

# Sample of a Division of Work Memo

This attachment includes a sample Division of Work memorandum to assist the Structure Representative when writing this memorandum to the Resident Engineer.

When writing letters to the Resident Engineer, always start with the [current template](#) from the Director's Office.

State of California

California State Transportation Agency

## Memorandum

To: DEPARTMENT OF TRANSPORTATION  
DISTRICT 04 CONSTRUCTION  
San Rafael Construction Office  
Trans. Engineer, P.E., Resident Engineer

Date: December 4, 20XX

File: 04-XXXXX4  
04-MRN-1XX-  
0413000XXXX  
For Construction on State Highway in Marin  
County Near Mill Valley from SC  
Highway frontage road to Route 1XX

From: DEPARTMENT OF TRANSPORTATION  
DIVISION of ENGINEERING SERVICES  
OFFICE of STRUCTURE CONSTRUCTION  
OFFICE F - San Rafael Construction Office  
I.M. Engineer, P.E., Structure Representative

Subject: DIVISION OF WORK

Bridge construction engineers will provide field engineering, quantity calculations, and progress pay estimates for the following structure items:

ITEM NO.	ITEM DESCRIPTION	UNITS	QUANTITY	BID AMOUNT	TOTAL
28	60" CIDH CONCRETE PILE(SIGN)	LF	31	\$ 2,650.00	\$ 82,150.00
30(F)	FURNISH SIGN STRUCTURE (TRUSS)	LB	15500	\$ 5.10	\$ 79,050.00
31(F)	INSTALL SIGN STRUCTURE (TRUSS)	LB	15500	\$ 0.30	\$ 4,650.00
32	REMOVE SIGN STRUCTURE (EA)	EA	1	\$ 5,000.00	\$ 5,000.00
55	CHAIN LINK RAILING (TYPE 7 MODIFIED)	LF	4060	\$ 65.00	\$ 263,900.00
69	MOBILIZATION	LS	1	\$ 419,000.00	\$ 419,000.00
	MOBILIZATION (Structures %)	LS	11.56%	\$ 419,000.00	\$ 48,436.87
	CONTRACT TOTAL BID AMOUNT				\$ 4,179,777.00

**Total Structures work without mobilization = \$ 434,750.00**

### Below not including mobilization

$\frac{\text{Total Structures}}{\text{Total Contract}} = \frac{\$ 434,750.00}{\$ 3,760,777.00} \times 100\% = 11.56\%$

Total Mobilization= \$ 419,000.00  
Structures Mobilization= \$ 48,436.87  
District Mobilization= \$ 370,563.13

### Total Structures Dollar Amount =

**\$ 483,186.87**

Total Contract Amount = \$ 4,179,777.00

\_\_\_\_\_  
I.M. Engineer, P.E.  
Structure Representative

cc: BCE, ACM, OSC, RE., file