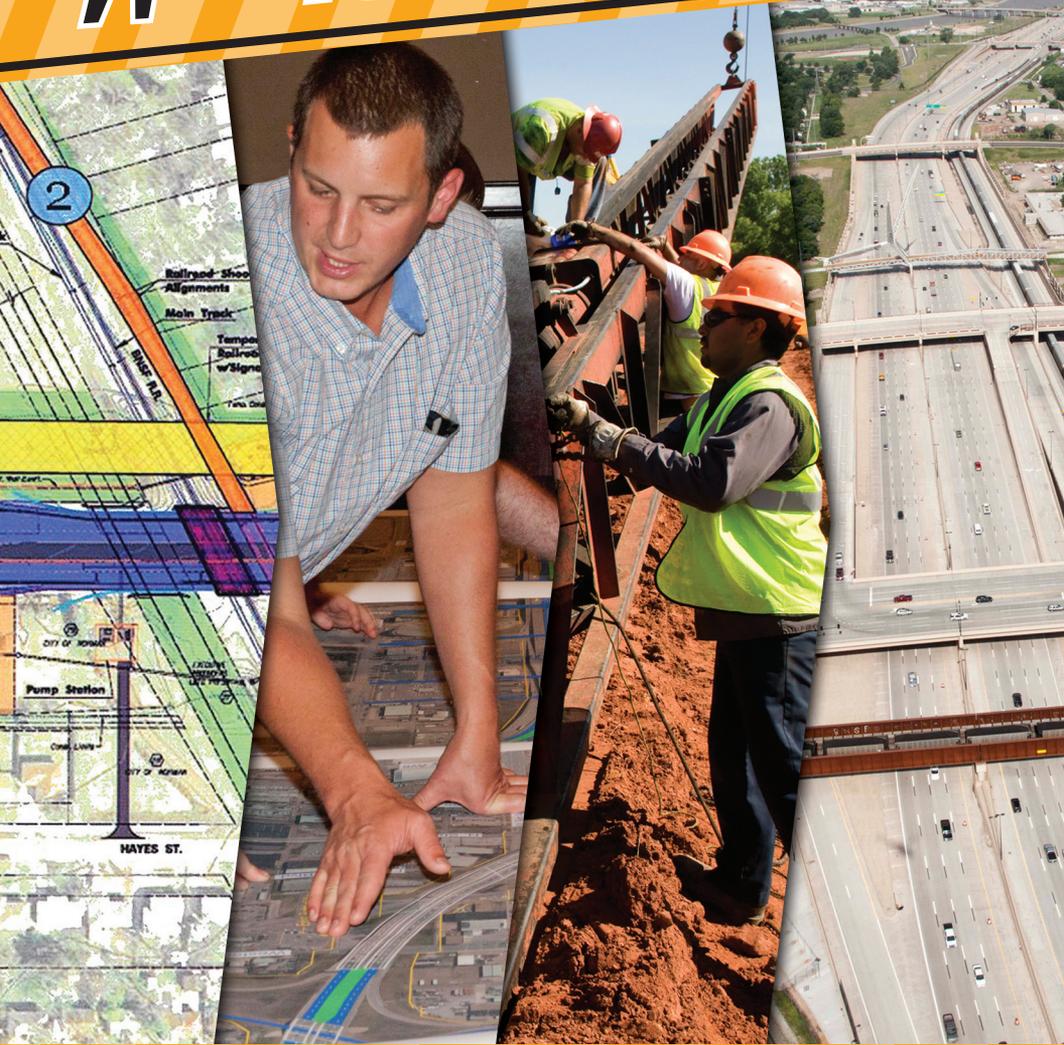


# PAVING THE WAY TO THE FUTURE



A step by step guide to highway construction  
Oklahoma Department of Transportation



## Our Mission

*The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma.*



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# PAVING THE WAY TO THE FUTURE

No matter who you are or what you do, transportation affects your life. When you are driving on rural or urban highways, reading mail flown in by air, eating seafood trucked in from a coast, living in a house built with lumber shipped in by rail or applying lawn fertilizer that was carried in by barge on the McClellan-Kerr Waterway, you are benefiting from transportation.

The Oklahoma Department of Transportation is involved in the building and maintaining of many modes of transportation.

This brochure deals primarily with ODOT's procedures for building and maintaining highways.

