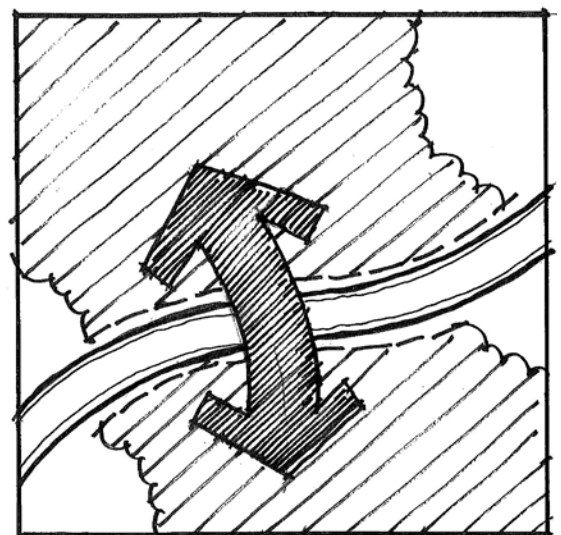
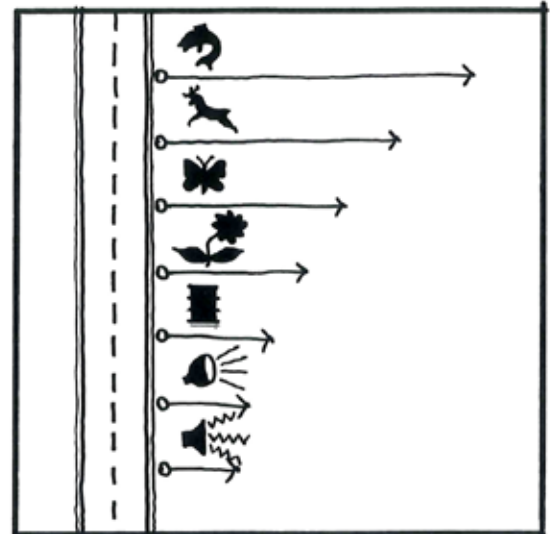
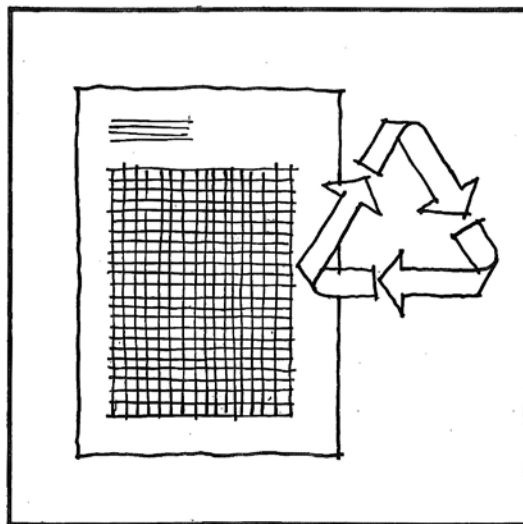


Roadway Design Guidelines

Instructions



Introduction and Background on the FWS Roadway Design Guidelines

Purpose and Authority

The purpose of this document is to provide project teams involved with transportation projects on FWS managed lands with instructions on how to document the use of the FWS Roadway Design Guidelines (Guidelines) on a project. FWS policy requires that the Guidelines are used on all FWS transportation projects.

