

Memo

New Mexico Department of Transportation

SUBJECT: Infrastructure Design Directive
IDD-2009-08 (Project Identification and Control
Number Format)

DATE: 8-October-2009

TO: Infrastructure Division
Transportation Design Community

FROM: Tamara P. Haas, Acting Chief Engineer
Office of Infrastructure Divisions

FILE REFERENCE:
PSESHARE:Design Directives

The Department is revising the format for project Control Numbers (CN). All projects currently in the production process will keep their current Control Numbers, only new projects will be issued Control Numbers based on the new format.

Also effective immediately, the Control Number will serve as the primary reference number for a project and will replace the Control Number and Project Number combination currently used by the Department.

These changes are being made to simplify project identification and to add more Control Number capacity. The current Control Number format will soon run out of available numbers. A Project Number will still be issued for each project but will be used primarily by the PDE, STIP Unit, PS&E, and Funding Control to track allocated funds. The Project Number will no longer be shown on the project plans, reports, or other development documents to identify the project. Once a Control Number is issued it will not change during the project development, bidding, and construction phases. The Control Number will have a seven digit alphanumeric format will be able to be entered and used unchanged in the STIP database, Site Manager, PPMS, SHARE, and FMIS.

Control Number Format

The Control Number will be a seven digit alphanumeric number. The first digit will represent the location or type of the project as shown below, the second digit will be a "1" unless otherwise noted below, and the numbers will be issued in increments of 10 to allow for breakout projects in the future, if required. No hyphens, points or other separators will be used in the Control Number. Control Numbers will be issued sequentially.

Control Number Designations

1100000	District 1 projects outside an MPO
2100000	District 2 projects outside an MPO
3100000	District 3 projects outside an MPO
4100000	District 4 projects
5100000	District 5 projects outside an MPO
6100000	District 6 projects
9100000	Projects outside an MPO, located in more than one district or a Statewide Program.
A300000	Albuquerque MPO area projects (majority of projects in Dist. 3)
B	Reserved for future use
C100000	Reserved for all Capital Outlay Projects

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E100000	El Paso MPO area projects (Dist. 1)
ES00000	Economic Stimulus
F100000	Farmington MPO area projects (Dist. 5)
G100000	Other Government Programs Incorporated projects in the STIP with No DOT Involvement (Federal Lands, Forest Service)
H	Reserved for future use
I	Reserved for future use
J & K	Reserved for future use
L100000	Local Government Road Funds
LC00000	Las Cruces MPO area projects (Dist. 1)
M100000	District Maintenance Projects
N	Reserved for future use
O	Not Used
P100000	Planning/ Administrative Projects (Bureau)
Q	Reserved for future use
R100000	Reserved for possible future Roswell MPO
RT00000	Recreational Trails
S100000	Santa Fe MPO area projects (Dist. 5)
SB00000	Scenic Byways
T100000	Transit Projects funded with FTA funds if they require individual listing in STIP, Second digit will identify the District, MPO or Statewide.
U100000	Contract Management Unit (# after letter stands for District)
V100000	Reserved for possible future Valencia County MPO
W100000	Safe Routes to School
X100000	Railrunner Express project if they require individual listing in STIP
Y100000	Airport/Aviation Projects
	Y101000 Albuquerque Airports
	Y102000 Las Cruces Airports
	Y103000 Santa Fe Airports, etc.
Z100000	Statewide projects

Sample Control Number and Assignment Sequencing

1100010	1 st Dist. 1 Project
1100020	2 nd Dist. 1 Project
2100050	Dist. 2 Project – Design Phases of Project
2100051	Dist. 2 Project – Construction Phase – Segment 1 of 4
2100052	Dist. 2 Project – Construction Phase – Segment 2 of 4
2100053	Dist. 2 Project – Construction Phase – Segment 3 of 4
2100054	Dist. 2 Project – Construction Phase – Segment 4 of 4
X100010	Rail Runner Project
Z100010	Statewide Project – Standalone Project
Z100050	Statewide Project – Parent Project
Z100051	Statewide Project – Child Project 1
Z100052	Statewide Project – Child Project 2