As you can see, highways are the result of years of planning. They are also a vital part of our state's infrastructure that must be properly maintained after they are constructed.

ODOT employees work hard to ensure highways are built properly and are as safe as possible for the public.



# ODOT isn't just about highways...

*ODOT encourages railroad crossing safety through continuous improvements, such as installing gates and lights, and through driver education.*



*ODOT's Waterways Branch promotes the McClellan-Kerr Arkansas River Navigation System anchored at the Port of Catoosa near Tulsa.*



*The Transit Programs Division administers financial assistance to local, small, urban and rural public transportation operations.*



# How does ODOT decide which projects to build?

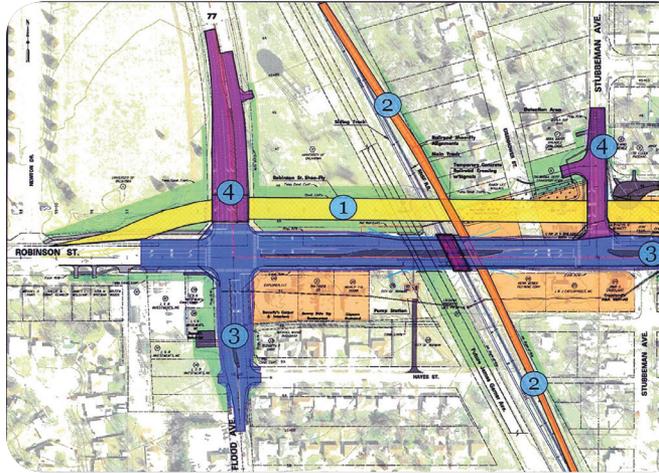
Transportation planning is not a spur-of-the-moment activity, ODOT begins with a 25-year plan which focuses on the development of a balanced system of highways, rural transit, railroads, bicycle and pedestrian facilities and access to air and water ports.

Through public meetings and committee meetings across the state, the ideas of hundreds of people are reflected in the plan.

These participants include citizens, representatives of the legislature, state agencies, regional governments, cities, counties, interest groups and transportation users and providers.

This 25-year plan serves as ODOT's blueprint for the future.

## Long-Range Planning

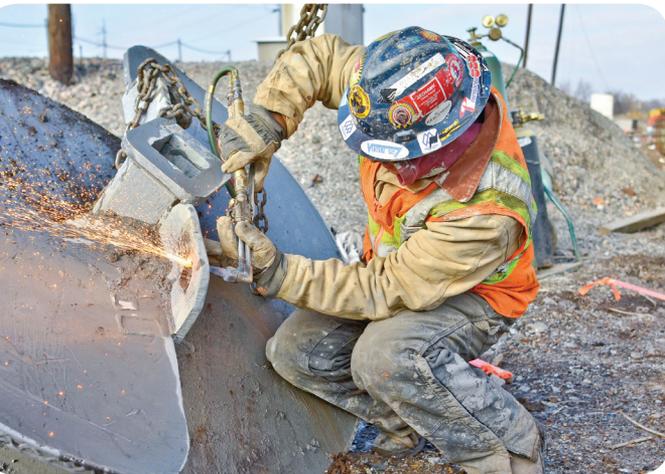


# How are construction projects scheduled?

There are eight field divisions in the state, each with its own division engineer. The division engineers, with the help of their staff, develop and maintain an eight-year schedule of projects called the Eight Year Construction Program. Division engineers select projects considered for the program based on statewide studies. These studies evaluate the condition of highways, traffic patterns, safety considerations, increased development and population changes.

ODOT considers other projects for the program after gathering information from the public, public officials, Indian tribal governments, metropolitan planning organizations and ODOT staff.

## ODOT's Construction Program



Each project is analyzed in detail for costs. Factors include estimates for right-of-way acquisition, utility relocation and construction expense. Following completion of the cost analysis, each roadway, bridge, transit or railroad project is presented to the Oklahoma Transportation Commission to be considered for placement in the Eight Year Construction Program and to receive funding approval.

After the commission has approved a project, that project is scheduled based on cost and ODOT's overall projected revenues from state and federal sources. Other crucial factors are the existing conditions and how they affect driver safety.

Projects are also scheduled to ensure ODOT maximizes the use of all funds and each region of the state receives a fair share of available transportation funds. Because of the numerous steps necessary to prepare for construction, scheduling dates are somewhat flexible.

