

STATE OF NEW HAMPSHIRE
INTRA-DEPARTMENT COMMUNICATION

DATE: September 15, 2016

FROM: William J. Oldenburg, PE **AT (OFFICE):** Executive Office
Asst. Director of Project Development

SUBJECT: TSMO Construction Work Zone ITS Process

TO: All Bureaus
All Project Managers/Lead People

MEMORANDUM

In coordination with the Traffic Control Committee, the Transportation Systems, Management and Operations (TSMO) Bureau has developed a process for determining if Work Zone ITS measures may be needed or could be beneficial on a construction project.

The attached information and process flowchart shall be used in the project development process on all projects. As the process describes, the project scoring criteria should be completed by the design staff involved and verified by TSMO staff. Once a score has been identified that shows ITS measures may be beneficial there will be continued coordination required between design staff and TSMO staff to ensure proper and beneficial ITS measures are included in the project.

Since following this process is a project requirement we have updated the Traffic Control Committee Project Determination memo to include a “*Construction Work Zone ITS Needs Assessment*” requirement in the table for temporary ITS needs during construction. Also updated in the table is a “*Permanent ITS Installation Assessment*” coordination effort that is required. The intent is that the needs assessment will be completed prior to the TCC meeting. The initial determination process should be completed early in the project development process (during Preliminary Design) so that ITS measures are not a last minute rush for all those involved. The new memo has been updated in the Traffic Control Committee “Forms” folder on the S: /Global drive, please use this new form starting immediately.

As a reminder ALL NHDOT projects require a Work Zone Significance determination from the Traffic Control Committee prior to advertising.