

## CHAPTER 16 – WORKING DRAWINGS AND SUBMITTALS

Section 00150.35 of the Standard 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 Project Manager (PM) for review.

*Projects let under alternative contracting methods such as Design-Build and Construction Manager/General Contractor (CMGC) may require different submittals and submittal protocols. Please refer to your Contract specific requirements.*

**NOTE:** Electronic Shop Drawing Submittals must be processed according to the [Guide to Electronic Shop Drawing Submittal](#) which is available electronically on the ODOT Bridge Section website at:

[http://www.oregon.gov/ODOT/HWY/BRIDGE/standards\\_manuals.shtml#Guide to Elec Shop Dwgs Subm](http://www.oregon.gov/ODOT/HWY/BRIDGE/standards_manuals.shtml#Guide_to_Elec_Shop_Dwgs_Subm)

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, and should so indicate on the transmittal 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, the Agency must review and return the drawings and submittals within 21 Calendar Days (65 Calendar Days if Railroad approval is required) 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. The PM must keep a log of when all submittals are received and returned to the Contractor.

The PM will 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 Working Drawings or submittals are so incomplete or inaccurate as to be unacceptable, inform the Contractor of those specific concerns in writing and request that new Working Drawings or submittals be prepared and submitted for review.

When the review of the Working Drawings or submittals is completed and comments are shown on the documents, send at least three (3) copies to the Contractor, unless otherwise specified in the Contract. The PM and the reviewer shall keep copies of the Working Drawing(s) with comments that are returned to the Contractor; provide one (1) for the Inspector, and one (1) 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 [ODOT Structure Services Unit](#) for coordination and assistance.

*[Refer to Chapter 9 - Responsibilities of Project Manager and Chapter 22 – Sources of Materials]*