



Office of Engineering
Project Development Division
Bridge Design Section
PO Box 94245 | Baton Rouge, LA 70804-9245
Phone: 225-379-1302

Bobby Jindal, Governor
Sherri H. LeBas, P.E., Secretary

MEMORANDUM

TO: ALL CONSULTANTS
ALL BRIDGE DESIGNERS

FROM: PAUL FOSSIER, P.E.
BRIDGE DESIGN ENGINEER ADMINISTRATOR 

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 53 (BDTM.53)
DISTRIBUTION OF ELECTRONIC DESIGN FILES TO CONTRACTORS

DATE: February 4, 2015

Effective immediately, the following policies and procedures for the distribution of electronic design (dgn, dtm, or other) files to contractors shall be implemented.

It shall be the policy that, when requested, existing final electronic design files be provided to contractors who have a relevant interest in a project. However, the files shall not be provided until the contractor has completed and submitted the attached Design Files Disclaimer. An electronic version of the disclaimer is available for download on the Bridge Design Website under heading *Downloads* and the DOTD Plans Room (Falcon) website.

All initial requests for electronic design files, including the submittal of the Design Files Disclaimer, shall be made to the DOTD Project Manager.

The recommended method for the file distribution is by way of a password protected ftp site via the Large File Transfer link on the intranet. The engineer's seal shall be removed from all files prior to upload.

This technical memorandum is posted on the Bridge Design Website under Technical Memoranda.
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Bridge_Design/Pages/Technical-Memoranda.aspx

Please contact Ms. Zhengzheng "Jenny" Fu (225-379-1321, zhengzheng.fu@la.gov) if you have questions or comments.

PF/zzf/pv
Attachment

Cc: Janice Williams (Chief Engineer)
Chad Winchester (Chief, Project Development Division)
Vacant (Assistant Secretary of Operations)
Kirk Gallien (Deputy Assistant Secretary of Operations)
David Miller (Bridge Maintenance Administrator)
Michael Vosburg (Chief Construction Division Engineer)
Edward Wedge (Project Management Director)
Jeff Lambert (Pavement and Geotechnical Engineer Administrator)

Simone Ardoin (Road Design Engineer Administrator)
Art Aguirre (FHWA)
District Administrators (02, 03, 04, 05, 07, 08, 58, 61, 62)
Patrick Wollerson (DOTD Plans Manager)

Inactive

DESIGN FILES DISCLAIMER

State Project Number: _____

DOTD Project Manager: _____

The Louisiana Department of Transportation and Development (LA DOTD) makes these design (dgn, dtm, or other) files, and information contained therein, available for informational purposes only as a convenience to the user. The LA DOTD is not responsible for, and expressly disclaims all liability (whether under the law of contract, torts, or otherwise) for any direct, indirect, special, or consequential loss or damage of any kind whatsoever arising out of use, reference to, or reliance on any information contained in the design files for the referenced project. Further, no guarantee or warranty, express or implied, is given that the information provided is accurate, complete, adequate, or reliable. This limitation of liability applies even if user expressly advises the LA DOTD of any potential loss.

In consideration of the access and use of the design files and information, user waives, relinquishes, releases, and forever discharges LA DOTD from any and all liability of any kind whatsoever that may arise either directly or indirectly from use of the information.

Any questions regarding use of the information should be directed to the DOTD Project Manager.

ACCEPTANCE OF ABOVE TERMS BY USER (to be signed by person with user's legal authority):

Name of User: _____

Name of User Representative (written): _____

Title of User Representative: _____

Signature of User Representative

Date