

COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF TRANSPORTATION – HIGHWAY DIVISION STANDARD OPERATING PROCEDURES			S.O.P. NO.: CSD-23-17-1-000 Page 1 of 7
SUBJECT: Traffic Management Plans - Submission, Review, and Approval			
EFFECTIVE: 11/01/2023	ISSUED: 11/01/2023	SUPERSEDES: N/A	AUTHORIZED: David Spicer signature on original

PURPOSE

To establish the standard procedure for submitting, reviewing, and approving Traffic Management Plans (“TMP”) submitted by Contractors on MassDOT projects.

GENERAL

This SOP supplements the general language contained in Subsection 7.10 of the Standard Specifications for Highways and Bridges and provides direction on who is required to submit, review, and approve TMPs. Attached for reference is a general flowchart for the review process.

The work hours identified in the contract must be followed. Any proposed changes to Contract work hours must be separately submitted to the District and approved prior to the proposal of a Contractor TMP that requires working hours different from those identified in the Contract. The TMP specifies the required traffic control devices and where they will be placed and is not intended to approve work-hour changes.

For design-build projects, refer to the contract documents for additional requirements for submitting and reviewing Traffic Management Plans.

DEFINITIONS

Traffic Management Plan (TMP) – A plan with multiple components that lays out a set of strategies for managing the work zone impacts of a project. The TMP mitigates work zone impacts beyond traffic safety and control, such as increased delays and longer travel times, which might require public outreach. These components include a temporary traffic control plan (“TTCP”), detour plans (if applicable), a Public Involvement and Communication Plan (if required by Special Provision), and the contact information for the person(s) responsible for the implementation, oversight, and quality control of the Plan.

Temporary Traffic Control Plan (TTCP) - Plans depicting the location of all temporary traffic control devices, including but not limited to: channelization devices, barricades, signs, pavement markings, lighting, traffic signals, flashing lights, temporary barriers, temporary attenuators, truck or trailer mounted attenuators, flashing arrow boards, portable changeable message signs, work zone ITS equipment, quick portable rumble strips, Roadway Flaggers, and Traffic Officers. The TTCP will address the management of vehicle, bicycle, and/or pedestrian traffic. Specialized short-term conditions may require individual TTCPs.

Traffic Officer - a uniformed law enforcement officer currently employed by a state, county, municipal, or district law enforcement agency and is authorized to act as a law enforcement officer as defined in MGL Chapter 6E, Section 1.

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Roadway Flagger - A person who actively controls the flow of vehicular, bicycle, and pedestrian traffic into and/or through a temporary traffic control zone as authorized in 701 CMR 7.00. Requirements for Roadway Flagger training, certification, apparel, and equipment are defined in Subsection 850: Traffic Controls for Construction and Maintenance Operations.

Traffic Management SharePoint (“TMS”) site – A repository for the approved Traffic Management Plan components, including TTCs, detour plans, and public involvement and communication plans, for projects under construction. The SharePoint site also includes other reference documents, such as the TTCs in MassDOT’s Construction Standards, applicable engineering directives, and SOPs, along with contact information for the District Traffic Engineers and the District Safety Inspectors.

PROCESS FOR THE SUBMISSION OF TRAFFIC MANAGEMENT PLANS

1. After the Notice to Proceed has been issued to the Contractor and before the start of any work impacting traffic, the Contractor will be required to submit an initial TMP to the Resident Engineer. Additional TMP submissions may or may not be required during the Contract, depending on the nature and complexity of the project. This may include various staged construction sequences, multiple detours, or revised work zones. The TMP shall be a comprehensive document that may be submitted all at once or in pieces as information becomes available throughout the Contract's duration. The Contractor will be required to identify the Contract documents they intend on using and which plans they intend on submitting as alternatives to the Contract supplied plans for review and approval. This information shall be included in their initial TMP submission. All pages from MassDOT Construction Standards or Contract Documents that the Contractor intends to use shall be uploaded to the Traffic Management SharePoint (TMS) site by the Resident Engineer (RE). This will allow any safety personnel involved in the project to have one all-encompassing document to refer to throughout the project.

