

Chapter 16 - Working Drawings and Submittals

Section 00150.35 of the contract specifications requires the Contractor to submit working drawings to the Engineer for review. Other sections of the contract require the Contractor to submit equipment lists, drawings, or other submittals to the Engineer for review. In both cases, "Engineer" shall mean the Project Manager (PM) for typical design, bid, and build contracts. However, Design-Build Contracts require only certain items to be submitted to the agency's PM, typically limited to such items as the DB Quality Plan, the Definitive Design, and the As-Constructed drawings. Other Alternative Contracting methods may require different submittal protocol. Please refer to your contract specific requirements.

Working drawings and other submittals from subcontractors and suppliers shall not be submitted directly to the PM. Required information from subcontractors and suppliers must first be provided to the Contractor, who has the responsibility to understand, check and agree with the information before submitting it to the PM.

The PM must ensure the review is complete, and the working drawings and submittals are returned to the Contractor within the timeframes specified in the contract. The agency could be liable for additional contract time if the timeframes are exceeded. In most cases, ODOT must review and return the drawings and submittals within 21 calendar days of their receipt. Refer to your contract for specific timeframes.

The PM shall send the working drawings and submittals to the designer or Engineer of Record responsible for that portion of the work. The PM should coordinate the submittal(s) with the designer or Engineer of Record, and ensure they are returned to the Contractor within the allowed timeframes. It is recommended the PM keep a log of when all submittals are received and returned to the Contractor.

Review working drawings and submittals to assure that the details on them fulfill the intent and terms of the Contract. Note any concerns on the drawings or submittals before returning them to the Contractor. If the drawings or submittals are so inaccurate as to be unacceptable, tell the Contractor of those specific concerns in writing and request that new drawings or submittals be prepared and submitted for review.

When the review of the drawings or submittals is completed and comments are shown on the documents, send at least three copies to the Contractor. The PM and the reviewer shall keep copies of the working drawing(s) with comments that are returned to the Contractor; provide one for the inspector, and one for the project files.

The PM must assure that inspection of manufactured components is completed. This is especially true for structural components, but may also be necessary for other metal, concrete, wood, or manufactured products. Contact the Structure Services Unit for coordination and assistance.

Refer to **Chapter 9 - Responsibilities of Project Manager**.