Instructions: E-mail format is expected and a separate document is not necessary. Place a pdf copy of email into Projectwise. This memo is to be used for submitting the Final set of plans and specifications produced by Consultants, and is to be used for any plans involving structural work. See the name list for current people in positions to send it to. This delivery method is applicable to CMGC projects as well.

Email Header Input:

|  |  |
| --- | --- |
| To: | Project or Resident Engineer |
| CC: | State Bridge Engineer, Staff Bridge PEII or Project Structural Engineer, Projectwise Folder, Geotechnical Engineer (if Geotechnical sheets), Hydraulics Engineer (if Hydraulic sheets), Bridge Asset Manager, Senior Design & Construction Engineer, Program Engineer, Statewide Bridge Project Portfolio Manager, FHWA |
| Subject:  | Final Details: Consultant Structural Design, Project #, SA, Description |

***Body of Email below (fill in grayed areas)***

Staff Bridge has received <consulting firm(s) names(s)> final submittal of design and design check calculations, structure rating packages, and field packages for structure <> and <>.

<Consulting firm(s) name(s)> has verified that the structural plans and specifications for this project were prepared in accordance with the current design standards of the Colorado Department of Transportation and all plan & specification comments have been accepted or resolved. This memorandum provides my sign-off for Form 1048 and should be attached to the Form 1048 for this project.

The final details consisting of <> sheets for Structure <> which will replace Structure <> at MP <> on the above-referenced project are available in Projectwise at <provide link or location>.

The following Project Special Provisions are required and are available in Projectwise at <provide link or location>:

Revision of Section

Revision of Section

Revision of Section

Revision of Section

The following Standard Special Provisions are required:

 Revision of Section

 Revision of Section

 Revision of Section

 Revision of Section

The following M & S Standards are required.

 M-

 S-