

California High-Speed Train Project



Request for Proposal for Design-Build Services

RFP No.: HSR 11-16
Records Management Plan

| Revision No. | Date | Description |
|---------------------|-------------|--------------------|
| | | Initial Release |
| | | |
| | | |

Note: Signatures apply for the latest technical memorandum revision as noted above.

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1 Introduction and Purpose

This document describes the Program Management Team (PMT) Document Control Procedures being utilized on the California High-Speed Train Project (CHSTP). These procedures govern the manner in which documents are managed throughout their lifecycle in the ProjectSolve2 (PS2) web based software application. These practices for document control ensure that project documents are easily accessible, centrally located, up to date, properly stored, and properly archived through-out the life of project and during project close-out. Step-by-step instructions for document submittal to PS2 can be found in Section 4 of these procedures.

1.1 File Structure

The file structure allows for easy storage and retrieval of CHSTP project documents. The file structure is also known as the project file index. This procedure establishes the requirements for all project staff that generates or receives project documents. The file structure for the PMT and Regional Consultants (RCs) are shown in Appendix A and B, respectively, of this document. This procedure applies to all CHSTP project related documents.

2 Project Correspondence

2.1 Outgoing Correspondence

All **outgoing correspondence** from the PMT members will be logged into PS2 and managed by the project administrator. **(Please see Appendix C of this document for direction.)** The PMT maintains logs of all outgoing¹ and incoming correspondence. These documents include but are not limited to letters, transmittals, memos, and emails.

2.2 Incoming Correspondence

All Incoming Correspondence must be routed through the PMT project administrator and date stamped with the date received. The PMT administrator will make a working copy to be logged into the letter log in PS2, and route to the necessary project team members. The original is for file and is not a working copy.

2.3 E-Mail & Correspondence Archive

All Project-related outgoing and incoming email and correspondence will be archived on the ProjectSolve2 site. For archiving e-mails and correspondence a PS2 site with an inbox labeled CHST E-MAIL/Correspondence ARCHIVE has been established to capture all sent emails. All Team Members are required to copy Project-related emails to: CHSTP@ps2.com

¹ Outgoing correspondence is automatically assigned an identifier by PS2 once they are entered into the PS2 letter log database. This unique identifier should be placed on the upper right-hand corner of the original correspondence document before it is processed for signature (i.e., PB-CHSRA-0001).

In the interest of maintaining generally open communications and enhancing the usefulness of the backup, the email folder will be generally accessible to all. PS2 initially makes all such emails readable by all who have access to the folder. If the material is sensitive, the sender must go to the PS2 site after sending and restrict its access.

The email content itself is automatically “Read only”; however, the attachments may not be. Therefore, once each workday, the document control person will review attachments, and will convert those that are not “Read Only” to such a format.

2.4 Document Filing

Documents will be filed in accordance with the project structure as known as the project file index. The Parsons Brinckerhoff file index (Appendix-A for RC Project documents) and (Appendix-B for PMT Project documents).

The original document for all incoming correspondence is placed in the subject file according to the Parsons Brinckerhoff file category index, i.e., from-to file, and copies placed in the other cross files as necessary. Cross filing of project correspondence is encouraged; generally, all attachments and enclosures are filed in the cross files.

3 Document Control Types

The document control software will report two types of documents: active and inactive. Active documents are those that require future action. Active documents can include:

- Correspondence
 - Letters
 - Transmittals
 - Memos
 - E-mail
- Technical Memos
- Design Specifications
 - General Provisions
 - Technical Specifications
- Technical Reports and Environmental Records
 - Technical Reports
 - Admin EIR/EIS
- Project Design and Drawings
 - Alignment and Typical Sections (In-Progress)
 - Structures, Viaducts, Tunnels (In-Progress)

- Stations, Maintenance Facilities including Storage (In-Progress)
- Traction Power (In-Progress)
- Utility Relocations, Maintenance of Way Facilities and Trackside Access, Other (to be determined) (In-Progress)
- Draft 15% Design (Final Draft)
- Meetings
 - Agendas
 - Sign-in Sheets
 - Meeting Minutes

Inactive documents are those documents that are in their final form and require no further updates. Inactive documents may include:

- Correspondence
 - Letters
 - Transmittal
 - Memos
 - E-mail
- Technical Memos
- Design Specifications
 - General Provisions
 - Technical Specifications
- Technical Reports and Environmental Records
 - Technical Reports
 - Admin EIR/EIS
- Project Design and Drawings
 - Alignment and Typical Sections (In-Progress)
 - Structures, Viaducts, Tunnels (In-Progress)
 - Stations, Maintenance Facilities including Storage (In-Progress)
 - Traction Power (In-Progress)
 - Utility Relocations, Maintenance of Way Facilities and Trackside Access, Other (to be determined) (In-Progress)
 - Draft 15% Design (Final Draft)

- Meetings
 - Agendas
 - Sign-in Sheets

4 Submittal of Project Documents

4.1 Parsons Brinckerhoff Receipt of Project Deliverables

Project deliverables from the RCs to the PMT will be received in electronic format to PS2 in accordance with procedures established at the start of this project and part of the RCs document control procedures. The hard copies of the project deliverables received by the PMT staff will be date stamped upon receipt, scanned if electronic copies have not been posted to PS2, and posted to PS2 in the appropriate folder in accordance with Parsons Brinckerhoff established procedures, and in accordance with the project file index (Appendices A) of this document. Once these documents are received, date stamped, scanned, and placed in PS2, they must be logged into the PS2 deliverables log for that specific deliverable.

4.2 Processing Project Deliverables

4.2.1 Logging Environmental Submittal to the Submittal Log

- Log into PS2
- Open Folder 04. Environmental
- Open Folder 00. PMT Environmental Reviews
- Open Folder 00. Document Control Databases (Your Hidden Items)
- Open your Projects Database
 - Create “New Entry”
 - Add WBS Activity, document title, date RC uploaded document to PS2, PMT/AUTH/FRA Review Complete (Expected).
**At this point you will have to come back to complete this input when review is complete.*
 - PMT/AUTH/FRA Complete Review (Actual), Current Status, RC Revisions Complete, RC Makes back-check Revisions, Final back-check PMT/AUTH/RFA upload approved Technical Report Complete Admin. DEIR/DEIS to PS2.

4.2.2 Environmental Document Submittal and Review Protocol

Regional Consultant to prepare the In-Progress Environmental Document Submittal and post on PS2 in the appropriate environmental folder.

Add the submittal file to the folder (upload into PS2) by selecting the “Add File” field or by dragging and dropping the file into the window.

4.2.3 Quality Control Tracking Sheet

An internal quality assurance/quality control (QA/QC) tracking sheet (see Figure 4) will appear as the first page of each separate document that is developed for the EIR/EIS, including chapters, sections, front matter, appendices, and reports. The QA/QC tracking sheet is a tool to ensure that each document receives at least the mandatory senior review, editing, and client review steps, and to track further review that might be necessary. The QA/QC tracking sheet will remain with each document until it is final, as determined by the PMT Regional Manager (RM).

The RC will notify the PMT RM and the Environmental PMT (EPMT) Environmental Manager that the submittal is ready for review.

Use the PS2 “Send an Alert” email notification feature (click on the “Paper Airplane” icon). This feature transmits a hyperlink to the location of the document. The subject/header line in the email transmittal must include the title of the In-Progress Environmental Document Submittal.

If requested by the EPMT Environmental Manager, the RC shall provide hardcopies of the In-progress submittal to the PMT RM (one copy) and the EPMT Environmental Manager (two copies) via overnight mail service.

PMT RM to request EPMT review. PMT RM to notify the PMT Program Director and the Authority that the submittal has been posted.

The PMT (and other reviewers) to receive notification from the RC that a document that is ready for review has been uploaded to PS2. The PMT, Authority, FRA, and AG staff will then have **ten (10) working days** to review and provide comment.

4.2.4 Version Control

Each separate document that is developed for the EIR/EIS, including chapters, sections, front matter, appendices, and technical reports will be reviewed through the use of PS2. Each file will be posted into the appropriate “Draft” folder in PS2 with “Track Versions” enabled. This will ensure a collaborative review process and each series of edits will be tracked automatically by PS2.

Following the PMT’s posting of comments, the RC will have 10 working days to respond and make the requested changes. At the end of this period, the RC will notify the PMT via PS2 that the changes have been made. Use the PS2 “Send an Alert” email notification feature.

To verify that the changes have been made, the PMT will then have 5 working days to “back check” the RC changes. Any additional PMT revisions or comments will be made and the document will be reposted on PS2. A notification will be sent to the RC alerting them to the changed document. Use the PS2 “Send an Alert” email notification feature.

Following the completion of Step 3, the RC will have 5 working days to make the text changes. Once the changes have been made, the PMT will be notified via PS2 that the document is ready for final review and approval. Use the PS2 “Send an Alert” email notification feature.

As a final step, the PMT will complete its review of the document and notify the RC that it has been accepted and is ready for final use and/or publication.

4.2.5 Logging Engineering Submittal to the PS2 Submittal Log

- Log into PS2
- Open CHSTP Program Mgmt. (13259) Project Folder
- Open Folder 03. Engineering
- Open Submittal Review Log (found under Hidden Items)
 - Create “New Entry’
 - Enter RC Agency, Section Identifier (FJ, JM, MB, Etc.), Submittal Number (Section, RC Initials, Revision No., and next submittal number FJ-HNTB-R0-0001), Submittal Name, date hard copies received, PS2 Alert Date, Review kick-off Meeting date, comment due date.
 - Once the submittal review is complete, go back to the submittal log and add the “Date Comments Posted to PS2 and Submittal Notes.”

4.2.6 Processing Incoming Engineering Submittals (In-Progress Status Item 1-5)

Many of the project deliverables for the CHSTP are time sensitive. With that in mind, the specific procedures in place will include but are not limited to the following:
Submittals for Design Review of the in-Progress, and the 15% Draft Design Submittals for the following elements are:

- Alignment and Typical Sections (In-Progress)
- Structures, Viaducts, Tunnels (In-Progress)
- Stations, maintenance Facilities including Storage (In-Progress)
- Traction Power (In-Progress)
- Utility Relocations, maintenance of Way Facilities & trackside Access, Other (to be determined) (In-Progress)
- Draft 15% Design (Final Draft)

4.2.7 Review Process for Draft In-Progress Design Submittal items 1 through 5 above

1. RC Notifies PMT/RM that a submittal has been posted to PS2.
 - Use PS2 “Send Alert” email notification process.
2. RC to deliver three (3) copies of submittal to the PMT RM for distribution.
3. PMT RM will perform a cursory review of the submittal to ensure it meets the requirements for review.

4. PMT RM will notify RC if the submittal meets the requirements for their review, or if the submittal will be returned to the RC for revisions.
 - *(If the submittal is accepted for review by the PMT RM goes to step 5)*
5. PMT RM will date stamp the submittal, logs submittal to submittal log in PS2, scans transmittal and add to submittal log, creates a link to the PS2 RC Submittal file. PMT RM to request EMT review (when required), and to schedule and hold a submittal review meeting for the PMT RM, EMT RM (if required) and RC if required for the submittal. Once the submittal review meeting is convened, the review period clock will start.
6. PMT RM to ensure delivery of the submittal(s) to reviewers identified by the PMT RM.
7. PMT RM to notify the Program Director and the Authority that the submittal has been posted to PS2 for review.
 - *Use the PS2 "Send Alert" email notification procedure*
8. PMT RM will create and send a Review Manager Link to the submittal reviewers.
9. Once the submittal review meeting is held, RC to provide meeting minutes to the PMT RM and the EMT RM (when required) within five (5) working days. These minutes will be posted on PS2 in the corresponding submittal and review folders.
10. PMT RM and assigned reviewers will put their comments in the selected MS Excel spreadsheet for import to review manager. If the PMT RM has requested EMT review the formal EMT comments on the submittal will be provided to the PMT RM team following a meeting. Comments are targeted to be provided to the PMT RM team by the EMT within ten (10) working days following the meeting. (Please note that only the final draft of the MS Excel spreadsheet should import to the Review Manager, by the person assigned to do so to eliminate duplications.)
11. PMT RM team to review comments in Review Manager and release comment to the RC for their review and response.
12. RC targeted to provide responses to comment posted on PS2 within ten (10) working days of release of comments in Review Manager by the PMT RM.
13. PMT RM targeted to resolve any "1" Mandatory comments with a response coded by the RC of "D" Disagree within ten (10) working days of response. PMT RM to document acceptance of response with initials and date in the "EMT Sign-off" field of Review Manager. Only "1" Mandatory comment with a "D" Disagree by RC will require sign off for QC.

Repeat Steps 1 to 13 for all In-Progress Design Submittal Reviews.

4.2.8 Review Process for Draft 15% Design Submittal

1. RC to prepare and post the Draft 15% Design Submittal on PS2 in the Draft 15% Design Submittal Review folder (see Figures 1 and 2).
2. RC to notify the PMT RM and the PMT Engineering Manager that the Draft 15% Design Submittal is ready for review.

- *Use the PS2 "Send an Alert" email notification feature.*
- 3. RC to distribute hard copies of the Draft 15% Design Submittal to the PMT RM (two copies) and the EMT (one copy) via overnight mail service.
- 4. PMT RM to notify the PMT Program Director and the Authority that the Draft 15% Design Submittal has been posted.
 - *Use the PS2 "Send an Alert" email notification feature.*
- 5. PMT RM to request EMT review (when required), and schedule and hold a Draft 15% Design Submittal Review Meeting for the RC, PMT RM and the EMT (when requested). The purpose of the review meeting is to provide the PMT RM and ERM an overview and understanding of the RC intent and application of the Design Criteria.
- 6. RC to provide draft meeting notes to the PMT RM and the PMT Engineering Manager within five (5) working days. Meeting notes will be posted on PS2 in the corresponding submittal and review folder and serve as a record of the meeting, identifying attendees and main points of discussion.
- 7. PMT RM and team to review Draft 15% Design Submittal; all assigned reviewers will put their comments in the design review MS Excel spreadsheet for import to review manager; If the PMT RM has requested EMT review the formal EMT comments on the submittal will be provided to the PMT RM Team following a meeting. Comments are targeted to be provided to the PMT RM Team by the EMT within five (5) working days following the meeting. (Please note that only the final draft of the MS Excel spreadsheet should import to the Review Manager by the person assigned to do so to eliminate duplications.)
- 8. PMT RM review of the Draft 15% Design Submittal to include a system integration review, confirming that the system elements to be included in the Draft 15% Design Submittal are consistent with system design requirements.
- 9. PMT RM to perform system-wide integration review on boundary interface conditions and confirm design integration with adjacent segments, post comments from his or her review.
- 10. When the ERM requested will notify the PMT RM that EMR review comments have been posted.
 - *Use the PS2 "Send Alert" email notification feature.*
- 11. PMT RM to review EMR comments and notify the RC and the PMT Program Director and the Authority that PMT review comments have been posted.
 - *Use the PS2 "Send Alert" email notification feature.*
 - *Complete Steps 14 through 24 for Draft 15% Submittal Review.*

RC to provide responses to comments via PS2 within ten (10) working days of notification by PMT RM that comments are ready for response.

Complete response field using the Review Manager Comments response process (as shown in Appendix B).

12. RC response in the "Action Taken" field should address how the comment is to be incorporated into the next submittal or justify why the comment does not apply.
13. RC to code each response "A" (agree, will revise) or "D" (disagree, see explanation/action taken) and dated.
14. RC to verify and document completion of action item with initials and date in the "Verified" field. Verification is subject to audit.
15. PMT RM and RC to resolve any comment/response issues coded "D" within ten (10) working days. EMT to document acceptance of each response issue with Subsystem Manager Initials and date in the "EMT Sign-Off" field using the EMT comment/response process.
16. RC to prepare the Final 15% Design Submittal and post on PS2 in the Final 15% Design Submittal folder (see Figures 1 and 2). Two hard copies are to be provided to the PMT RM and one hard copy for the RM.
17. PMT RM to notify the PMT Program Director, the PMT Engineering Manager, the PMT Environmental Manager, and the Authority that the Final 15% Design Submittal has been posted to PS2.
18. PMT RM to alert the PMT Engineering and Environmental Managers via PS2 that 15% Design Submittal is available for use.
19. PMT RM to alert the PMT Program Director and the Authority via PS2 that 15% Design Submittal is available for information.
20. RC to incorporate the Final 15% Design Submittal into the Alternatives Definition Report.

4.3 Regional Consultants Submittal Procedures

Regional Consultants submittals are project deliverables and are required to be submitted in electronic format to the PMT and the Authority as established by the scope of work at the beginning of the project. Electronic deliverables will be stored on the PS2 site. The instruction for posting documents/deliverables to the PS2 website have been provided to the RCs. This information is available upon request via link to the information. Additionally, one hard copy and one CD with electronic files in PDF and native file formats will be stored in the library that has been created in the CHSTP Sacramento office.

Appendix A: Regional Consultants File Index (PS2)

