



## 1-16 RELEASE OF STRUCTURE'S ELECTRONIC CONTRACT PLAN FILES (AFTER AWARD)

Upon request from Structure Construction, Structure Design may release Structure's Electronic Contract Plan Files (After Award). Structure's Electronic Contract Plan Files (After Award) may be released for use in preparation of Contract Change Orders (CCO), Cost Reduction Incentive Proposals (CRIP), As-Built corrections, and any other construction support operation (e.g.: falsework layout, 50-scale).

Requests for using electronic plans for other than the above reasons shall be forwarded to the Structure Design Office Chief. Approval of any such request will be made by the Structure Design Office Chief of that region, when appropriate.

The process to release the electronic files should follow the procedure set forth below and in Memo to Designers 1-16, Attachment 1.

- Request shall be made to Structure's Document Unit using form DS-DO 144E (Request for Electronic Contract Drawings).
- Structure's Document Unit shall maintain a log of the requests, the requestors' name, address and telephone number and the users' name, address and telephone number.
- After receipt and logging in the request, Structure's Document Unit sends form DS-DO 144E (Request for Electronic Contract Drawings) through the original Structure Design Branch to CADD Services to retrieve the electronic files.
- The Electronic Contract Plan files are returned to the original Structure Design Branch for removal of all signatures, seal information and names, before releasing files to the requesting party.
- The electronic files are released with a transmittal letter to the requestor through Structure's Document Unit. See Attachment C for example of Standard Transmittal Memo. The electronic files can be sent either on a burned CD or as an attachment to an Email.



In Addition:

- The requestor/user shall assume all responsibility and liability for each file and details within each file.
- The requestor/user shall conform to the Department's structure design and detailing standards, which are documented on the Department of Transportation, Division of Engineering Services Internet site for all modification to the electronic package.
- The requestor/user sends verification of receipt of electronic contract plan files to DES, Structure Document Unit.
- DES Structure Document Unit will notify Structure Design of verification of receipt.
- After receiving verification of receipt, Structure Design can now delete the electronic files.

*Original signed by Richard D. Land*

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