



1-7 Deliverables

Summarized in this section are general deliverable requirements and information for documents to be submitted for projects with bridges or other transportation-related structures.

Registered Professional Engineer registration seals and signatures required on deliverables shall be in accordance with the requirements of the State of California Business and Professions Code and Caltrans policy as stated elsewhere in this Guide.

All submitted documents shall be neat and legible. Paper plans must be stapled outside of the left border and other documents must be bound. Loose-leaf type binders may be used. Project identifications are to be clearly shown on each document and electronic media as stated in this section and elsewhere in this guide. The contents of all documents should be indexed, and all pages numbered.

Attachment 1-7.1 Deliverable Distribution List indicates the required documents and the number of copies that are submitted to OSFP by the Consultant for the various phases of the project. The documents should be shipped to the address shown in the contact information on the OSFP website. The documents should be packaged so that the parcel weight does not exceed 25 pounds.

Deliverable Distribution List

The Deliverable Distribution List is used for project development from inception to PS&E Completion. It is intended for use by Districts, sponsoring agencies, and consultants to convey the deliverable requirements for each element of the project for which OSFP provides oversight. Following is a description of the information each column in the list contains.

Section Reference

Provides a cross-reference to the pertinent sections elsewhere in this manual.

Deliverable Review Duration

Provides the review duration OSFP requires to review the different deliverables for typical projects. The durations take into account the time needed for OSFP to coordinate reviews through the various functional units within the Division of Engineering Services. Sponsoring agencies and their consultants must include the appropriate review duration into the project schedules. The Liaison Engineer should be consulted early in the project to assist with schedule development to ensure that all necessary reviews are properly considered. This particularly applies to projects that contain non-typical elements.

During the development of the project, the schedule should be reviewed with the Liaison Engineer to ensure that the elements of the project can be reviewed as originally planned.



Total Copies

Provides an estimate of the number of copies the consultant must submit of each document based on the functional units that could potentially perform a review.

Before making copies of documents, the consultant should always contact the Liaison Engineer to determine the exact numbers required because fewer copies are often required than as shown in the table. However on occasion, more copies are needed for projects with non-typical or complex features such as movable bridges, tunnels, steel structures, and railroads.

Copies per Structure (S) or Project (P)

Indicates whether the number of copies is on a per structure (S) basis or on a per project (P) basis.

In certain cases, the designation (S/P) is used. If there are a large number of structures on a project the deliverables should be on a per structure basis. If there are a small number of structures on the project, deliverables can be based on a per project basis with the approval of the Liaison Engineer

Remaining Columns

Shows the potential involvement of other units that participate in project reviews. These columns are primarily for use by OSFP.

In addition to design reviews performed by OSFP, other offices within the Division of Engineering Services provide reviews in specialized areas. Listed below, in the same order as shown on the list to provide clarity, are the functional areas that most often perform reviews:

- Office of Geotechnical Services
- Structure Hydraulics
- Structure Design
- Structure Construction
- Structures Maintenance
- Earthquake Engineering
- Structures Specifications
- Bridge Architecture & Aesthetics
- Various Technical Specialists or Committees, such as, Bridge Barriers, Retaining Walls, Signs, Underground Structures, Concrete, Structural Steel, etc.
- Structures Estimating



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The Liaison Engineer will determine the involvement of the specific units and will distribute the documents as necessary. Consultants shall only submit deliverables to the Liaison Engineer and not directly to the units shown.

Attachments

1. 1-7.1 Deliverable Distribution List

Deliverable Distribution List ¹ Project Development	Section Reference	Review Duration (Weeks)	Total Copies	Copies per Structure (S) or Project (P)	OSFP				Other									
					Liaison Engineer	OSFP FILE	OSFP Str Reviewer	OSFP Detailing	Foundations	Hydraulics	OSD	OSC	OSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating
<i>Project Study Report/Project Report</i>																		
<i>(PSR/PR, WBS 150, 160, 180)</i>																		
PROJECT STUDY REPORTS (PDS) (WBS 150)																		
1. Advanced Planning Study	3-2	4	7	S	1	1			1	1			1			1		
2. Preliminary Foundation Report	2-3		2	S	1				1									
3. Preliminary Foundation Report-electronic(.pdf)	2-3		1	S	1				1									
4. Preliminary Hydraulics Report	2-4		2	S	1					1								
5. Structure Advanced Planning Study Checklist	3-2		6	S	1	1			1	1			1				1	
6. Design Memo	3-2		6	S	1	1			1	1			1				1	
7. Cost Estimate	3-2		2	S	1												1	
8. Draft PSR			1	P	1													
Final Approved PSR (after APS Approval)		NR	2	P	1	1												
PROJECT REPORTS (WBS 160)																		
Items 1 through 7 above		4	See items 1 through 7 above for copy requirements.															
Draft Project Report w/ Structures Planning Studies			1	P	1													
Final Signed Project Report (after APS Approval)		NR	2	P	1	1												

General: Unless otherwise noted, all plans are to be reduced paper size 11"x17".

¹ Units to receive copies are at the discretion of the Liaison Engineer. Contact the Liaison for the exact number of copies required.

