

### 2.1.3.2 What Bridge Headquarters Needs At Completion of a Design Project.

- “D” size mylars and 11” x 17” paper prints must be included as part of the PS&E submittal package provided to the ODOT Office of Pre-Letting. The 11” x 17” paper prints will be used for the project advertisement and bidding process.
- The submitted bridge mylars will be scanned and sent to the Bridge Engineering Section. The Bridge Section will return the mylars to original design office.
- After construction is completed, “D” size mylars should be sent to Bridge Engineering Section Headquarters in Salem with as-constructed comments hand drafted on them. Bridge Section will then place the as-constructed version in the Bridge Data System (BDS) and archive the mylars.
- Foundation Report.
- Hydraulics Report.
- All calculation books (Engineer of record and Checkers).
- Project Files to be archived per Records Retention Policy (Bridge will scan this information and then pass on to appropriate sections).
- Load rating of as-constructed bridge per Load Rating Guidelines.
- CAD Files in Microstation Format. All files need to be cleaned of excess information and only contain contract plans drawings. All drawings must be in the appropriate file as defined by the BDDM.
- **Consultants – Files need to be handed off to Bridge Headquarters**
- **ODOT Personnel – Files need to be archived in Engineering Archive site. See 2.10 Archiving CAD files for information.**