For Contracts that do not have specified work locations (such as various locations maintenance Contracts), the Contractor will be required to submit an initial TMP. As these Contracts do not have specified work locations, it is understood that this submission will be made before the full extent of work is known. Therefore, the initial TMP submission is expected to identify the Contract TMP pages and Construction Standard Details that will be utilized. When a work order is issued, if either a new TTC or detour plan is required to complete the assignment, MassDOT will either provide the required plan to the Contractor or request that the Contractor furnish the needed plan. If this request is made to the Contractor, the cost of this engineering work shall be included in the scope assignment and paid under the applicable allowance item. If no allowance item exists, the Contractor will be paid under 9.03 of the Standard Specifications, Extra Work Order. The Contractor can submit any changes to the supplied TMP using the process described in this SOP.

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The initial TMP submission shall be made using the TMP Submission Form for contracts with specified work locations. This form is attached for reference. It shall indicate if no changes to the Contract TMP are anticipated if any changes or additions will utilize MassDOT's Construction Standards, or if the Contractor is proposing to change the TMP. More details on the submission requirements are noted under "Documentation Requirements" below.

The submission shall include/address the following:

- a. The contact information for the person(s) responsible for implementing and overseeing the Traffic Management Plan.
- b. The Contractor shall specify whether they will use the Temporary Traffic Control Plans (TTCPs) found in the contract documents (if applicable), MassDOT Construction Standards, TTCPs designed by the Contractor, or a combination thereof.
- c. Identify if detour plans will be submitted due to temporary access restrictions for motor vehicles, heavy vehicles, bicyclists, and/or pedestrians in addition to any detour plans included in the Contract Documents.
- d. The Contract Documents shall note if Public Involvement and Communication Plans will be provided (ONLY if required by Special Provision).

2. MassDOT or the Contractor may request a traffic management planning session before any TMP submission. If requested, the Resident Engineer should invite the Contractor, Project Designer, District Traffic staff, and HQ Traffic staff to participate in the planning session. The need for a planning session prior to the Initial TMP submission should be discussed during the Pre-Construction Meeting. If requested, the initial traffic management planning session should be held within 14 days of the Pre-Construction meeting.

3. 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, and upload the submission to the Traffic Management SharePoint (TMS) site as identified in Item 8 below.

4. If the Contractor's proposal includes any TTCP designs that vary from the Contract Documents or the Construction Standards, the Resident Engineer will submit the TTCPs to the Project Designer and the District Traffic section for their review and approval. If the TTCP designs include the following items, submission to the HQ Traffic and Safety section will also be required:

- a. Work Zone Speed Limit
- b. Work Zone ITS Equipment
- c. Temporary Lighting (refer to Item 853.8 of the Standard Specifications)
- d. Temporary Traffic Signals

NOTE: Any TTCPs that vary from the Contract Drawings or the Construction Standards shall be stamped and signed by a Professional Engineer in Massachusetts

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5. The Contractor shall submit to the Resident Engineer any detour plans that differ from the Contract Documents or any additional detour plans that the Contractor proposes. The Resident Engineer will submit the detour plans to the Project Designer and the District Traffic section for their review and approval. If the detour includes roadways not under MassDOT jurisdiction, the Resident Engineer shall obtain approval of the detour plans from the jurisdiction with control over the alternate route.

NOTE: Any detour plans that include a pedestrian detour that varies from the Contract Drawings or the Construction Standards shall be stamped and signed by a Professional Engineer in Massachusetts (“P.E.”) A proposed detour plan that does not require a pedestrian detour (such as on limited access roadways) does not need to be stamped and signed by a P.E. In addition, the Resident Engineer must notify the District office as soon as possible about any proposed changed/additional detour routes that will impact roadways not under MassDOT jurisdiction, particularly if those roadways are located outside of Massachusetts.

6. If a Public Involvement and Communication Plan is specified in the Contract, the Contractor shall submit the plan to the Resident Engineer. Note that this plan is not required on most projects and is required only when specified in the Special Provisions in the Contract. The Public Involvement and Communication Plan requires approval by the District Highway Director or their designee (“DHD”).

