

**ENGINEERING DIRECTIVES AND STANDARDS**

**Volume :** VI                      **Revision Date :** 03/13/2012  
**Chapter :** 1                        **Subject :** **TRANSPORTATION MANAGEMENT PLANS (TMP)**  
**Section :** 1  
**Directive :** 8

**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 three MPO's that have been designated as TMAs. These are New Orleans, Baton Rouge and Shreveport.
- 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. Safety Analysis: The task of analyzing and assessing safety impacts resulting from work zone activities within the project's impact area. Analysis should consider a baseline of safety performance for the type of facility and include incident data for the last three years (not including current year) documenting the number, location and type of crashes.

J. 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.

K. 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.

L. Roadway: The shoulder and the travel lanes of a roadway.

M. 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](http://ops.fhwa.dot.gov/wz/resources/publications/trans_mgmt_plans/trans_mgmt_plans.pdf)

N. Stage 0 Coordinator: Person who completes or approves the Stage 0 checklist for the project requiring a TMP.

O. 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 Stage 0 coordinator shall be responsible for initiating and completing parts of the TMP as indicated in the attached checklist.
- ii. 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
- iii. The Project Engineer shall be responsible for implementing, updating and monitoring the TMP throughout construction.
- iv. 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.

#### 3) 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 EDSM VI.1.1.4.

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.

**8. IMPLEMENTATION:**

This directive will become effective immediately for all projects in preliminary plan development on or after the date of this EDSM. Projects in final plans development on an interstate within a TMA area will be subject to this directive immediately. Other projects in final plan development may be considered for inclusion in this directive on a case by case basis.

CHIEF ENGINEER

### TMP Roles, Responsibilities, and Resources Sheet with Signatures

Role	Responsibilities	Resources (Costs)	Signature	Date

For other traffic control management see Section 713.08 of the *Louisiana Standard Specifications for Roads and Bridges*.

## Workflow Notes for TMP Checklists

1	Started and completed in the Stage 0 process either by Traffic Engineering Consultant (reviewed by DTOE) or District Traffic Staff. If no Stage 0 is required then would need to be completed prior to beginning the design.
2	Started and completed in the Stage 0 process either by Consultant or District Staff. If no Stage 0 is required then would need to be completed prior to beginning the design.
3	Started in the Stage 0 process either by Consultant or District Staff, re evaluated in the Stage 1 process either by Consultant or Environmental Staff. If no Stage 0 or Stage 1 then started prior to beginning design. Shall be completed by Project Manager or Designer prior to PDD.
4	Started in the Stage 0 process either by Consultant or District Staff and completed in the Stage 1 process either by Consultant or Environmental Staff. If no Stage 0 or Stage 1 then completed prior to beginning the design.
5	Prepared by the project manager and signed by all responsible parties prior to PDD
6	Started and completed in the Stage 0 process by personnel with training and reviewed by DOTD HQ staff. If no Stage 0 is required then would need to be completed prior to beginning the design. Re-evaluated after Stage 1 and Stage 3.
7	Started and completed in the Stage 3 process by the designer.
8	Started in the Stage 0 process and completed by a Public Information Officer prior to PDD.

## Level 1 Transportation Management Plan Checklist

The following list represents Transportation Management Plan (TMP) components and the percentages completed for Level 1 projects as defined in EDSM VI.##.##.

### Directions

- (a) In the left column write "Yes" if applicable or N/A if not applicable. Checkmarks denote items that are required for all projects at this level.
- (b) In the right columns place the percentage completed at each submittal stage.
- (c) See Workflow Notes sheet for delivery instructions.

Applicable for this project {Required (✓)}	Level 1 TMP Components				Stage 0	Stage 1	Stage 3		Workflow Notes
							Preliminary	Final	
							60% Submittal	90% Submittal	
	Analysis				Percent Complete				
	None Required								
	Documentation								
✓	•	TTC Details					60%	100%	7
	•	TTC Plan (extra ordinary circumstances)					60%	100%	7

## Level 2 Transportation Management Plan Checklist

The following list represents Transportation Management Plan (TMP) components and the percentages completed for Level 2 projects as defined in EDSM VI.1.1.1.

- (a) In the left column write "Yes" if applicable or N/A if not applicable. Checkmarks denote items that are required for all projects at this level.  
 (b) In the right columns place the percentage completed at each submittal stage.  
 (c) See Workflow Notes sheet for delivery instructions.

