

RCTD PROJECT FILING SYSTEM

A PROJECT MANAGEMENT & ADMINISTRATION

100	PROJECT CONTROL	
110	✓ Scoping / Programming	Data Research, Field Reviews, Scoping Forms, Budgets, Funding Programs, Preliminary Engineering Study (PES)
120	✓ Cost Estimates	Planning/TIP Estimates, Preliminary Estimates, Draft & Final Engineers Estimates, Log of Estimates
130	Progress Tracking	Schedules, Status Reports, Progress Reports
140	✓ Agreements	Coop Agreements, Freeway Agreements, Caltrans Supplemental Agreements, PO's, Consultant Services Agreements, MOU's, On-Call Work Assignments, Request for Proposal (RFP), Selection Process Records
150	Authorizations / Approvals	Includes applications for authorization and the actual approvals... New Connection, TIP Budget, Directors Office Directives, Federal Requests for Authorization, E76 Approvals, Pre-award Audit
160	Expenditures	Invoices, Cost Accounting Reports, COZEET invoices, Misc Expenses
170	Project Development Team	Members, Meeting Minutes, Action Items, Approval Memos
180	QA/QC Plan	
300	✓ CORRESPONDENCE	
310	Federal & State Agencies	Caltrans, FHWA, Resource Agencies
320	Other Agencies	Cities, Counties, School Districts, Assessment Districts, Railroad, etc.
330	Utility Companies	AT&T, SCE, SCG, Sprint, Time Warner, Verizon, CVWD, IID, Charter, MWD, EMWD, WMWD, Others...
340	County Agencies/Departments	Real Property, Flood Control, County Counsel, RCTC, WRCOG, CVAG
350	Elected Officials	
360	Consultants	
370	Private Groups or Individuals	Native Americans, Community Councils, Developers
400	Directors Office	
410	TIP/Programming	
420	Environmental Planning	
430	Development Review	
440	Survey	Field Surveys, Right-of-way Mapping
450	Traffic	
460	Construction	Materials Lab
470	Highway Operations	
500	Project Development	Internal Divisional Correspondence, i.e.. Design, Utilities, Division Manager
510	Memo's to file	Phone calls, Informal meetings/discussions

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B ENVIRONMENTAL

100	<input checked="" type="checkbox"/> ENVIRONMENTAL	
110	Public Information	Public Info Meetings, Public Hearings
120	Environmental Assessment	Preliminary Environmental Evaluation (Preliminary Environmental Analysis Report)
130	Technical Reports	Noise Study, Air Quality analysis, Visual Impact Analysis, Historical Evaluation, Archaeological Assessment, Hazardous Waste Assessment, Relocation Impact Analysis, Socioeconomic Impact Analysis, Wetlands Delineation, Paleontological Survey, Biological Assessment, Section 4(f), Farm Land Analysis, Floodplain Risk Assessment, Mitigation Plan, Focused Biological Surveys, NPDES (WQMP/SWPPP/SWDR)
140	Draft Environmental Document	
150	Final Environmental Document	
160	Environmental Permits	1601, 404, Section 10a, Section 7, RWQCB 401, NPDES

C DESIGN

100	CONCEPTUAL DESIGN	
110	<input checked="" type="checkbox"/> Planning Studies	Feasibility Study, Project Study Report (PSR), Existing Materials Information (As-builts), Traffic Data (existing and forecasted traffic), Traffic Study (level of service, capacity adequacy, operational analysis, accident History), Traffic Management Plan, Local Land Use, Advance Planning Studies, Right-of-way and Utility considerations, Basic Design Features, Railroad Preliminary Report.
120	Alternatives Development	Preliminary Geometrics, Cost Estimates, Schedules, Alternative Analysis Matrix, Preferred Alternative Selection
300	PRELIMINARY DESIGN	
310	<input checked="" type="checkbox"/> Surveys/Mapping	Control Surveys, Mapping & Initial Land Net, Field Surveys
320	<input checked="" type="checkbox"/> Technical Studies	Geotech Reports, Materials Report, Hydrology Study & Drainage Analysis, Value Analysis, Foundation Report, Aesthetics & Landscaping
330	<input checked="" type="checkbox"/> Design Exceptions	
340	Geometric Approval Drawings	
350	Preliminary Plans	Project Report (PR), Drainage
600	FINAL PS&E	
610	Final Plans	Roadway Plans (Title, Index, Typicals, Layout, Profile, Superelev., Cons. Details & Grading); Structure Plans (Bridges, Retaining Walls & Sound Walls); Drainage Plans (Layout, Profile & Details including NPDES Erosion Control); Traffic Plans (Pave. Delineation, Signing, Detour, Stage Cons., Traffic Control, Cons. Area Signs); Electrical Plans (Street Lights, Signals and Signal Details); Right-of-way Requirement Plans ; Misc. Plans (Landscape, Fencing, Environmental Constraints, etc...)
620	<input checked="" type="checkbox"/> Special Provisions	Special Provisions, Working Days Calculations, Liquidated Damages Calculations
630	<input checked="" type="checkbox"/> Engineers Estimate	Engineer's Estimate, Quantity Calculations
640	PS&E Certifications	Caltrans Cert, RCTD Checklist

✓ = Small Project Files

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D RIGHT-OF-WAY

100 ✓ PROPERTY ACQUISITION

110	✓ Encroachment Permits	
120	✓ Right of Entry	Survey, Field Studies, Construction Activities
130	Right-of-way Requirements	
140	Titles, Legals, Plats & ROW Maps	
150	Appraisals	Preliminary Estimates
160	Acquisition Agreements/Documents	Agreements, Condemnation Proceedings, Relocation Assistance
170	Right-of-way Certification	

300 ✓ UTILITIES

310	Utility Search	Potholing
320	Assess Utility Relocation Requirements	
330	Prior Rights determination	

E CONSTRUCTION

100 ✓ CONSTRUCTION

110	Environmental Requirements	Mitigation Matrix
120	Resident Engineers File	
130	Construction Contract Package	Plan Holder List, Bid Evaluation, Bid Summary, Contractor's Proposal, Contract (signed), Addenda, Correspondence, Form 11/Minute Orders, Bonds, Insurance, Agreements, Encroachment Permits (State, Local Agency, Utility, Railroad)
140	Construction Meetings	Preconstruction Meeting Minutes, Status Meetings, Safety Reviews
150	Construction Surveys	Requests, Staking, Monumentation Map & Documentation
160	Material Testing	
170	Submittals	Falsework & Shop Drawings
180	Daily Diary	Diary Documentation, Site Photos
190	Misc. Construction Documentation	Labor Compliance Paperwork, Storm Water Pollution Control Program
200	Progress Payments	
210	Change Orders & Claims	Prepare, Negotiate, Process & Resolve
220	Final Reports	Punch List, Notice of Completion
230	As-Builts	

F MISCELLANEOUS

100 ✓ MISCELLANEOUS

110	Photographs/Maps/Exhibits	
120	Public Relations/Media	

✓ = Small Project Files