PROJECT ADMINISTRATIVE RECORDS

1. Review Memo to Designers 1-37, "Duties of the Project Designer".
2. When the project folder (Preliminary Report) is received, a correspondence record should be attached to the inside of the folder. This form should be used to record all correspondence (oral and written) for quick reference. See Attachment A. Also, a summary of all phone conversations must be kept in the project folder on the "Telephone Memo" form. See Attachment B. A list of all people involved with PS&E should be attached.
3. A "Project Checklist" should be started and kept in the front of the project folder for quick reference. See Attachment C.
4. A copy of all correspondence should be filed in the project folder. Any data concerning the project should be inserted in the folder as soon as possible. The original of all incoming correspondence should be sent to the Office of Structure Design central file. This file is transferred to the Office of Structures Construction when the project goes to contract, but remains in the building for future reference during the construction stage.
5. A record of all project plan prints that are "distributed" is to be kept in the Print Distribution binder in accordance with Memo to Designers 1-5 "Distribution of Plans". See Attachment D.
6. A chronological record of any revisions in design or cost estimates should be kept in the project folder. The Historical Cost Record or similar document may be used for this purpose. See Attachment E.
7. Telephone calls from prospective bidders should be referred to the Specifications Section. See Memo to Designers 1-15. (Note: If you answer any inquiries *AFTER* advertising you will have to file a memo and route to all parties involved).
8. Complete a project check list for completed plan sets after a project has been P&Q'd. See Attachment F. Refer to Memo to Designers 1-3 and the Bridge Design Detail check lists.
9. Complete a road plan check list after road plans have been received. See Attachment G. Refer to Memo to Designers 2-25.
10. Prepare 4-scales and movement rating sheets in accordance with Memo to Designers 2-2 and 7-10.
11. Record telephone communications with construction personnel during the course of the construction project on the "Telephone Memo" form.
12. See floor clerk for the above referenced forms.

Philip C Warriner

Guy D. Mancarti

RJZ:jgf

New Memo

Attachment A

DEPARTMENT OF TRANSPORTATION
CORRESPONDENCE RECORD

Date	To	From	Subject	Telephone or Letter	Action Required Yes/No	Action Required Date

Attachment B

DEPARTMENT OF TRANSPORTATION
TELEPHONE MEMO

Incoming _____ Dist-Co-Rte-PM _____

Outgoing _____ Charge Unit _____ EA No. _____

Date _____ Bridge Name _____

Time _____ Bridge No. _____

From _____ Of _____

To _____ Of _____

Subject _____

Reply Required? (Y/N) _____ Who To Reply _____ Date Reply Required _____

Summary Of Conversation: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature

Attachment C

DEPARTMENT OF TRANSPORTATION

PROJECT ENGINEER'S CHECKLIST

PROJECT NAME: _____ P & Q DATE: _____

STRUCTURE NAME: _____ PROJECT ENGINEER: _____

	DATE	PERSONNEL	COMMENTS
1. GENERAL PLAN: (BDA 10, BDD 3, MTD 21-19)			
2. GENERAL PLAN ESTIMATE: (BDA 11)			
3. TYPE SELECTION MEETING: (Have Aesthetic Consultant sign form before meeting.) (BDA 10-21, MTD 1-29)			
4. REQUEST DISTRICT DRAINAGE AND UTILITY INFORMATION:			
5. AGREEMENTS REQUIRED:			
A. Railroads			
B. Corps of Engineers			
C. Fish and Game			
D. Others, MTD 1-21			
6. REDUCED GENERAL PLAN TRANSMITTAL: (MTD 1-6)			
7. COMMENTS ON GENERAL PLAN:			
A. District			
B. FHWA			
C. Others			
8. LOG OF TEST BORINGS: (MTD 4-2)			
9. COMMENTS RECEIVED:			
A. District			
B. Construction			
C. Others			
10. BACKCHECK AND DETAIL CHANGES:			
11. 4-SCALE PLOT PRODUCED: (MTD 2-2)			
12. FINAL ESTIMATE:			
13. PROJECT P&O			
14. INITIAL RACK SET: (Denote changes after P&O on Rack Set ONLY!)			
15. PRINT FOR OFFICE ENGINEER: (Requested by Specifications)			
16. REVIEW ROAD PLANS SUBMITTED BY DISTRICT: (MTD 2-25)			
17. EXPEDITE LETTER RECEIVED:			
A. Reviewed Plans & Estimate (Current Standards and Specifications)			
B. Transfer Revisions from Rack Set to Tracings			
C. Submit Tracings & Initial Rack Set to Specifications			
18. FINAL RACK SET:			
19. SEND TO CONSTRUCTION:			
A. Movement Rating Calculations (MTD 7-10)			
B. 4-Scale Form Letter (MTD 2-2)			
C. Preliminary Report (Upon request)			
D. 4-Scale Plots (Upon request)			
E. R.E. Pending File			

