

## RCTD PROJECT FILING SYSTEM - Internal Design / Small Projects

### A PROJECT MANAGEMENT & ADMINISTRATION

110	✓ Scoping / Programming	Data Research, Field Reviews, Scoping Forms, Budgets, Funding Programs
120	✓ Cost Estimates	Planning/TIP Estimates, Preliminary Estimates, Draft & Final Engineers Estimates, Log of Estimates
140	✓ Agreements	Coop Agreements, Freeway Agreements, Caltrans Supplemental Agreements, PO's, Consultant Services Agreements, MOU's, On-Call Work Assignments
300	✓ Correspondence	

### B ENVIRONMENTAL

100	✓ Environmental	
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### C DESIGN

110	✓ Planning Studies	Project Study Report (PSR), Existing Materials Information, 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.
310	✓ Surveys/Mapping	Control Surveys, Mapping & Initial Land Net, Field Surveys
320	✓ Technical Studies	Geotech Reports, Materials Report, Hydrology Study & Drainage Analysis, Value Analysis, Foundation Report, Aesthetics & Landscaping
330	✓ Design Exceptions	
620	✓ Special Provisions	Special Provisions, Working Days Calculations, Liquidated Damages Calculations
630	✓ Engineers Estimate	Engineer's Estimate, Quantity Calculations

### D RIGHT-OF-WAY

110	✓ Encroachment Permits	
120	✓ Right of Entry	Survey, Field Studies, Construction Activities
300	✓ Utilities	

### E CONSTRUCTION

100	✓ Construction	
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### F MISCELLANEOUS

100	✓ Miscellaneous	
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