

Section 3 - Use of Technical Memorandum for CIP Projects

- A. Introduction - HRSD and our Professional Services firms have used technical memorandum to summarize design criteria and equipment recommendations on many of our past projects. A technical memorandum is typically more limited in scope than a Preliminary Engineering Report (PER) and is normally used to document project decisions rather than review numerous aspects of a conceptual design.
- B. Circumstances for Use - A technical memorandum can be used instead of a PER in the following circumstances:
1. When the project is of a relatively small size (<\$500K)
 2. When the project involves a relocation of an existing HRSD pipeline as part of a VDOT or Locality administered roadway project that impacts HRSD's facilities
 3. When an immediate decision is required due to a documented time constraint by HRSD
 4. When a series of technical memorandum will be used and ultimately grouped together in a PER
- C. Approval for Use - The use of a technical memorandum instead of a PER shall only be used with approval by the Chief of Design and Construction.

End of Section