614 REVIEW PROCESS OF TRAFFIC SIGNALS FOR PERMITS

The purpose of this section is to provide a guideline for consistent quality control in the design, review, installation, inspection, turn-on and modifications to traffic signals, signing and striping done by permit. We recommend the following procedure be followed.

A. Approved Traffic Signal Needs Study (Ref. PGP 611) / Traffic Impact Analysis (Ref. PGP 240). (Minimum of 3 copies distributed by permit office to Regional Traffic Engineer, Permit Office & Traffic Design.)

B. After signal study is approved:

1. ADOT Permit office gives permit applicant a copy of the Review Process of Traffic Signal/Signing/Striping For Permits (PGP 614), and the Quality Control (QC) requirements. The ADOT permit office shall inform the permittee that they are responsible for hiring an independent consultant with a minimum qualification of IMSA level II traffic signal certification (see attachment A) to inspect the construction of the permitted signal. ADOT reserves the right to use Department Inspectors if available. ADOT shall inform the permittee of their intentions at the beginning of this process. The permittee shall submit the inspectors name and qualifications for approval by the Regional Traffic Engineer (RTE).

2. Applicant's Design Engineer generates the proposed signal design per ADOT Standards.

3. Applicant's Design Engineer shall coordinate with the ADOT Regional Traffic Engineer or District Electrical Operations Engineer, regarding the need for an Intergovernmental Agreement (IGA) for the construction, maintenance and utility payment for the signal.

4. Permit Applicant requests permit from ADOT Permit Office.

5. ADOT Permit Office sends review plans package, as specified in C below, to the RTE.

C. Applicant's Design Engineer submittal shall be 6 complete sets of legible half-size design plans (at 95% stage maximum), to include, the signal, intersection signing and striping plans (Ref. PGP 635). It is understood the permittee's Designer, at this stage, has obtained all needed Right-of-Way, Utilities and Environmental clearances. The submittal shall include the following:

1. Approved Traffic Signal Needs Study (Ref. PGP 611) / Traffic Impact Analysis (Ref. PGP 240) if not already received. (Minimum of 4 copies. RTE, Permit Office, Traffic Design & Traffic Operations)

2. Special Provisions for proposed work as required. (6 copies)

3. Material Quantities breakdown, separate sheet. (6 copies)

4. Copy of Draft Service Request Letter showing estimated loads, service address (if required) and name and address of who is responsible for paying the electric bill as required. (6 copies)

D. RTE or assignee shall distribute package to reviewers. Distribution shall be as follows:

1. Regional Traffic Engineer (1 set).

2. Area Signal Maintenance Manager (2 sets).

3. Traffic Design (3 sets, 2 sets will be forward to Traffic Operations).
The respective managers shall distribute to their assigned reviewers.

E. All reviewers will have 20 working days, maximum, with some exceptions, to respond with comments to the Regional Traffic Engineer or assignee.

F. Regional Traffic Engineer or assignee shall return all comments to the Applicant's Design Engineer and a copy to the ADOT Permits Office. If the design is approved, proceed to (I). If not approved, proceed to (G).

G. The Applicant's Design Engineer shall address all comments and resubmit updated plans and comment responses to ADOT Permits Office for another review and distribution. (See B5) Repeat steps C, D & E.

H. (B5, C, D, E, F & G) will be repeated until design is approved.

I. When design is approved by all reviewers, ADOT Traffic Design shall request the following from the Applicant's Design Engineer before final approval.

1. An electronic copy, in Microstation (.dgn)[(2d)] format of the signal, intersection signing and striping plans.

2. A full size mylar, sealed by and signed by a professional engineer, of the Traffic Design approved signal, intersection signing and striping plans.

3. Material Quantity Breakdown sheet.

4. Special Provisions package.

5. Copy of service request letter that will be sent to utility company by the Design Engineer.

J. When All items in (I) are received by ADOT Traffic Design, ADOT Traffic Design shall stamp and sign approval on the mylar, and they shall notify the appropriate ADOT Permit representative that the signal, intersection signing and striping designs are approved. ADOT Traffic Design shall distribute final plans (1/2 size) to all reviewers, with 5 copies to permit office and 1 copy to RTE.

K. The Permittee shall be responsible for ensuring that material submittals are submitted to ADOT Traffic Design for approval before the start of permit construction per Section 730-4 and 730-5 of the Standard Specifications.

L. Before the signal activation (PGP 627) or the independent inspector releases the contractor from obligations, the permittee shall contact the ADOT Electrical Inspector or the Area Signal Maintenance Manager or his agent, to obtain written concurrence.