NEW JERSEY DEPARTMENT OF TRANSPORTATION

MEMORANDUM

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| --- | --- |
| TO: | Distribution List |
| FROM: | [Project Manager Name], [Title]  Division of Project Management – Team [A,B,C,D] |
| DATE: | [Date] |
| PHONE: | [Project Manager Phone Number] |
| SUBJECT: | Management Systems and Stakeholder Input Request  Concept Development Study  [Project Name]  [Municipality], [County]  UPC # [######]  Milepost [Begin Mile Post] – [End Mile Post] |

The Division of Project Management (DPM) has initiated a Concept Development Study for the subject project to follow the NJDOT Capital Project Delivery process and meet FHWA requirements. A Problem Statement has been submitted by the [Management System Name] for the subject project.

[Project Problem Statement information]

The NJDOT is creating a [project type] to meet the [management system name].

Each business unit and data management system owner are requested to provide any input/information that may be relevant to this CD Study. This may include, but are not limited to the bulleted items below. Please consult the attached Management System/Stakeholder Input Table attached for more specific requested information.

* Relative ranking on the management systems
* Available traffic counts/traffic data
* Recently completed or pending work orders/nearby construction projects within the project limits.
* Lane closure restrictions (hours/seasons)
* Crash Data, rates, summaries, and details
* Recently completed survey/base mapping within the proposed project limits
* Complete Streets initiatives (bicycle/pedestrian)
* Known adverse site conditions
* Known transportation projects by other agencies
* Pending new Municipal development
* Other relevant information that may be pertinent to the project

A response by [requested due date] would be appreciated. Thank you in advance for your attention in this matter. If you have any questions, please contact [Project Manager] at [work phone number].

Attachments:

Straight Line Diagram

Project Location Map

Management System/Stakeholder Input Table