DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the program that issued or has custody of the document. VDOT has indicated a URL for documents that are available online.

Because many of VDOT's guidance documents have unique viewing locations and contact information for copies and questions, this information is provided separately for each document or group of documents following the title of the document or documents.

FINANCE/PROGRAMMING

Guidance Documents: VDOT Info & Service: Fiscal Year 2015 Commonwealth Transportation Fund budget and Fiscal Year 2015 VDOT budget, adopted June 17, 2015
Interprets/implements: §33.2-221 (C), Code of Virginia

Copies of these documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-6065 or faxing (804) 786-2564.

Questions regarding interpretation or implementation of the documents may be directed to Laura Farmer, Division Administrator of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or e-mail laura.farmer@vdot.virginia.gov.

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the CTB by July 1 of each year as required by the Code of Virginia, §33.2-221 (C). These items may also be viewed at the VDOT website at the following address:
http://www.virginiadot.org/about/vdot_budget.asp

Guidance Document: The Virginia Transportation Infrastructure Bank: Program Overview, Guidelines and Selection Criteria, October, 2011
Interprets/implements: Article 1 of Chapter 15 of Title 33.2 (§33.2-1500 *et seq*.), Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. The document may also be viewed on the Internet at
http://www.virginiadot.org/projects/virginia_transportation_infrastructure_bank.asp

Questions regarding interpretation or implementation of this document may be directed to Laura Farmer, Division Administrator of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-3096, FAX (804) 786-2564, or e-mail laura.farmer@vdot.virginia.gov.

Guidance Document: Virginia Six-Year Improvement Program, adopted June 17, 2015
Interprets/implements: §33.2-214, Code of Virginia

This document (accessible as a database) may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Six-Year Improvement Program (SYIP) may also be viewed on the Internet at http://www.virginiadot.org/projects/syp-default.asp

Questions regarding interpretation or implementation may be directed to the Infrastructure Investment Director at 804-786-2543 or FAX (804) 371-8719.

Guidance Document: Administrative Services Division Procurement Procedures Manual, revised December 11, 2015
Interprets/implements: §2.2-4300 et seq., Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219.

Questions regarding interpretation or implementation of this document may be directed to Toya Peterson at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2721, or Toya.Peterson@vdot.virginia.gov.

PRELIMINARY ENGINEERING

Guidance Document: VDOT Policy Manual for Public Participation in Transportation Projects, revised September 28, 2015
Interprets/implements: §33.2-208 (B), Code of Virginia

This document is available electronically from the VDOT Public Website at the following address:
http://www.virginiadot.org/business/resources/LocDes/Public_Involvement_Manual.pdf

Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

Guidance Document: Guidance Document for Determination of Certain Financial Benefits for Displacees, effective October 1, 2014

Interprets/implements: Rules and Regulations Governing Relocation Assistance (24VAC30-41)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting David A. Schneider, State Acquisitions Manager, at the same address, telephone (804) 786-2923 or FAX (804) 786-1706. This document is also included as part of Chapter 6 of the Right of Way Manual of Instructions, which is available from VDOT's website at http://www.virginiadot.org/business/row-default.asp.

Guidance Document: Commonwealth of Virginia Public-Private Transportation Act of 1995 (as amended) Implementation Manual and Guidelines, November 2014
Interprets/implements: §33.2-1800 *et seq*., Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the Virginia Office of Public-Private Partnerships, 600 East Main Street, Suite 2120, Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-0455 or faxing FAX (804) 786-0476. This document is also accessible via the Internet from the following address: http://www.virginiadot.org/office_of_transportation_public-private_partnerships/resources/UPDATED_PPTA_Implementation_Manual_11-07-14_FOR_POSTING_TO_WEBSITE_-_changes_accepted.pdf

Questions regarding interpretation or implementation of the Public-Private Transportation Act Manual and Guidelines may be directed to Dusty Holcombe, Deputy Director, Virginia Office of Public-Private Partnerships, 600 East Main Street, Suite 2120, Richmond, VA 23219, telephone (804) 786-3173, FAX (804) 786-0476, or e-mail dusty.holcombe@P3.virginia.gov.

Guidance Document: Design-Build Procurement Manual, October 2011
Interprets/implements: §33.2-209 (B), Code of Virginia

Guidance Document: Minimum Requirements for QA/QC on Design Build & Public-Private Transportation Act Projects, January 2012
Interprets/implements: §33.2-209 (B) and §33.2-1800 et seq., Code of Virginia

Guidance Document: Design-Build Evaluation Guidelines, Revised May 2014
Interprets/implements: §33.2-209 (B), Code of Virginia

Design-Build documents are available at: http://www.virginiadot.org/business/design-build.asp

Questions regarding interpretation or implementation of these documents may be directed to Shailendra Patel, P.E., Alternate Project Delivery Office, Virginia Department

of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 692-0476, or e-mail Shailendra.Patel@VDOT.Virginia.gov.

