



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
INTRADEPARTMENTAL CORRESPONDENCE

IN REPLY REFER TO  
FILE NO.

- \_\_\_\_\_ 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
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BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_

To: Mr. N. Kent Israel, P.E.  
Road Design Engineer Administrator

Mr. Thomas W. Aymond, P.E.  
Bridge Design Engineer Administrator

Mr. Henry J. Barousse, P.E.  
Contract Services Administrator

Attn: All Project Coordinators

From: Jack C. Manno, P.E. *JM*  
Hydraulics Design Administrator

Date: January 23, 2001

Subject: Consultant's Hydraulic Design for Review

The Hydraulics Section requires for ALL projects effective from this date forward that the Hydraulic Design from consultants be presented in the following format.

- a) Plans with the correct information are to accompany the hydraulic design. Structure Numbers and values shown on the plans MUST match the calculations!
- b) The calculations are to be in a BOUNDED REPORT (not paper clipped or stapled) that is properly indexed, typed, pages numbered and neatly arranged.
- c) The report is to include all calculations contributing to the design of the proposed hydraulics structures/systems (i.e., how the tailwater was determined, the discharge calculations and the sizing of any structures, etc.)
- d) Brief commentary should also be included describing the conditions of the site, the reasons for the proposed structure(s) and what kind of affect these structure(s) will have at the site. Any solution or proposal discussed with the Project Coordinator (such as having to avoid trees in the area) should be documented in the report.

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RECOMMENDED FOR APPROVAL DATE

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RECOMMENDED FOR APPROVAL DATE

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RECOMMENDED FOR APPROVAL DATE

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APPROVED DATE

AN EQUAL OPPORTUNITY EMPLOYER  
A DRUG-FREE WORKPLACE

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From: Jack C. Manno, P.E.

Date: January 23, 2001

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- e) Thorough documentation of all design assumptions and design decisions is critical. The designer must document all factors, especially judgmental factors, governing the selection of design parameters such as allowable backwater, allowable headwater, permissible velocity, outfall stage for a storm drain system, etc. However, the basis for the selection of the limiting factors must be defensible by sound engineering principle.
  
- f) The design is the responsibility of the "designer". The Hydraulics Section is here to review for adherence to LA DOTD's current policy and to ensure that the correct information the department may need in the future is included on the plans. Therefore, each report is to include the name of the firm and name of the designer(s) along with a phone number to reach them during normal business hours. ALL reports must be stamped, dated and signed by the Professional Engineer in charge.