



**INDIANA DEPARTMENT OF TRANSPORTATION**  
*Driving Indiana's Economic Growth*

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**Mitchell E. Daniels, Jr., Governor**  
**Michael B. Cline, Commissioner**

March 03, 2011

**CONSTRUCTION MEMORANDUM**  
**11-02**

**TO:** District Deputy Commissioners  
District Construction Directors  
District Area Engineers  
District LPA Coordinators  
Field Engineers  
Technical Services Directors  
District Testing Engineers  
Project Engineers/Supervisors

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

**SUBJECT:** State and LPA Shop Drawing and Falsework Review Procedures

**SUPERSEDES:** Construction Memorandum 09-01 and 09-13

For State projects, the following 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.

For design-build contracts, responsibilities for shop drawing review and approval is typically described in the design-build contract documents.

For all LPA projects, review of all shop drawings and falsework plans listed herein are the responsibility of the LPA or their designated representative. Contractors on LPA projects are to submit shop drawings and falsework plans as directed by the LPA. Questions about LPA procedures should be directed to the District Local Program Coordinator.

In order to make the review process more efficient, the Department will allow the Contractor to submit electronic copies of design calculations and shop drawings for approval in lieu of printed copies. Every submittal must include the contract number, contractor's name, and contact person with contact information. All drawings and calculations should be submitted in the contract units, English or metric. Dual units are acceptable.

## 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](mailto:jfoster@burnip.com) or 317-237-2760. Burgess & Niple will send approved shop plans to the INDOT Office of Bridge Design, Inspection, Hydraulics & Tech Support for distribution to the District Construction office. The contact for the INDOT Office of Bridge Design, Inspection, Hydraulics & Tech Support is George Snyder at [gsnyder@indot.in.gov](mailto: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](mailto: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](mailto: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 through the PE/S 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 Jim Reilman at jreilman@indot.in.gov.

#### 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.

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