

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