




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

John Bel Edwards, Governor  
Shawn D. Wilson., Ph.D., Secretary

MEMORANDUM

TO: ALL CONSULTANTS  
ALL BRIDGE DESIGNERS

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

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 75 (BDTM.75)  
WORKING DRAWING REVIEW LETTERS FOR 2016 STANDARD  
SPECIFICATIONS

DATE: August 30, 2017

Effectively immediately, for projects designed in accordance with the 2016 Standard Specifications for Roads and Bridges (LSSRB), use the following Working Drawing Review Letters for sending reviewed drawings back to the Contractor, and for making distribution. The letter templates are included in Attachment A and electronic versions can be downloaded from Bridge Design Section website under downloads\working drawing review letters\2016 spec.

For working drawing definitions and distribution processes, see Subsections 101.03, 105.02 and 801.05 of the 2016 LSSRB. A brief summary of the differences between the 2006 and 2016 Standard Specifications with regard to Shop Drawings and general guidance are included in Attachment B for reference.

The Reviewer for all working drawings shall be the Engineer (DOTD Bridge Design In-house staff or Consultants) who is responsible for the work in submittals. For consultant projects, the DOTD Bridge Task Manager shall be copied on all review letters.

Returned for Correction Letter (See Attachment A1)

This cover letter is used when working drawings require corrections after review. The letter is sent to the Contractor by the Reviewer along with sheets stamped "Returned for Correction." The sheets requiring correction shall be listed in the table. At this transmittal, sheets not needing correction may either be returned unstamped, or omitted from the transmittal.

Ready for Acceptance Letter (See Attachment A2)

This cover letter is only required when all submitted and reviewed sheets require no correction, but contain a stamp or note which indicates the drawing is not to be used for construction or fabrication. Such stamps or notes must be removed before the Reviewer applies the stamp "Accepted in accordance with LSSRB 105.02". An example would be when the contractor has stamped the drawings "For Approval."

Electronic Distribution Letter (See Attachment A3)

This cover letter is sent to the Contractor by the Reviewer when all sheets in a submittal are accepted and stamped "Accepted in accordance with LSSRB 105.02". The electronic distribution represents the transmittal of the accepted and stamped electronic drawings for the Contractor's use.

For shop drawings only, the letter requires the Contractor to make five (5) sets of full-scale paper reproductions from the accepted electronic files, submit the paper reproductions to the DOTD Bridge Task Manager for fabrication inspection, internal distribution and archiving, and reiterates the Standard Specification requirement not to perform any related work until the Project Engineer and Fabrication Inspector have received paper reproductions.

For other working drawings, the requirements for shop drawings above do not apply. Therefore, the paragraph applicable for shop drawings is to be deleted from the letter template.

Shop Drawing Paper Reproduction Distribution Letter (Attachment A4)

After receiving five (5) sets of full-scale paper reproductions from the Contractor, it is the DOTD Bridge Task Manager's responsibility to distribute the paper reproductions to the DOTD Chief Construction Engineer (2 sets) and Project Engineer (2 sets) promptly since fabrication cannot begin prior to Project Engineer and Fabrication Inspector receiving full-scale paper reproductions.

Refer to BDTM.49 for retention policy for working drawings. Refer to BDTM.12 for projects let under 2006 Standard Specifications.

This technical memorandum is posted on the LA DOTD Website under *Inside La DOTD > Divisions - Engineering > Bridge Design > Technical Memoranda – BDTMs.*

Please contact Ms. Zhengzheng "Jenny" Fu (225-379-1321, [zhengzheng.fu@la.gov](mailto:zhengzheng.fu@la.gov)) if you have questions or comments.

PF/zzf /kmk

Attachments

Cc: Janice Williams (Chief Engineer)  
Edward Wedge (Deputy Engineer Administrator)  
Chad Winchester (Chief, Project Development Division)  
Kirk Gallien (Assistant Secretary of Operations)  
David Miller (Chief Maintenance Administrator)  
Michael Vosburg (Chief Construction Division Engineer)  
Brian Kendrick (Project Management Director)  
Jeff Lambert (Pavement and Geotechnical Engineer Administrator)  
Simone Ardoin (Road Design Engineer Administrator)  
Art Aguirre (FHWA)  
District Administrators, ADA Engineering, ADA Operations, and District Bridge Engineers and Area Engineers



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Date  
 Reviewer Phone Number

Attachment A1

State Project No. H.XXXXXX  
 Project Name XXXX  
 Route XXX  
 Parish XXXX

Contractor  
 Address  
 City, State Zip Code

Attn: XXXXXX

Subject: **Returned for Correction**

We have reviewed the submitted (specify working drawing type and date submitted), and are returning the following sheets stamped “RETURNED FOR CORRECTION” for further processing. Please address corrections needed and resubmit electronically for review. Indicate changes made since previous submittal in accordance with the Standard Specifications.