Guidance Document: 2009 Manual for the Procurement and Management of Professional Services, revised July 1, 2012 (available from http://www.virginiadot.org/business/gpmps.asp)
Interprets/implements § 2.2-4300 et seq., Code of Virginia

Questions regarding interpretation or implementation of this document may be directed to Jeff Rodgers, Consultant Procurement Office, Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2552, or e-mail Jeff.Rodgers@VDOT.Virginia.gov.

Guidance Document: Highway Traffic Noise Impact Analysis Guidance Manual, July 13, 2011 (amended July 14, 2015)
Interprets/implements §33.2-215, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1201 E. Broad St., Richmond, VA 23219.

Questions regarding interpretation or implementation of this document may be directed to the Noise Abatement Program Manager at (804) 371-6766 or FAX (804) – 786-7401.

PROJECT DELIVERY

Guidance Document: Economic Development Access Program Guide, revised October 1, 2014
Interprets/implements: §33.2-1509, Code of Virginia, Economic Development Access Fund Policy (24VAC30-271)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Michaela Clayton, Program Manager, at the same address, telephone (804) 786-2744, or FAX (804) 371-0847. This document may also be accessed at: http://www.virginiadot.org/business/local-assistance.asp

Guidance Document: Recreational Access Program Guide, revised October 1, 2014
Interprets/implements: §33.2-1510, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Michaela Clayton, Program Manager, at the

same address, telephone (804) 786-2744, or FAX (804) 371-0847. This document may also be accessed at: http://www.virginiadot.org/business/local-assistance.asp

Guidance Document: Airport Access Program Guide, revised October 1, 2014
Interprets/implements: §33.2-1509, Code of Virginia, Airport Access Fund Policy (24VAC30-451)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Michaela Clayton, Program Manager, at the same address, telephone (804) 786-2744, or FAX (804) 371-0847. This document may also be accessed at:
http://www.virginiadot.org/business/local-assistance.asp

Guidance Document: Transportation Alternatives Program Guide, August 1, 2015
Interprets/implements: §§33.2-221 (C) and 33.2-114, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. This document may also be accessed at:
http://www.virginiadot.org/business/resources/transportation_enhancement/Transportation_Alternatives_Program_Guide.pdf

For more information on this program or to obtain a copy of the application packet, please contact the Transportation Alternatives Program Staff at 1-800-444-7832 or (804) 786-2264, FAX (804) 371-0847, or e-mail h.chenault@vdot.virginia.gov or pamela.liston@vdot.virginia.gov.

Guidance Document: Urban Construction Initiative Program Administration Guide, October 28, 2009
Interprets/implements: §33.2-362, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219.

This document may be accessed at:
http://www.virginiadot.org/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf

Questions regarding interpretation or implementation of this document may be directed to Todd Halacy at the same address or telephone number (804) 786-3438.

Guidance Document: Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines, June 2015

Interprets/implements: Urban Maintenance and Construction Policy (24VAC30-325)

This document may be accessed at:
http://www.virginiadot.org/business/resources/local_assistance/Urban_Construction_and_Maintenance_Program_Guidance.pdf

Questions regarding interpretation or implementation of this document may be directed to Todd Halacy at the same address or telephone number (804) 786-3438.

Guidance Document: Revenue Sharing Program Guidelines, July 2015
Interprets/implements: §33.2-357, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Debbi Webb-Howells, Program Manager, at the same address, telephone (804) 786-1519, or FAX (804) 371-0847. This document may also be accessed at:
http://www.virginiadot.org/business/local-assistance.asp

Guidance Document: Locally Administered Projects Manual, July 2010, revised April 2015
Interprets/implements: §§33.2-209. 33.2-214, 33.2-221, and 33.2-338, Code of Virginia

Copies of these documents may be obtained either free of charge or at a specified charge for excess copies by contacting John Simmers at the same address, telephone (804) 786-2571. The document may also be accessed at: http://www.virginiadot.org/business/locally_administered_projects_manual.asp

Questions regarding interpretation or implementation of this document may be directed to John Simmers at the same address and telephone number given above

Copies of the above documents may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219.

