

# **CONSTRUCTION EVALUATED PROGRAM**

## **Bicycle Facilities under the Jurisdiction of Local or Regional Agencies**

### **BACKGROUND**

Streets and Highways (S&H) Code Section 891 requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted utilize all minimum safety design criteria established by the Department pursuant to S&H Code Section 890.6. The established minimum safety design criteria are published in the Caltrans Highway Design Manual (HDM).

The Department also is required to establish procedures to permit exceptions to these design criteria, for purposes of research, experimentation, testing, evaluation, or verification on bikeways and roadways under local or regional jurisdiction. The processes and procedures provided herein establish the procedures for projects under the jurisdiction of a local or regional agency where there are no federal funds involved, by which exceptions to these criteria are approved, documented and evaluated for purposes of potential inclusion in the HDM.

When there are federal funds involved, the Caltrans Construction Evaluated Program for Experimental Features procedures are to be used for the purposes of research, experimentation, testing, evaluation, or verification on the State highway system. For further guidance, see:

[http://www.dot.ca.gov/hq/oppd/rescons/CEWP\\_Guidelines\\_09-28-06.pdf](http://www.dot.ca.gov/hq/oppd/rescons/CEWP_Guidelines_09-28-06.pdf)

### **EXCEPTION PROCESS**

The responsible local or regional agency is accountable for approving the planning, design and construction of bikeways and roadways under their jurisdiction. Exceptions to the published safety design criteria must be justified and documented, and shall bear the seal of the registered civil engineer in responsible charge of the work. The board of the appropriate local agency, as owner/operator of the facility, shall approve the design and construction of the project in accordance with the local agency procedures and documentation requirements.

### **CALIFORNIA BICYCLE FACILITIES COMMITTEE**

The California Bicycle Facilities Committee (CBFC) has been chartered to formalize cooperation with county and city governments, per S&H Code Section 890.6, and to review and provide input on the Construction Evaluated Work Plans (CEWPs) written for the purposes of researching, experimenting, testing, evaluating or verifying potential changes to the published minimum safety design criteria requirements per S&H Code 891 (b). The CBFC will review CEWPs that are submitted and provide input on them back to the local agencies; and after receiving a final report at the conclusion of the reporting period, provide any recommendation(s) to the Department regarding modifications to the safety design criteria published in the HDM.

The CBFC is chaired by the Office Chief, Caltrans Division of Design, Office of Geometric Design Standards. The Caltrans Division of Traffic Operations and the Local Assistance Bicycle Program Manager are also be members of the CBFC, as are representatives of the California Bicycle Advisory Committee (CBAC), League of California Cities, California State Association of Counties, and the Federal Highway Administration (FHWA), California Division.

### **EVALUATION PROCESS**

Once the appropriate local or regional agency approves its project and determines that the project proposes the construction of bicycle facilities that will require evaluation for potential inclusion in the HDM, the local agency must develop a CEWP using the format and instructions provided in Figure 2. The goal of the CEWP is to ensure the necessary documentation of the proposal, so

that if successful, the knowledge gained by utilizing the proposal will allow others to benefit from it and potentially result in changes to the design guidance in the HDM.

The draft CEWP is to be submitted to the CBFC to allow them the opportunity to provide any comments they feel will be helpful during the monitoring and reporting process. The CEWP includes a description, the function/purpose of the proposal, background information, and the construction and post construction evaluations and reporting requirements.

The completed CEWP is to be submitted via mail by the local or regional agency sponsor to the CBFC Chair at:

California Department of Transportation  
Attention: Chief, Office of Geometric Design Standards  
Division of Design, Mail Station 28  
P.O. Box 942874  
Sacramento, CA 94274-0001

Upon receipt of the CEWP, the CBFC Chair will distribute it to the whole of the committee. At this time, the CBFC Chair will also engage the California Traffic Control Devices Committee (CTCDC) and any other Caltrans stakeholders as appropriate. The CBFC will then review the CEWP and provide input to the local or regional agency for their benefit in evaluating the success or failure of the research, experimentation, testing, evaluation, or verification being performed. The local agency will then be expected to follow the CEWP and periodically, typically annually, prepare reports on the status of the research, experimentation, testing, evaluation, or verification that is taking place.

Upon completion of the evaluation period, the local agency is expected to prepare and submit a final report to the CBFC Chair using the address provided above. The lessons learned from the completed research, experimentation, testing, evaluation, or verification may result in an update or modification to the design criteria the department establishes per S&H Code Section 890.6. The final report should include recommendations resulting from the research, experimentation, testing, evaluation, or verification conducted that will assist the CBFC provide recommendation(s) to change the published design criteria, standards and guidance.

