PROJECT FILES INDEX

For

Project Name

Project No.: Federal/State

Date: Month Day, Year

Modify the list below to reflect project files included in the final project closeout package.

* Reports
  + Design Study Report
  + Preliminary Engineering Report
  + Geotechnical Report
  + 3R Analysis
  + Traffic Study Report
  + ADA Transition Memo
  + Geotechnical Recommendations
  + Trip Reports
  + Value Engineering Study
* Design Direction, Meeting Documentation, & Correspondence Log
  + Design Direction
  + Meeting Documentation
  + Correspondence
    - Bridge
    - Construction
    - Design
    - Environmental
    - Hydrology
    - Geotechnical
    - Materials
    - Right of Way
    - Survey
    - Traffic
    - Utilities
* Public Involvement
  + Signed Certification Form
* Adjudicated Design Review Comments
  + Local Review Adjudicated Comments
  + PIH Review Adjudicated Comments
  + PS&E Review Adjudicated Comments
* Engineer’s Estimates & Computations
* Final PS&E Package (including all addenda)
* Project Management
  + Scope, Schedule, and Budget
  + Project Management Plan
  + Grant or Funding Information
  + Time Extension Letters
* Miscellaneous Project Information