

BRIDGE DESIGN REVIEW CHECKLISTS

Reference: IDM 14-2.0 Plan Submittals (2.04 Bridge Plans, New Construction or Replacement Project and 2.05 Bridge Plans, Preservation Projects)

OVERVIEW

In an effort to create more uniformity and transparency throughout the design review, INDOT Bridge Engineering has developed a series of Design Review Checklists.

The following documents can be found attached to this BDA:

[Bridge Replacement* Checklist](#)

[Bridge Rehabilitation Checklist](#)

[Bridge Preventive Maintenance Checklist](#)

*Replacement Checklist will also be used for New Bridge Construction

These documents provide detailed lists of the items to be reviewed at each stage for each specific project type. The design reviewer will complete the checklists and attach it to the Transmittal Letter file in ERMS. The design community is encouraged to utilize these checklists as part of each designer's quality control plans, but the checklists are not to be submitted by the designer.

The checklists are intended to be dynamic and updated over time to reflect changes in design guidance and feedback.

DETAILS

The use of the checklist by design reviewers will be required for submittals made on or after January 1, 2021. Reviewers and designers are encouraged to begin incorporating the checklists in their workflows immediately.

Items marked as "Deficient" by the reviewer will be brought to the attention of INDOT Bridge Engineering and a resubmittal may be required at the Department's discretion depending on the severity of the issue. All reviewer notes and comments must be addressed by the designer in the next submittal.

For Stage 3 submissions, deficient items will always require a resubmittal of Stage 3 before Final Tracings can be submitted.

NOTE on SUBMITTAL NAMES FOR PRESERVATION PROJECTS

The department is in the process of transitioning to "staged" submittals for bridge preservation projects which includes bridge rehabilitations and bridge preventive maintenance work types. The checklists include the forthcoming change in nomenclature from the submittal names currently shown in IDM chapters 14 and 412.

Summary of Submittal Names Changes for Bridge Preservation Projects (Bridge Rehabilitations and Preventive Maintenance Work Types)

Bridge Scoping Report/Inspection Report → now Stage 1**

Preliminary Plans → now Stage 2

Final Plans → now Stage 3

** The reports formerly titled Bridge Inspection Reports or Bridge Scoping Reports submitted at this stage will be updated to Bridge Rehabilitation Report or Bridge Preventive Maintenance Meeting Minutes depending on the work type. This was changed to avoid confusion with the use of the terms “inspection report” and “scoping report” by other divisions in the agency. The reports will be submitted at Stage 1 for their respective Bridge Preservation Projects. Approval of the report will still come from the Office of Bridge Engineering, but the report will build on any scoping documentation, typically an Abbreviated Engineer’s Report, provided by and previously approved by the district.

The submittal names changes will take some time to fully implement and the terms will likely be used interchangeable for some time. Designers should begin using the staged submittal names even on existing project. To avoid confusion, the design should also include in both the transmittal letter and email to the coordinator the previous name as project schedule will still reflect the old naming convention for existing projects.

~~A checklist was not created for Stage 2 (formerly Preliminary Plans) for preventive maintenance projects.~~ Rarely is a Stage 2 design review warranted for preventive maintenance work types. Occasionally a Stage 2 is necessary for environmental documentation, utility coordination or other reasons beyond design review. In those instances, the designer is encouraged to submit complete Stage 3 plans on the Stage 2 timeframe whenever possible. The reviewer will then use the Stage 3 checklist for the submittal. When a full Stage 3 submittal is not possible at an earlier Stage 2 date, the designer should indicate the intent of the submittal and note the missing items in the transmittal letter.

Please send questions and comments to INDOTBridgeDesign@indot.in.gov.

REV. NOV 2021

1. Stage 2 Checklist added for Preventive Maintenance projects.
2. Copy of Approved Meeting Minutes to be included with STG3 for projects not requiring a STG2 submittal .
3. MSE Wall Review Design Review Checklist added to STG3 per Design Memo 21-02.
4. Final Pavement Design Memo with appropriate terminal joint included in plans added to STG3 Reports Section.