**Meeting Minutes (for guardrails) – Iowa DOT August 08th, 2016**

**Guide to Data and Information Sharing Workflows across the Life Cycle of Transportation Assets**

**Topic:** guardrail design process

**Venue:** Iowa DOT Small Materials Room

**Attendees:**

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| **Name** | **Title** | **Email** |
| Brian Smith | Methods Engineer | [Brian.smith@dot.iowa.gov](mailto:Brian.smith@dot.iowa.gov) |
| Khyle Clute | Method TE | [Khyle.clute@dot.iowa.gov](mailto:Khyle.clute@dot.iowa.gov) |
| David Jeong | Professor, ISU | [djeong@iastate.edu](mailto:djeong@iastate.edu) |
| Tuyen Le | PhD student, ISU | [ttle@iastate.edu](mailto:ttle@iastate.edu) |
| Alan Hayes | Student, ISU | hayesa@iastate.edu |

What technical term design team are using? Major maintenance or replacement project. The current not practices not using these terms. No major replacement alone. Most of the time, replacement as part of a project like bridge replacement, re-surfacing, guardrail just come along.

Project number- who create project number and by whom? Pin number for large replacement project, entire length.  And sub projects have project numbers which do not need pin number. Pin number is assigned by Mark Watson. District office can request a pin number. Design can get involved before pin number is assigned. Designer even doing planning, cost consideration, for decision making. Work order is usually from the associated project,

Survey- Not always get data survey data. Sometime just get as-built data. Geopak-geometric tool is used for guardrail alignment. Use google earth to see the existing plan, existing asset location like bridge. I can be used to measure distance to quickly get images. Designers work on that for conceptual design. Google is to get aerial images, not geometry. Sometime ask construction/maintenance personnel to go out the site and do actual measure if necessary. Roadview is used to better geometry information, and it’s not support measuring.

Inventory data can be found in SIIMS.

ER.G.100 - may happen at the early design. Most of the time, project id not available. Typically not getting information about schedule from work order since guardrail is not a controlling activity. Design team do not know schedule and no need that information.  There is no formal word order, no official documentation or standard datasets, just emails, or phone call. Basic information from emails like what project it is a part of? Then designer will be discussing the problem with the district office/bridge office.  We may not need ER.100 in the since there is no formal communication. The ideal process may include ER.G.100.

Cable work can be a unique project. From that standpoint, you need to have project id. Cable project typically a part of a safety feature, and from different funding sources. It is either a separate project or get along with other projects.

Ending of design: Design sending bid items, tabulations to office of contracts. They will re-estimate the cost. Cost estimate is a part of design process.  Design also sending excel/ micro station and whatever available to office of contracts. Office of contracts may use whatever receiving, no reviewing, and hand it over to contractor. All the bid items pushed to a database where the contract will receive the data. They use bidex for cost estimating and prices.

Excel files and microstation files are stored in projectwise which is database of design, and pdf plans are stored in ERMS – a database of contracts.

Er.101- Location incorporated in the project plan. Using stations to show the start and end of the guardrail in the project.

Safety closure may not need. It not longitudinal object, just signing.

Construction - site condition, utilities may come back to design. Informal communication between construction and design. RFI for design through RCE (residential construction engineering.

We may need different types of arrow. One for data exchange flow and one another for informal communication. Feedback look from construction/maintenance to design.