



Doing Business With PennDOT

District 11



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Preface

Thank you for your interest in PennDOT Engineering District 11 which includes Allegheny, Beaver, and Lawrence Counties as well as the Tunnels organization. Our District contains 2,569 miles of roadway, 1,796 bridges, 4 tunnels, and 32 stockpiles. We provide winter services for 4,133 snow lane miles and serve more than 1.4 million customers with pride and integrity. We strive to lead the implementation of new statewide policies, products, and technology to improve our business and develop our team of nearly 790 employees. It is our goal to work with our business partners to deliver exceptional customer service and a safe and efficient transportation system that considers the needs and demands of many stakeholders.

System preservation and routine maintenance are fundamental to our approach. We have made considerable progress in reducing our bridges in poor condition, from over 600 bridges a decade ago to 194 at the conclusion of 2018 and reducing poor deck area from over 25% to 6.8% over the same period.

Additionally, we have completed \$131 million in major repairs to the Fort Pitt, Squirrel Hill, and Liberty Tunnels and have the final \$31 million phase for Liberty Tunnels ongoing through early 2019. Through a combination of reconstruction, resurfacing, seal coating, crack sealing, and selective recycling, we have improved the ride quality and maintenance of our highways.

In 2018, District 11 bid 71 projects for a total estimated cost of \$235 million. The 2018 construction season was highlighted by the \$8 million Route 30 Emergency Slide Repair and completion of the \$81.5 million Liberty Bridge Rehabilitation Project as the central focus. Additional projects let in 2018 were the \$26 million I-376 Fort Pitt Bridge to Edgewood Resurfacing and Bridge Joint Repair project, the \$9 million Thorn Run to I-376 Interchange Improvements in Moon Township, Allegheny County, the \$12 million Route 18 paving and bridge preservation project in Center Township and Monaca Borough in Beaver County, the \$8.5 million Route 288 Wampum Bridge Replacement in Wayne Township, Lawrence County, and the \$10.5 million Route 168 roadway and bridge restoration project in North Beaver and Taylor Townships in Lawrence County.

The intent of this booklet is to provide information regarding the transportation services delivered in District 11 and to serve as a reference point for the appropriate units to contact if additional information is needed. We look forward to working with you and invite you to contact us with questions and concerns.

Sincerely yours,
PennDOT District 11

Cheryl Moon-Sirianni, P.E.
District Executive



Cheryl Moon-Sirianni, P.E.
Jason Zang, P.E.
Douglas Seeley, P.E.
Angelo Pampena
Steven Koscelnak
William Korenoski
Steve Cowan
Yasmeen Manyisha
Joel Morris

District Executive
Assistant District Executive-Construction
Assistant District Executive-Design
Assistant District Executive-Maintenance
Human Resource Officer
Fiscal Officer
Press Officer
Safety Press Officer
Community Relations Coordinator

County Managers

Lori Musto
Michael W. Simmons, P.E.
David Harding
Benjamin J. DeVore, P.E.

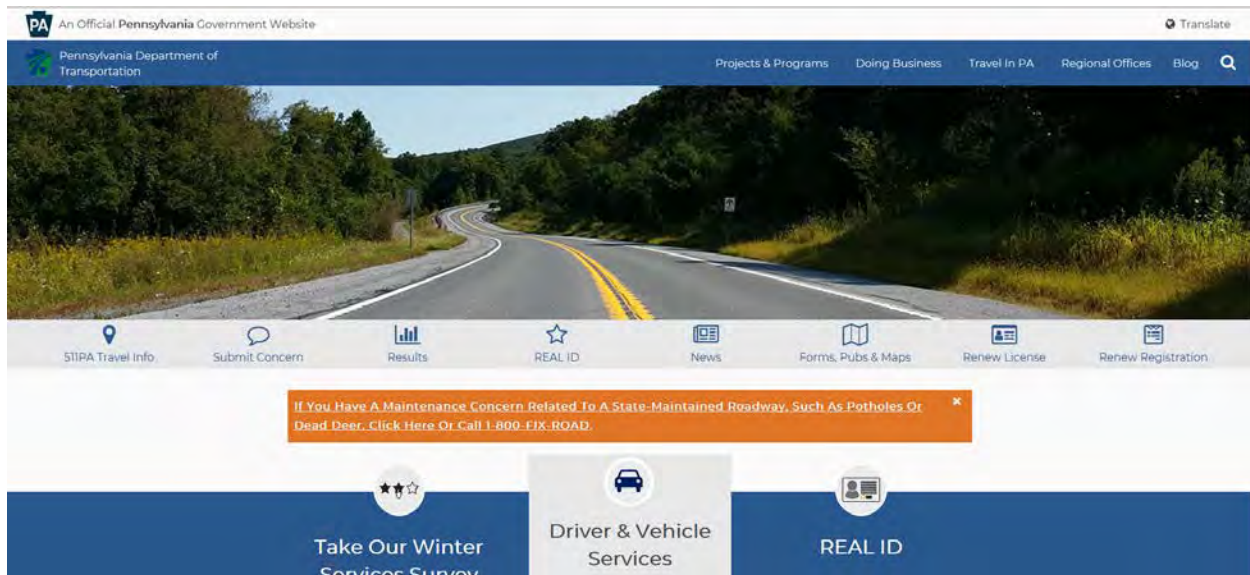
Allegheny
Beaver
Lawrence
Tunnels

District 11 Website

www.penndot.gov
(Choose Regional Offices, Click on District 11)

Maintenance Issues

1-800-FIX-ROAD (1-800-349-7623) or contact the County Maintenance Office



PennDOT Engineering District 11 is organized into a District Office and four Maintenance Offices. Standard hours of operation are 8:00 AM to 4:30 PM.



District Office (11-0)

45 Thoms Run Road
Bridgeville, PA 15017
412-429-5000

Allegheny Co. Maintenance Office (11-1)

51 Fox Chapel Road
Pittsburgh, PA 15238
412-781-3260

Beaver Co. Maintenance Office (11-2)

155 Stewart Ave
Rochester, PA 15074
724-774-6610

Tunnels Maintenance Office (11-3)

45 Thoms Run Road
Bridgeville, PA 15017
412-429-5000

Lawrence Co. Maintenance Office (11-4)

1800 Wilmington Road
New Castle, PA 16105
724-656-3104

Introduction

Concerns and inquiries can be directed to our District in the following ways:

Verbal and Website Concerns

Customers may report a concern by phone, in person, or directly online through the Customer Care Center (CCC). The online form requires specific information regarding the location and nature of the concern and contact information for the customer reporting it.

When a concern is reported through the CCC, every effort is made to contact the customer within two days to establish initial customer contact. Our objective is to respond to the customer and take corrective action, when necessary, within 14 calendar days of receiving a concern.

However, in certain circumstances, additional time may be required for completion due to the nature of the concern, personnel or material requirements, or seasonal/weather related restrictions.

<https://customercare.penndot.gov/>

Written Concerns

In the case of a written concern, our objective is to respond in writing within 14 calendar days. During this period, we attempt to investigate the concern to determine corrective action and, if possible, remedy the situation.

511PA

Motorists can check conditions on more than 40,000 roadway miles by visiting www.511PA.com. 511PA, which is free and available 24 hours a day, provides traffic delay warnings, weather forecasts, traffic speed information and access to more than 860 traffic cameras.

511PA is also available through a smartphone application for iPhone and Android devices, by calling 5-1-1, or by following regional Twitter alerts accessible on the 511PA website.

Right-to-Know Law (RTKL)

Right-to-Know requests can be made by letter or by completing a RTKL request form and submitting it to PennDOT in person, via e-mail, U.S. mail, or fax as indicated on our website. <http://www.penndot.gov/ContactUs/Pages/Right-to-Know.aspx>

Employment

Information regarding Civil Service and Non-Civil Service employment as well as additional resources, can be found on our website www.employment.pa.gov or by calling the Western Region Recruiter at 412-429-4989.

Contractors and Consultants

Information and guidance regarding registering as a business partner can be found on the Engineering and Construction Management System (ECMS) website. <http://www.dot14.state.pa.us/ECMS/> - Click "Register as a PennDOT Business Partner"

Traffic Engineering and Operations Unit

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|---|
| Todd M. Kravits, P.E. – District Traffic Engineer – 412-429-4975 |
|---|

Speed Limits

Any alteration in a speed limit on a state-maintained roadway must be made upon the basis of an engineering and traffic study performed by the Department. Requests should be made in writing from the local municipality.

The Department is responsible for the maintenance of the necessary signs for speed limits of 40 mph and greater. Responsibility for maintaining speed limit signs below 40 mph lies with the local municipality.

