

Feasibility Study Review

Introduction

The Feasibility Study document (Example 3) is sent to the Plan Review Squad to distribute to the appropriate TESSB groups.

Step By Step Procedure

1. Enter type of review into Plan Review Database as **FS Review**. Set due date for 3 weeks. Pull project file.
2. Prepare Feasibility Study Form letter (Example 4) to ATE. Also send letter to Traffic Operations if they requested ITS funding at Feasibility Study Preparation stage. The form letter is located at: [TECM31/cm/common/formlet/fs/study...](#)
3. Review document, compare to our meeting notes and Feasibility Study Preparation memo and note any discrepancies.
4. Discuss with the Plan Review Engineer to see if any action is necessary.
5. Prepare a “note to file” including any discrepancies with our previous recommendations. This note is only for our records, no need to cc anyone.
6. Enter completion date and relevant comments into Plan Review Database and file.