



## **BRIDGE CONSTRUCTION MEMO 2-12.1**

### **MISCELLANEOUS INFORMATION AND INSTRUCTIONS**

April 11, 2003

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## **Volume I**

### **JOB COMPLETION RECORDS**

Structure Representatives should review their contract Special Provisions and project documents to ensure that all final drawings and required shop drawings are sent to the DES Documents Unit prior to contract acceptance. Appropriate administrative deductions should be made in accordance with Section 3-911 "Payment of a Progress Estimate After Contract Acceptance" of the Construction Manual for all outstanding job records until the Structure Representative is assured they have been received.

Typical submittals requiring final or 'as-built' shop drawings include:

- MSE Walls
- Soil Anchors
- Micropiles
- Steel Column Casings- Flared columns only
- Alternative Column Casings
- Seismic Isolation Bearings
- PTFE Bearings
- PTFE Spherical Bearings
- Viscous Dampers
- Joint Seal Assemblies
- Prestressing Cast-in-Place Concrete
- Prestressed Girders
- Structural Steel
- Shock Transmission Devices
- P/C P/S Concrete Deck Panels
- Proprietary Systems: Alternative Retaining Wall Systems
  - Alternative Pile Systems
  - Proprietary Soundwalls (Carsonite, Port-O-Wall)

It is important that the Structure Representative check their contract documents and Special Provisions for project specific requirements. If the shop drawings are sent directly to the Structure Representative, they should review for accuracy and then forward the drawings, if complete, to the DES Documents Unit. Some items may require the Contractor to submit the final drawings directly to the Documents Unit and the Structure Representatives may have to verify that all drawings have been received. Some submittals are required within 3 weeks of working drawing approval and not structure completion.

You can verify the status of submittals for your contract by going to the OSC's website and clicking on the link to the tracker website, a database for the Documents Unit. By entering your job EA you can check: project personnel, documents received, document status, documents transmitted and project chronology. It is important to verify addresses for the Contractor and project personnel and contact the Documents Unit with any corrections.

If you have any questions concerning the DES Document Unit records on your contract, please contact Manjit Sandhu at (916) 227-8252. For further assistance regarding the submittal of final documents, please contact the OSC HQ Office Associate assigned to your District. The mailing address for the Documents Unit is:

Offices of Structure Design, Documents Unit MS 9  
1801 30<sup>th</sup> Street  
Sacramento, CA 95816

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