OREGON DEPARTMENT OF TRANSPORTATION — TECHNICAL SERVICES **Bridge Engineering** BULLETIN				
SUBJECT Bridge Document Standards and Process	FINAL NUMBER BR06-01(B)	EFFECTIVE DATE 04/12/2006	VALIDATION DATE	RESCINDED 11/14/2006
	WEB LINK(S) http://www.oregon.gov/ODOT/HWY/TECHSERV/			
TOPIC/PROGRAM Bridge Design and Drafting Manual	APPROVED SIGNATURE Original signed by Bruce Johnson State Bridge Engineer			

PURPOSE

To ensure that Oregon Department of Transportation – Bridge Engineering Section is receiving the correct project information at given milestones during the project.

GUIDANCE

This updates Section 2.1.3.1 Drawings Start to Finish of the Bridge Design and Drafting Manual.

DEFINITIONS

Bridge mylar is a 22" x 34" print on mylar with the engineer of record's signature.
Scan file is a scanned image, scanned in tiff group 4.

BACKGROUND/REFERENCE

Since the realignment, the Bridge Engineering Section has received some different sizes of mylars and even paper prints for final contract documents.

RESPONSIBILITIES

Any party preparing plans for the Oregon Department of Transportation.

ACTION REQUIRED

What Bridge 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 the 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 if record and checkers).
- Load rating of as-constructed bridge per Load Rating Guidelines.

SPECIAL INSTRUCTIONS

The following is a step by step procedure for the mylar process.

1. CAD files are created.
2. The design offices are responsible for obtaining the structure numbers, drawing numbers, and calc book numbers from the Bridge Data system (BDS) and headquarters Bridge Section.
3. "D" size 22" x 34") mylars are printed with appropriate bridge and drawings numbers.
4. 11" x 17" paper prints are created from the full sized stamped and signed bridge mylars.
5. Design office will provide "D" size bridge mylars and 11" x 17" paper prints to the Office of Pre-Letting in Salem Headquarters.
6. Office of Pre-Letting will the send "D" size mylars to ODOT Reprographics for printing and scanning.
7. When ODOT Reprographics is finished with scanning, they will send requested information back to the office of Pre-Letting. ODOT Reprographics will send Bridge Mylars and scanned images to Bridge Engineering Section front office in room 301 of the Transportation Building.
8. Bridge Engineering Section headquarters will load scanned images into the Bridge Data System (BDS), log the mylars into the tracking system, and then return the signed mylars to original design office.
9. At completion of construction, the project manager will send as-constructed c0mments to the original design office for review by the engineer of record.
10. Comments will then be placed by hand drafting on the original mylars.
11. Once as-constructed comments are completed, one new set of 11" x 17" paper prints will be provided to the Bridge Operations Engineer in Bridge Section headquarters in Salem for data entry into PONTIS BMS.
12. Original as-constructed comments are returned to the project manager's office. "D" size mylars are returned to Bridge Section headquarters, front office.

CONTACT INFORMATION

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