INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Memorandum

January 8, 2009

CONSTRUCTION MEMORANDUM
09-01

TO: District Deputy Commissioners
Technical Services Directors
District Construction Engineers
District Testing Engineers
District Area Engineers
Project Engineers/Supervisors

FROM: Mark A. Miller, Director MAM
Division of Construction Management

SUBJECT: Shop Drawing and Falsework Review Procedures – *Revised*

SUPERSEDES: Construction Memorandum 06-20

Procedures for submittal and review of shop drawings have been revised with the addition of a new section for sound barrier shop drawings.

Beginning February 1, 2009 and until further notice, these procedures should be implemented for submittal and review of shop plans, falsework drawings and related items as described below. Regardless of the submittal process described below, it is the intent that contractors communicate directly with the PE/S to keep them informed of the status of submittals. If the District has any concerns about the structural integrity of any shop plans submitted with a P.E. stamp, they should contact their Division of Construction Management Field Engineer for further assistance.

Structural Members & Items

Shop plans for the following items are to be submitted by the fabricator or supplier directly to Burgess & Niple, Inc. for review and approval. Shop plans must be in accordance with the applicable specifications. These items do not require a P.E. stamp for submittal.

- Structural steel & structural concrete members
- Modular expansion joints
- S-S joints
- Elastomeric bearings

For submittal process information for Burgess & Niple, contact Joe Foster at jfoster@burnip.com or 317-237-2760. Burgess & Niple will send approved shop plans to the INDOT Office of Structural Services for distribution to the District Construction office. The contact for Structural Services is George Snyder at gsnyder@indot.in.gov or 317-232-5163.

MSE Walls

Shop plans and calculations for Mechanically Stabilized Earth retaining walls are to be submitted by the contractor or fabricator directly to the designer of record for review and approval. MSE shop plans must be stamped by a P.E. The designer will attach a cover letter and send 1 copy of approved shop plans to the submitter and 2 copies to the District Construction office for further distribution.

Sound Barrier Systems

Shop plans and calculations for sound barrier systems are to be submitted by the contractor or fabricator directly to the designer of record for review and approval. The plans and calculations must be stamped by a P.E. The designer will attach a cover letter and send 1 copy of approved plans and calculations to the submitter and 2 copies to the District Construction office for further distribution.

Precast Concrete Culverts

All shop plans and design calculations for precast 3-sided and oversized box culverts are to be submitted to the INDOT Office of Roadway Services for review and approval. Shop plans must be stamped by a P.E. Roadway Services will distribute approved shop plans to the fabricator and District Construction office. The contact for Roadway Services is John Wright at jwright@indot.in.gov or 317-232-5147.

Traffic Items

All required shop plans for traffic items are to be submitted to the INDOT Office of Roadway Services for review and approval. Roadway Services will distribute approved shop plans to the fabricator and District Construction office. The contact for Roadway Services is John Wright at jwright@indot.in.gov or 317-232-5147.

Falsework and Temporary Bridge Drawings

Falsework drawings for the following items are to be submitted to the PE/S. Each drawing must include the contract number, contractor's name and must be stamped by a P.E.

- Cofferdams
- Deck falsework – temporary
- Coping falsework
- Falsework for reinforced concrete slab superstructures
- Falsework for hammerhead pier caps
- Designs for temporary bridges for runarounds

Temporary bridge design submittals must also include design calculations.

The PE/S will review drawings for compliance with the specifications and the specific job conditions only. Division of Construction Management Field Engineers are available for assistance on any of the above items. Questions should be directed thru the Area Engineer and District Construction office.

Permanent Metal Deck Forms

Shop plans for permanent metal deck forms are to be submitted by the contractor to the District Construction office for review for compliance with the specifications and the specific job conditions only. Shop plans submitted by the contractor must be stamped by a P.E. The Division of Construction Management maintains a deck form calculation spreadsheet on the INDOT Y: drive under DIV.CONTRACTS&CONSTRUCTION/metal deck form calc that can assist in review of metal deck forms.

Foundation Seals and Deck Pour Sequences

Requests for use of foundation seals not shown in the plans are to be submitted to the Division of Construction Management for review and approval. The submittal must include the contract number, contractor's name and indicate the location and dimensions of the seal. The Division will distribute approved requests.

Requests to revise planned deck pour sequences are to be submitted to the Division of Construction Management for review and approval. The submittal must include the contract number, contractor's name, indicate the original and proposed alternate sequence and pour rate. The Division will distribute approved requests.

The contact for the above submittals is Ron Heustis at rheustis@indot.in.gov or 317-234-2777.

Stream Crossings and Work Bridges

Proposals for stream crossings and work bridges for construction traffic are to be submitted to the District Construction office for review and approval. If the proposal varies from any of the contract's environmental permit conditions, the contractor must obtain approval for the change from the appropriate agency.

Miscellaneous

Shop plan submittals for miscellaneous items not covered by the above, i.e. – post tensioning plans, non-standard manholes, etc., should be submitted thru the PE/S. The PE/S should work thru the District Construction office and the Division of Construction Management to determine the approval process for these items.

Note that all drawings and calculations should be submitted in the contract units, English or metric. Dual units are acceptable.

MAM:RLH:rlh