7. All Traffic Management Plan submittals with components that vary from the Contract Drawings or the Construction Standards will be reviewed within 30 days. The section with primary review responsibility shall submit comments to the Resident Engineer and note if the submittal will be approved, approved as noted, or requires resubmission. The approved TMP shall be returned to the Contractor through a letter signed by the DHD. An example of the DHD letter is attached to this SOP.

8. Once the TMP submission is approved, the Resident Engineer shall upload the approved TMP components to the Traffic Management SharePoint (TMS) site. A guide to assist with uploading TMP components and navigating the site is under the Field Ops site's “Training and Guides” section. Additional information on the documentation and record-keeping requirements of the TMS is noted under “Documentation Requirements” below.

9. The Traffic Management Plan must be approved before any work that impacts roadway users commences. This requirement may be waived in an emergency. If modifications to the approved TMP are required, the Contractor shall notify the Resident Engineer and submit the modified plan for review and approval, following the same process noted above.

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DOCUMENTATION REQUIREMENTS

The Traffic Management SharePoint (TMS) site must be used for record-keeping of all approved Traffic Management Plan submissions. The site will have a folder with the Contract number and City/Town name for every MassDOT project. The Resident Engineer will be responsible for ensuring that the approved TMP submissions are uploaded to the site.

The file name shall include the Contract Number, TMP component (TTCP, Detour Plan, Public Involvement and Communication Plan), the date (Year-Month-Date), and the revision number (to be started with 00). Ex. 999999-TTCP-2023-12-19-Rev00

Traffic Management Plan Submission

A Traffic Management Plan Submission Form is required. The form provides fields for the information that should be provided as part of the TMP submission. If the contractor proposes to use Contract provided TTCPs and Detour Plans exclusively, and no other changes to contract documents are proposed, this submission is still required. However, the Resident Engineer shall accept the submission if it is complete. The RE will review for completeness and upload the submittal to the SharePoint site, and written notification shall be sent to the Contractor. The following information is required as part of the TMP submission:

General Contract / Project Information

Contract Number, Project Number, Location (City/Town/District), Project Description, Contractor Name

Contact Information for Person(s) Responsible for the TMP (no review/approval)

Name, Phone Number (Cell), Email Address, and Additional Contacts in case of an emergency or absence.

Temporary Traffic Control Plans (TTCPs) (review/approval required if not using Contract provided plans)

Specify whether the TTCPs in the Contract Documents, TTC Standard Drawings from MassDOT's Construction Standards, and/or Contractor-submitted TTCPs will be used. Contractor-submitted TTCPs can be submitted under the initial TMP or separately as developed before the work begins.

NOTE: If MassDOT's Construction Standards are used, a PDF of the applicable pages shall be uploaded to the SharePoint Site by the Resident Engineer.

Specify whether a temporary lighting submittal will be provided. Also, specify if the submittal includes a Work Zone Speed Limit package or Work Zone ITS Equipment (these are not expected for most submissions).

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Detour Plans (review/approval required if not using Contract Provided Detour plans)

Specify the impacted roadway(s) / ramp(s) and the extent of the impact (for example, all users, heavy commercial vehicles, and pedestrians). Detour plans can be submitted under the initial TMP or separately as developed before the work begins.

Public Involvement and Communication Plan (ONLY if included in Contract)

Specify if this is included with the submission or not. A public involvement plan may include coordination with external parties, such as stakeholders, abutters, municipalities, or public safety departments. These parties may further communicate with the public through established communication links.

NOTE: The entire Traffic Management Plan Submission Form shall be filled out with as much information as possible.

