



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

January 30, 2024

Dear Design Consultants,

NHDOT Standard Specifications for Road and Bridge Construction **Section 105.02 Plans and Working Drawings** has been revised and will be put into proposals as a supplemental specification. The revised specification can be found under “2016 Supplemental Specifications” on the webpage: [2016 Standard Specifications | Department of Transportation \(nh.gov\)](#).

The working drawings have been placed into 3 different categories: **A. Approval**, **B. Acceptance**, and **C. Documentation**. The new category **B. Acceptance** has been created for submittals that are typically fabrication shop drawings for permanent installations that are designed by the Supplier/Contractor and are stamped, prepared, and signed by a Licensed PE (e.g., overhead sign structures, ITS structures, precast box culverts, arches, frames, modular expansion joints, HLMR bearings). The design calculations are Received for Documentation, and the working drawings are Accepted for fabrication.

The specifications regarding the submission of Fabrication (Shop) drawings under the **A. Approval or C. Documentation** category have not changed. These drawings are required to provide additional detail to Engineer-of-Record (E.O.R.) designs and should be reviewed for “general conformity with the contract plans, proposal, addenda, special provisions, and standard specifications.”

Added language in the revised Section 105.02 includes,

“Working Drawings that include deviations from that which are shown in the Contract including, but not limited to, changes in dimensions, material, fabrication process, and specific design requirements shall be flagged on the drawings and/or accompanied by a written narrative specifically requesting such changes.”

“The Engineer’s receipt of documentation or distribution of the Contractor’s Working Drawings for documentation does not relieve the Contractor from responsibility under the Contract for errors in dimensions, incorrect fabrication and erection processes, design requirements specified, or successful completion of the Work.”

All Working drawings and calculations are to be reviewed for general conformity with the contract plans, proposal, addenda, special provisions, and standard specifications.

In December 2023, the NHDOT implemented a standard procedure for use of DOT review stamps for documents submitted by Contractors or others. In addition to providing guidance that supported the revised Section 105.02 Specifications, the procedure was also intended to provide clarity. The language on the review stamps used by both the DOT and its design

consultants is inconsistent and sometimes unclear. This inconsistency has led to confusion; and in some instances, contributed to schedule delays and extra cost.

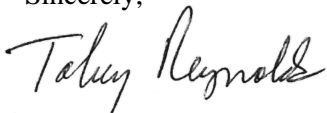
Consequently, new Approval, Acceptance, and Documentation stamps have been created for DOT use and approved by the Bureau of Construction, the Joint Specifications Committee, and the Associated General Contractors. Attached is a copy of NHDOT's new review stamps and an explanation on how to use each stamp.

All documents submitted by the Contractor shall be conditionally reviewed and responded to in accordance with the *revised* Section 105.02 NHDOT Standard Specifications for Road and Bridge Construction. Each submission shall be stamped with an Approval, Acceptance, or Documentation stamp applied to the document. These new stamps are to provide a clear message of approval, acceptance, or documentation from NHDOT, or its assignee.

By notice of this letter, the DOT is asking its Design Consultants to ensure that the language on their review stamps is consistent with DOT's review stamp language and Section 105.02.

Please assess and update review stamp language and procedures as soon as possible and practical. Also, please avoid using confusing and ambiguous phrases such as, "Reviewed" or "Furnish as Corrected."

Sincerely,



A handwritten signature in cursive script that reads "Tobey Reynolds".

Tobey Reynolds
Assistant Director, Project Development

NH
Enclosures

No PE Stamp on Drawing/Document:

Working drawings for **Approval** per NHDOT Specification Section **105.02 A**. These are typically fabrication shop drawings that provide additional detailing to the Department designs, and Consultant designs hired by the Department, for permanent installations and do not require a PE stamp (e.g., structural steel, bridge shoes, expansion joints, bridge railing, partial depth precast deck panels). This stamp should also be used for other documents submitted for approval, such as Weld Procedures.

