

**PROCEDURAL GUIDELINES FOR FEDERAL AID  
COUNTY BRIDGE REPLACEMENT PROJECTS**

13. Construction Bureau review plans and supporting data should be submitted to The Bureau of County Transportation at least 16 weeks prior to the requested letting date. An additional plan review will be conducted by this office to check the plans for accuracy and to verify that any project detail drawings that are not included in (or that are modified from) the current ALDOT Special and Standard Drawings Book are added to the plans. The Bureau of County Transportation will contact the county to discuss any additional corrections or revisions that may be required.

The plans and supporting data are submitted to the Construction Bureau for review at least 12 weeks prior to the letting date. This review is made to ensure the plans conform to Federal and State requirements. The Construction Bureau also specifies any special provisions to be included in the bid proposal and the recommended working days for completion of the project. Comments from the Construction Bureau will be addressed in a written letter. Both the county and the Region will receive a copy of the comment letter. In the case of an AASHTO or precast bridge structure, the comments for the roadway and bridge portion of the plans will be addressed in two separate letters. The county will be responsible for all non-bridge related corrections/revisions required as a result of the Construction Bureau plan review. The Bridge Bureau will be responsible for all bridge related comments **if their office did the bridge design**. If the structure was designed by the county or consultant, the “designer of record” will be responsible for all corrections pertaining to the bridge related comments. The “designer of record” shall contact the responsible bridge reviewer to discuss the comments prior to making any revisions. All comments made by the Construction Bureau must be resolved during the first 4 weeks of this 12 week period (8 weeks prior to the proposed letting date).

After the county has addressed all changes or corrections, as noted in the Construction Bureau Review Letter, one set of final plans should be submitted to the Region County Transportation Engineer for review and approval. Plan sheets for full size submittals may be on paper, with the exception of the title sheet, which is required to be on Mylar. The plan transmittal should include a letter addressing the disposition of all of the Construction Bureau comments, especially noting any justifications or reasons for not complying with a specific comment. This does not have to be a formal letter. A copy of the Construction Bureau review letter, with legible hand written notations for each comment, will be acceptable.

**The County Engineer’s signature is required on the title sheet.** Any plans that were developed by a consultant will require the designer of record’s official seal and signature on the title sheet and the first bridge sheet. The Region County Transportation Engineer should review the plans to ensure that all Construction Bureau comments have been complied with and then have the Region Engineer sign the title sheet. The Region will then forward the final plans to the Bureau of County Transportation. All changes have to be made and the project has to be ready to go to contract at least 8 weeks prior to the letting date.