The local municipality is responsible for the cost of the signs if a speed limit below 40 mph is approved.

Primary Contacts: District Traffic Engineer, 412-429-4975 or Safety Section Supervisor, 412-429-4803

Speed Enforcement

The Department has no authority in the enforcement of speed limits. Authority for speed limit enforcement lies with the Pennsylvania State Police on all roadways and the local police enforcement agency within municipal boundaries.

Primary Contacts: The respective PA State Police Station or the respective local municipal Police Department

Traffic Studies

Any alteration in a traffic control restriction for one-way streets, stop or yield control at intersections, stop or yield control at locations other than intersections, no-passing zones and turn restrictions on a state-maintained roadway; must be made upon the basis of an engineering and traffic study performed by the Department.

Requests should be made in writing by the local municipality. The Department is responsible for the installation and maintenance of the necessary signs along state-maintained roadways and intersections.

Primary Contacts: District Traffic Engineer, 412-429-4975 or Safety Section Supervisor, 412-429-4803

Crash Data and Accident Reports

Information and data compiled from accident reports is used for traffic safety related research, design and planning of highway projects, and scheduling of highway maintenance activities. Because this type of information is often interpreted as notification of a hazard, it can leave the Department vulnerable to a potential lawsuit. Therefore, the Department is very cautious in releasing this type of information. Please refer to the hyperlink below for additional information. <https://www.dotcrashinfo.pa.gov/PCIT/welcome.html>

Guide Rail

Requests for the placement or alteration of a guide rail require a detailed Department review of the location. If the location meets the Department's criteria, the Department will place the guide rail on highway right-of-way.

If the location requires an alteration of an existing installation due to the construction of a driveway or similar facility, the property owner will be responsible for having the work done after first obtaining a permit from the Department.

Guide rail can be placed off of highway right-of-way by a property owner for the protection of personal property.

Primary Contacts: District Traffic Engineer, 412-429-4975 or Safety Section Supervisor, 412-429-4803

Convex Mirrors

The Department no longer approves requests to install convex mirrors at new locations within PennDOT right-of-way. Existing mirrors may remain in place until they need replaced, at which time they must be removed.

Primary Contacts: District Traffic Engineer, 412-429-4975 or Safety Section Supervisor, 412-429-4803

Traffic Count Requests

PennDOT now has an easy way for its customers to obtain traffic counts. Average Daily Traffic (ADT) counts for all major roadways in the District can be obtained by the link below.

<http://www.penndot.gov/ProjectAndPrograms/Planning/Maps/Pages/Traffic-Volume.aspx>

Primary Contacts: District Traffic Engineer, 412-429-4975 or Safety Section Supervisor, 412-429-4803

Traffic Signals and Flashing Beacons

The Department's Traffic Signal Portal can be found by visiting:

<http://www.dot.state.pa.us/Portal%20Information/Traffic%20Signal%20Portal/index.htm>. The portal includes but is not limited to the following sources: Publications, policies, and forms; Approved Products Listing; Frequently Asked Questions; Traffic Signal Processes and Procedures; Automated Red Light Enforcement; Mapping and Spreadsheets; Training Updates; Traffic Signal Performance Measures; Recent News.

Traffic signals and flashing beacons are the responsibility of the local municipality to install, operate, and maintain. At the request of a municipality, PennDOT will perform a study at an existing intersection or location to determine if the device is warranted after first receiving written verification that the municipality will assume all costs associated with its installation, maintenance, and operation. Below are the requirements for each device.

Traffic Signals

The study takes into consideration traffic and pedestrian volumes, crash history, and the geometry of the intersection.

IF A TRAFFIC SIGNAL IS WARRANTED:

- PennDOT will notify the municipality in writing and send them the required application and maintenance agreement to be completed and returned to the District Traffic Unit after the warrant analysis is completed.
- Upon completion of the warrant analysis, PennDOT will authorize the design of the signalized intersection and issue a permit for construction of the traffic signal to the municipality.
- Upon completion of the Traffic Signal installation, PennDOT will inspect the installation and issue the Traffic Signal Permit.

IF A TRAFFIC SIGNAL IS NOT WARRANTED:

- PennDOT will notify the municipality in writing within two weeks of the completed warrant analysis.

Flashing Beacons

Flashing beacons include beacons at intersections, beacons on advanced signing, 15 MPH school zones, pedestrian warning devices, including Rectangular Rapid Flashing Beacons and illuminated firehouse devices.

The study takes into consideration crash history and special considerations such as roadway geometry and/or intersection alignment. PennDOT will advise the municipality in writing if a flashing beacon is warranted.

Primary Contacts: Assistant Traffic Engineer for Signals, ITS and Congestion Management, 412-429-4986 or Signal/TIS Section Supervisor, 412-429-4970

15 MPH School Zone Signs and Flashers

A 15 MPH school zone speed limit may be established in a school zone during normal hours that students (K-12) are arriving at or leaving school. The municipality and/or school district is responsible for conducting an Engineering and Traffic Study to determine if a school speed zone can be established. After which, the study is submitted to the Department for review and approval. The study considers:

- Arrival and departure of students
- Geometric review of roadway cross sections, horizontal and vertical alignment
- Pedestrian (School Children) Volumes
- School Route Plan

If a school zone can be established, a permit for a flashing device will be issued to the municipality upon receipt of the completed application. In all situations, once a permit is issued, the Department does not have any further involvement, except to inspect the completed installation for compliance with the permit.

The Department is available for consultation anytime the municipality or school deems necessary. The jurisdictional municipality is responsible for funding the installation and subsequent maintenance of any flashing school speed limit signs and/or flat sheet aluminum signs.

Primary Contacts: Assistant District Traffic Engineer for Signals, ITS and Congestion Management, 412-429-4986 or Signal/TIS Section Supervisor, 412-429-4970 for flashing devices or Safety Section Supervisor, 412-429-4803 for signs

Notes:

- Municipality is responsible for furnishing the permit condition diagram to PennDOT for approval.
- PennDOT will issue the application to install flashing warning devices upon approval of the Engineering and Traffic study.

The Department does not place School signs. Any person wishing to erect a School sign (S1-1), School Bus Stop Ahead sign (S3-1), School Bus Turn Around sign (S3-1-1), or School Bus Crossing sign (S3-3) must contact the municipality.

Approvals/permits are issued to the school district or the local municipality. A request for review by the Department to determine if conditions warrant the placement of the sign can be made by the school district or local municipality in writing.

Primary Contacts: Respective School District or Assistant Traffic Engineer for Traffic Engineering and Operations, 412-429-4929

Hazardous Walking Route Studies

The purpose of Hazardous Walking Route Studies is to determine if conditions are hazardous for a designated school student walking route along a public highway, as defined in Sections 1362 and 2541 of the Public School Code. Request for Hazardous Walking Route Studies must be made by the appropriate school district.

Primary Contacts: District Traffic Engineer, 412-429-4975 or Safety Section Supervisor, 412-429-4803

Signs

Permitted Signs

There are various types of signs that can be placed by municipalities after first receiving approval from the Department. They include but not limited to the following: cattle crossing, farm machinery, truck crossing, equestrian crossing, fire station, emergency vehicle entrance, handicapped area, plant entrance, park entrance, hospital, church, driveway and deaf child area. Installation and maintenance of the sign is the responsibility of the municipality.

Primary Contacts: Assistant Traffic Engineer for Traffic Engineering and Operations, 412-429-4929 or Operations Section Supervisor, 412-429-4973

Campaign Signs

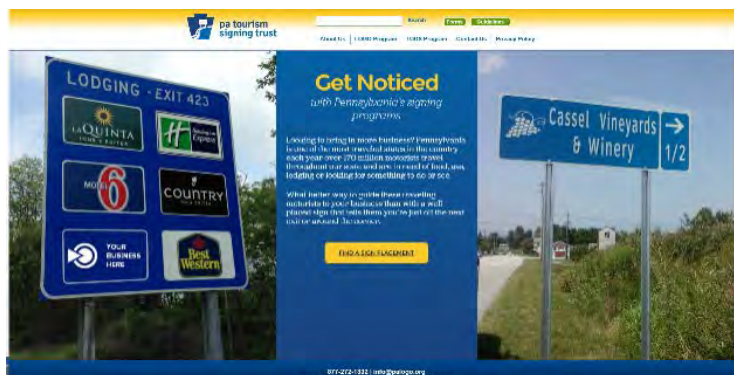
Policy:

No signs, banners, or advertising material of any kind may be placed within or across the legal right-of-way of any State highway. Any of the above that are placed may be removed without prior notice to the owner.

