



Office of Engineering
Project Development Division
Bridge Design Section
PO Box 94245 | Baton Rouge, LA 70804-9245
Phone: 225-379-1302

Bobby Jindal, Governor
Sherri H. LeBas, P.E., Secretary

MEMORANDUM

TO: ALL CONSULTANTS
ALL BRIDGE DESIGNERS

FROM: PAUL FOSSIER, P.E.
BRIDGE DESIGN ENGINEER ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 49 (BDM.49)
(REPLACES BDM.26)
RETENTION POLICY FOR FINAL SHOP DRAWINGS AND OTHER
CONSTRUCTION SUBMITTALS REVIEWED BY BRIDGE DESIGN ENGINEER

DATE: July 9, 2014

Effective immediately, the following retention policy shall be implemented for final shop drawings and other construction submittals that require review of the Bridge Design Engineer. The hard copies and pdf files of final shop drawings will be indexed and sent by Bridge Design Section to General Files for archiving in accordance with *EDSM III.5.1.14 – Disposition of As-Built Plans after Final Estimate and Shop Drawings after Final Acceptance* (to be revised soon to reflect this requirement).

Final Shop Drawings

The final shop drawings reviewed and distributed by the Bridge Design Engineer shall be scanned as pdf files and saved in ProjectWise under *\project folder_Published Submittals\Project Drawings_Construction Submittals\Shop Drawings* after each distribution. These pdf files shall be named and organized in accordance with the categories and file naming convention as shown in bridge design standard form *BDFORM.6 – Transmittal of Final Shop Drawings to General Files* (see Attachment 1 for an example). Form *BDFORM.6* is available for download from bridge design section website under downloads. The DOTD Bridge Task Manager shall be responsible for this task, but he may delegate the task to a designated person or request General Files' assistance as appropriate. For consultant projects, this task may be delegated to the consultant. It should be noted that if a consultant is responsible for the distribution, he shall include the DOTD Bridge Task Manager on the distribution list. The DOTD Bridge Task Manager shall retain a hard copy of the final shop drawings from each distribution and store them in a designated place, where all shop drawings for the project are retained.

After the final project acceptance notification letter is received by the Bridge Design Engineer Administrator or the project is shown as complete in Site Manager (see Attachment 2 for an example of the acceptance letter and an example summary report from Site Manager where the project acceptance date is shown), the DOTD Bridge Task Manager is responsible for transmitting a complete set of hard copies of the final shop drawings distributed throughout the project and all pdf files to General File for archiving. The following documents/items shall be included in the transmittal:

- A CD labeled with the project number and containing BDFORM.6 (see Attachment 1 for example form) and all pdf files. See Attachment 4 for a labeled CD example.
- DOTD Document Transmittal Sheet. This form is posted on intranet under Business Services website as "Attachment 7-1 Transmittal Form". See Attachment 3 for an example.

- Shop drawings that are organized in the order as shown in BDFORM.6. Shop drawings in one category shall be bundled together with a label indicating the category. All shop drawings shall be placed in a box or boxes labeled with a standard label form for a storage box. The label form and an example of the label form are posted on intranet under Business Services website as “Attachment 5-1 Example of labeling a storage box” and “Attachment 6-1 Label Form for a storage box.”

General Files will place all files in the CD under *\26planroom\Shop Drawings\Project No.* The hard copies will be processed in accordance with DOTD approved Records Retention Schedule.

Bridge Design Section shall maintain the pdf files of shop drawings in ProjectWise even though the same pdf files have been transmitted to General Files for archiving.

Other Construction Submittals

Other construction submittals, such as erection drawings, responses to Request for Information (RFIs), etc., that are reviewed by the Bridge Design Engineer shall be scanned as pdf files and saved in ProjectWise under *\project folder\Published Submittals\Project Drawings_Construction Submittals\Erection Drawings or RFIs or Other Construction Submittals.*

BDTM .49 will replace BDTM.26, which was published on Dec. 22, 2010.

This technical memorandum is posted on the Bridge Design Website under Technical Memoranda.
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/Technical-Memoranda.aspx

Please contact Ms. Zhengzheng “Jenny” Fu (225-379-1321, zhengzheng.fu@la.gov) if you have questions or comments.

