

Request for Corporate Bridge Information Instructions

Viewing Location

4999 – 98th Avenue SE side of Twin Atria
Main Floor
Corporate Records Centre
Phone: (780) 427-0039

Hours of Operation:

8:30 – 4:15 (Closed during lunch hour 12:00 – 1:00 daily)

Minimum of 72 hours of notice must be given prior to viewing

The following steps must be completed before access is permitted:

Consultant/Contractor Complete the Following:

- Name of representative and phone number
- Company name (indicate if you are the prime consultant or a sub; if you are a sub consultant/contractor indicate who is the prime consultant)
- Who engaged by
- Date requested and date required
- Bridge site numbers, bridge site description, date range (eg: bridge site 74458 from 1945 to 1998)
- Select the file types being requested
- Project description
- Obtain project sponsor signature
- Email completed form to Corporate Records Centre (CRC) at records@gov.ab.ca

Department Project Sponsor Complete the Following:

Name, signature and phone number

For Municipality Projects:

Include a signed and dated letter of authorization from the municipality project sponsor including a phone number.

Note: the request will not be processed without a signature)

Please Note the Following Guidelines:

- Minimum of 72 hours of notice must be given prior to viewing
- Bookings will be done at a first come first serve basis
- Maximum of four (4) individuals in the room at the same time
- One consultant firm only in the room when doing a Request for Proposal (RFP)
- No drop in requests will be accepted
- Requestor must sign for records at CRC prior to viewing
- Upon completion of review leave all records in the room so CRC staff can verify that all files have been returned

Request For Corporate Bridge Information

Representative Information Name _____ Phone Number _____ Email Address _____	Company Name, Phone Number, Email Address) Prime Consultant: _____ Sub Consultant: _____ Email Address: _____
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_____ RFP for Transportation _____ Engaged by MD/County _____ Other (Explain)	Date Requested: _____ Date Required AM/PM: _____ Date Reviewed _____
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Bridge Site Number (Date Range Required) _____ _____ _____ _____ _____ _____ _____ _____	Project Description _____ _____ _____ _____ _____ _____ _____ _____
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	AP – Agreement Plans		FD - Final Details		RA - Rating Design
	BI - Bearing Inspection / Repair		FL - Flood		SFR - Steel Fabrication Report
	BO – Board Orders		General Correspondence		SGI - Steel Girder Inspection
	CN – Construction		GT - Geotechnical		TI - Truss Inspection
	DK – Deck		IR - Inspection Report		
	DN – Design Notes		MIR - Misc Inspection Reports		
	Drawings (Design) <i>Obtain from Project Sponsor</i>		PCG - Precast Concrete Girders		
	Drawings (Shop) <i>Obtain from Project Sponsor</i>		PI - Paint Inspection		

Project Sponsor (Print Name) _____	Signature _____	Phone Number _____
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Email completed form to Corporate Records Centre (CRC) at records@gov.ab.ca

You will be contacted only if the request cannot be filled by the requested time period.

Municipality Request For Corporate Bridge Information

Authorization to Proceed and View Alberta Transportation Bridge Files

We authorize _____ (*Consultant Name*) to view Alberta Transportation Bridge Files for these bridge sites as well as any sites upstream, downstream or on adjacent roadways or watercourse's which would be required to obtain local site history for the completion of the current assignment.

Signed: _____ (*Municipality Project Sponsor*)

Date: _____

Phone: _____

The information provided by Alberta Transportation is provided in confidence and shall not be used or disclosed either directly or indirectly except for

- purposes necessary for the performance of services under contract
- the preparation of proposals to Alberta Transportation
- The following information is being collected under the authority of the Government Organization Act and will be used to track the access of corporate information. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act.