

Statewide Signal Project Equipment Submittal Review  
Procedure  
Section 45 (Traffic Services)

LW 1/6/2011

1. Contractors submit minimum six (6) copies of equipment submittals for all state projects, three (3) copies for permit projects to State Traffic Signal Engineer at Traffic Services, Baton Rouge. 7686 Tom Drive, Baton Rouge, LA 70806
2. Required documents (see appendix for a sample submittal):
  - A cover letter must include
    - ◆ project/permit number with project description and parish information;
    - ◆ contractor contact information, mailing address and telephone number if a manual pick-up is needed;
    - ◆ submitted items description, associated pay item numbers, part No if applicable, manufacturer name and page number.
  - Cut sheets --Each sheet must be labeled with project number, contractor name and associated pay item number. Submitted items need to be clearly marked.
3. Submittal review time -- 5-10 working days once Traffic Services receives all required information.
4. For state projects, section 45 will stamp and send a copy to:
  - A. Mr. Rhett Desselle, DOTD Assistant Engineer in Operations (approval letter only)
  - B. Mr. Brian Buckel, DOTD Assistant Engineer in Construction
  - C. Mr. Carl E. Courville; Traffic Services Administrator (approval letter only)
  - D. District Construction Engineer (approval letter only)
  - E. District traffic engineer
  - F. Project engineer

- G. Contractor (if contractor submit)
5. For permit, section 45 will stamp and send a copy to:
    - A. Mr. Rhett Desselle (approval letter only)
    - B. Mr. Carl e. Courville (approval letter only)
    - C. Ms. Stacey young
    - D. Contractor if contractor submit
  
  6. Scanned approval letter will be sent to project engineers and contractor through email prior to the hard copy is being sent.

## Appendix:

### Submittal Sample

1. Cover letter
2. Cut Sheets

January 6, 2011

Contractor X, Inc  
Attn: Mr. Joe X  
123 Main Street, Baton Rouge, LA  
225-XXX-XXXX  
Email: [Joe.X@Contractor X.com](mailto:Joe.X@ContractorX.com)

Date: 1/1/2011

Re: Signal Equipment Submittal (Project #: 123-456-7890)

The following items are being submitted for your review and approval by Contractor X for the LA 19 @ Main Street Signal Upgrade Project, East Baton Rouge Parish.

Pay Item #	Description	Part No.	Manufacturer	Page#
736-03-00300	HDPE Duct Sch 80	N/A	Omni	1-3
736-02-02000	Signal Heads	N/A	Peek	4-6

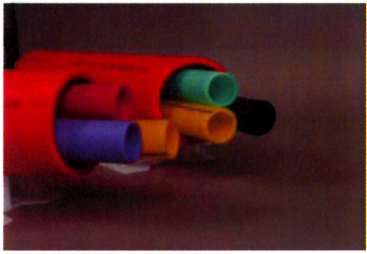
Project #: 123-456-7890  
 pay item # 736-03-00300



# Innerduct & Accessories

## INNERDUCT

## HDPE LARGE DIAMETER SIZES



Nominal Duct Size	SDR	Outside Diameter	Nominal Inside	Minimum Wall
3"	13.5	3.500"	2.982"	.259"
3"	11	3.500"	2.864"	.318"
3"	9	3.500"	2.722"	.389"
3"	SCH 40	3.500"	3.068"	.216"
3"	SCH 80	3.500"	2.900"	.300"
4"	13.5	4.500"	3.834"	.333"
4"	11	4.500"	3.682"	.409"
4"	9	4.500"	3.500"	.500"
4"	SCH 40	4.500"	4.026"	.237"
4"	SCH 80	4.500"	3.826"	.337"
5"	13.5	5.563"	4.739"	.412"
5"	11	5.563"	4.551"	.506"
5"	9	5.563"	4.327"	.618"
5"	SCH 40	5.563"	5.047"	.258"
5"	SCH 80	5.563"	4.813"	.375"
6"	13.5	6.625"	5.643"	.491"
6"	11	6.625"	5.421"	.602"
6"	9	6.625"	5.153"	.736"
6"	SCH 40	6.625"	6.065"	.280"
6"	SCH 80	6.625"	5.761"	.432"
8"	13.5	8.625"	7.347"	.639"
8"	11	8.625"	7.057"	.784"
8"	9	8.625"	6.709"	.958"
8"	SCH 40	8.625"	7.781"	.322"
8"	SCH 80	8.625"	7.625"	.500"
10"	13.5	10.750"	9.158"	.796"
10"	11	10.750"	8.796"	.977"
10"	9	10.750"	8.362"	1.194"
12"	13.5	12.750"	10.862"	.944"
12"	11	12.750"	10.432"	1.159"
12"	9	12.750"	9.916"	1.417"

Needs to be clearly marked/Highlighted

LA 19 @ Rafe Meyer Road  
 Traffic Signal Upgrade  
 Contractor X

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