



Montana Department of Transportation  
PO Box 201001  
Helena, MT 59620-1001

## Memorandum

To: Distribution

From: Paul Ferry, P.E.  
Highways Engineer

Date: January 13, 2011

Subject: Reference Posts on Title Sheets

Periodically we have had to change the reference posts on title sheets based on information provided by the Road Log Manager. These changes often occur when a project has been submitted to the Contract Plans Bureau. In an effort to obtain the correct project reference post as early as possible in the process, I recommend the following:

- 1) For projects using as-built stationing, include the beginning and ending stations in the Scope of Work or PFR/SOW Report. We also need to add the Road Log Manager, to the electronic distribution
- 2) For projects that have a topo survey using state plane coordinates, submit the coordinates for the beginning and ending points of the project directly to the Road Log Manager at the time the Alignment & Grade Review Report is written and she will provide the beginning and ending reference posts.
- 3) If a project has new stationing and does not utilize state plane coordinates, provide the as-built stationing ties for the beginning and end of the project.

Anytime the project limits change, an amendment to the Scope of Work Report is needed and the appropriate revised information needs to be submitted to the Road Log Manager

If you have questions concerning this, please contact me at 444-6244.

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