

Working Drawings and Submittals

Section 00150.35 of the contract requires the Contractor to submit working drawings to the Engineer for review. Other sections of the contract require the Contractor to submit equipment lists, drawings, or other submittals (“submittals”) to the Engineer for review. In both cases, “Engineer” shall mean the Project Manager.

Generally, working drawings and submittals are submitted through the prime Contractor to the Project Manager. With approval of the Contractor and the Project Manager, though, the supplier or subcontractor may submit working drawings and submittals directly to the Project Manager, with a copy of the transmittal to the Contractor.

ODOT must complete its review of the working drawings and submittals and return the drawings and submittals to the Contractor within the timeframes specified in the contract, or ODOT could be liable for additional contract time. In most cases, ODOT must review and return the drawings and submittals within 21 calendar days of their receipt.

The Project Manager generally will send the working drawings and submittals to the designer or Engineer of Record for the project, or of the portion of the project addressed, for review. It may be proper at some times, however, for the Project Manager to perform the review, rather than sending the working drawings or submittals to the designer. The Project Manager must reach agreement on this with the designer or Engineer of Record.

Review working drawings and submittals to assure that the details on them fulfill the intent and terms of the contract. Note any concerns on the drawings or submittals before returning them to the Contractor. If the drawings or submittals are so inaccurate as to be unacceptable, tell the Contractor of those concerns and request that new drawings or submittals be prepared and submitted for review.

When the review of the drawings or submittals is completed and comments are shown on the documents, send at least three copies to the Contractor. Also, provide one for the inspector and one for the project files.

The Project Manager must assure that inspection of manufactured components is done, if needed. This is especially true for structural components, but may also be necessary for other metal, concrete, or wood manufactured products. The Structure Services Unit, which has inspectors in the Portland and Eugene areas, may be able to assist with this.

Also refer to the Responsibilities of Project Manager section (9) of this Manual.