

# Design Standards Letter

**Letter Number: G-1999-18**

**Letter Date: 12/09/1999**

**Effective Date: 12/09/1999**

**Section/Plan No.: None**

**Subject: Equipment and Materials List**

## Body

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Prior to October 1999, General Headquarters Design was responsible for creating the Equipment and Materials list. In October, this responsibility was given to the districts. Since then, the General Headquarters staff has received several questions on the purpose of the Equipment and Materials list and why it is no longer being created by the General Headquarters. The purpose of this letter is to respond to those questions and clarify the Equipment and Materials list process.

The Equipment and Materials list is used by Construction and Traffic personnel for quality control of signal and lighting items on MoDOT projects. The list is a tabulation of those items that require pre-approval and certification from the resident engineer. The list is given to the contractor with the contract, and the contractor is responsible for listing the products that will be used on the project. The resident engineer is then responsible for ensuring the products proposed by the contractor are on the product approval list, which is maintained by General Headquarters Traffic.

Prior to October, this was the only item of a project that was created by the General Headquarters; while the districts submitted all other items of the project (i.e. estimates, working days, Final Plans, D-12 sheet, etc.). As a result of department reorganization, the signal and lighting expertise is no longer in the General Headquarters Design, and General Headquarters Traffic does not have the resources to perform the task on a regular basis. In addition, General Headquarters staff could not create the list until shortly before the project was awarded, so errors that were found in traffic signal and lighting plans could only be addressed by change orders. By transferring this responsibility to the districts, an additional quality control measure in the development of traffic signal and lighting plans is introduced early in the design process.

A survey was sent to the districts in October to determine if it was appropriate for transferring this responsibility to the districts. A review of the survey comments indicated the majority of the districts feel district design and traffic personnel were the most logical choice to create the Equipment and Materials list, since district design was already receiving

assistance from district traffic to develop traffic signal and lighting plans. Questions that could not be answered by district traffic personnel could then be directed to General Headquarters staff.

The D-15 form, master Equipment and Materials list, has been updated to include bid item numbers. The D-15 form, along with instructions at the bottom of the form, is located in the "Design Forms" folder which is accessed through the Ami Pro "deforms" macro. The approved products list can be viewed by opening the "Approved Signals and Lighting List" database on Lotus Notes.

If you have any questions concerning the development or submittal process of the Equipment and Materials list, please contact Kenny Voss at 573-526-2924.

klv