01 Project Management and Administration

01.10 Work-plan

01.20 Schedule

10 Ridership and Revenue Links to Statewide ridership reports

15 Operations Planning Cost Links to Statewide engineering reports

20 Station Area Planning Regional Consultant files

25 Engineering Standards Links to Engineering PM Team documents

30 Environmental standards Link to Environmental PM team documents

35 Public Participation

35.10 Outreach Management

35.20 Outreach Materials

35.30 Press, Newsletters, etc.

35.40 Agency Coordination

35.40.10 Federal

35.40.20 State

35.40.30 Regional/Local

35.50 Scoping

35.50.10 NOI/NOP

35.50.20 Scoping Meetings

35.50.30 Scoping Report

35.60 Public Circulation

35.60.10 NOA/NOC

35.60.20 Public Hearings

35.60.30 Public Comments

40 Project Definition

40.10 Alternatives Analysis Report

40.10.10 Alternatives Analysis Working Draft

40.10.20 Alternatives Analysis Draft

40.10.30 Alternatives Analysis Final

40.10.40 Alternatives Analysis Chapter References

40.20 Alternatives Analysis Definition Report

40.20.10 Alternatives Analysis Definition Working Draft

40.20.20 Alternatives Analysis Definition Draft

40.20.30 Alternatives Analysis Definition Final

40.20.40 Alternatives Analysis Definition References

- 45 Alignment-Structures Engineering**
- 46 Facilities Design**
- 50 Capital Cost Estimating**
- 55 ROW Preservation**
- 56 Other Related Studies**
- 60 EIR/EIS Technical Reports**
 - 60.10 Transportation (Traffic, Transit, Circulation, Parking and Freight Rail)"
 - 60.10.10 Working Draft Transportation Technical Report
 - 60.10.20 Draft Transportation Technical Report
 - 60.10.30 Final Transportation Technical Report
 - 60.10.40 Transportation Technical Report References
 - 60.20 Air Quality
 - 60.20.10 Working Draft Air Quality Technical Report
 - 60.20.20 Draft Air Quality Technical Report
 - 60.20.30 Final Air Quality Technical Report
 - 60.20.40 Air Quality Technical Report References
 - 60.30 Noise & Vibration
 - 60.30.10 Working Draft Noise and Vibration Technical Report
 - 60.30.20 Draft Noise & Vibration Technical Report
 - 60.30.30 Final Noise & Vibration Technical Report
 - 60.30.40 Noise & Vibration Technical Report References
 - 60.40 Biological Resources & Wetlands (Wetland Delineation Report & BA)
 - 60.40.10 Working Draft Biology & Wetlands Technical Report
 - 60.40.20 Draft Biology & Wetlands Technical Report
 - 60.40.30 Final Biology & Wetlands Technical Report
 - 60.40.40 Biology & Wetlands Technical Report References
 - 60.50 Geology, Soils, Seismicity, Paleontology"
 - 60.50.10 Working Draft Geology Technical Report
 - 60.50.20 Draft Geology Technical Report
 - 60.50.30 Final Geology Technical Report
 - 60.50.40 Geology Technical Report References
 - 60.60 Hazardous Materials/Wastes
 - 60.60.10 Working Draft Hazardous Technical Report
 - 60.60.20 Draft Hazardous Technical Report
 - 60.60.30 Final Hazardous Technical Report
 - 60.60.40 Hazardous Technical Report References
 - 60.70 Community Impact Assessment
 - 60.70.10 Working Draft Community Technical Report
 - 60.70.20 Draft Community Technical Report

- 60.70.30 Final Community Technical Report
- 60.70.40 Community Technical Report References
- 60.80 Land Use Report
 - 60.80.10 Working Draft Land Use Technical Report
 - 60.80.20 Draft Land Use Technical Report
 - 60.80.30 Final Land Use Technical Report
 - 60.80.40 Land Use Technical Report References
- 60.90 Aesthetics & Visual Quality
 - 60.90.10 Working Draft Aesthetics Technical Report
 - 60.90.20 Draft Aesthetics Technical Report
 - 60.90.30 Final Aesthetics Technical Report
 - 60.90.40 Aesthetics Technical Report References
- 60.100 Hydrology & Water Resources
 - 60.100.10 Working Draft Hydrology Technical Report
 - 60.100.20 Draft Hydrology Technical Report
 - 60.100.30 Final Hydrology Technical Report
 - 60.100.40 Hydrology Technical Report Reference

65 Section 106 Documentation

- 65.10 Archeology Survey Report
 - 65.10.10 Section 106 Working Draft Doc
 - 65.10.20 Section 106 Draft Doc
 - 65.10.30 Section 106 Final Doc
 - 65.10.40 Section 106 Doc Reference
- 65.20 Historic Architecture Survey Report
 - 65.20.10 Historic Architecture Working Draft Report
 - 65.20.20 Historic Architecture Draft Report
 - 65.20.30 Historic Architecture Final Report
 - 65.20.40 Historic Architecture Report References
- 65.30 Findings of Effect Report
 - 65.30.10 Findings Working Draft Report
 - 65.30.20 Findings Draft Report
 - 65.30.30 Findings Final Report
 - 65.30.40 Findings Report References
- 65.40 Memorandum of Agreement
 - 65.40.10 Memorandum of Agreement Working Draft
 - 65.40.20 Memorandum of Agreement Draft
 - 65.40.30 Memorandum of Agreement Final
 - 65.40.40 Memorandum of Agreement Report References
- 65.50 Treatment Plan
 - 65.50.10 Treatment Plan Working Draft
 - 65.50.20 Treatment Plan Draft

- 65.50.30 Treatment Plan Final
- 65.50.40 Treatment Plan Report References

70 Draft EIR/EIS Volume 1

- 70.10 Front Matter
 - 70.10.10 Cover
 - 70.10.20 Signature Page
 - 70.10.30 Preface
 - 70.10.40 Table of Contents
- 70.20 Summary
 - 70.20.10 Summary Working Draft
 - 70.20.20 Summary Draft
 - 70.20.30 Summary Final
 - 70.20.40 Summary References
- 70.30 Chapter1 Purpose and Need
 - 70.30.10 Purpose and Need Working Draft Chapter
 - 70.30.20 Purpose and Need Draft Chapter
 - 70.30.30 Purpose and Need Final Chapter
 - 70.30.40 Purpose and Need Chapter References
- 70.40 Chapter2 Alternatives
 - 70.40.10 Alternatives Working Draft Chapter
 - 70.40.20 Alternatives Draft Chapter
 - 70.40.30 Alternatives Final Chapter
 - 70.40.40 Alternatives Chapter References
- 70.50 Chapter3 Affected Environment and Environmental Consequences
 - 70.50.10 3.1 Introduction
 - 70.50.10.20 3.1 Introduction Working Draft
 - 70.50.10.20 3.1 Introduction Draft
 - 70.50.10.30 3.1 Introduction Final
 - 70.50.10.40 3.1 Introduction References
 - 70.50.20 3.2 Transportation
 - 70.50.20.10 3.2 Transportation Working Draft
 - 70.50.20.20 3.2 Transportation Draft
 - 70.50.20.30 3.2 Transportation Final
 - 70.50.20.40 3.2 Transportation References
 - 70.50.30 3.3 Air Quality
 - 70.50.30.10 3.3 Air Quality Working Draft
 - 70.50.30.20 3.3 Air Quality Draft
 - 70.50.30.30 3.3 Air Quality Final
 - 70.50.30.40 3.3 Air Quality References
 - 70.50.40 3.4 Noise and Vibration
 - 70.50.40.10 3.4 Noise and Vibration Working Draft
 - 70.50.40.20 3.4 Noise and Vibration Draft

