

Memo

New Mexico Department of Transportation

SUBJECT: Infrastructure Design Directive
IDD-2008-03
(Professional Engineer & Surveyor Seal)

DATE: 06-27-2008

TO: NMDOT Professional Engineering & Surveying Community

FROM: Max E. Valerio, P.E.
Chief Engineer
Office of Infrastructure Divisions

FILE REFERENCE:
PSESHARE: Design Directives

The NMDOT will be adopting Administrative Directive (AD) 224 – Professional Engineer and Surveyor Seal effectively beginning this new State Fiscal Year (2009). The purpose of the AD is to establish the applicable requirements and provide guidelines to NMDOT licensed engineers and surveyors as to what professional documents shall be sealed, signed and dated by such professional licensee in accordance with the Minimum Standards for Surveying in the State of New Mexico.

Refer to AD 224 for specific guidance governing the NMDOT requirements which is also found herein referenced to this Design Directive as an appendix.

This Design Directive is intended to provide some additional guidance and a transition plan that will apply until dates listed herein take effect.

1. Every professional licensee covered under AD 224 shall have a professional seal by August 1, 2008. It is not the intent of the NMDOT to purchase or provide the licensee with their seal as it is a requirement to have one as a professional licensee under the New Mexico Engineering and Surveying Practice Act (NMAC 16.39.3.12).
2. All engineering documents referenced in AD 224 will need to be sealed, signed and dated by each responsible professional licensee effective August 1, 2008. NMDOT will also develop an approved format for electronic seals that may be used for engineering drawings (i.e. plans) by this effective date for distribution to all professional licensees.
3. Given, that effective August 1, 2008 all engineering drawings (i.e. plans) will be sealed, signed and dated by each respective responsible licensee, the cover sheet on all NMDOT plans will no longer carry the signature of the Chief Engineer.

In accordance with AD 224, a NMDOT Professional Practice Council will be designated and approved by the Secretary. Among the major duties of the Council are to provide

Infrastructure Design Directive (IDD-2008-03)

27-June-2008

Page 2

resolution for questions or issues regarding sealing of professional engineering documents along with other issues revolving around NMDOT Professional Practice.

The Council is to be made up of the following NMDOT professional licensed members:

- Deputy Secretary of Programs & Infrastructure
- Deputy Secretary of Operations
- Chief Engineer
- State Construction Engineer
- Chief Licensed Surveyor
- Two, District Engineers (alternating 2 year terms)

I appreciate everyone's support in carrying out this important agency initiative and encourage any questions of the Council be directed to my office for review and disposition.

General Office staff is to utilize the [\\aspen\pseshare](#) drive to access the Directive. District and Regional Office staff can access the Directive utilizing the appropriate District drive as indicated below:

District 1	\\D1Blade3\D1Design
District 2	\\D2flsv01\public\psesection
District 3	\\D3-blade1\District 3\PS&E_Section
District 4	\\d4flsv04\designshared
District 5	\\d5flsv02a\d5design
District 6	\\d6flsv06\d6_users\pse_section

In addition, the Directive will reside in the Department's external website. The web address is:

<http://www.nmshtd.state.nm.us>

APPENDIX

DIRECTIVE:

- 4.00** It is the policy of the Department to ensure that Professional Engineers and Professional Surveyors having been assigned by Management as the professional in responsible charge or engineer/surveyor of record of a project or projects exercise their best judgment at all times and affix their seal, signature and date on all professional documents developed in connection with the engineering/surveying work performed on those projects. This requirement applies to the following types of documents:
 - 4.01** Every sheet of all drawings prepared in connection to all transportation projects prepared by licensed engineers/surveyors (design, record, clarification, changes and revisions), whether employed or contracted by the Department. The sealing, signing and dating requirement applies to drawings prepared during planning, design, and construction and maintenance activities.
 - 4.01a** Reports whether associated with project development, construction or maintenance activities, including subsoil, material testing, failure reports, change order, traffic control, photogrammetric mapping, control surveys, location surveys, etc.
 - 4.02** Technical Specifications, Special Provisions and Supplemental Specifications addressing engineering issues. Special Provisions, Supplemental Specifications and Administrative Directives of a regulatory or administrative nature need not meet this requirement.
 - 4.03** Engineer's Opinion of Probable cost for all designs, re-designs change orders, etc. developed in connection to a project.
 - 4.04** Inter-departmental documents of technical nature, in which engineering/surveying science or knowledge is involved, prepared in connection with any project or the public functions of the NMDOT.

PROCEDURES:

- 5.00** See Attachment "A" for a listing of example documents to be sealed, signed and dated by the professional licensee in responsible charge of the work.
- 5.01** See Attachment "B" for questions or issues regarding sealing of professional engineering documents shall be referred to the NMDOT Professional Practice Referral Committee (PPRC) for resolution.

