



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

Richard D. Land
Deputy Division Chief
Engineering Services, Structure Design

BSM/pal



ATTACHMENT 1

PROCEDURE AND RESPONSIBILITIES FOR RELEASING STRUCTURES' ELECTRONIC CONTRACT PLAN FILES (AFTER AWARD)		
Structure Document Unit	Structure Design Branch	Structure CADD Services
1. Receive request - Form DS-DO 144E (Request for Electronic Contract Drawings)		
2. Log in request A. Requestor's 1) Name 2) Address 3) Telephone Number 4) Email Address B. User's 1) Name 2) Address 3) Telephone Number 4) Email Address C. Date of receipt of request D. Electronic files information see Attachment 2A for example		
3. Sends request to Original Structure Design Branch A. Logs date sent and then request is passed on to Original Structure Design Branch		
	1. Receives request from Structure Document Unit - Form DS-DO 144E	
	2. Dates and fills out Form DS-DO 144E - see Attachment 2B for example	
	3. Passes on request to CADD Services to retrieve electronic files - Form DS-DO 144E	
		1. Receives request from Structure Design Branch - Form DS-DO 144E
		2. Retrieves electronic files from archives.
		3. Dates and fills out Form DS-DO 144E - see Attachment 2C for example
		4. Returns electronic files to Structure Design Branch along with Form DS-DO 144E



ATTACHMENT 1

PROCEDURE FOR RELEASING STRUCTURES' ELECTRONIC CONTRACT PLAN FILES (AFTER AWARD)		
Structure Document Unit	Structure Design Branch	Structure CADD Services
	4. Receives electronic files from CADD Services along with Form DS-DO 144E	
	5. Removes all signatures, seal information, and names from each electronic file before releasing files to requesting party.	
	6. Fills out standard transmittal memo see Attachment 3 for examples	
	7. Dates and fills out Form DS-DO 144E - see Attachment 2D for example	
	8. Passes on electronic files along with Form DS-DO 144E and standard transmittal memo to Structure Document Unit	
4. Receives electronic files from Structure Design Branch along with Form DS-DO 144E and the standard transmittal memo		
5. Completes Form DS-DO 144E and retains for records - see Attachment 2E for example		
6. Sends electronic files along with standard transmittal memo to requestor		
7. Structure Document Unit waits for verification of receipt from requestor		
8. After receiving verification of receipt, Structure Document Unit sends verification to Structure Design Branch		
	9. Structure Design Branch waits for verification of receipt from Structure Document Unit	
	10. Receives verification and now can delete electronic files	



ATTACHMENT 3A

State of California

Business Transportation and Housing Agency

M e m o r a n d u m

EXAMPLE

To: Dolores M. Valls,
Deputy Division Chief
Division of Engineering Services
Structures Construction

Date: January 23, 2002

File: 07 – LA - 5,126
EA 07 – 1760U4
Santa Clara River
Br. No. 53-2925
CCO

From: CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
Structure Design - Mail Station 9 - 4/11G
Office of Bridge Design West

Subject: CCO - Electronic File Transmittal

At the request of the Structures Construction Representative, Wesley Johnson, Caltrans' electronic files for the above-mentioned structure are being transmitted to the construction office for use by Caltrans Structure Representative to assist in assembling the CCO package.

The modified electronic package shall conform to Caltrans structure design and detailing standards. The final modifications to the electronic files for the purpose of the CCO will be made by Structure Design.

After receipt and verification of requested electronic plan files, the end-user shall immediately notify DES Document Unit of receipt of files.

If you have any questions, contact me at 227-8697 or Gary Joe at 227-8516.

OFELIA P. ALCANTARA, Chief
Office of Bridge Design West

c: RLand
RWolfe
WJohnson
GJoe



ATTACHMENT 3B

State of California

Business Transportation and Housing Agency

M e m o r a n d u m

EXAMPLE

To: Dolores M. Valls,
Deputy Division Chief
Division of Engineering Services
Structure Construction

Date: January 23, 2002

File: 07 - LA - 5,126
EA 07 - 1760U4
Santa Clara River
Br. No. 53-2925
CRIP Proposal

From: CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
Structure Design - Mail Station 9 - 4/11G
Office of Bridge Design West

Subject: CRIP - Electronic File Transmittal

At the request of the Structures Construction Representative, Wesley Johnson, Caltrans' electronic files for the above-mentioned structure are being transmitted to the construction office for use by the contractor to assemble the CRIP package. The contractor shall assume all responsibility and liability for any modifications to the contents of the transmitted files. The modified electronic package shall conform to Caltrans structure design and detailing standards, which are documented on the Caltrans Office of Special Funded Projects Internet site, refer to:

http://www.dot.ca.gov/hq/esc/osfp/design_info/design_info.htm

After receipt and verification of requested electronic plan files, the end-user shall immediately notify DES Document Unit of receipt of files.

If you have any questions, contact me at 227-8697 or Gary Joe at 227-8516.

OFELIA P. ALCANTARA, Chief
Office of Bridge Design West

c: RLand
RWolfe
WJohnson
GJoe



ATTACHMENT 3C

State of California

Business Transportation and Housing Agency

M e m o r a n d u m

EXAMPLE

To: Dolores M.Valls,
Deputy Division Chief
Division of Engineering Services
Structure Construction

Date: January 23, 2002

File: 07 – LA - 5,126
EA 07 – 1760U4
Santa Clara River
Br. No. 53-2925
AS-BUILT

From: CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
Structure Design - Mail Station 9 - 4/11G
Office of Bridge Design West

Subject: AS-BUILT- Electronic File Transmittal

At the request of the Structures Construction Representative, Wesley Johnson, Caltrans' electronic files for the above-mentioned structure are being transmitted to the construction office for use by Caltrans Structure Representative to assist in assembling the As-built redline corrections.

The modified electronic package shall conform to Caltrans structure design and detailing standards. The final modifications to the electronic files for the purpose of the As-built redline corrections will be made by Structure Design.

After receipt and verification of requested electronic plan files, the end-user shall immediately notify DES Document Unit of receipt of files.

If you have any questions, contact me at 227-8697 or Gary Joe at 227-8516.

OFELIA P. ALCANTARA, Chief
Office of Bridge Design West

c: RLand
RWolfe
WJohnson
GJoe



ATTACHMENT 3D

State of California

Business Transportation and Housing Agency

M e m o r a n d u m

EXAMPLE

To: Dolores M. Valls
Deputy Division Chief
Division of Engineering Services,
Structure Construction

Date: January 23, 2002

File: 07 – LA - 5,126
EA 07 – 1760U4
Santa Clara River
Br. No. 53-2925
Miscellaneous Structure
Construction Operations

From: CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING SERVICES
Structure Design - Mail Station 9 - 4/11G
Office of Bridge Design West

Subject: Miscellaneous Structure Construction Operations - Electronic File Transmittal

At the request of the Structures Construction Representative, Wesley Johnson, Caltrans' electronic files for the above-mentioned structure are being transmitted to the construction office for use by Caltrans Structure Representative to assist in various Structure Construction Operations.

Structure Construction personnel may modify the electronic files for use in their construction duties. Structure Construction personnel making modifications to the electronic files will be responsible for said files. Structure Construction personnel shall not release these electronic files to non-Caltrans individual/organization without approval from Structure Design, Office of Bridge Design South.

After receipt and verification of requested electronic plan files, the end-user shall immediately notify DES Document Unit of receipt of files.

If you have any questions, contact me at 227-8697 or Gary Joe at 227-8516.

OFELIA P. ALCANTARA, Chief
Office of Bridge Design West

c: RLand
RWolfe
WJohnson
GJoe