

Design Standards Letter

Letter Number: G-1996-15

Letter Date: 12/12/1996

Effective Date: 12/12/1996

Section/Plan No.: None

Subject: Signing and Sealing Plans Policy

Body

With respect to Design's project managers signing and sealing all plan sheets prepared in the Districts, the project manager shall place a note on the title sheet that will designate what sheets were signed and sealed by other divisions or engineering firms if applicable.

2A sheets will not be signed and sealed.

The D2 sheet will be signed and sealed by the project manager in the district.

The General Special Provisions & Revisions to Standard Specifications, maintained by Design's Development Section, will have the Chief or Deputy Chief's signature and seal, on the appropriate indexes.

The Design project manager will sign and seal the index to the Job Special Provisions created by the districts. The appropriate individual in the Bridge Division shall sign and seal the index to the Bridge Job Special Provisions.

Please note that if there are any job special provisions that are deemed necessary to change from the standard set of job special provisions served to the districts, concurrence from the Design Division Engineer must occur before changing any of these job special provisions.

Changes sent to proposal holders, commonly known as "kites", will not be signed and sealed. The index to the job special provisions in the final contract must be signed and sealed again if there are changes made to it after the bid proposal has been sent.

Effective May 1, 1997 there will be a new standard plans book published and distributed. The standard plans in these books will be signed and sealed by the Division Engineer in the Division in which they originate. Revisions to the standard plans book will be made available to the districts as special sheets. At the end of each year a new standard plans book will be published incorporating all these special sheets. The project manager will be responsible for signing and sealing these special sheets.

Please note that the project manager may change this special sheet to fit a particular design. This would be no different than creating a special sheet from a standard plan that does not always fit a particular situation.

Please assure that all plans delivered to the Design Division by March 14, 1997 (for the May Bid Opening) have the signature and seal of the project manager as described above. All plans delivered after March 14, 1997 should also be signed and sealed in this manner.

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