PF/zzf

Cc: Janice Williams (Chief Engineer)
Chad Winchester (Chief, Project Development Division)
Vacant (Assistant Secretary of Operations)
Kirk Gallien (Deputy Assistant Secretary of Operations)
David Miller (Bridge Maintenance Administrator)
Michael Vosburg (Chief Construction Division Engineer)
Alden Allen (Fabrication Engineer)
Edward Wedge (Project Management Director)
Jeff Lambert (Pavement and Geotechnical Engineer Administrator)
Simone Ardoin (Road Design Engineer Administrator)
Art Aguirre (FHWA)
District Administrators (02, 03, 04, 05, 07, 08, 58, 61, 62)
Gilbert Bonnet (Business Services Section Head)
Roy Schmidt (Construction Section)

Submittal of Final Shop Drawings to General Files

6/30/2014
Date

Project Number: **455-09-0024**

Project Name: **I-49 N (Mira Myrtis Rd. - LA 168) Seg B**

To: General Files

From: **Ryan Morvant** Name
25 - Bridge Design Section

Shop Drawing Categories	Code	Included in this submittal, Y or N	Total Number of Sheets	PDF File Names ¹
Prestress Precast Concrete Girders	PPCG	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	25	PPCG
Steel Girders	SG	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	72	SG
Joints	JT	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	10	JT
Bearings ²	BR	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	0	PPCG
Other Precast Concrete Members	PCM	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		
Other Structural Steel Members/Metal Work ³	SSM	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		
Mechanical System	ME	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		
Electrical System	EE	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		
Operating House ⁴	BMH	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		
Miscellaneous Items	MISC	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		

Notes:

1. All shop drawings in one category shall be scanned and saved as one file whenever possible. If not, it can be saved into several files, such as PPCG.1 of 3, PPCG.2 of 3, and PPCG.3 of 3.
2. Bearings may be included in the PPCG category if the details are mixed with the PPCG details. Bearings should be marked as included, shown as 0 total sheets, and listed under the file name in which they are included.
3. Metal work as part of PPCG shall be included in the PPCG category.
4. Includes mechanical and architectural systems pertaining to operating houses, machinery houses, generator houses, etc.



Department of Transportation and Development
Office of Engineering
PO Box 94245
Baton Rouge, LA 70804-9245
225-379-1503

Bobby Jindal, Governor
Sherri H. LeBas, P.E., Secretary

May 13, 2014

FINAL ACCEPTANCE

State Project No. 455-09-0024
FAP No. 0905(504)
I-49 North (Mira Myrtis Road to LA 168)
Route: I-49
Caddo Parish

Contract Date: 04/21/2009
Austin Bridge & Road LP

To whom it may concern:

This is to certify that final inspection of this project was made on 05/02/2014; that all phases of work under the contract have been satisfactorily completed and the Department of Transportation and Development hereby accepts the work. This work will be maintained by the Louisiana Department of Transportation and Development.

Janice P. Williams, P.E.
DOTD Chief Engineer

Austin Bridge & Road LP
Mr. David K. North, Jr., P.E.
(For distribution within District 04)
Mr. Michael Vosburg
Attn: Ms. Michelle Ory
Mr. Charles B. Brown,
Attn: Ms. Annsylvia Collins
Travelers Casualty and Surety Co., Fidelity and
Deposit Co. of Maryland, Federal Insurance Co.,
Zurich American Insurance Co.

Compliance Program
Mr. Vince Russo
Mr. Barry L. Lacy
Mr. Chris Abadie
Mr. Alfonzo Simon
Project Management
Financial Services Section (w/original copies)
Louisiana Asphalt Association

Mr. Chad Winchester
Mr. Paul Fossier
Mr. Ed Courville
Mr. Brandon Wood
Ms. Delicia Justice
Project Control Files
General Files

Association of General Contractors FHWA

Contract: 455-09-0024

Project #: 455-09-0024 Funding: ARR-0905(504)

Contractor: AUSTIN BRIDGE & ROAD, LP

PE: Murphy, Michael District: 04 Gang: 254

Description: I-49 NORTH (MIRA-MYRTIS ROAD TO LA 168)

Description: I- 49 -JCT. MIRA MYRTIS ROAD

Description: JCT. LA 168

Route: I- 49

Parish: Caddo

Bid Days: 450

Adjusted Days : 102

Total Days : 552

Charged Days: 824

Percent Time Used: 149.28

Liq Damage Rate: 3,000.00

Spec Year: 2006

Bid Amount: 31,126,131.00

Approved Change Order Amount: 1,967,339.42

Pending Change Order Amount: -38,132.99

Approved Amount: 33,093,470.42

Paid to Date: 32,270,311.13

Percent Complete: 97.5126232469638

Contract Date: 04/21/2009

Letting Date: 03/18/2009

Final Inspection Date: 05/02/2014

Final Acceptance Date: 05/13/2014

S.P. No. 455-09-0024

SONY



DVD-R

120 min 4.7GB

BDFORM.6, JT, PPCG,

ST SHOP DRAWINGS