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| --- | --- |
| Project: |  |
| *Prepared by:* |  |  | *Date:* |  |

|  | Document Name | ✓=IncludedNA=Not Applicable |
| --- | --- | --- |
| ◆ AGREEMENTS: |  |
|  | Project Agreement  |
|  | Material Source Agreements  |  |
|  | ROW and Easement Agreements  |  |
|  | Utility Agreements  |  |
|  | Cooperating Agency Agreements  |  |
| ◆ DESIGN BOOK INFORMATION: |  |
|  | Highway Design Standards: WFLHD-3 (design exceptions list)  |
|  | Quantity Support Calculations (including structures)  |  |
|  | All Correspondence  |  |
|  | Field Review Memos and Trip Reports  |  |
|  | Mail/Telephone Listing of principal contacts (Design, Environment, etc.)  |  |
|  | Design Narrative (Special Design Considerations)  |  |
|  | Pavement Selection Team Memorandum  |  |
|  | Environmental Documents:Commitment Summary  |  |
|  | NEPA Documents  |  |
|  | Consultation Documents  |  |
|  | Geotechnical Reports (2 copies)  |  |
|  | Other Special Reports  |  |
| 🟏 | Contract DataCD – Contract (PDF file) + SCR (Word file)  |  |
|  | CD – Physical Data X-sections (PDF file)  |  |
|  | Earthwork (Excel file) + GEOPAK Earthwork report (PDF file)  |  |
|  | CD – Plans (PDF file)  |  |
|  | Pre-bid contractor questions and answers  |  |
| DESIGN INFORMATION: |
| ◆ | **Staking Books** - default accuracy settings to 2 decimal places: | Yellow Binder RIR | Binder RIR | Binder Plain | PDFFile | CSV Coord. file |
|  | **Clearing Notes** |  |  |  |  |  |
|  | **Slope Stake Notes, Version 2** *- Metric decimal settings to 2 places* *- US Customary decimal settings to 1 place* |  |  |  |  |  |
|  | **XYZ Reports**  - Metric decimal settings to 3 places - US Customary decimal settings to 2 placesFinish Grades (Red tops) |  |  |  |  |  |
|  | Intermediate Grade (Yellow tops) |  |  |  |  |  |
|  | Subgrade (Blue tops) |  |  |  |  |  |
|  | **Seeding Design Listing** |  |  |  |  |  |
|  | Horizontal Alignment Data Listings, GEOPAK “Describe Alignment” – (PDF file) - Metric decimal settings to 4 places - US Customary decimal settings to 3 places  |  |
|  | Vertical Alignment Data Listings – (PDF file) - Metric decimal settings to 3 places - US Customary decimal settings to 2 places  |  |
|  | Working Design files in Digital Format with Notice Letter  |  |
| ➀ | Plotted Cross-Sections with labeled Subgrade : (11" x 17") (10 copies) + PDF file  |  |
| ➁ | Plotted Culvert Cross Sections labeled (11" x 17") (10 copies) + PDF file  |  |
|  | Right-Of-Way Plats and Plans (2 copies)  |  |
| PROVIDED UPON REQUEST: |  |
|  | Plans (34" x 22") (2 copies) [Obtain through Simplified Acquisitions]  |
|  | DTM / XML (File)  |  |
|  | Clearing - Radial Stakeout CSV  |  |
|  | Cross Sections: Larger size  |  |
|  | Ditch Line Profile (22" paper) 1:1000 [1" = 100’] H; 1:100 [1" = 10’] V (2 copies)  |  |
|  | Cross Sections: (11" x 17") (Additional Copies)  |  |
|  | Profile (22" paper) 1:1000 [1" = 100’] H; 1:100 [1" = 10’] V (2 copies)  |  |

## Notes:

 **! Important ….Prior to compiling the PE-Hold file, schedule an appointment with the COE or Project Engineer to approve suggested changes or customize information requirements.**

◆ To be placed in binders, (when “Yellow” is indicated, use 7” x 9” yellow plastic three ring binder – with 8-1/2” x 11” “Rite in Rain” (RIR) paper, perforated in center.)

🟏 To be furnished 15 days after bid opening from Acquisitions to Design.

➀ Include within the normal plotted cross sections, all culvert cross sections labeled (culverts designed to displace ditch and surface runoff). Cross sections should reflect excavation quantities required in the construction of catch basins, flat bottom ditches, warped cut slopes, etc… for the pipe installations. Typically these culvert cross sections would only occur at the inlet stations. Include labeled wall cross sections.

➁ Provide plotted, skewed cross sections at major culverts (>900 mm [36”]) where the drainage design is not shown on a separate plan sheet within the plans. Cross sections should reflect the final proposed road template (GEOPAK-Proposed Tin), to accurately determine culvert length and design.

## Remarks:

Project Engineer Hold File Delivered to Project Engineer at Handoff Meeting

Received By: Date: