## **Memorandum**

 

Date: XX/XX/XXXX

Subject: **PROJECT NUMBER and NAME**

 **PROJECT ENGINEER MEMO**

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| In Reply Refer To: |
| HFHD-16 |

From: Designer Name

Highway Design Engineer

Lakewood, CO

To: Project Engineer Name or Project Number

Project Engineer

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| The purpose of the PE Memo is to highlight any construction-focused, unique project elements to aid field staff in building the project. Address any project risks: What is the risk? How do we mitigate or accept the risk? What does the PE need to know? DO NOT recreate the Project Tech Memo, but it can be referred to for more information or project history. |

# General Project Description and Critical Project Information[…Link to EXAMPLES…](https://highways.dot.gov/sites/fhwa.dot.gov/files/docs/federal-lands/design/forms-cfl/36836/pe-memo-example.pdf)

# Project Cross Functional Team:

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| To be completed by design engineer with input from the PM. List CFT/PST members and contact information.  |

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|  | **Name** | **Phone** | **Email** |
| **Project Manager** |  |  |  |
| **Design** |  |  |  |
| **Environment** |  |  |  |
| **Survey** |  |  |  |
| **Bridge** |  |  |  |
| **ROW/Utilities** |  |  |  |
| **Safety** |  |  |  |
| **Permits** |  |  |  |
| **Geotechnical** |  |  |  |
| **Pavements/Materials** |  |  |  |
| **Hydraulics** |  |  |  |
| **Construction** |  |  |  |

# **Project Stakeholders**:

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| To be completed by PM. Delete this section if not applicable. List project stakeholders and contact information. Discuss any stakeholder preferences. |

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|  | **Name/Position** | **Phone** | **Email** |
| **Stakeholder 1** |  |  |  |
| **Stakeholder 2** |  |  |  |

# Geometry:

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| To be completed by design engineer. Delete this section if not applicable. Consider curve widening, design intent, superelevation corrections, 3R+, etc.  |

Survey and Staking**:**

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| To be completed by design engineer. Delete this section if not applicable. Consider what survey information will be provided (alignments, staking information, superelevation, etc) |

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| To be completed by Environmental Specialist (or design engineer if environment is not involved in the project) Consider Archaeological,,biological/paleontologist requirements, historic features, wetlands, contacts/notifications, restrictions, permit requirements/submittals, etc.  |

# **Environment**:

* NEPA Commitments-
	+
* Permits-
	+
* Mitigation-
	+

# Staging Areas:

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| To be completed by design engineer with input from the PM. Delete this section if not applicable.Consider location, site limitations, contacts, etc.  |

# Schedule/Phasing/Closures:

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| To be completed by design engineer with input from the PM. Delete this section if not applicable.Consider coordination with other projects, restrictions on closures, required access (property owners, emergency vehicles), temporary pavement requirements, winter shutdowns, etc.  |

# Relocations & Salvage Items:

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| To be completed by design engineer with input from the PM. Delete this section if not applicable.Consider relocations such as mailboxes, boulders, etc. where to take salvageable items, etc.  |

# Clearing and Tree Removal:

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| To be completed by design engineer with input from the PM and Environmental Specialist. Delete this section if not applicable.Consider vegetation removal requirements/restrictions, etc.  |

# Earthwork:

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| To be completed by design engineer with input from the PM. Delete this section if not applicable.Consider suitable material, unique grading summary assumptions, waste locations, borrow areas, etc.  |

# Utilities & Right-of-Way:

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| To be completed by the ROW/Utilities group. Delete this section if not applicable.Consider utility contacts, utility conflicts/relocations/do-no-disturb, special agreements with property owners, etc.  |

# Hydraulics:

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| To be completed by the Hydraulics Engineer or the design engineer if hydraulics is not involved in the project. Delete this section if not applicable.Consider culvert lining requirements, dewatering, AOP structures, etc.  |

# Structures:

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| To be completed by the Structural Engineer. Delete this section if not applicable.Consider bridge construction notes, wall requirements, submittals/reviews, etc.  |

# Geotechnical:

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| To be completed by the Geotechnical Engineer. Delete this section if not applicable.Consider submittals/reviews, wall requirements, etc.  |

# Pavements/Materials:

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| To be completed by the Pavements/Materials Engineer. Delete this section if not applicable.Consider submittals/reviews, material sources, etc.  |

# Temporary Traffic Control:

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| To be completed by the design engineer with input from the safety engineer. Consider allowable closures/delay requirements, contact lists for traffic delays, construction advisory speeds, flagger/pilot car/signal requirements. Include breakout of TTC devices used for quantity if lpsm TTC, etc.  |

# Permanent Traffic Control:

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| To be completed by the design engineer with input from the safety engineer. Delete this section if not applicable.Consider paint requirements for sign posts/backs, sign locations, striping intent, etc.  |

# Turf Establishment:

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| To be completed by the design engineer with input from the permits specialists. Delete this section if not applicable.Consider seed mix, will the seed be provided?, topsoil, mulch, etc.  |

# Miscellaneous:

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| To be completed by the design engineer with input from the PM. Delete this section if not applicable.Consider any instructions for “as directed by the CO” items or allowances, paint colors, etc.  |

If you have any questions, please contact designer name, at (XXX)XXX-XXXX or designer.name@dot.gov.