

## Chapter 20

### Plans Processing and Revisions

The following are changes, additions or deletions to the January 2013, Topic #625-000-007, Plans Preparation Manual (PPM), for use on Turnpike projects only.

#### 20.1 General

*Add the following paragraph*

Nearly all FTE Plans, Specifications and Estimates (PS&E) packages are advertised and awarded by FTE's Contracts Administration Office. Meaning, FTE does not follow the majority of the plans processing procedures relating to Central Office lettings and subsequent revisions. For detailed information about the FTE plans processing activities see the FTE Electronic Plans Processing flowcharts for Pre-Production, Production to PS&E Transmittal, Advertisement and Addendums, and Letting and Construction at the end of this chapter.

#### 20.3 Plans Processing

*Add the following language*

Once the PS&E package has been reviewed and accepted, the Plans Processing Manager will extract the sealed PostScript image files that represent the plan sheets and the sealed Specifications Package PDF file from the secured electronic delivery. Using the SetMaker application, a PEDDS Sub-set Manifest Document is generated and signed by the Plans Processing Manager. Together with the PEDDS Delivery Manifest and Signature Documents, the Sub-set Manifest details the project files contained in the PS&E data sub-set. The original PEDDS Documents are scanned to one PDF file. The PS&E data sub-set and scanned PDF of PEDDS Documents are provided electronically to FTE's Contracts Administration Office via a file share on our network server. FTE's Contracts Administration Office uploads the files to a secure FTP site where approved/interested bidders can download the construction contract bid documents.

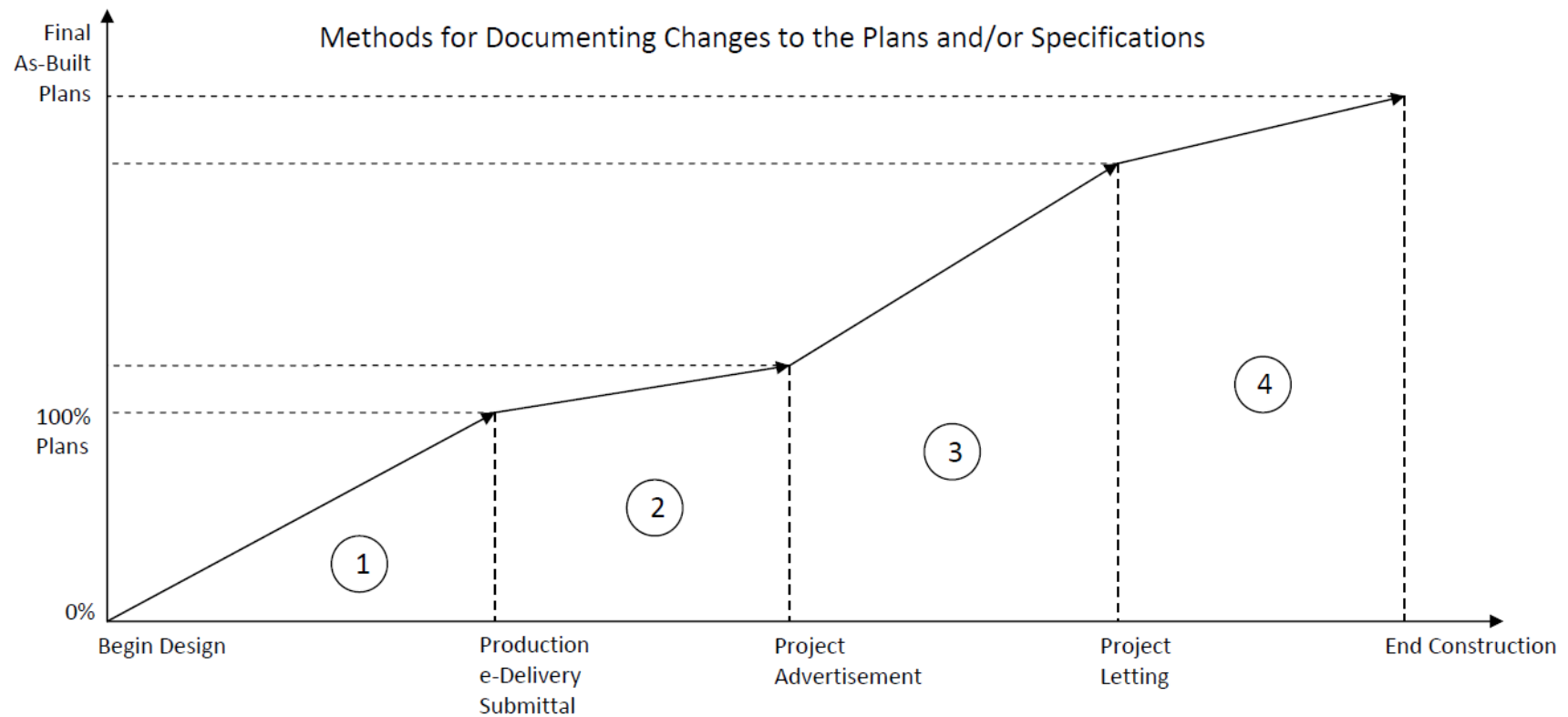
In lieu of using the PEDDS process described above, the Engineer is encouraged to use the Digital Signature Method to deliver the PS&E package electronically. Any questions regarding this process can be forwarded to the Turnpike Plans Processing Engineer.