OPERATIONS

Guidance Document: Traffic Engineering Division Memoranda, issued 1967-present
Interpret/implement: §2.2-604, §33.2-224, and §46.2-830 Code of Virginia, Standards for Use of Traffic Control Devices to Classify, Designate, Regulate, and Mark State Highways (24 VAC 30-315-10 E)

Copies of the Traffic Engineering Memoranda (1967- present) may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be

furnished upon request by contacting Harry Campbell at the same address, telephone (804) 786-6374 or email: harry.campbell@vdot.virginia.gov or Marc Lipschultz at the same address, telephone (804) 371-6022 or email: marc.lipschultz@vdot.virginia.gov. This document is also available online at: http://www.virginiadot.org/business/traffic_engineering_memoranda.asp.

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

Guidance Document: Traffic Calming Guide for Local Residential Streets, October 2002, revised July 2008

Interprets/implements: §2.2-604, §33.2-224, and §46.2-830, Code of Virginia, Standards for Use of Traffic Control Devices to Classify, Designate, Regulate, and Mark State Highways (24 VAC 30-315-10 E)

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Traffic Engineering Division, located at 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained by contacting Mike Nichols at the same address, telephone (804) 786-5709 or email: mike.nichols@vdot.virginia.gov. This document is also available online at: http://www.virginiadot.org/programs/resources/TrafficCalmingGuideOct2002.pdf with additional information about the process online at: http://www.virginiadot.org/programs/faq-traffic-calming.asp.

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

Guidance Document: Traffic Impact Analysis Regulations Administrative Guidelines, revised November 2014 (available at http://www.virginiadot.org/info/traffic_impact_analysis_regulations.asp)
Interprets/implements: Traffic Impact Analysis Regulations (24VAC30-155)

Guidance Document: Frequently Asked Questions on the Access Management Regulations and Standards, November 2014 (available at http://www.virginiadot.org/info/access_management_regulations_and_standards.asp
Interprets/implements: Access Management Regulations (24 VAC 30-73).

Guidance Document: Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, December 2011, revised August

2015 (available at
http://www.virginiadot.org/info/secondary_street_acceptance_requirements.asp
Interprets/implements: Secondary Street Acceptance Requirements (24 VAC 30-92)

Guidance Document: Frequently Asked Questions – Land Use Permits, revised October 2, 2014 (available at http://www.virginiadot.org/business/bu-landUsePermits.asp)
Interprets/implements: Land Use Permit Regulations (24 VAC 30-151)

Land Development Inspection Documentation Best Practices Manual, December 2014 (available at
http://www.virginiadot.org/info/land_development_inspection_documentation_best_practices_manual.asp)
Interprets/implements: Land Use Permit Regulations (24 VAC 30-151), Secondary Street Acceptance Requirements (24VAC30-92)

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, Virginia 23219. Mailing address: VDOT, 1401 E. Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Barbara House at the same address, telephone (804) 786-2963. Additional copies and/or pages may be obtained at a cost of $0.15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Robert W. Hofrichter, Assistant Transportation and Mobility Planning Division Administrator, VDOT, 1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-0780, or e-mail at Robert.Hofrichter@vdot.virginia.gov.

Guidance Document: Virginia Official State Transportation Map Policy and Procedures, revised November 13, 2012
Interprets/implements: §33.2-316, Code of Virginia

Guidance Document: Statement on the Use of VDOT County Map Series Digital Files, revised November 13, 2012 (includes form and agreement)
Interprets/implements: §33.2-384, Code of Virginia

Guidance Document: Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised November 13, 2012
Interprets/implements: §33.2-405 et seq., Code of Virginia

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Office of Communications, located at 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 371-6776, or FAX (804) 371-6846.

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

Guidance Document: Criteria for Transferring Secondary Roads to the Primary System, (Department Memoranda 14-1), approved April 15, 2014

Interprets/implements: §33.2-314, Code of Virginia

Guidance Document: Guide for Administering Additions, Abandonments, and Discontinuances of the System of State Highways, January 27, 2015

Interprets/implements the following Code of Virginia sections:

- §§33.2-325, 33.2-334, 33.2-335,33.2-339, 33.2-340, 33.2-705 (additions)
- §§33.2-908, 33.2-909, Title 33.2, Article 12 (§§33.2-914 through 33.2-926) (abandonments)
- §§33.2-901. 33.2-902 (discontinuances)
- §15.2-2272 (vacations)

Copies of these documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Maintenance Division, 1401 E. Broad St., Richmond, VA 23219.

Questions regarding interpretation or implementation of these documents may be directed to Joseph Williams at the Virginia Department of Transportation's Maintenance Division, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-0783 or Joseph.Williams@vdot.virginia.gov.