



Structures Engineering Instructions (SEI)

Distribution: Structures, Director PDD, Assistant Director PDD, PDD Section Managers, Chief of Contract Admin., Director Ops., Assistant Director Ops., Consultants

Approved: Wm. Michael Hedges **Date:** 12/31/07
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Subject: **Structures “In-House” Plan Review Process**

Administrative Information:

Effective Date: This SEI shall be effective for the Structures Section for all projects from the date of approval.

Superseded SEI: None.

Exceptions: Exceptions must be approved by the Structures Design Engineer.

Disposition of SEI Content: The technical information transmitted by this SEI will be incorporated into the next revision of the Structures Manual.

Purpose:

To create an “in-house” plan review process that promotes standardization of Structures Section project plan content and provides quality control on the format and information contained in plans and estimates during the project development. This process should ensure that plans can be efficiently created with content and organization that is standardized, cost effective, accurate, reproducible and adequate for the construction of the project as designed.

Technical Information:

Review Milestones

“In House” plan reviews will occur at the following project milestones:

1) Scoping Report/ Alignment Study or Conceptual Plans

Scoping Reports or Conceptual Plans will be reviewed prior to distribution outside of the section. All Scoping Reports will be reviewed. Conceptual Plan review is not required if a scoping report for the project has been previously reviewed.

2) Preliminary Plans

Preliminary Plan review will occur prior to distribution outside of the Section.

3) Pre-Final Plans

It is preferable that the plan review of Pre-Final Plans occur prior to the distribution of plans to Contract Administration. At the discretion of the Project Manager Pre-Final Plans may be submitted for review concurrent with submission to Contract Administration.

4) Final Plans (Special Provision and Estimate review)

The plan review of Final Plans will be optional and at the discretion of the Project Manager. Review is encouraged when substantial changes are made to the Pre-Final Plans or when there are extensive or complex Special Provisions or 900 items.

The review requirements above do not preclude a project from skipping any milestone as allowed in the Project Development Process. A project manager may request review of a project at additional project milestones if desired.

External review requirements are not affected by this process.

Review Process

Six half size sets of Plans or Scoping Reports will be submitted by the Project Manager for review to the Structures Design Engineer. The Structures Design Engineer will coordinate the review in the Section by assigning the project to a primary reviewer and make copies available to other Project Managers and to Bridge Management for review and comment. At the conclusion of the review period, the Structures Design Engineer will schedule a plan review meeting with the Project Manager, primary reviewer, Bridge Management and other interested Project Managers to discuss the review results.

The results of the review will be transmitted back to the Project Manager in the form of a "marked up" set of plans and written comments when appropriate from the primary reviewer and the plan review meeting. Three to four weeks should normally be allowed for the review. Lesser time frames will be allowed if required to meet a project schedule.

The plans will be reviewed for design and plan content as appropriate for constructability, scope and conformance with applicable AASHTO requirements and standard Structures design and detailing practice. This process applies to all plans and designs created within Structures and those by Consultants.

At the conclusion of the review, the Project Manager will make a reasonable effort to appropriately incorporate the review comments into the project. The Structures Design Engineer will be notified by the Project Manger when a review comment is not being addressed.

Implementation:

The content of this SEI will be implemented immediately within the Structures section and shall be in effect until further notice.

Plan review meetings will be held on a bi-weekly schedule.

Transmitted Materials:

None.