SUBMISSION FOR APPROVAL		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	
<input type="checkbox"/> APPROVED AS NOTED	(SEE COMMENTS)	SECTION 105.02 A (Check mark designates action taken)
<input type="checkbox"/> RESUBMIT	<input type="checkbox"/> RESUBMISSION NOT REQUIRED	
BUREAU: _____ BY: _____ DATE: _____		
 New Hampshire DOT Department of Transportation	<i>(Reviewed for general conformity for design as shown on plans and specifications)</i>	

Options for stamp use:

- Approved Resubmission Not Required
 - Submittal meets general conformity for design, resubmission is not required, and fabrication can proceed.



- Approved as Noted Resubmit
 - Submittal meets general conformity for design, minor comments are noted, a revised submittal that address the comments is required, and fabrication can proceed with consideration to the comments provided.

- Approved as Noted Resubmission Not Required
 - Submittal meets general conformity for design, minor comments are noted, a revised submittal that address the comments is not required, and fabrication can proceed with consideration to the comments provided.

- Disapproved Resubmit
 - Comments are noted, a revised submittal that address the comments is required, and fabrication cannot proceed.

PE Stamp on Drawing/Document:

Working drawings for **Acceptance** per NHDOT Specification Section **105.02 B**. These are typically fabrication shop drawings for permanent installations that are designed by the Supplier/Contractor and are stamped, prepared, and signed by a Licensed PE (e.g., overhead sign structures, ITS structures, precast box culverts, arches, frames, modular expansion joints, HLMR bearings). Calculations for the design are received for **documentation**.



DESIGN FOR DOCUMENTATION	DRAWING FOR FABRICATION
<input type="checkbox"/> RECEIVED <input type="checkbox"/> SEE COMMENTS	<input type="checkbox"/> ACCEPTED <input type="checkbox"/> ACCEPTED AS NOTED <input type="checkbox"/> REJECTED (SEE COMMENTS)
<input type="checkbox"/> RESUBMIT	<input type="checkbox"/> RESUBMISSION NOT REQUIRED
(Check mark designates action taken) SECTION 105.02 B	
BUREAU: _____ BY: _____ DATE: _____ <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;"> <p><i>(Reviewed for general conformity for design as shown on plans and specifications)</i></p> </div> <div style="text-align: center;">  </div> </div>	

Options for stamp use:

- Received Accepted Resubmission Not Required
 • Calculations meet general conformity for design, drawings meet general conformity for design, resubmission is not required, and fabrication can proceed.
- Received Accepted As Noted Resubmission Not Required
 • Calculations meet general conformity for design, minor comments are noted, resubmission is not required, and fabrication can proceed with consideration to the comments provided.
- Received Accepted As Noted Resubmit
 • Calculations meet general conformity for design, minor comments are noted, a revised submittal that address the comments is required, and fabrication can proceed with consideration to the comments provided.
- See Comments Rejected Resubmit
 • Calculations do not meet general conformity for design, comments are noted, a revised submittal that address the comments is required, and fabrication cannot proceed.

Documentation:

Working drawings for **documentation** per NHDOT Specification Section **105.02 C**. These are typically documents for temporary works that are designed by the Contractor and are stamped, prepared, and signed by a Licensed PE (e.g., cofferdam plans, erection plans, demolition plans, falsework, temporary bridge plans).

SUBMISSION FOR DOCUMENTATION		
<input type="checkbox"/>	RECEIVED FOR DOCUMENTATION	
<input type="checkbox"/>	SEE COMMENTS	SECTION 105.02 C (Check mark designates action taken)
<input type="checkbox"/>	RESUBMIT	<input type="checkbox"/> RESUBMISSION NOT REQUIRED
BUREAU: _____ BY: _____ DATE: _____		
	<i>(Reviewed for general conformity for design as shown on plans and specifications)</i>	

Options for stamp use:

- Received for Documentation Resubmission Not Required
 - Submittal meets general conformity for design, resubmission is not required.
- See Comments Resubmission Not Required
 - Submittal meets general conformity for design, minor comments are noted, a revised submittal that address the comments is not required.
- See Comments Resubmit
 - Comments are noted, a revised submittal that address the comments is required.

Stamp Placement:

For large submissions, one stamp may be placed on the first drawing if it is clear that what is checked off in the boxes of the stamp applies to *all* the drawings for that submission (e.g. "Disapproved, Resubmit sheets 1-20"; Only one sheet of the submittal had revisions that require a re-submittal. However, the revision needed on that one sheet may affect details on other sheets.)