



The following process is to be used in the acceptance of the contractor's design for all retaining type design/build walls to be built for the Wisconsin Department of Transportation. Wall construction cannot be permitted to begin until the submitted design is accepted by the Bureau of Structures (BOS) and is on file at the project location. The engineer will give approval for construction to start after all aspects of the wall design have been accepted.

After the award of the contract the acceptance process is as follows:

1. The contractor must submit to the engineer four copies of the design calculations, design drawings, wall checklist, certifications, and other information as specified by the standard specs, special provisions, and plans.
2. The engineer must forward three copies of the above information to the Bureau of Structures, Structural Design section, room 601, HFSTB for review and acceptance.
3. BOS will review the submitted information for compliance with the requirements of the standard specs, special provisions, and plans. The engineer will be contacted within one week of receipt of the submittal as to the structural acceptability of the information provided.
4. If the submitted information is accepted, the engineer will be contacted and informed that the submittal is accepted. Two copies of the submittal will be returned to the engineer marked as "structurally accepted." Construction may begin with the approval of the engineer upon receipt of the accepted design at the project location.

If the submitted information is not acceptable, the engineer will be contacted and given written notification of missing or unacceptable information. The contractor must work with the engineer in resolving the unacceptable items. BOS will assist the project engineer in resolving missing or unacceptable information. At the time the submitted information is complete and accepted the engineer will be contacted and informed that the submittal is now accepted.

Two copies of the modified submittal will be returned to the engineer marked as "structurally accepted." Construction of the wall must be in compliance with the modified and accepted submittal. Construction must not begin until the "structurally accepted" submittal is received at the project location.

5. After completion of the project, the engineer must submit the copy of the accepted design drawing used in the field for construction to BOS for permanent storage. These drawings must contain all as built information or changes.