

APPENDIX GG – Project Data Checklists

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APPENDIX GG – Project Data Checklists

ARTICLE 1 Resident Engineer File Checklist

Landscape Architecture √LIST

Date Requested _____ Date of Reply _____

Co. Rte. PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Irrigation products		
2. Water company service contracts		
3. Source of special plants		
4. Quantity calculation sheet (not a summary)		
5. Utility plans and correspondence		
6. Design Intent Statement		
7. Pressure calculation data		

Environmental √LIST

Date Requested _____ Date of Reply _____

Co. Rte. PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Environmental document (FEIS/FEIR or negative declaration/FONSI or categorical exemption/categorical exclusion)		
2. Backup reports (noise, cultural resources, etcetera)		
3. Associated permits, licenses, agreements, and certifications; including biological opinions, if applicable		
4. Environmental commitment record		
5. Pertinent correspondence		

Materials √ LIST

Date Requested _____ Date of Reply _____

Co. Rte. PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
*1. Materials report		
2. Other pertinent reports		

* If the materials report covers more than one construction contract, copies should be forwarded to the construction unit with the contract. Construction will re-use these copies for successive jobs.

Project Development ✓ LIST

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Date Requested _____ Date of Reply _____

Co. Rte. PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
*1. Project approval document and/or supplemental reports (if prepared by design)		
2. Preliminary plans		
3. Cross-sections (include drainage profile)		
4. PS&E submittal		
5. Modified drainage report (if not included in PS&E submittal)		
6. Detailed analysis of contract quantities		
7. Dummy correspondence and dummy review correspondence		
8. Correspondence and comments peculiar to the project (if not in PS&E submittal)		
9. EDP data: a. Grid-grade sheet b. Terrain notes c. Roadbed notes d. Earthwork quantity sheet e. Earthwork detail sheet		

* If the project report covers more than one construction contract, copies should be forwarded to the construction unit with the first contract. Construction will re-use these copies for successive jobs.

Project Development √ LIST

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ITEMS REQUIRED	DATE PROVIDED	REMARKS
10. Working drawings (if available to facilitate construction not in plans) <ul style="list-style-type: none"> a. Drawing of complete interchange where stage construction is involved b. Contour maps c. Edge of pavement profiles d. Grids e. Superelevations f. Coordinates 		
11. Approved (vellum) striping diagram (and four prints)		
12. Monumentation data (approved or agreed layout for job monuments)		
13. Cost estimate, breakdown of lump-sum items if not included in analysis of quantities (structure quantities) <ul style="list-style-type: none"> a. Other - (itemize) b. Summary of pending items - (itemize) 		
14. Work on contract for other agency (city, county, etcetera) <ul style="list-style-type: none"> a. Description of work to be done for other agency b. Name and address of other agency involved c. Person to be notified when work is done 		
15. Names of individuals to contact in various public agencies		
16. Presidents of interested associations, with their address and phone numbers		

Project Development √ LIST

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ITEMS REQUIRED	DATE PROVIDED	REMARKS
17. Names of other interested individuals— particularly those who have followed the design and may be critical of the State's highway program		
18. Public meeting reports and/or CTC hearing reports		
19. Copy of reduced as-builts		
20. Risk register and Risk Register Certification Form		

Cooperative Agreement √ LIST

Date Requested _____ Date of Reply _____

Co. Rte. PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Cooperative agreements with other agencies		

Hydraulics √ LIST

Date Requested _____ Date of Reply _____

Co. Rte. PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Drainage report (if not included in the PS&E submittal furnished by design unit)		

Maintenance √ LIST

Date Requested _____ Date of Reply _____

Co. Rte. PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Active encroachment permits (excluding those issued in response to a utility Notice to Relocate)		

Traffic √ LIST

Date Requested _____ Date of Reply _____

Co. Rte. PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Letter—disposition of salvaged equipment		
2. Letter—acceptance of work for other agencies		
3. Other pertinent information, letters of request, or complaints from cities, counties, or the general public—Caltrans' response—the concurrence of the other entities		

Right of Way √ LIST

Date Requested _____ Date of Reply _____

Co. Rte.PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Right-of-way clearance letter a. Status of land acquisition b. Building obstructions (1) Removal dates (by right-of-way) (2) Availability dates (to highway construction) c. Certification of right-of-way (1) Advertisement of project and/or (2) Award of contract		
2. Final certification of right-of-way for award of contract (if required)		
3. Complete list of parcels for project (includes status of parcel acquisition and notation as to contractual obligations, if any)		
4. Contractual obligations (by parcel)		
5. Borrow agreements		
6. Disposal agreements		
7. Right of entry		
*8. Service contracts		
9. Other - (itemize)		

* Refers to work performed in right-of-way during construction contract period by other than highway contractor and/or when resident engineer will perform inspection for right-of-way unit.

Right of Way Engineering √ LIST

Date Requested _____ Date of Reply _____

Co. Rte. PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Key map to define the hard copy number and record map number		
2. Print of hard copy		
3. Reverse chronoflexes of either: a. Record maps, with title blocked out (if record maps are prepared from the appraisal maps), or b. Skeleton of the record maps (if record maps are prepared independently from the appraisal maps)		

Utilities ✓ LIST

Date Requested _____ Date of Reply _____

Co. Rte. PM _____ EA _____

Limits _____

Signature of respondent

ITEMS REQUIRED	DATE PROVIDED	REMARKS
1. Utility relocation plans a. telephone b. gas c. electrical d. water e. fire alarm f. sewers (if not by contract)		
2. Utility relocation notices a. telephone b. gas c. electrical d. water e. fire alarm f. sewers (if not by State contract)		
3. Railroads * a. construction maintenance agreement b. letter of transmittal * c. service contracts d. letter of transmittal		

* Copy of authorizing PUC order in right-of-way engineering files.