

TransmittalToConstruction.doc
Version 10
Revision Date: January 16, 2007

DATE: **DATE**

TO: Project Manager's Name
 Region 1 Project Manager

FROM: **Project Leader's Name**
 Project Leader, Region 1

SUBJECT: **Construction Support Package Transmittal**
 Project Name
 Highway
 County
 Key #
 EA #

The following items are being transmitted to you for your use when preparing for and implementing the construction phase of the subject project.

If you have any questions pertaining to the items listed below, or the project in general, please feel free to contact me at **(503)xxx-xxxx**.

ITEM	ATTACHE D	N/A	SOURCE UNIT	DATE
Contact List of personnel and PDT members involved in the project			Project Leader	
List of the Engineer of Record for each discipline			Project Leader	
Prospectus			Project Leader	
Permits associated with the project			Project Leader	
Inter-Governmental Agreements (IGA)			Project Leader	
PDT Decisions			Project Leader	
Other Pertinent Correspondence			Project Leader	
Environmental documentation (Historical, Archeological, BA, BO, wetlands, EIS, EA, etc...)			Environmental	
R/W Obligations			Right of Way	
Requests for Condemnation			Right of Way	
Access Management Plan			Traffic	
Geotechnical Reports			Geo/Hydro	

ITEM	ATTACHE D	N/A	SOURCE UNIT	DATE
Preliminary Geotechnical Report (TS&L)			Geo/Hydro	
Hazmat Report, Level 1			Geo/Hydro	
Hazmat Report, Level 2 (As needed)			Geo/Hydro	
Water Quality Report			Geo/Hydro	
Bridge Hydraulics Report			Geo/Hydro	
Other Geo/Hydro Reports (As Needed) Quarry, Fish Passage, etc			Geo/Hydro	
Bridge TS&L			Bridge	
Utility Agreements, work performed and status of completion, schedule of work			Utilities	
Original Ground Confidence Report			Survey	
ODOT survey maps			Survey	
Confidence Point Display with Surface Triangles			Survey	
Control Data, Horizontal/Vertical			Survey	
Project Construction Schedule and Final Cost Estimate			Cost Estimating	
Other technical reports			As Appropriate	
Roadway Designer Narrative			Roadway	
Exception/Concurrence Letters			As Appropriate	
Final Pavement Design			Pavements	
Preliminary Plan Review Comments/Changes			Project Leader	
Advance Plan Review Comments/Changes			Project Leader	
Electronic Reports/Spreadsheets:				
Alignment reports: Text & InRoads			Roadway	
Grade reports with Standard TC Names: BIN & Excel			Roadway	
Pipe Locations: Station, Offset, Flowline Elevation			Roadway/Hydro	
Bid item quantity calculations and summary			Spec Writer/Designers	
Microstation/Inroads file list			Roadway, Traffic, GeoHydro, Bridge	
Roadway Modeling Setup & Parameters			Roadway, Traffic, GeoHydro, Bridge	
Project photographs/Video			As Appropriate	
R/W Access Agreements			Right of Way	