



TRANSPORTATION CABINET


Frankfort, Kentucky 40622
www.transportation.ky.gov/


Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Secretary

HIGHWAY DESIGN MEMO NO. 03-12, TRAFFIC OPERATIONS MEMO NO. 01-12

TO: Chief District Engineers
Branch Managers for Preconstruction
Engineering Support Branch Managers
Design Consultants

FROM: Jeff Jasper, P.E.
Director
Division of Highway Design 

Jeff Wolfe, P.E.
Director
Division of Traffic Operations 

DATE: October 31, 2012

SUBJECT: Requests for Electrical Devices and Plans on Highway Projects

Considering the projected letting schedule for the Cabinet, the Division of Traffic Operations felt it was a good time to emphasize the proper procedures for handling requests for electrical devices (lighting, traffic signals, flashing beacons, school flashers, etc.) and associated plans on highway projects. The procedures were originally developed in 2000 but have been slightly modified to support the current project development process. It is important to emphasize that the project development process will be more efficient the sooner that the Division of Traffic Operations is notified of electrical device issues/needs on projects.

The following procedures should be followed when electrical devices and plans are required as part of the project development process:

1. Project Manager notifies District Traffic and appropriate liaison from the Division of Traffic Operation's Traffic Engineering Branch of meetings for projects that likely involve electrical devices/plans.
2. District Traffic and/or the Division of Traffic Operations send employees to these project team meetings.
3. Project team identifies need for electrical devices/plans on the project. Need could include replacing existing or installing new devices.
4. When the project team recommends the installation of electrical devices and/or recognizes the need for electrical plans on a project, District Traffic shall submit a written request to the Division of Traffic Operations for electrical devices/plans. The



request should identify the impacts and needs of the particular project when it comes to electrical devices. For new installations, the submittal should include traffic counts/projections, crash history, and any other information that would typically be used for supporting documentation.

5. The Division of Traffic Operations reviews submitted information, secures approval for new devices if justified, and/or determines if plans will be designed by their staff. The Division notifies District Traffic and Project Development of their recommendations/decisions.
6. Project Manager contacts the Division of Traffic Operation's Design Services Branch (or consultant if they are doing electrical plans) as soon as possible so pole base locations can be identified and shown on the right-of-way and utility plans.
7. The Division or consultant completes the design of electrical plans. If consultants are preparing the electrical plans, they shall submit their plans to the Division of Traffic Operations for review.
8. Final electrical plans should be submitted to the Project Manager for inclusion in the plan set. The Project Manager is ultimately responsible for making sure that electrical plans are identified and included in the total plan package.

The intent of this process is to expedite development of electrical plans so that our common goal of delivering projects on time and within budget can be attained. If this process is followed, it will also minimize potential conflicts with utility placements within right of way and improve communication between the project team and traffic designers.

To assist in your efforts, we have attached the most recent district assignments for the Traffic Engineering Branch and Traffic Design Services Branch. To emphasize their particular roles in the process, the Traffic Engineering Branch reviews and makes recommendations regarding requests for new or modified electrical devices. Employees in the Design Services Branch develop the plans for electrical devices. In addition, we have attached a draft memo that serves as an example of an effective request for electrical devices/plans on a highway project.

If you have any questions regarding this information, please contact the Division of Traffic Operations.

Attachments

c w/a: Keith McDonald
Kevin Damron
Cass Napier

DISTRICT ASSIGNMENTS FOR DIVISION OF TRAFFIC OPERATIONS

Traffic Engineering Branch –District Liaisons

Tim Tharpe	D-2, D-7, D-9, and D-11
Robert Brown	D-3, D-5, D-10, and D-12
Lindsay Carter	D-1, D-4, D-6, and D-8

Traffic Design Services Branch – District Liaisons

Ted Swansegar	D-4, D-5, D-6, and D-8
Lynn Witmer	D-7, D-9, D-10, and D-12
Adam Proctor	D-1, D-2, D-3, and D-11



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TO: Jeff Wolfe
Director
Division of Traffic Operations

FROM: (Name)
(Position)
Engineering Support Branch

DATE: (Date)

SUBJECT: (County)
(Route #)
(Item #)
Request for Electrical Devices and Plans

The subject route is scheduled to be widened. The roadway is proposed as an urban roadway (45 MPH) with curb and gutter and sidewalks along both sides of the road. Both sides of the road will have an eight-foot shoulder with a five-foot bicycle lane striped within the shoulder. The proposed right-of-way will be one foot outside the sidewalk. The projected letting date is January of 2016.

As a result of this construction, electrical plans will be necessary for existing installations as follows:

- Griffith Road Modify existing traffic signal
- Moses Parkway Modify interchange lighting
- Jasper Elementary Modify school flasher

In addition, electrical plans will be necessary for the following proposed installations (if approved):

- Albright Road Proposed flashing beacon
- Waldner Court Proposed traffic signal

Supporting documentation (such as traffic projections, warrant analysis, crash data, plan sheets, etc.) for the modified/new devices is attached. Roadway plans are also available on ProjectWise.

We request recommendations from your office regarding the listed devices and request that your staff provide electrical plans for required electrical work. If you have any questions regarding this request, please let us know.

Attachments

c: (Project Manager)



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