## **ATTACHMENTS**

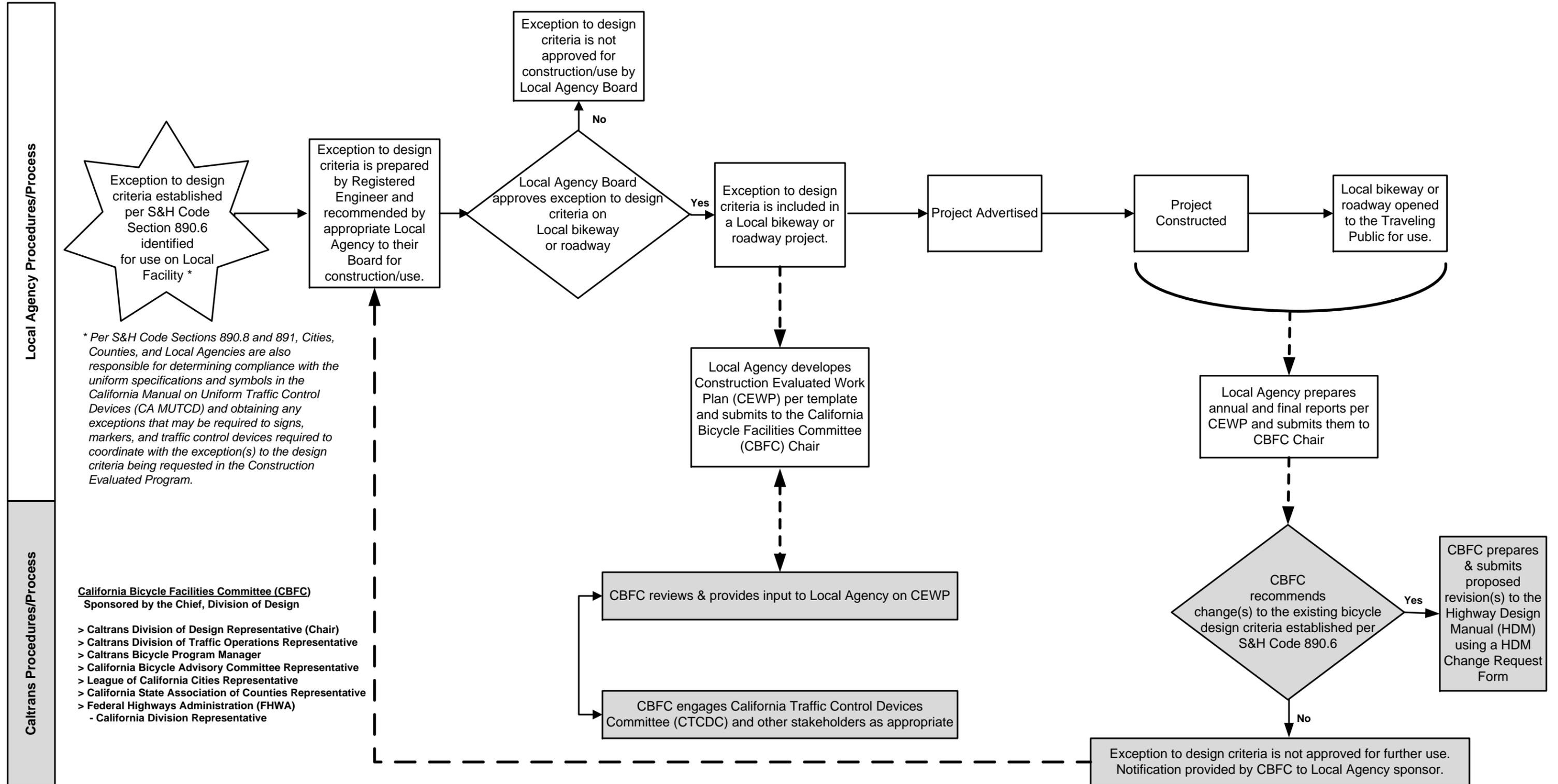
Figure 1 – Construction Evaluated Program Flowchart

Figure 2 – Construction Evaluated Work Plan Template

**Figure 1**

# CONSTRUCTION EVALUATED PROGRAM

*Procedures per Section 891 Subdivision (b) of the Streets and Highways (S&H) Code for granting exceptions to Cities, Counties and Local Agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted off the State Highway system and no Federal funds involved.*



