

### **Section 3 - Use of Technical Memorandum for CIP Projects**

- I. Introduction - HRSD and FIRMs have used technical memorandums 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). It is generally used to document project decisions rather than review numerous aspects of a conceptual design.
- II. Circumstances for Use - A technical memorandum can be used instead of a PER in the following circumstances:
  - A. When the project is of a relatively small size (<\$500K).
  - B. When the project involves a relocation of an existing HRSD pipeline as part of a VDOT or locality-administered project that impacts HRSD's facilities.
  - C. When an immediate decision is required due to a documented time constraint by HRSD.
  - D. When a series of technical memoranda will be used and ultimately grouped in a PER.
  - E. When the project has already gone through some level of conceptual design via one of the on-call Engineering contracts before the initial appropriation.
- III. Approval for Use - The use of a technical memorandum instead of a PER shall only be used with approval by the responsible Director of Design and Construction.

**End of Section**