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POLICY DIRECTIVE

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HIGHWAY ADMINISTRATOR

A Policy for MassDOT Pavement Management Projects

A key responsibility of the Highway Division is to ensure safe and reliable pavement conditions on state-owned roadways. The primary investment in this system comes through projects funded and delivered under the MassDOT Interstate and Non-Interstate Pavement Programs. To improve project delivery and maximize effectiveness, this policy outlines the allowable scope of work, sets design and delivery guidelines, and exempts pavement management program projects from the Design Justification Workbook requirements outlined in MassDOT Engineering Directive [E-20-001](#). The policy also institutes a work order process to track pavement maintenance activities.

Initiation and Programming

The Pavement Management Group is responsible for planning and maintaining a rolling five-year plan for interstate and non-interstate pavement management projects. Projects eligible for funding within these programs are initiated by the Pavement Program Manager. The projects are based both on recommendations from the Pavement Management Group and consultations with District offices.

The Project Review Committee (PRC) shall determine whether a project proposed by the Pavement Management Group is to be governed by this policy’s guidelines or if higher-priority needs warrant a broader scope or the initiation of an additional project. Where the PRC identifies the need for a more comprehensive scope, the project shall proceed under the roadway reconstruction program. Projects that the PRC deem appropriate for the pavement management program shall adhere to the scope, design and construction guidelines established by this policy.

Project Scope

The scope of work for pavement management projects must prioritize pavement management activities. Therefore, at least half of the engineer’s cost estimate for each project should be comprised of items within the 400 series of items (Sub-Base, Base Courses, Shoulders, Pavements and Berms).

Examples of secondary activities **ELIGIBLE** for pavement management program funding that may be included in the scope of work for a pavement management project include:

- Bridge preservation activities limited to minor deck repairs, resurfacing and bridge joint replacement. Bridge scope activities on pavement management projects must be approved by HQ Bridge Preservation.
- Drainage system maintenance limited to structure/pipe cleaning, structure (catch basin/manhole) repairs, replacement of damaged frames and grates, and upgrades to secured covers/castings, where needed.
- Highway guardrail/barrier repairs and replacement. The pavement management program is not intended as the primary means of modernizing safety hardware. NCHRP 350-compliant guardrail and barrier systems in good repair may remain in place in accordance with Engineering Directive E-20-004, MASH Implementation Plan.
- Replacement of in-road sensors for traffic signals and traffic data collection stations.
- Selective tree trimming to maintain clear zones and sight distances.
- Pavement marking replacement and modifications.
- Systemic safety countermeasures limited to pavement markings, rumble strips and signs (excluding rectangular rapid flashing beacons (RRFB)).
- Repairs to existing pedestrian infrastructure, including accessibility improvements.
 - Repairs which require right-of-way acquisition (temporary or permanent), survey to discern ownership, and/or utility relocation are not to be performed under pavement management projects. Where these conditions are encountered, the locations are to be shared with the Highway Program Management Team to determine appropriate action.

Other activities not on this list may be included only at the discretion of the Pavement Program Manager, and only when the work will not require right-of-way acquisition, significantly affect the project's schedule or cost, or was not previously determined to be out of scope by the PRC.

Examples of secondary activities **NOT ELIGIBLE** to be included in the scope of work for pavement management projects include:

- Roadway widening or narrowing
- Changes to roadway horizontal or vertical alignment
- Traffic signal replacement or traffic signal equipment upgrades
- Bridge superstructure or substructure repairs
- Construction of new pedestrian facilities, including but not limited to closing sidewalk gaps, signalization of crosswalks and slip lanes, and installation of pedestrian hybrid beacons

- Construction of new bicycle facilities (new bicycle facilities made through revisions to pavement markings within existing paved areas are acceptable)
- Removal of existing bicycle or pedestrian facilities (including crosswalks)
- Culvert replacement
- Installation of new drainage structures, drainage pipes or drainage system outfalls

Project Design and Construction

Pavement management projects should be designed by MassDOT staff. To expedite project delivery, the design process shall comply with the following:

- A project scoping meeting will be scheduled by the program manager within one month of project PRC approval. The meeting will serve as an opportunity to determine eligible secondary activities, as described herein, to be evaluated for inclusion in the project. Changes to project scope following this meeting are at the discretion of the Pavement Program Manager.
- Design Justification Workbooks, Intersection Control Evaluations, Functional Design Reports and Road Safety Audits are not required for pavement management projects.
- A Design Exception Report (DER) is required to document design decisions in the following cases:
 - A change in travel lane or shoulder width that results in a substandard width
 - Presence of a new or existing on-road marked bicycle facility that does not meet the relevant bicycle facility standards in Engineering Directive E-20-001

Each DER should include, at a minimum, a discussion of the substandard element(s), identification of the standards that aren't being met and justification for why the standards can't be met. The DER may also include a discussion of alternatives considered and future plans for improvements to the facility.

- Full plan sets are not required for pavement management projects. Design packages shall adequately depict the scope of work through sketches, plans or other means and be based on recorded construction plans, GIS inventories and/or field investigation. A full topographical survey should not be conducted for the design of pavement management projects.
- The projects advanced under this policy will be conducted within the public right of way substantiated by recorded construction and layout plans.
- All pavement management projects will have a combined 75/100% submission and a single PS&E submission. No other design submissions will be required.
- Design staff shall confirm with the District Utility and Constructability Engineer and local utility providers to ensure that no planned capital utility projects are expected to begin within five years of the anticipated project completion date.

- Temporary traffic control plans are required.
- To align with the construction season and minimize overall contract duration and traffic impacts, pavement management projects shall normally be advertised in the first quarter of the federal fiscal year. Some projects may also be advertised in the fourth quarter to take advantage of federal August Redistribution funds.
- Design teams shall develop and maintain a design schedule.
- Pavement management projects shall be completed within two construction seasons or the equivalent duration of working days.

Pavement Maintenance Activities

This policy recognizes that necessary pavement maintenance activities may be performed by the District offices to address immediate safety and pavement condition problems, and that these activities will not be associated with programmed pavement management projects. In order to track these activities and support maintenance budgets, District offices shall initiate work orders for all significant pavement activities within the MassDOT work order system (i.e. VueWorks).