

Design Standards Letter

Letter Number: **G-1960-22**

Letter Date: **09/15/1960**

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Section/Plan No.: **None**

Subject: **Progress Reports Percentages of Completion**

Body

TO ALL DIVISION, DISTRICT AND URBAN ENGINEERS:

Upon reviewing your comments and suggestions relating to establishing a uniform method of reporting the percentage of work on your progress reports, we are attaching a tabulation showing percentages to be used on the completion of the various stages of survey work and plan preparation. Please refer to Mr. Hyder's letter of September 12, 1960, regarding the percentages to be used in reporting right-of-way progress.

Some improvements may not contain all of the stages tabulated, such as Miscellaneous Surveys under Surveys or Bridge Survey Reports under Plans. In these cases, surveys are to be reported 100 per cent complete when profiles and cross-sections are completed if there are no Miscellaneous Surveys. Plans are to be reported 25 percent complete upon receiving strip map approval where bridges are not involved. Surveys are to be reported 100 percent complete upon completing the initial survey work. If it becomes necessary to perform additional survey work, the report should indicate activity on the survey previously reported complete. The present practice of indicating activity with an asterisk is to be continued.

The percentages on the attached tabulation are to be used on all subsequent progress reports.

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