Note: (MTD) = Memo to Designers
(BDA) = Bridge Design Aids
(BDD) = Bridge Design Details

Attachment D

DEPARTMENT OF TRANSPORTATION

PRINT DISTRIBUTION

DIST | CO | ROUTE | POST MILE - Total Project | CU | EA

TITLE OF STRUCTURE

GENERAL PLANS – REDUCED PLANS		
OFFICE		Minimum 2
DESIGN SUPERVISOR w/Type Selection Memo		2
MECHANICAL SECTION	PUMPING PLANTS	1
	NAVIGABLE CHANNELS	1
PLANNING ENGINEER		2
DISTRICT (Include General Plan Estimate)		10
DISTRICT TRAFFIC (Lighting)		1
HQ LANDSCAPE ARCHITECT 1, 5, 6, 9, 10		2
HEADQUARTERS PLANNING AND DESIGN		1
PRICING SECTION		3
GEOLOGY SECTION		3
ELECTRICAL SECTION	PUMPING PLANTS	1
	NAVIGABLE CHANNELS	1
PRELIMINARY INVESTIGATIONS (North or South)		1
OH's	SANTA FE	4
	OTHERS	2
UP's	S.P.T. CO., S.D. & A.E.	3
	OTHERS	2
MAINTENANCE (Mod. to Existing Structures)		1
F.H.W.A.		
	TECHNICAL COMMITTEE SPECIALISTS	1
		1
		1
		1
AGREEMENTS (Railroads and Waterways)		2
GENERAL PLANS – FULL SIZE		
GEOLOGY		1
DISTRICT TRAFFIC - On request one dropout film		
UNCHECKED DETAILS		
CHECK PRINT		1
OFFICE OF STRUCTURE CONSTRUCTION		1
DISTRICT - One vellum of Foundation Plan		1
SOUND BARRIERS COMMITTEE		1
STRUCTURAL STEEL COMMITTEE		1
UP's	SANTA FE & UNION PACIFIC	4
	S.P.T. CO., N.W.P. RR	3
	OTHERS	2
EQ COMMITTEE (Unusual retrofit details)		1
UNSTAMPED		1
CHECKED DETAILS		
QUANTITY CALCULATIONS		2
PRICING SECTION (With Quantities)		1
SPECIFICATION SECTION		1
RACK		1
TRANSIT PLANNING SECTION (Transit Facilities)		1
DISTRICT - One vellum		1
STRUCTURAL STEEL – TRANSLAB		2
OH's	SANTA FE & UNION PACIFIC	4
	OTHERS	2
UP's	SANTA FE, N.W.P. RR & UNION PACIFIC	4
	S.P.T. CO., S.D. & A.E.	3
	OTHERS	2
F.H.W.A.		1
UNSTAMPED		1

DEPARTMENT OF TRANSPORTATION
HISTORICAL COST RECORD
DBD-SD-1

ALL PRICES x $1,000

DISTRICT	COUNTY	ROUTE	EXPENDITURE AUTHORIZATION	UPDATE - Price Change Only	REVISION - Design Change, Explain on back (Revision Usually Includes Price Update)

STRUCTURE \ DATE									
PROJECT STRUCTURE TOTAL									
COST INDEX									

O - Initial Shotgun Estimate By Others
P - Planning Estimate
G - General Plan
M - Marginal (Plans Complete)
B - Final (Specs Complete)

