

INTRADEPARTMENTAL CORRESPONDENCE

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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 ¹
Value Engineering (VE) Proposals	Project Engineer
Contractor Proposals	Project Engineer

¹If 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.

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CHIEF ENGINEER