

Design Standards Letter

Letter Number: **G-1959-03**

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Effective Date: **01/27/1959**

Section/Plan No.: **None**

Subject: **Major and Supplementary Highway Systems Letting Plans**

Body

TO ALL DIVISION, DISTRICT AND URBAN ENGINEERS:

This will cancel our General Letter No. 10, dated July 22, 1958, on the same subject.

Some further study has been given to the matter of furnishing full-size blue prints and reduced-size Xerox prints of letting plans to District offices, contractors, subcontractors, material suppliers, and steel fabricators subsequent to each letting - with the result that we are slightly increasing the number of full-sized blue prints that will be made available.

The use of the Xerox process for reproducing tracings is so much faster and cheaper that we desire to hold down the number of full-sized blue prints to be made to the minimum. A survey of the number of prints turned out during the past twelve months reveals that, if we had had to reproduce these prints on our two blue print machines, we would have had to purchase and install at least one, and perhaps two, more blue print machines. Furthermore, by the use of the Xerox process during the past twelve months, we have saved at least \$50,000 in printing costs.

There are a number of states that have used the reduced-size prints for the past 10 to 20 years to my knowledge. I know of one state that has used small scale plans and worked them up directly on small scale tracings and plan and profile sheets for a period of 20 years or more. The Bureau of Public Roads has been more or less insisting that we go to the small scale prints for at least 10 years. Therefore, we have adopted the use of the small scale or reduced-size prints, and it does have features to recommend it.

In reconsidering the use of prints - standard size and small size - the following policy will henceforth be effective:

INTERSTATE, PRIMARY AND URBAN PROJECTS

In addition to the usual number of reduced-size road and bridge plans as now

distributed to all parties concerned, we will make eight (8) complete full-size sets of prints of the road plans (except cross-sections). Four (4) complete sets will be furnished to the District office in which the project is located. These four (4) sets will be furnished to the Districts at the time the prints are made and generally prior to the issuance of the Notice to Contractors. It is, therefore, requested that these four prints furnished the District office be for your private use only and not for public display or use by outsiders until after the award of contract. The four remaining complete sets will be mailed from this office to the low bidder after the award of the contract.

We will also furnish eight (8) complete full-size sets of blue prints of all bridge plans on projects involving bridges, and two (2) sets of these prints will be furnished to the District office. The remaining six (6) sets will be mailed out from this office to the low bidder after award of contract.

SUPPLEMENTARY HIGHWAY PROJECTS

In addition to the usual number of reduced-size road and bridge plans as now distributed to all parties concerned, we will make two complete full-size prints of the road plans (including up to 15 cross-section sheets). These two sets of full-size prints will be furnished to the District office in which the project is located, and no full-size prints of road plans will be supplied to the contractor.

We will also print six complete full-size bridge plans on projects involving bridges, sending two sets to the District office and mailing four sets directly from this office to the low bidder after award of contract.

We hope that furnishing of these additional full-size prints will eliminate any need of extra prints for road or bridge plans after the contract has been awarded. There is a certain amount of nuisance, and often considerable amount of work involved, in digging out tracings of road and bridge plans and reassembling them to make extra prints at a later date in an effort to supply additional prints.

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