

VIRGINIA DEPARTMENT OF TRANSPORTATION  
GUIDELINES FOR USE OF  
PROPRIETARY SIGNAL CONTROLLERS AND CABINETS

- I. The following procedure is to be used in making public interest findings relative to requests from Municipalities to stockpile proprietary (Brand Name) signal controllers and cabinets, with Federal participation, for installation by contract:
  - A. The following must be furnished by the Municipality making the request:
    1. Number of signalized intersections (fixed-time or traffic actuated, as appropriate) in the Municipality.
    2. Number of signalized intersections (fixed-time or traffic actuated, as appropriate) in the Municipality controlled by the desired proprietary controller.
    3. Number of specific controller(s) and cabinet(s) (Brand name and model) to be stockpiled for a specific project.
    4. Statement of whether proposed stockpiled controller(s) and cabinet(s) will be interconnected to existing signal system. Give description of that system.
    5. Statement that present maintenance personnel have been predominantly trained in the desired proprietary controller.
    6. Statement that present maintenance equipment is designed to service the desired proprietary controller.
    7. Cost estimate for each particular controller and cabinet desired and statement that same will be obtained by means which will result in a cost equal to or less than the acceptable market value at the time of purchase.
  - B. Fixed-time controllers and traffic actuated controllers will be considered separately and, in order for an affirmative public interest finding to be made, the following conditions must be met:
    1. All the information required in Item I.A. must be furnished.
    2. The major number (at least 75%) of existing installations in Item I.A.1. must be of the same brand as that desired.
    3. The number of units to be stockpiled for the specific project is limited to a few installations, dependant upon individual consideration by the Department of location, distances between installations, interconnection coordination, etc., and which will not constitute a totally new traffic control system or subsystem.

- II. The information required in Item I.A. is to be submitted by the Municipality through appropriate channels to the Urban Division. The Urban Division will review the information submitted, with necessary assistance from Traffic Engineering Division, and in the event the conditions in Item I.B. are met, will make a recommendation to the Construction Division concerning the public interest finding. Copies of supporting data must be attached to the recommendation.

The Construction Division will review the recommendation and supporting data and make a public interest finding accordingly:

- A. On Certification Acceptance (CA) projects, the files will be documented by letter, with copies to Urban, Traffic and Safety, Location and Design and Fiscal and Accounting Divisions.
  - B. On non-CA projects, affirmative public interest findings will be submitted by the Construction Division to the FHWA, requesting their concurrence. Copies of the request will be transmitted to Urban, Traffic and Safety, Locations and Design, and Fiscal and Accounting Divisions. Copies of the FHWA response will be transmitted to the same Divisions.
- III. The Construction Division will incorporate a special provision in the proposal documents for the project which advises the Contractor of the specific controller and cabinet which will be furnished by the Municipality and is to be installed by him at project expense.
  - IV. Controllers and cabinets purchased and stockpiled by the Municipality will be at the expense of the Municipality. In the event of an affirmative public interest finding and upon installation by the Department's contractor of the specified equipment, the Municipality will bill the Department, through the normal billing process, for 100% of the receipted invoice price. (District personnel will ensure that the specific equipment installed is that for which the invoice is submitted.) The Department will pay the receipted invoice price and will bill the Municipality for their share of the cost through the normal billing process. Accordingly, the FHWA will be billed for their share of the cost.

The total amount of cost increases which occur as a result of changing controller brands or wiring after award of the contract and at the request of a Municipality will be borne by the Municipality.