

The following are two different filing layouts that are in use at the City of Issaquah. The “Small Projects” layout uses six section files. The other is for large projects, and each number (101, 102, 103, etc.) has its own file. If there is a need to separate the files further (ie: there are many consultants) then, in addition to the numbering, the alphabet is used (101A – Consultant One, 101B – Consultant Two>)

Small Works Projects – File Layout

File One - Preliminary Engineering

A	Engineering Correspondence
B	Public Involvement
C	Consultant Agreements
D	ROW
E	PSE
F	Agenda Bills

File Two - Grant Administration

A	Correspondence WSDOT/TIB
B	Funding/WSDOTfrIB
C	Confirmation of Conversations
D	Reimbursement Request/ WSDOT/TIB
E	Permits
F	Miscellaneous

File Three - Construction Administration

A	Correspondence
B	Bidding Award/Acceptance
C	Contract/G.O.'s
D	Payroll Certifications
E	Subcontractor Approvals/Contract Time
F	Meeting Notes (Includes Pre-Construction)

File Four - Construction Administration

A	Engineers Estimates/Bid Items
B	Force Accounts
C	Schedules
O	Pay Estimates
E	DLIS/Tax Release/Pictures
F	Material Certification.

File Five - Construction Administration

A	RAM's
B	Field As-Built
C	Field Book
D	
E	Scale Checks/Working Days
F	Interim Ledger Sheets

Larger Projects - File Layout

000 Consultant Selection

- 001 Consultant Agreements
- 002 Consultant Correspondence
- 003 Consultant Meeting Notes

100 Pre Design

- 101 Correspondence
- 102 Meeting Notes
- 103 Grant Applications/Agreements
- 104 Special Study/Reports
- 105 Specification & Contract Plans
- 106 Engineers Estimate
- 107 Right-of-way Engineering Analysis
- 108 Miscellaneous Design Information.
- 109 Permits
- 110 Advertisement for Construction Contract
 - Bid Tabulations
 - Affidavit of Publication
 - Bid Documents

200 General

- 201 Project Tracking Schedule
- 202 General Correspondence (D.O.T, TIS, or Misc.)
 - Letter of completion
 - L & I Release
 - Prospectus
 - Project closure
 - Notice of Completion of Public Works Contract
- 203 Agenda Bills to Council
- 204 Acquisition of Right-of Way
- 205 City/County Agreements
- 206 Confirmation of Conversation
- 207 Newspaper Articles
- 208 Legal Notices

300 LID Formation & Final Assessment

- 301 Hearing
 - Mailing
- 302 Special Benefits Analysis
 - Corresponderice/Contract
- 303 Public Comments
 - Responses
- 304 Legal Action
 - LID FINAL ASSESSMENT
- 305 Hearing
 - Mailing
- 306 Special Benefits Analysis
 - Correspondence/Contract
- 307 Public Comments

Responses
308 Legal Action

400 Construction

- 401 Bid Award for General Construction
 - Notice of Award
 - Conditions of Approval Notice
 - Notice to Proceed Letter
 - Pre-Construction Meeting Notes
- 402 Contract
 - Change Orders
 - Agreements
- 403 Monthly Pay Estimates
 - Final Contract Voucher
 - quantity Tickets
 - Bid Item Quantities
 - Daily Reports
 - Force Accounts
- 404 Ledger Book
- 405 Inspector Reports (Daily Quantity Reports)
- 406 Progress Schedule
 - Working Days Statement
- 407 Contractor Correspondence
 - Extensions
 - Substantial Completion
 - Punch Lists
- 406 survey Requests/Notes
- 409 Material Submittals (RAM's)
 - Log of Material Submittals
 - Certifications
- 410 Request for information's (RFI's)
- 411 Material Test Reports .
 - Fabrication Progress Report
 - Monthly Progress Sampling & Inspection Reports
 - Concrete Mix Designs
- 412 Construction Meeting Notes
- 413 Claims
- 414 Certified Payrolls (1 file per Contractor/Subcontractor)
 - Requests to Sublet.
 - Certification for Federal Aid Contracts
 - City Business License
 - Training Program
 - Statement to Pay Prevailing Wages
 - Affidavits of Wage Paid
 - Certified Payrolls
 - Working Log
- 415 EEO Requirements
- 416 DBE Requirements
- 417 Pictures
 - Sign Plan
 - Sign Pictures
 - Before & After Pictures

418 As-Builts

500 Financial Records

501 Financial Records

Financial Summary

Request for Reimbursements

STANDARD FILE OUTLINE - PUBLIC WORKS PROJECTS

PROJECT NO. _____

TITLE: _____

____.01 INDEX / FACT SHEETS / CHECKLIST / SCHEDULES

- .02 PREDESIGN / PLANNING CORRESPONDENCE
- .03 CONSULTANT SELECTION / AWARD
- .04 CONSULTANT PAYMENT / AGREEMENTS
- .05 DESIGN CORRESPONDENCE
- .06 RIGHT OF WAY / LEGAL DESCRIPTIONS / EASEMENTS
- .07 ENVIRONMENTAL REVIEW AND PERMITS
- .08 SPECIAL STUDIES / BONDING / FINANCING
- .09 ESTIMATES, CALCULATIONS AND SKETCHES
- .10 GRANT AND LOAN CORRESPONDENCE/PAYMENTS RECEIPTS
- .11 SPECIFICATIONS, PROJECT MANUAL
- .12 BIDS, CONTRACT, AWARD NOTICE TO PROCEED
- .13 CONSTRUCTION CORRESPONDENCE
- .14 CONTRACTOR PAYMENTS/CHANGE ORDERS
- .15 FORCE ACCOUNT RECORDS
- .16 CERTIFIED PAYROLL / INTENT TO PAY / AFFIDAVIT OF WAGES / INTERVIEWS
EMPLOYMENT REPO
- .17 WEEKLY STATEMENT OF WORKING DAYS
- .18 MATERIAL SOURCES / APPROVALS / MATERIAL TESTING
- .19 MATERIAL QUANTITIES LEDGER / DELIVERY TICKETS / SCALEMAN'S REPORTS
- .20 OPERATION AND MAINTENANCE MANUALS
- .21 FINAL PROJECT PUNCH LIST / CLOSE OUT / ACCEPTANCE