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Northern District Commissioner

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Central District Commissioner

Ronnie Shows
Southern District Commissioner



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Executive Director

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Inter-Departmental Memorandum

Date: August 8, 1996

To: Section Engineers
Squad Leaders
Roadway Design Plan Clerk

From: Roadway Design Engineer
John Pickering *J.P.*

Subject: Quantity Calculations to Project Engineer

With letter from Steve Reeves dated April 11, 1996, to Design Squad Leaders, you were advised that quantity calculations would be furnished to the Project Engineer in the near future.

This letter is advising you that beginning with the August, 1996 Letting, Squad Leaders are required to have a copy of the quantity calculations available. Responsibilities are as follows:

- The Squad Leader will have a copy of the quantity calculations available on or about the Letting date. The Squad Leader shall keep the original quantity calculations.
- The Section Engineer will have the consultant's quantity calculations available. One set of quantity calculations will be retained in the consultant file folder.
- Mike Allen or Ken Hilderbrand will pick up the copy of quantity calculations about a week after the Letting and mail to the Project Engineer along with plans.

If there are any questions, please advise.

pc: Assistant Roadway Design Division Engineer
Quality Control Engineer
File

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COPY TO CONST. DIV. 8/8/96

