



November 28, 2001

**MEMORANDUM TO BRIDGE CONSTRUCTION ENGINEER, BRIDGE
CONSULTANTS, AND ASSISTANT BRIDGE DESIGN ENGINEERS**

SUBJECT: Shop Plan Policy for SCDOT Bridge Consultant Projects

The policy for shop plans for SCDOT bridge consultant projects is contained in Section 725 of the *South Carolina Department of Transportation Standard Specifications for Highway Construction edition of 2000*.

Following these procedures can help expedite the shop plan approval process. A condensed summary of this procedure is as follows:

1. The Contractor/Fabricator delivers 7 sets of shop plans directly to the SCDOT bridge consultant with a copy of the transmittal letter to the Bridge Design Engineer.
2. The SCDOT bridge consultant keeps 1 set of the approved shop plans for their records and delivers the remaining 6 sets of the approved shop plans to the Bridge Design Engineer.
3. The Bridge Design Engineer will then keep 1 set for the bridge design file and distribute 1 set to Contractor/Fabricator, 2 sets to the SCDOT Resident Engineer, 2 sets to the SCDOT Materials Testing Lab.

Please note that this policy applies only to non-CRM projects. CRM projects shall follow the shop policy as established in the CRM contract.

Deviating from this policy by sending shop plans directly to the SCDOT, as opposed to SCDOT bridge consultant, may delay the shop plan approval process by several business days. Please call Mr. Howard Ingle at 803-737-1420 if you have any questions concerning this procedure or the status of submitted shop plans.

By copy of this memorandum, I am requesting that the Bridge Construction Engineer inform the contractors as necessary regarding the above policy.

Randy R. Cannon, P. E.
Bridge Design Engineer

cc: Gerald Schroeder & Ken Johnson, FHWA

File: PC/DEM

