

## Standards Committee

### Meeting Agenda

Wednesday, September 7, 2022, at 9:00am

Meeting Location: 1334 Smith Street, Charleston, WV in Lower-Level Conference

Also meeting virtually via Google Meet. E-mail distribution includes instruction.

Call to Order

Roll Call of Attendees

Approval of Minutes of 7-6-2022 Meeting

**Unfinished Business** – Standards discussed at last Committee meeting. Next Meeting Date:  
Wednesday, November 11, 2022.

Deadline for submissions: October 7, 2022.

TITLE	Champion
None	

### New Business

TITLE	Champion
<b>1<sup>st</sup> time to Committee.</b> <i>Design Directive (DD) 102 – Shop Drawings and Catalog Sheets.</i>  The DD is redline copy, showing the proposed changes. Updates some of the references and adds instruction for Alternative Project Devlivery.	S. Boggs

Next Meeting Date: Wednesday, November 11, 2022.

Deadline for submissions: October 7, 2022.

Adjournment

DRAFT

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS**

**DESIGN DIRECTIVE 102  
SHOP DRAWINGS AND CATALOG SHEETS**

*August 25, 2022*

*Supersedes January 9, 2009*

Shop drawings and catalog sheets are required for all items of work that are not sufficiently detailed on the contract plans to construct in the field or shop.

There are two shop drawing and catalog sheet approval methods. One is the “Contractor approval method” and the second is the “Division approval method”. The attached flow charts show these two methods and indicate the routing method which is to be used for shop drawings or catalog sheets.

\_\_\_\_ Items of work referenced to the "Standard Detail Book Volume 1, Drainage, Guardrail, Pavement, Fence, and Markers," "Standard Details Book, Volume II Signing, Signals, Lighting, ~~and~~ Marking, ~~and~~ ITS," or Standard Details added to the plans do not require the submittal of shop drawings unless a note is shown on the plans that modifies them or the contractor proposes a modification. If shop drawings are required for items in these Standard Details Books, they should be submitted according to the “Contractor approval method.” If a vendor wishes to submit shop drawings for “blanket” approval the “Division Approval Method” is to be used and the review drawings are to be sent to the responsible Division with a letter of requests stating their intention.

When shop drawings are to be approved by the Division the attached approval note or stamp shall be used by all the Divisions of the West Virginia Department of Transportation, Division of Highways, in approval of shop drawings or catalog sheets which are checked by that Division. All Consultants working for the Division and approving shop drawings for the Division should use this stamp unless they have been advised by their attorney to use slightly different wording.

A catalog sheet is required when a manufactured item is identified on the plans by trade name or generic description and the item has no further testing or inspection specified.

Each submission shall have each sheet stamped and signed. All sheets of a revision to shop drawings shall be stamped and signed.

The Division shall verify that each copy of each page/sheet is signed by the same Engineer, contains the same date and has the appropriate certification. If this requirement can be verified then the Division shall distribute the approved drawings. If these requirements can not be verified then the drawings shall be rejected and returned to the appropriate certifier for correction.

The following specifications / special provisions are required for all projects ~~101.99, 105.2, 603.4.1, 603.4.3, 603.4, 615.2, 615.2.2, 615.5, 615.6, 622.4, and 625, 657.3.2, and 661.3.2 dated July 27, 2007.~~

### Division Approval Method

The “Division Approval Method” is to be used on all major structural items that are to remain in place after the construction project has been completed. The following is a list of item classified as major structural items.