**CROSS
REFERENCE:**

- 6.00** Administrative Directive No. 627, Loss of License, Registration or Certification

Attachment "A"

AUTHORITY: Administrative Directive No. 244, Professional Engineer and Surveyor Seal

PURPOSE: The following list provides examples of documents categorized by Engineering Design Task that should be sealed, signed and dated by the professional licensee in responsible charge.

Engineering Design Task	Example Documents
Drainage	<ol style="list-style-type: none"> 1) Drainage Reports 2) Storm Water Pollution Prevention Plan (SWPPP) sheets and appurtenances
Structures	<ol style="list-style-type: none"> 1) Structure design computations 2) Bridge load capacity computations and reports 3) Bridge design computations and plan sheets 4) Bridge inspection reports
Traffic	<ol style="list-style-type: none"> 1) Design computations, design plan sheets and reports for electrical systems 2) Geometrical or operational design reports 3) Traffic control plans
Standard Details	<ol style="list-style-type: none"> 1) Standard detail re-design or review
Materials	<ol style="list-style-type: none"> 1) Surfacing design computations and reports 2) Pavement recommendations reports 3) Geotechnical investigation and foundation reports 4) Final materials certification
Photogrammetry & Surveys	<ol style="list-style-type: none"> 1) Final hard copy submittal of topographic mapping or letter of transmittal for electronic submittal 2) Final hard copy of GPS control maps 3) Control survey reports
Right-of-Way/Lands Engineering	<ol style="list-style-type: none"> 1) Final Right of Way maps 2) Legal descriptions for acquisition parcels and Construction Maintenance Easements (CME) 3) Final monumentation maps
Construction and Maintenance	<ol style="list-style-type: none"> 1) Field Engineer seals and signs first page of "As Constructed" plans. 2) Certification/Final Report Acceptance 3) Design computations and reports supporting design changes prepared either by the field engineer or a professional registrant in the General Office. 4) Change orders.

As-Constructed Survey	1) The professional surveyor in the field seals and signs each individual item he/she is responsible for (i.e. as-constructed highway and/or land corner monument summaries) or seal and signs the first page of "As-Constructed" plans if responsible for all surveying activities contained within the plans.

Attachment "B"

- AUTHORITY:** Administrative Directive No. 244, Professional Engineer and Surveyor Seal
- PURPOSE:** To establish a Professional Practice Referral Committee (PPRC) for resolution of questions or issues regarding sealing of professional documents and makes appropriate recommendations.
- PROCEDURES:** The PPRC members shall be appointed by the Cabinet Secretary and they shall receive and resolve questions and concerns related to the practical implementation of Administrative Directive 244. Such questions shall be raised by licensed practitioners within the NMDOT. Decisions made by this committee shall be final and binding for the Department.
- Membership to the Committee shall include three licensed engineers, one licensed professional surveyor, and one licensed professional performing as the ethicist for the Committee. This person needs not be an engineer or surveyor. The ethicist may be selected from a pool of candidates outside the Department.
- The Committee shall meet as often as necessary, not less than once every six months, and its meetings will be duly recorded.

Infrastructure Design Directive (IDD-2008-03)

26-June-2008

Page 9

DISTRIBUTION LIST

Patricio Guerrerortiz
Robert D. Ortiz
Ernest Archuleta
Muffet Cuddy

NORTH REGIONAL DESIGN DIVISION

Steve Rodriguez
Antonio Valdez
Armando Aremndariz
Greg Hagman
Benny Martinez
David Quintana
Mike Kirby
Daniel Maes
Andrew Gonzales
Charlie Ortiz
Steve Ader

CENTRAL REGIONAL DESIGN DIVISION

Keun-Wook Yi
Dennis Valdez
Mark Fahey/Larry Vigil
Mohamad Assaad/ Rais Rizvi
Jerry Trujillo/ Steve Lopez
Paul Lindberg/ Rodney Apodaca
Hooshang Tavanaiepour
Osvaldo Reyes-Alicea
John Penida/ Benny Gabaldon
William Hutchinson

SOUTH REGIONAL DESIGN DIVISION

Alvin Dominguez
Gabriela Contreras-Apodaca
Michael Smelker/Vince Pena
Sherri Holliefield/Michael Hernandez
Arthur Romero/Jesus Chavarria
Tisha Clark/Refugio Perea
Guillermo Martinez

ENGINEERING SUPPORT DIVISION

Jimmy Camp
Ricardo Roybal
Jeff Mann

BRIDGE BUREAU

Ray Trujillo
Ted Barber/Zann Jones
Tim Marrs/Sherman Peterson
Jeff Johnston/ Jeff Vigil

DRAINAGE BUREAU

Raymunda Van Hoven
Reza Afaghpour/Steven Zeiger
Parviz Eftekhari/Timothy Trujillo
Ellery Biathrow/Hashem Faidi
David Trujillo Jr/Morris Muskett