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MPO Projects (2nd digit represents District)

A300010	Albuquerque MPO Project
E100050	El Paso MPO Project
LC00070	Las Cruces MPO Project
S500110	Santa Fe MPO Project

District Maintenance Projects

M100000	District 1 Maintenance Project
M200000	District 2 Maintenance Project
M300000	District 3 Maintenance Project
M400000	District 4 Maintenance Project
M500000	District 5 Maintenance Project
M600000	District 6 Maintenance Project

Airport/Aviation(2nd digit represents District)

P301010	Albuquerque Airport Project 1
P301020	Albuquerque Airport Project 2
P102010	Las Cruces Airport Project

Transit Projects (2nd digit represents District or MPO)

T100010	Transit Project in Dist. 1 outside of MPO
TL00010	Transit Project in Dist. 1 in Las Cruces MPO
TE00010	Transit Project in Dist. 1 in El Paso MPO
T200010	Transit Project in Dist. 2
T300010	Transit Project in Dist. 3 outside of MPO
TA00010	Transit Project in Dist. 3 in Albuquerque MPO
T500010	Transit Project in Dist. 5 outside of MPO
TS00010	Transit Project in Dist. 5 in Santa Fe MPO

Other Government Non-DOT Involvement

G100010	Other Government Projects in Dist. 1
G200010	Other Government Projects in Dist. 2
G300010	Other Government Projects in Dist. 3
G400010	Other Government Projects in Dist. 4
G500010	Other Government Projects in Dist. 5
G600010	Other Government Projects in Dist. 6
G900010	Other Government Projects Statewide

Safe Routes to Schools

W100000	Safe Routes to School Projects D1
W200000	Safe Routes to School Projects D2
W300000	Safe Routes to School Projects D3
WA00000	Safe Routes to School Projects D3 in Albuquerque MPO
W400000	Safe Routes to School Projects D4
W500000	Safe Routes to School Projects D5
W600000	Safe Routes to School Projects D6
W900000	Safe Routes to School Projects Statewide

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General Office staff is to utilize the \\aspn\pseshare drive to access the Directive. District and Regional Office staff can access the Directive utilizing the appropriate District drive as indicated below:

District 1	\\D1Blade3\D1Design
District 2	\\D2flsv01\public\psesection
District 3	\\D3-blade1\District 3\PS&E_Section
District 4	\\D4-blade2\designshared
District 5	\\d5-blade4\section_shares\d5design
District 6	\\d6flsv06\d6_users\pse_section

In addition, the Directive will reside in the Department's external website. The web address is:

<http://www.nmshtd.state.nm.us>

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Eric Lowe

STATE MAINTENANCE BUREAU

Dennis Ortiz (acting)

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ENVIRONMENTAL DESIGN DIVISION

Rochelle Byars

HUMAN & NATURAL RESOURCES BUREAU

Colleen Vaughn (acting)

ENVIRONMENTAL GEOLOGY BUREAU

Audrey Moore

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MANAGEMENT**

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Patricia Oliver-Wright

Anne McLaughlin

SURVEY & LANDS DIVISION

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ROW/UTILITIES DIVISION

Ron Noedel

DISTRICT ENGINEERS

1/Frank Guzman

2/Gary Shubert

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4/Paul Gray

5/John McElroy

6/Larry Maynard

ASSISTANT DISTRICT ENGINEERS

1/Filiberto Castorena/Harold Love

2/Ralph Meeks/Ismael Dominguez

3/Mike Plese/Kathy Trujillo

4/Dennis Peralta/Abel Esquibel

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ENGINEERING SUPPORT

1/

2/Robert Kurtz

3/Tony Abbo

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1/

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Bob Meyers

FHWA

Kathy Walker

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Ryan Beach

Nick Finch

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ACTIVE CONSULTANTS

Pierce Runnels, ASCG, Inc.

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Allan Whitesel, DMJM & Harris

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