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 by the consultant for verifying delivery of the final set of plans, specifications and deliverables, and is to be used for any plans involving consultant structural work. See the name list for current people in positions to send it to.

Email Header Input:

|  |  |
| --- | --- |
| To: | Staff Bridge PEII/Structure Project Engineer |
| CC: | Projectwise Folder |
| Subject: | Final Details: Consultant Structural Design Submittal, Project #, SA, Description |

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

To the best of our knowledge at <Consultant Firm> the plans and specifications have been prepared in accordance with the current design and quality control standards of the Department of Transportation and all plan & specification comments have been accepted or resolved. All project files are available in Projectwise at <provide link or location>.

The following submittals as required by the CDOT Bridge Design Manual, Section E.4 on the above-referenced project are available in Projectwise at <provide link or location>.

A. Construction Plans and Specification

1. Plans <provide link or location>.

2. Specifications <provide link or location>.

B. Reports <provide link or location(geotechnical or hydraulic as available)>.

C. Design Calculations and Independent Design Check calculations <provide link or location (not required for designs using M&S standards only)>.

D. Load Rating Package <provide link or location (only for bridges/minors per rating manual)>.

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-

Attachments