



# Arizona Department of Transportation

## INTERMODAL TRANSPORTATION DIVISION Construction Group

### CONSTRUCTION BULLETIN 02-01

**To:** District Engineers  
Construction & Materials Orgs

**Date:** August 9, 2002

**From:** Julio Alvarado, Assistant State  
Engineer, Construction

**Subject:** Roadside Safety Devices:  
Pre-activity meeting

Installation of roadside barrier has evolved into relatively complex construction. In order to achieve the necessarily high conformance levels, pre-activity meetings are being required. These meeting requirements will be added to the Construction Manual; this bulletin is being issued to allow immediate implementation.

The Contractor should submit the types of devices to be used at the pre-construction conference. This will provide the lead time necessary for the Resident Engineer (RE) to determine the final location for end treatments, which in turn affects the “length of need,” the total guardrail length and the quantity of material ordered.

Schedule the pre-activity meeting sufficiently in advance of the beginning of work to resolve all issues (a minimum of 20 days is recommended). Attendees will include the superintendent, the subcontractor(s) as applicable, the foreman installing the devices, the RE, the Project Supervisor and any inspectors who will be working on the installations.

**A suggested agenda for the pre-activity meeting for Roadside Safety Devices is included on page 2.** The RE should assign discussion roles and times.

It is understood the Contractor will bring the manufacturer’s installation requirements to the meeting, including the most recent ADOT approved PRIDE drawings. The ADOT personnel will bring the current checklists.

PRIDE (manufacturer’s approved) drawings can be accessed at:

<http://azdot.gov/business/engineering-and-construction/roadway-engineering/roadway-design-standards-and-guidelines/guardrail-barrier-and-transition-design-information>

An alternative way to access the PRIDE drawings is included on page 3.

Current versions of ADOT Inspection Checklists can be accessed on MS Outlook. Instructions are on page 4.

For your information, page 5 includes the interpretation of ADOT Standard Specifications, Section 105.06, as applied to these proprietary products.

## AGENDA

### ROADSIDE SAFETY DEVICES

#### **PRE-ACTIVITY MEETING**

- 1) Introduction of participants
- 2) Review Special Provisions
- 3) Discuss Barrier Summary Sheets (Roadway Engineering Memorandum, dated 6-27-2002)
- 4) Review Plans Layout Sheet
  - a) Dimensions of widening
  - b) Foreslope rate
  - c) Borrow source (if needed)
  - d) Bituminous material (source and type)
- 5) Discuss schedule and sequencing
  - a) Blue staking
  - b) Surveying layout
  - c) Borrow for pad construction
  - d) Potential drainage conflicts (e.g., created by widening)
  - e) Units to be installed before or after paving
  - f) Compaction around posts
  - g) Removal of existing rail and unit completion in same day
  - h) Traffic control
- 6) Review traffic standards and specifications for delineation
- 7) Review PRIDE (approved manufacturer's) Drawings & other standards
- 8) Review the manufacturer's installation requirements (e.g, manuals and instructions)
- 9) Review the ADOT checklists
- 10) Discuss governing order of requirements, authority and escalation practices

## **Web access for PRIDE (manufacturer's approved) drawings:**

Non ADOT users:

1. Type in [www.azdot.gov](http://www.azdot.gov)
2. Click on Roadway orange cone with words Roads & Freeways.
3. Find  Roadway Engineering Group and click on it.
4. Then click Roadway Design.

**Click on Favorites and add to favorites.**

**You will see this message on the page:**

Do not rely on previously downloaded data.

5. Click on Viewable Drawings.
6. Find Manufacturer's Approved Drawings for:
7. Click on Guardrail End Treatments.
8. Click on the **Blue underline drawing number** to open file.

**For ADOT users:**

### **1. Open Internet Explorer.**

2. Find About ADOT and move pointer over it.
3. Hi-lite by section\group and click.
4. Find Roadway Engineering and click on it.
5. **Then follow the above instructions starting at Number 4.**

## **ADOT CHECKLIST ACCESS THROUGH MS OUTLOOK**

1. Open **Microsoft Outlook**.
2. Click on **Public Folders** and you will see under Public Folders the following subfolders;
  - **Favorites**
  - **All Public Folders**
3. Click on **All Public Folders** and you will see a list of subfolders under it.
4. Find and click on **Construction** and then the following subfolders will be shown:
  - Construction Operations
  - Inspection Reports
  - Safford Construction
5. Find and click on **Construction Operations** and the following subfolders will appear:
  - Checklist Instructions
  - Computerized Checklist
  - Designers
  - Templates
6. Find and click on **Computerized Checklist**.  
**Note:** If you have a need to be in this file, click and hold the left button on Computerized Checklist and then drag it to the desktop or task bar and release the left button on mouse. At this time when Outlook is open, you can just click on the "**ICON**" of the "Computerized Checklist" and it will open for you. This is just a "short cut" to the folder.
7. Find the file you need and double click on it to open.
8. Once open, find either on your "**Word**" tool bar "Save As" or click on "File" and "Save As".
9. Locate where you want to "Save it to" and click "Save".

Now you can start using it or print out copies.

***Note:** This approach will only work if you are "connected" to the "network" and not on "stand-alone" mode (off line).*

*These files inside "Computerized Checklist" are "Read Only" and cannot be saved. If you cannot open the "Construction Operation" folder or "Computerized Checklist" folder or open a file, call your "help desk".*

Interpretation of ADOT Requirements, Standard Specifications, Section 105.06, as applicable to guardrail end treatments:

In case of discrepancy or conflict, the governing order of requirements is as follows:

- A. Supplemental Agreements (only applicable if there is an approved change in the product)
- B. Special Provisions (covers special project applications)
- C. Project Plans (show specific project layout)
- D. Standard Drawings
  - 1. Manufacturer's drawings, ADOT approved (PRIDE drawings)
  - 2. Manufacturer's Recommendations
- A. Standard Specifications (use if not covered by any of the above)

Inspection Checklists (based on above information)