

Design Standards Letter

Letter Number: G-1999-13

Letter Date: 09/22/1999

Effective Date: 10/01/1999

Section/Plan No.: None

Subject: Guidelines for Submitting Equipment and Materials List

Body

Effective for the October 1999 bid opening, it will be the district's responsibility to create an Equipment and Materials list. All projects that contain highway lighting or traffic signal items will require an Equipment and Materials list. This letter provides guidelines to district design personnel for submitting the Equipment and Materials list (Form D-15) for projects containing highway lighting or traffic signal items.

District design personnel should send a hard copy and electronic copy of this list accompanied with a cover letter to the Design Division along with Final Design Plans. Projects that have already been submitted need to have an Equipment and Materials list submitted as soon as possible, but no later than one week after the bid opening.

The Equipment and Materials list is only used for permanent signal and lighting equipment. This list should not be used for temporary signals, lighting or other work zone related items that will be removed before the project is completed.

For guidance on creating an Equipment and Materials list, see the attached D-15 form with instructions at the bottom. The D-15 form is a master list that is used as a template to develop job specific lists. An example cover letter is attached and will be submitted with the list.

The PESCopy program that is used to submit files to the Bidding and Contract section has been modified (see figure below) to include the Equipment and Materials list. To submit an electronic copy of the list to the Design Division, save your file based on the job number using an "EML" prefix (i.e. EML01234 for job no. J5U01234).

Submit Letting Files

District BR SC 1 2 3 4 5 6 7 8 9 10

Estimate 99 (.bdw)

PES (.ces)

PES (.bam)

Job Special Provisions (.sam)

Equip. and Materials List
(.sam or .doc)

Job Number

If you have any questions concerning these guidelines, please contact Kenny Voss for further explanation. These guidelines will be incorporated into the next quarterly update of the Project Development Manual.

pm/kv

Attachments



Eqletter.sam



D-15.sam