

# Memorandum

**To:** ALL RESIDENT ENGINEERS AND ABOVE  
ALL STRUCTURE REPRESENTATIVES AND ABOVE

**Date:** November 15, 2001

**File:** Division of Construction  
CPD 01-15

**From:** DEPARTMENT OF TRANSPORTATION  
DIVISION OF CONSTRUCTION, MS 44

**Subject:** Overhead Sign Structures

This CPD provides interim guidelines regarding shop plan review and material release for all overhead sign structures (including changeable message signs) on going contracts administered by the Department. These guidelines will remain in effect until further notice.

## INTERIM GUIDELINES

Ongoing contracts that include fabrication and installation of overhead sign structures will not be accepted until the Office of Design and Technical Services (ODTS) has completed a secondary review of all overhead sign structure shop plans and the Division of Materials Engineering and Testing Services (DMETS) has inspected and released all overhead sign structure materials.

In addition to the requirements in Section 5-311, "Contract Change Order Approval," of the *Construction Manual*, all change orders regarding overhead sign structures will be submitted to the Division of Construction in Sacramento, for review and approval.

### Procedure for All Overhead Sign Structures (installed or not)

- The Resident Engineer or Structure Representative (RE/SR) ensures that DMETS has been notified of materials to be used. (CEM-3101, Notice of Materials to be Used).
- The RE/SR reviews and comments on the shop plans for adequacy and contract compliance.
- The RE/SR sends the reviewed set of shop plans via overnight courier for a secondary review by ODTS to:

Mr. Dallas Forester  
Division of Engineering Services  
Office of Design and Technical Services  
1801 30<sup>th</sup> Street, MS 9-2/9I  
Sacramento, CA 95816

Attention: Stan Johnson

(Note: The structure construction intranet site at <http://oscnet.dot.ca.gov/oscnet/> contains additional information regarding shop plan submittal for secondary review and answers to frequently asked questions.)

- If ODTS lacks required information for the shop plan review, ODTS will request the information from the RE/SR.
- ODTS will send shop plans with comments back to the RE/SR.
- ODTS notifies DMETS of completed review via fax to Jeff Johnson.
- The RE/SR reviews comments made by ODTS.
- If shop plans are acceptable, the RE/SR approves the shop plans pursuant to Section 5-1.02 of the *Standard Specifications*. The plans do not require an engineering evaluation, therefore, the RE/SR should not affix his/her engineering license number to the approved shop plans.
- If the shop plans are not acceptable, the RE/SR notifies the contractor of such and works with the contractor and ODTS to resolve noncompliance issues. The objective is to bring the shop plans into compliance with the contract plans and specifications.
- The RE/SR sends one copy of the approved shop plans to the Quality Assurance and Source Inspection (QA/SI) Branch which covers the district in which the fabricator is located. If the fabrication site is out of state, the RE/SR sends the approved shop plans to the QA/SI Branch responsible for the district that the project is located in.

<b>Branch Office</b>	<b>Branch Chief</b>	<b>Phone #</b>	<b>Fax #</b>	<b>Districts Served</b>
Emeryville	Keith Hoffman	(510) 459-7765	(510) 601-5337	1,4,&5
Sacramento	Rich Spring	(916) 227-7263	(916) 227-7117	2,3,6, & 10
Norwalk	Jeff Johnson	(562) 863-1542	(562) 863-3308	7,8,9,11 & 12

- The RE/SR reduces payment to the contractor by \$5000 if the contractor furnishes structural steel from a fabrication site that exceeds 480 air line kilometers (\$8000 deduction if the fabrication site exceeds 4800 air line kilometers) from both Sacramento and Los Angeles, as per Section 56-1.10, "Payment," of the *Standard Specifications*.
- The RE/SR records the final as-built horizontal and vertical clearances in accordance with Section 3-705, "Public Safety," of the *Construction Manual*.

**ADDITIONAL Procedure for Overhead Sign Structures (only those signs installed prior to ODTS Shop Plan Review or DMETS Material Release)**

- If a secondary review of shop plans has not been done, the RE/SR informs the contractor that the Department is performing a secondary review of all overhead sign structures. Use the sample letter in Attachment A as a guide for uniform statewide administration.
- The RE/SR sends a request to DMETS (to the same QA/SI Branch where shop plans were sent) to perform a secondary field review of installed signs. The RE/SR should be present for all DMETS field reviews. DMETS will report inspection results to the RE/SR.
- The RE/SR reviews comments made by the ODTS and inspection results from DMETS.
- If there are shop plan details, material or workmanship that are not in compliance with the contract plans and specifications, the RE/SR notifies the contractor of the noncompliance items and requests that the contractor provide a remedial solution. Use the sample letter in Attachment B as a guide for uniform statewide administration.

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- The RE/SR reviews the contractor's proposed remedial plan, consults with ODTS and DMETS as needed, and issues a contract change order (CCO) if the remedial plan requires a change to the contract plans or specifications. CCO time and cost adjustments, if any, will be determined in accordance with contract specifications.
- All remedial work must be completed prior to contract acceptance.

If you have any questions regarding this CPD, please contact Jim Cotey at (916) 657-5170.



ROBERT PIEPLOW  
Chief  
Division of Construction

Attachment

c: District Directors  
BFelker; RBuckley; DValls

JC:sf