


## CFLHD SUPPLEMENT 9.6.6.2-1

### 9.6.6.2 Design Documentation

The purpose of this Supplement is to describe the Project Technical Memorandum. Add the following to Section 9.6.6.2:

#### 9.6.6.2.1 Project Technical Memorandum

The Project Technical Memorandum is intended to provide insight into the background and decisions that impact the design of the work elements within the contract. It is an important communication tool for internal Cross Functional Team members and our external partners.

The [Project Technical Memorandum](#) is available as an MSWord template. Links to examples are provided for each of numbered sections. To view the hyperlinks to the examples, turn on the hidden text by clicking Show/Hide  on the Standard toolbar.

Use the following outline to organize the information in the Project Technical Memorandum. The outline may be modified as appropriate to fit the characteristics of the project.

1. **Introduction and Project Scope** - Provide a brief description of the project (location, existing conditions, major work elements, project concerns, etc.)
2. **Scope Revisions** (Major Revisions from Previous Submittal) - Describe the major revisions and/or updates that have been made to the design since the previous submittal and cause/reason for each change.
3. **PS&E Deliverables** - Review all the PS&E deliverables. Extra consideration should be taken for the following:

#### **Plans:**

- Any details from a maintenance perspective, traffic control plans, etc.

#### **Specifications:**

- 105: Staging area locations, material, and water sources
- 107: Project specific environmental commitments and restrictions, fire plan
- 108: Work restrictions, holidays and local events, completion date
- 156: Allowable delays and closures
- 625 and 713: Seed mix, seeding dates

#### **Estimate:**

- High risk and high dollar pay items. Are the unit prices in alignment with local/regional trends and history?
- Any CBUPA performed and any anticipated unit price verifications at pending milestones.

**Other:**

- Technical reports, Structure Criteria Memo, Highway Design Standards Form, Partner Approval, etc.
4. **Project Specific Risks** – Describe risks and provide status (how they are being mitigated, actions or decisions needed, and responsible parties).
  5. **Construction Cost Estimate** - For each submittal, list estimate amounts, escalation rate used, and causes of any major changes from previous submittals.
  6. **Project Schedule** – For each submittal, provide PS&E delivery year, program year, estimated construction duration, and causes for any major changes.
  7. **Design, Traffic and Safety Data** - List crash history, clear zone and barrier standards used, and exceptions to Bicycle and ADA guidelines.
  8. **Environment/Permits** - Describe the environmental process (NEPA approach, NHPA, ESA, Section 4f) and environmental permit expectations/requirements for the project. For later design milestones, highlight/summarize key environmental commitments that have been agreed to.
  9. **Right of Way and Utility Coordination** - Describe any right of way or easements that will need to be obtained and status. Identify any potential issues with property owners. Describe existing utilities near the project corridor. Describe any utility work that is part of the design and any agreements for temporary and permanent relocation and status.
  10. **Project Cross Functional Team** - List the contact information for the members of the cross functional team.