



U.S. Department
of Transportation

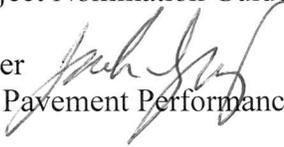
**Federal Highway
Administration**

Memorandum

6300 Georgetown Pike
McLean, Virginia 22101

Subject: **ACTION**: LTPP Directive S-16
SPS-10 Project Nomination Guidelines and Acceptance Process

Date: September 15, 2016

From: Jack Springer 
Long Term Pavement Performance Team

Reply to
Attn of: HRDI-30

To: Mr. Gabe Cimini, PM - LTPP North Atlantic Regional Contract
Mr. Gabe Cimini, PM - LTPP North Central Regional Contract
Mr. James Sassin, PM - LTPP Southern Regional Contract
Mr. Kevin Senn, PM - LTPP Western Regional Contract

Attached is Long Term Pavement Performance (LTPP) Program Directive S-16. This directive issues the SPS-10 Project Nomination Guidelines and the process that shall be used from this issuance date to nominate projects for acceptance consideration in the LTPP Warm Mix Asphalt Overlay of Asphalt Pavement Study. Please ensure that all personnel involved with the process are aware of this new directive.

Should you have any questions concerning this directive, please do not hesitate to contact me on (202) 493-3144 or jack.springer@fhwa.dot.gov.

Attachment

FHWA:HRDI-30:
File: M:\LTPP Directives\Distress\S-16
cc:
Jonathon Groeger (TSSC)
Jack Springer
Directive Binder
Official File

LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For the Technical Direction of the LTPP Program



Program Area: SPS Support Directive Number: S-16
Date: September 15, 2016 Supersedes:
Subject: SPS-10 Project Nomination Guidelines and Acceptance Process

INTRODUCTION

This directive issues the SPS-10 Project Nomination Guidelines and the process that shall be used from this issuance date to nominate projects for acceptance consideration in the LTPP Warm Mix Asphalt Overlay of Asphalt Pavement Study.

Guidelines and Forms

Nominations of projects sites into the SPS-10 study must use the forms contained in the SPS-10 nomination guidelines document posted on the LTPP Data Entry Portal (LDEP).

Initial Nomination Review

The initial nomination review process starts with receipt of a nomination data packet from an agency by the LTPP Regional Support Contractors (RSC).

Upon receipt of the packet, the RSC performs a review which includes but is not limited to the following:

- Verification that the following mandatory information is contained in the nomination packet. The RSC may need to add information to the submitted nomination form based on discussions with the proposing highway agency or from findings of investigations of the project location.
 - Geospatial coordinates (latitude, longitude) of a reference location on the project. This can be the location, route, number of lanes, and GPS coordinates for general location
 - Project type
 - Current traffic loading (18k ESAL/yr in test lane or AADT + % trucks)
 - Estimated construction start date
 - Existing layer structure
 - Layer thickness of control section, WMA section 1 and WMA section 2
 - Description of supplemental sections if proposed
 - Test sections layout details

S-16 SPS-10 Project Nomination Guidelines and Acceptance Process

- Plan for opposite side of the road sections at single project site
- Review information for conformance with experimental guidelines. Proposed deviations should be discussed with the agency to explore ways to bring core test sections into compliance with guidelines. Safety aspects and suitability of site for frequent lane closures following construction should be discussed with the agency.
- Using climate data from a location near the proposed test site provide a refined classification of the climate zone. The climate zone should be based on site conditions. The LTPP general climate zone maps should not be used for climate classification¹.
 - Dry \leq 20 inches annual precipitation
 - Wet $>$ 20 inches of annual precipitation
 - No-Freeze \leq 150 annual freeze index, F-days
 - Freeze $>$ 150 annual freeze index, F-days
- Where possible, using satellite and street view photos, verify to the best extent possible that the existing surface of the proposed test site conforms to information provided on the nomination forms. Confirm the coordinates of the test site using satellite images, maps, or other methods. Review the site for suitable locations that are free from culverts, driveways, bridges, intersections, speed limit changes, side hill fills, cut-fill transitions, curbs at the edge of the shoulder, school bus stops, rail road crossings, cattle guards, rest stops, truck weight enforcement scales, exit/entrance ramps, horizontal curves requiring reduced speed advisory signs, etc.
- Perform engineering review of the consistency and logic of the information provided on the forms, and suitability of the site for pavement performance research purposes.

Revise and Submit Final Nomination Form Package

After consultations with participating highway agencies to obtain missing information, resolve questions, verify details, and investigate methods to bring nominated projects in compliance with experiment guidelines, the RSC shall submit the project nomination package which contains:

- Revised nomination forms reflecting changes made in consultation with the participating agency and reviewed by the RSC.
- A completed project nomination summary sheet.
- Other information the RSC deems appropriate concerning the suitability of the nominated site.

The paper nominations forms shall be scanned into a single PDF file and submitted to the FHWA Regional Contract Officer Representative, TSSC Principal Investigator and TSSC Project Manager.

TSSC Review and Recommendations

After a nomination package has been submitted, TSSC staff will review the package. Questions concerning the package will be discussed with the appropriate RSC. The TSSC will then submit a formal review comments and recommendations on suitability of the nominated project to FHWA. FHWA for a decision on the approval status of the project.

¹ TSSC staff can assign appropriate climate zone designation from project coordinates since specification of a general source for all of the required information is difficult for the entire coverage area.

