

CONTRACTED TRAFFIC SIGNAL PROJECTS ORDER OF PROCEDURE

ALL FORMS CAN BE FOUND UNDER INTERNET EXPLORER <http://txeform/eFormsWorkspace/>

Current Area Engineers as of 7/2025 are:

Mont.-Abraham Guzman, P.E.
Ft.Bend-Anthony Boucher, P.E.
Galv-David R. Lazaro, P.E.
TSC-Dock S. Gee, P.E.
W Harris-Hamoon Bahrami, P.E.
Braz-Maria P. Aponte, P.E.
SE Harris-Muhammad (Jamal) Elahi, P.E.
N Harris- Phillip B. Garlin, P.E.

See page 2 for instructions for EFORMS DF-TSC130 and DF-TSC100/DF-TSC101:

- 1) The TxDOT project manager should notify Arnold Trevino (713-866-7101) or Corando Alegria (713-866-7107) prior to scheduling preconstruction meeting.
- 2) If the contractor starts construction on a new traffic signal or affects the operation of existing traffic signals,(i.e. builds an intersection around an existing intersection, permit jobs, cut loops, moves signals, equipment, etc...) including permit jobs, the Traffic Signal Under Contract form ([DF-SCM120](#)) should be sent to Dawn Shephard (713-802-5668) either by electronic mail or district mail.
- 3) Please click on this [link](#) to submit the Locate Request Form or email your request to Hou-locaterequest@txdot.gov. You may also contact Dawn Shephard, with TxDOT underground utility locates at 713-802-5668. For all other underground utility locate requests contact Call Before You Dig at 811 or

1-800-545-6005 or on the web at
WWW.CALL811.COM

TXDOT is not a member of Call Before You Dig

4) The controller cabinets that are supplied by the contractor shall be delivered to 6810 Old Katy Rd., Houston, Texas 77024, for setup and testing. Persons of contact are Jose "JJ" Limas 832-245-7508 or Arnold Trevino 713-866-7101.

5) **To connect new electrical service and/or disconnect and remove old service PLEASE SUBMIT EFORMS DF-TSC100/DF-TSC101 TO HOU_TSC_ServiceRequest@txdot.gov. The subject of the email should be: Service Request: address** (Service Request: Mont/Galv/Braz/FtBend/WHarris/NHarris/SEHarris -CSJ - Address).

You may also contact Matthew Delarosa - (713) 866-7121

6a) **A preliminary/initial inspection/walk through shall be conducted by TxDOT Signal Construction and Maintenance, project manager, and contractor;** contact Corando Alegria at (713) 802-7107 or Arnold Trevino at (713) 802-7101 to schedule. **A Signal turn on will not be scheduled or executed without the initial inspection ([DF-SCM140](#)) and under contract form ([DF-SCM120](#)) submitted; work completed and approved.**

6b) When the traffic signals are ready to be turned on, the TxDOT project manager shall contact Kialee Gbosi, P.E., at (713) 802-5181 to schedule the turn on. **On the day of the turn on, the timing personnel will wait no more than 1 hour if the contractor hasn't arrived or notified TxDOT at the scheduled time. Also, note no signal turn on request will be honored without the walkthrough inspection (see #6above).**

7) The TxDOT project manager should contact Corando Alegria, by sending in the completed Traffic Signal Installation Inspector Checklist ([DF-SCM140](#)) and Traffic Signal Inspection Request ([DF-SCM110](#)), by electronic mail or district mail. Also, arrangements should be made with Corando Alegria to provide a Complete Set of Plans for the Inspection. Everything should be completed at this point.

8) When the TxDOT Project manager sees that the initial inspection discrepancy list has been completed by the contractor. The Project manager submits the Traffic Signal Inspection Request form ([DF-SCM110](#)), requesting a final inspection, to Corando Alegria, by electronic mail or district mail. **Everything should be completed at this point.**

9) After final inspection is complete, the 30-day test period will start. **If a failure is identified, at the discretion of TXDOT, a new 30-day test period can begin.**

Once the 30-day test period is complete, the TxDOT project manager contacts his or her Area Engineer and the Transfer of Traffic Signal Maintenance form ([DF-SCM100](#)) listing the traffic signals that have been completed and are to be accepted for TxDOT Maintenance should be **signed by the Area Engineer** and sent to Corando Alegria and cc: Dawn Shephard, Signal Construction and Maintenance by electronic mail or district mail.

Instructions for EFORMS DF-TSC130 and DF-TSC100/DF-TSC101:

HOUSTON TRAFFIC SYSTEM CONSTRUCTION OFFICE

ELECTRICAL SERVICE ORDER OF PROCEDURE

To help with getting the connection of electrical services, certain forms must be completed and turned in before an electrical connection can take place by the Utility Company. (ALWAYS GO TO EFORMS TO SELECT THE MOST CURRENT FORMS)

1) The Electrical Service Inspector Checklist and Electrical Service Inspection Request forms must be filled out and sent to this office by email. These forms need to be filled out as complete as possible, with the address of the service pole being one of the most important, this includes the actual name of the street or highway, city, and zip code as given by the Utility Company or other Agency responsible for assigning addresses in the given area.

2) The Inspector will use the Inspector check list for the help in identifying any discrepancies. The contractor will correct all discrepancies found.

3) The Inspector will notify this office by email HOU_TSC_ServiceRequest@txdot.gov with the completed forms, so a request can be made to the Utility Company responsible for the intended area.

SUBMIT REQUESTS TO HOU_TSC_ServiceRequest@txdot.gov or YOU MAY ALSO CONTACT MATTHEW DELAROSA AT (713) 866-7121.

4) To connect new electrical service and/or disconnect and remove old service submit request to HOU_TSC_ServiceRequest@txdot.gov or you may also contact Matthew Delarosa at (713) 866-7121

Any questions regarding the above please contact this office and speak with:

Matthew Delarosa (713) 866-7121 HOU_TSC_ServiceRequest@txdot.gov