



# Preface for the *Bridge Construction Records and Procedures Manual*

The *Bridge Construction Records and Procedures Manual (BCR&P Manual)* provides Structure Construction (SC) specific policies, processes, procedures, expectations, technical guidance, and specification interpretation related to the duties of SC staff. The *BCR&P Manual* is not a contract document and is intended to be used as a resource to guide and assist SC staff in contract administration. The *BCR&P Manual* includes information that complements the information in the *Construction Manual* and other SC technical manuals available on the [SC intranet](#) and the [Caltrans internet](#).

## I – Background and Format

The first reported use of the *BCR&P Manual* was in 1964 by James E. Roberts (retired in 2001 as Chief Deputy Director, served as the California’s State Bridge Engineer for fifteen years, and recognized by the [James E. Roberts Award](#) which is one of the Outstanding Management and Engineering in Transportation Awards). It was a time when bridge contracts were separate from road contracts, and the *BCR&P Manual* provided field staff with guidance for administering a field office and construction projects.

Structure Construction administers projects firmly, fairly, and consistently based on the following ranked priorities:

1. Safety
2. Structural integrity
3. Functionality
4. Aesthetics, including visual and rideability.

As good stewards of the public, SC manages time and money to ensure the four priorities above are achieved. The priorities above are the goals of all projects. Time and money are the tools used to achieve the four priorities. Saving time and money must not supersede achieving the four priorities.

This policy sets the standard for how SC operates in support of the Caltrans Mission, Vision, and Goals, as well as the Director’s Policies and the Division of Construction’s policies. This policy is the highest level, with all other SC processes supporting it.

Information for the *BCR&P Manual* is organized in the following two volumes:

- Volume I, which includes information related to administrative responsibilities for documenting, reporting, and recording construction operations. Volume I is divided by the following lettered sections:
  - Section A, SC Administrative Processes
  - Section B, Safety
  - Section C, Project Direct Construction Processes
  - Section D, SC Bridge Construction Engineers and Area Construction Managers – Project Direct Processes
  - Section E, SC Bridge Construction Engineers and Area Construction Managers – Supervisory Processes
  - Section F, SC Quality Management System.
- Volume II, which includes information related to the technical aspects of SC operations. Volume II is divided into numbered sections that align with the [Contract Specifications](#). Sections of the specifications, such as Section 22, *Finishing Roadway*, are not covered in Volume II of the *BCR&P Manual*, as this work is covered by the Division of Construction.

Each section of the *BCR&P Manual* contains the following:

- A Table of Contents
- Bridge Construction Memos.

The *BCR&P Manual* uses the following two terms:

1. Contract documents, which is used to refer to all the contract components as defined in Section 5-1.02, *Control of Work – Contract Components*, of the *Standard Specifications*; they include the:
  - 1.1 Special provisions
  - 1.2 Project plans
  - 1.3 Standard specifications
  - 1.4 Revised standard plans
  - 1.5 Standard plans
  - 1.6 Supplemental project information.
2. *Contract Specifications*, which is used to refer to:

- a. The specification components of the contract as defined in Section 5-1.02, *Control of Work – Contract Components*, of the *Standard Specifications*; they include the:
  - 2.1 Special provisions
  - 2.2 Standard specifications.
- b. As well as the following additional published revisions that include the:
  - 2.3 Revised standard specifications
  - 2.4 Non-standard special provisions.

## II – Revisions

When using the *BCR&P Manual*, be alert for new or revised specifications that may affect current manual guidance. As specifications, practices, procedures, and policies change, SC will issue updates to the *BCR&P Manual*. The issue date reflects the publication date of the most recent revision, and it is understood that the corresponding version of the specifications and provisions was used, to revise the BCMs.

Revisions are announced by a Change Letter that provides a description of changes made and instructions to delete, revise, or add content to the *BCR&P Manual*. A Change Letter has the following naming convention: *Change Letter Volume Number-Year-Change Number*. For example:

- *Change Letter I-2023-#02* informs the reader that this is the second revision in the year 2023 for Volume I of the *BCR&P Manual*.
- *Change Letter II-2022-#01* will be the first revision in the year 2022 for Volume II of the *BCR&P Manual*.

The Table of Contents for a section is revised each time a revision, addition, and/or deletion is made to the section.

All revisions for the *BCR&P Manual* can be accessed on the [SC intranet](#).

## III – Distribution

All revisions are sent by email to all SC staff. Concurrent with the email notification, SC's technical manuals on the intranet are updated with all changes.

## IV – Errors or Omissions

Structure Construction encourages staff to report any errors or omissions discovered in the *BCR&P Manual*. Reporting errors, omissions, or suggestions should be sent to the SC Technical Manual Manager at [SC.TMM@dot.ca.gov](mailto:SC.TMM@dot.ca.gov).