

## **Standard Plans and Special Details Development Checklist**

(In accordance with the Bridge Design Section QC/QA Policy)

*Step 1:* The EOR completes and submits the online request form on the Bridge Design website. The request shall include a brief description of the need to create new standards or modify existing standards.

*Step 2:* The Standards Manager maintains a Standards Log Sheet to track all requests.

*Step 3:* The Standards Manager schedules a meeting with the EOR, the EOR's direct supervisor, the Assistant Bridge Design Administrator in charge of Standards, and the Bridge Design Engineer Administrator to discuss the request and obtain approval to proceed from the Bridge Design Engineer Administrator.

*Step 4:* The Standards Manager (or a designated person) places the requested CAD vector files in a designated ProjectWise folder where the files can be modified by the EOR. The modification of vector files in any other ProjectWise folder or outside of ProjectWise is prohibited.

*Step 5:* The EOR develops a new standard or revises an existing standard in accordance with QC/QA Policy and provides the following files to the Standards Manager:

- For a new standard, the EOR provides a PDF file of the new standard set.
- For a revised existing standard with minor changes, the EOR provides a PDF file of the clean revised standard and a separate PDF file of the existing standard with red marked-up changes.
- For a revised existing standard with extensive changes, the EOR provides a PDF file of the clean revised standard and a document summarizing and explaining the changes.

*Step 6:* The Standards Manager sets up a Bluebeam session for two weeks to collect bridge design internal comments. The distribution list shall include the following:

- Bridge Design Engineer Administrator
- Assistant Bridge Design Administrators and
- Bridge Design Managers

Assistant Bridge Design Administrators may delegate the review to a senior engineer under their charge if they are not able to review the standards.

*Step 7:* The Standards Manager and the EOR address all comments. If an agreement cannot be reached between the EOR, the Checker and/or the Reviewer, the Bridge Design Engineer Administrator shall be involved to make the final decision.

*Step 8:* The Standards Manager submits the PDF file of the Standards to the DOTD Specifications Engineer using the Specification Request Form on the Specifications and Plan Quality Unit website.

*Step 9:* The DOTD Specifications Engineer distributes the standards for department-wide review in accordance with EDSM I.1.1.2.

Step 10: The Standards Manager and the EOR address comments from the DOTD Specifications Engineer.

Step 11: The Standards Manager submits the final full-size standards without stamp and signature to the DOTD Specifications Engineer for Chief Engineer and FHWA review.

Step 12: The Standards Manager and the EOR address comments from Chief Engineer and FHWA if needed.

Step 13: The Standards Manager submits final full-size stamped and signed Standards to the DOTD Specifications Engineer for Chief Engineer's signature.

Step 14: The EOR creates CAD raster files in the "Development" folder.

Step 15: The Standards Manager (or a designated person) archives the vector and raster files to be replaced. The archived files shall be placed in the designated archived folder named in the format as "Archived\_yyyy-mm-dd". The date used to name the archived folder shall be the archived standard's Chief Engineer signature date, or EOR signature date if no Chief Engineer signature date is shown.

Step 16: The Standards Manager (or a designated person) moves the new CAD vector files and raster files from the "Development" folder to the "Vector" and "Raster" folders under the "Published Standards" folder.

Step 17: The Standards Manager (or a designated person) generates a PDF file of the raster version of the Standards and inserts an electronic stamp "For Informational Purposes Only". The PDF files shall then be placed into the appropriate ProjectWise standards folder under "Public Access".

Step 18: The Standards Manager updates the Standards Master List, Standards Log Sheet, and Standards Index on Bridge Design Section website.

Step 19: The Standards Manager notifies the DOTD Specifications Engineer of the standards in the "Public Access" folder and requests notification from the DOTD Specifications Engineer after the DOTD standards website is updated for the newly published standards. The Standards Manager verifies the DOTD standards website has been updated accordingly after receiving notification.

Step 20: The Standards Manager prepares a draft BDTM for the publication and implementation of the standards and sends the draft to the Assistant Bridge Design Administrator in charge of BDTMs for processing.

Step 21: BDTM is published.

Step 22: No later than 30 calendar days after standards publication, the EOR places final calculations, rating reports, and all other final design documents and files in the "Calculations for Standard Plans" folder in ProjectWise. The Standards Manager shall then verify that all required final design documents are in the folder.

Use the following process when developing new standards or revising existing standards:

1) Each standard set shall be given a short name, such as GR-MASH-ON, Misc. Span Details, etc.

2) Do not include bridge index numbers in standards. These numbers are for internal tracking purposes only.

3) References to sections in the Louisiana Standard Specifications for Roads and Bridges shall include main section number only. For example, references to all subsections in Section 805 shall be "SECTION 805". Include the note below in the general notes for all standards:

**"UNLESS STATED OTHERWISE, SECTION NUMBER REFERENCES (SUCH AS "SECTION 805") ARE TO THE LOUISIANA STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES.**