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JOE McINNES  
TRANSPORTATION DIRECTOR

June 21, 2006

Construction Information Memorandum Number 3-2006

TO: All Division Engineers

FROM: Terry McDuffie *TJ McDuffie*  
Construction Engineer

RE: Construction Submittals for County Projects

The purpose of this memorandum is to streamline and clarify the review/approval process for construction submittals on County road and bridge projects. The direction below should decrease work for those involved and provide for more timely responses to ordinary submittals and requests.

Counties should follow the attached Construction Submittal Procedure when construction submittals are necessary. Construction submittal, for the purpose of this memo, is defined as Drilled Shaft Installation Plans, Pile Driving Equipment Data Forms, proposed correction for work not performed in accordance with contract requirements or any request or proposal that could potentially modify the contract. Working Drawings and Shop Drawings, for the purposes of this memo, are not considered construction submittals and are defined in 105.02 of the specifications. The contractor should send Working Drawings directly to the Construction Engineer and Shop Drawings are to be sent directly to the Bridge Engineer in accordance with 105.02.

Division County Transportation Engineers, County Engineers as well as contractors should be made aware of this direction. Feel free to contact this office with questions.

Attachment

TM/BF

pc: Mr. G.M. Harper  
Mr. John F. Courson  
Mr. William F. Conway  
Mr. Larry Lockett  
File

## **Construction Submittal Procedure for County Projects**

(Attachment to CIM 3-2006)

1. Construction Submittal sent to County from contractor (see definition of Construction Submittal in CIM).
2. Expert review -
  - a. If Designer of Record (geotechnical engineer, bridge designer, other) is a consultant, submittal sent to consultant for review with copy of cover letter to Division. Response from consultant should be to the County. Payment for services should be made by the County. When recommendation received go to Step 2(d).
  - b. If County Engineer is Designer of Record, submittal reviewed by County Engineer. Go to Step 2(d).
  - c. If ALDOT is Designer of Record, go to Step 2(d).
  - d. If a railroad is involved, County obtains railroad approval if required. Go to Step 3.
3. County Engineer recommendation submitted to Division Office with any consultant or railroad concurrence/comments.
4. Division recommendation with correspondence from County submitted to Construction Bureau.
5. Construction Bureau secures and reviews recommendations from ALDOT experts (Bridge Bureau, Bureau of Materials and Tests, etc.), reviews contractual components of submittal and provides direction to the Division Office.
6. Division Office forwards direction from Construction Bureau to County.
7. County forwards direction to contractor.

Stormwater Management Plans and requests for Temporary Stream Crossings are to be submitted to and approved by the County Engineer if ADEM or COE permits are held by the County. Assistance and direction is available from the Construction Bureau if requested.

Submittals may be faxed or emailed in the interest of time unless multiple copies are required.

This direction should be made clear to the Contractor at the Preconstruction meeting and as necessary throughout the life of the project.