Attachment E

Attachment F

CHECK LIST
FINAL CHECK ON COMPLETED SETS

JOB DESCRIPTION: _____

CHECKED BY: _____ DATE: _____

DIST	COUNTY	ROUTE	POST MILE

EA _____

DESIGN SECTION _____

	NAME OF STRUCTURE												
1.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	SPECIAL PROVISIONS AGREE WITH PLANS.
2.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	PILES COMPLY IN TYPE AND TIP ELEVATIONS WITH GEOLOGY REVIEW.
3.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	SOIL PRESSURES AND FOOTING ELEVATIONS COMPLY WITH GEOLOGY REVIEW.
4.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	PILE NOTATIONS ON GENERAL PLAN, ABUTMENT, AND BENT FOOTING, STANDARD PILE DETAIL SHEET AND ESTIMATE SUMMARY ARE IN AGREEMENT.
5.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	PROFILE AND/OR CONTOUR AGREES WITH MOST RECENT DISTRIBUTED INFORMATION.
6.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	BENCH MARKS SHOWN ON FOUNDATION PLAN.
7.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	STANDARD PLANS LIST SUBMITTED WITH PLANS.
8.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	ALL FIGURES ARE LEGIBLE (SPECIAL CHECK ON FOUNDATION PLANS) MINIMUM LETTER SIZE 5/32".
9.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	INDEX TO PLANS — ALL APPLICABLE STANDARD PLANS LISTED FOR EACH STRUCTURE.
10.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	ALL TYPING DONE.
11.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	GENERAL NOTES — LOCATION NOTED (PREFERRED ON FOUNDATION PLAN OR CONTOUR SHEET).
12.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	VARIOUS ITEMS IN CONTRACT SHOWN ON STANDARD DETAIL SHEETS ARE TABULATED. (DRAINS, BEARINGS, ETC.)
13.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	SHEET NUMBERING IS COMPLETE AND CORRECT.
14.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	ALL PAY ITEMS COVERED IN ESTIMATE.
15.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	SPELLING AND ABBREVIATIONS CHECKED (ESPECIALLY ON GENERAL PLAN).
16.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	RETAINING WALL DESIGN AND QUANTITIES.
17.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	LATEST ROAD PLANS AGREE WITH BRIDGE PLANS.
18.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	BLUE SHEET ESTIMATE AGREES WITH GENERAL PLANS ESTIMATE AS CHECK OR OMISSIONS.
19.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	ALL SIGNATURES ENTERED.
20.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	LOG OF TEST BORINGS SHEET INCLUDED IN PLANS.
21.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	SIGN FRAMES SHOWN ON GENERAL PLAN (INSERTS SHOULD BE INDICATED ON PRESTRESSED BRIDGES).
22.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	DELINEATION OF CONCRETE TYPE.
23.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	SIMILAR DETAILS ON MORE THAN ONE BRIDGE ARE COORDINATED.
24.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	REFERENCE TO STANDARD PLANS ARE NOTED ON DETAIL SHEETS.
25.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	STANDARD SHEETS OR MODIFICATIONS TO STANDARD SHEETS AGREE WITH DETAILS ON OTHER.

Refer to Memo to Designers 1-3 and *Bridge Design Details* manual.

Attachment G

CHECK LIST
CHECK ON ROAD PLANS

JOB DESCRIPTION: _____

CHECKED BY: _____ DATE: _____

DIST	COUNTY	ROUTE	POST MILE

EA _____

DESIGN SECTION _____

NAME OF STRUCTURE

1.	CORRECT BRIDGE NUMBER SHOWN.	PLAN
2.	CORRECT INTERSECTION STATIONING.	PLAN
3.	CORRECT BEARINGS SHOWN.	PLAN
4.	CORRECT STATIONING OF PERTINENT BC's, EC's, ANGLE POINTS, ETC.	PLAN
5.	B.B. AND E.B. LINES SCALE IN PROPER POSITION.	PLAN
6.	WINGWALLS AND RETAINING WALLS SCALE PROPERLY.	PLAN
7.	ROADWAY WIDTHS CORRESPOND.	PLAN
8.	CORRECT TYPE OF RAILING SHOWN (BY OBSERVATION).	PLAN
9.	CURVE DATE CORRESPONDS.	PLAN
10.	STAGE CONSTRUCTION COMPATIBLE.	PLAN
11.	EXISTING BRIDGE REMOVAL (ESPECIALLY IN STAGES) COMPATIBLE.	PLAN
12.	MEDIAN CURBS (RAISED CURBS OR OTHERWISE).	PLAN
13.	BRIDGE APPROACH GUARD RAILING, TYPE 8.	PLAN
14.	PROTECTIVE RAILINGS ON RETAINING WALLS.	PLAN
15.	AREA DRAINAGE COMPATIBLE.	PLAN
16.	PROFILE DATA CORRESPONDS.	PROFILE
17.	CONTOURS CORRESPOND TO ELEVATIONS CALLED FOR ON BRIDGE PLANS.	CONTOUR GRADING PLANS
18.	CONTOURS ALLOW FOR BENCH, WHEN CALLED FOR.	CONTOUR GRADING PLANS
19.	CONTOURS SCALE FOR SAME SLOPE SHOWN ON PLANS.	CONTOUR GRADING PLANS
20.	RETAINING WALLS AND CONTOUR POSITIONS CORRESPOND (ESPECIALLY DISTRICT RETAINING WALLS).	CONTOUR GRADING PLANS
21.	BRIDGE LIGHTING AND SIGN FRAMES COMPATIBLE.	

Refer to Memo to Designers 2-25.