

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