Logo, Wayfinding, Attraction, and Business Signs

Logo signing along interstate highways for gas, food, lodging and camping services is permitted as a public service to the motorist. Only those services that are readily available at the interchange may be signed. In addition, Wayfinding signing is used to enhance tourism within the Commonwealth. This signing falls under the responsibility of the PA Tourism Signing Trust.

Primary Contact: PA Tourism Signing Trust, 1-877-272-1332 or at www.palogo.org



Dynamic Message Signs (DMS)

Dynamic Message Signs (DMS) are located along our roads to inform motorists of local traffic conditions, major incidents, severe weather, roadway construction and maintenance, and safety initiatives. DMS play a vital role in the facilitation of daily traffic management operations by providing up-to-date, accurate travel condition information, and advisories. Because the purpose of the DMS is to provide traffic and safety information to the road users, PennDOT does not post messages containing advertisements or promotions.

Primary Contacts: Assistant Traffic Engineer for ITS and Congestion Management, 412-429-4986 or Western Regional Transportation Management Center Manager, 412-429-6034

Banner Permits

A written request and copy of a passed resolution must be submitted to the Department by the municipal officials indicating the following for devices to be suspended across the roadway:

- Description of the device being used (sign, banner, etc.)
- Size of the device (length and width)
- Proposed location of the device
- Date of device installation and removal

A statement from the municipality assuming responsibility for erecting, maintaining, and removing the devices as well as any liability that might result therefrom. The municipality must receive written consent from the Department before installing the devices. The Department will respond within two weeks of receipt of the request.

Primary Contacts: Assistant Traffic Engineer for Traffic Engineering and Operations, 412-429-4929 or Operations Section Supervisor, 412-429-4973

Special Events (Races, Parades, and Film Shoots)

The jurisdictional municipality is responsible for submitting a "Special Event Permit Form" to the Department three weeks prior to the event. A detailed map indicating the roads to be closed and the detour routes to be used must be submitted with the road closure request form.

Primary Contact: Assistant Traffic Engineer for Traffic Engineering and Operations, 412-429-4929

Highway Occupancy and Utility Permits

Underground Utility Permits

Who Needs a Permit?

- Utility companies apply for permits for an installation within the highway right-of-way including service lines to the property lines.
- Property owners should coordinate with respective utilities to submit applications to PennDOT, including local governments when appropriate for drainage connections.

Examples: Gas, water, and sewer lines.

Overhead Utility Permits

Who needs a Permit?

- Only PUC-controlled companies can apply
- A permit is required for the placement or replacement of utility poles
- Minimum height required on all overhead lines is 18 feet

Examples: Telephone, electric, and cable television

Driveway Permits

Who needs a Permit?

A permit is required for any driveway accessing onto a State Highway. Applications can be made at our District Office or any of our County Maintenance Offices.

Permits are required to ensure that the Department has control over the location and size of driveways to provide maximum safety for persons using the drive and the traveling public.

- **Sight Distance:** The Department has requirements that driveways meet minimum sight distance measurements for users to safely exit and enter.
- **Drainage:** The driveway and site, if applicable, are reviewed by PennDOT to determine what drainage impacts there will be to the state highway and if these impacts are appropriately mitigated.
- **Guide Rail:** If a guide rail is involved within the location of a driveway, the permittee must remove the guide rail and reconstruct end treatments to meet Department safety regulations at his/her expense. The removed guide rail is then to be delivered to the nearest PennDOT stockpile location.

e-Permitting

e-Permitting is designed to streamline the permit application process for utility companies, businesses, engineering consultants, municipalities, and individuals who need to apply for a Highway Occupancy Permit (HOP).

The secure, user-friendly system provides the tools you need to create an HOP application (M-945A), attach documents, submit the package to PennDOT, and view the response from any internet enabled computer.

It's easy to register for a user ID. Applicants who work with permits regularly, you can become an ePermitting Business Partner. There is an Express Registration option for one-time applicants too. Go to the ePermitting Site at <https://www.dot14.state.pa.us/EPS/home/home.jsp> for more information.

Primary Contacts: Assistant Traffic Engineer for Signals, ITS and Congestion Management, 412-429-4986 or Highway Occupancy Permits Manager, 412-429-4879

Western Regional Traffic Management Center (WRTMC)

District 11 is the home to the Western Regional TMC, managing traffic operations for 18 counties including the following: Allegheny, Beaver, Lawrence, Washington, Westmoreland, Greene, Fayette, Armstrong, Butler, Venango, Clarion, Mercer, Erie, Crawford, Forest, Warren, Indiana, and Jefferson.

RTMC Operational Roles/Responsibilities:

- Assist in incident detection and verification throughout the region
- Initiates and manages recurring and nonrecurring congestion
- Initiate and operate all available ITS devices
- Provide motorists information/situational awareness using Dynamic Message Signs (DMS)
- Establish and operate alternative routes or detour information
- Protect incident scenes and provide traffic control by utilization of DMS and other traveler information sources
- Actively dispatch Freeway Service Patrol (FSP) to incidents
- Maintain constant communication with FSP during hours of FSP operation
- Coordinate with PennDOT maintenance and field crews
- Determine incident clearance and any roadway repair needs
- Maintain continuous situational awareness
- Collaborate with law enforcement agencies

Freeway Service Patrols

The purpose of the Freeway Service Patrols is to provide the expeditious removal of disabled or accident vehicles, and small non-hazardous debris, from the Parkways, including I-376, I-79, I-279, I-579, Route 28, and any other roadways as directed by the Department. Rapid removal is made possible by the presence of service patrol vehicles stationed or roving in strategic areas on the highways during hours of peak traffic. The service patrol facilitates a much quicker response time to non-recurring incidents such as breakdowns and accidents, thus reducing the total time needed to clear the incident from the highway and restore normal traffic flow.

Services provided:

- Provide safety and security to stranded motorists
- Provide simple mechanical repairs, such as flat tires, temporary cooling system repair, running out of fuel, if needed
- Provide traffic control for first responders at the scene of a crash
- Provide real time traffic conditions to TMC staff
- Provide cell phone or phone book to call for assistance or tow
- Provide tow to a safe pull area (i.e. exit ramp, parking lot, or emergency pull off)
- Provide directions or maps to lost motorists

HOV Lanes

A High Occupancy Vehicle Lane, or HOV Lane, is used to reduce congestion along Interstate 279/579, the Parkway North, by providing ridesharing via carpooling, vanpooling, or public transportation. With the exception of motorcycles, all vehicles using the HOV lane must have at least two people in them from 6:00 AM to 10:00 AM and 3:00 PM to 7:00 PM, Monday through Friday.

Inbound Access Points:

Entrances – I-279 South near the Perrysville Avenue Interchange; Ross Park and Ride Lot; McKnight Road

Exits – Anderson/Ninth Street; Stadium Drive; I-279 South between Madison Avenue and PA 65; Bedford Avenue

Outbound Access Points:

Entrances – Bedford Avenue; Stadium Drive; Anderson/Ninth Street

Exits – McKnight Road; Ross Park and Ride Lot; I-279 North near the Perrysville Interchange

Inbound Hours of Operation:

Monday – Friday, 6:00 AM – 10:00 AM (HOV 2+)

Outbound Hours of Operation:

Monday – Friday, 3:00 PM – 7:00 PM (HOV 2+), 7:00 PM – 5:00 AM (Unrestricted Use)

Friday, 7:00 PM – Monday, 5:00 AM (Unrestricted Use)

Closed:

Monday – Friday, 10:00 AM – 3:00 PM



Primary Contacts: Assistant Traffic Engineer for Signals, ITS and Congestion Management, 412-429-4986 or Western Regional Transportation Management Center Manager, 412-429-6034

Maintenance Division

Angelo Pampena – Assistant District Executive – 412-429-5002

Maintenance Work Planning

The Department planning efforts begin with an Annual Work Plan establishing goals and priorities to be implemented.

The Annual Work Plan is organized into three plan periods: July to October, November to March, and April to June. The Annual Work Plan is reconciled for monetary, personnel, material, and equipment need.

Work activity and State Routes are broken down into period plans. From this step, weekly plans are developed which include the scheduling of personnel, materials, and equipment for foremen to complete the work activities.

Agility

Agility is a program introduced by PennDOT that makes it possible to work with our customers to provide additional services to all residents of Pennsylvania. This also permits us to make agreements with our partners to share services, equipment, commodities, and human resources. The real winners in this arrangement are the taxpayers of Pennsylvania.

How does agility work?

- A meeting is scheduled with a PennDOT representative and potential partners.
- Each partner offers suggestions or a “wish list” for services, equipment, or resources.
- A dollar value is assigned for these services, equipment, or resources.
- Each partner reviews the items and an agreement for an equal value of services is reached.
- Each partner becomes a winner. These services are provided, with no additional monetary expense.