- Bridge Girders or Box Beams (except standard Adjacent Concrete Box Beams shown in the Standard Detail Book Volume 3)
- Permanent Cross Frames
- Diaphragms
- Bridge Bearings (except “Elastomeric bearings” less than 4 inches in total thickness)
- Expansion Dams (except “Strip Seals”)
- Precast Box Culverts that are not shown in the standard design tables in the AASHTO specifications.
- Lighting Items
- Signal Items
- Sign Items (Including Lighting and Structures)
- Traffic Control Plans
- Value Engineering Plans
- MSE Walls exceeding 10 feet in height
- Architectural Items
- Building Facility Items (i.e. Maintenance Building, Rest Area Building, ect.)
- Pipes over ~~108-96~~ Inches in diameter
- Manholes greater than 20 feet in depth
- Inlets greater than 20 feet in depth
- Junction Boxes with more than 20 feet of cover or larger than 15 feet in any direction.
- Main Critical items in Special Complex Structures (i.e. Cable Stay Bridges, Suspension Bridges, Segmental Concrete Bridges, Tied Arch Bridges, ect.)
- Other Items as indicated in the Contract Documents

The Division has 14 calendar days from the date received to review, approve or reject the Contractors submission of plans.

The Division has 7 calendar days from the date received to verify and distribute the approved plans.

Note: For Design Build / Alternative Project Delievery projects, the Design Build Team are responsible for these items via “Contract Approved Method”; except for elements which are designed during manufacturing, for which “Division Approval Method” shall apply.

DRAFT

### Contractor Approval Method

The Contractor approval method is to be used on items of work that are minor structural items, miscellaneous items or temporary items of work and shall be used on all items not listed under the “Division Approval Method.” The contractors’ means and methods for construction are also included in the Contractor approval method.”

The Contractors’ authorized representative may sign and approve catalog sheets when the item on the catalog sheets is identical in every way to the item identified in the approved contract plans. If the item is not identical then the catalog sheets must be signed by a Professional Engineer Registered in the State of West Virginia

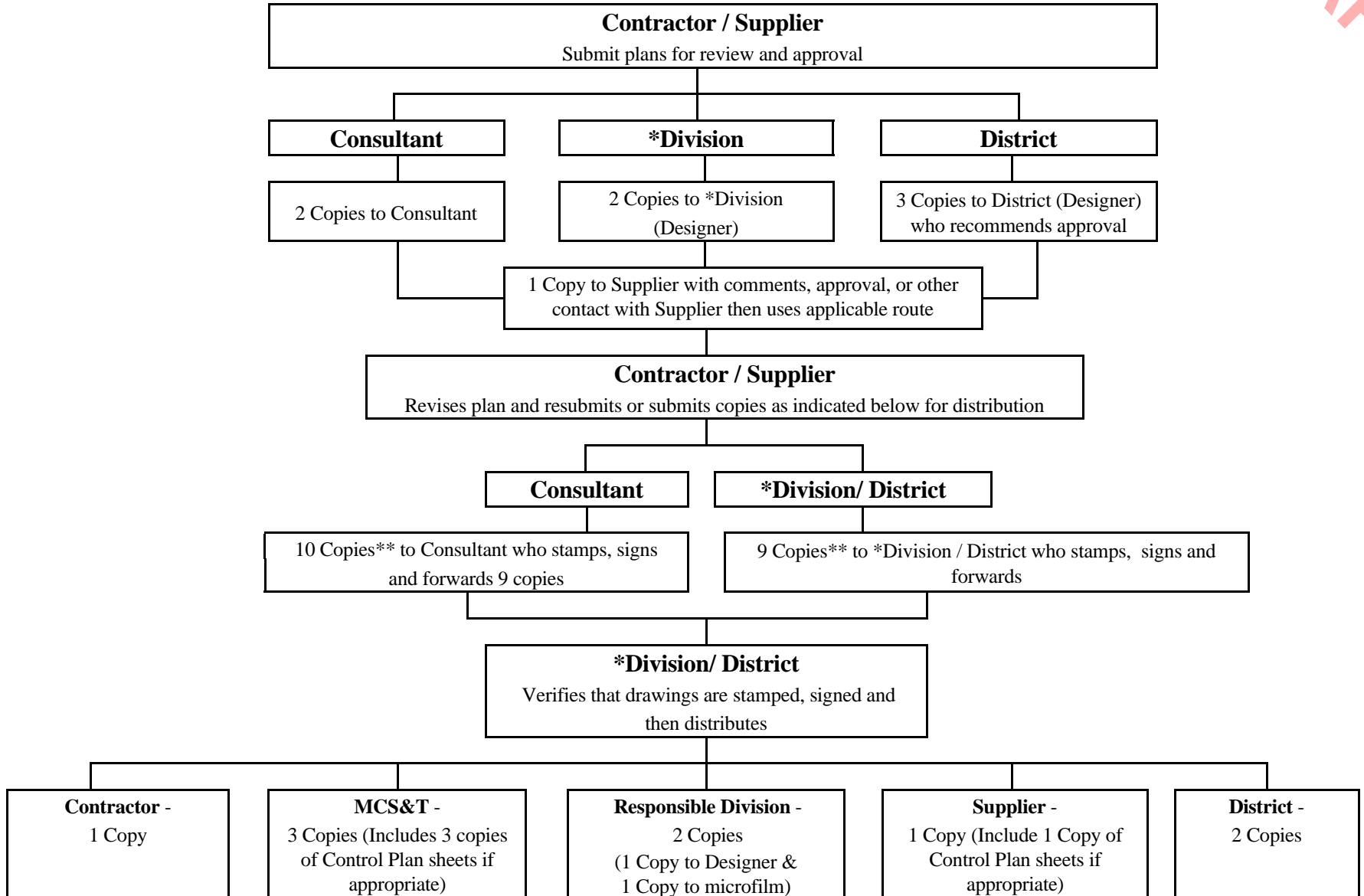
The Division has 7 calendar days from the date received to verify and distribute or reject the Contractor approved plans.

