



C Sheets

Design Manual
Chapter 1
General Information

Originally Issued: 04-20-01

Revised: 04-17-12

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. Pollution prevention plan (see Section [10D-1](#)).
7. Standard notes.
8. 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](#)

[Pollution Prevention Plan 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.

Pollution Prevention Plan

- Does the project require a Pollution Prevention Plan? Refer to Section [10D-1](#).
- Are all of the entry fields filled in?

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

- | | |
|-----------|--|
| 4/17/2012 | 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. |