Sheet No.	Revision	Description
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX

XXX:xxx

Attachments

Cc: Project Engineer  
 DOTD Bridge Task Manager (for consultant projects only)

Sincerely,

Reviewer Name, P.E.  
 Bridge Design Section or Consultant



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

John Bel Edwards, Governor  
 Shawn D. Wilson, Ph.D., Secretary

Date  
 Reviewer Phone Number

Attachment A2

State Project No. H.XXXXXX  
 Project Name XXXX  
 Route XXX  
 Parish XXXX

Contractor  
 Address  
 City, State Zip Code

Attn: XXXXXXX

Subject: **Ready for Acceptance**

We have reviewed the submitted (specify working drawing type and date submitted), and find them to be ready for acceptance. Please remove stamps/notes that indicate the drawings are not to be used for construction or fabrication. Resubmit electronically the drawing set with sheets either unmarked or marked as released for construction or fabrication in accordance with your internal process, so that we may electronically stamp those drawings "Accepted in accordance with LSSRB 105.02." We will then electronically distribute the set to your office for use.

For reference, the drawings are listed below.

Sheet No.	Revision	Description
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX

XXX:xxx

Attachments

Cc: Project Engineer  
 DOTD Bridge Design Task Manager (for consultant projects only)

Sincerely,

Reviewer Name, P.E.  
 Bridge Design Section or Consultant



Office of Engineering  
 Project Development Division  
 Bridge Design Section  
 PO Box 94245 | Baton Rouge, LA  
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 Shawn D. Wilson, Ph.D., Secretary

Date  
 Reviewer Phone Number

Attachment A3

State Project No. H.XXXXXX  
 Project Name XXXX  
 Route XXX  
 Parish XXXX

Contractor  
 Address  
 City, State Zip Code

Attn: XXXXXX

Subject: **Electronic Distribution**

We have reviewed the submitted (specify working drawing type and date submitted) and have electronically stamped the sheets "Accepted in accordance with LSSRB 105.02." We are transmitting the accepted and stamped electronic sheets listed in the table below.

**(The following paragraph is to be used for Shop Drawings only)**

Please prepare five (5) full-scale paper reproductions directly from the accepted and stamped electronic set and submit the paper reproductions to the DOTD Bridge Task Manager (name, address, phone number). The paper reproductions will be used for fabrication inspection, internal use, and archiving. Please also notify the DOTD Structural Fabrication Engineer ten (10) working days prior to beginning associated fabrication work so that inspectors can be arranged to be present in fabrication facilities. Do not fabricate, install or purchase an item, or perform corresponding work until the DOTD Project Engineer and DOTD Fabrication Inspector have possession of their full-scale paper reproduction, which will be distributed by the DOTD Bridge Task Manager.

Sheet No.	Revision	Description
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX
XXXXXX	x	XXXXXX

XXX:xxx

Attachments

Cc: Project Engineer  
 DOTD Bridge Task Manager (for consultant projects only)

Sincerely,

Reviewer Name, P.E.  
 DOTD Bridge Design Section or Consultant



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

INTRADEPARTMENTAL CORRESPONDENCE

REFERRED TO

- REFERRED FOR ACTION
ANSWER FOR MY SIGNATURE
FOR FILE
FOR YOUR INFORMATION
FOR SIGNATURE
RETURN TO ME
PLEASE SEE ME
PLEASE TELEPHONE ME
FOR APPROVAL
PLEASE ADVISE ME

State Project H.XXXXXXX
Project Name XXXX
Route XXX
Parish XXXX

BY DATE
BY DATE
BY DATE

Attachment A4

MEMORANDUM

TO: MR. MICHAEL VOSBURG, P.E.
CHIEF, CONSTRUCTION SECTION

FROM: XXXXXXXX XXXXXXXXX, P.E.
BRIDGE DESIGN TASK MANAGER

DATE: XXXXXXX

SUBJECT: Shop Drawing Full-Scale Paper Reproductions Distribution

This office has completed review of the submitted (specify shop drawing type) and has stamped the sheets "Accepted in accordance with LSSRB 105.02." We have transmitted the electronic version of these drawings to the Contractor. This memorandum is to distribute full-scale reproductions for Department fabrication inspection, internal use and archiving. Attached are two (2) full-scale sets of drawings for your office and two (2) full-scale sets for the Project Engineer by copy of this memorandum.

The attached drawings are listed as follows:

Table with 3 columns: Sheet No., Revision, Description. Contains 8 rows of placeholder data.

XXX:xxx

Attachments (2-sets for Construction Section, 2-sets for Project Engineer)

Cc: Project Engineer

RECOMMENDED FOR APPROVAL DATE
RECOMMENDED FOR APPROVAL DATE
RECOMMENDED FOR APPROVAL DATE
APPROVED DATE

### Shop Drawing Review and Distribution Process (2016 Spec vs. 2006 Spec)

Note: This document shows the general review and distribution under the 2016 Standard Specifications and is written from the viewpoint of structural drawings. Mechanical and Electrical submittals may be handled with other requirements not mentioned in this document.