The Division shall conduct periodic audits of the “Contractor Approval Method” to ensure adequacy of the contractor approved drawings and the approval process. In no way shall this audit delay the contract or the verification and distribution of the plans.

Attachment

**FLOW CHART FOR DIVISION APPROVED SHOP DRAWINGS AND CATALOG SHEETS**

Supplier / Contractor Uses Applicable Route (Dependent Upon Designer)



\*RESPONSIBLE DIVISION - Engineering Division and/or Traffic Engineering Division.

\*\*For prestressed concrete beams include 4 copies of supplemental control plan sheets.

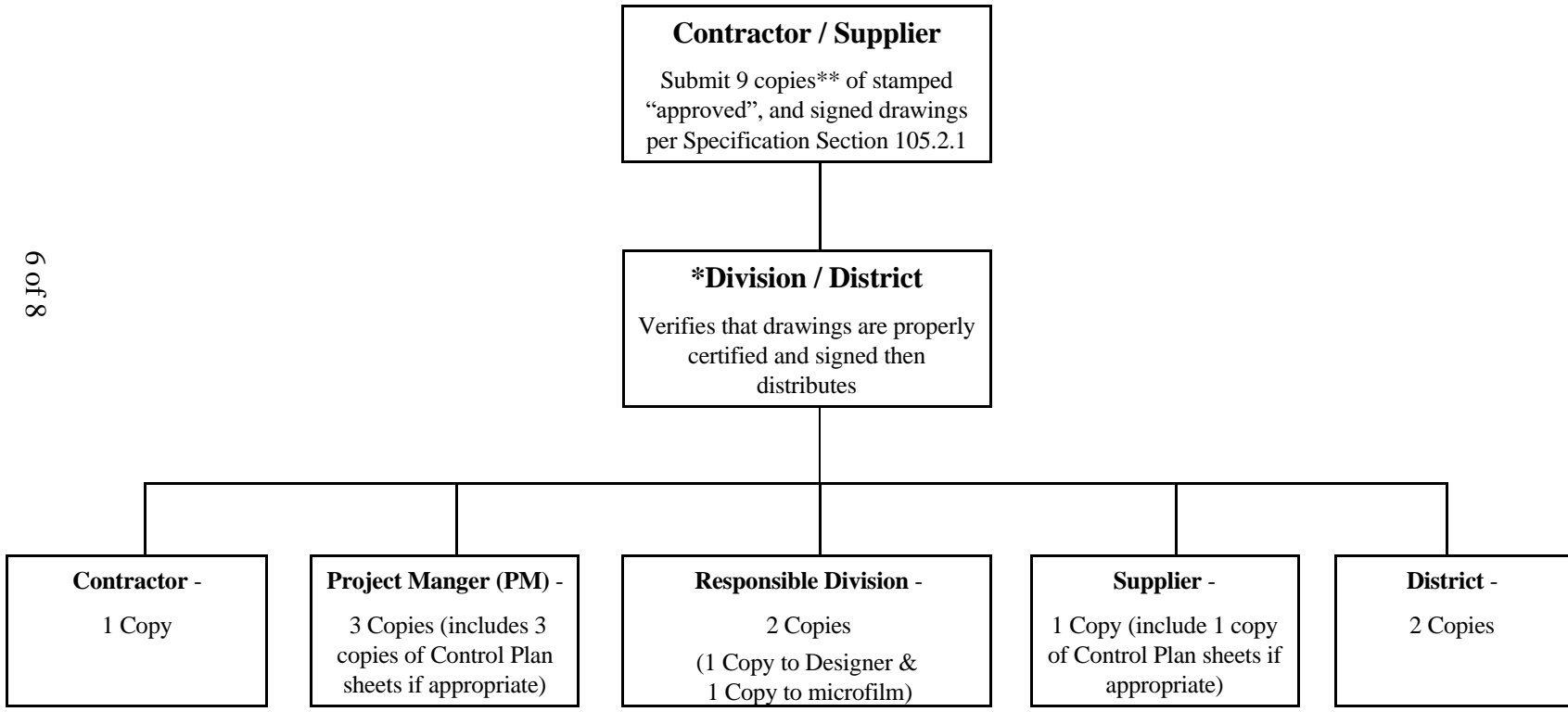
DRAFT

**DIVISION APPROVAL STAMP FOR SHOP DRAWING OR CATALOG SHEETS**

SHEETS        of	
APPROVED FOR GENERAL CONFORMITY TO PLANS AND SPECIFICATIONS. DETAIL DIMENSIONS AND QUANTITIES NOT COMPLETELY CHECKED. CONTRACTOR'S FULL RESPONSIBILITY IS IN NO WAY RELIEVED BY THIS APPROVAL.	
_____ DATE	_____ SIGNATURE
(Name)	

**FLOW CHART FOR CONTRACTOR APPROVED SHOP DRAWINGS AND CATALOG SHEETS**

6 of 8



\*RESPONSIBLE DIVISION - Engineering Division and/or Traffic Engineering Division.  
\*\*For prestressed concrete beams include 4 copies of supplemental Control Plan sheets.

DRAFT

**CONTRACTOR APPROVAL CERTIFICATION FOR SHOP DRAWING SHEETS**

I do hereby certify (P. E. SEAL NOT TO BE USED) that the details, materials, methods, and dimensions shown on this document meet the requirements for general arrangement and comply with the contract documents provided by the West Virginia Department of Transportation, Division of Highways for this project.

This certification by the Contractor in no way shall relieve the Manufacturer, Supplier, Fabricator or Sub Contractor of their full responsibility for the product or service provided.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Reg. No.

\_\_\_\_\_  
Date



DRAFT

**CONTRACTOR APPROVAL CERTIFICATION FOR CATALOG SHEETS****APPROVAL CERTIFICATION FOR CATALOG SHEETS WHEN AN ENGINEER IS THE APPROVING AGENT**

I do hereby certify that this product complies with the contract documents provided by the West Virginia Department of Transportation, Division of Highways for this project.

This certification by the Contractor in no way shall relieve the Manufacturer, Supplier, Fabricator or Sub Contractor of their Full Responsibility for the product or service provided.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Reg. No.

\_\_\_\_\_  
Date

**APPROVAL CERTIFICATION FOR CATALOG SHEETS WHEN CONTRACTORS' AUTHORIZED REPRESENTATIVE IS THE APPROVING AGENT**

I do hereby certify that this product complies with the contract documents provided by the West Virginia Department of Transportation, Division of Highways for this project and is the identical item shown in the approved plans.

This certification by the Contractor in no way shall relieve the Manufacturer, Supplier, Fabricator or Sub Contractor of their Full Responsibility for the product or service provided.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date