| | | |
|-----------|---|--|
| | 70.50.40.30 | 3.4 Noise and Vibration Final |
| | 70.50.40.40 | 3.4 Noise and Vibration References |
| 70.50.50 | 3.5 Electromagnetic Interference/Electromagnetic Fields (EMI/EMF) | |
| | 70.50.50.10 | 3.5 EMI/EMF Working Draft |
| | 70.50.50.20 | 3.5 EMI/EMF Draft |
| | 70.50.50.30 | 3.5 EMI/EMF Final |
| | 70.50.50.40 | 3.5 EMI/EMF References |
| 70.50.60 | 3.6 Biological Resources & Wetlands | |
| | 70.50.60.10 | 3.6 Biological Resources & Wetlands Working Draft |
| | 70.50.60.20 | 3.6 Biological Resources & Wetlands Draft |
| | 70.50.60.30 | 3.6 Biological Resources & Wetlands Final |
| | 70.50.60.40 | 3.6 Biological Resources & Wetlands References |
| 70.50.70 | 3.7 Geology, Soils, Seismicity | |
| | 70.50.70.10 | 3.7 Geology, Soils, Seismicity Working Draft |
| | 70.50.70.20 | 3.7 Geology, Soils, Seismicity Draft" |
| | 70.50.70.30 | 3.7 Geology, Soils, Seismicity Final" |
| | 70.50.70.40 | 3.7 Geology, Soils, Seismicity References" |
| 70.50.80 | 3.8 Hazardous Materials/Wastes | |
| | 70.50.80.10 | 3.8 Hazardous Materials/Wastes Working Draft |
| | 70.50.80.20 | 3.8 Hazardous Material/Wastes Draft |
| | 70.50.80.30 | 3.8 Hazardous Materials/Wastes Final |
| | 70.50.80.40 | 3.8 Hazardous Materials/Wastes References |
| 70.50.90 | 3.9 Socio Economics, Communities & Environmental Justice (EJ) | |
| | 70.50.90.10 | 3.9 Socio Economic, Communities & EJ Working Draft |
| | 70.50.90.20 | 3.9 Socio Economics, Communities & EJ Draft |
| | 70.50.90.30 | 3.9 Socio Economics, Communities & EJ Final |
| | 70.50.90.40 | 3.9 Socio Economics, Communities & EJ References |
| 70.50.100 | 3.10 Local Growth, Station Planning & Land Use | |
| | 70.50.100.10 | 3.10 Local Growth, Station Planning & Land Use Working Draft |
| | 70.50.100.20 | 3.10 Local Growth, Station Planning & Land Use Draft |
| | 70.50.100.30 | 3.10 Local Growth, Station Planning & Land Use Final |
| | 70.50.100.40 | 3.10 Local Growth, Station Planning & Land Use References |
| 70.50.110 | 3.11 Parks, Recreation and Open Space | |
| | 70.50.110.10 | 3.11 Parks, Recreation and Open Space Working Draft |
| | 70.50.110.20 | 3.11 Parks, Recreation and Open Space Draft |
| | 70.50.110.30 | 3.11 Parks, Recreation and Open Space Final |
| | 70.50.110.40 | 3.11 Parks, Recreation and Open Space References |
| 70.50.120 | 3.12 Aesthetics & Visual Quality | |
| | 70.50.120.10 | 3.12 Aesthetics & Visual Quality Working Draft |
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- 70.50.130.30 3.13 Public Utility & Energy Final
- 70.50.130.40 3.13 Public Utility and Energy References
- 70.50.140 3.14 Agricultural Land
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- 70.70.40 Chapter 5 Costs References
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- 75.30.10 P&N Working Draft Chapter Working Draft Folders are for verification of incorporation of Comment responses.
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 - 75.50.70 3.7 Geology, Soils, Seismicity"
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 - 90.20.20 NOP Form Letter
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 - 90.20.100 Records of Scoping Meetings
 - 90.20.100.10 Sign-in sheets
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 - 90.20.110 Scoping Comment Letters
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 - 90.20.130 Records of interagency consultations during the scoping process
- 90.30 Draft EIR Process
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 - 90.30.80 Cover letter for Draft EIR/EIS
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| | 90.30.100.50.20 | 3.2 Transportation "Three links (chapter, tech report, references)" |
| | 90.30.100.50.30 | 3.3 Air Quality "Three links (chapter, tech report, references)" |
| | 90.30.100.50.40 | 3.4 Noise & Vibration "Three links (chapter, tech report, references)" |
| | 90.30.100.50.50 | 3.5 EMI/EMF "Three links (chapter, tech report, references)" |
| | 90.30.100.50.60 | 3.6 Biological Resources & Wetlands "Three links (chapter, tech report, references)" |
| | 90.30.100.50.70 | 3.7 Geology, Soils, Seismicity" "Three links (chapter, tech report, references)" |
| | 90.30.100.50.80 | 3.8 Hazardous Materials/Wastes "Three links (chapter, tech report, references)" |
| | 90.30.100.50.90 | 3.9 Socio Economics, Communities & EJ" "Three links (chapter, tech report, references)" |
| | 90.30.100.50.100 | 3.10 Local Growth, Station Planning & Land use "Three links (chapter, tech report, references)" |
| | 90.30.100.50.110 | 3.11 Parks, Recreation and Open Space "Three links (chapter, tech report, references)" |
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| | 90.30.100.90 | Chapter 7 Public and Agency Involvement "Two links (chapter, references)" |
| | 90.30.100.100 | Chapter 8 List of Recipients "Two links (chapter, references Inc. Excel spreadsheet)" |
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| 90.40.60.50.30 | 3.3 Air Quality (links to Draft document) |
| 90.40.60.50.40 | 3.4 Noise & Vibration (links to Draft document) |
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| 90.40.60.50.60 | 3.6 Biological Resources & Wetlands (links to Draft document) |
| 90.40.60.50.70 | 3.7 Geology, Soils, Seismicity (links to Draft document) |
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| 90.40.60.50.90 | 3.9 Socio Economics, Communities & EJ (links to Draft document) |
| 90.40.60.50.100 | 3.10 Local Growth, Station Planning & Land Use (links to Draft document) |
| 90.40.60.50.110 | 3.11 Parks, Recreation and Open Space (links to Draft document) |
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| 90.40.60.50.140 | 3.14 Agricultural Land (links to Draft document) |
| 90.40.60.50.150 | 3.15 Hydrology & Water Resources (links to Draft document) |
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| 90.40.60.50.170 | 3.17 Safety & Security (links to Draft document) |
| 90.40.60.50.180 | Construction Methods and Impacts (links to Draft document) |
| 90.40.60.50.190 | 3.18 Cumulative and Secondary (links to Draft document) |
| 90.40.60.50.200 | 3.19 Mitigation Summary (links to Draft document) |
| 90.40.60.60 | Chapter 4 Section 4(f) & 6(f) Evaluation (links to Draft document) |
| 90.40.60.70 | Chapter 6 Unavoidable Adverse Impacts (links to Draft document) |
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| 90.40.60.90 | Chapter 7 Public and Agency Involvement (links to Draft document) |
| 90.40.60.100 | Chapter 8 List of Recipients (links to Draft document, Final EIR Distribution List Excel spreadsheet) |
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- 90.50 NOD and Filing Fees
 - 90.50.10 Final, signed Notice of Determination
 - 90.50.20 DFG Filing Fee Cash Receipt
- 90.60 EIR/EIS Reference Documents** - This folder should contain a pdf copy of every item in the Draft and Final EIR reference lists.
- 90.70 Other Materials Prepared or Used by Consultants.** This folder should contain any other items that staff/consultants have used in the EIR process that may not have been listed in the EIR reference list. Examples include:
 - 90.70.10 Statewide Route Maps
 - 90.70.20 High-Speed Rail Images
 - 90.70.30 High Speed Rail Implementation Plan
 - 90.70.40 High Speed Rail Business Plan
 - 90.70.50 Ridership Materials
 - 90.70.60 Draft Environmental Methodologies
 - 90.70.70 Regional Rail Documents
 - 90.70.80 Clean Water Act: Section 404(b)(1) Alternatives Analysis (This folder should be the location to save a copy of any correspondence, electronic or paper, that is about the EIR or the project, but is not specifically a comment letter on the EIR during the statutory comment period. For example, copies of letters fr"
- 90.80 Other Correspondence Related to the EIR/EIS or the Project
- 90.90 Consultant File Materials Advice on the content of this folder will be provided separately.
- 90.100 Authority Board Meeting Materials (This folder should include copies of the relevant materials for each Authority board meeting where a project-level EIR is on the agenda, and a consultant produced materials used at the meeting.) Examples of relevant items include:
 - 90.100.10 PowerPoint Presentations
 - 90.100.20 Individual Slides
 - 90.100.30 Videos
 - 90.100.40 Reports or summaries developed for the Authority to review
 - 90.100.50 other public information items
- 90.110 Public Information Brochures and Other Materials this folder should include copies of relevant materials that the Authority is producing to publicize the particular EIR or HST segment.
- 90.120 Videos this folder should include copies of all videos prepared on the particular project.

