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**MEMO TO DESIGNERS**
**MAY 1989**

**1-38**

Attachment C

**DEPARTMENT OF TRANSPORTATION**
**PROJECT ENGINEER'S CHECKLIST**

**PROJECT NAME:**

**P & Q DATE:**

**STRUCTURE NAME:**

**PROJECT ENGINEER:**

1. **GENERAL PLAN:**
   - BDA 12, BCO 2, MTD 21-19

2. **GENERAL PLAN ESTIMATE:**
   - BDA 13

3. **TYPE SELECTION MEETING:**
   - fiance Asthan (Consultant sign form before meeting)
   - BDA 19-21, MTD 1-95

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 1-18

7. **NOTES ON GENERAL PLAN:**
   - A. District
   - B. others

8. **LOG OF TEST BORINGS:**
   - MTD 2-18

9. **NOTES ON TEST RESULTS:**
   - A. District
   - B. Construction
   - C. Others

10. **BACKGROUND AND DETAIL CHANGES:**

11. **SCALE OF PLOT PRODUCED:**
    - MTD 2-2

12. **FINAL ESTIMATE:**

13. **PROJECT P&Q**

14. **INITIAL RACK SET:**
    - (Changes changes after P&Q or Rack Set ONLY)

15. **PRINT FOR OFFICE ENGINEER:**
    - (Requested by specifications)

16. **REVIEW ROAD PLANS SUBMITTED BY DISTRICT:**
    - MTD 2-19

17. **EXPEDITED LETTER RECEIVED:**
    - A. Reviewed Plans & Estimate
      - (Current Standards and Specifications)
    - B. Additional Requests from Rack Set to Specifications
    - C. Submit Specifications after 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. Preliminary File

**Note:**
- (BDA) = Bridge Design Auto
- (BCO) = Bridge Design Auto
- (MTD) = Memo to Designers
- (MTD) = Bridge Design Auto
- (BCO) = Bridge Design Auto