



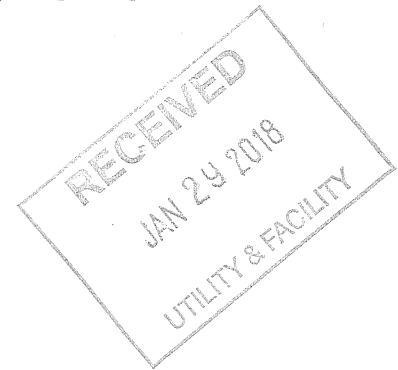
Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, Secretary & CEO  
Jonathan L. Gulliver, Highway Administrator



January 12, 2018

Dear Sir or Madam,

Re: Updated Project Review Committee (PRC) Approval Letter



The purpose of this correspondence is to provide information regarding the new MassDOT Highway Division project intake tool and the updated Project Review Committee (PRC) Approval letter.

The Highway Division's streamlined project initiation process uses a new web-based application designed to help both state and municipal proponents map and initiate new projects. This tool will provide time savings to project proponents by reducing the need for rework while also reducing the risk of unanticipated permitting. Throughout the fall of 2017 MassDOT provided workshops through Baystate Roads demonstrating the new software. Workshop participants had the opportunity to create a test project. The new project intake tool is being used as the primary interface for all project creation.

Effective after the December 14, 2017 PRC meeting, an updated PRC letter will be sent out to municipalities with approved projects. Highlights of the letter include:

- If within two years of the date of the letter the municipality has not accomplished the following three milestones, the project will be deactivated unless the project is resubmitted to the PRC for continued project eligibility:
  1. Received MassDOT approval of the project's Scope/Workhours;
  2. Secured a signed contract with your design consultant for the entire design process; and
  3. Identified design funding
- Resubmission to the PRC may also be required if there is a significant increase in cost or change in scope over the life of the project.
- Detailed cost estimates will be required during the second week of January every year during project development in order to assist MassDOT with annual TIP development
- For projects requiring Right-of-Way (ROW), the preparation of ROW plans are required at every stage of design submission based on an instrument survey that meets 250 CMR 6.01 and 6.02. Recordable plans and instrument will be required.
- The letter will include a signature page, requiring a signature from a municipal official, to be returned to the District Highway Director in order for the project to advance.

This updated PRC letter is being implemented in conjunction with our new Project Intake tool called, Map It. Information about the PRC, as well as a sample PRC approval letter, can be found at the Highway Division's website at:

<http://www.massdot.state.ma.us/highway/Departments/ProjectManagement/ProjectReviewCommittee.aspx>

I hope this updated letter clearly identifies roles, responsibilities and expectations that are mutually beneficial, with the ultimate goal being the successful advertising of municipal projects. I look forward to our continued partnership as we work collectively to deliver future projects. If you have any questions, please contact the Chief Engineer at 857-368-9290 or your District Highway Director.

Sincerely,

A handwritten signature in cursive script, reading "Patricia A. Leavenworth". The signature is written in dark ink and is positioned above the printed name and title.

Patricia A. Leavenworth, P.E.  
Chief Engineer