#### 20.4 Revisions to the Bid Set

*Add the following language*

See both the TPPPH and PPM Volume 2 Chapter 3.11 for additional information on formatting the Lead Key Sheet for revisions.

Refer to the following chart to determine how to document changes to the PS&E package.



- ① Changes to the plans and/or specifications are ongoing with no tracking required.
- ② Necessary changes to the plans and/or specifications are made without tracking. However, to incorporate the changes, an updated Project CD/DVD and related PEDDS Documents shall be submitted.
- ③ Necessary changes to the plans and/or specifications are documented by means of an addendum to the Plans & Specs CD. To incorporate the changes, a Revised Project CD/DVD and related PEDDS Documents as well as Page 2 of the Contract Addendum Transmittal Memo shall be submitted. See Exhibit 20.4-A for an example of the memo.
- ④ Necessary changes to the plans and/or specifications are documented by means of a construction revision. To incorporate the changes, a Revised Project CD/DVD and related PEDDS Documents shall be submitted.

**Exhibit 20.4-A**  
**Example Page 2 of Contract Addendum Transmittal Memo**



*Operates the statewide  
Turnpike System as  
part of the Florida  
Department of  
Transportation*

RICK SCOTT  
Governor

ANANTH PRASAD, P.E.  
Secretary of Transportation

DIANE GUTIERREZ-SCACCETTI  
Executive Director and  
Chief Executive Officer

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**CONTRACT E8L46 MODIFICATIONS SUMMARY:**

**PLAN REVISIONS**

SHEET	DESCRIPTION OF MODIFICATION
1	Modified index of roadway plans
2	Added pay items
3	Added / revised pay items
13	Revised quantity
14	Added summary box
15	Added / revised pay item notes
17	Revised notes
44A	Added new sheet

**PAY ITEMS + QUANTITIES (TRNS\*PORT) 123456-1-52-01**

PAY ITEM	SHEET	ADD / MOD / DEL	OLD QUANTITY	NEW QUANTITY
0327-70-7	2	ADD	N/A	1915.000

**PAY ITEMS + QUANTITIES (TRNS\*PORT) 123456-3-52-01**

PAY ITEM	SHEET	ADD / MOD / DEL	OLD QUANTITY	NEW QUANTITY
0162-1-11	2	ADD	N/A	2054.000
0400-143	3	ADD	N/A	360.000
0401-70-4	3	MOD	26.700	52.300
0570-1-2	3	MOD	12571.000	14747.000