The OTC is an eight-member panel appointed by the governor to oversee the state's transportation development. The group meets the first Monday of every month at ODOT headquarters in Oklahoma City to approve or deny projects.

## How can I get involved in a proposed project?

When a major project is in its infancy, ODOT's planning team, with the help of the public, evaluates the possible impacts of the project. In most cases, no specific designs have been selected at this stage and it will be months or years before any construction would occur.

ODOT's Strategic Asset & Performance Management Division evaluates location and design options; turning lanes or traffic control; past collision history and the project's possible effects on social, economic and environmental conditions. State, federal and local agencies coordinate efforts to address all known concerns.

ODOT's planning team examines long segments of roadway, which will later be divided into shorter sections for construction. This ensures that short-term improvements fit long-term plans. The planning team then goes to the public for assistance and input at public involvement events on these major projects.

These gatherings, which are open to the public, are primarily to help ODOT collect valuable information for use in designing the project. Public participation is critical at this stage, before location and design decisions are made and the final plans are developed.

At public involvement events, locals talk to project members and learn general information about the project's objectives. Aerial photos and preliminary designs are typically used to illustrate the plans however no specific construction plans, right-of-way plans or details are available at this stage because public input is shaping them.

After the public involvement event, ODOT welcomes written comments for a certain period. Once citizens have been given these opportunities to comment, ODOT planners prepare various planning & design documents, based on the received input, which are available for public review and comment.



### ODOT's Public Participation

## How does ODOT decide what the highway or bridge will look like?

Now that ODOT has heard from the public and has passed the federal government's required steps to assure minimal impacts to the environment it is time to design the project.

ODOT engineers, engineering technicians and engineering consultants design the bridge, roadway, stoplight, railroad crossing and/or other projects.

### Design



These designers refer to aerial photographs, survey records, public comments and many other reference materials while they draw the plans.

The engineers and technicians prepare detailed plans which define the width and curves of the road, number of lanes and width of the shoulders. They

are responsible for the types of intersections or interchanges, essential drainage structures and amount of right-of-way necessary for construction. As population grows and traffic increases, roadways must keep up with the changes. Designers are responsible for this type of feedback and implementation. Safety, durability, quality and value are of primary importance to ODOT designers.

These plans also define the type of material to be used in construction (such as asphalt or concrete) and the quantity of each material necessary. This information will be used by contractors to determine their bids on these projects.

# How does ODOT acquire the property for its projects?

ODOT acquires and clears the necessary land for the construction and maintenance of the future project. This occurs only after all environmental factors are considered and the final draft of the design is ready.

The process includes property mapping; deed/easement preparation; appraisal and appraisal review; relocation assistance; right-of-way negotiations; possible imminent domain (condemnation) proceedings; utility adjustments and property management.

In order to maintain a modern transportation system, some private property must be distributed and displacement of citizens may be necessary.

ODOT's right-of-way agents understand the difficulty this can cause citizens, and these agents treat all property owners equally and fairly.

They will fully explain the proposed project and its effect on adjacent property.

ODOT pays fair market value compensation for all properties acquired, furnishes relocation assistance to individuals, families, farms and businesses displaced by projects and initiates proper legal action if a settlement cannot be reached.

## Right of Way Acquisition



# What is Project Management at ODOT?

The mission of the Project Management Division is to provide support to the department, consultants, external customers and the Federal Highway Administration by serving as an information junction.

Project Management provides project progress information to ODOT and the public. The division has a hand in the progress of project development to improve coordination, expedite contract procedures, provide mandatory accountability to work performed under contract and free up duties directly related to their mission. For example, changes in construction plans may alter a scheduled completion date.

A project team will then brainstorm on how an altered time frame will affect the project. The team will then develop and implement a recovery plan in order to maintain basic project goals which include budget and schedule. Tracking projects using these methods will allow the division to recognize and address obstacles to prevent future recurrence.

The division is considered a liaison between the Field Divisions and the Central Office. It is a project specific liaison to the public.

## Project Management



# Finally! The project is under construction.

Once the road or bridge design is complete, the project is advertised for bid. Private contractors submit bids to construct the project, according to ODOT and the Federal Highway Administration's strict specifications. ODOT develops its own estimate of the cost by checking historical data, this gives the agency a benchmark for price comparison.

