



INTER-DEPARTMENT COMMUNICATION

FROM: Denise Markow, P.E.
TSMO Administrator

DATE: October 14, 2015

AT (OFFICE):
Bureau of TSMO

SUBJECT: ITS Mainstreamed Funding Approval Process

TO: Christopher Waszczuk
Director of Project Development

THRU: Dave Rodrigue, P.E.,
Asst. Director of Operations

DMR 10/29/15

This memo is to outline the funding approval process for when the Bureau of TSMO requests that stand alone Intelligent Transportation System (ITS) devices be incorporated into individual project development projects.

First step is that an initial ITS request form is received by the Bureau of TSMO, a design review is completed by the TSMO ITS engineering section and it is determined that an ITS device(s) should be included in a specific project.

Based on the preliminary engineering and construction estimate derived for the device(s), if the ITS project cost does not exceed 1.5% of total construction cost, then this line item will be added to the project estimate by the ITS project manager in collaboration with the Project Development Project Manager.

If the construction estimate for the device(s) exceeds 1.5% of total construction cost, then a request will be made by the Bureau of TSMO ITS Project Manager to the Director of Project Development for approval to add the ITS component into the project. Approval or denial will be communicated to the Project Development Project Manager and project team by the ITS project manager.