

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
VI	1	1	8	11/8/2016

SUBJECT: TRANSPORTATION MANAGEMENT PLAN (TMP)

1. **PURPOSE:** This directive sets forth the Department of Transportation and Development's (DOTD) policy for what is required for Transportation Management Plans.
2. **SCOPE:** Every project/permit that affects the state transportation network excluding emergency maintenance work shall include a TMP as defined in this policy.
3. **DEFINITIONS:**
 - A. **TMP:** A Transportation Management Plan (TMP) lays out a set of coordinated transportation management strategies and describes how they will be used to manage the work zone impacts of a road project. Transportation management strategies for a work zone include temporary traffic control measures and devices, public information and outreach, and operational strategies such as travel demand management, signal retiming and traffic incident management. The scope, content and level of detail of a TMP may vary based on the work zone impacts of the project.
 - B. **TMP Level 1 Projects:** Projects where the required work does not affect the existing road way (i.e. mowing, clearing and grubbing, drainage.)
 - C. **TMP Level 2 Projects:** Projects that will affect the existing road way.
 - D. **TMP Level 3 Projects:** Projects that meet the Level 2 conditions and the 3 following conditions:
 - i. Lies on a principal arterial and;
 - ii. Has a Level of Service of F and;
 - iii. Has a lane closure during the peak travel periods?
 - E. **TMP Level 4 Projects:** Projects that meet Level 2 conditions and the 3 following conditions:
 - i. On an interstate or full control of access roadway and
 - ii. Lies inside of a TMA area or has a Level of Service of F and
 - iii. Will have lane closures.
 - F. **TMA: Transportation Management Area:** An urbanized area with a population of over 200,000 individuals. Currently Louisiana has four MPO's that have been designated as TMAs. These are New Orleans, Baton Rouge, Shreveport and Lafayette.
 - G. **TTC Plan: Temporary Traffic Control Plan.** A layout as described in EDSM III.1.1.23.
 - H. **Level of Service:** As defined by the DOTD Highway Needs Database.
 - I. **Queue Analysis:** Please refer to Section 6A.1, Queue Analysis for Lane Closures on Interstate of the *Traffic Engineering Manual* for current guidelines.
 - J. **Safety Analysis:** Please refer to the DOTD intranet page under the [Highway Safety](#) link for the current *Guidelines for Conducting a Crash Data Analysis using the Number-Rate Method and Overrepresented Determination*.

- K. **Alternate Route/ Detour Analysis:** The task of determining whether an alternate route is impacted by the work zone. This analysis should include documenting the type of construction, a brief explanation of why it is necessary to close the roadway or suggest an alternate route, an assessment of the condition of the alternate or detour route, and the load restrictions of the alternate or detour route. This analysis should also include a plan to gather and address the safety and mobility needs of road users.
- L. **Stakeholder involvement:** The task of identifying stakeholders, assessing the impact of the construction project on their daily operations, and developing a strategy to address their concerns as the project progresses. Potential stakeholders are local jurisdictions, residents, community groups with a vested interest in safety, business owners, law enforcement personnel, emergency response personnel, and Regional TMC operators. This analysis should include a plan for managing impacts, a plan for keeping stakeholders informed as the project progresses, and a plan for establishing partnering agreements as necessary.
- M. **Roadway:** The shoulder and the travel lanes of a roadway.
- N. **Work Zone Impacts Management Strategies:** A list of some of the strategies can be found in the FHWA Developing and Implementing Transportation Management Plans for Work Zones which can be found at: http://ops.fhwa.dot.gov/wz/resources/publications/trans_mgmt_plans/trans_mgmt_plans.pdf
- O. **Stage 0 Coordinator:** Person who completes or approves the Stage 0 checklist for the project requiring a TMP.
- P. **Peak Travel Periods:** A peak hour is a part of the day during which traffic congestion on roads and crowding on public transport is at its highest. Normally, this happens twice a day—once in the morning and once in the evening, the times during when the most people commute. The District Traffic Operations Engineer (DTOE) shall verify the peak travel periods.