Who are our partners?

- Partners include AFSCME, local municipalities, businesses, civic organizations, other State agencies, etc.

Examples of Agility Projects:

- Local municipalities cleaning bridges or mowing along State highways in exchange for crack sealing on Township roads
- Township employees attending Department training in exchange for sweeping State highways

Agility Contacts:

| | |
|--------------------------------------|--------------|
| District 11 Agility Coordinator | 412-429-5059 |
| Allegheny County Agility Coordinator | 412-781-3260 |
| Beaver County Agility Coordinator | 724-774-6610 |
| Lawrence County Agility Coordinator | 724-656-3104 |

Types of Surface Treatments

- **Seal Coat (Tar and Chip)** – A very effective preventative maintenance technique that extends pavement life by sealing pavement cracks. This technique also improves the skid resistance of the pavement. Projects normally involve 100% State funds from the County maintenance budget.
- **Level and Seal Coat** – The purpose of this type of work is to level existing pavement, re-establish roadway cross section, and seal bituminous material as stated above. Projects normally involve 100% State funds from the County maintenance budget.
- **Mill and Fill (Paving)** – This work is performed to excavate the ruts and bumps out of a roadway surface and replace the area with a new bituminous riding surface. Projects can be funded with 100% State or Federal funds.
- **Level and 1.5 Inch Overlay (Paving)** – This treatment is used to level and pave higher volume roads. Projects normally involve 100% State funds from the County maintenance budget.
- **Microsurface** – A thin layer of highly skid resistant aggregate is used to restore surface friction to a roadway surface that is beginning to become slippery when wet. This process also seals the roadway surface creating a water tight surface. Projects can be funded with 100% State or Federal funds.
- **Restoration, Rehabilitation, and Resurfacing (3R's)** – The purpose of this type of work is to reconstruct the surface, drainage, shoulders, and guide rail on our highest volume roads. Yearly, the Districts are allocated a portion of the Statewide Federal dollars for restoration, rehabilitation, and resurfacing construction. Projects are selected based on rehabilitating the District's most important corridors and overall need.

PRIMARY CONTACT: Maintenance Program Manager, 412-429-3814

Shoulder Maintenance

Policy:

At the entrances to private driveways, the owner is responsible for highway shoulder maintenance from the edge of pavement to the right-of-way line. The proper shoulder slope must be maintained to prevent shoulder washout damage and roadway icing caused by water being diverted onto the road. Although the owner may have secured a permit for the driveway, the owner is still responsible for maintenance to assure compliance with the permit.

Primary Contact: County Maintenance Office

Deer Removal

Policy:

The Department will remove and dispose of dead deer from the roadway and shoulders on all interstates and expressways in all 67 counties. To report a dead deer you should contact 1-800-FIX-ROAD or your local County Maintenance Office.

Mailboxes

Policy:

Mailboxes may be placed within the Department right-of-way, but they are not covered by a permit regulation and are placed at the owner's risk.

The Department is not liable for damages to mailboxes, fencing, shrubbery, trees, etc. within the legal right-of-way caused by winter and summer maintenance activities.

Primary Contact: County Maintenance Office

Pipes and Drainage Ditches

Policy:

By Law, Section 417, State Highway Act of 1945, P.H. 1242 gives the Department the right to enter private property to clean drainage facilities. The Department is authorized to enter upon any private property if necessary to correct, maintain, or restore any existing drainage facility. Property owners may not physically block any pipes or ditches. The placement of additional pipes by the Department on private property to eliminate ditches is not permitted.

The Department is not permitted to expend public funds to engage in construction activity for the specific purpose of improving drainage upon private property, such as placing additional pipes on private property to eliminate ditches.

Primary Contact: County Maintenance Office

Drainage Systems

Policy:

The PennDOT Drainage Policy can be accessed at the link below:

<http://www.dot.state.pa.us/public/PubsForms/Publications/PUB%2023/Pub%2023-Chapter%208%20.pdf>

You may also find access to the publication on our website under Forms, Pubs & Maps

Snow and Ice

Policy:

Department equipment and personnel are never permitted to clean private driveways or business parking areas. Snow can be pushed from in front of driveways and mailboxes as long as the truck does not leave the highway or perform backup or turning maneuvers.

Note: When plowing snow, push the snow to the far side of the driveway to prevent Department plows from redepositing the snow at the driveway entrance.

Primary Contact: County Maintenance Office

Damage Claims

When damage is caused to private property, contact the County Maintenance Office in which the incident occurred. Phone numbers are as follows:

| | |
|-------------------------|--------------|
| Allegheny County | 412-781-3260 |
| Beaver County | 724-774-6610 |
| Lawrence County | 724-656-3104 |
| District Office | 412-429-4841 |

Reimbursement for Highway Facilities Damaged by Motorists

The Department seeks reimbursement from the responsible party for the repair of roadway facilities damaged as a result of crashes.

Common Types of damages are:

- **Guide Rails**
- **Signs**

These items are frequently hit as a result of automobile crashes. The owner of the vehicle, determined by police to be responsible for the crash, will be sent a bill for the costs incurred by the Department to make the repairs. The motorist receives the bill directly from the Department and is instructed to forward it to his/her insurance carrier.

- **Spill Cleanups**
- **Bridge or Pavement Damage**

These high cost items are frequently billed as a result of a crash involving a large trailer truck or other commercial vehicle. Labor, materials, engineering, and construction can drive these costs into the thousands of dollars.

Primary Contact: Damage Claim Coordinator, 412-429-4940

Surplus Supplies & Equipment

Information regarding state and federal surplus supplies and equipment programs can be found on the Pennsylvania Department of General Services website at:

www.dgs.pa.gov – Click on “Surplus Supplies & Equipment for Sale” under the “Public Links” section.

Highway Beautification

Adopt-A-Highway

The Adopt-A-Highway program reinforces PennDOT's litter pick-up efforts by involving citizens across the Commonwealth in anti-litter efforts in Pennsylvania's collective "front yard." The program serves to provide clean, well-cared for highways for Pennsylvania citizens, highway users, and the millions of tourists who visit the state each year. The program allows groups or individuals to become special "caretakers" on portions of state highways.

The Adopt-A-Highway program has a designated program coordinator in each of the District's three county maintenance offices, as well as the program administrator in the District Office in Bridgeville. They are as follows:

District Office
412-429-5011

Allegheny
412-781-3260

Beaver
724-774-6610

Lawrence
724-498-8418

Additional information can also be obtained on the website at:

<http://www.penndot.gov/about-us/RoadsideBeautification/Pages/Adopt-A-Highway.aspx>

Groups interested in adopting a locally maintained road can contact Keep Pennsylvania Beautiful through their website at: www.keeppabeautiful.org under "Keep It!"

Adopt and Beautify

Volunteers expand upon PennDOT's planting efforts to cultivate wildflowers and/or other approved plantings along our state roadways under a two-year commitment. In return, PennDOT places a sign recognizing the group for its efforts. Since interchange areas and traffic islands are also available for adoption, this is a wonderful way to say "Welcome to Pennsylvania and our community."

<http://www.penndot.gov/about-us/RoadsideBeautification/Pages/Adopt-and-Beautify.aspx>

Primary Contact: District Roadside Specialist, 412-429-4954

Sponsor-A-Highway

While PennDOT's Adopt-A-Highway program relies on volunteer groups to maintain adopted sections of roadway, the Sponsor-A-Highway program involves businesses and interested parties securing agreements with Adopt A Highway Maintenance Corporation to use its skilled maintenance forces to perform roadside work, including litter removal, graffiti removal, sweeping, landscape plantings, and mowing. Sponsored roadways will have signs placed that recognize the sponsors.

Find more information on becoming a highway sponsor by visiting the [Adopt A Highway Maintenance Corporation website](#).

Great American Cleanup of Pennsylvania

The cleanup is sponsored each year by PennDOT, the PA Department of Environmental Protection, Keep Pennsylvania Beautiful, and other partners. Groups participating in PennDOT's Adopt-A-Highway (AAH) program, which involves volunteers cleaning roadsides year-round, are also encouraged to participate in the cleanup.

The cleanup brings together nonprofit organizations, state agencies, local governments, businesses, and more than 130,000 volunteers annually to keep our communities clean and beautiful. Volunteers conduct litter and illegal dump cleanups, community beautification, plantings and restoration, host special collections for community recycling, and educate community members about the importance of clean and beautiful communities.

