

# DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

## INTRADEPARTMENTAL CORRESPONDENCE

REFERRED FOR ACTION
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FOR YOUR INFORMATION
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FOR APPROVAL
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DATE

REFERRED TO

#### **MEMORANDUM**

TO: Mr. Chad Winchester, P.E.

Chief Engineer

FROM: Ryan Nolan, P.E

Publications Engineer

DATE: August 22, 2024

**SUBJECT:** Approval request for **EDSM** revision

EDSM No. III.5.1.14 – Disposition of As-Built Plans and Contractor Submittals

after Final Estimate

The attached EDSM has been revised to include Contractor Submittals along with As-Built Plans as part of the list of documents required to be archived in accordance with DOTD Records Management Policies. Also included in this EDSM revision is the DOTD archival responsibility regarding each Submittal type.

The purpose of this EDSM revision is to ensure As-Built Plans and Contractor Submittals are stored and archived in a manner that allows easily accessible, accurate reference.

Your approval of the attached EDSM is requested. If you have any questions or concerns, please feel free to contact me.

## RAN/kjc

cc:	Mr. Mike Vosburg	Mr. Brian Owens
	Ms. Vertie Gary	Mr. Matt Jones
	Mr. Mark Bucci	Mr. Kasey Courville
	Ms. Cassadi Daigle	Mr. Andre Fillastre AF
	Mr. Ryan Hoyt	Mr. Dallas Ballmer
	Mr. Kelly Kemp	



#### **DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**EDSM III.5.1.14** 

#### **ENGINEERING DIRECTIVES AND STANDARDS**

Volume	Chapter	Section	Directive Number	Effective Date
III	5	1	14	12/10/2024   2:16 PM CST

## SUBJECT: DISPOSITION OF AS-BUILT PLANS AND CONTRACTOR SUBMITTALS AFTER FINAL ESTIMATE

- **1. PURPOSE:** This directive establishes a process to ensure As-Built Plans and Contractor Submittals are stored and archived in a manner that allows easily accessible, accurate reference.
- 2. SCOPE: This directive covers all As-Built Plans and Contractor Submittals for projects on the State Highway System.
- **3. GENERAL:** As-Built Plan preparation procedures are described in the DOTD Construction Contract Administration Manual. As-Built Plans consist of red-line markups of the original construction drawings that reflect all changes to the design or other details which occurred during the construction of the project.

Contractor Submittals are submitted to the Project Engineer in PDF format, and generally consist of:

- Requests for Information (RFIs)
- Submittals for Record
- Submittals for Review (including Shop Drawings)
- Value Engineering (VE) Proposals
- Contractor Proposals

It is essential to the Department that these documents are archived in accordance with DOTD Records Management policies and procedures, and in a manner that ensures they are legible, accurate, readily accessible, and durable.

## 4. PROCEDURE:

## As-Built Plans

As-Built Plans, are transmitted by the Project Engineer to Construction Audit as part of the Final Estimate. After all audits are complete, the Final Estimate is sent by Construction Audit to DOTD Records Management for archiving.

As-Built Plans will be scanned in color at high quality. These scans will be made into a portable document format (PDF) file.

## **Contractor Submittals**

Contractor Submittals are archived in accordance with DOTD Records Management policies and procedures as detailed in Table 4-1:

Table 4-1

Submittal Type	Archival Responsibility	
Requests for Information	Project Engineer	
Submittals for Record	Project Engineer	
Submittals for Review (including Shop Drawings)	DOTD Acceptor <sup>1</sup>	
Value Engineering (VE) Proposals	Project Engineer	
Contractor Proposals	Project Engineer	

<sup>&</sup>lt;sup>1</sup>If submittal is accepted by consultant, DOTD task manager shall archive

5.	OTHER ISSUANCES AFFECTED: All other directives, memoranda, or instructions issued heretofore in conflict with this
	directive are hereby rescinded.

**6. EFFECTIVE DATE:** This directive will be effective immediately upon receipt.

CHAD WINCHESTER, P.E.
CHIEF ENGINEER