

reduce the engineering stamps on a sheet. When more than one engineering stamp is required on a sheet, the responsibilities for each engineering stamp shall be clearly defined.

- Assemble design calculations from all designers including the final geotechnical analysis report and the hydraulic report from the geotechnical engineer and the hydraulic engineer, finalize the calculation book, and seal the cover sheet of the calculation book.
- Ensure the names of the designer, design checker, detailer, detail checker, and reviewer are correctly shown on the title block of each plan sheet. Stamp all plan sheets or designate a designer, design checker, or reviewer who shall be licensed by the State of Louisiana as a professional engineer to stamp the sheets developed under their supervision. The EOR must stamp the general notes sheets.
- Ensure all special provisions are accurately shown on the construction proposal. The special provisions are typically stamped by the Specification Engineer as part of the construction proposal; however, if the Specification Engineer is not qualified or not willing to stamp the special provisions, the EOR must stamp these provisions.

Step 8: QC/QA for Design Activities after Final Plans are Signed by Chief Engineer

The same QC/QA process above shall apply to all design activities such as plan revisions, change orders, etc., occurring after the final plans are signed by Chief Engineer.

Step 9: Archiving Bridge Design Files

The EOR is responsible for archiving all bridge design files including calculation books, plans, special provisions, cost estimate, and other pertinent documents in accordance with the Bridge Design Section records retention policy (see *Appendix F*). For consultant projects, the supervisor or the team leader is responsible for delivering all bridge design files to the LADOTD Bridge Task Manger no later than 30 calendar days after the stamped final plans are delivered. Any revisions made to these documents due to plan revisions and change orders must be delivered with the signed plan revisions or change order sheets.

The final calculation book and other final design documents for all projects including in-house and consultant projects shall be uploaded to the archiving location designated in the record retention policy within 30 calendar days after the stamped final plans are delivered.

3.3—CONSULTANT AND DESIGN-BUILD PROJECTS

3.3.1—Responsibilities of the Prime Consultant and Design-Build Contractor

For consultant projects and design-build projects the Prime Consultant or Design-Build Contractor is fully responsible for QC/QA of their work and the work of all subconsultants. The Prime Consultant or Design-Build Contractor is also responsible for all expenses incurred from design omissions, ignorance, or errors.

The Prime Consultant or Design-Build Contractor is required to submit a QC/QA plan document as part of the proposal (SF 24-102) evaluation. Effective Nov. 1, 2012, the following QC/QA statement is included in the advertisement and contract for all Bridge Design projects:

Quality Control and Quality Assurance (QC/QA) for Bridge Design Projects

The Prime Consultant shall submit a QC/QA plan document specifically developed for this project as part of SF 24-102. The QC/QA plan document must comply with the minimum requirements set in the “Guidance on QC/QA in Bridge Design in Response to NTSB Recommendation (H-08-17)”