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- 00 HSR Concepts
- 05 Ridership & Revenue
- 10 Operations Planning
- 15 Station Area Planning

5. Media, Outreach & Graphics

- 05 Press Releases
- 10 New Paper Articles
- 15 Outreach Materials
- 20 Presentations
- 25 Logo & Templates
- 30 Maps
- 35 Visual Simulations

6. Programmatic Files

- 00 Statewide Programmatic Files
- 05 Bay Area Programmatic Files

7. Project Section (PE & EIR/EIS)

- 00 Environmental Reference Directories
- 05 San Diego – Los Angeles
- 10 Anaheim – Los Angeles
- 15 Los Angeles – Palmdale
- 20 Palmdale – Bakersfield
- 25 Bakersfield – Merced
- 30 Merced– San Jose
- 35 San Jose – San Francisco
- 40 Merced – Sacramento
- 45 Altamont Pass

8. Right-of-Way Actives

- 00 Row
 - A. Guidelines
 - B. Standardize Forms and Documents
 - C. Organizations
 - D. Acquisition Strategy
 - E. GIS of Parcels
 - F. Vendor Partners
 - G. Relocation Issues
 - H. QA/QC

09. Procurement Documents Templates

10. Construction (Templates)

11. Rolling Stock (Templates)

12. Staffing Operation (Templates)

13. Maintenance (Templates)

99. Archived Files (Hidden)

Appendix C: Correspondence logging Instructions for PS2

California High Speed Train Project Letter Log - CHSTP Letter Log

The purpose of the letter log is to document all letters sent and received in regards to the California High-Speed Train Project. Each letter shall be numbered and documented in the "CHSTP Letter Log" database on PS2. The intention is that all partners will utilize the log to document their correspondence to and from the Authority and other partners on the project. The letter log database becomes the directory of all incoming and outgoing letters which creates an audit trail and a tool to find historical information.

In addition to this database, all firms are required to keep a paper file of all correspondence pertaining to the CHSTP project within their respective offices.

The database is simple and easy to use. The fields are defined as follows:

- Regional Segment: Regional Segment as defined by Contract
- From Company: From the Company
- To Company: To the Company receiving the letter
- Letter #: The number is automatically set by PS2. The format - From Company - To Company -#Number is illustrated as follows: PB-HSR-#00001
- Letter Date: The actual date of the letter
- Date Received: The date the letter is received (optional)
- From: The name of the sender
- To: The name of the recipient (If more than one recipient, then use the first name on the list.)
- Multiple Recipients: If the letter was addressed to more than one person. Answer Yes or No. (This does not include those who are copied.)
- How Many: Enter the number from the pull down menu
- Subject: The subject of the letter
- Letter Thread: If the letter is in response to another letter, that letter number(s) is included here which becomes helpful in seeing the entire sequence of letters over time.
- Comment: Add comment if required
- Letters Attached: The letter and its attachments can be placed in the database.

If you have questions or problems please contact document control.

The input screen.

CaHSTP Letter Log
Create Database Entry

Instructions:
1. New Entry
2. Enter Data, press OK
3. "Add File" to attach the letter

Regional Segment

From Company

To Company

Letter Number (set automatically)

Letter Date

Date Received Done

From

To

Multiple Recipients

How Many?

Subject

Letter Thread #

 For more information, see [To add a database entry.](#)

Sample Entry

Edit Database Entry

Instructions:

1. New Entry
2. Enter Data, press OK
3. "Add File" to attach the letter

| | |
|---------------------|--|
| Regional Segment | B. LA-Orange Co. |
| From Company | OTHER- |
| To Company | PB- Parsons Brinckerhoff |
| Letter Number | 224 |
| Letter Date | 2/26/2009 |
| Date Received | <input type="text"/> <input type="button" value="31"/> <input type="checkbox"/> Done |
| From | City of Santa Fe Springs - Tom R. Lopez |
| To | Bruce Armistead |
| Multiple Recipients | No |
| How Many? | <input type="text"/> |
| Subject | Valley View Grade Separation Plans |
| Letter Thread # | <input type="text"/> |

 For more information, see [To add a database entry.](#)

Instructions:

1. Click "New Entry"
2. Enter Data as illustrated above and press "OK"
3. "Add File" to attach the letter.
4. Click OK

City of Santa Fe Springs - Tom R. Lopez edit

a database entry created by Leti Mantel on 18 Mar 09

| | |
|----------------------|---|
| next | summary |
| Regional Segment | B. LA-Orange Co. |
| From Company | OTHER- To Company PB- Parsons Brinckerhoff |
| Letter Number | 224 |
| Letter Date | 26 Feb 2009 Date Received |
| From | City of Santa Fe Springs - Tom R. Lopez To Bruce Armistead |
| Multiple Recipients | No How Many? Subject Valley View Grade Separation Plans |
| Letter Thread # | |
| Comment | add a comment take a vote |
| Letters attached | <div style="text-align: center;"> 00224 - SFS - Valley View Grade Sep Plans (CD).pdf </div> |

[create](#) [add file](#) [mark read](#) [commands](#)

5. Write the Letter Number on the Document in the top right hand corner. In this case Letter Number 224.

Written as OTHER-PB-00224

6. You may attach the letter at this step or come back later to add the file by left clicking on the square button.

Add another will take you to a new blank Entry Screen.

