

<b>WYOMING DEPARTMENT OF TRANSPORTATION</b>
<b>ROAD DESIGN MEMORANDUM #06</b>
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Approved by: Paul P. Bercich  
Paul P. Bercich, P.E.  
Highway Development Engineer

Issued by: Engineering Services, WYDOT, Cheyenne

<b>GENERAL TOPIC: CONTRACT PRINTING</b>
<b>SUBJECT: CROSS-SECTIONS, EARTHWORK, AND SOILS PROFILES</b>

### General

In order to provide consistent coordination and printing of contract cross-sections, earthworks, and soils profiles to be made available to prospective contractors, the following shall be adhered to:

1. Project Development will take the cross-sections and earthwork to Plan Sales (currently Deb Ellingford) on or before the applicable PS&E date (federal or state) for the project.
2. The Materials Program will take the soils profile to Plan Sales on the same schedule.
3. **NOTE:** This is based on the true letting date, **not** the shelf letting date.
4. All cross-sections, earthworks, and soils profiles should have a title page in big bold letters with the following information:
  - Project Name,
  - Project Number,
  - The four digit charge number, with function number and either participating or non-participating,
  - Squad leader name.
5. The Printing Section (currently under Huston Twitchell) will determine if the printing can be done in-house on time and , if not, out-source the printing.
6. Plan Sales will handle the associated work efforts as has been done in the past.