

APPENDIX C

**DESIGN RECOMMENDATION/SOIL
LETTER RESOLUTION**

MINNESOTA DEPARTMENT OF TRANSPORTATION
Operations and Technical Services Divisions
Technical Memorandum 91-43-ME-20
October 17, 1991

TO: Distribution 57

FROM: P. C. Hughes
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SUBJECT: Design Recommendation/Soil Letter Resolution

I. INTRODUCTION:

An AOD/ADE Subcommittee of the Relationship Committee met with its Materials Engineers' Group to identify issues which needed clarification. The committee felt that an issue that needed to be addressed was that the recommendations which are provided by the Technical Service Divisions materials specialists, by means of inserts to the District Soils Letters, and the final resolution of these recommendations were not being effectively communicated to all parties involved.

In view of these findings, a task force was formed and given the following charges:

1. To recommend a process for resolving any differences between the original District Soils Letter recommendations and the Materials & Research Specialist inserts. In addition, identify a method to clearly communicate that agreement to all involved, i.e., Final Specialists and Design Engineers.
2. To review the policy as to which projects require Soils Letters and recommend appropriate changes and/or clarifications to the same.

The task force, in turn, accomplished the following:

- Developed procedures which will ensure that any Design Recommendation/Soils Letter inserts as provided by the Materials Specialists are agreed upon by the District Soils and/or Materials Engineers to the maximum extent possible and so signified on the letter prior to returning the letter back to the District.
- Provided a vehicle to resolve differences where mutual agreement cannot be achieved between the District and the Materials Specialists.
- Developed a position/policy on which types of projects Soils Letters will be provided for informational purposes only and concurrence by signature will not be required

PURPOSE:

The purpose of this Technical Memorandum is to implement the recommendations of the task force. Therefore, the following shall be adhered to:

1. Design Recommendation/Soils Letter shall be prepared for all projects, except as noted otherwise, to document the proposed design concepts and construction procedures.
2. To effectively address concerns relative to Soil Letter inserts and to communicate to all parties (i.e., Final Plans, Special Provisions, Material and Research Specialists and Design Engineers) involved in the utilization of the Letter that the inserts are mutually agreed upon; the letters for major construction, reconstruction and/or rehabilitation projects shall be processed as follows:

- a. The District will submit the Design Recommendation/ Soils Letters to the Pavement Design Engineer, Materials & Research Laboratory.
 - b. The letter will be reviewed by the respective Materials Specialists. Recommendations or changes/modifications to the letter will be documented by inserts. The District Materials/Soils Engineers will be contacted by the Materials Specialists when major issues are involved.
 - c. Except for minor issues, inserts will be sent by mail to the District Soils/Materials Engineer for review, concurrence and resolution of any disagreement.
 - d. The District Soils and/or Materials Engineers will place their initial by the inserts they concur with.
 - e. In the event the District Soils and/or Materials Engineers do not agree with an insert, they will cross out the insert and contact the appropriate party. Letter g, below, will be followed if an agreement with the Materials Specialist(s) cannot be reached.
 - f. The District Soils/Material Engineers will send the inserts back to the Pavement Design Engineer.
 - g. In the event that resolution of differences is unlikely, resolution will be achieved in accordance with Technical Memorandum No. 91-18-TS-01 (Inter-Divisional Issue Resolution), dated April 10, 1991.
 - h. Upon resolution of differences copies of the signed letter with the initialed and/or crossed out inserts will be sent out by the Pavement Design Engineer to the addressee and individuals on the cc list.
3. That Design Recommendation/Soils Letters should be prepared for minor construction, rehabilitation and maintenance projects. For those minor projects, the letter would be sent to the Materials Specialists for informational purposes only. Concurrence would not be required by the Specialists; however, the Specialists would be free to comment on the letter and make suggestions/recommendations to the Soils/Materials Engineer.

Minor projects would include:

- Concrete rehabilitation projects.
 - Surface Treatment Program (\$40,000/mile overlay).
 - Turn lanes (when only a few are involved).
 - Culvert replacement.
 - Intersection revisions (other than radii work).
 - Other minor projects as agreed upon by the District Materials/Soils Engineer and the Pavement Design Engineer at the Materials & Research Laboratory.
4. The District Soils/Materials Engineer shall submit addendums to document major changes in design concepts and construction methods for projects for which the Design Recommendation/Soils Letters have been submitted previously. Also, when aggregate source prospecting is still unresolved at the time the Letter is written, it may be necessary for the District Soils/Materials Engineer to add sources by addendum.

NOTE: In the future, Soils Letters will be referred to as Design Recommendations Letters.

NOTICE:

TM 91-43-ME-20 is hereby made Appendix C of the Geotechnical and Pavement Manual. Termination dates are no longer in force.