



## OFFICE MEMORANDUM

**DATE:** October 2, 1997

**TO:** Regional/District Engineers  
Regional Associate Delivery/District Field Engineers  
District Construction Engineers  
Resident/Project Engineers  
TSC Managers  
Bridge Design Squad Leaders  
District Design Engineers

**FROM:** James D. Culp  
Engineer of Construction and Technology  
  
Paul F. Miller  
Engineer of Design

**SUBJECT:** Joint Construction and Technology and  
Design Instructional Memorandum 1997-D - REVISED  
Bridge Rehabilitation Design-Build Projects

The purpose of this memorandum is to establish the plan submittal, review, and acceptance process to be used on bridge rehabilitation design-build projects.

### PLAN SUBMITTAL AND REVIEW PROCESS

1. The contractor submits the required number of plans and proposals to the Resident/Project Engineer (RE/PE).
2. The RE/PE keeps one or two set(s) for review, forwards six sets to the District Field/Construction Engineer, and sends the remaining sets to the Lansing Project Manager.

*The RE/PE will indicate to the District Field/Construction Engineer and the Lansing Project Manager the date plans were received from the contractor.*

3. The District Field/Construction Engineer distributes the six sets to appropriate reviewers in the District Office.

*When distributing the plans the District Field/Construction Engineer will include a cover letter indicating that the plan and proposal review meeting will be held within two weeks*

*from the date of the distribution. The letter should stress the importance of all reviewers, or their representatives, attendance at the review meeting since this will be their only opportunity to give input to the project design.*

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- 4. The Lansing Project Manager sets the date, time, and location of the plan and proposal review meeting, and distributes two sets to the Structural Fabrication Engineer, Construction and Technology Division (Secondary Complex), one set to the Structures Engineer, Construction and Technology Division (Central Office), one set to the Lansing Design Quality Assurance Unit, and one set to the Federal Highway Administration (nonexempt projects only).**

*When distributing the plans the Lansing Project Manager will include a cover letter scheduling the plan and proposal review meeting (within two weeks from the date of the distribution). The letter should stress the importance of all reviewers, or their representatives, attendance at the review meeting since this will be their only opportunity to give input to the project design.*

- 5. The Lansing Project Manager notifies the RE/PE and the District Field/Construction Engineer of the date, time, and location of the plan and proposal review meeting.**
- 6. The District Field/Construction Engineer notifies the District reviewers of the date, time, and location of the review meeting.**
- 7. The RE/PE notifies the contractor of the date, time, and location of the review meeting.**

*The contractor is required to attend the review meeting.*

- 8. The contractor aggregates and records all comments and notes relative to the plans and proposal at the review meeting.**
- 7. The contractor provides the RE/PE a copy of all comments and notes made at the review meeting within three working days of the meeting.**
- 8. The RE/PE retains the copy of the comments and notes in the project files.**

**It will be the responsibility of the Lansing Project Manager and the RE/PE to insure that the review process is completed within the contract specified 21 calendar day time frame.**

## **SHOP DRAWING REVIEW PROCESS**

Shop drawing (fabrication plans) review should follow the current shop drawing plan review process in that shop drawings are submitted to the Lansing Project Manager for review distribution.

## **FINAL PLAN AND PROPOSAL SUBMITTAL AND ACCEPTANCE**

In accordance with the contract, the contractor will submit to the RE/PE one proposal (8-1/2" x 11" format), one set of the accepted final plans on mylar, and a letter signed by the contractor's

design consultant certifying that all MDOT review comments have been addressed and/or incorporated in the final plans and proposal. The RE/PE will forward the proposal and mylar plans to the Structures Engineer, Construction and Technology Division (Central Office), where the mylars will be signed. After signing the plans, Construction and Technology Division will forward the proposal and mylar plans to the Lansing Design Division, Specifications and Estimates Unit, where reproductions will be ordered for internal distribution. The Specifications and Estimates Unit will distribute the final plans and proposal in accordance with current procedures. The Specifications and Estimates Unit will return the original proposal and mylar plans to the RE/PE who will then return them to the contractor. The contractor will be responsible for making his/her own reproductions of the final plans and proposal.

#### PREDESIGN MEETING

Design-build contracts require that the contractor and his/her design consultant meet with the Department after award of the contract and prior to commencing any work on the project to review all aspects related to the final design of the project. The RE/PE will notify the Lansing Project Manager of the date, time, and location of the meeting as soon as it has been established. The Lansing Project Manager or representative will attend this meeting.

#### COMMUNICATION

In an effort to facilitate accurate and timely firsthand communication, if approved by the RE/PE the contractor's design consultant may communicate directly with the Lansing Project Manager on matters pertaining to the design aspects of the project. All contacts must be documented by the contractor in accordance with contract documents. All formal approvals shall be processed through the RE/PE in accordance with contract documents.

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Technology

Engineer of Construction and

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Engineer of Design

CD:GJB:jp

cc: C&T Division Engineers

C&T Division Technicians

M. Frierson

P. Miller S. Cook

OEO D. Pawelec

G. Taylor R. Beckon

T. Maki P. Rang

MRBA R. Knapp

MAPA AUC

MCPA FHWA

MCA

MAA

