

Insert ADOT Letterhead

Date.....

To: Michael P. Manthey, P.E.  
Assistant State Engineer  
ADOT Traffic Group  
1615 West Jackson Avenue, Mail Drop 061R  
Phoenix, AZ 85007

From: REQUESTER'S NAME  
TITLE  
REQUESTING SECTION  
ADDRESS

Re: Request for Department Furnished Materials  
PROJECT LOCATION  
PROJECT AND TRACS NUMBER

The above referenced project requires installation of traffic electrical equipment for the signalization and lighting of the following intersection (s):

- PROJECT LOCATION

The construction of these traffic signals is critical for providing access to (xxxx).

This section of roadway carries a high volume of traffic. The project team wishes to complete the installation of the traffic signal system(s) in the shortest time possible at the beginning of construction. Attached is a preliminary list of materials based on the 60% design plans currently under development.

The final list may be modified based on review of the 95% plans. It is currently anticipated this project will advertise for bids in (INSERT DATE). A final list will be developed at the time the project advertises. These items, if purchased by the contractor, generally require a lead-time of 90 to 120 days from the time the order is released.

The project team believes it is in the public's best interest to require the contractor to install materials furnished by ADOT Traffic Operations in order to minimize the duration of construction, to provide for safe and efficient traffic control during construction, and to minimize the delay and inconvenience to the traveling public. On behalf of the project team, I request that ADOT, under the authority of the ADOT/FHWA Operating Partnership Agreement, authorize the use of department furnished materials as part of a finding in the public interest.

Request approved.  
Michael P. Manthey, P.E.  
Assistant State Engineer  
ADOT Traffic Group