



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION

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MEMORANDUM

TO: Marti Dobson, Director, Technology and Support Services
Mike Strange, Acting Director, Planning
Joseph Wright, Director, Maintenance and Operations

FROM: Natalie Barnhart, Chief Engineer *NB*

DATE: May 18, 2011

SUBJECT: PS&E Process for Open End Contracts

As you are aware the Contract Administration Hot Team made recommendations to streamline the various processes that are required to take a project from design to construction. One of the recommendations was to simplify the PS&E process for "open end" contracts by eliminating the need for statements from the Environmental, Real Estate, Utility or Traffic Sections, provided certain project notes are included in the contract.

As of May 16, 2011, Contract Administration has formally recognized the streamlined process as outlined in the attached document from Jim Hoagland. Effective immediately, project managers no longer need to seek case by case approval to PS&E an open end project without the above mentioned statements.

Please share this information with members of your staff who package contracts.

NB
Attachment

cc: Jim Hoagland, Contract Services Administrator