February 24, 2009

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STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

FROM:        Debbie Barbour, PE
Director of Preconstruction

SUBJECT:     Traffic Forecast Guidelines

Attached are three sets of guidelines that are the work product of a team established to
review traffic forecasting procedures. The team developed guidelines for new, updated,
and revised traffic forecasts, as well as guidance for volumes which warrant the need for
forecast data. The intent of the guidelines is to accelerate the delivery of traffic forecast
information by identifying the proper traffic forecast request procedures, and by identifying
when traffic forecasts or updated forecasts are needed. Please relay this information to
your staff.

If you have any questions regarding this information or guidelines, please contact Deborah
Hutchings at (919) 715-5482 extension 394. Thank you for your efforts to make this
process work as smoothly as possible.

DMB

Attachments

cc w/attachments:      Susan Coward
                        Terry Gibson, PE
                        Deborah Hutchings, PE