

## Chapter 2

### Sequence of Plans Preparation

The following are changes, additions or deletions to the January 2013, Topic #625-000-008, Plans Preparation Manual (PPM), for use on Turnpike projects only.

#### 2.2.2 Presentation of Existing Data

*Add the following paragraph*

Minor projects, such as milling and resurfacing, may not require a full set of plan sheets. When directed by the Project Manager, the design engineer will develop a full set of plan sheets on aerial background, to be used in gathering utility data. The scale should typically be 1"=200'. When available, aerial photographs will be supplied by the Turnpike.

#### 2.3.2 Phases

*Add the following paragraphs*

All phase and interim submittals will include an additional plan sheet(s) titled 'Notes for Reviewers'. This sheet shall also be added to the phase submittal listings in PPM Sections 2.3.2.1 to 2.3.2.4. To ensure completeness, the 'Notes to Reviewers' sheet(s) shall be submitted to the Turnpike Project Manager two weeks prior to the regular phase submittals.

On Turnpike projects this sheet will also contain Design Variations and Exceptions.

Examples of Variations and Exceptions could say, "The ramp 'A' crest K value of 8 falls below PPM value of 9 due to proximity of R/W and CR 44 (Submitted 6-6-96).

Special directives will note the source and date of the directive. Variations and exceptions shall note the latest current phase submittal status (preparing, submitted, approved/denied), and the appropriate date. Each note is not meant to be more than one or two sentences long. It shall locate and define the issue's impact. Full details are not needed. These notes are to be a log or diary of issues as they occur and shall be updated at least monthly.

Without exception, Phase 1 (30%) Plans or the first submittal in the case of a project with reduced submittal requirements shall show all existing underground and overhead utilities, regardless of size or type.

**Figure 2.1 Summary of Phase Submittals***Revise the following table*

<b>Item</b>	<b>Phase I</b>	<b>45%</b>	<b>Phase II</b>	<b>Phase III</b>	<b>Phase IV</b>
Key Sheet	P	P	P	C	F
Summary of Pay Items			P	C	F
Drainage Map	P	P	C	C	F
Interchange Drainage Map	P	P	C	C	F
Typical Section	P	P	C	C	F
Summary of Quantities			P	C	F
Box Culvert Data			P	C	F
Summary of Drainage Structures			P	C	F
Optional Materials Tabulation			P	C	F
Project Layout	P	P	C	C	F
Roadway Plan-Profile	P	P	P	C	F
Special Profile	P	P	P	C	F
Back-of-Sidewalk Profile	P	P	C	C	F
Interchange Layout	P	P	P	C	F
Ramp Terminal Details			P	C	F
Intersection Layout/Detail	P	P	P	C	F
Drainage Structures			P	C	F
Lateral Ditch Plan-Profile		P	P	C	F
Lateral Ditch Cross Section		P	P	C	F
Retention/Detention Ponds		P	C	C	F
Cross Section Pattern			P	C	F
Roadway Soil Survey		P	P	C	F
Cross Sections	P	P	P	C	F
Stormwater Pollution Prevention Plan		P	C	C	F
Traffic Control Plans	P	P	P	C	F
Utility Adjustment			P	C	F
Selective Clearing and Grubbing			P	C	F
Mitigation Plans		P	C	C	F
Miscellaneous Structures Plans		P	P	C	F
Signing and Pavement Marking Plans			P	C	F
Signalization Plans			P	C	F
Intelligent Transportation System (ITS) Plans			P	C	F
Lighting Plans			P	C	F
Landscape Plans	P		P	C	F
Utility Joint Participation Agreement Plans				C	F
Computation Book				C	F
Contract Time				P	F

### 2.3.2.1 Requirements for Phase I Submittal

*Add the following paragraph*

During the scoping and estimating of the project, the engineer should determine if a conceptual master signing plan is required by the Turnpike. When required, the conceptual master signing plan should be submitted concurrently with the Phase 1 Submittal. The designer shall prepare a signing roll plot at a legible scale and include existing signs; proposed regulatory, warning and guide signs on the mainline, ramps and cross street approaches; route markers; service and logo signs; post-interchange signs; call box locations; mile markers; dynamic message signs (DMS); toll signs; destination signs; lane control signs; proposed pavement markings; and proposed roadway geometry. The plan should use symbols to represent overhead cantilevers, overhead truss spans, bridge mounts, single post and multi post ground mount sign structure types. The designer shall include basic notes to indicate sign removals and relocates. The intent of conceptual master signing plan is to confirm overall traffic operations, sign spacing and sign messages.

### 2.3.2.2 Requirements for Phase II Submittal

*Add the following*

#### TRAFFIC CONTROL PLANS

Identify Pay Items

### 2.3.2.3 Phase III Plans Submittal

*Add the following paragraphs*

If the Scope of Services calls for a Phase III review, this is the last opportunity for all reviewers to comment on plans. Phase III plans submitted for review must be “complete” as described in Section 2.3.2.3, Vol. 2, PPM. This submittal must include: 1) complete plans, 2) preliminary specifications with Technical Special Provisions, 3) a constructability checklist as described in Section 1.1, Construction Project Administration Manual (CPAM) plus the building checklist in Exhibit 16-A, PPPH, and 4) supporting documents.

It is the responsibility of the Turnpike’s Project Manager to insure the submittal is complete. If the submittal is not complete, it will be returned to the Consultant for resubmittal. Also, on major projects a PS&E field review will be held to resolve any pending issues.

The CPAM can be found at the following web address:

<http://www.dot.state.fl.us/construction/manuals/cpam/CPAMManual.shtm>

### 2.3.2.4 Phase IV Plans Submittal

*Add the following paragraphs*

The plans and the specifications package submitted for this review shall be “final”, as described in Section 2.3.2.4, Vol. 2, PPM. This submittal is distributed only to Turnpike reviewers who

had Phase III comments. All comments made during the Phase III review should have been addressed. This submittal includes: 1) Contract Plans with the Proposal Summary of Pay Items, 2) the Specifications Package, 3) a constructability checklist in Section 1.1, CPAM, plus the building checklist (Exhibit 16-C, TPPPH), 4) a PEDDS secured Project CD/DVD and related PEDDS Delivery Manifest Document, and 5) support documents.

After comments are reviewed and issues are resolved by the specialty Reviewers, the Project Manager and/or the PS&E calls a Phase IV final resolution meeting to ascertain all comments have been addressed, and there are no contradictions between specialties. Comments made at this meeting (addressing old issues) are provided to the Consultant for correction prior to submittal of sealed documents.

*Add the following section*

### **2.3.2.5 Contract Plans & Specifications Submittal**

As-designed Contract Plans and Specifications shall be electronically sealed in accordance with Section 19.2.2, Vol. 1, PPM, the CADD Manual and the CADD Production Criteria Handbook. Unless otherwise notified by the Turnpike PM, the production submittal includes the following deliverables:

#### **Electronic Deliverables**

One (1) disc PEDDS sealed + secured project data: contract plans + specs, project design files and comp book

One (1) disc PDF project deliverables: plans, specs, comp book, design support docs, Consultant's certification

#### **Hardcopy Deliverables**

One (1) paper copy electronically sealed contract plans

One (1) paper copy each PEDDS Delivery Manifest + sealed PEDDS Signature Documents

One (1) paper copy each of design support documents (reports, calcs, etc.)

One (1) paper copy Consultant's certification (TPPPH Exhibit 16-D)

After all deliverables are reviewed and deemed acceptable by the Turnpike PM and the Plans Processing Manager, the PS&E package is ready for processing (Production Date).