FHWA Nomination Approval Status Decision

The final approval decision is made by FHWA based on the nomination information, RSC recommendations, TSSC comments, and other factors. The FHWA may assign the following approval status to nominated projects:

1. **Approved.** This means that the project nomination is approved as submitted and implementation actions may proceed.
2. **Not Approved.** This means the project nomination is not accepted for inclusion in the experiment. Reasons for assignment to this status should be noted in the nomination record in the SPS-10 web tracking system. .
3. **Review.** This means the project is in an on-hold status pending review, future action, developments or other factors needed to determine the final status.

FHWA will inform RSC and TSSC staff on the nomination approval status decision.

Agency Notification

FHWA will issue a formal letter of acceptance or not approved classification for each nominated project.

For accepted projects, the acceptance letter will contain a formal "Memorandum of Understanding" to be signed by both the participating agency and a designated LTPP representative, which is similar to LTPP Form RI-2, that contains a summary of the test sections the agency commits to build, functions the agency pledges to provide to support the test site, and functions LTPP will perform. The signature of the designated LTPP representative comes after the signature from the participating highway agency indicating that LTPP accepts the support the agency indicates they will provide.

For not approved projects, the letter will indicate reasons for rejection, potential actions that could be taken to make project acceptable and other factors relevant to each project site.

Communications with agencies for projects placed in the pending approval status will be directed by FHWA on a case-by-case basis.

Completion of Initial Project Approval

Initial project approval is completed by FHWA distributing a signed and approved "Memorandum of Understanding" for each SPS-10 project site to TSSC and RSC staff.

Project Status Updates

During the project implementation phase after completion of initial project acceptance, RSC shall perform the following functions:

S-16 SPS-10 Project Nomination Guidelines and Acceptance Process

- Inspect the nominated project site to verify details contained on the project nomination form, verify that actual site conditions are suitable for the experiment, and identify specific field locations best suitable for test section locations.
- Assist participating agencies with development of special construction specifications for the control and core SPS-10 experiment project test sections. As a minimum, construction specifications for experimental project sites should be reviewed prior to public letting.
- Coordinate with participating agencies on construction plans, pre-construction monitoring requirements, field materials sampling and testing activities, and construction monitoring activities.
- Monitor and document construction activities on the experimental test sections.

When conditions or changes in the test section project plans are encountered, notification shall be sent to FHWA and TSSC staff on the nature and impact of such changes. If actual on-site conditions, construction deviations, climate events, or other factors diminish or negate the contribution of a project site to the intent of the experiment, these considerations should also be sent to FHWA and TSSC staff.

Final Acceptance

Final acceptance of a SPS-10 project into the experiment will be made after construction completion. Factors to be considered in the final acceptance decision include:

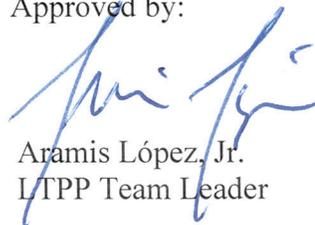
1. Compliance with experimental guidelines.
2. Collection of adequate data during construction.
3. Impact of construction deviations.
4. Other unanticipated factors which negate contribution to experiment objective from continued observations of test section condition.

RSC shall submit a final acceptance recommendation report to FHWA and TSSC staff that justifies their recommendation on final acceptance of the as constructed project into the LTPP program for continued materials testing, performance monitoring, traffic data collection processing, database processing, and other expenditures of LTPP program resources.

- FHWA shall distribute a notice of all SPS-10 projects, after completion of initial construction activities, and based on the final acceptance report from RSC's, that have either been accepted or rejected for continuation in the LTPP program.

Prepared by: TSSC

Approved by:



Aramis López, Jr.
LTPP Team Leader

SPS-10 Nomination Summary Form

State_Code __ __ Agency Multiple Project Sequence Code: __

General Logistics

Latest Date for Approval: _____ Estimated Construction Date: _____
Reference Location Coordinates: Lat ____ Long - ____ (Deg)
Primary Route Designation _____ Travel Direction _____

Moisture Zone: Avg Annual Precip _____ (inches) | Wet Dry
Freeze Zone: Avg Annual Freeze Index _____ (Deg F – days) | No Freeze Freeze
Traffic Loading Rate: ESAL/Yr _____ | Low High

Control Section: Foaming Process: Yes, No; Notes: _____
WMA Core Section 1, Foaming Process: Yes, No Notes: _____
WMA Core Section 2, Chemical Additive: Additive Type/Name: _____
Rap% in Core Sections _____ Number of supplemental sections: _____

Overlay Thickness: 2 inches, 3 inches, 4 inches, Specify other _____
Pre-overlay treatments: mill off AC surface layer to PCC layer, mill ____ (inches) of AC surface layer to underlying AC layer, none, Specify other _____

Agency Agreement (Based on RSC discussions with responsible agency officials)

Traffic Control(Check all applicable): No restrictions during daylight, Restrictions to off traffic peak hours, Agency promised TC, TC Agency funded, LTPP must provide traffic control
Comments: _____
Traffic Load Measurement Plan (Describe): _____

Perceived Agency Participation Compliance Ability: Excellent, Good, Unknown

RSC Project Acceptance Recommendation

RSC highest acceptance recommendation: RSC certifies project meets all selection criteria, agency participation requirements, and practical site considerations.

RSC recommends project be placed in review status for the following reasons: _____

RSC recommends project not be approved for the following reasons: _____

Primary Agency Contact

First Name _____ Last Name _____ Title _____
Name Prefix _____ E-mail address _____ Phone _____
Contact Considerations _____

RSC Primary Contact Name: _____ Form Submittal Date _____