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 FOR set of plans and specifications, and is to be used for any plans involving structural work. See the name list for current people in positions to send it to.

Email Header Input:

|  |  |
| --- | --- |
| To: | Project or Resident Engineer |
| CC: | State Bridge Engineer, FHWA, Program Engineer,  Staff Bridge PEII or Project Structural Engineer, Projectwise Folder, Geotechnical Engineer (if geotechnical sheets), Hydraulics Engineer (if hydraulic sheets), Senior Design & Construction Engineer |
| Subject: | FOR <or pre-FOR>Structural Plans and Specifications, Project #, PCN/SA |

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

Attached is the FOR review set of plans consisting of <> sheets for Structure <s<> and <>><, <> sheets for <>><, <> sheet for <> and <> sheets for <>> <for bridge deck repairs and resurfacing> on the above-referenced project.

The following Project Special Provisions are required and copies are attached:

Revision of Section

Revision of Section

Revision of Section

The following <No additional> Standard Special Provisions are required:

The following <No additional> M Standards are required:

These plans and specifications are being furnished for your review and comment.

<Attachments-Add to email>