Deliverable Distribution List ¹ Project Development					OSFP				Other											
	Section Reference	Review Duration (Weeks)	Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP Str Reviewer	OSFP FILE	OSFP Detailing	Foundations	Hydraulics	OSD	OSC	OSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District	
Phase Design																				
PRELIMINARY DESIGN (WBS 210,215)																				
Pre-Type Selection																				
Draft Bridge Site Data Submittal (to District) ²	4-1	4	2	S															2	
Foundation Boring Plan	2-3	4	2	S	1				1											
Draft Final Hydraulics Report ³	2-4	4	2	S	1					1										
Type Selection																				
Type Selection Report	4-2	4	14	S	1	1	1		1	1	1	2	1	1	1	1	1		1	
Approved Bridge Site Data Submittal w/attachments ²	4-1		1	S	1															
General Plan-electronic (.dgn, .i) ⁴	2-2		1	S				1												
Draft Foundation Plan	4-2		2	S	1		1													
Final Hydraulics Report	2-4		2	S	1					1										
Preliminary Foundation Report	2-3		4	S	1	1			1	1										
Preliminary Foundation Report-electronic (.pdf) ⁵			1	S	1					(1)										
Post-Type Selection																				
Type Selection Review Meeting Summary	4-2	NR	14	P	1	1	1		1	1	1	2	1	1	1	1	1		1	
Updated General Plan Estimate	4-2	NR	4	S	1	1												1	1	
Updated General Plans	4-2	NR	30	S	1	1	1	1	See GP Distribution List, Memo to Designers											

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² Contact District Project Manager and the Liaison Engineer to determine necessary number of copies and formats required.

³ Submit a minimum of 4 weeks prior to Type Selection Submittal

⁴ .dgn and .i files to be on a separate CD.

⁵ Electronic files of foundation reports and other documents, other than .dgn, may be on the same CD. Liaison distributes electronic files as necessary.



Deliverable Distribution List ¹ Project Development					OSFP			Other												
	Section Reference	Review Duration (Weeks)	Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP FILE	OSFP Str Reviewer	OSFP Detailing	Foundations	Hydraulics	OSD	OSC	OSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District	
65% UNCHECKED DETAILS (WBS 240)																				
Unchecked Structure Plans-paper	4-3	3	8	S	1		1	1	1			1	1			1			1	
Unchecked Structure Plans-electronic (.dgn, .i) ²	4-3		1	S				1												
Draft Road Plans	4-3		3	P	1		1					1								
Draft, Final Foundation Report	4-3	6	5	S	1	1			2		1									
Draft, Final Foundation Report electronic .pdf on disk ³			1	S	1				(1)											

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¹ Units to receive copies are at the discretion of the Liaison Engineer. Contact the Liaison for the exact number of copies required.

² .dgn and .i files to be on a separate CD.

³ Electronic files of foundation reports and other documents, other than .dgn, may be on the same CD. Liaison distributes electronic files as necessary.



Deliverable Distribution List ¹ Project Development			OSFP					Other												
	Section Reference	Review Duration (Weeks)	Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP FILE	OSFP Str Reviewer	OSFP Detailing	Foundations	Hydraulics	OSD	OSC	OSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District	
INITIAL PS&E (WBS 240)																				
Structure Plans	2-2	6	13	S	1	1	1	1	2			2	1		1			1 ^{2,5}	2	
Structure Plans-electronic (.dgn, .i) ³	2-2		1	S				1												
Structure Plans-electronic (.pdf) ^{4,6}	2-2		1	S	1										(1)					
Design Calculations	4-5		1	S			1													
Check Calculations	4-5		1	S			1													
Structure Special-Provisions (with edits shown)	4-6		6	P			1		1				2			1			1 ^{2,5}	
Special Provisions-electronic (.doc, w/edits shown) ⁴	4-6		1	P												1				
Memo to Specification Engineer/Estimator	4-6		3	P	1											1			1 ^{2,5}	
Cost Estimate	4-7		2	S			1												1 ^{2,5}	
Design and Check Quantity Calculations Sheets ²	4-7		2	S			1												1 ^{2,5}	
Quantity Summary Sheets ²	4-7		2	S			1												1 ^{2,5}	
Working Day Schedule ²	4-7		2	P			1												1 ^{2,5}	
Final Hydraulics Report ¹	2-4		4	S		1	1			1						1			1 ^{2,5}	
Final Hydraulics Report-electronic (.pdf) ^{2,4}	2-4		1	S		1									(1)					
Final Foundation Report	2-3		6	S		1	1		1				1			1			1 ^{2,5}	
Final Foundation Report-electronic (.pdf) ⁴	2-3		1	S		1			(1)						(1)					
Road Plans-paper	4-8	3	P			1		1				1								
Road Special Provisions	4-8	4	P			1						1			1			1 ^{2,5}		
Road Special Provisions-electronic (.doc,w/edits) ⁴	4-8	1	P		1							(1)		(1)						
Consultant Quality Control Statement	1-6	1	P			1														

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¹ Units to receive copies are at the discretion of the Liaison Engineer. Contact the Liaison for the exact number of copies required.