The Oklahoma Transportation Commission approves or rejects bids at its monthly meetings. Typically, the lowest responsible bidder receives the project. If the bids are considered too high, they are rejected and advertised another month. Construction begins approximately six to eight weeks after the commission awards the project.

ODOT engineers and inspectors administer the contract by testing materials and observing contractor procedures to ensure a project is properly built and meets state and federal requirements.

Contractors are paid progressively as the work is performed. ODOT inspectors work with contractors to keep traffic flowing safely and road access available to businesses and residents. Their responsibility is to ensure work zones are properly signed and protected and the environment is safe. During construction, maintenance of the roadway is the contractor's responsibility.

When a project is complete, a final inspection is made by a team of engineers and inspectors from ODOT, the FHWA and any affected municipalities. When all parties are certain the work is satisfactory, final payment is sent to the contractor.



## Funding: History to the Present

Even with funding programs like 1997's Capital Improvement Plan, the state's first major push to gain funding for highway roads and bridges, the gap between needs and funding remained quite large. With stagnate Fuel tax revenues The legislature continued to decrease the gap by allowing ODOT to issue bonds.

During the 2000 Legislative session, House Bill 2259 was passed and ODOT was authorized to issue bonds for projects of economic significance. This system permitted the pledging of federal highway funds anticipated to be received in the future to pay off the bonds over a period of years. This made the money available for the projects as soon as the bonds were sold.



In 2005, the Oklahoma Legislature passed House Bill 1078, which created the "Rebuilding Oklahoma Access and Driver Safety Fund." This legislation increased state funding by \$17.5 million each year or by \$35 million in years when the state revenue was expected to climb at least

3 percent, until an additional \$170 million in annual funding was reached.

Legislators built upon the previous year's ROADS fund in 2006 with HB 1176. This legislation increased the annual state funding to \$50 million in years when state revenue was anticipated to climb at least 3 percent. The cap to the ROADS fund was also raised to \$270 million.

House Bill 2272 passed in 2008 which provided more certainty in funding by removing the 3 percent revenue gain trigger and establishing a yearly increase of \$30 million. The bill also provided \$300 million through two bond issues and increased the ROADS fund cap to \$370 million.

Senate Bills 1466 and 976 were passed in 2010 and 2011, respectively. These bills combined to increase annual funding to \$41.7 million and increased the ROADS cap to \$435 million. The increases in funding were used to repay previous bond issues.

With the passage of House Bill 2248 in 2012, Oklahoma's bridges received a dramatic increase in state funding. Historically, Oklahoma's bridges have been in bad shape, but with the passage of this bill, virtually all structurally deficient bridges will be programmed for replacement or rehabilitation by 2019.

The Legislature increased funding from \$41.7 million to \$59.7 million annually, to the ROADS fund. The bill directs that the fund continue receiving an additional \$59.7 million each year until the ROADS fund reaches its \$575 million cap.

The 2012 Eight-Year Construction Work Plan began using the additional funding to plan the replacement of 706 structurally deficient highway bridges. This will ensure that all structurally deficient bridges, which peaked at 1,168 in 2004, will be scheduled for repair or replacement by the end of the decade.

The state's investment in transportation is finally reaching an effective level, allowing ODOT to address decades of underfunding which resulted in a less than ideal transportation system. This plan makes for a brighter future of Oklahoma's highways.



## Who takes care of the highway after it's built?

After a project is built, drivers are glad to see the cones off the road and traffic patterns improved. But ODOT's job is far from finished.

The agency's county crews, interstate crews, special maintenance crews and maintenance contractors work year round to keep the highways and roadsides safe, clean, improved and repaired. These workers are on call around the clock to handle emergency road repair and snow removal.

You will see ODOT workers performing many tasks including mowing; clearing snow and ice; patching potholes; installing guardrail; painting striping; clearing drainage structures and ditches; repairing bridges; sweeping interstates of debris; replacing worn signage and picking up roadside litter.

Please drive carefully and observe orange signs whenever you see ODOT workers maintaining Oklahoma's highways.

### Maintenance



## WORK ZONE SAFETY AWARENESS

- Stay alert
- Pay close attention
- Turn on your headlights
- Don't tailgate
- Don't speed
- Don't change lanes in the work zone
- Minimize distractions
- Expect the unexpected
- Be patient

# PUBLIC INPUT REQUESTED

We need your help to build the best possible projects.  
Tell ODOT's planning team about how these topics could affect  
projects in your area.



