

# MEMO

Enter a date

To: Enter name of Recipient

 XXXX District Engineer

From: Enter name of Sender

 Area Office/Design Section Title

Subject: Request for Concurrence – Reduced Rate of Additional Project‑Specific Liquidated Damages

Texas Transportation Code §223.012 requires TxDOT to calculate Additional Project-Specific Liquidated Damages (APSLD) on projects that have a significant impact on the traveling public to help ensure timely completion of projects.

When calculated using the Road User Cost estimation tool, the value of APSLD for the following project is $\_\_\_\_\_\_\_\_\_\_\_\_\_ per day.

* CSJ: XXXX-XX-XXX
* Project:
* Highway:
* County:
* Let Date:

To ensure sufficient competitive bidding as required by Texas Transportation Code §223.001, the District recommends a reduced rate of APSLD based on comparison with projects of a similar magnitude.

The reduced value of APSLD recommended for use in the contract for the above-mentioned project is $\_\_\_\_\_\_\_\_\_\_\_\_\_ per day. *[Note: List all APSLD dollar amounts by project phase if applicable.]*

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| --- | --- | --- |
| [ ]  Approved | Signature line |  |
| [ ]  Rejected | District Engineer Signature (or designee) | Date |

**CC:**

* Director of Construction
* Director of Transportation Planning and Development
* District Design Section