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 Structure Selection Report. 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, Hydraulics Engineer, Senior Design & Construction Engineer |
| Subject: | Structure Selection Report, Project No.\_\_\_\_\_, Subaccount No.\_\_\_\_\_\_ |

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

## <Project Desc>

We are sending you a copy of the Structural Selection Report for Structure(s) <str. #> on the above-referenced project.

This is being furnished at this time for your review and comment. A copy should also be forwarded to the Utility Engineer to clear all utility requirements located within the area shown. Please forward to other affected specialties for their review and comment as well.

Please consolidate all remarks, including utility requirements, and return comments and/or your concurrence by <date>. We will resume design on this structure when we receive your reply.

The preliminary cost estimate for this structure including 15 percent for engineering and contingencies, but excluding mobilization and construction engineering is <>.

Attachment