For additional information and to register for the event, please visit:

<http://www.keeppabeautiful.org/keep-pennsylvania-beautiful-get-involved/> or call 1-877-772-3673 ext. 113

Environmental Awareness

Policy:

Ensure that all maintenance employees are aware of the potential impacts to the environment as a result of a spill or release of a hazardous or residual waste associated with their daily responsibilities as an equipment operator or mechanic.

The Department annually trains all maintenance employees in waste management awareness that focuses on spill prevention and spill management requirements.

Environmental Policies:

- **Conserve Policy:** Minimize the amount of waste produced by only using the amount necessary to perform the job. Make employees aware of the waste minimization issue and always practice good housekeeping.
- **Recycle Policy:** Minimize the amount of waste produced by recycling a variety of products. For example, oils, antifreezes, and parts cleaner solvents can be recycled. Also, oil filters can be drained and the metal container recycled through a scrap metal vendor.
- **Substitution Policy:** Minimize the amount of waste produced by substituting less harmful materials. For example, clean equipment with citrus degreaser instead of hydrocarbon degreasers.
- **Re-use Policy:** Minimize the amount of waste produced by reusing materials. For example, tires can be recapped, batteries and drums can be reconditioned, and dirty paint solvents can be used to thin paints as long as the dirty solvents are segregated by color.

Primary Contact: SEMP Coordinator, 412-429-5070

Winter Maintenance Environmental Efforts

Maintaining the balance between environmental responsibility and winter services can be a challenging task. District 11's maintenance organizations are using the latest technology to provide the traveling public with the best possible winter services while pursuing a commitment to protect and preserve the environment.

Winter can be a constant battle for PennDOT workers to ward-off all that Mother Nature can deliver. The maintenance crews are responsible for clearing snow and preventing ice from forming on 4,133 snow lane miles of roadway and 1,796 bridges. Additionally, District 11 has 1,845 miles under Winter Agreement with municipalities to clear state roads in their jurisdiction.

Road salt is what comes to mind when most people think of winter road treatment. Salt, scientifically referred to as sodium chloride, can have detrimental effects on the environment. It can hurt vegetation, water quality, soil formation, and wildlife.

As environmental stewards, District 11 recognizes the potential negative impacts of using salt-based products for snow and ice removal and has been developing and using winter technologies which reduce the amount of salt being used.

One method is **salt pre-wetting**. In this process, the salt is combined with water to create a salt brine. Because of pre-wetting, less material is needed for each application, so less salt enters the environment. Salt spreading can be effectively controlled because the liquid doesn't bounce like rock salt often does. More brine stays on the roads. Also, each truck can spread on more roads using less solution without sacrificing our commitment to keeping state roads safe and passable.

GL 400 Spreaders are a computerized spreader system that controls the amount of salt spread over a given distance. The computer ensures the amount of material spread is consistent with application rates designated for a specific type of storm event.

Salt stockpile up-keep is the most important step in helping the environment and preserving quality of life. If not properly maintained, these stockpile sheds can leak sodium chloride into the ground, resulting in polluted land and ground water as well as other detrimental effects.

The stockpiles are evaluated twice a year, in the summer and winter. The evaluations are based upon requirements ranging from the general housekeeping of the stockpile to the proper storage of chemicals and materials.

District 11 continually strives to improve the environmental health of the Commonwealth. These methods will not only help keep Pennsylvania's transportation systems safe but also environmentally friendly.

Roadside Vegetation

CLEARING TREES/BRUSH AT PUBLIC ROAD INTERSECTIONS TO PROVIDE ADEQUATE SIGHT DISTANCE

Policy:

Section 6112 of the PA Motor Vehicle Code gives the Department wide ranging authority to trim or remove any vegetation, which, by obstructing the view of motorists, constitutes a traffic hazard.

The first step in invoking these provisions is to determine whether a traffic hazard exists. This is done by measuring the available sight distance in the field and comparing it with minimum standards. If the minimum safe stopping sight distance is not achieved, then a traffic hazard has been demonstrated.

If the vegetation which restricts sight distance is within the right-of-way, the Department has the absolute right to trim or remove it regardless of who planted it or what landscaping function it serves.

Should the obstructing vegetation be on private property, it must be trimmed or removed by the property owner within ten (10) days of receipt of written notice from the Department. If the owner fails to remove the traffic hazard within the time given, he or she is guilty of a summary offense which is punishable by a fine of \$10 a day until vegetation is cleared.

Explanation:

The Department's goal is to maintain desirable vegetation along the road edge and control the natural tendency of plant succession to replace low growing vegetation with weeds, shrubs, and trees. If unchecked, biological succession would result in our highway system being overgrown with woody plants. This slow and steady natural invasion, by degrees, causes the highway to be overgrown, reducing sight distance at curves and intersections, and obscuring guide rail, traffic signs, and driveways.

To prevent these unwanted changes at the roadside, the District must develop an Integrated Vegetation Management System (IVM). The IVM System employs mowing and other physical methods as well as herbicide spraying. By coordination with herbicides, much more effective control can be achieved.

A major element of our roadside management plan is to develop a cyclical pattern of physical and chemical treatment in each county, which is effective, comprehensive and organized on a multi-year basis. Critical to our plan is the need to coordinate each of these programs so that they complement each other for a maximum return on investment.

Since 1948, the Department has been safely using herbicides to cost effectively complement the roadside vegetation control program. The materials used are registered by the EPA and have undergone a vigorous testing program to demonstrate they are safe to people, wildlife, and the environment. The people applying the materials are thoroughly trained and are licensed by the PA Department of Agriculture. In addition, the Department has a long-term contract with Penn State University to conduct research on safe, effective herbicides for roadside vegetation control.

Primary contact: District Roadside Specialist, 412-429-4954

Posted and Bonded Roads

Why are highways posted?

Many of the Commonwealth's older secondary and rural highways are not designed to support the heavy truckloads they presently carry. Consequently, many of these highways are being damaged. The Department's posting and bonding policies require heavy haulers to be financially responsible for excess maintenance on the highways they use. In this way, the Department can maintain its rural highways for simultaneous use by both passenger vehicles and heavy haulers.

Who determines if a highway must be posted?

The posting authority for State owned highways is the Pennsylvania Department of Transportation. Local governments are the posting authority for locally owned roadways. Generally, traffic routes and primary routes are not posted.

When a hauler bonds a highway, it agrees to be responsible for excess maintenance costs arising from heavy hauling. The amount of security that must be provided for bonding posted highways is as follows:

- \$6,000 per linear mile for unpaved highways
- \$12,500 per linear mile for paved highways
- \$10,000 for each county or municipality involved

The hauler is responsible for restoration of damages before the agreement can be terminated and the security released.

Types of Agreements:

- **Type 1** – (i.e., Timber, logging) – Route specific, permit authorizes use of overweight vehicle belonging to the USER. Permit is carried in the vehicle.
- **Type 2** – (i.e., Marcellus, landfill, coal operations, stone quarry) – Permanent site. Route Specific. Permit is posted at USER place of business. Intended for a USER requiring pickups and/or deliveries by vehicles not under USER control.
- **Type 3** – (i.e., Limited Hauling, Minimum Damage) – Permit authorizes use of several specified routes, DOES NOT provide blanket county use. Permit carried in vehicles.

Additional information can be found on our website at:

<http://www.penndot.gov/ProjectAndPrograms/PostedBondedRoadway/Pages/default.aspx>

Primary Contact: District Bonded Roads Coordinator, 412-429-4953

Design Division

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| Douglas M. Seeley, P.E. – Assistant District Executive – 412-429-5005 |
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Right-of-Way

PennDOT has staff responsible for developing and ensuring compliance with policies and procedures that comply with applicable laws and regulations for the acquisition of right-of-way as required by highway and bridge projects. They also oversee the Department's property management activities as well as leases, outdoor advertising sign control, and junkyard control.

PennDOT is responsible for keeping the highway right-of-way area free and clear of any objects that might distract motorists and pose a safety concern. These include signs. Only PennDOT approved traffic signs, Tourist Oriented Directional Signs (TODS), and LOGO program signs are permitted in right-of-way. Further information regarding these signs can be found in the Traffic Engineering & Operations Unit section of this handbook.

Primary Contact: Right-of-Way Administrator, 412-429-4853 or Outdoor Advertising Device Manager, 412-429-4835

Locally Sponsored Projects

PennDOT oversees project delivery of Locally Sponsored Projects, which use certain types of federal and state funding, to assist the Local Sponsor with compliance in all required processes and procedures.

Primary Contact: Design Services Engineer, 412-429-4859

Inspection of Bridges

In 1971, the National Bridge Inspection Standards were implemented as a Federal Regulation of the United States mandated that all bridges in the nation must be inspected on a two-year frequency. The inspection data is computerized and forwarded yearly to establish distribution of Federal critical bridge funds to the states based on actual conditions and needs.