- Cost
- Noise
- Energy
- Wetlands
- Air Quality
- Relocations
- Floodplains
- Farm Land
- Visual Impacts
- Historical Sites
- Safety Concerns
- Land use Effects
- Business Concerns
- Minority Concerns
- Cultural Resources
- Public Park Lands
- Archaeological Sites
- Underground Tanks
- Unknown Cemeteries
- Community Cohesion
- Threatened/Endangered Species
- Industrial/Hazardous Waste Sites

## Questions and Answers

**Q:** *Why does it take so long and cost so much to build a highway?*

**A:** ODOT contractors build projects with extremely high state and federal standards while continuing to move traffic through work zones. Working safely beside thousands of vehicles each day is only possible with effective detours that protect workers and drivers. A great deal of construction work is unseen-it takes place under bridges or beneath the road's surface to ensure a long, stable life for the structure. All construction projects are competitively bid to ensure the best price possible.

**Q:** *How do we pay for highways?*

**A:** In Oklahoma, highways are primarily financed by state and federal gas taxes. In some states, other highway-related fees such as driver's licenses or car tags and titles are a crucial source of highway revenue. In 2012, the Oklahoma Legislature passed a bill that will increase state funding for bridge projects. This increase will have all structurally deficient bridges slated for replacement or rehabilitation by 2019.

**Q:** *Why do I sometimes see workers by the side of the road standing around?*

**A:** ODOT maintenance crews have a challenging mission: each maintains almost 30 miles of highway lanes and is on call 24 hours a day. Their job is often reactive: keeping highways safe and drivable, if possible, during snow, flooding and accident clean-ups. Often, they work many miles away from their shop. When workers appear inactive, they could be waiting for asphalt to cure before opening a road, waiting for a load of material to be delivered or taking a lunch break on site for efficiency. Some highway activities are construction projects built by private contractors. Contractors determine their own work schedules with general input from ODOT.

**Q:** *Who is responsible for county roads or city streets?*

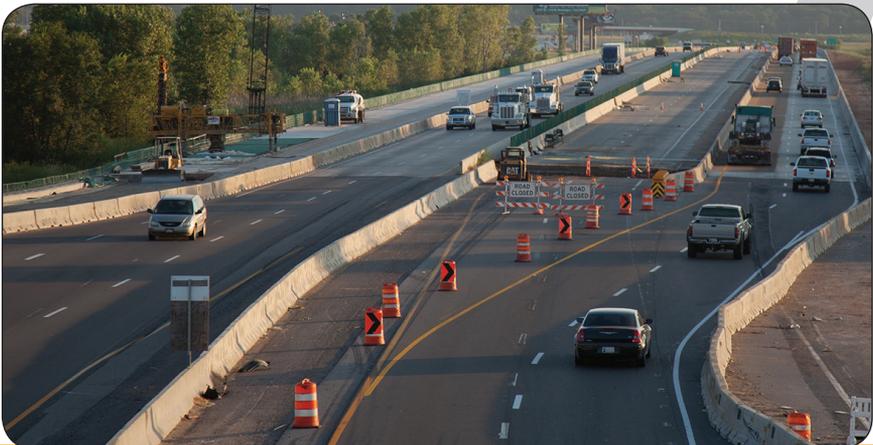
**A:** County Commissioners maintain county roads and municipalities maintain their own roads except for highways through town. ODOT works closely with all local entities to assure good service for the driving public, but it does not have any jurisdiction. For information or to report a problem, call your county courthouse or your city hall.

**Q:** *Who is responsible for law enforcement on highways? Who issues licenses?*

**A:** The Oklahoma Highway Patrol is the primary enforcer of laws on the highways outside of incorporated city limits. Police and sheriffs' offices and federal agencies enforce within their jurisdictions. Several agencies issue licenses and permits for commercial and personal vehicles. For specific permits and licenses, see numbers on the following pages.

**Q:** *Can I put signs or memorials on highway rights-of-way?*

**A:** It is illegal to place anything on highway rights-of-way including campaign signs, commercial signs or memorials. Unauthorized signs cause litter, obstruct drivers' views at intersections, block necessary highway signage, cause damage to vehicles or injure drivers who must pull off in emergencies and disrupt ODOT mowing operations. Please keep roadsides clear and clean for everyone's safety.



