

[CONSULTANT LETTERHEAD]

, 20

Preliminary  Final  Field Check Notification

Work Type:

Route:

Des No.

PE Project No.

R/W Project No.

CN Project No.

Bridge File:

Over

Location: , mi km of , in County

Our firm is under contract with the Indiana Department of Transportation for the design of the referenced project. A Preliminary  Final  Field Check for this project has been scheduled for . The meeting will be held at at the project site. Anyone wishing to provide input into the design of this project should plan to attend.

Utilities with facilities within the limits of this project should review the plans to determine if their existing facilities are accurately shown. Utilities that believe that their facilities will need to be adjusted should attend this meeting. This meeting could provide opportunities for design changes that could eliminate some utility conflicts. Utilities will be contacted by the INDOT Production Management Division's Utilities Team leader at a later date concerning the project schedule and relocation coordination. The Utilities Team leader may be contacted at (317) 232-5308.

Project Manager

The distribution of this notification is as follows:

INDOT CENTRAL OFFICE DISTRIBUTION					
Recipient	PFC	FFC	Letter	Plans	X- Sec.
Environmental Policy Manager, Environmental Services Div. (C)	X	X	X	X	
Geotechnical Operations Team Leader, Geotechnical Services Div.	X	X	X	X 2 sets	X 2 sets
Major-Project Manager, Project Management Div. (C)	X	X	X	(2)	(2)
Railroads Team Leader, Utilities and Railroads Div. (C)	X		X	X	
Acquisition Team Leader, Real Estate Div.	X	X	X	(3)	
Real Estate Administrative Services Team Leader, Real Estate Div.	X	X	X		
Real Estate Property Mgmt. Team Leader, Real Estate Div.	X		X	X (4)	
Utilities Team Leader, Utilities and Railroads Div. (C) (5)	X	X	X		
Field Engineer, Construction Management Div.	X		X		
INDOT DISTRICT DISTRIBUTION					
Construction Engineer	X	X	X	X 2 sets	
Design Team Leader (D) (6)	X	X	X	X	X
Environmental Scoping Mgr. (D)	X	X	X	X	
Highway Maintenance Director	X	X	X		
Planning and Programming Director	X	X	X		
Production Director	X	X	X		
Program Coordinator	X	X	X		
Railroads Team Leader (D)	X		X	X	
Real Estate and R/W Pgm. Dir. (D)	X	X	X	X	
System Assessment Mgr. (D)	X	X	X		
Testing Office Mgr. (D)	X	X	X	X	X
Traffic Engineer	X	X	X	(7)	
Utilities Team Leader (D)	X	X	X	X	X
NON-INDOT DISTRIBUTION					
City officials (8)	X	X	X		
County Road Spvsr. or Hwy. Engr.	X	X	X	(9)	
FHWA Area Engineer	X	X	X	(10)	
U.S. Fish and Wildlife Service	X	X	X		
Utility companies	X	X	X	X	X

Notes:

(C) Central-Office-developed project only

(D) District-developed project only

(1) only for project other than Interstate-route bridge rehabilitation

(2) only if plans do not change from initial submittal

(3) only if additional right of way is required

(4) 2 sets plans if additional right of way is required

(5) only if Major Moves or Major New project

(6) only if district-developed, or if signs, pavement markings, signals, or lighting are involved

(7) only if traffic project

(8) only if metropolitan area is affected

(9) only if legal drains, etc., are involved

(10) only if project requires FHWA oversight