Guidance for Processing Work Drawings

This guidance is not a contract document. Nothing in this guidance replaces, modifies or supersedes any provision of NDDOT contract documents. In the case of discrepancies between contract documents and this guidance, contract documents such as the project proposal, the project plans and the North Dakota Standard Specifications for Road and Bridge Construction will govern.

Paper Submittal Process

The Prime Contractor submits work drawings to the Project Engineer in accordance with section 105.08 of the Specifications.

The Project Engineer mails the work drawings to the designer (Engineer of Record - aka the Engineer that PE stamped the document) for review.

The designer reviews the work drawings.

After review, the designer shall prepare a letter to the Project Engineer noting the results.

The designer stores the letter and approved work drawings in filenet. Designers that do not have access to filenet shall work with their technical support person to have documents placed in filenet.

The designer distributes the work drawings as follows:

A. Work drawings that are complete:
    a. Make internal distribution electronically per the attached Distribution Chart. Original goes to project engineer. Include the results letter with the work drawing distribution.
B. Work drawings that require changes/corrections:
    a. Return to Project Engineer along with the results letter.

Upon receipt of work drawings from the designer, the project engineer processes the work drawings as follows:

A. Work drawings that are complete:
    a. Save a copy of the letter and work drawings in the project file.
    b. Forward original work drawings and letter to the Prime Contractor.
    c. Provide a copy of the work drawing to local government (city, county, etc...) as necessary.
B. Work drawings that require changes/corrections:
    a. Forward work drawings and letter to the Prime Contractor, noting that after changes/corrections are made, the contractor shall resubmit the work drawings in accordance with section 105.08 of the Specifications.

Upon return of work drawings from the Project Engineer, the Prime Contractor shall take the following action depending on results of the designers review:

- If work drawings are accepted/approved or conditionally accepted/approved; contractor shall provide copies of the work drawings to subcontractors, suppliers, fabricators, and the like... as necessary.
- If work drawings are rejected or marked revise and resubmit; contractor shall resubmit new/revised work drawings in accordance with section 105.08 of the Specifications.

Electronic Submittal Process

The Prime Contractor uploads work drawings to the FTP Site and emails the link to the Project Engineer in accordance with section 105.08 of the Specifications.

The Project Engineer forwards to the designer (Engineer of Record - aka the Engineer that PE stamped the document) the email received from the Contractor along with a link to the FTP site where the work drawings are located.

The designer will download the work drawings and delete them from the FTP Site.

The designer reviews the work drawings.

After review, the designer shall prepare a letter to the Project Engineer noting the results.

The designer stores the letter and approved work drawings in filenet. Designers that do not have access to filenet shall work with their technical support person to have documents placed in filenet.

The designer shall upload the letter and work drawings (with comments) to the FTP site and distribute by sending an email with a link to the FTP site:

A. Work drawings that are complete:
    a. Send to the Project Engineer and make internal distribution electronically per the attached Distribution Chart. Include the results letter with the work drawing distribution.
B. Work drawings that require changes/corrections:
    a. Return to project engineer along with the results letter.

Upon receipt of work drawings from the designer, the project engineer processes the work drawings as follows:

A. Work drawings that are complete:
    a. Save a copy of the letter and work drawings in the project file.
    b. Forward work drawings and letter to the Prime Contractor with an email and link to the FTP site.

c. Provide a copy of the work drawing to local government (city, county, etc...) as necessary.

B. Work drawings that require changes/corrections:

a. Forward work drawings and letter to the Prime Contractor with an email and link to the FTP site; noting that after changes/corrections are made, the contractor shall resubmit the work drawings in accordance with section 105.08 of the Specifications.

Upon return of work drawings from the Project Engineer, the Prime Contractor shall take the following action depending on results of the designers review:

- If work drawings are accepted/approved or conditionally accepted/approved; contractor shall provide copies of the work drawings to subcontractors, suppliers, fabricators, and the like... as necessary.
- If work drawings are rejected or marked revise and resubmit; contractor shall resubmit new/revised work drawings in accordance with section 105.08 of the Specifications.

DIVISION	SECTION	PEOPLE	SHOP DRAWING
Bridge	Hydraulics	Brad Pfeifer	Canal Gates/Sluice Gates
Design	Traffic	Doug Schumaker	Crash Cushions
Bridge	Structural Mgt	Dean Stolz	Deck Drains
Bridge	Structural Mgt	Dean Stolz	Elastomeric, Steel, & Pot Bearings
Bridge	Structural Mgt	Dean Stolz	Expansion Joint NeopreneTrough
Bridge	Structural Mgt	Dean Stolz	Expansion Joint Strip Seals
Bridge	Structural Mgt	Dean Stolz	Finger Joints
Design	Traffic	Doug Schumaker	Flashing Beacons
Planning & Prog	Traffic Operations	Shawn Kuntz	Flashing Beacons
Bridge	Hydraulics	Brad Pfeifer	Lift Station pumps and control equipment
Planning & Prog	Traffic Operations	Shawn Kuntz	Lighting
Design	Traffic	Doug Schumaker	Lighting
Bridge	Hydraulics	Brad Pfeifer	Manholes
Materials & Res	Geotechnical	Jon Ketterling	MSE Wall
Design	Traffic	Doug Schumaker	Overhead Sign Structures
Bridge	Structural Mgt	Dean Stolz	Pedestrian Fence & Canopy
Bridge	Structural Mgt	Dean Stolz	Precast Concrete Box Culverts
Bridge	Structural Mgt	Dean Stolz	Prestressed Box Beams
Materials & Res	Testing Lab	Scott Wutzke	Prestressed Box Beams
Materials & Res	Testing Lab	Terry Fuchs	Prestressed Box Beams
Bridge	Structural Mgt	Dean Stolz	Prestressed I-Beams
Materials & Res	Testing Lab	Scott Wutzke	Prestressed I-Beams
Materials & Res	Testing Lab	Terry Fuchs	Prestressed I-Beams
Bridge	Structural Mgt	Dean Stolz	Rail Retrofit – Erail, Box Beam & Free Standing
Bridge	Structural Mgt	Dean Stolz	Rolled Beam Girders
Materials & Res	Research	**Tom Bold (2) printed copies, 1 for M&R, 1 for Inspector** (If electronic, send notification to Tom Bold, Ron Horner, & Clayton Schumaker)	Rolled Beam Girders
Bridge	Structural Mgt	Dean Stolz	Shear Connector Details & Locations
Bridge	Structural Mgt	Dean Stolz	Steel Bents
Materials & Res	Research	**Tom Bold (2) printed copies, 1 for M&R, 1 for Inspector** (If electronic, send notification to Tom Bold, Ron Horner, & Clayton Schumaker)	Steel Bridge Beams

Bridge	Structural Mgt	Dean Stolz	Traffic Rail
Design	Traffic	Doug Schumaker	Traffic Signals
Planning & Prog	Traffic Operations	Shawn Kuntz	Traffic Signals
Bridge	Structural Mgt	Dean Stolz	Welded Plate Girders
Materials & Res	Research	**Tom Bold (2) printed copies, 1 for M&R, 1 for Inspector** (If electronic, send notification to Tom Bold, Ron Horner, & Clayton Schumaker)	Welded Plate Girders