

1F-4

# **C** Sheets

Design Manual
Chapter 1
General Information

Originally Issued: 04-20-01 Revised: 04-29-19

The C sheets generally contain quantity information and other general information necessary for a contractor to bid the project.

### Contents of the C Sheets

The C sheets contain the following items in the order listed:

- 1. Project description (see Section 1F-4a).
- 2. Estimated project quantities (see Section 20J-82).
- 3. Estimate reference information (see Section 20J-82).
- 4. Standard road plans tabulation.
- 5. Index of tabulations.
- 6. Standard notes.
- 7. Tabulations (see Section 20J-61), beginning with tabulation of incidental items, if required.

## Sample C Sheets

Click the following links to view sample C sheets:

**Project Description Sheet Sample** 

**Estimated Project Quantities Sheet Sample** 

**Estimate Reference Information Sheet Sample** 

Standard Road Plans Tabulation Sheet Sample

Index of Tabulations Sheet Sample

Standard Notes Sheet Sample

**Tabulations Sheet Sample** 

## **Plan Quality Checklist**

#### **Tabs**

- Tabs must be listed in the same order as the 'Contents of the C Sheets'.
- Tabs for similar work items should be grouped.

### **Project Description**

 Does the statement briefly explain the purpose of the project so that inspectors can make decisions consistent with the project intent? Does the statement briefly explain what the project involves?

### **Estimated Project Quantities**

- Are all estimated project quantities included? Refer to Standard Road Plans, Tabulations, B sheets, and U sheets.
- Are 10 blank lines or 30%, whichever is greater, included for additional items for the as-built plan?
- If multiple divisions are present, excluding alternate bid item divisions, is each division defined?
- Read each bid item and the estimate reference note. Is it clear what the contractor is supposed to do?
- Is a method of measurement and basis of payment included for items that require them?

#### **Estimate Reference Information**

- All modified Standard Road Plans should be referenced in the estimate reference note for the applicable item.
- Any special notes added by the designer should be referenced in the estimate reference note for the applicable item.
- Estimate reference notes should not include the phrase "according to the engineer".
- Are 10 blank lines or 30%, whichever is greater, included for additional items for the as-built plan?

#### Standard Road Plans

- Are all appropriate standards listed?
- Are all of the standards current?

#### Index of Tabulations

Spot check that page numbers are accurate and that all tabs are included.

#### **Standard Notes**

- Are all appropriate notes included?
- Are all data fields filled in correctly?

#### **Tabulations**

- Are all appropriate tabulations included?
- Are all of the tabulations the current version?
- Do the totals on the tabulations match the bid totals on C.1?
- Do the quantities seem reasonable?
- Have sufficient blank lines been included for additional items for the as-built plan?

# **Chronology of Changes to Design Manual Section:**

# 001F-004 C Sheets

4/29/2019 Revised

Moved the Pollution Prevention Plan and examples from this sheet series to the RC series.

4/17/2012 Revised

Added bullet points for white space and description of divisions if applicable. Updated sample sheets accordingly.

2/4/2011 Revised

Renamed, updated with material from previous version of 1F-6, updated to reflect current practices, and added

plan quality checklist.