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SHERRI H. LEBAS, P.E.  
SECRETARY

MEMORANDUM

TO: ALL BRIDGE DESIGNERS

FROM: HOSSEIN GHARA, P.E.  
BRIDGE DESIGN ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 25 (BDTM.25)  
RESPONSIBILITY FOR BRIDGE STANDARD PLANS AND SPECIAL DETAILS

DATE: NOVEMBER 24, 2010

Effective immediately, the DOTD Bridge Standards Manager shall be responsible for the coordination of creating or updating Special Details and Standard Plans (hereafter jointly referred to as Standards) that are maintained by the Bridge Design Section.

The following procedures shall be implemented:

Step 1. The Engineer of the Record (EOR) for each category of the Standards will be assigned by the Bridge Design Administrator.

Step 2. The EOR shall fill out an online request with a brief description of the purpose on the Bridge Design Section website under Bridge Standards/Request Form or use this link [http://www.dotd.la.gov/highways/project\\_devel/design/bridge\\_design/request.asp](http://www.dotd.la.gov/highways/project_devel/design/bridge_design/request.asp).

Step 3. The DOTD Bridge Standards Manager will receive an e-mail notification of the request, discuss it with the Bridge Design Administrator and the Assistant Bridge Design Administrators, and obtain approval from the Bridge Design Administrator to proceed.

Step 4. The EOR will develop or modify the Standards, and inform the DOTD Bridge Standards Manager when completed. The instructions for this step are posted on the Bridge Design Section website under Bridge Standards/Creating or Revising Standards or use this link to access the document.

[http://www.dotd.la.gov/highways/project\\_devel/design/bridge\\_design/Bridge%20Design%20Guidelines/Instructions\\_for\\_Revising\\_Standards\\_and\\_Creating\\_New\\_Standards.pdf](http://www.dotd.la.gov/highways/project_devel/design/bridge_design/Bridge%20Design%20Guidelines/Instructions_for_Revising_Standards_and_Creating_New_Standards.pdf).

Step 5. The DOTD Bridge Standards Manager will request comments from the Bridge Design Administrator and the Assistant Bridge Design Administrators (or their designated engineers).

Step 6. After all comments have been received and are incorporated, the DOTD Bridge Standards Manager will obtain final approval from the Bridge Design Administrator to publish the Standards. A Bridge Design Technical Memorandum will be issued to notify all designer and consultants.

This technical memorandum is posted on the Bridge Design Website under Technical Memoranda.  
[http://www.dotd.la.gov/highways/project\\_devel/design/home.asp?ID=BRIDGE](http://www.dotd.la.gov/highways/project_devel/design/home.asp?ID=BRIDGE)

Please contact Ms. Zhengzheng “Jenny” Fu (225-379-1321, [zhengzheng.fu@la.gov](mailto:zhengzheng.fu@la.gov)) if you have questions or comments.

HG/zzf/pv

Cc: Richard Savoie (Chief Engineer)  
Janice Williams (Chief, Project Development Division)  
Art Aguirre (FHWA)

Inactive