



Directly responsible to the Deputy Director - Engineering.

The Roadway Design Division is responsible to:

Determine the specific location and scope of highway improvements, considering the recommendations of the Project Development Division and the District Engineers.

Prepare complete roadway plans for roadways on the state highway system.

Maintain liaison with the Federal Highway Administration concerning roadway design standards.

Provide necessary data for design public hearings on proposed improvements.

**OFFICE SERVICES UNIT**

Directly responsible to the Roadway Design Engineer.

Responsible for incoming and outgoing correspondence.

Directs inquiries to appropriate area(s).

Responsible for project files and plans in the Roadway Design vault.

Orders and dispenses supplies for the division and processes division payroll.

**DESIGN DELIVERY SECTIONS (4)**

Directly responsible to the Roadway Design Engineer.

The Design sections are responsible to:

Prepare plans for rehabilitation and expansion projects for all projects on Interstates, Expressways, and other state highways in Urban and Rural locations.

Prepare or review plans, specifications and estimates for preliminary, functional, limit of construction and final plans.

Perform design work on other highway systems as assigned by the Roadway Design Engineer.

Determine the specific location of highways.

Review and make recommendations for specific projects as designated by the Roadway Design Engineer.

Review the detailed work prepared by outside agencies or firms.

Assist the Districts with construction issues.

Assure that plans conform to all adopted criteria and standards, including final details, specifications and special provisions.

Review traffic impact studies and permit applications submitted by developers, consultants, and public entities.

Manage consultant contracts for roadway design activities

The Lighting Unit is responsible to:

Design state lighting projects including highways, rest areas, truck weigh scales and parking lots.

The Utilities Unit is responsible to:

Reviewing highway project plans and programming documents and performing field inspections to determine utility ownerships, potential conflicts, and utility rehabilitation estimates.

Coordinate planned highway improvement with utility companies, including requesting, reviewing, and approving Utility company rehabilitation plans, specifications, and estimates.

Prepare utility agreements and review and coordinate billings, invoices, and payments associated with utility rehabilitation work.

Miscellaneous Utility responsibilities including reviewing utility permit requests, and maintaining the NDOT Utility Accommodation Policy and Utilities chapter of the LPA Manual.

Issuing Status of Utilities Reports to the Construction Division for use in contract special provisions.

**DESIGN SUPPORT SECTION**

Directly responsible to the Roadway Design Engineer.

The Design Support Section is responsible to:

Roadway design sheet development, plan quality, and plan uniformity.

Prepare project displays and visual aids for Roadway Design and other divisions.

Perform drainage studies for the Roadway Design Division and provide technical support to the districts and other agencies regarding hydrology and hydraulics.

Provide analysis and certification of compliance for roadway design projects with regard to floodplain encroachment.

Provide training, support for Roadway Design staff on hydraulics related to projects, and support to district, other divisions and NDOT legal staff on hydraulics related issues.

Represent Roadway Design Division in meetings with other agencies on matters related to hydraulics.

Review permit applications and drainage studies from private developers and other governmental entities for impacts to state drainage facilities.

Coordinate activities between the Environmental Section of Project Development Division and Roadway Design.

Provide guidance and input for stormwater Best management. Practice and mitigation strategies into roadway design projects.

Recommend and prepare design policy, procedures and standards.

Maintain the Nebraska Roadway Design Manual, the Drainage Design & Erosion Control Manual, Design Process Outline & Exhibits, Standard/Special Plans, Policy & Department Operating Instructions and FHWA coordination pertaining to highway design guidance.

Review Roadside Safety Hardware for use on Nebraska highways.

Conduct and document meetings of internal work groups.

Coordinate review of applications to occupy or work on the ROW as requested by the Districts.

Represent NDOT in negotiations in processing permits and agreements.