State System

PennDOT District 11 has three full-time bridge inspection teams who inspect all bridges which span eight-feet and greater on a two-year frequency. All bridges posted for a weight limit or with critical structural problems are also inspected on a more frequent basis. There are 1,796 state owned bridges in District 11 that are included in this inspection program.

Posted Bridges

When heavy vehicles use Pennsylvania's roads and bridges, wear and tear are increased. To help slow the deterioration and extend the service-life of the state's bridges, certain bridges designated as having a poor condition rating are posted with weight restrictions based on a bridge's safe-load capacity. Owners of heavy vehicles must obtain a permit, Form M-4902, to cross weight-restricted bridges with weights higher than the posted limit.

An applicant preparing a Form M-4902 permit application should follow these steps:

- Identify what state route or local road the bridge is located on and the nearest adjacent intersections.
- Locate the PennDOT Engineering District where the weight-posted bridge is located.

Primary Contacts: Bridge Inspection Supervisor, 412-429-4911, Assistant Bridge Engineer, 412-429-2855 or District Bridge Engineer 412-429-4893

Local System

All owners of bridges on the local system (county, city, township, and borough) must also inspect their bridges in accordance with Federal law. PennDOT is charged with the responsibility of administering the inspection program for the FHWA and works with local municipalities to ensure the inspections are completed. 80% of the bridge inspection cost is funded with Federal funds with a 20% match from local government. In District 11, we encourage each municipality to participate in our PennDOT administered bridge inspection agreements. This streamlines the process and eliminates the inefficiencies, which occur when each municipality is forced into hiring an engineer to inspect one or two bridges. Some municipalities still choose to select their own engineer to complete their bridge inspections. In this case, we will work with the municipality and the selected consultant to ensure the proper agreements are in place to complete the inspections and refund the local share of the cost. Only bridges with spans 20 feet and greater are inspected under this program.

Primary Contacts: Bridge Asset Management Supervisor, 412-429-4914, Assistant Bridge Engineer, 412-429-2855 or District Bridge Engineer 412-429-4893

PennDOT Connects

Announced by Secretary Leslie Richards in early 2017, the new approach to project planning and development expands the Department's requirements for engaging local and planning partners by requiring collaboration with stakeholders before project scopes are developed. PennDOT Connects aims to transform capital and maintenance project development by ensuring that community collaboration happens early, and that each project is considered in a holistic way for opportunities to improve safety, mobility, access, and environmental outcomes for all modes and local contexts. Earlier collaboration will ensure that projects meet current and projected needs as much as possible and can reduce costly changes further in the project development process.

Specific areas to be discussed during collaboration include but are not limited to: safety issues; bicycle/pedestrian accommodations; transit access; storm water management; utility issues; local and regional plans and studies; freight-generating land uses and more.

Primary Contact: District Planning and Programming Manager, 412-429-4822

12-Year Transportation Program

Pennsylvania Act 120 was passed by the Legislature and signed by Governor Shaffer in 1970. It established the Department of Transportation, the State Transportation Commission, and the 12-Year Transportation Program. The Act requires PennDOT to “prepare and submit every even numbered year prior to the first day of September, to the State Transportation Commission for its consideration, a program which it recommends to be undertaken by the Department of Transportation during the following twelve fiscal years.”

For information on the 12-Year Program, Act 89 Funding, and the Transportation Improvement Program, visit www.penndot.gov or <http://spcregion.org/>

Primary Contact: District Planning and Programming Manager, 412-429-4822

Projects, Programs, and Planning

Update Process

- During the summer of the odd numbered years (i.e., 2019, 2021) the Department, in cooperation with its planning partners, provides a schedule for the new program update, procedural guidance, and financial guidance to its partners.
- During the fall of the odd numbered years the State Transportation Commission, the Department, Metropolitan Planning Organizations (MPOs), and Rural Planning Organizations (RPOs) conduct public involvement activities to identify candidate projects for consideration in the upcoming program cycle.
- Also during the fall, the Department updates estimated costs/schedules for all candidate projects and projects to be carryover projects onto the new program.
- The MPOs, RPOs, and the Department share candidate lists of highway, bridge, and transit projects for possible inclusion into the new program. Rail freight and aviation projects are also solicited by their respective sponsors.
- During the spring of the even numbered years MPOs and RPOs meet individually with the Department to review all candidate projects, negotiate and reach agreement on which candidate projects will be included on the new program, and resolve any remaining issues. All project data is stored in one database (Multi-Modal Project Management System or MPMS) and shared with all planning partners.
- The MPOs and RPOs develop a preliminary draft highway, bridge, and transit Transportation Improvement Program (TIP), which is the first four-year period of the 12-Year Program. The development of this TIP is a result of the processes stated above. The MPOs and RPOs submit their TIPs to the Department and the State Transportation Commission, perform air quality analyses (when necessary), and open 30-day public comment periods.
- In late spring the MPOs and RPOs close the 30-day public comment periods, formally approve their individual portions of the program, and submit their portions of the program to the Department. During the summer of the even numbered years the State Transportation Commission approves the 12-Year Program. On behalf of the Commonwealth, the Governor and the Secretary submit the State Transportation Improvement Program (STIP), a compilation of all the MPOs' and RPOs' TIPs into a statewide TIP, to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for approval.
- In the fall of the even numbered years, the Department obtains joint approval from FHWA and FTA for the new program. The new program takes effect on October 1 of the even numbered years.

Important Points

- The 12-Year Program consists of three four-year segments and is updated every two years. The first four-year segment is the active portion of the 12-Year Program and represents the State Transportation Improvement Program (STIP).
- The District usually cannot work on any phase (engineering, right-of-way, utilities, or construction) until that phase is in the first four-year period of the 12-Year Program.
- Large projects can be split-phased (i.e., design, right-of-way, and utilities the first four years and construction the second four years).
- Projects let for construction prior to October 1 of even numbered years are not carried over into the next 12-year period. Exceptions to this are larger projects that will be built over more than one construction season and construction funding is cash flowed over more than one year.
- The process of getting a new project added to the Transportation Improvement Program (TIP), which is the first four-year period of the 12-Year Program, is a cooperative one carried out by the Department and its planning partners. PennDOT District 11 partners with one MPO, the Southwestern Pennsylvania Commission.
- During the early stages of the program update the MPO conducts public involvement activities to identify candidate projects for consideration in the upcoming program cycle. The Department then meets with the MPO and county planning organizations to discuss, negotiate, and eventually reach cooperative agreement on which candidate projects will be added in the new program.

Types of Projects

- Major Capital Improvements (bypasses and relocations)
- Interstate and Expressway Restoration and Reconstruction
- Highway Restoration and Reconstruction
- Betterments (Resurfacing, Restoration, and Rehabilitation)
- State and Local Bridge Replacements and Rehabilitations
- Preventive Maintenance
- Safety Improvements
- Congestion Management Air Quality
- Multimodal
- Intelligent Transportation Systems
- Transportation Alternatives
- Smart Transportation

Primary Contact: District Planning and Programming Manager, 412-429-4822

Environmental Stewardship

To ensure environmental stewardship, the Department has developed and implemented an environmental management system within its core business plan that strives to minimize unavoidable environmental impacts associated with maintaining a safe and efficient transportation system.

The Department's environmental management system is based upon developing policies, procedures, and training programs that address impacts to a vast array of potential environmental resources while staying in compliance with Federal and State laws and regulations.

Environmental Issues:

- Wetlands and Streams
- Permitting
- Erosion and Sediment Control
- Post-Construction Storm Water Management
- Contaminated Materials
- Cultural/Historical Resources
- Air/Noise Quality
- Water Quality
- Threatened and Endangered Species
- Farmlands
- Socio-Economic Resources
- Public Involvement

Environmental Justice and Title VI

Environmental Justice and Title VI are additional considerations when analyzing impacts associated with transportation projects and, if applicable, are included within the National Environmental Policy Act (NEPA) document.

Environmental Justice (EJ) refers to the implementation of Executive Order (EO) 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994), which directs procedures to be put in place to identify and address any disproportionately high and adverse human health or environmental effects on minority and low-income population groups. The fundamental principles of EJ can be defined as:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations;
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

EO 12898 reinforces many of the requirements contained in Title VI of the Civil Rights Act of 1964 and therefore, it is important to have an understanding of the key provisions of Title VI.

Title VI of the Civil Rights Act of 1964 prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including matters related to language access for persons with Limited English Proficiency (LEP). Supplemental legislation provides these same protections from discrimination based on sex, age, disability, or religion.