## FIGURE 2<sub>[s1]</sub>

# CONSTRUCTION EVALUATED WORK PLAN TEMPLATE

## TITLE OF RESEARCH, EXPERIMENTATION, TESTING, EVALUATION, OR VERIFICATION BEING PERFORMED

### INTRODUCTION

1. Description of:
  - a. Research, experimentation, testing, evaluation, or verification being performed.
  - b. Are there any proprietary products/processes?
  - c. Is it a new technique or process?
2. Function/Purpose:
  - a. Describe what the research, experimentation, testing, evaluation, or verification being performed is doing; plus, how the proposal compares to the conventional feature/practice.
  - b. Describe why the research, experimentation, testing, evaluation, or verification is suitable for this project.
  - c. Attach plan sheets, typical sections or working drawings, as necessary, to describe the research, experimentation, testing, evaluation, or verification being performed.
3. Background:
  - a. Has the research, experimentation, testing, evaluation, or verification been used previously in California?
  - b. List previous or current projects already utilizing this item being proposed for research, experimentation, testing, evaluation, or verification and identify the sponsor (owner/operator).
  - c. Describe current status and performance of the projects listed above; including successes, failures, and issues.
  - d. Discuss how this particular research, experimentation, testing, evaluation, or verification differs from the projects listed above.
  - e. Discuss any other related projects that have been approved or are being planned.
4. Discuss potential benefits to the Local Agency, community, bicyclist's and other users.

### PROPOSAL

1. Location of the research, experimentation, testing, evaluation, or verification being performed.
  - a. Will test section(s) be identified in the field; and if yes, how?
  - b. Are control sections or other alternatives being constructed to provide performance comparisons?
2. Estimated project construction cost and, as appropriate, the cost(s) of any individual products.
3. Planned date for opening the facility to the public.
4. Discuss any other alternatives considered.
5. Discuss the anticipated time frame (how long) for completion of the experimentation, testing, evaluation, or verification being performed. Typically, the evaluation period is for three to five years after construction and the facility has been opened to the public for use.
6. Describe how the research, experimentation, testing, evaluation, or verification being performed will be evaluated, recorded, and documented during the evaluation period.

**REPORTING**

*The following text is to be included in the CEWP in this section with the blanks filled-in:*

1. Construction Report – Is due within 90 days of the completion of the construction contract; it is anticipated that it will be provided on or before the following date: \_\_\_\_\_ .
2. Annual Performance Evaluation Report(s) are due annually on the anniversary date of the facility being opened to the public and will be provided for a period of \_\_\_\_\_ years.
3. Final Report - At the conclusion of the reporting period mentioned above in Bullet 2, a report will be written to provide at a minimum a summary of the findings and recommendations resulting from the research, experimentation, testing, evaluation, or verification being performed.

Instructional guidance for this section (do not include this in the completed CEWP):

The Construction Report is due within 90 days of completion of the construction contract. The report should include any key points or issues identified during the installation/construction process, such as:

- Ease of installation.
- Unforeseen difficulties, including the need of any Contract Change Orders (CCO).

Annual Performance Evaluation Reports are due annually on the anniversary date of the facility being opened to the public and should at minimum include, as appropriate:

- Comparisons between test sections and control sections or before/after data
- Visual Observations/Engineering Judgment feedback
- Recommendations related to terminating the evaluation period early. This may be requested if it is believed that further evaluations would not provide additional beneficial information. Early termination of the evaluation period requires the approval of the CBFC.

A Final Report at the conclusion of the reporting period is required and should include a summary of findings and recommendations on future use. This report will be used by the CBFC to develop recommendations to Caltrans on changes to the published design criteria established per S&H Code Section 890.6.

Failure to submit timely CEWPs, annual and final reports will lengthen the time it takes to evaluate and determine what, if any, changes are needed to the design guidance published by Caltrans and will jeopardize the inclusion of the lessons learned in published guidance.

**LOCAL AGENCY RECOMMENDATION**

Prepared by:

\_\_\_\_\_  
 Name Date  
 Title  
 City, County or Local Agency  
 Phone Number

I concur and recommend approval of this Construction Evaluated Work Plan.

\_\_\_\_\_  
 Name of Sponsor Date  
 Title  
 City, County or Local Agency  
 Phone Number

**ATTACHMENTS**

Include attachments as appropriate. These may include items such as Location Maps and Contract Plans.