Applicable for this project {Required (✓)}	Level 2 TMP Components	Stage 0	Stage 1	Stage 3		Workflow Notes
				Preliminary	Final	
				60% Submittal	90% Submittal	
	<b>Analysis</b>	<b>Percent Complete</b>				
<input type="checkbox"/>	• Detour Analysis	100%				1
	• Queue Analysis according to EDSM VI.1.1.4	100%				1
	<b>Documentation</b>	<b>Percent Complete</b>				
✓	• TTC Details			50%	100%	7
	• TTC Plan (based on type and location of construction)			50%	100%	7
	• Mitigation (if the current roadway is LOS F)	60%	100%			4
	• Mitigation (if the roadway is on the Abnormal Crash Location list)	60%	100%			4
	• Evacuation Strategy (if used as an evacuation route)	100%				4
	• Work Restrictions	20%	50%	70%	100%	4
✓	• Basic Public Information release at the District level			60%	100%	8



## Level 3 Transportation Management Plan Checklist

The following list represents Transportation Management Plan (TMP) components and the percentages completed for Level 3 projects as defined in EDSM VI.##.##.

### Directions

- (a) In the left column write "Yes" if applicable or N/A if not applicable. Checkmarks denote items that are required for all projects at this level.
- (b) In the right columns place the percentage completed at each submittal stage.
- (c) Acquire signatures from Project Manager, District Traffic Operations Engineer (DTOE), and Area Engineer.
- (d) See Workflow Notes sheet for delivery instructions.

Applicable for this project {Required (✓)}	Level 3 TMP Components		Stage 0	Stage 1	Stage 3		Workflow Notes
					Preliminary	Final	
					60% Submittal	90% Submittal	
<b>Analysis</b>			<b>Percent Complete</b>				
<b>(a) Traffic Data</b>							
✓	•	7 day 24 hour counts	100%				1
☐	•	Peak hour counts					1
✓	•	Analysis for existing conditions and proposed closure times	100%				1
☐	•	Analysis for proposed mitigation					1
<b>(b) Safety Analysis</b>							
✓	•	Summarized crash data (3 years)	100%				6
✓	•	Baseline safety performance	100%				6
✓	•	Impact Area	100%				6
	•	Mitigation analysis	100%				6
<b>(c) Alternate Route Analysis</b>							
✓	•	Vicinity map	100%				2

	•	Brief explanation of why it is necessary to close the roadway (if closing roadway)	75%	85%	95%	100%	3
✓	•	Assessment of the detour route/alternate route	100%				2
✓	•	A plan to gather and address safety and mobility concerns on the alternate route	100%				2
<b>(d) Stakeholder Involvement (if required)</b>							
✓	•	List of stakeholders with their contact information (i.e. TMC operators, law enforcement, emergency response personnel, local jurisdictions, business owners, etc.)	50%	100%			4
							4
✓	•	Documentation of meetings and/or interviews		100%			4
<b>Documentation</b>				<b>Percent Complete</b>			
<b>(a) TMP Roles and Responsibilities (with signatures and resources)</b>							
✓	•	Project Engineer (PE)			30%	95%	5
✓	•	Area Engineer			30%	95%	5
✓	•	District Traffic Operations Engineer (DTOE)			30%	95%	5
✓	•	Public Information Officer (PIO)			30%	95%	5
☐	•	Other -					5
☐	•	Other -					5
☐	•	Other -					5
<b>(b) Project Description</b>							
✓	•	Purpose and scope	80%	90%	95%	100%	6
✓	•	Project type	80%	90%	95%	100%	6
✓	•	Project area and roadway characteristics with project vicinity map	80%	90%	95%	100%	6
✓	•	Nearby projects	50%	70%	75%	100%	6
✓	•	Project goals and constraints	50%	70%	75%	100%	6
✓	•	General schedule and timeline		80%	90%	100%	6

(c) TTC Details and a TTC Plan							
✓	•	TTC Details (in plans)			60%	100%	7
✓	•	TTC Plans (in plans)			60%	100%	7
		A. A layout of the temporary traffic control plan					
		B. Proposed construction phasing					
	•	Other Traffic Control Devices (PCMS, etc.)					7
(d) Public Information Plan							
✓	•	Public Information Plan	25%	50%	70%	100%	8
(e) Work Zone Impact Management Strategies							
	•	Project Coordination, Contracting, and Innovative Construction Strategies	25%	50%	70%	100%	6
	•	Public Awareness Strategies	25%	50%	70%	100%	6
	•	Motorist Information Strategies	25%	50%	70%	100%	6
	•	Transportation Operations Strategies	25%	50%	70%	100%	6
		A. Demand Management Strategies	25%	50%	70%	100%	6
		B. Corridor/Network Management Strategies	25%	50%	70%	100%	6
		C. Work Zone Safety Management Strategies	25%	50%	70%	100%	6
	•	Traffic/incident management and enforcement strategies	25%	50%	70%	100%	6
	•	Contingency plan/evacuation scenario	25%	50%	70%	100%	6
	•	Construction Alternatives	25%	50%	70%	100%	6
□		A. Documentation of all costs, benefits, alternatives, and who is responsible for each cost	25%	50%	70%	100%	6
		B. A list of costs shared in coordination with other projects	25%	50%	70%	100%	6
	•	All items in the TMP that are the responsibility of the contractor shall be in the contract	25%	50%	70%	100%	6

