

**THE COMMONWEALTH OF MASSACHUSETTS
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION HIGHWAY DIVISION
INTEROFFICE MEMORANDUM**

TO: District Highway Directors, All District Section Heads
FROM: David Spicer, Deputy Administrator for Construction
DATE: November 2, 2023
RE: Traffic Management Plans – SOP CSD-23-17-1-000

David Spicer signature on original

As part of an ongoing effort to deliver a multi-faceted construction program with increased funding under the Infrastructure Bill, a workstream was developed to review and streamline the traffic control process to efficiently utilize police detail resources within work zones. Along with updates and revisions to the design guide, the work zone standard details, and Subsection 7.10 – Traffic Management Plan, of the Standard Specification, a new SOP CSD-23-17-1-000 for Traffic Management Plans (TMP) was developed to clarify the submission process.

All previous contracts and versions of Subsection 7.10 have always outlined the contractors' requirements for a TMP submission. The updated process will consist of contractors filling out a standard TMP form before any work is performed. The Districts will maintain these submissions on the Traffic Management SharePoint (TMS) site, which can be accessed from the Field-Ops page.

The revised Subsection 7.10 was approved on September 22, 2023, and issued in the quarterly Supplemental Standard Specifications dated September 30, 2023. With this update, **there will be no changes to any active contracts with Supplemental Standard Specifications dated before September 30, 2023. However, any project with Supplemental Standard Specifications dated on or after September 30, 2023, will be required to fill out a TMP form and follow the requirements of the SOP.** The contractor must fill out the contact information form and submit the temporary traffic control plan (TCCP) along with any other documentation supporting the TMP. This must be done and approved before any work that impacts roadway users commences. The Resident Engineer will review the initial TMP submission. If the submission consists solely of Contract-provided documents or construction standards, no approval is required, and the Resident Engineer shall review the submission for completeness, add the acceptance date to the revision chart at the back of the submission, upload the submission to the Traffic Management SharePoint (TMS) site and return the submission to the Contractor per the SOP. Included along with the SOP are TMP submission documents, flowchart, and sample DHD letter.

Cc HQ Construction Area Engineers
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