 A picture containing text, outdoor, sign

Description automatically generated

Detour Tolls Analysis Memorandum

Project Name

Financial Project ID: XXXXXX-X-XX-XX

**Prepared For:**

Florida Department of Transportation

Florida’s Turnpike Enterprise / District X *(As applicable)*

Client Address Line 1

Client Address Line 2

**Prepared By:**

Consultant Company Name

Consultant Address Line 1

Consultant Address Line 2

Consultant Contact Phone Number

Consultant Contact e-mail

*Engineer of Record: PE Name*

*P.E. No: xxxxx*

*[Notes to preparer are shown in brackets and italics.]*

*[Must be signed and sealed after addressing final submittal comments.]*

Document History and Status

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **QC Review** | | **Approved** | |
| **Submission** | **Date** | **Description** | **By** | **By** | **Date** | **By** | **Date** |
| *[Draft DCN XXXX]* | *[xx/xx/xxxx]* | *[DRAFT Detour Toll Analysis Memorandum]* | *[initials]* | *[initials]* | *[xx/xx/xxxx]* | *[initials]* | *[xx/xx/xxxx]* |
| *[Final DCN XXXX]* | *[xx/xx/xxxx]* | *[Detour Toll Analysis Memorandum]* | *[initials]* | *[initials]* | *[xx/xx/xxxx]* | *[initials]* | *[xx/xx/xxxx]* |
| *[Additional Submissions as required.]* | | | | | | | |
|  |  |  |  |  |  |  |  |

Table of Contents

[I. Purpose and Executive Summary 3](#_Toc147138966)

[II. Evaluation Criteria 3](#_Toc147138967)

[III. Toll Suspension Analysis 4](#_Toc147138968)

[IV. Alternate Detours Analyzed to Mitigate Suspensions 4](#_Toc147138969)

[V. Toll Suspension Recommendations 4](#_Toc147138970)

[Appendix A: Detour Sheets 5](#_Toc147138971)

*[Detour Tolls Analysis Memorandum must be developed concurrently with the 45% MOT plans as applicable.* *Proposed detours that avoid increased tolling through the detour are preferred. This may be accomplished by using upstream detours that provide no cost increase to the customer.]*

# I. Purpose and Executive Summary

**A. Project Information**

*[What is the purpose of this memorandum?]* Ex. “In preparation for a formal request during construction, this memorandum has been prepared to identify the potential need for toll suspensions during proposed closures. The purpose of this analysis is to minimize or eliminate the need for toll suspensions and to determine where tolls suspension will be recommended as part of the MOT for this project. The toll sites affected by detours include….”

*[Briefly describe the overall project. Describe the work being done (widening, milling and resurfacing, crash cushion replacement, etc.). Describe the reasons for lane closures. Include letting and production dates.*

# II. Evaluation Criteria

*[Provide a list and summary description of all the criteria utilized in the evaluation of these toll sites.]*

**Criteria:** The following criteria was utilized to evaluate whether a Tolls Suspension would be recommended within the project limits:

1. The detour sends customers to a toll site with a higher toll or through multiple toll sites with an increase in overall toll cost.
2. The detour sends drivers through a route with a toll site when previously the driver would not have encountered a toll had they continued along the original route.
3. The detour closes a toll site with a cash-only option and sends customers to a toll site where a cash option payment method is not available.
4. The detour closes a toll site where change and receipts are provided and sends customers to a toll site where this payment method is not available.

# III. Toll Suspension Analysis

*[Provide the following information for each detour. Provide recommendation for suspension.*

*If a single detour routes customers through multiple toll plazas, provide an additional row for each accepting toll plaza.]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Detour No. | Detour Description | Original Toll Rate | Payment Method | Toll Plaza Accepting | Accepting Toll Rate | Payment Method | Evaluation Results |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*Toll Rate: 2-axle SunPass rate [See guidance document for links to Toll Rate information.]*

*Payment Method: EC (exact coins); AET (Sunpass/Toll by Plate); CP (change provided)*

*Toll Plaza Accepting: [Provide exit/MM number and description including ramp movements if applicable.]*

*Evaluation Results: Increase in toll cost of $X.XX; No additional toll increase; EC/CP Payment method not available*

# IV. Alternate Detours Analyzed to Mitigate Suspensions

*[Provide alternate detours that were considered that would have prevented the customer impacts described in the Evaluation Results and provide explanation for why the detour was not ultimately selected.]*

# V. Toll Suspension Recommendations

*[Provide list of toll plazas that are recommended for tolls suspension. Provide estimated duration of suspension when possible.]*

|  |  |  |
| --- | --- | --- |
| Detour No. | Toll Plaza with Toll Suspension Recommended | Estimated Closure Duration |
|  |  |  |
|  |  |  |

# 

# Appendix A: Detour Sheets

*[Provide markups to explain the content of the table in Part III. Indicate the tolling location, amount, and method of the original trip route. Provide the same information for the accepting toll plaza as depicted in the sample shown below.]*

# 

# Appendix B: Toll Rate Tables

*[See guidance document for links to current rate tables.]*