## Level 4 Transportation Management Plan Checklist

The following list represents Transportation Management Plan (TMP) components and the percentages completed for Level 4 projects as defined in EDSM VI.1.1.1.

### Directions

- (a) In the left column write "Yes" if applicable or N/A if not applicable. Checkmarks denote items that are required for all projects at this level.
- (b) In the right columns place the percentage completed at each submittal stage.
- (c) Acquire signatures from Project Manager, District Traffic Operations Engineer (DTOE), and Area Engineer.
- (d) See Workflow Notes sheet for delivery instructions.

Applicable for this project {Required (✓)}	Level 4 TMP Components	Stage 0	Stage 1	Stage 3		Workflow Notes
				Preliminary	Final	
				60% Submittal	90% Submittal	
<b>Analysis</b>		<b>Percent Complete</b>				
<b>(a) Traffic Data</b>						<input type="checkbox"/>
✓	• 7 day 24 hour counts	100%				1
✓	• Queue analysis as defined in EDSM VI.1.1.4	100%				1
<b>(b) Safety Analysis</b>						<input type="checkbox"/>
✓	• Summarized crash data (3 years)	100%				6
✓	• Baseline safety performance	100%				6
✓	• Impact Area	100%				6
	• Mitigation analysis	100%				6
<b>(c) Alternate Route Analysis</b>						
✓	• Vicinity map	100%				2
	• Brief explanation of why it is necessary to close the roadway (if closing roadway)	75%	85%	95%	100%	3
✓	• Assessment of the detour route/alternate route	100%				2

✓	•	A plan to gather and address safety and mobility concerns on the alternate route	100%				2
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**(d) Stakeholder Involvement (if required)**

✓	•	List of stakeholders with their contact information (i.e. TMC operators, law enforcement, emergency response personnel, local jurisdictions, business owners, etc.)	50%	100%			4
✓	•	Documentation of meetings and/or interviews		100%			4

**Documentation** **Percent Complete**

**(a) TMP Roles and Responsibilities (with signatures and resources)**

✓	•	Project Engineer (PE)			30%	95%	5
✓	•	Area Engineer			30%	95%	5
✓	•	District Traffic Operations Engineer (DTOE)			30%	95%	5
✓	•	Public Information Officer (PIO)			30%	95%	5
☐	•	Other -					5
☐	•	Other -					5
☐	•	Other -					5

**(b) Project Description**

✓	•	Purpose and scope	90%	95%	96%	100%	6
✓	•	Project type	90%	95%	96%	100%	6
✓	•	Project area and roadway characteristics with project vicinity map	90%	95%	96%	100%	6
✓	•	Nearby projects	50%	70%	75%	100%	6
✓	•	Project goals and constraints	50%	70%	75%	100%	6
✓	•	General schedule and timeline	10%	80%	90%	100%	6