ADDITIONAL ITEMS ON TRAFFIC MANAGEMENT IN WORK ZONES

Traffic Management shall be implemented in full compliance with the approved TMP. Some aspects of the approved TMP can and should be modified to improve or enhance the overall safety of the work zone if unforeseen safety issues arise. If a safety issue is brought to the Resident Engineer's attention during a shift by public safety personnel or other personnel, it is the RE's responsibility to assess the situation and determine if any action is warranted. If changes are necessary, the RE shall notify the Contractor, and the Contractor shall implement the change. If the safety issues cannot and are not addressed in a reasonable amount of time, the Resident Engineer shall verbally direct the contractor to stop work and remove or modify the traffic setup. The Resident Engineer shall notify the District Office, and MassDOT shall provide written notification of the event as a follow-up to the verbal direction. If the TMP is to be used again, required changes shall be revised and resubmitted for approval prior to the use of that TMP. The District Traffic Sections, the District Safety Inspectors, the Headquarters Traffic Section, and the Designer of Record are available as resources to answer questions and assist with any unforeseen conditions regarding TMP implementation.

MassDOT personnel shall perform periodic work zone safety inspections, including the District Safety Inspector, the Headquarters Traffic Section, or MassDOT Field Staff. These inspections may identify non-compliance with the approved TMP. The Resident Engineer shall notify the Contractor to correct any deficiencies identified. The Resident Engineer may pause or stop ongoing work until the deficiency is corrected. Repeat occurrences of non-compliance will be reported to the District office, which may result in a meeting with the Contractor, the writing of a Deficiency Report, or the submission of an interim performance evaluation to the Prequalification Office.

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For contracts with specified work locations, the MassDOT Project Designer shall provide the temporary traffic control plans and detour plans needed to construct the project. If MassDOT has provided the required documents, then the Contractor's responsibilities for submission are incidental to the Contract. If MassDOT did not include the required design components, and resources are not available either at the District Traffic Office or with the designer of record, then the Contractor may be tasked with providing the engineering required and may request compensation consistent with Subsection 9.03 of the Standard Specifications.

If MassDOT orders Extra Work and this Extra Work results in additional TTCPs or Detour Plans being required, MassDOT may provide the Contractor with these plans or direct the Contractor to provide these plans for approval. If the Contractor is directed to provide the plans, they may request compensation consistent with Subsection 9.03 of the Standard Specifications.

