

# Design Standards Letter

Letter Number: **G-1960-07**

Letter Date: **04/22/1960**

Effective Date: **04/22/1960**

Section/Plan No.: **None**

Subject: **Surveys and Plans Meeting - May 19, 1960 - 9 a.m. - Hearing Room - Jefferson City, Missouri**

Body

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**TO ALL DISTRICT ENGINEERS:**

**A meeting for the purpose of discussing our mutual problems for developing a system that will eliminate dual preparation of plans has been set for 9:00 a.m. on May 19, 1960.**

**It is requested that your Surveys and Plans Engineer, Senior Engineers in Surveys and Plans, Chief Designer, and other key men that you feel could benefit by attending the meeting be in Jefferson City at the Hearing Room by 9:00 a.m. on May 19, 1960. District Engineers are invited, and a copy of this letter is being sent to the Bureau of Public Roads with the hope that they, too, will send State-wide representatives, since our efforts must be coordinated in order to be of greatest benefit.**

**The meeting will be very informal, and we sincerely hope you will "let your hair down: and tell us what we can do to make the overall picture more effective. The discussion will not be limited to the following subjects, but will form part of the program after appropriate talks by the Chief Engineer and the Division Engineer of Surveys and Plans:**

- (1) Organization that will handle reconnaissance, federal aid, utilities, costs, estimates, and design in this office.
- (2) Changes that must be made in order to assure plans being approved when they reach this office.
- (3) Checking of location and design in District by Bureau of Public Roads in order to eliminate inefficient objections at a later date.
- (4) Work that will be done in Districts including utilities, signs, signals, lighting, and complete design.

- (5) Design Manual, "General" and "Design" Letters.
- (6) Cost accounting of survey and design, and discussion of existing progress reports.
- (7) Desirability of getting Commission approval of design plans immediately after design is originally completed rather than waiting for changes that develop during right-of-way negotiations.
- (8) Work that will be done by Surveys and Plans Office Manager - Personalized telephone calls - Correspondence.
- (9) Releasing information to public.
- (10) Need for expanding and training personnel.

**Kindly feel free to suggest any additional subjects that you think would be of overall interest, including the work done by the Bureau of Public Roads.**

**C. C. Tevis**  
**Engineer of Surveys and Plans**