Executive Order 13166 – Improving access to services for persons with Limited English Proficiency (LEP). An example of complying with this EO would be to provide an interpreter at a public meeting for an individual that does not speak English.

Primary Contact: Environmental Manager, 412-429-4858

Wetlands

Definition:

Collectively speaking, "wetlands" describe what are most commonly known as marshes, bogs, swamps, or shallow ponds. The State uses a more legal definition (25 PA Code, Chapter 105): "Those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions."

Discussion:

There are a variety of benefits derived from wetlands. First, they buffer the surges of water after rainfall, which often minimizes flooding. Also, they have a number of natural waters' purifying characteristics. Wetlands may also provide groundwater recharge/discharge, sediment/shoreline stabilization, and endangered species habitat.

Finally, wetlands are valuable for their beauty, wildlife-habitat and recreational value as well as the opportunities they provide for environmental studies.

Due to the importance of wetlands, a number of laws have been developed to ensure the preservation of them. 25 PA Code, Chapter 105 outlines a number of laws pertaining to wetlands.

State and Federal Laws

Wetlands are protected by State and Federal Laws. Basic procedures in projects, which involve wetlands:

All wetlands within the project area are identified by federal and state mandated delineation methods. (1987 Corps of Engineers Wetland Delineation Manual)

- An alternative analysis is performed to determine if the project can avoid or minimize impacts to the wetlands.
- All impacts to wetlands that cannot be avoided must be mitigated based on functions and values lost from impacts.
- The Department must mitigate wetland impacts. Mitigation can be in the form of a replacement site; paying into the wetland fund, if applicable; or receiving credits from a previously constructed wetland bank.

The Pennsylvania Department of Environmental Protection and the U.S. Army Corps of Engineers permits are required when wetlands are impacted. The U.S. Environmental Protection Agency, U.S. Fish & Wildlife Services, Pennsylvania Fish & Boat Commission, Pennsylvania Game Commission, Pennsylvania Historic and Museum Commission, and County Conservation Districts may also be involved in the permit process.

Primary Contact: Environmental Manager, 412-429-4858

Public Involvement

As part of the National Environmental Policy Act (NEPA) process, PennDOT coordinates with the public throughout the design and construction process for transportation projects. The District 11 Public Involvement (PI) program utilizes multiple methods to reach out to the public beyond the standard coordination letters and meetings with local representatives and property owners.

Depending on the impacts, a public meeting may be held to inform the public about the details of a project and how it will affect the community. Plans displays are a second method of reaching out to the community. With this scenario the design plans, detour, and contact information are displayed within the local municipality for the public to view at their convenience. A third method is to present the transportation project during a regularly scheduled township meeting (e.g. planning commission meeting). Finally, we may post information about a project on the local township's webpage or Facebook page that directs the user to the District 11 PennDOT home webpage. Within PennDOT's webpage is a PowerPoint presentation that outlines the details of the project. Regardless of which process is used, local representatives and the general public are provided an opportunity to ask questions and provide feedback so that we are aware of and can take into consideration the concerns of the local community.

Primary Contact: Environmental Manager, 412-429-4858

Noise Concerns

Because District 11 includes urban areas, roadway noise is often a concern for residents and businesses along many of our roadways. PennDOT's noise abatement policy is currently limited to the construction of warranted noise barriers as part of a highway project on new alignment or for a major reconstruction project with additional travel lanes. PennDOT does not have a funding mechanism for noise barrier retrofit projects on existing highways at this time due to constrained federal and state highway dollars. PennDOT continues to use its available funding to address our most critical bridge and highway needs and to maintain our existing infrastructure.

Additional information on the Department's noise abatement program can be found in our Publication #24, Project Level Highway Traffic Noise Handbook. This publication is available on the PennDOT website at www.penndot.gov or by calling our Materials and Services Management Division at 717-787-6746.

Primary Contact: Environmental Manager, 412-429-4858

Cultural Resources

Definition:

Cultural resources, in the broadest sense, consist of arts and heritage. More specifically, they are any prehistoric or historic material remains or indicators of past human activities. Cultural resources include things like artifacts, prehistoric and historic sites and properties, structures, objects, and landscapes. In order to be eligible for the National Register of Historic Places, an historic property must possess at least one of the following criteria: (1) association with events that have made a significant contribution to the broad patterns of our history; (2) association with the lives of persons significant in our past; (3) distinctive characteristics of a type or period of architecture, method of construction, the work of a master architect, high artistic value, or representative of a significant and distinguishable entity whose components may lack individual distinction; (4) potential to yield or have yielded information important in prehistory or history. Cultural resources are grouped under environmental studies. However, cultural resources, unlike natural resources, are non-renewable. Once they have been destroyed, they and the information they contain have been lost forever. PennDOT's cultural resource staff includes qualified professional archaeologists and architectural historians. Archaeology is the study of past cultures, life ways, and behaviors through the material remains left behind. This is accomplished by studying both the objects themselves and the partial relationships among the objects. Archaeology includes the study of both prehistoric and historic cultures.

Archaeology studies consist of three basic levels:

- **Phase I:** Determination as to presence or absence of cultural deposits within a given area by literature search and fieldwork.
- **Phase II:** Evaluation of site significance and eligibility for listing on the National Register of Historic Places.
- **Phase III:** If site is significant and cannot be avoided, impacts are minimized and mitigated by recovering data.

Historic structures consist of buildings, structures, and districts. Some examples include historic bridges, rural and urban historic districts, and architecturally significant buildings. The property may be of value to the nation, the Commonwealth of Pennsylvania, or the community in which it is located. A historic resource may be considered significant (eligible for the National Register of Historic Places) when it is associated with an important historic context and retains its integrity (has not been extensively altered). Historic Preservation seeks to document, conserve, and protect significant historic resources.

Discussion:

Pennsylvania has a rich and diverse prehistoric and historic cultural heritage. Development and maintenance of our transportation system is necessary for growth and progress and such activities may impact the cultural resources in that area. PennDOT is bound by Federal and State laws and regulations to consider the effects of its actions on all aspects of the environment for transportation related projects. PennDOT is the single largest source of public sector archaeological and historic resources investigations in Pennsylvania. The goal of the District is not only to comply with these historic preservation laws, but also to manage cultural resources so that transportation projects may proceed efficiently and on time. The District is committed to the identification, evaluation, and protection of our cultural resources to ensure these resources are available for future generations. In addition, we believe it is important to disseminate the results of this work to both the professional community and to the public.

Primary Contact: Environmental Manager, 412-429-4858

Geotechnical Unit

The District 11 Geotechnical Unit is responsible for:

- Geotechnical investigations and reports for design and maintenance projects
 - Bridge foundation designs
 - Landslide repair designs, including retaining walls
- Geologic hazard investigations
 - Landslides
 - Mine subsidence
 - Liaison to DEP for mine permit applications
 - Retaining wall failures
- Foundation checks during construction
- Providing support to municipalities and counties on geotechnical issues for locally sponsored projects
- Reviewing Highway Occupancy Permits

Primary Contact: District Geotechnical Engineer, 412-429-4897

Consultant Agreements Unit

The District 11 Consultant Agreements Unit handles the acquisition and administration of consultant agreements for both design and construction inspection. The Unit facilitates the consultant selection process to assist with project design and ensures all construction projects have inspection oversight. Through this process, the Unit is responsible for prompt payment of consultant invoices and monitoring Disadvantaged Business Enterprise (DBE) requirements.

Primary Contact: Consultant Agreement Engineer, 412-429-2899

Municipal Services Unit

The District 11 Municipal Services Unit provides Local and County Government officials with information pertaining to the proper administration of their Liquid Fuels Tax Funding, Act 44 Funding, Act 89 County Bridge Funding, and the county specific \$5.00 Fee for Local Use Funding. These dedicated funding sources are limited in their usage towards construction, reconstruction, maintenance, and repair of the public roadways or bridges for which the County or Local Government is legally responsible to maintain. It is extremely important that the County and Local Governments handle these funding sources properly as they are subject to audit by the Pennsylvania Department of the Auditor General.

Liquid Fuels for Municipalities (Act 655 of 1956): If a municipality remains in compliance with PennDOT regulations, allocations are distributed March 1st of each year based on a ratio derived from total population, and the total linear miles of roadway that is listed on their approved Liquid Fuels roadway inventory. To have a new roadway added to the approved inventory list, the municipality must formally adopt it as a public roadway, and then the roadway must meet all the minimum standards required by the Department. Prior approval by the Municipal Services Unit is required for all construction projects utilizing this funding.

Note: Act 44 Funding for local Governments is included within the liquid fuels allocation and is handled and reported as the same.

