



Office of Engineering  
Project Development Division  
Bridge Design Section  
PO Box 94245 | Baton Rouge, LA 70804-9245

John Bel Edwards, Governor  
Shawn D. Wilson, Ph.D., Secretary

## MEMORANDUM

TO: ALL BRIDGE DESIGNERS - IN-HOUSE AND CONSULTANTS

FROM: ZHENGZHENG "JENNY" FU, P.E.  
BRIDGE DESIGN ENGINEER ADMINISTRATOR

DAVID S. SMITH, P.E.  
ROAD DESIGN ENGINEER ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 100 (BDTM.100) -  
PUBLICATION OF REVISION TO "STANDARD PROCEDURES FOR FINAL  
PLAN TRANSMITTAL AND MODIFICATIONS" - UNDER EDSM I.1.1.28

DATE: March 11, 2021

The stand-alone document titled "Standard Procedures for Final Plan Transmittal and Modifications" referenced in EDSM I.1.1.28 has been revised to Revision 1. The revised procedure has been published and can be found at the following DOTD website location:

[DOTD Internet](#) > [Inside La DOTD](#) > [Divisions](#) > [Engineering](#) > [Engineering Documents & Manuals](#) > [EDSM I 1 1 28 - Final Plans and Modifications to Final Plans](#)

### 1. Implementation

For projects that have not yet had Change Orders requiring plan sheet modifications, use the revised procedures of Revision 1.

For projects that have already had Change Orders requiring plan sheet modifications, continue using the procedures being used on that project.

### 2. Summary of Procedure Revisions

- Change Order Number is now required on the Change Order stamp. See Section 1.3 of the revised procedures. To support the above implementation, the new Change Order stamp with number field to be used with the revised procedures, and the previous "Change Order and/or Special Agreement" stamp, can be found in the DGN Cell Library.
- See Section 1.3 for revised procedures for developing and processing Change Ordered Plan Sheets.

- See Section 3 for revisions to Sheet Numbering Procedures. The procedures now provide two sheet numbering options for plan revisions that require removing sheets from the plan set.
- The DOTD Standard Forms have been revised to support the new procedures. The revised forms are listed in the revised procedure document and are shown in the procedure document appendix. To support the above implementation, the current and revised Standard Forms are available at the following DOTD website location:

[DOTD Internet](#) > [Inside La DOTD](#) > [Divisions](#) > [Engineering](#) > [Bridge Design](#) > [Downloads](#)  
> [DOTD Forms](#)

For projects implementing the new procedure, use the forms in the following folder:

**DOTDFORMs - REVISED PROCEDURES**

For projects not implementing the new procedure, use the forms in the following folder:

**DOTDFORMs - PRIOR TO REVISED PROCEDURES**

- The plan sheet examples of Revisions and Change Ordered Sheets have been revised to reflect the new procedures, and are shown in the procedure document appendix.
- The Title Sheet "Schedule of Revisions" has been revised and is shown in the plan sheet examples of the procedure document appendix. The revised "Schedule of Revisions" has been placed on the standard Title Sheet.
- Minor editorial changes were made to clarify intent and improve consistency throughout the procedure document.

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This technical memorandum is posted on the LA DOTD Website under [Inside La DOTD](#) > [Divisions - Engineering](#) > [Bridge Design](#) > [Technical Memoranda – BDTMs](#).

Please contact Kelly Kemp (kelly.kemp@la.gov or 225-379-1809) if you have questions or comments.

ZZF/kmk

c: Christopher P. Knotts (Chief Engineer)  
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