

*New Jersey Department of Transportation*

1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600



*Baseline Document Change Announcement*

**Procedures Manual, Subsection 17.9**

**BDC99PR-004**

**May 17, 2001**

**SUBJECT: Revisions to Procedures Manual, Subsection 17.9, Working Drawing Procedures**

The procedures for the review and processing of working drawings have been revised to eliminate unnecessary delays during construction that are caused by the process itself. This is accomplished by introducing two concepts, which are detailed below.

The **first new concept** provides for two types of drawings, those requiring "APPROVAL" and those requiring "CERTIFICATION". The working drawings that require "APPROVAL" are drawings for those items of work that were presented in the contract documents as "conceptual plans," for which the contractor is required to complete the final design. The examples are proprietary walls, noise barriers, temporary sheeting, sheeting-left-in-place, temporary structures, cofferdams and precast concrete culverts. These working drawings must be approved in their entirety with no exceptions. The working drawings that require "CERTIFICATION" are those which apply to the fabrication of items of work.

The previous procedure provided for either approval when there were no comments or rejection if there were any comments. There was no consideration for minor comments that the reviewer could have easily corrected by red lining the drawings or comments related to formatting of the document, which had no effect on fabrication or construction. The **second new concept** allows the reviewer to red line and advance drawings that require minor or formatting revisions to fabrication and construction by stamping the drawings have been "CERTIFIED AS NOTED". This allows for the immediate fabrication and construction of this work, however the contractor must submit revised working drawings that incorporate the revisions within thirty days to receive a CERTIFIED status.

In conjunction with the revisions to the Procedures Manual, the Standard Specifications for working drawings have also been revised to include the new concepts. The revised specification is included in BDC01S-5, dated May 18, 2001.

To incorporate these changes to the NJDOT Procedures Manual, replace and add the following pages:

Replace existing pages **17.9-1 through 17.9-19** with new pages **17.9-1 through 17.9-18**.

**Instructions to Department Project Managers and Designers**

The portion of BDC98PR-007, dated March 12, 1999, which issued Subsection 17.9 pages 17.9-1 through 17.9-19, is hereby superseded.

These revisions are effective immediately.

The Project Manager is responsible for notifying the designer to follow this procedure on all projects that the specification for working drawings issued in BDC01S-5, dated May 18, 2001 has been included.

The designer, upon notification from the Project Manager, shall take all necessary actions required to follow the revised procedure.

### **Distribution and Announcement Access Information**

This announcement is being distributed electronically to our in-house staff and various public agencies based on our Standard Specifications distribution list maintained by the Engineering Documents Unit.

Internet access to this BDC Announcement can be downloaded and viewed from the following New Jersey Department of Transportation Web Page:

<http://www.state.nj.us/transportation/cpm/BaselineDocuments/bdcdownloadpr.htm>.

In-house staff can copy or view the above-mentioned files in the QM shared area on the NJDOT-FA-NTS7 server. To access this area, open Windows Explorer on an NJDOT Network Computer. Go to the drop down menu labeled **T**ools, and then select **M**ap **N**etwork **D**rive. In the path box type in \\NJDOT-FA-NTS7\QM, then click on the OK button. All files are located in the **QM\BDC Announcements\BDC 01 Folder**

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attachment: Procedures Manual pages 17.9-1 through 17.9-18 available upon request

BJS: JF

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