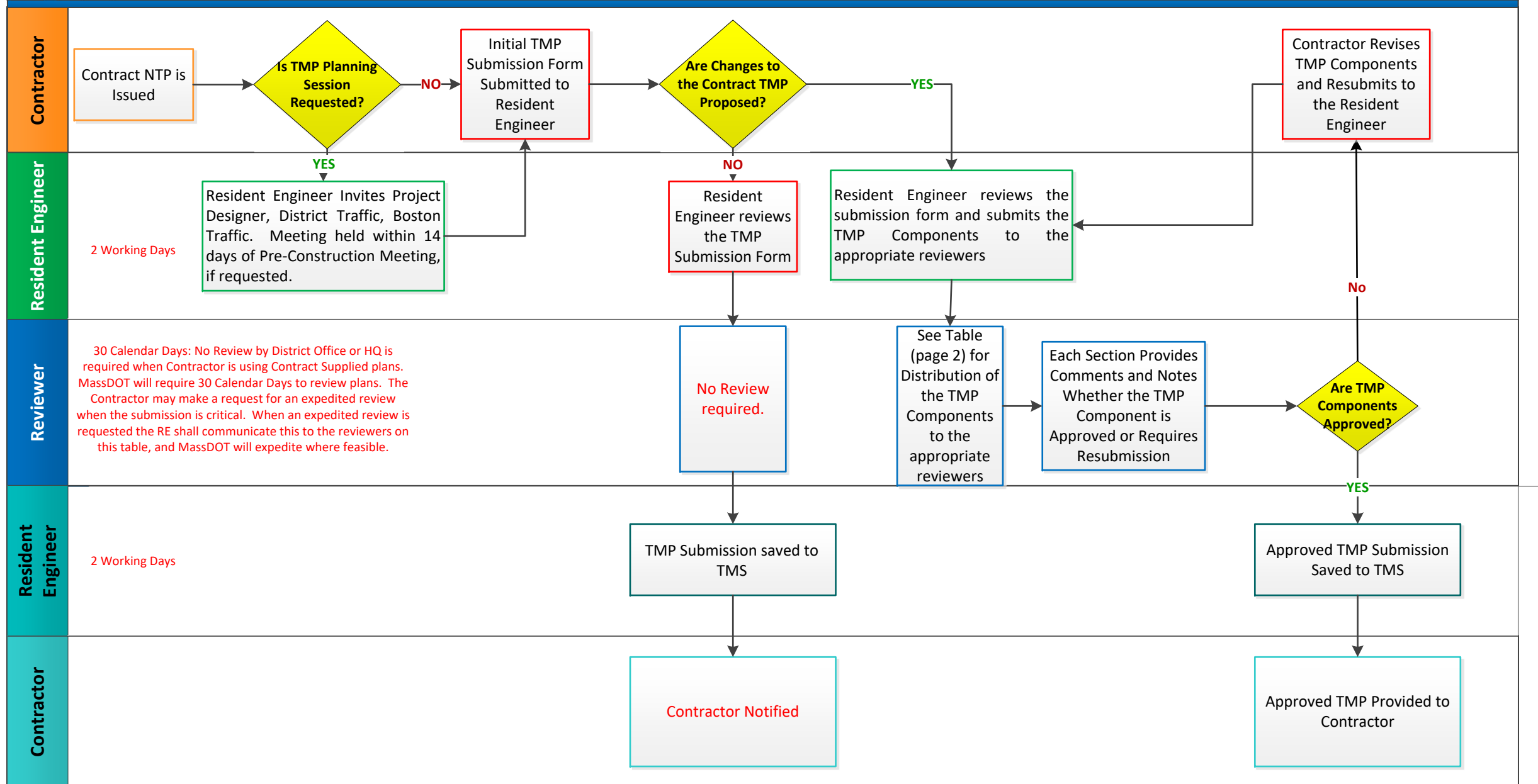
Most contracts will not have a Public Involvement and Communication Plan. However, MassDOT Communications regularly issues travel advisories to make the public aware of construction activities that impact the public. These advisories also inform emergency response personnel (police, fire, ambulance) of the need to plan alternative routes. Ramp and roadway closures typically are activities that have a significant impact, so the Resident Engineer should make sure that the District office is aware of planned closures as early as possible. Information that is typically included in the advisory consists of the work location (using references such as Interchange number), the date(s) and hours of the work, and a description of the alternative route (if a detour is proposed).

This SOP addresses the submission, review, and approval of Traffic Management Plans submitted for the duration of a contract. However, the Resident Engineer is still required to notify the District office of planned work activities to allow the District to coordinate with other MassDOT sections (such as District Construction, Maintenance, Bridge, Operations, and Traffic) to ensure that conflicting work activities are not scheduled at the same time. The Resident Engineer shall refer to any District policies and/or procedures in place regarding the reporting of work activities to address and resolve any potential conflicts.

ATTACHMENTS

- Traffic Management Plan Review Flowchart
- Traffic Management Plan Submission Form
- Sample DHD TMP Approval Letter

Contractor Traffic Management Plan Submission Process





Contractor Traffic Management Plan Submission Process

TMP Component Review Table							
		Reviewers				Approval By	
1) TTCP		RE Submits to Designer and District Traffic				District Traffic	
1) a) Work Zone Speed Limit		RE Submits to Designer, District Traffic, and HQ Traffic				HQ Traffic	
1) b) Work Zone ITS Equipment		RE Submits to Designer, District Traffic, and HQ Traffic				HQ Traffic	
1) c) Temporary Lighting		Refer to Item 853.8 (Review by Designer or If Project is MassDOT-designer, review managed by HQ Traffic)				Designer or HQ Traffic (Peer Reviewer)	
1) d) Temporary Traffic Control Signal		RE Submits to Designer, District Traffic, and HQ Traffic				HQ Traffic	
2) Detour Plan		RE Submits to Designer District Traffic and Municipality if applicable (Municipalities shall be notified of any detours that will use roadways under their jurisdiction; submission and approval requirements shall be discussed with the municipality prior to detour implementation)				District Traffic	
3) Public Involvement and Communication Plan		RE Submits to Traffic Engineer, Operations Engineer, and Construction Engineer prior to DHD approval				DHD	
4) Contact Information for Person(s) Responsible for TMP		RE				RE	

NOTES: For the TTCP and Detour Plans, only those items that are modifications / additions to the TMP from the Contract need to be submitted for review. Also, the Public Involvement and Outreach Plan is not required on most projects, and is only required if included in the Special Provisions.

