



BRIDGE CONSTRUCTION MEMO 2-7.0  
SECTION 2-MISCELLANEOUS  
INFORMATION AND  
INSTRUCTIONS

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Page 1 of 1

## **Correspondence with the Contractor**

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All correspondence between State representatives and Contractors must be addressed to the Prime Contractor, even though the subject matter may be of direct concern only to a Subcontractor. Written instructions are given to Subcontractors by means of copies of letters to the Prime Contractor.

If the Structure Representative prepares a letter to the Contractor, it must be assured that the Resident Engineer receives a copy and that the Resident Engineer's name appears at the bottom of the letter. The exact procedure to be followed may vary from job to job. The Structure Representative should reach agreement as to form and procedure with the Resident Engineer before writing any letters to the Contractor.

On written request of the Contractor, shop drawings and/or other plans submitted by a Subcontractor for review and approval by the Engineer may be returned directly to the Subcontractor. In such instances, however, any related correspondence is still addressed to the Prime Contractor with copies to the Subcontractor.

The Structure Representative should discuss this procedure with the Resident Engineer and the Contractor, and if the Contractor wants shop plans returned directly to the Subcontractor or Fabricator involved, then a letter to this effect should be written to the District with a copy to the Office of Structure Design, Documents Unit. The Documents Unit will always return shop plans to the Prime Contractor unless written instructions to the contrary have been received from the Prime Contractor.

More detailed instructions relative to the submission and review of structural steel drawings, prestress concrete drawings, shop plans for earth retaining structures, etc., are given in Bridge Construction Records and Procedures, Volume II.