

**Delaware Department of Transportation**  
**Division of Transportation Solutions**  
**Design Guidance Memorandum**

Memorandum Number 2-6

1. Road Design Manual    2. Bridge Design Manual    3. Utilities Design Manual  
4. Real Estate Manual    5. Standard Specifications    6. Standard Construction Details

---

Title: Consultant Project Working Drawing Stamp and Process      Effective date: Sept. 14, 2002

Sections to Implement: X Road, X Bridge, X PMT,    Design Support, X Specification,    Utility,    Real Estate, X Quality Management, X Field Services, X District, Other           

**I. Purpose:**

Process working drawing review and distribution of consultant designed projects efficiently and consistently.

**II. Design Guidance:**

1. Consultant and DeIDOT personnel shall be familiar with the working drawing procedure as outlined in the Standard Specifications, Section 105.04. Project Design Engineer in the Standard Specifications means Project Engineer or Project Manager or his/her representative of DeIDOT.
2. If the project has a management consultant, this management consultant will serve the role of DeIDOT Project Design Engineer as shown in the Standard Specifications.
3. The prime consultant has primary responsibility for the process and review, regardless whether or not the drawings are subsequently stamped by the Project Design Engineer.
4. If a subconsultant is involved, the subconsultant's review stamp is required after their review, and the prime consultant should stamp after they perform a quality assurance review.
5. Any consultant firm, prime consultant or subconsultant, should include a quality control process to ensure a good review. The process should be submitted to the Project Design Engineer prior to the start of the construction support phase of the contract.
6. The final stamp by the prime consultant should read "Reviewed for General Conformity with Plans and Specifications for DeIDOT".
7. All stamps should include reviewer's full name (not initials), firm's name and date stamped.
8. It is vital to identify a point of contact for each party involved, Contractor, Prime Consultant, Subconsultant, Management Consultant, Project Design Engineer, Materials and Research, and Construction Office.
9. Be sensitive to processing time. In the interest of time, a special modified process may be considered on a project-by-project basis. The process must be approved prior to the start of construction support phase.
10. If insufficient copies of drawing are submitted, the contractor shall be notified immediately. In the mean time, review can proceed while waiting for additional copies.

11. Drawings with insufficient detail or questionable dimensions should be stamped "Returned for Resubmissions." In the interest of time, the consultant may opt to obtain necessary information from the contractor or fabricator. In this case, the consultant may proceed with the review and should document the details of the contract.
12. No working drawing can be stamped for general conformity if there is still outstanding issue or without concurrence of the Project Design Engineer. The consultant should establish necessary communication method with the Project Design Engineer to assure the ability to obtain timely concurrence.
13. DelDOT may require its management consultant to stamp the drawing as well.
14. The words "As Noted" should be marked on or below the stamp on the drawing containing any marking, note, corrections, etc. written by the drawing reviewer.
15. Following are some examples of unacceptable processing:
  - Insufficient details.
  - Insufficient number of copies.
  - Stamped only by a sub consultant.
  - Delay in review or distribution.
16. The Project Design Engineer should exercise his/her discretion of drawing review for quality assurance purpose.

**III. Justification:**

Need to eliminate the potential for time delays and errors caused by incomplete or inefficient review and/or approvals.

Prepared and Recommended By:

/s/ Chao H. Hu  
Assistant Chief Engineer

Sept. 13, 2002  
Date

Approved: /s/ Carolann D. Wicks  
Director of Transportation Solutions

Sept. 13, 2002  
Date

Distribution:  
Transportation Solutions Assistant Directors  
District Engineers  
Consultants