This means that one must go the summary page after completing the entries to get the letter number for each document. At which time document them on each letter.

7. Your entry is complete.

CaHSTP Letter Log [edit](#)

Database created by [Richard Frankhuizen](#) on 25 Nov 08

[new entry](#) [show search](#) (all 226 entries shown)

A letter number is required for all letters. Please use the following format:
 From Company-to Company-Letter Number - "PB-HSR-# 00001"
 Parsons Brinckerhoff to Ca High Speed Rail Authority - Letter #00001

| | Regional Segment | From Company | To Company | Letter Number | Letter Date | Date Received | From | To | Multiple Recipients | How Many? | Subject | Letter Thread |
|-------------------------------------|----------------------|--------------|--------------------------|---------------|-------------|---------------|---|-----------------|---------------------|-----------|------------------------------------|---------------|
| Group by To | | | | | | | | | | | | |
| + | Alex Krimotat 6 | | | | | | | | | | | |
| + | Alex Krimotat 1 | | | | | | | | | | | |
| + | Anthony Daniels 14 | | | | | | | | | | | |
| + | Brewerton Clarke 1 | | | | | | | | | | | |
| + | Brian Ashurst 1 | | | | | | | | | | | |
| + | Bruce Armistead 1 | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | B. LA-Orange Co. | OTHER- | PB- Parsons Brinckerhoff | 224 | | 26 Feb 2009 | City of Santa Fe Springs - Tom R. Lopez | Bruce Armistead | No | | Valley View Grade Separation Plans | |
| + | Bruce Hilton 1 | | | | | | | | | | | |
| + | Bruce Hilton 6 | | | | | | | | | | | |
| + | Bruce Pohlott 2 | | | | | | | | | | | |
| + | Carrie Pourvahidi 16 | | | | | | | | | | | |
| + | Carrie Pourvahidi 1 | | | | | | | | | | | |
| + | Charles Newman 1 | | | | | | | | | | | |
| + | Charles Stark 1 | | | | | | | | | | | |
| + | Charles Stark 5 | | | | | | | | | | | |
| + | Dan Leavitt 3 | | | | | | | | | | | |
| + | Dave Minister 1 | | | | | | | | | | | |
| + | David Minister 1 | | | | | | | | | | | |
| + | David Parker 1 | | | | | | | | | | | |
| + | David Rankin 1 | | | | | | | | | | | |
| + | David Turner 5 | | | | | | | | | | | |
| + | David Turner 1 | | | | | | | | | | | |
| + | Dennis Papillon 1 | | | | | | | | | | | |
| + | DJ Mitchell 2 | | | | | | | | | | | |
| + | DJ Mitchell 2 | | | | | | | | | | | |
| + | Donald Newlands 2 | | | | | | | | | | | |

If you wish to view the specific entry,

My ProjectSolve > CAHSR - Program Mgmt (13259) > Test Area > CaHSTP Letter Log > Anthony Daniels

Anthony Daniels

a database entry created by  Richard Frankhuizen on 1 Dec 08

next | previous | summary

| | | | |
|------------------|---|------------|--|
| From Company | PB - Parsons Brinckerhoff | To Company | HSR - California High Speed Rail Authority |
| Letter # | PB-HSR-0003 | | |
| Letter Date | 1 Dec 2008 | | |
| From | Anthony Daniels | To | Medhi Morshed |
| Task | 9.0 ROW | Subject | ROW Work Plan & Budget |
| Letter Thread # | | | |
| Comment | <input type="button" value="add a comment"/> <input type="button" value="take a vote"/> | | |
| Letters attached | | | |

create | add file | mark read | commands    

In the summary view, grouped by "From Company" the list of letters can be viewed.

CaHSTP Letter Log

a database created by  Richard Frankhuizen on 25 Nov 08

[new entry](#) | [show search](#) (all 8 entries shown)

A letter number is required for all letters. Please use the format:
 From Company-to Company-Letter Number
 PB-HSR-0001
 Parsons Brinckerhoff to Ca High Speed Rail Authority - Letter #0001
 In Summary View, sort on "Letter #", find the last letter sent to your recipient.
 Use the next Letter # in the sequence for your "New Entry"

| | From Company | To Company | Letter # | Letter Date | From | To | Task | Subject | Letter Thread # |
|-----------------------------|---------------------------|--|--------------|-------------|---------------------|---------------------|------------------|------------------|-----------------|
| Group by From Company | | | | | | | | | |
| PB - Parsons Brinckerhoff 5 | | | | | | | | | |
| | PB - Parsons Brinckerhoff | HNTB - HNTB | PB-HNTB-0001 | 19 Nov 2008 | Richard Frankhuizen | Tommy Lee Jones III | work plan | where is it | |
| | PB - Parsons Brinckerhoff | PB - Parsons Brinckerhoff | PB-PB-0001 | 19 Nov 2008 | Richard | Tony | stuff | boating | |
| | PB - Parsons Brinckerhoff | HSR - Cal High Speed Rail Auth | PB-HSR-0001 | 25 Nov 2008 | Tony | Medhi | Deliverable | EIR/EIS test | |
| | PB - Parsons Brinckerhoff | HSR - California High Speed Rail Authority | PB-HSR-0002 | 19 Nov 2008 | Richard | Rosemary | computer plotter | where does it go | |
| | PB - Parsons Brinckerhoff | KFD | PB-KFD-0002 | 25 Nov 2008 | Tony | George | 4.4 | stuff | |
| STV - STV, Inc. 3 | | | | | | | | | |
| | STV - STV, Inc. | PB - Parsons Brinckerhoff | STV-PB-0001 | 25 Nov 2008 | Gene | Tony | EIR work | maps | |
| | STV - STV, Inc. | PB - Parsons Brinckerhoff | STV-PB-0002 | 25 Nov 2008 | Gene | Tony | Too many letters | gee whiz | |
| | STV - STV, Inc. | PB - Parsons Brinckerhoff | STV-PB-0003 | 19 Nov 2008 | Richard | Someone | work | all of it | |