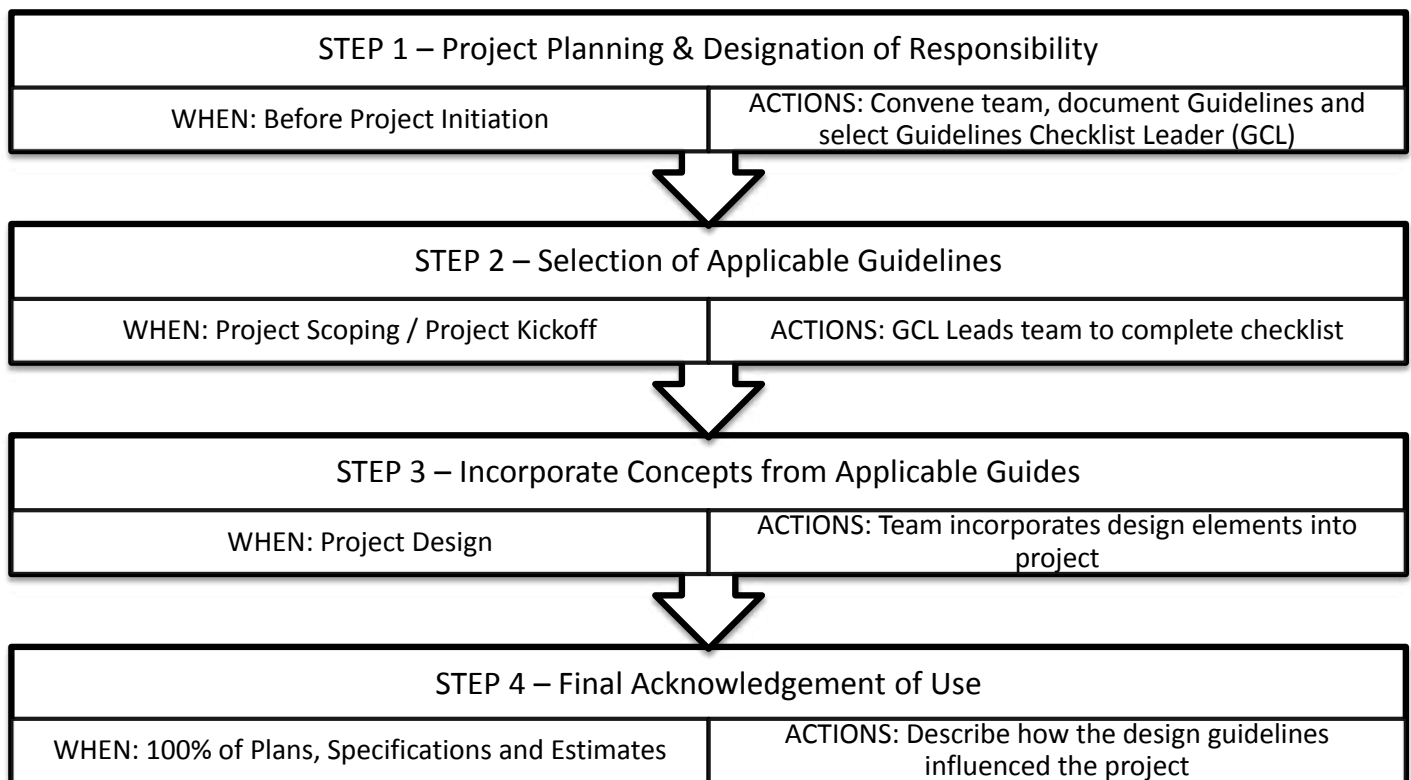
FWS policy requires that the Roadway Design Guidelines are used on all FWS transportation projects. Depending on the project delivery method selected by the FWS Regional Transportation Coordinator, individual FWS Project Management Plans or FHWA Project Agreements, Project Charters, and Project Management Plans will include a statement requiring the use of the FWS Roadway Design Guidelines referencing the specific procedures for use as outlined in these instructions.

Steps and Introduction to the Guidelines

The FWS Roadway Design Guides highlight state of the art ecological, planning, design and engineering considerations for roadway projects that heed both the significant benefits and impacts these projects present. Roadway projects on FWS managed lands should conform to planning and design criteria that have been established to support the FWS mission. The FWS Roadway Design Guides document includes 30 individual project planning and design guidelines, organized around 6 major themes.

The project checklist serves as an overview of these guidelines, and has been provided as a tool to assist in project planning, design and implementation. Using these guidelines is not an end in itself. Rather, the guidelines are a starting point from which to explore solutions to implement a roadway project of the highest standard. As such, projects funded through the FWS Transportation Program will go through a sign-off process at several stages of project development to ensure guideline accountability.

Please refer to the Guidelines document for more detailed information or contact your FWS Transportation Program Regional Coordinator.