Liquid Fuels for Counties (Liquid Fuels Tax Act of 1931): If a county remains in compliance with PennDOT regulations, allocations are distributed in June and December of each year and are based on the ratio that the average amount returned to each County during the three preceding

years equates to the average amount returned to all Counties during the three preceding years. The Act also provides that Counties may allocate monies from this fund to their political subdivisions for viable roadway or bridge improvement projects (County Aid). Prior approval by the Municipal Services Unit is required for all construction projects utilizing this funding, including all County Aid projects.

County Bridge Funding (Act 44 of 2007): If a county remains in compliance with PennDOT regulations, allocations are distributed in December of each year and are based on the ratio of the square footage of county-maintained bridge deck area to the total square footage of deck area of county-maintained bridges throughout the Commonwealth. The funding must be used for county owned bridge construction, maintenance or repair projects, and may not be given to political subdivisions. Prior approval by the Municipal Services Unit is required for all bridge construction projects utilizing this funding. The approval may include a structural adequacy review by District Bridge Unit personnel.

\$5.00 County Fee for Local Use Fund (Act 89 of 2013): This Act allows Counties to impose a \$5.00 fee on all nonexempt vehicles registered to an address located within the county. The Department will collect fees imposed, and then distribute semiannually in June and December to each participating county based on the amounts collected. The usage of this funding is the same as Liquid Fuels, to be used towards construction, reconstruction, maintenance and repair of the public roadways and bridges that the county is legally responsible to maintain. However, a broader transportation usage criteria, if used in accordance with Section 9010(C) of the Act, allows funding to be apportioned to political subdivisions through either a formula based on population and roadway mileage, or through an application process similar to that used to allocate County Liquid Fuels Funding (County Aid). In addition, the section also allows Counties to distribute monies to non-profit corporations through an application process, if used for eligible transportation purposes, e.g. the creation of highway and bridge planning studies. Prior approval of the Municipal Services Unit is required for all construction projects utilizing this funding.

Act 89 County Bridge Funding (Formerly Act 26 Funding provided to distressed Counties). If a county remains in compliance with PennDOT regulations, allocations are distributed the first business day in June and December of each year based on the ratio of the square footage of county-maintained bridge deck area to the square footage of deck area of county-maintained bridges throughout the Commonwealth. Counties can use the funding for the construction, reconstruction, maintenance, and repairs of the bridges for which they are legally responsible for and the costs and expenses incident thereto. Prior approval by the Municipal Services Unit is required for all bridge projects utilizing this funding. In addition, any bridge equipment whose value would require price quotes, in accordance with the County Code, must also be preapproved by the Municipal Services Unit prior to purchase. End of year reporting will be necessary.

Policies and Procedures for the Administration of Municipal Funding
www.dot.state.pa.us/public/PubsForms/publications/Pub%209.pdf

Municipal Roadway Concerns

The Municipal Services Unit serves as a good initial point of contact when local government officials or concerned citizens have questions regarding the Municipal or State transportation systems.

Primary Contact: Municipal Services Supervisor, 412-429-4809

Railroad Structures and Crossings

Requests for information or problems regarding where a highway (State Route or Local Public Road) crosses at-grade, above, or below grade (bridges) the tracks of a railroad should be referred to:

Primary Contact: District Grade Crossing Engineer, 412-429-5070

The following information will help process your request:

Location: (County, Township, Borough, City)

Highway: (State Route or Township Road)

Crossing DOT/AAR Number: (6-Digit number and letter located on a small sign attached to railroad sign/light post, at grade crossings only)

Other information can be obtained from:

Public Utility Commission

Bureau of Transportation & Safety

P.O. Box 3265

Harrisburg, PA 17105-3265

717-787-6680

URL: <http://www.puc.state.pa.us>

PLEASE NOTE: The Department is only responsible for the pavement two-feet outside of the rails. The railroad is responsible for the pavement at the tracks. The Public Utility Commission has exclusive jurisdiction over the construction, relocation, suspension, and abolition of public highway-railroad crossings.

Construction Division

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| Jason Zang, P.E. – Assistant District Executive – 412-429-5007 |
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Construction Introduction

District 11's Construction Division inspects, coordinates, and oversees construction activities by Department contractors in all three counties.

The Construction Division primarily ensures roadway and bridge construction projects are conducted to comply with the Department's specifications, policies, and executed contracts. Information regarding construction activities, detours and traffic restrictions are released periodically from the District's Press Office. Specific information can be obtained more immediately by contacting the following:

- Press Officer – 412-429-5010 or 412-334-5436
- Assistant District Executive for Construction – 412-429-5007
- <http://www.projects.penndot.gov/projects/PAProjects.aspx>

Contractor Pre-qualification

Section 102.01 of the Department's Specifications requires contractors become pre-qualified before the date fixed for the opening of bids for state highway construction work. In order to become pre-qualified, contractors must establish proof of competency and responsibility in accordance with 67 PA Code Chapter 457, Regulations Governing Pre-qualification of Prospective Bidders. Subcontractors must pre-qualify in the same manner if they intend to undertake partial or total construction of one or more items of work. To obtain a complete set of application forms, or for additional information, contact:

Bureau of Project Delivery
Prequalification Office
Pennsylvania Department of Transportation
400 North St., 7th Floor
Harrisburg, PA 17105
717-787-7032 or 717-787-3733

Disadvantage Business Enterprise, Small Business Enterprise Element, and the Diverse Business Program

For information regarding the Disadvantaged Business Enterprise (DBE) Program, the Small Business Enterprise (SBE) Element and the Diverse Business Program, visit the following website:

<https://www.penndot.gov/about-us/EqualEmployment/Pages/default.aspx>

Structure Control

The Structure Control Engineer serves as a liaison between the Bridge Engineer, Bridge Designer, and Bridge Contractor and solves technical bridge construction related issues such as:

- Foundations
- Material
- Fabrication
- Erection
- Painting

Primary Contact: Structural Control Engineer, 412-429-4904

Constructability Review and Scheduling

- Performs constructability reviews of all Department designs
- Reviews constructability reviews performed by consultants
- Develops Pre-bid schedules
- Reviews contractor baseline and updated schedules

Primary Contact: Constructability Review Manager, 412-429-5040

Materials Unit

Bulletin 15 is a listing of approved construction materials. These materials are used by contractors doing work for the Department and also by Department forces. Nearly every item in a contract or bid document requiring materials other than bituminous concrete, ready-mix concrete, or raw aggregates can be found in Bulletin 15 and the corresponding approved vendors of these materials. Producers of the previously mentioned bituminous and cement concrete and aggregates are found in other Department publications.

Vendors wishing to have their products included in Bulletin 15 may apply online through eCAMMS (Electronic Construction and Materials Management System). The Bureau of Construction and Materials in Harrisburg, PA, which handles the process through its product evaluation unit will conduct an evaluation of the product and the feasibility of the product along with determining its cost effectiveness. The vendor will then be notified of their acceptance or rejection for Bulletin 15. A link to further instructions can be found below.

http://www.dot.state.pa.us/public/pdf/BOCM_MTD_LAB/eCAMMS/npets.pdf

The Materials Unit is responsible for issues such as:

- All materials used on a State/Federally funded project must be approved by the Department
- Deals with a wide variety of materials ranging from road salt and anti-skid to structural bolts, steel, concrete, paint, to straw, mulch and grass seed
- Asphalt and Concrete plant calibration and mix design approvals
- QA reviews of concrete and asphalt plants

Primary Contact: District Materials Engineer, 412-429-4820

Finals Unit

The District 11 Finals Unit performs:

- Audits on construction projects prior to final acceptance and contract closure
- The Unit also reviews:
 - Work Orders
 - Quantity Calculations
 - All necessary paperwork
 - Project documentation
- Oversees construction site safety
 - Reviews safety plans
 - Coordinates site safety meetings

Primary Contact: Finals Unit Supervisor, 412-429-4850

Local Sponsored Projects

- Administrates all Local Sponsored Projects funded with any federal and / or state monies
- The FHWA/PennDOT Stewardship and Oversight Agreement includes a requirement for PennDOT to assume certain FHWA oversight and approval responsibilities on specific categories of projects
- Responsible for ensuring project compliance with applicable Federal and State requirements
- Responsible for ensuring that Local Sponsored Projects have supervision and inspection during the construction phase
- Ensures the project is completed in conformity with approved plans and specifications
- Determines eligibility for federal funds on extra work added by Local Sponsor
- Assists Local Sponsor with compliance with all required processes and procedures

Primary Contact: Local Project Administrator, 412-429-5062

Thank you for Doing Business with PennDOT

Visit the PennDOT Website at www.penndot.gov and click on Regional Offices

For more information please contact:

Joel Morris, Community Relations Coordinator – 412-429-5011

