



South Carolina  
Department of Transportation

**BRIDGE DESIGN MEMORANDUM – DM0207**

**TO:** RPG Structural Engineers  
Structural Design Consultants

**DATE:** September 28, 2007

**RE:** Processing Shop Plans

Due to the reorganization of the Preconstruction Division, the Department has revised its internal process for handling shop plans. The attached flowcharts show the detailed steps of the Department's new shop plan review process.

Items 1 and 2 in Section 24.1.2 of the *SCDOT Bridge Design Manual* shall be deleted and replaced with Items 1 and 2 shown below:

1. **Shop Plans (In-House Designed Projects)** The Contractor submits seven sets of the shop plans to the SCDOT Preconstruction Support Engineer. The Logistics Coordinator of the Preconstruction Support Group forwards the plans to the appropriate Regional Production Group for review. After review, the Regional Production Group returns six sets of the shop plans to the Logistics Coordinator. The Logistics Coordinator retains one set of the shop plans for the file and distributes:
  - one set to the Contractor,
  - two sets to the SCDOT Resident Construction Engineer, and
  - two sets to the SCDOT Materials and Research Engineer.
  
2. **Shop Plans (Consultant Designed Projects)** The Contractor submits seven sets of the shop plans directly to the Consultant. After the Consultant reviews the shop plans, the Consultant submits six sets of the shop plans to the SCDOT Preconstruction Support Engineer, not the Contractor. The Logistics Coordinator of the Preconstruction Support Group forwards the plans to the appropriate Regional Production Group for review. After review, the Regional Production Group returns six sets of the shop plans to the Logistics Coordinator. The Logistics Coordinator retains one set of the shop plans for the file and distributes:
  - one set to the Contractor,
  - two sets to the SCDOT Resident Construction Engineer, and
  - two sets to the SCDOT Materials and Research Engineer.



Shop plan submittals to the Department should be forwarded to the following address:

South Carolina Department of Transportation  
Preconstruction Support Engineer  
955 Park Street - Room 409  
Columbia, South Carolina 29201  
Attention: Logistics Coordinator

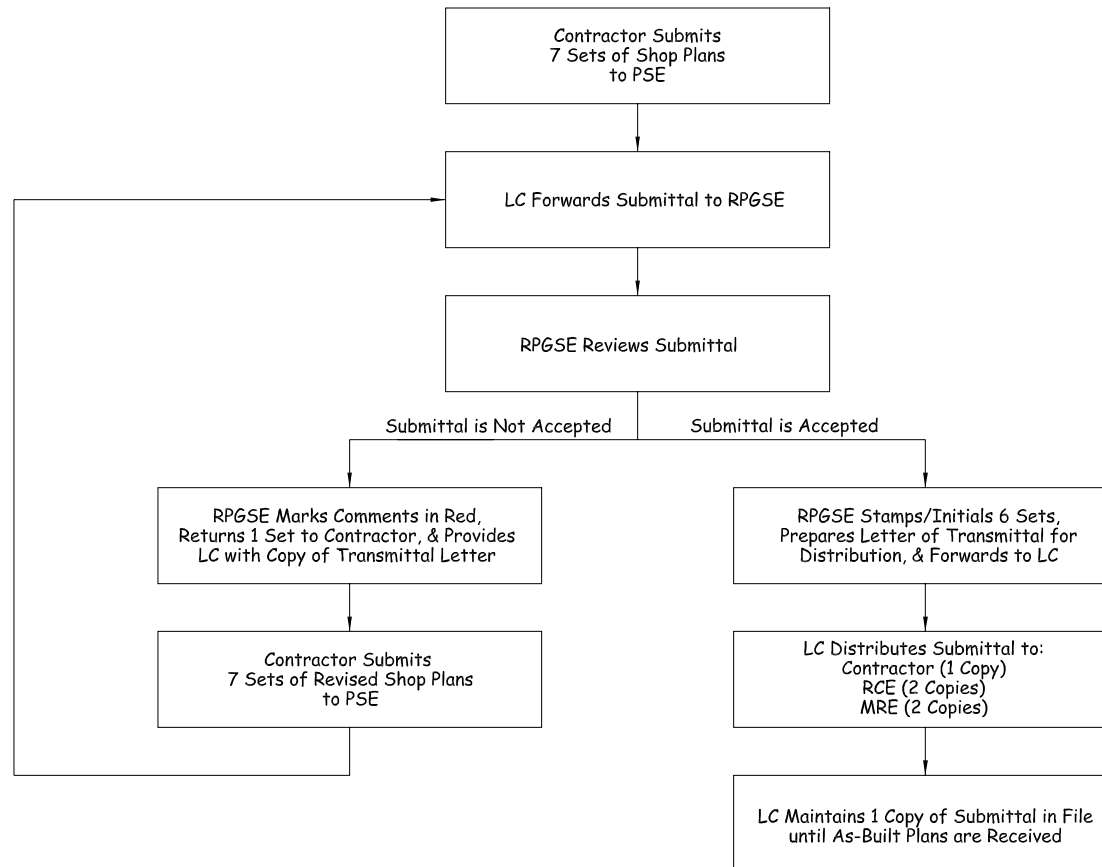


Barry W. Bowers  
Structural Design Support Engineer

Attachments

cc: Bridge Construction Engineer  
Bridge Maintenance Engineer  
FHWA Structural Engineer  
Preconstruction Support Engineer  
Regional Production Engineers  
RPG Design Managers