Procedure for Using the Guidelines

Step 1 - Project Planning & Designation of Responsibility

Project Planning

The FWS Regional Transportation Coordinator will ensure that a statement requiring the use of the FWS Guides is included in applicable project planning documentation, such as FWS Project Management Plans or FHWA Project Charters, Project Agreements, and Project Management Plans. The following example statement has been provided for use in those documents:

“FWS policy requires that the Roadway Design Guidelines are used on all FWS transportation projects. A copy of the USFWS Roadway Design Guidelines along with instructions for their use is available from the USFWS Regional Transportation Coordinator.”

Designation of Responsibility

The FWS Regional Transportation Coordinator will designate a Guidelines Checklist Leader (GCL) for the project. This action should occur after a project is identified for preliminary engineering or schematic design and prior to project scoping or any related project specific investigations or studies beginning. The GCL may be any of the following project team members below. GCL responsibilities may not be designated to contractors or sub-contractors working for FHWA or FWS.

List of Potential Candidates for Project GCL Assignment:

- FWS Transportation Coordinator
- FHWA Program Manager
- FHWA Project Manager
- FHWA Project Designer
- FWS Engineering Project Manager
- FWS Project Leader / Deputy Project Leader
- FWS Refuge Manager
- FWS Station Biologist
- FWS Station Visitor Services Manager
- FWS Project Landscape Architect or Professional Engineer

Procedure for Using the Guidelines

Step 2 - Selection of Applicable Guidelines

The GCL should review the FWS guidelines in order to understand how they will relate to the project ahead. The GCL will present the guidelines and their purpose to the project team during a project's scoping phase. During project scoping, the GCL will complete a project checklist with the team. Specific Instructions for the GCL for Completing the Checklist:

- Become familiar with each guideline in advance of project meetings.
- Review the checklist as a group (i.e. Regional Transportation Coordinator, FWS station staff, FHWA staff, etc.).
- Decide which guides are applicable to the project.
- For guidelines that are applicable, discuss why they are applicable. Brainstorm specific response to applicable guidelines that will occur during the planning and design phase to ensure that the subject guideline was adequately considered.
- Briefly document each applicable guideline to be referenced and a proposed response on the Selection of Applicable Guidelines section of the Project Acknowledgements document.

*If the project requires a scoping field visit by project team members, it is recommended that the GCL completes the above activities at this time. If a field visit is not required, the GCL should convene a meeting or conference call to specifically discuss the Guidelines with the project team.

Step 3 - Incorporate Concepts From Applicable Guidelines Into the Project Design

Once applicable guidelines and related project specific responses have been documented; it is the responsibility of the GCL to work with project team members to ensure that information from each applicable guideline is being adequately considered. The GCL will review submittals at each deliverable milestone to ensure specific design responses are reflective of the guidelines.

Step 4 - Final Acknowledgement of Use

At the conclusion of the design phase 100% PS&E should reflect the spirit of the Guidelines and include specific design responses to applicable guidelines. If this has occurred at final design review, the GCL should complete the statement of use section and route to the FWS Regional Transportation coordinator for a signature.

Roles and Responsibilities on the Project Team

Regional FWS Transportation Coordinator

Once a project has been identified and is ready for project scoping, the Regional FWS Transportation Coordinator will identify and assign a member of the project team to serve as the Guidelines Checklist Leader. The Transportation Coordinator has authority and oversight of all the procedures for use as discussed in these instructions.

Guidelines Checklist Leader (GCL)

The Guidelines Checklist Leader is the responsible team member for monitoring and completing the Checklist. The GCL is responsible for ensuring that all project team members are aware of expectations and specific design goals, strategies and outcomes that result from the consideration of applicable Guidelines identified and documented during project scoping. The GCL is also the responsible team member for routing the completed acknowledgements back to the Regional Transportation Coordinator.

FWS Project Leader or Designee

Ensures that the GCL and Project team have adequately considered applicable design guidelines based on their knowledge of the project and field station needs. FWS National Transportation Coordinator Ensures that Regional Transportation Coordinators have completed all sections of the Project Acknowledgements document prior to the obligation of FWS Transportation funds for project construction.

FHWA Program and Project Manager

On projects where delivery will occur via FHWA, the FHWA program manager and FHWA project manager will insure that the GCL and project team have adequately considered applicable design guidelines based on their knowledge of the project and field station needs.

Project Delivery Leader

Staff / Project Manager responsible for managing the scope, schedule and budget of the project. Ensures that the project is fully completed and compliant with all applicable FWS standards.