TMP Component Review Table							
Reviewers Approval By							
1) TTCP	RE Submits to Designer and District Traffic	District Traffic					
1) a) Work Zone Speed Limit	RE Submits to Designer, District Traffic, and and HQ Traffic	HQ Traffic					
1) b) Work Zone ITS Equipment	RE Submits to Designer, District Traffic, and and HQ Traffic	HQ Traffic					
1) c) Temporary lighting	Refer to Item 853.8 (Review by Designer or if Project is MassDOT designer, review managed by HQ Traffic)	Designer or HQ Traffic (Peer Reviewer)					
1) d) Temporary Traffic Control Signal	RE Submits to Designer, District Traffic, and and HQ Traffic	HQ Traffic					
2) Detour Plan	RE Submits to Designer District Traffic and Municipality if applicable (Municipalities shall be notified of any detours that will use roadways under their jurisdiction; submission and approval requirements shall be discussed with the municipality prior to detour implementation)	District Traffic					
3) Public Involvement and Communication Plan	RE Submits to Traffic Engineer, Operations Engineering, and Construction Engineer prior to DHD approval	DHD					
4) Contact Information for Person(s) Responsible for TMP	RE	RE					

NOTES: For the TTCP and Detour Plans, only those items that are modifications / additions to the TMP from the Contract need to be submitted for review. Also, the Public Involvement and Outreach Plan is nt required on most projects, and is only required if included in the Special Provisions.

Fillable version of this form can be found on the Traffic Management SharePoint Site

Traffic Management Plan Submission Form

District: _____ Location (City / Town): _____

Project Description: _____

Contract Number: _____ Contractor's Name: _____

Project Number: _____

Submittal Date: _____ Revision No.: _____

Submitted By: _____

Title/Company: _____

TMP Components in Submissions:

REV#

<input type="checkbox"/>	Confirmation of Using Contract Documents	_____
<input type="checkbox"/>	Contact Information	_____
<input type="checkbox"/>	Temporary Traffic Control Plan	_____
<input type="checkbox"/>	Work Zone Speed Limit	_____
<input type="checkbox"/>	Work Zone ITS/SWZ	_____
<input type="checkbox"/>	Temporary Lighting	_____
<input type="checkbox"/>	Detour Plans	_____
<input type="checkbox"/>	Public Involvement & Communication	_____
<input type="checkbox"/>	Other: _____	_____

Section 1: Key TMP / Safety Personnel and Project Staff

List key personnel responsible for implementation of Traffic Control. Include a full emergency contact list in Appendix A.

Name/Company	Role/Title	Cell Phone	Email Address

INSTRUCTION ON FILING / SUBMITTING THIS FORM: Please fill out each section with as much information as can be provided. If printing this form, ensure that the first five pages are included in the submittal to the MassDOT Resident Engineer. Incomplete submissions will be rejected.

TRAFFIC MANAGEMENT PLAN SUBMISSION FORM**Section 2.0: Temporary Traffic Control Plans (TTCP)**

Describe the anticipated approach with site-specific TTCPs below. *Note the site-specific TTCP in the contract documents that will be used by the Contractor, and which TTCPs will be submitted by the Contractor for approval. Identify the document and specific page numbers to be used below.*

- 1) Appendix B shall include any TTCPs that the contractor is proposing to use in addition to or in replacement of Contract provided TTCPs.
- 2) If the Contractor is proposing to use the Contract provided TTCPs, and they are identified above, this submission will be put on file by MassDOT. No approval will be necessary when using contract documents.
- 3) The Contractor should note that any proposed TTCPs not ready at this time must be submitted more than 30 days prior to the scheduled commencement of work, as review and approval of the proposed TTCPs are required. Each TTCP submitted after the original submission shall reference this TMP submittal and be named Appendix B1,B2, B3....etc. and be attached to the project TMP document.

