

Memorandum

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To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: March 27, 2020

File: Division of Construction
CPD 20-7

From: RACHEL FALSETTI, Chief
Division of Construction



Subject: **SHOP DRAWINGS SUBMITTALS**

Coronavirus disease (COVID-19) has affected the receiving and distribution process of shop drawings submitted by contractors to the Office of Structures Design Documents Unit. This directive implements the requirement that all shop drawings must now be submitted by the contractors electronically.

The requirements for submitting shop drawing to Office of Structures Design Documents Unit are specified in various specification sections and the contract special provisions. The general requirements for shop drawings are in Section 5-1.23B(2), "Shop Drawings," of the *Standard Specifications*. The specification requirements for electronic submittal of shop drawings are being added to Section 5-1.23B(2) as shown on the attached shop drawing specification.

For ongoing construction projects with specification requirements for shop drawing documents to be submitted to Office of Structures Design Documents Unit, resident engineers must issue a change order to require that contractors submit shop drawings electronically. Electronic submittal should have minimal impact to costs for contractors because providing multiple copies will not be required and documents will not have to be mailed to Sacramento so this should be a no cost change order.

Attached to this directive are a sample change order memorandum, sample change order, and new specification. This directive serves as delegation of authority from the Division of Construction for change order approval, except when change order language is altered.

If you have questions or comments regarding this directive, please contact Keng Low, Office of Structures Construction, at Keng.M.Low@dot.ca.gov or (916) 227-8445.

Attachments:

1. Sample Form CEM-4903, "Change Order Memorandum"
2. Sample Form CEM-4900, "Change Order"
3. Shop Drawing Specification