4. POLICY.

A. Responsible Staff

- i. The Transportation Management Plan (TMP) Manager is to promote consistency in the Transportation Management Plans (TMPs) and to insure a complete document that provides for the safety, mobility, and quality in maintaining, rehabilitating, and reconstructing the State's highways. The TMP Manager will meet periodically with FHWA representatives if necessary and/or contact the designated FHWA representative as well as meet with several DOTD Project Managers to discuss problems and issues related to the development and approval of the TMPs.
 - 1) The TMP Manager will focus on Level 3 and Level 4 TMPs.
 - 2) Develop a TMP checklist and Table of Contents to help standardize the TMP process.
 - 3) Review all TMPs for consistency and completeness. Serve as the main point of contact between FHWA and DOTD for TMP matters.
 - 4) Make the final recommendation for TMP approval to FHWA and to the Chief Engineer when necessary.
 - 5) Help to develop a standard scope of services for TMP development for inclusion in consultant contracts.
 - 6) Maintain the TMP EDSM.
- ii. The Stage 0 coordinator shall be responsible for initiating and completing parts of the TMP as indicated in the attached checklist.
- iii. The Project Manager shall be responsible for:
 - 1) Coordinating Task Manager(s) assignment(s) including obtaining FHWA approval as needed to complete TMP prior to Project Delivery Date (PDD).
 - 2) Ensuring project contract documents (plans and/or contract proposal) contain required details and provisions in accordance with approved TMP.
 - 3) Ensure final TMP is communicated to stakeholders including documentation of implementation responsibilities per the approved TMP

- 4) Continue to see that the TMP is delivered on time and that all responsible parties are providing input as required.
- iv. The Project Engineer shall be responsible for implementing, updating and monitoring the TMP throughout construction.
- v. The DTOE may change a project to a Level 3 or Level 4 TMP category as approved by the Chief Engineer.

B. TMP Documentation

- i. Documentation for all levels of TMP shall include the appropriate check list with the appropriate attachments.
- ii. Level 1 TMP
 - 1) Level 1 Analysis
 - a. No analysis required.
 - 2) Level 1 Documentation
 - a. Shall include the TTC Details.
 - b. May require a TTC plan under extra ordinary circumstances.
- iii. Level 2 TMP
 - 1) Level 2 Analysis
 - a. No analysis required.
 - 2) Level 2 Documentation
 - a. Shall include TTC Details
 - b. May include TTC Plan if required due to type and location of construction.
 - c. May require strategies if the current roadway has a Level of Service of F.
 - d. May require strategies if the roadway is on the LADOTD's most recent Abnormal Crash List
 - e. Shall include who is maintaining signals during the life of the project, if applicable.
 - f. Shall include a basic Public Information release at the District level.
- iv. Level 3 TMP
 - 1) Level 3 Analysis:
 - a. Shall require 7 day 24-hour traffic counts, may require peak hour counts and shall require an analysis for existing conditions and proposed closure times in approved traffic signal analysis software. This software would be approved by the DTOE.
 - b. Shall require a safety analysis.
 - c. Shall require alternate route analysis.
 - d. Should require stakeholder involvement.
 - 2) Level 3 Documentation:
 - a. Roles and Responsibility sheet with signature
 - b. Project Description
 - c. Shall include TTC Details and a TTC plan.
 - d. Shall include who is maintaining signals during the life of the project, if applicable.
 - e. Shall include a specific Public Information plan for the life of the project.
 - f. Shall include Work Zone Impact Management Strategies.
 - g. Shall include all analysis.

v. Level 4 TMP

1) Level 4 Analysis:

- a. Shall require 7 day 24-hour traffic counts and a queue analysis as defined in the Traffic Engineering Manual, Section 6A.1, Queue Analysis for Lane Closures on Interstates
- b. Shall require a safety analysis.
- c. Shall require alternate route analysis.
- d. Shall require Stakeholder involvement.

2) Level 4 Documentation:

- a. Roles and Responsibility sheet with signature.
- b. Project Description.
- c. Shall include TTC Details and a TTC plan.
- d. Shall include who is maintaining signals during the life of the project, if applicable.
- e. Shall include a specific Public Information plan for the life of the project.
- f. Should include Work Zone Impact Management Strategies.
- g. Shall include all analysis.

5. APPLICATION OF STANDARDS: These standards shall apply immediately to all DOTD projects.

6. WAIVERS: The Project Manager may request a waiver from the Chief Engineer. If needed, the Chief Engineer shall request a waiver from FHWA.

7. OTHER ISSUANCES AFFECTED: All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.

CHIEF ENGINEER