[new entry](#) | [Print View](#) | [access](#) | [notification](#) | [export](#) | [import](#)
[select all](#) | [cut](#) | [copy](#) | [copy link](#) | [paste](#) | [delete](#) | [mark read](#) | [mark unread](#) 

A sample letter with the letter number

DRAFT submittal letter format

3840 Rosin Court
Suite 200
Sacramento, CA 95834

December 1, 2008
To: Mr. Medhi Morshed
California High Speed Rail Authority
925 L Street, Suite 1425
Sacramento CA 95814

Letter #: PB-HSR-#00003

**Include
the letter #**

RE: Task 9.0 – ROW Work Plan & Budget

Dear Mr. Morshed,

Parsons Brinckerhoff submits the requested Work Plan and Budget for the Right of Way Activities for this fiscal year.

| Task | Deliverable | Quantity | Comments Due by | Status |
|------|-----------------------------------|--------------------|-----------------|--|
| 9.0 | Task 9.0 ROW Work Plan and Budget | 1 hard copy + 1 CD | 12/12/2008 | <input checked="" type="checkbox"/> Draft for review <input type="checkbox"/> Final Draft <input type="checkbox"/> Final Submittal |

This deliverable was prepared to support the High Speed Rail Program and has been internally reviews in accordance with our Quality Assurance/Control procedures.

The enclosed document is located on PS2 at _____. We request your comments by December 12, 2008. The Comment Resolution Conference is scheduled to take place on December 17, 2008 at 10 am.

Thank you,



Anthony Daniels
Program Manager

Attachments: 9.0 ROW Work Plan and Budget

cc: John Doe

PB File: Sample Letter.doc

Regional Segments

S. Statewide

A. LA - Palmdale

B. LA-Orange Co.

C. LA-San Diego

D1. Palmdale - Bakersfield

D2. Bakersfield - Fresno

E1. Fresno to Merced

E2. Merced to Sacramento

F. Altamont Pass

G. Merced to San Jose

H. San Jose - San Francisco

To and From Company Choices

AEC – AECOM

ATC – All Transit Consultants LLC

BNSF – Burlington Northern Santa Fe Railway

CAL – Caltrans-Department of Transportation

CALT – Caltrain

CC – Cordoba Corporation

CHSRA – California High Speed Rail Authority

CS – Cambridge Systematic

DCG – Deutschman Consulting Group

DOJ – Department of Justice

ELE – Elected Officials

ET – Earth Tech

FRA – Federal Railroad Administration

GS – Goldman Sachs

GVT – Embassy, Consulate, or Government office

HMM – Hatch Mott McDonald

HNTB -

IMG – Infrastructure Management Group

JE – Jacobs Engineering

JPB – Joint Powers Board

KFD – Kleinfelder, Inc

LB – Lehman Brothers

LPA – Lucas Public Affairs

MTA – Los Angeles Metropolitan Transportation Authority

NEW – Newlands & Company

OCTA – Orange County Transportation Authority

OTHER –

PAR – Parsons

Parsons Brinckerhoff

PMT – Project Management Team

PP – Paragon Partners, LTD

PP – Private Party – Individual or Corp

RC – Regional Consultants

RMC – Regional Managers & Consultants

RM – Regional Managers

SCS – SC Solutions, Inc.

SYS – SYSTRA Consulting

STV –

TALC- Transportation and Land Use Coalition

TDC – The Duffey Company

TEC – Turner Engineering Corporation

TJPA – Transbay Joint Powers Authority

UCB – UC Berkeley

UPRR – Union Pacific Railroad

URS –

VAI – Virginkar Associates Inc

Appendix D: FTP Site Procedures (for transferring large files)

For exchange of large sized files, the Parsons Brinckerhoff FTP site will be used. To access this tool, connect to the internet, open Internet Explorer and type into the Address bar

<http://ftp.pbworld.com>

Sending a file

- Click on **Browse** and find the file you want to upload from your computer or network drive.
- Highlight the file you want to upload and click **OPEN**. You may send only one file at a time.
- Click on the **Upload** button once you have chosen the file. You will see the status bar change and you will see the message *Uploading File....please wait*.
- After the upload has completed, enter your name and your email address.
- Enter the email address of the recipient. You can send to multiple recipients by separating addresses with a semicolon e.g.: smith@IBM.com; fred@cisco.com
- If there is something specific you need to say regarding the file, you may add text to the standard message that appears. Consider adding your specific remarks at the beginning of the message where they have a better chance of being noticed.
- Click the **Send Email** button.
- If you wish to send the same file to another recipient but in a separate transmittal from your first one, you may do so after the first email has been sent. After you click on **Send Email**, note that the recipient field has been cleared but these things are still showing: (1) the uploaded file name, (2) your name, (3) your email address. All that is required is for you to enter the new recipient's email address.
- If you wish to send a different file now to the same or other recipients, click on **Public Upload** which you will now see in small letters below the Send Email button.

Receiving a file

- The recipient will receive an email, containing a link to the uploaded file.
- Click the **link to access the file**.
- The recipient will be asked to either "open" or "save" the file. We recommend that the recipient SAVE the file at this point. A window will allow the recipient to specify a filename and location. The file will be a zipped file, to be opened using WINZIP later. (If the recipient chooses Open rather than Save, they may occasionally get a WINZIP windows which appears with no file in it, depending on how their WINZIP installation was configured.)

Problems

If you are having problems uploading or downloading large files, it may be related to timeouts. Timeouts are most commonly caused by slow or busy internet links. If you are having this

problem, try downloading the file during a quiet period (early morning or evenings are the best times). File size limit is 100 mb.

When downloading a file, it is a good idea to verify that the download is completed. Check the size of the file as it starts to download. When complete, check this size against the size of the file saved on your machine: they should be the same. If they are not the same this means that the download ended prematurely. To correct this, just click on the link again and save the file with exactly the same name. In most cases, the download will continue from where it stopped.