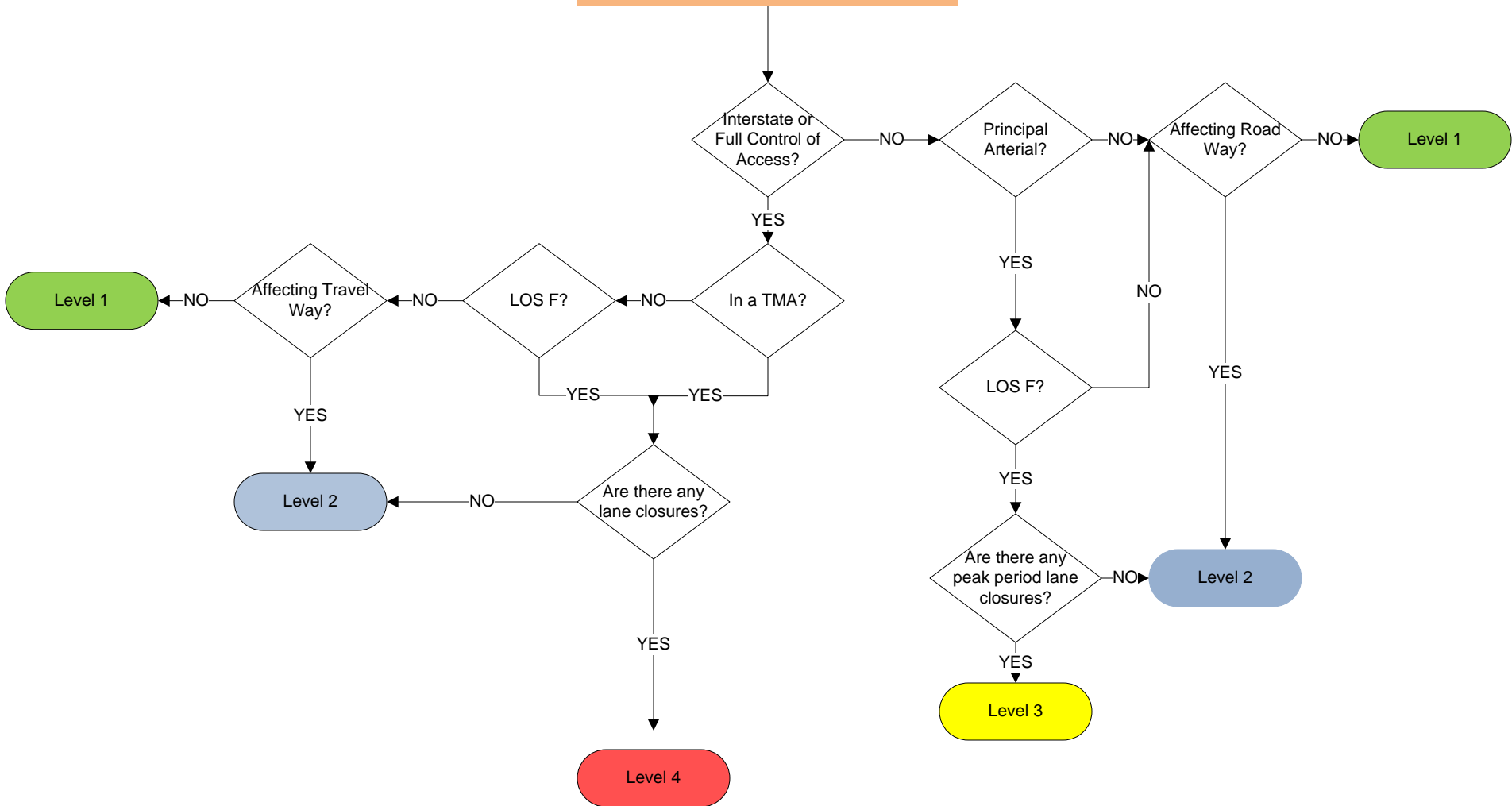
**(c) TTC Details and TTC Plans**

✓	•	TTC Details (in plans)			60%	100%	7
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✓	•	TTC Plans (in plans) A. A layout of the temporary traffic control plan B. Proposed construction phasing			60%	100%	7
	•	Other Traffic Control Devices (PCMS, etc.)					7
<input type="checkbox"/> (d) Public Information Plan							
✓	•	Public Information Plan	25%	50%	70%	100%	8
<input type="checkbox"/> (e) Work Zone Impact Management Strategies							
	•	Project Coordination, Contracting, and Innovative Construction Strategies	25%	50%	70%	100%	6
	•	Motorist Information Strategies: TMC involvement, PCMS signs, etc.	25%	50%	70%	100%	6
	•	Transportation Operations Strategies	25%	50%	70%	100%	6
		A. Demand Management Strategies	25%	50%	70%	100%	6
		B. Corridor/Network Management Strategies	25%	50%	70%	100%	6
		C. Work Zone Safety Management Strategies	25%	50%	70%	100%	6
	•	Traffic/incident management and enforcement strategies	25%	50%	70%	100%	6
	•	Contingency plan/evacuation scenario	25%	50%	70%	100%	6
	•	Construction Alternatives	25%	50%	70%	100%	6
<input type="checkbox"/>		A. Documentation of all costs, benefits, alternatives, and who is responsible for each cost	25%	50%	70%	100%	6
		B. A list of costs shared in coordination with other projects	25%	50%	70%	100%	6
	•	All items in the TMP that are the responsibility of the contractor shall be in the contract	25%	50%	70%	100%	6

*Note: A flowchart entitled “What Level of TMP Does My Project Require” is accessible as a pop-up in a separate window. Pop-ups must be allowed from this site to view this flowchart.*

# What Level of TMP Does My Project Require?



TMA: Baton Rouge Urbanized Area, New Orleans Urbanized Area and Shreveport Urbanized Area all within the respective MPO areas

LOS (Level of Service) is determined from the DOTD Needs Database