

Delete Item 2 in paragraph 3 of section 5-1.23B(2)

Add to section 5-1.23B(2):

Do not submit paper copies to OSD Documents Unit.

For submittals to OSD Documents Unit, email shop drawings and calculation sheets electronically to sc.office.associates@dot.ca.gov.

Each PDF email attachment must not exceed 25MB in size. The email message must not exceed 50 MB in size.

Each electronic email submission must:

1. Be in PDF format
2. Include number of pages for each pdf file
3. Have a resolution of at least 300 dpi
4. Contain the following information in the subject line:
 - 3.1 'Shop Drawing Submittal'
 - 3.2 Contract number
 - 3.3 Bid item number
 - 3.4 If separate e-mails are needed to accommodate large files, indicate the total number of e-mails included in the submittal

Use the following naming convention for PDF files you submit:

For shop drawings:

SD_Contract number_Bridge number_Bid item number_Submittal email number
Example 'SD_12-345678_54-0001_123_1_of_<<Total Number>>.PDF

For calculations:

CALC_Contract number_Bridge number_Bid item__number_Submittal email number
Example 'CALC_12-345678_54-0001_123_1_of_<<Total Number>>.PDF

If submittal of more than 1 copy or set of shop drawings or calculations is specified, submit only 1 electronic copy.

After submitting your electronic files, send a notification of your electronic submittal to the Engineer. Include the names of the submitted files.

Upon review completion, the Department returns 1 electronic copy with the date of authorization.