

VIRGINIA DEPARTMENT OF TRANSPORTATION

STRUCTURE AND BRIDGE DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Sealing and Signing of Plans and Documents	NUMBER: IIM-S&B-79.1
SPECIFIC SUBJECT: Sealing and Signing in the Structure and Bridge Division (C.O. and Districts)	Date: June 4, 2009
	SUPERSEDES: IIM-S&B-79
DIVISION ADMINISTRATOR APPROVAL: <p style="text-align: center;">/original signed/ Kendal R. Walus, P.E. State Structure and Bridge Engineer Approved: June 4, 2009</p>	

Changes are shaded.

Introduction: This I&IM by the Structure and Bridge Division outlines sealing and signing requirements of the responsible person for bridge or structural specific plans and related documents. The memorandum supplements the memorandum issued by the Chief Engineer dated February 18, 2009, subject: Sealing and Signing of Plans and Documents.

Effective dates: This memorandum is effective for all RAAP projects starting with a December 2009 advertisement date. The effective date for No Plan RAAP, SAAP projects and for all technical documents requiring to be sealed and signed is July 1, 2009.

Responsible person: The responsible persons for the Structure and Bridge Division in the Central Office will be designated by the State Structure and Bridge Engineer. The responsible persons for the Structure and Bridge Division in the Districts will be designated by the State Structure and Bridge Engineer in coordination with the District Structure and Bridge Engineer. The responsible person generally supervises the plan production (designer or checker and in many cases both), has day-to-day oversight of the plans or documents being prepared and is actively involved in decisions that affect the project.

In the event that the designated responsible person is unable to seal and sign the plans (position not filled, on leave, etc.) the next higher level supervisor will be required to seal and sign the plans/documents with appropriate review.

Unless noted otherwise, the responsible person referred to in this memorandum is the engineer in the Structure and Bridge Division (Central Office or District). The reference to sealing and signing is to a licensed Professional Engineer registered in the Commonwealth of Virginia. If the responsible person is not licensed and is exempt by the Code of Virginia (Title 54.1-402.1) until June 30, 2010, plans and documents are required to be signed only.

Areas covered by this document: This memorandum deals with plans and documents specific to Structure and Bridge:

Regular Advertisement and Award Process (RAAP)

Special Advertisement and Award Process (SAAP)

Load rating summaries/calculations

Design exceptions

Other plans/documents

RAAP contracts:

For bridge/structure plans included in a set of road plans or for bridge only projects, all sheets shall be sealed and signed by the responsible person. A sheet may require multiple seals if more than one discipline is involved. For example, a substructure sheet may require both structural design as well as geotechnical design. For no plan RAAP contracts, see the guidelines for SAAP contracts.

SAAP contracts: The title sheet as well as sheets with engineering details or drawings of a SAAP contract shall be sealed and signed by the responsible person. Sketches and details that have no engineering components shall not be sealed and signed, for example, details showing the areas and limits of shotcrete repair for a pier. A SAAP contract in which there are no engineering details or drawings, for example a SAAP contract for painting, will only require the title sheet to be sealed and signed.

Load rating summaries/calculations: The summary sheet of all load ratings shall be sealed and signed by the responsible person. See latest I&IM-S&B-27, Subject: Bridge Safety Inspections.

Design exceptions: Requests for design exception(s) (geometrics, clearances, structural capacity and other areas specifically noted in the Manuals of the Structure and Bridge Division or in the Modifications to the AASHTO bridge specifications (Standard and LRFD)) on bridge or structure projects shall be submitted to the State Structure and Bridge Engineer on L&D Form 440, Design Exception Request, and shall be sealed and signed by:

Project completed in the C.O.: Design Engineering Program Manager or Engineering Services Program Manager

Project completed in the District: District Structure and Bridge Engineer

Project completed by Consultant: Consultant (in accordance with Department of Professional and Occupational Regulation)
PPTA /Design Build/Locally Administered project: Consultant (in accordance with Department of Professional and Occupational Regulation)

Other plans and documents: The handling of other plans or parts of plans shall be in accordance with procedures developed by other divisions. Examples include:

Project specific copied notes and project specific special provisions, field revisions (Scheduling and Contract Division)
Insertable sheets (VDOT Road and Bridge Standards) (Location and Design Division)
Plats and surveying (Location and Design Division)
Traffic management plans and maintenance of traffic plans (Traffic Engineering Division)
Geotechnical reports (Materials Division)
Locally administered projects (refer to the *Guide for Local Administration of Virginia Department of Transportation Projects* which can be found on the Local Assistance Division webpage at: <http://www.virginiadot.org/business/local-assistance.asp>).

The following documents will not be required to be sealed and signed:

Bridge Safety Inspection Reports

Inspection Reports for Ancillary Structures (traffic control devices, for example, sign structures (overhead, cantilever and bridge parapet mounts), mast arms, signal poles, light poles, etc.)

Bridge Feasibility Reports

General drafting requirements: The general drafting requirements dealing with the sealing and signing of plans shall be in accordance with VDOT, Manual of the Structure and Bridge Division, Volume V – Part 2, Chapter 1, Section 16: Sealing and Signing of Plans and Documents. Additional information on electronic signatures may also be found at that location.

CC: Chief Engineer
Chief of Systems Operations
Division Administrators
District Administrators
District Construction Engineers
District Maintenance Engineers
Residency Administrators
District Structure and Bridge Engineers
Structure and Bridge Program Managers
FHWA: Bridge Section