



Commonwealth of Kentucky
Transportation Cabinet
Frankfort, Kentucky 40622

Ernie Fletcher
Governor

Bill Nighbert
Acting Secretary

TRANSMITTAL MEMORANDUM 05-01

TO: Division of Bridge Design Staff
Design Consultants

FROM: Allan W. Frank
Director
Division of Bridge Design

DATE: November 4, 2005

SUBJECT: New Policies and Procedures

Future correspondence with consultants:

Future transmittals and design guidance will be posted on this Division's web site. It will be the responsibility of the consultant to check the web site for current guidance. The home page for the Division of Bridge Design is <http://transportation.ky.gov/bridges/home.htm>

Electronic Submittals:

We will begin requiring an electronic copy of all submittals. This will be in addition to any required hard copies. This will be a requirement for all projects not yet negotiated and desired on all others. They shall follow the Graphic Files Standard as described in our guidance manual on the division web site.

Inserts in the ends of prestress concrete beams:

Due to occasional spalling in the diaphragms that we feel may be caused by the inserts, inserts will no longer be used in the ends of beams that are continuous at piers or where the ends are encased by at least 6" of concrete.

Shop plan Procedure:

Fabricators shall send three sets of shop plans to the designer. The designer shall review the submittal and send a set with their comments back to the fabricator. If the designer is satisfied that the construction can proceed, they should request the fabricator to send the required number of sets for distribution. The designer should stamp the plans

Authorized to Proceed

Firm name

Date

And distribute as shown on the divisions web site.

In addition the following note shall be place on all structure plans

DISCLAIMER: Acceptance of any contractor's submission required on this project does not constitute endorsement or approval. The acceptance is acknowledgement of the work performed and authorization for the contractor to proceed. The Department is not bound by acceptance of any submissions required. Final acceptance or approval will be contingent on the satisfactory completion of the project.

Bill of Incidental Material:

The bill of incidental materials will no longer be required. The following note shall be included in all structure plans.

INCIDENTAL MATERIALS AND LABOR: The Contractor is required to complete the structure in accordance with the plans and specifications. Material or labor not otherwise specified are to be considered incidental to the contract.

Guidance Manual:

We have placed an updated version of our Guidance Manual on our web site. Please feel free to forward any comments you may have to this office. In situations where the updated version conflicts with previous versions, changes will take effect on designs started after January 1, 2006.