

# Design Standards Letter

**Letter Number: G-1969-55**

**Letter Date: 11/28/1969**

**Effective Date: 11/28/1969**

**Section/Plan No.: None**

**Subject: District Distribution of Letting Plans and Proposals**

## Body

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ALL DIVISION AND DISTRICT ENGINEERS

The following is offered in way of explanation of the distribution of plans and proposals furnished the districts on each project.

### Pre-Letting:

A. Three copies of proposals without covers and three (3) sets of full size blue prints, when applicable, are furnished as soon as prepared and assembled. These are furnished for final review purposes prior to advertising of the project. Suggested distribution is one each to Construction, Materials and Surveys and Plans. When corrections are necessary, corrected sheets are furnished for both plans and proposals. It is most desirous to avoid or hold such corrections to absolute minimum. This can best be accomplished by complete and thorough reviews prior to submission of plans.

B. When the project is placed in a letting and advertised, ten (10) copies of "blue back" proposals (bidding proposals) and ten (10) sets of Xerox plans, when applicable, are furnished the districts on each project. Copies of changes are also furnished for these plans and proposals, as required. Previously, only five (5) "blue back" proposals have been furnished , but this number has been increased at the request of the Division of Construction so that the Resident Engineer can be furnished six (6) copies of the proposals.

### Post Letting:

A. Two copies of the unexecuted are sent the District at the same time copies are sent to the contractor for execution.

B. One copy of the executed contract is furnished the District when fully

executed.

C. All remaining Xerox plans are sent to the District after letting and award of the contract.

Leland D. Fletcher  
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Surveys and Plans