Process	2016 Spec	2006 Spec
Initial Submittal for Review	<p>Requires drawing set to be submitted electronically as one PDF file if possible. If the set must be broken up into separate files, files should contain a logical group of sheets. Due to e-mail file size limitations, separate e-mails may be needed. An acceptable alternative to e-mail is an FTP site. For document control purposes, all submittals shall typically be sent to PE and then transmitted by PE to various sections for review. However, for bridge related submittals, it is acceptable to send submittals directly to Bridge Design and copy the Project Engineer for time sensitive submittals. For each project, contact information for various submittals should be given to the PE and Contractor at the Pre-construction Meeting, or anytime as needed.</p>	<p>Required (2) full-size initial paper sets for review. This was so that the reviewer could mark up both sets with comments, and return one set to the Fabricator.</p>
Returned for Correction	<p>Upon review, only sheets needing correction will be returned to the Contractor, and will be electronically stamped "RETURNED FOR CORRECTION." An accompanying "Returned for Correction" letter will list the transmitted sheets and provide instructions. The DOTD Large File Transfer system may be used for this transmittal if needed.</p> <p>When resubmitting revised sheets, the Contractor may transmit either the entire PDF set, or only the revised sheets. As comments and corrections are addressed, a complete set will eventually be assembled which is ready for acceptance.</p>	<p>This was not in the 2006 Std. Specs, but Bridge Design generally returned the entire set, with some sheets marked "Returned for Correction" and other sheets marked "Approved" or "No Exceptions Taken." The memo would list all sheets and how they were marked. If not specified otherwise, this would allow fabrication to begin on sheets not returned for correction, which is not necessarily a good practice.</p>

## Shop Drawing Review and Distribution Process (2016 Spec vs. 2006 Spec)

Note: This document shows the general review and distribution under the 2016 Standard Specifications and is written from the viewpoint of structural drawings. Mechanical and Electrical submittals may be handled with other requirements not mentioned in this document.

Process	2016 Spec	2006 Spec
Ready for Acceptance	<p>If the fabricator marks drawings as "For approval only," "Not to be used for fabrication," or a similar mark, the Department will send a "Ready for Acceptance" letter stating that the drawings are "ready for acceptance" and requesting a PDF set that is either unmarked, or marked indicating released for fabrication in accordance with the fabricator's policies. Once this set is received, if no additional corrections are needed, the sheets will be electronically stamped "Accepted in accordance with LSSRB 105.02" and transmitted to the Contractor.</p>	<p>This wasn't an issue under the 2006 Std. Specs, because if we stamped one of the (2) initial submittal sets as "Approved" or "No Exceptions Taken," if that set was marked "for review only" by the fabricator, that note was usually removed on the (9) paper sets submitted later for stamping and distribution.</p>
Acceptance and Electronic Distribution	<p>When the entire submittal is accepted and stamped "Accepted in accordance with LSSRB 105.02" by the Reviewer, an "Electronic Distribution Letter" will be sent to the Contractor with a list of sheets, and will require the submittal of five (5) full-scale (22 inch x 34 inch) size paper reproductions of the accepted electronic set. The full-scale sets are to be mailed directly to the DOTD Bridge Task Manager along with other requirements as shown on the letter.</p>	<p>2006 Std. Specs required nine full-scale copies</p>



## Shop Drawing Review and Distribution Process (2016 Spec vs. 2006 Spec)

Note: This document shows the general review and distribution under the 2016 Standard Specifications and is written from the viewpoint of structural drawings. Mechanical and Electrical submittals may be handled with other requirements not mentioned in this document.

Process	2016 Spec	2006 Spec
Internal Distribution	<p>The DOTD Bridge Task Manager will internally distribute the paper reproductions to Department personnel using the "Paper Reproduction Distribution Letter". The internal distribution is for inspection and archiving.</p>	<p>Under the 2006 Std. Specs, the Department distributed stamped paper sets to all parties (Contractor, Fabricator, and Department personnel).</p> <p>Another emphasis under the 2016 Std. Specifications, is that we want to be receiving and sending shop drawings from and to the Contractor - not the Fabricator. When mail was the primary means for transmitting documents, it was permissible for the Fabricator and Bridge Design to work directly with each other for shop drawing review to save time. The Contractor is the responsible party for making sure fabrication drawings represent what is depicted in the contract. The Contractor needs, as a minimum, to be aware of the transmittal, make sure it is complete, and be aware of the review comments and the number of cycles of review. With e-mail and other electronic means for transmitting information, the time taken by the Contractor to be in the loop is insignificant.</p>