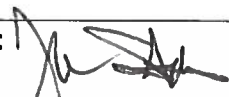
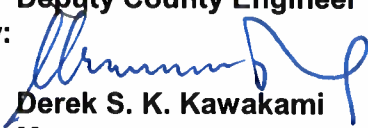
 County of Kauai Department of Public Works Administration Division	POLICY AND STANDARD OPERATING PROCEDURE	Documentation Number:
	Road Resurfacing	HW003

POLICY STATEMENT: The Division of Roads Maintenance and Construction of the Department of Public Works (DPW) shall have protocols and procedures for the selection and the timing of streets chosen for paving, reconstruction, and maintenance projects.

PURPOSE: The County Engineer is responsible for the procedures of a standardized selection process to be implemented and utilized consistently to ensure that the selection and timing of streets chosen are handled in a fair and unbiased manner.

APPLICABILITY: This policy applies to all streets under County jurisdiction, including private streets which must be designed to County standards, or may be dedicated to the County in the future. It does not apply to streets or highways under State or Federal jurisdiction, although coordination is strongly recommended. Based on the County of Kaua'i Street Design Manual (October 2018), the County's street typology is defined as follows:

- 1) Belt Roads
- 2) Major Connector
- 3) Minor Connector
- 4) Neighborhood Connector
- 5) Main Street
- 6) Industrial
- 7) Country Road
- 8) Residential Street

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The Division of Roads Maintenance and Construction is responsible for the administration of the maintenance and repair the County's roadway inventory, which includes a total of 308 centerline miles of streets under County jurisdiction. Of these 308 centerline miles of streets, 64 centerline miles are classified as Federal Aid Arterial or Collector streets, eligible for funding through the State of Hawaii Statewide Transportation Improvement Program (STIP) administered by the State of Hawaii Department of Transportation Highways Division (HDOT); the balance of 244 centerline miles are local County streets.

When funds are available, projects on Federal Aid streets shall be done separately through the Engineering Division via the STIP program. Based on the anticipated available funding through the STIP, there are not enough Federal Aid funds to routinely resurface all of the Federal Aid streets, while also completing other Federal Aid projects, such as bridge replacements and rehabilitation projects as well as roadway improvement projects. Therefore, Federal Aid routes that are not programmed for pavement resurfacing, rehabilitation, or reconstruction on the STIP should be evaluated along with local streets for development of a pavement resurfacing or reconstruction project to be administered by Roads Division.

PROCEDURES:

1. **THIRD PARTY RECONNAISSANCE:** The list of streets for consideration will be brought forward from data collected via a 3rd party consultant who will provide objective data as to prioritization of the streets' conditions via criteria numerically derived from inputs including IRI (roughness index); remaining service life of 10 years for asphalt concrete surface and 30 years for Portland cement concrete; roadway use average daily traffic (ADT) data if available, or population census data for subdivisions supplied via the Planning Department and estimates of probable trip destination. This report is known as a Physical Condition Assessment or PCA.

The Physical Condition Assessment or PCA: Each of the streets on the PCA list are visually field inspected by the Roads Engineer to certify the condition analysis of the PCA. The third party report of street condition and remaining service life rating ranks each street from worst to best is the starting point for the field reconnaissance. That includes field verification of accurate segment needs. In addition investigation of severely damaged locations may include core sampling to determine full depth and composition of the existing pavement and subbase. The third party report provides a recommended maintenance to be performed as defined below:

- A. Reconstruction
 - a. Structural failure of entire road foundation
 - b. Structural failure of section repair only
 - c. Overlay

- B. Pavement preservation
 - a. Overlay
 - b. Slurry seal
 - c. Crack seal
 - d. Pothole repair
 - C. Edge of Pavement
 - a. Shoulder repairs
 - b. Curb and gutters
 - c. Sidewalks
 - d. Swales
2. COUNTY REVIEW: Engineering Division and Planning Department will review the proposed annual list of streets based on the following:
- A. Factors potentially impacting the proposed project area, i.e., other infrastructure projects such as water or sewer line installations, etc.;
 - B. Consistency with relevant planning and design documents, including General Plan, Community Plans, Safe Routes to School Plans, town plans, transit plans, and the most current edition of the County of Kaua'i Street Design Manual. This will include review for possible inclusion of improvements such as paved shoulders, bicycle lanes, sidewalks, crosswalks, other pedestrian improvements, bus stops and shelters, landscaping, etc.
3. FINAL DECISION MAKING PROCESS: The results of the review and analysis of the Engineering Division and Planning Department shall be provided to the Division of Roads Maintenance and Construction within two work weeks. A formal meeting that includes representatives of DPW Administration, DPW Roads Division, DPW Engineering Division, and Planning Department shall occur once these have been received by Roads Division for discussion and determination. This meeting will include an evaluation of timeframes needed for additional design work, community input, and Council traffic resolutions if needed for streets where striping changes or more significant changes are being considered. Timeframes will be considered in relation to anticipated bid dates so that more complex projects do not delay simpler projects. If projects are removed from the list due to anticipated risk of scheduling delays, they will be replaced with the next highest-priority projects up to the anticipated bid amount. Normal processing shall result in a package of County streets recommended for each funding cycle to submit to DPW Administration for review and comments. A final package after all reviews are complete shall be submitted for approval by Mayor to submit to purchasing for procurement.