² Submit only for projects advertised by Caltrans.

³ .dgn and .i files to be on a separate CD

⁴ Electronic files of structure plans in pdf, special provisions, and foundation reports may be on the same CD. Liaison distributes electronic files as necessary.

⁵ Liaison Engineer: Route submittal thru Specifications for state advertised projects.

⁶ One .pdf file per structure.



Deliverable Distribution List ¹ Project Development					OSFP				Other											
	Section Reference	Review Duration (Weeks)	Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP FILE	OSFP Str Reviewer	OSFP Detailing	Foundations	Hydraulics	OSD	OSC	OSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District	
INTERMEDIATE PS&E (WBS 240)																				
Resubmit all items in Initial PS&E ¹		4	Same as Initial PS&E Submittal, Contact Liaison Engineer																	
FINAL PS&E ⁴ (WBS 240 thru 250)																				
Final Structure Plans	2-2	4	6	S	1		1	1						2 ³				1 ²		
Signed Structure Plans-electronic (.dgn, .i)	2-2		1	S				1												
Signed Structure Plans-electronic (.pdf)	2-2		1	S	1															
Plans-paper, full size reproducible ⁵	2-2		1	S	1															
Road Plans (paper)	4-8		1	P		1														
Road Special Provisions (paper)			1	P																
Road Special Provisions-electronic (.doc, w/edits shown)	4-8		1	P	1									(1)						
Resident Engineers Pending File	4-8		1	P								1 ²								
Four Scales Deck Contour Plot (full scale prints) ²	4-9		2	P								2								

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¹ Units to receive copies are at the discretion of the Liaison Engineer. Contact the Liaison for the exact number of copies required.

² Submit only for projects advertised by Caltrans

³ Submit 1 copy for non-state advertised projects

⁴ Assumes that all documents not shown were reviewed and determined to be final in previous PS&E reviews.

⁵ For local advertised projects only when the local agency needs a full sized print signed by the Liaison Engineer to print for advertising.



Deliverable Distribution List ¹ Post PS&E Approval and Construction					OSFP			Other											
	Section Reference	Review Duration (Weeks)	Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP Str Reviewer	OSFP FILE	OSFP Detailing	Foundations	Hydraulics	OSD	OSC	OSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District
CONTRACT ADVERTISEMENT (WBS 265)																			
As-Advertised Plans ³	4-12	--	7	P	1	2					3	1							
As-Advertised Special Provisions ³	4-12	--	7	P	1	2					3	1							
ADDENDA (WBS 265)																			
Plan Details																			
Plan Details (full size) ³																			
Plan Details-electronic ²																			
Design Calculations																			
Check Calculations																			
Quantities ²																			
Check Quantities ²	4-13				Copies As Required by the Liaison Engineer														
Cost Estimates ²																			
Special Provisions																			
Addenda Memorandum ³																			
Addenda ³																			
BIDDER INQUIRIES (WBS 265)																			
Documentation of Bidders Inquiries	4-14		6	P	1	1					3			1					

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¹ Units to receive copies are at the discretion of the Liaison Engineer. Contact the Liaison for the exact number of copies required.
² Submit only for projects advertised by Caltrans
³ Do not submit for projects advertised by Caltrans



Deliverable Distribution List ¹ (Post PS&E Approval and Construction)			OSFP					Other												
	Section Reference	Review Duration (Weeks)	Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP FILE	OSFP Str Reviewer	OSFP Detailing	Foundations	Hydraulics	OSD	OSC	OSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District	
CONTRACT CHANGE ORDERS (WBS 285)																				
Initial and Intermediate Submittals																				
Structure Plans	5-2	ASAP--Up to weeks depending on the complexity of the change	7	S	1		1		1	1		1						1 ²		
Structure Plans electronic .dgn	5-2		1	S				1												
Special Provisions	5-2		4	P	1							1			1				1 ²	
Quantities ²	5-2		2	S	1														1	
Check Quantities ²	5-2		2	S	1														1	
Cost Estimates	5-2		2		1														1 ²	
Structure Design Calculations	5-2		1	S	1															
Structure Independent Check Calculations	5-2		1	S	1															
Foundation Report	5-2		2	S			1		1											
Hydraulics Report	5-2		2	S		1				1										
Other items required			Copies As Required by the Liaison Engineer																	
Final Submittal⁴																				
Structure Plans	5-2		6	S	1	1		1 ²							2 ³				1 ²	
Structure Plans (paper, full size reproducible)	5-2		1	S	1															
Structure Detail Sheets-electronic (.dgn, .i) ²	5-2	1	S				1													
Other items required		Copies As Required by the Liaison Engineer																		
COST REDUCTION INCENTIVE PROSALS (WBS 285)		5-3	Same as for Contract Change Orders																	
AS-BUILTS (WBS 285)																				
Final As-Built Plans	5-5		1		1															
Red-Marked As-Built Prints (from field office)	5-5		1		1															

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⁴ Assumes that all documents not shown were reviewed and determined to be final in previous reviews.