# ODOT Related Numbers

(area code (405) unless indicated)

Main information number.....	522-8000
Adopt-A-Highway .....	521-4037
Asst. Dir.-Engineering .....	521-6916
Asst. Dir.-Operations.....	521-4675
Asst. Dir.-Capital Programs.....	522-6000
Billboards/Salvage Yards.....	521-3005
Bridge Information .....	521-2606
Chief Engineer .....	521-2688
Civil Rights .....	521-3186
Commission Information .....	521-2701
Comptroller.....	521-2591
Deputy Dir.-Finance and Administration .....	521-3690
Director .....	522-1800
Disadvantaged Business Enterprises.....	521-6046
Future Scheduled Projects .....	521-2521
General Counsel .....	521-2630
Highway Construction .....	521-2561
Highway Maintenance.....	521-2557
Human Resources/Personnel.....	521-2541
Legal Services .....	521-2681
Litter Hotline .....	888-5-LITTER
Print Shop and Photo.....	521-2586
Purchasing .....	521-2508
Strategic Asset & Performance Management.....	521-2704
Environmental .....	521-3050
Mapping.....	521-2728
Traffic Counts.....	521-2513
Media & Public Relations .....	521-6000
Railroad Crossings .....	521-4203
Right-of-Way .....	521-2661
Roadway Design.....	521-2695
Secretary of Transportation.....	522-8151
TDD .....	521-6768
Transit Programs .....	521-2584
Vehicle Damage/Claims .....	521-4999
Waterways .....	918-838-9933

Oklahoma Department of Transportation, DBE program, ODOT ensures that no person or groups of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub - recipients, and contractors.

# Transportation Related Numbers

(area code (405) unless indicated)

## Oklahoma Turnpike Authority

Information.....	425-3600
PIKEPASS.....	1-800-PIKEPASS (1-800-745-3727)

## Drivers

Accident Records .....	425-2424
Car tags, titles, registration .....	521-3221
Driver License Information .....	425-7777
Highway Conditions.....	844-40KHWYS 844-465-4997
Highway Patrol .....	425-2424
Driver's License.....	425-2020
Traffic Ticket Question .....	425-2424

## Federal Aviation Administration

Information/Mike Monroney	
Aeronautical Center.....	954-3011
Airman Certification.....	954-3261

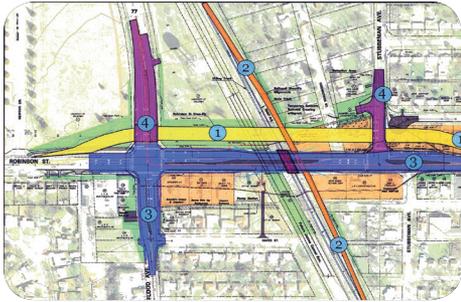
## Trucking

Apportioned tags .....	521-3036
Commercial Driver Licenses .....	425-2020
DOT numbers/logbooks	
Drug testing	
Interstate safety regulations .....	
Hazardous Materials .....	605-6047
Fuel Permits.....	521-3036
Motor Carrier License .....	521-2251
Size and Weight Permits .....	425-7012
Trucking Company questions, Complaints, physical forms .....	521-2915

**State Agency Information.....521-2011**

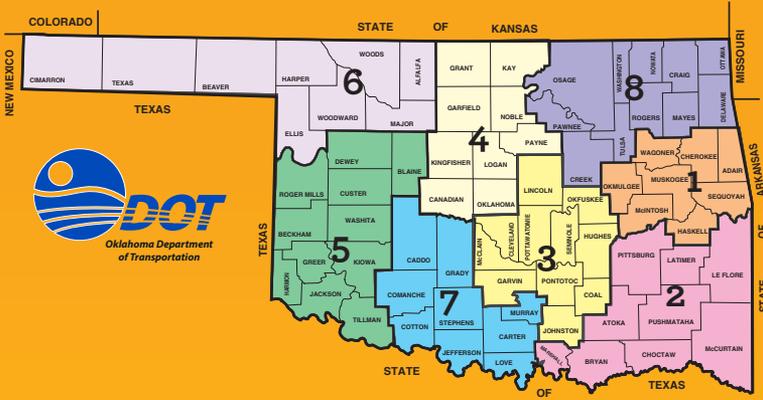
**Department of Public Safety.....425-2424**





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## **Division Six-Buffalo**

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580-735-2561

## **Division Seven-Duncan**

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580-255-7586

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