2013 e) April-2013	Division of Construction  Landscape Architecture Program
10	Revise Minor Concrete (Vegetation Control) standard specification and standard plans to reduce installation cost, improve functionality, and meet new crash test criteria	a) Circulate for final draft review to mandatory stakeholders for review and concurrence b) Submit with Traffic Operations final to OE for standard revision.	a) August 2012 b) October 2012	Project Delivery & Districts  Division of Maintenance & Operations
11	Pilot and develop improvements to Caltrans Irrigation system controllers for improved worker safety, water conservation, and efficient operation	a) Conduct irrigation pilot project in district to test innovative water conservation technologies. b) Conduct follow up evaluation of pilot project. c) Identify preliminary implementation opportunities such as: develop training, modify standards or improve guidance to implement findings of pilot	a) October 2012 b) December 2012 c) March 2013	District Landscape Architecture  Division of Maintenance & Operations
12	Review and identify/prepare draft updates Section 20 of the Standard Specifications to prepare the 2015 Publishing of Standards	a) Review Section 20, Identify improvements needed and develop plan to revised and reorganize for consistency with other sections. b) Develop draft outline of reorganization.	a) September 2013 b) January 2013	District Landscape Architecture  Office of Landscape Architecture Coordination and Planning
13	LASC - Oversee Landscape Architecture Standards Committee to improve project delivery process	a) Conduct LASC quarterly meetings to identify needed improvements to the project delivery process during mandatory 2010 implementation, and provide input on development of 2014 standards. b) Update the PPM/CADD Manual with contract plan sheet options c) Create a 2010 FAQ d) On a quarterly basis, submit revisions to the 2010 Standards (RSS) based on LASC- identified concerns	a) July 2012, September 2012, November 2012, March 2013, May 2013 b) TBD c) TBD d) TBD	District Landscape Architecture

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
14	Review and update roadside management tool box	a) Review with maintenance (Landscape specialist and other key personnel) to evaluate existing roadside management tools and identify additional improvements needed b) Modify and update roadside management tool box c) Develop and implement strategy to inform districts of change	a) October 2012 b) December 2012 c) May 2013	Project Delivery & Districts Division of Maintenance & Operations Structures METS
15	Review and approve project specific non-standard special provision (NSSP) requests	a) Review, respond and process NSSP requests that the LA Coordinators forward to ORMLAS	a) As needed	Office of Landscape Architecture Coordination and Planning
16	2010 Support	a) Update and post addendums as needed each quarter b) Develop 2010 FAQ and post on website as a reference tool c) Review common NSSPs to determine need for SSPs	a) September 2012, December 2012, March 2013, June 2013 b) As needed c) As needed	HQ OE Division of Construction Landscape Architecture Program
17	Update Deputy Directive 13 - Water Conservation	a) Develop Draft - Work with Office of Resource Planning and Policy & Subject Matter Experts b) Circulate Draft - Statewide c) Finalize Draft d) Submit to Division Chief	a) October 2012 b) November 2012 c) January 2013 d) February 2013	Landscape Architecture Program Office of Resource Planning Construction
18	Facilitate Certified Professional in Erosion and Sediment Control (CPESC) training and certification opportunities	a) Identify and market training opportunities to districts regarding Certified Professional in Erosion and Sediment Control (CPESC) courses and certification b) Manage attendee participation and expenses c) Track and report certification passing rates	a) September 2012, March 2013 b) Ongoing c) Ongoing	District Landscape Architecture Landscape Architecture Program Districts
19	Identify research needs and manage research contracts for the Landscape Architecture Program (LAP)	a) Review past success and failures and develop strategy to promote NCHRP problem statements for selection b) Develop new NCHRP problem statement c) Conduct annual TAP meeting and solicit input on District research needs d) Submit Preliminary Investigation requests to DRI e) Submit new TAP project (task) proposals to PSC for review and funding in FY 13/14 f) Conduct quarterly LAP research update meetings w/ Principal LA g) Conduct monthly LAP research update meetings w/ Office Chief h) Market research findings and post final reports on LAP research website i) Manage ongoing DRI research j) Update LAP Research Strategic Plan k) Develop contract for Aesthetic Low Maintenance Guardrail design and crash testing l) Develop contract for Low Profile Barrier design and crash testing	a) September 2012 b) September 2012 c) April 2013 d) Ongoing as needed e) February f) September 2012, December 2012, March 2013, June 2013 g) monthly h) Ongoing as needed i) Ongoing as needed j) December 2012 k) December 2012 l) March 2013	Division of Research and Innovation Division of Design Division of Environmental Analysis Landscape Architecture Program DPAC

