

STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION

DATE: XXXX XX, 20XX

FROM: <Project Manager or Lead> AT (OFFICE): Bureau of XXXXX
<Title>

SUBJECT: Project Name and Number
Project Description

DRAFT

TO: Tobey L. Reynolds, P.E.- Chairman, Traffic Control Committee
Assistant Director of Project Development

MEMORANDUM

To support the Level of Significance-Level II classification, the following efforts have been undertaken to maintain conformance with the Guidelines for Implementation of the Work Zone Safety and Mobility Policy. The efforts are as follows:

Traffic Control Plan (TCP)

Need to discuss traffic control plan development providing construction sequencing as well as illustrating measures that will be used to help guide and direct road users through the work zones.

Transportation Operations (TO)

Need to identify strategies that will mitigate impacts of the work zone on the transportation network. Example strategies may include ITS devices, Smart Work Zones, revised signal timings, and coordination with the TMC.

Public Outreach (PO)

Need to discuss the communication strategies employed that inform affected road users, the general public, area businesses and appropriate public entities about the project.

Project Manager, Lead or their designee responsible for completing the italicized portion.

In addition, to the strategies listed above, this memo may also included contingency plans, incident management plans, detailed roles and responsibilities of key personnel.

cc: Traffic Control Committee Members

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