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