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
20	Identify Stormwater research needs and manage research contracts for the DEA Stormwater Program	a) Attend monthly Stormwater Program research status meetings b) Submit new research purpose and need statements to Stormwater Program c) Manage Stormwater Program funded research	a) monthly b) Ongoing as needed c) Ongoing as needed	Division of Environmental Analysis  Landscape Architecture Program
21	Manage Landscape Architectural new product reviews	Convene New Product Committee and review /process New product submittals ( Count of submitted vs. processed) a) Submit Needs Assessment report on new product reviews to NPR office (quarterly)	a) September 2012, December 2012, March 2013, June 2013	Trans Lab
22	Develop LID type Landscape BMPs / Tools as enhanced guidance for landscape architects	a) Research issues and collect current information from other transportation departments, Districts, research, etc. (develop research proposal if needed) b) Develop draft guidance for 3 cut sheets for landscape or soil based BMPs for web. c) Develop as draft final . d) Prepare guidance for posting on LAP WEB site.	a) September 2012 b) February 2013 c) May 2013 d) June 2013	Division of Research and Innovation  Division of Environmental Analysis  Landscape Architecture Program  Office of Stormwater Design
23	Develop "Advanced Sustainable Erosion Control" Video Clips for the Erosion Control Toolbox	a) Review video footage and identify useful segments b) Submit edits to consultant for editing c) Review editing of individual segments and submit final edits to consultant d) Post final video clips on the Erosion Control Toolbox	a) July 2012 b) August 2012 c) September 2012 d) January 2013	
24	Quality control - Seed testing of erosion control seed applications	a) Monitor and review seed submittals b) Identify non-compliance issues and alert REs c) Evaluate process and identify improvements. d) Implement improvements such as: Develop seed testing contract/or improve protocols, guidance, specification for contractor to implement QA protocol	a) monthly b) monthly c) December 2012, June 2012 d) June 2013	Divisions of: Environmental Analysis, Construction  Trans Lab/METS
25	Support of FY 2012/13 Division Business Plan Activities: MAIN STREETS	a) Assist LAP in responding to final draft public comments and comments from CT mg't. b) Comment on first draft of Main Streets Implementation materials. (PowerPoint and interactive PDF)	a) August 2012 b) Oct 2012	Landscape Architecture Program  Office of Stormwater Design
26	IVM - Finalize the Integrated Vegetation Management Report	a) Finalize draft report content b) Circulate draft report for management comment; complete edits c) Work with External Affairs to format final report d) Final report e) Address public requests	a) October 2012 b) November 2012 c) November 2012 d) December 2012 e) TBD/ongoing	Division of Maintenance Legal, Public Affairs and Environmental Analysis
27	Input Data into LAP project status data base	a) Compile Information b) Input Data	a) Monthly b) September 2012, December 2012, March 2012, June 2013	HQ OE  Landscape Architecture Program  Office of Landscape Architecture Coordination and Planning

#	Activities	Deliverables	2012-13 Schedule	Collaborating Office/Division
	<b>Ongoing Activities (No Deliverables)</b>	<b>e.g. Reviews and other supporting activities</b>	<b>No Target Dates</b>	
28	Participate as panel member on TRB Roadside Committee AFB-50	Provide and share technical expertise on Roadside Vegetation Management	Underway, ongoing	
29	Attend regular coordination meetings with Design Stormwater Management	a) Attend meetings between Office of Storm Water Management and ORMLAS meetings every other month b) Coordinate overlapping business plan items with the Office of Storm Water Management. Such as Revise/Develop design guidance to improve/expand the Treatment BMPs toolbox (Soil Amendments, Bioretention, Alt. Trench Matrl., etc.).	a) 6 meetings per year b) Ongoing	Design Stormwater Management and DEA
30	Stormwater: Attend regular coordination meetings with district/HQ partners, NPDES Permit compliance, provide tools and guidance to meet district needs	a) Attend DEA and Design Storm Water Advisory Team (PD, C, M, WQ, SWAT) meetings a-1) b) Attend Design Storm Water Coordinator Workshop b) Continue development of a draft Erosion Control Report template c) Provide comment and support for NPDES related guidance (PPDG update, Infiltration Tool, RUSLE2 and pervious pavement, etc.)	a) As scheduled a-1) March 2013 b) Ongoing c) Ongoing	Interaction with other Offices/Programs
31	Improve and implement research and new technologies	a) Identify research that can be incorporated into Departmental policies and practices b) Incorporate past research findings into business practices (training and specification modification) c) Maintain LAP research website	a) Underway, ongoing b) Underway, ongoing c) Underway, ongoing	Interaction with other Offices/Programs
32	Staff development	a) Hold one-on-one staff development meetings b) Annual staff IDPs c) Track employee training (Mandatory) d) Staff development employee training (Non-Mandatory) e) Coach and support staff on career goals and daily work	a) As needed b) B-day Month c) Ongoing d) Ongoing e) Ongoing	
33	Technical support and related activities	a) Respond to inquiries from districts, industry, & HQ, including Legislative Bill analysis b) Represent LAP at other academies, committees, etc and assist with issues c) Represent Department on national committees, in conferences, forums	a) As needed b) As needed c) As needed	
34	Miscellaneous Activities for the Office	a) Office work general b) Business Plan updates c) Personnel issues d) Management general e) PE Academy and other training support work f) Data entry work and filing g) Office meetings h) Mandatory training	a) As needed b) As needed c) As needed d) As needed e) As needed f) As needed g) As needed h) As needed	Interaction with other Offices/Programs
35	Vacation/Sick Leave	a) Vacation, Sick Leave, Furlough (7 @ 0.15 PY ea)		