



## Overhead Sign Structures, Standards, and Poles – Submittals

### Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	12-20-2018	Original issue.	Steve Altman

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### Background

This process establishes Structure Construction (SC) roles and responsibilities for review and authorization of overhead sign structure shop drawings and the Contractor's Quality Control Program prior to fabrication and erection of sign structures.

### Process Inputs

1. Sign Structure Shop Drawings.
2. Quality Control (QC) program from each sign structure fabricator including the Welding Quality Control Plan (WQCP).
3. Quality Control program for the installation of the sign structure.

### Procedure

1. All work associated with this process is charged to [Project-Direct – Construction](#).
2. Inspection of field work for this process is:
  - a. [Benchmark](#) for review of submittals and shop drawings.
3. Coordinate with the RE on any changes to electrical work, sign panel sizes or placement, and survey requests as it affects the sign structure.
4. Coordinate with the MR on the review and authorization of the shop drawings and QC program.
5. Consult with the Structure Design and/or SP&I Signs Specialist for unusual details or circumstances.

6. Develop a submittal log:
  - a. Document submittal review milestones.
  - b. Document conversations, review notes, and reasons for review delays.
  - c. Monitor the review time.
7. Perform an initial review of submittals for completeness and return any incomplete document immediately. The submittals need to contain the basic information needed to successfully perform a review.
8. Review the Contractor's CPM with the RE to verify that specified review times are accounted for in the baseline schedule.
9. Receive overhead sign shop drawings and QC Program for each proposed fabricator in accordance with Standard Specifications (SS)<sup>1</sup>.
10. Receive QC program for the installation of the sign structure in accordance with Standard Specifications<sup>1</sup>.
11. Verify that the fabrication shop is on the [Authorized Facility Audit List](#)
12. Review Shop drawings and QC Program in conjunction with:
  - a. Applicable Plans and Specifications:
    - i. Note orientation of steel members: major/minor axes, compression/tension members. Make sure shop drawings matches what is shown on the contract plans, including direction of truss braces.
  - b. [Overhead Sign Structures Guide](#):
    - i. Section 5, *Shop Drawings* (including erection and QC program).
    - ii. Appendix A, *Shop Drawing Review Aids*.
  - c. BCM 56-2.01C, Attachment 1, *Additional Information for Shop Drawing Reviews*.
  - d. BCM 11-2, *Welding Quality Control*.
  - e. Consult with MR on materials issues, including proposed substitutions, Buy America requirements, and QC Program.
  - f. Consider lane closure and night work safety requirements, e.g. work lights. Consult with the Resident Engineer for duration and work space limitations.
13. Verify that the Contractor is not introducing changes to the basic design of overhead sign structure specified in the contract documents. Changes can only be allowed with the Department's authorization and through a Change Order.

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<sup>1</sup> [2018 SS](#), Section 56-2.01C(3), *Overhead Sign Structures, Standards, and Poles – Overhead Sign Structures – Submittals – Shop Drawings*

14. Document the authorization or rejection of the submittals. The SR provides all final submittal authorization. Stamp each authorized page with the authorizations stamp.
15. Provide copy of authorized submittal to the Contractor along with a reminder regarding the timely notification on the start of fabrication.
16. Provide copy of authorized submittal to METS.
17. Document all submittal activities in the Daily Reports per [BCM C-4.04](#), *Daily and Weekly Reports*.

### **Process Outputs**

1. Authorized or Rejected submittals.

### **Attachments**

[Attachment 1](#), *Additional Information for Shop Drawing Review*.