Section 2.1 Typical TTCP Details: The Contractor shall list the typical details from MassDOT's Construction Standards that will be utilized:

TRAFFIC MANAGEMENT PLAN SUBMISSION FORM**Section 2.2 Temporary Lighting (if night work is proposed)**

- ☐ A) Temporary Lighting submission is not required (there is no night work).
- ☐ B) Complete Temporary Lighting submission provided (See Appendix E).
- ☐ C) The Temporary Lighting submission will be made submitted separately.
NOTE: The Temporary Lighting submission must be submitted, reviewed, and approved by MassDOT prior to any work requiring illumination.

Section 3: Detour Plans

- ☐ A) No detours will be required on this contract.
- ☐ B) Will use the detour plans provided in the Contract with no changes proposed. If no changes are proposed, and the contractor plans to use the Contract provided Detour Plans no approval will be required.
- ☐ C) Proposing detour plans in addition to or instead of the detour plans provided in the Contract documents.

List Closures That Will Require Detour Plans (not in the Contract):**Section 4: Public Involvement and Communication Plan (If required by Special Provision)**

- ☐ A) Public Involvement and Communication Plan (PIC) is not required.
- ☐ B) Complete Public Involvement and Communication Plan provided (See Appendix D).

TRAFFIC MANAGEMENT PLAN SUBMISSION FORM

- ☐ C) Public Involvement Plan will be submitted separately.

Provide any Initial information on Public Involvement Process below:

Use the space below to provide any additional information regarding the Contractors proposed TMP.

Appendices:

- ☐ **Appendix A:** Emergency Contact List.
- ☐ **Appendix B:** Contractor Proposed TTCPs (PE Stamped). *Can be submitted under separate cover; however, only approved TTCPs (either in the Contract Documents or in MassDOT's Construction Standards) can be used prior to approval of any contractor proposed TTCPs.*
- ☐ **Appendix C:** Contractor Proposed Detour Plans (PE Stamped, if detouring Pedestrians).

TRAFFIC MANAGEMENT PLAN SUBMISSION FORM

- ☐ **Appendix D:** Public Involvement and Communication Plan.
- ☐ **Appendix E:** Temporary Lighting Submittal.
- ☐ **Appendix F:**
- ☐ **Appendix G:**
- ☐ **Appendix H:**

Revision Table: (Baseline submission is RCV 00; each submission after is rev 01, 02, etc.) ADD AN ADDITIONAL PAGE

[illegible]

***Use latest letterhead with correct Governor, L. Governor,
Secretary, Administrator***

Date

City/Town – Project Description

Project #

Contract #

FHWA#

Contractor

Contractor Address Line 1

Contractor Address Line 2

Dear Sir or Madam:

Subject: Review of TMP overall submission REV 00

MassDOT has reviewed your TMP Rev00 submission dated, XX/XX/XXXX, titled XXXXXXXX. The components of the TMP submission and the status of each review is identified in the table below.

Component	REV #	Date	#Pages	Review Status
Contact Information	00	11/10/2022	3	Approved
Temporary Traffic Control Plan	00	11/12/2022	15	Approved as noted see attached mark up
Detour Plans	N/A	N/A	N/A	Not Submitted w/ initial Submission
Public Involvement Plan	N/A	N/A	N/A	Not Required
Temporary Lighting	00	11/13/2022	6	Revise and Resubmit (see comments)
Other:				

This review was performed consistent with subsection 7.10 of the Standard Specifications. Include this letter, along with any approved, or approved as noted marked up plans with your master TMP for the project. Do not include any rejected submissions until they are approved by MassDOT. In addition, any submittals still pending or stautused, revise and resubmit must be (re)submitted and approved, prior to work covered by the submittal commencing. Allow up to 30 days for the review of all submittals.

Sincerely,

DHD