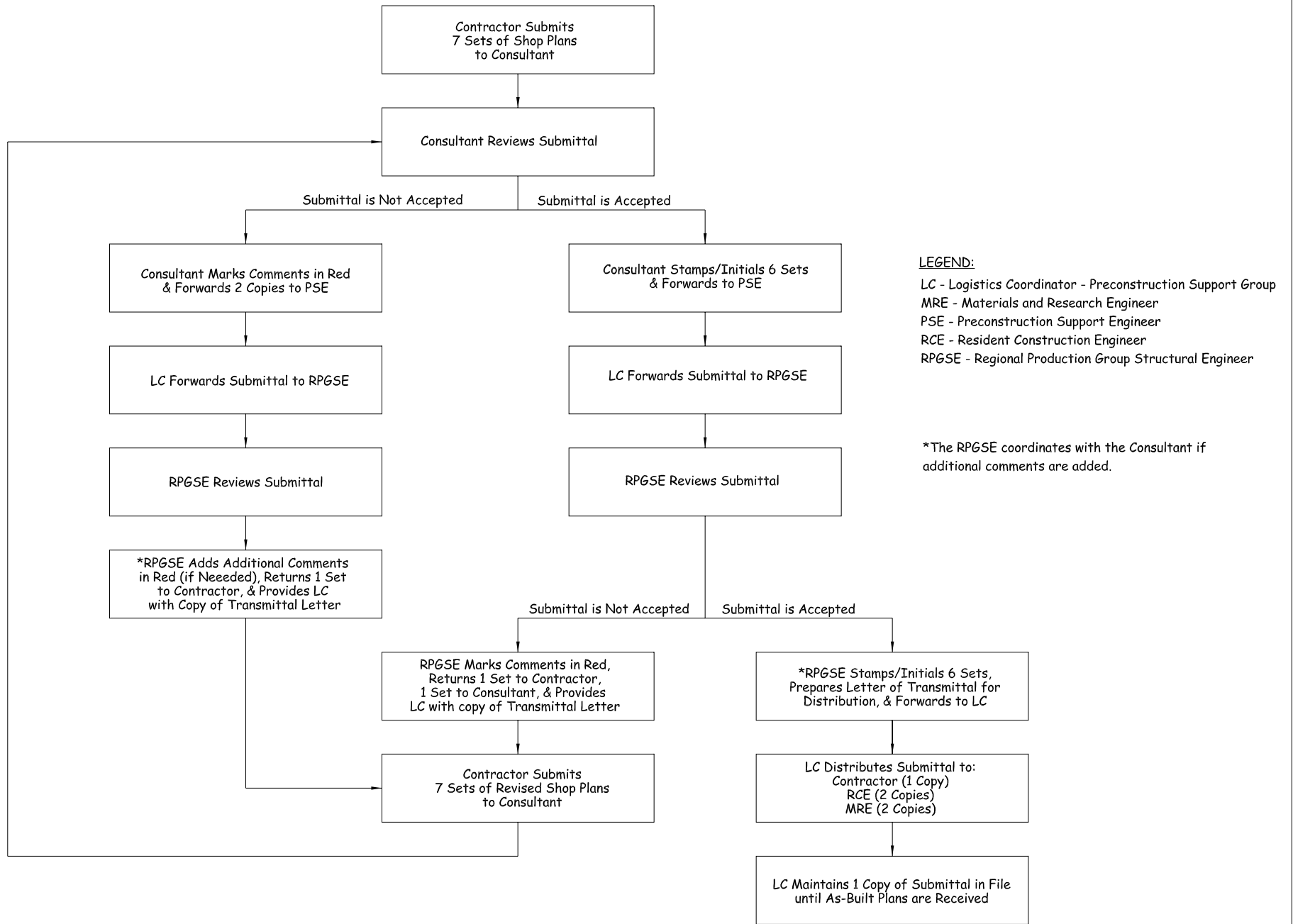
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## FLOWCHART FOR PROCESSING SHOP PLANS IN-HOUSE DESIGNED PROJECTS

**LEGEND:**

LC - Logistics Coordinator - Preconstruction Support Group  
 MRE - Materials and Research Engineer  
 PSE - Preconstruction Support Engineer  
 RCE - Resident Construction Engineer  
 RPGSE - Regional Production Group Structural Engineer



## FLOWCHART FOR PROCESSING SHOP PLANS CONSULTANT DESIGNED PROJECTS