



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

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MEMORANDUM

TO: EACH DISTRICT ADMINISTRATOR

FROM: CONNIE L. STANDIGE, P.E. *CLS*
ASSISTANT SECRETARY OF OPERATIONS

SUBJECT: TRAFFIC SIGNAL CONSTRUCTION INSPECTION PROCEDURE

DATE: SEPTEMBER 3, 2009

BY _____ DATE _____
 BY _____ DATE _____
 BY _____ DATE _____

The purpose of this memorandum is to establish standard procedures for traffic signal construction and inspection within the State of Louisiana right of way. All traffic signals shall be constructed in accordance with the Louisiana Standard Specifications for roads and bridges, the Traffic Signal Design Manual and the Traffic Signal Details.

Signal construction is performed under two distinct categories - Signal Permits and State Projects. The following sections describe the construction inspection process under each category.

- Signal Construction as part of an approved permit.

Traffic Operations (Section 45) will provide construction inspectors for all signals constructed as part of a permit. The District Traffic Operations Engineer (TSOE) shall serve as the project engineer with authority as defined in the most recent Louisiana Standard specifications for Roads and Bridges, section 105. The traffic operations signal inspector shall inform the District Traffic Operations Engineer (DTOE) of any plans to inspect signal construction within that district. The following steps summarize the process for signal inspection under permit.

- 1) A copy of the approved permit document along with a complete set of signal plans shall be provided to Section 45.
- 2) Contractors shall provide the Traffic Signal Operations Engineer (225-935-0111) with six (6) copies of signal equipment submittals for that particular project for approval before starting work.
- 3) The State Traffic Signal Operations Signal Engineer (225-935-0111) shall be notified a minimum of seven days prior to construction.
- 4) The signal inspector can inspect projects at any time throughout the construction period and shall keep a diary of interim punch lists and provide copies to the (DTOE).
- 5) The contractor shall notify the traffic operations signal inspector a minimum of seven days prior to scheduling signal turn-ons.

RECOMMENDED FOR APPROVAL DATE _____

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- 6) Turn on procedures shall comply with the LADOTD standard signal details. At the turn on, signals are expected to be in a ready-to-run mode. If any important portion of the work is incomplete, the inspector reserves the right to cancel the turn-on and reschedule when work is complete.
- 7) A sixty-day "burn-in" period is required after the signal turn on prior to final acceptance. A final acceptance document shall be issued by the Traffic Signal Operations Engineer at the completion of the "burn-in" period, barring any problems with signal function.
- 8) Signals under a maintenance agreement with a municipality must have written approval from the State Traffic Signal Operations Engineer for any exceptions to LADOTD specifications.

- Signal Construction as part of a State Project.

Signal inspection will be conducted by the State Traffic Signal Inspectors at any time with prior notification to the Project Engineer. The signal inspector shall make every attempt to inspect signal construction with the project engineer on site, but may do so in the absence of the Project Engineer. If the project engineer is not present, the signal inspector may only require minor on the spot corrections of the contractor. A minor on the spot correction is defined as anything that can be corrected without disrupting the contractor's construction schedule or significant cost adjustments. If major issues surface during an inspection, the signal inspector may not halt work or demand major corrections. It is the sole authority of the Project Engineer to do this. Any discrepancies between the project engineer and the signal inspector must be addressed with the area engineer and the TSOE. The signal inspector will provide a written diary of inspections to the project engineer. The following steps summarize the process for signal inspection as on state projects.

- 1) The State Traffic Signal Operations Engineer (TSOE) at 225-935-0111 in Baton Rouge shall be notified of all preconstruction meetings and given the opportunity to participate. A final approved plan shall be provided to Section 45.
- 2) Contractors shall provide the Traffic Signal Operations Engineer with six (6) copies of signal equipment submittals for that particular project for approval before starting work.
- 3) The State Traffic Signal Operations Engineer shall be notified a minimum of seven days prior to construction.
- 4) The signal inspector can inspect projects at any time throughout the construction period and shall keep a diary of interim punch lists and provide copies to the project engineer and DTOE.
- 5) The contractor shall notify the traffic operations signal inspector a minimum of seven days to schedule signal turn-ons.
- 6) Turn on procedures shall comply with the LADOTD standard signal details. Signals are expected to be in a ready-to-run mode at the turn-on. If any important portion of the work is incomplete, the inspector reserves the right to cancel the turn-on and reschedule when work is complete.
- 7) A sixty-day "burn-in" period is required after the signal turn on prior to final acceptance. A signal compliance document shall be issued and provided to the project engineer by the Traffic Operations Signal Engineer at the completion of the "burn-in" period, barring any problems with signal function.
- 8) Signals under a maintenance agreement with a municipality must have written approval from the State Traffic Signal Operations Engineer for any exceptions to LADOTD specifications.