

# MEMORANDUM

## **Missouri Department of Transportation**

**Division or District**

**TO:** [Name]

 State Design Engineer

**CC:** [Include relevant personnel such as Design and Traffic Liaisons as needed]

**FROM:** [Name]

[Title]

**DATE:** [Month Day, Year]

**SUBJECT:** [Route, County or Location of Work]

 [Project Description(s) and Job Number(s)]

 [Proprietary Item Certification] AND/OR [Public Interest Finding]

 [Manufacturer and of the item]

**Background Information**

*In this section provide the manufacturer, name, and description of the item; the project number, location, and anticipated letting date(s) of the project(s); the duration and extent of the requested approval; and whether approval of a PIC or PIF is being requested.*

**Justification of Request**

*Choose one of three possible types of explanations for this section:*

1. *Synchronization with existing systems (PIC): Include how the item synchronizes with the existing equipment or software, what issues would occur if different equipment was chosen, why this product is the best/most efficient choice.*
2. *No equally suitable alternate exists (PIC): Describe the unique needs being addressed, unique attributes of the item requested for approval, why this item is needed for the ITS system to run smoothly.*
3. *Equally suitable alternates exist but specific material or product is in the public interest (PIF): Give a detailed explanation of why the product is required, why the use of other acceptable items is not preferred, qualities of the requested item that make it best suited for use.*

**Discussion of Alternatives**

*Include possible alternatives and why they are undesirable for the project. This can include, for example, increased costs in time or money, incompatibility with existing systems, or incomplete fulfillment of project needs.*

**Conclusion**

*Briefly summarize the benefits of using the patented or proprietary item as opposed to other options and why this product is recommended for use.*

**Signatures**

*For PIC:* [I do hereby certify that in accordance with the requirement of 23 CFR 635.411(a)(2),] *CHOOSE EITHER* [this patented or proprietary item is essential for synchronization with existing highway facilities.] *OR* [no equally suitable alternate to this patented or proprietary item exists.]

*For PIF:* [I do hereby certify that in accordance with the requirement of 23 CFR 635.411(c), the use of this patented or proprietary item is in the public interest.]

Approved by MoDOT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Eric Schroeter, P.E.

 Sate Design Engineer

[FHWA approval is only required for PIF. Otherwise, remove the below section]

Approved by FHWA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Kevin Ward

 Division Administrator