

RESIDENT ENGINEER (RE) FILE CHECKLIST

ALL FILES TO BE ELECTRONIC – NO HARD COPIES REQUIRED

920.04 Resident's File. When the PS&E Submittal is sent to Roadway Design, a Resident's File is also sent to the Resident Engineer with a cover letter. The following information should be included in the RE File Submittal.

- Approved Concept
- Field inventory and notes
- As applicable, Consultant electronic file release
 - CADD files including topo, alignments, ROW and Structures at a minimum
- Survey information including field notes
- Quantity calculations for all project items. NOTE: Microstation run sheets are not sufficient (QC checks attached)
- Grade books, as required, or tabular/excel format with information
- Special procedures not included in the contract documents
- Environmental commitments and permits
- Correspondence affecting construction
- Items covered in Project Clearance Summary
- Right-of-Way agreements
- Contact list including projects contacts; sponsors, utilities, railroad, property owners, etc.
- Public involvement summary
- Cross Sections
- Materials Phase Reports
- Project photos
- Hydraulics Reports as applicable
- Existing bridge plans as available
- Utility agreements and project correspondence – this should include the most recent transmittal of project plans to each affected utility.
 - Railroad agreements and correspondence
 - Airport agreements and correspondence
 - Canal company agreements and project correspondence
- Additional Environmental documentation including lead paint testing, asbestos testing, private well monitoring prior to construction, etc)