



Traffic Systems Design Handoff Form

169 Brick Store Landing Road, Smyrna, DE

Project Name: _____

Contract/Project No.: _____ Maximo No.: _____

Designer Name: _____ Date: _____

Handoff To: Traffic Construction _____ Power Company _____
Traffic Maintenance _____ Other: _____

Project Type: Capital _____ Traffic _____ Pave & Rehab _____
Pavement Markings _____ Signing _____ OIT _____
Power Company Lighting _____ Developer _____ Other: _____

Permit Number(s): _____ New Signal: Yes No

Description: _____

Project Justification: _____

Funding Approval: Yes No

Funding Notes: _____

Priority: ASAP High Normal

Support Expected Start: _____

Communication/ITS Needs: (i.e., fiber, CDMA, etc.) _____

Fiber Quote?: Yes No OIT Quote?: Yes No

Special MOT Notes: (Time Restrictions, Ped MOT, etc.) _____

Pedestrian MOT Required?: Yes No By? (initials) _____

Overhead Signing: Yes No

Timesheet Status: Complete Pending Not Required

Public Relations: DeIDOT PR lead: _____

PCMS Press Release None

Other: _____

Affected Legislators: _____

Version: Original Revision Number: _____

Comments: (e.g. special order items, decorative poles, APS, etc.) _____

Soil Boring (s) complete: Yes No Completed By: _____

Attachments: Plans: Yes File Location: _____

Estimates: Yes File Location: _____

MOT Checklist: Self-clearance form: Draft Press Release:

Mast Arm Review: Union Metal TST Date: _____

Project Files Added to Respective Folder in Y:\traffic\Signals or Lighting: Yes No

Verify Traffic Signal Resolution Exists: Yes File Location: _____

No, coordinate with Traffic Studies Manager



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169 Brick Store Landing Road, Smyrna, DE

Handoff Email Distribution List

Signal Construction

Mark Luszc
 Mark Harbeson
 Mike Havel
 Jack Hardy
 Will Newcomb
 Catherine Weishaupt
 Cody Waters
 Peter Haag

Maureen Kelley
 bamartine@kleinfelder.com

HazMat

Jeff Leonard

Signing

Nick Mogle
 Erik Ball
 Lee Benningfield (NCCo only)
 Tim Weishaupt (Kent only)
 Denise Coulbourne (Sussex only)

Don Ziegler
 Vacant

Signal Maintenance

Rob Kern (NCCo only)
 Erin Remus (Kent and Sussex only)
 Dan Schmeusser

North District

Bret Martine##
 Stewart Douglass#

Canal District

Wayne Conte#
 Robert Greybill###
 Brian Schilling#

Design

Max Saintil
 Scott Neidert
 Naa-Atswei Tetteh

Central & South District

Jason McCluskey#
 Alastair Probert#
 Scott Rust (South)###
 Erin Osborne (Central)###

Finance

Sandra Marra
 Amanda Davis

for District lighting projects only ### for Developer projects only
 ## for all lighting projects statewide

Safety

Robert Johnson (Kent)
 Curtis Davis (NCCo Canal)
 Dan Thompson (Sussex only)
 Justin Sauble (North District)
 Aaron Hickman (all)

Jerry Nagyiski (all)
 Vacant (all)
 James Osborne (all)

OIT+

Dave Gray+
 Dan Akeme+
 Daryl Harris+
 Denise Ksiazek++
 Jason Rashid

Travis Hewitt+
 Scott Sieg+
 Ron Galbreath+++
 George (Scott) Smith+

TMC/Operations

Gene Donaldson
 Beth Anthony
 Rodney Mullnack
 Chris Marsh

Jeff Van Horn
 Kerry Yost
 Cory Parson
 Jonathan Weishaupt

Public Relations

Laurie Yanacek (all)
 Brittany Klecan (Sussex)
 Robin Bryson (New Castle)

Brittany Klecan (Kent)

Legislative Relations

Aimee String & Meaghan Barna**

+ only when project has ITMS communications involvement
 ++ only when project has fiber involvement
 +++ only when project requires ITMS data circuit coordination with Verizon
 ++++ only when project involves CTF funds

M & O

Geri C. Larson++++

Architectural Accessibility Board

Jennifer Lieber

Rail

Richard Sinegar
 Brian Kisner

ADA

Tom Nickel

Bridge Design

Jason Hastings*
 Jason Arndt*
 Matt Mortensen*

Traffic Studies

Sonya LaGrand^
 Initiating Staff Member ^

Utilities

Eric Cimo

Business Management

Gloria Bryans#
 Carla Godwin#
 Rick Tracy#

^ only for projects initiated by Traffic Studies

General Note:

Power company lighting projects only need to be handed off to the Power Company, Design, Finance, Business Management, and District.

* Bridge review for all non-breakaway poles
 ** For Press Release related to Traffic Only projects