TRAFFIC TECHNICAL SUPPORT BUREAU

Kathleen Garcia
Brad Julian
Rhonda Lopez
Richard Allison
Afshin Jian

PROGRAM MANAGEMENT DIVISION

Tammy Haas

PROJECT PRODUCTION & SCHEDULING BUREAU

Virginia Jaramillo
Edwin Varela
Phillip Montoya

P. S. & E. BUREAU

Ron Trujillo
Jeff Martinez/Titus Ispirescu
Daniel Bustamante/Dean Serna/Bob Bachicha
Christine Griego/Sally Gomez/Jeri Romero
Norbert Baca

QUALITY ASSURANCE BUREAU

Ed Escudero
Rusty Rodke
Yolanda Roybal
Pablo A. Garcia
Carlos Castaneda
Anna Gurule

STATE CONSTRUCTION BUREAU

Joe Garcia
Steve Hemphill
Robert Salazar
Robert Garcia
David Trujillo
Farzad Omidvaran
Mike Pope
Sixto Martinez

STATE MAINTENANCE BUREAU

Tom Raught

Infrastructure Design Directive (IDD-2008-03)

26-June-2008

Page 10

ENVIRONMENTAL DESIGN DIVISION

Rochelle Byars

HUMAN & NATURAL RESOURCES BUREAU

Steve Reed

ENVIRONMENTAL GEOLOGY BUREAU

Audrey Moore

**OFFICE OF PROPERTY ASSET
MANAGEMENT**

Lawrence Barreras

SURVEY & LANDS DIVISION

Rick Fencil

ROW/UTILITIES DIVISION

Ron Noedel

DISTRICT ENGINEERS

1/Paul Little

2/Gary Shubert

3/Larry Velasquez

4/Paul Gray

5/John McElroy

6/Larry Maynard

ASSISTANT DISTRICT ENGINEERS

1/Trent Doolittle/Harold Love

2/Ralph Meeks/Ismael Dominguez

3/Mike Plese/Kathy Trujillo

4/Dennis Peralta/Abel Esquibel

5/James Gallegos/Miguel Gabaldon

6/Fernando Trujillo/Lisa Vega

ENGINEERING SUPPORT

1/Frank Guzman

2/Robert Kurtz

3/Terry Doyle

4/Heather Sandoval

5/Phil Gallegos

6/

DISTRICT TECH SUPPORT ENGINEERS

1/Filiberto Castorena

2/Betty Helgeson

3/Ken Murphy/Priscilla Benavides

4/Heather Sandoval (acting)

5/David Martinez

6/Bryan Peters

DISTRICT TRAFFIC ENGINEERS

1/Maria Hinojos

2/ Richard Weed

3/Tony Abbo

4/Adam Romero

5/Ruben Garcia

6/Ron Romero

STATE MATERIALS BUREAU

Robert McCoy

Bob Meyers

FHWA

Kathy Walker

Frank Lozano

Ryan Beach

Nick Finch

ACTIVE CONSULTANTS

Pierce Runnels, ASCG, Inc.

Albert Thomas, Bohannon-Huston, Inc.

Paul Waters, BPLW

Ross Lujan, CH2MHILL

Charles Stubbs, Chavez-Grieves

Allan Whitesel, DMJM & Harris

Dave Maxwell, Engineers Inc.

Mike Malloy, Gannett-Fleming West, Inc.

Peter Brakenhoff, HDR Engineering Inc.

Kim Kemper, Huitt Zollars, Inc.

Lawrence Ortega, Lawrence Ortega

Thomas Densford, Louis Berger Group

Kent Freier, Molzen-Corbin & Associates (Albuquerque)

John Montoya, Molzen-Corbin & Assoc. (Las Cruces)

Joann English, North Sound Consulting, Inc.

Steve Harris, Parsons Brinckerhoff Quade & Douglas

Fernando Quiroga, Quiroga-Pfeiffer Engr.Corp.

Carlos Padilla, Radian Engineering

Joseph Chato, REM-Santa Fe Engineering LLC

Elvidio Diniz, Resource Technology

Robert Smith, Smith Engineering Co. (Albuquerque)

Jim Landfair, Smith Engineering Co. (Roswell)

Jim Smith, Souder Miller & Associates

Kim Stelzer, Tampa Bay Engineering

John Andrews, The Larkin Group

Jim Witkowski, TransCore ITS, Inc.

Peter Hinckley, URS Greiner Woodward Clyde

Chris Baca, Vector Engineering

William Ventry, Ventry Engineering

Scott Perkins, Wilson & Company

Infrastructure Design Directive (IDD-2008-03)

26-June-2008

Page 11

Metropolitan/Regional Planning

Jack Lord, MRCOG

Loretta Tollefson, MRRPO

Joe Delmagori, FMPO

Andy Hume, LCMPO

Lucas Cruse, SFMPO

Ricardo Dominguez, EPMPO

Steve Henthorn, NERPO

Lesah Sedillo, NCRPO

Bob Kuipers, NWRPO

Bill Loomis, SCRPO

Mary Ann Burr, SERPO

Chris Pacheco, EPRPO

Cynthia Stoechner, SWRPO