



ATTACHMENT 3A

State of California

Business Transportation and Housing Agency

M e m o r a n d u m

EXAMPLE

To: Dolores M. Valls,
Deputy Division Chief
Division of Engineering Services
Structures Construction

Date: January 23, 2002

File: 07 – LA - 5,126
EA 07 – 1760U4
Santa Clara River
Br. No. 53-2925
CCO

From: CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
Structure Design - Mail Station 9 - 4/11G
Office of Bridge Design West

Subject: CCO - Electronic File Transmittal

At the request of the Structures Construction Representative, Wesley Johnson, Caltrans' electronic files for the above-mentioned structure are being transmitted to the construction office for use by Caltrans Structure Representative to assist in assembling the CCO package.

The modified electronic package shall conform to Caltrans structure design and detailing standards. The final modifications to the electronic files for the purpose of the CCO will be made by Structure Design.

After receipt and verification of requested electronic plan files, the end-user shall immediately notify DES Document Unit of receipt of files.

If you have any questions, contact me at 227-8697 or Gary Joe at 227-8516.

OFELIA P. ALCANTARA, Chief
Office of Bridge Design West

c: RLand
RWolfe
WJohnson
GJoe