



August 6, 2001

**MEMORANDUM TO GROUP LEADERS, CONSULTANTS, CRM EAST AND
CRM WEST, DISTRICT ENGINEERING ADMINISTRATORS**

SUBJECT: Procedures for Plan Distribution of Construction Changes and Value Engineering (VE) Changes on Bridge Projects.

There have recently been questions regarding the distribution of the construction and VE changes to the plans. This memorandum is intended as a guide for SCDOT, CRM's, and Consultants to determine the distribution of plans due to construction and VE changes.

A) SCDOT Managed Projects:

For construction changes, the original reproducible drawing(s) will be submitted to Bridge Design, attention Mr. Howard O. Ingle. For VE changes, after all changes have been approved, the Contractor shall submit the original reproducible drawing(s) to the Resident Construction Engineer who will review and forward to the Bridge Construction Office, attention Mr. Charles Matthews. Mr. Matthews will review and forward to Bridge Design, attention Mr. Howard O. Ingle. For both construction and VE changes, Mr. Ingle will obtain prints from SCDOT sources and will distribute as follows:

- 1) The Contractor will receive 3 full size and 3 half-size prints.
- 2) Bridge Construction will receive 1 half-size print.
- 3) District will receive 7 full size and 8 half-size prints.
- 4) FHWA will receive 1 half-size print (where applicable -- mainly Interstate Projects).
- 5) The appropriate Bridge Design Team, or Consultant Coordinator, will receive 1 half-size print.



RE: Procedures for Plan Distribution of Construction Changes
And Value Engineering (VE) Changes on Bridge Projects

B) CRM Managed Projects:

For construction changes, the original reproducible drawing(s) will be submitted to the CRM. For VE changes, after all changes have been approved, the Contractor shall submit the original reproducible drawing(s) to the CRM, who will review. For both construction and VE changes, the CRM will submit to the SCDOT prints as follows:

- 1) 1 full size print will be submitted to Bridge Design, attention Mr. Howard O. Ingle.
- 2) 1 half-size print will be submitted to Bridge Design, attention Mr. Douglas McClure.
- 3) 1 half-size print will be submitted to Bridge Construction, attention Mr. Charles Matthews.
- 4) 6 full-size and 3 half-size prints will be submitted to the CRM Construction Manager, Mr. Al Barwick.
- 5) Where applicable (mainly Interstate Projects) 1 half-size print will be submitted to Federal Highway Administration, attention Mr. Gerald Schroeder.

The CRM will then distribute the construction and VE changes as per their normal distribution. The original reproducible drawing(s) of the construction or VE changes along with all other original plans drawings will be submitted to the Bridge Design Office at the conclusion of the project.



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

cc: Assistant Bridge Design Engineers
Bridge Construction Engineer, Charles Matthews
Director of Construction, Danny Shealy
Director of CRM Operations, John Walsh
Mr. Howard Ingle, Bridge Design
CRM Construction Manager, Al Barwick
Mr. Gerald Schroeder - FHWA

File: PC/RRC