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