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**STATE OF NEW HAMPSHIRE**

**INTER-DEPARTMENT COMMUNICATION**

**DATE:** October 14, 2013

**FROM:** Craig A. Green, P.E.  
Chairman, Traffic Control Committee

**AT OFFICE:** Project Development

**SUBJECT:** Instructions for Level I and Level II TMP Development

**TO:** Bureau Section Chiefs and Projects Managers/ Lead Staff

**MEMORANDUM**

In accordance with the “Guidelines for Implementation of the Work Zone Safety and Mobility Policy” (NHDOT Policy #601.01), the development of a Transportation Management Plan (TMP) is required to support the Classification of Significance – Level I and II, as determined by the Traffic Control Committee (TCC). The TMP is designed to improve the safety and mobility of workers and road users, and requires development of the following three strategy components:

1. **Traffic Control Plan (TCP)** – Provides traffic control and construction sequencing plans that illustrate measures to help guide and direct road users through the work zone.
2. **Transportation Operations (TO)** – Identifies specific strategies that will be used to mitigate impacts of the work zone on the transportation network. Example strategies may include Intelligent Transportation System (ITS) devices, Smart Work Zones, revised signal timings, and coordination with the TMC.
3. **Public Outreach (PO)** - Identifies communication strategies that inform affected road users, the general public, area businesses, and appropriate public entities about the project.

A Level I classification requires the development of a separate TMP document (narrative) that includes detailed discussion of the three components listed above. The Project Manager, or Lead Person, is responsible for presenting the TMP to the TCC. The TCC chairman will subsequently select a subcommittee of TCC members to review the TMP. Appendix B (Work Zone Management Strategies Matrix) in the “Guidelines for Implementation of the Work Zone Safety and Mobility Policy” may be used in the development of the TMP to select various work zone impact management strategies. The narrative may also include some, or all, of the following elements:

- Executive Summary
- TMP Roles and Responsibilities

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- Project Description
- Existing and Future Conditions
- TMP Monitoring
- Contingency Plans
- Construction Schedule
- Crash Reporting Requirements
- TMP Implementation Costs

It is important to note that the TMP is a “living” document, which may be revised during construction through continuous monitoring and tracking. The TMP narrative will be made available to the Contractors during the bidding period for informational purposes.

As of September 2013, the TCC has classified the following projects as (Level I) Significant:

1. Salem-Manchester (I-93 Improvements)
2. Newington-Dover 11238 (Spaulding Turnpike Improvements)
3. Bow-Concord 13742B (I-93 Improvements at I-89)
4. Manchester 14966 (I-293 Improvements at Exit 4)

The TMP for each of these projects may be referenced at the following location: G:\TRAFFIC CONTROL COMMITTEE\Approved TMPs.

A Level II classification requires the development of a memorandum that includes discussion of the three components (TCP, TO, PO) listed above. The memorandum, which can be found at the following location: G:\TRAFFIC CONTROL COMMITTEE\forms\Level of Significance Memo-Level II.DOC, is completed by the Project Manager or Lead Person and submitted to the TCC chairman for review.

cc: Traffic Control Committee