

CONSTRUCTION DRAWINGS

Submittal

Working drawings shall be submitted by the contractor in accordance with subsection 105.02 of the Standard Specifications for Highway Construction.

Checking

Checking of shop drawings, falsework drawings, and erection drawings is a normal duty of the Engineer of Record. The Bridge Section shall check drawings for designs completed by the Bridge Section staff. For consultant designs, the consultant should do the checking as provided for in the Consultant Services Agreement. Checking must be thorough, accurate, and complete.

If information is incomplete, the engineer shall request that the additional data be submitted in writing and shall not approve the shop drawings until the information has been received and reviewed. No verbal approval shall be given to a contractor, supplier, or fabricator. All approvals, verbal and written, shall be given to the Resident Engineer.

Approval of materials is generally the responsibility of the Materials Engineer. The Bridge Section will provide advice/recommendations on materials when requested.

Construction drawings will be checked promptly upon receipt of complete information and at a speed consistent with thoroughness and accuracy.

The shop drawing approval stamp should be on every sheet on the drawings and the cover sheet of the design calculations for submittals reviewed only by the Bridge Section, such as prestressed girder shop drawings, railing, expansion joints, etc.

Professional Engineer's Stamp

For products designed by the fabricator, i.e. precast culverts, MSE walls, etc., all shop drawing sheets should be stamped in addition to the cover sheet for the design calculations.

When the shop drawings are for a product that has been designed by the Engineer of Record, i.e. steel girders, the shop drawings do not need to be stamped.

Archives

PDF files of the approved shop drawings for all elements that become a permanent part of the structure shall be submitted by the Contractor and shall be retained with the contract plans for the structure.

Review Procedure for Shop Drawing Submittals Reviewed by Multiple Sections

When ITD gets construction submittals for contractor-designed retaining walls, temporary shoring, sign structures with foundations, drilled shafts, etc., they are reviewed by HQ Bridge, HQ Materials, and the District.

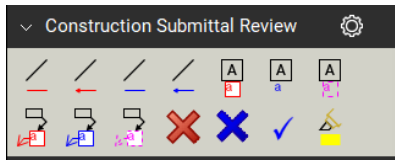
For submittals reviewed by multiple sections:

- The project manager (PM) will create a Bluebeam session and invite the appropriate reviewers.
- The first sheet of the submittal will have a review comment legend.

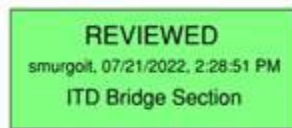


- All reviewers will use the Construction Submittal Review Tool Chest to make comments being mindful of the color used. The District will make the final decision if the Contractor needs to re-

submit the document, or approve with corrections noted. However, reviewers can recommend a resubmittal to the District PM after they have completed their review.



- When a reviewer has completed their review, they will apply a “Reviewed” stamp containing their name, date, and time to the front sheet of the submittal.



- The corrected, final document will be saved on ProjectWise with a stamp that says “Document Accepted by, <name & date of the PM>”

Revisions:

April 2008	Added information on Submittal & Archives.
Aug 2016	Added electronic pdf files for as-built submittal. Changed Article number from 0.1 to 0.01.
Sep 2020	Deleted reference to 22"x34" 3 mil mylars for Archive shop drawings.
May 2021	Added clarification for stamping shop drawings/design calculations.
Oct 2023	Added Review Procedure for shop drawings reviewed by multiple sections.