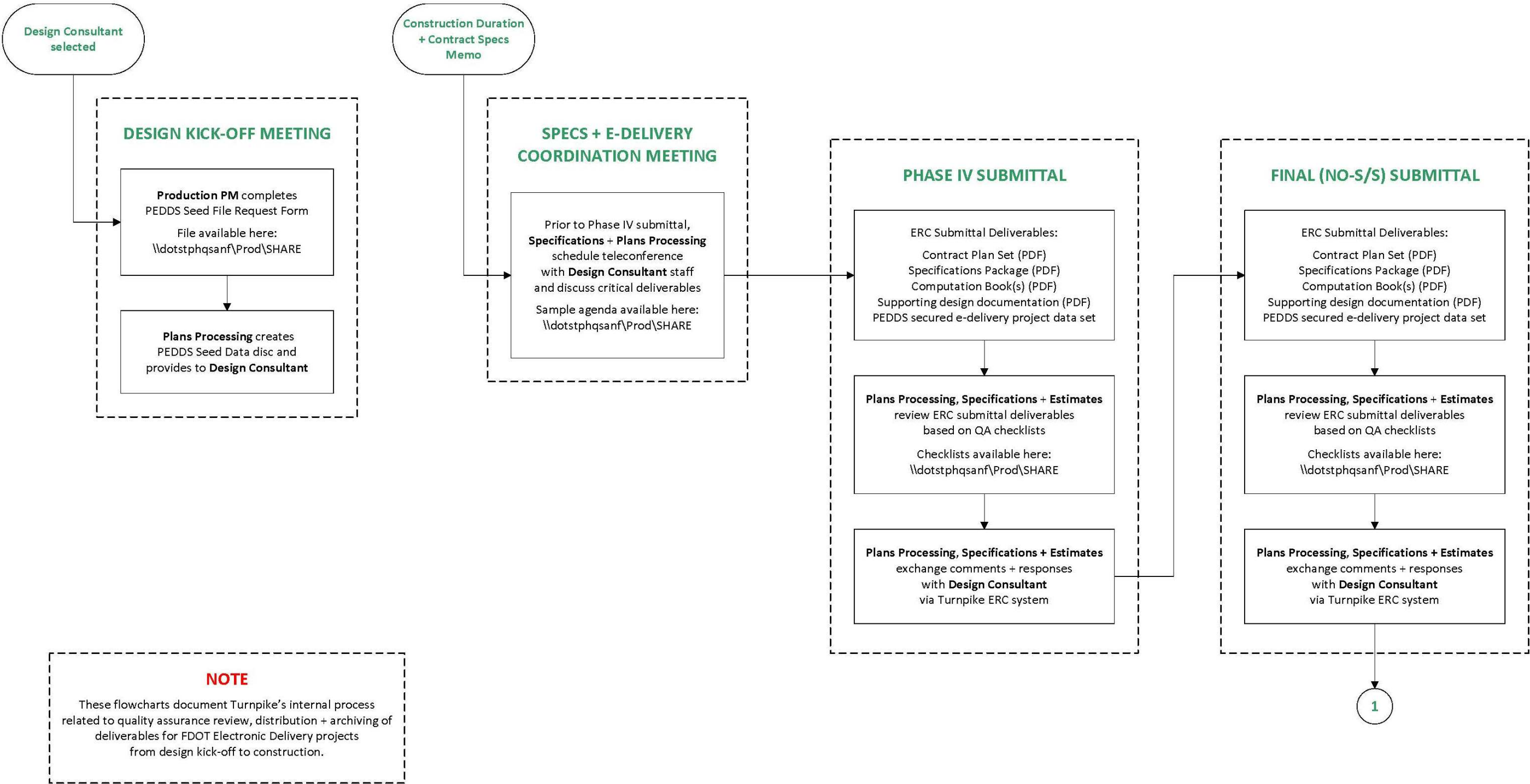
**SUPPLEMENTAL SPECIFICATIONS**

SECTION	DESCRIPTION OF MODIFICATION
975	Section 975 Structural Coating Materials is deleted and substituted

**CONTRACT E8L46 MODIFICATIONS NARRATIVE:**

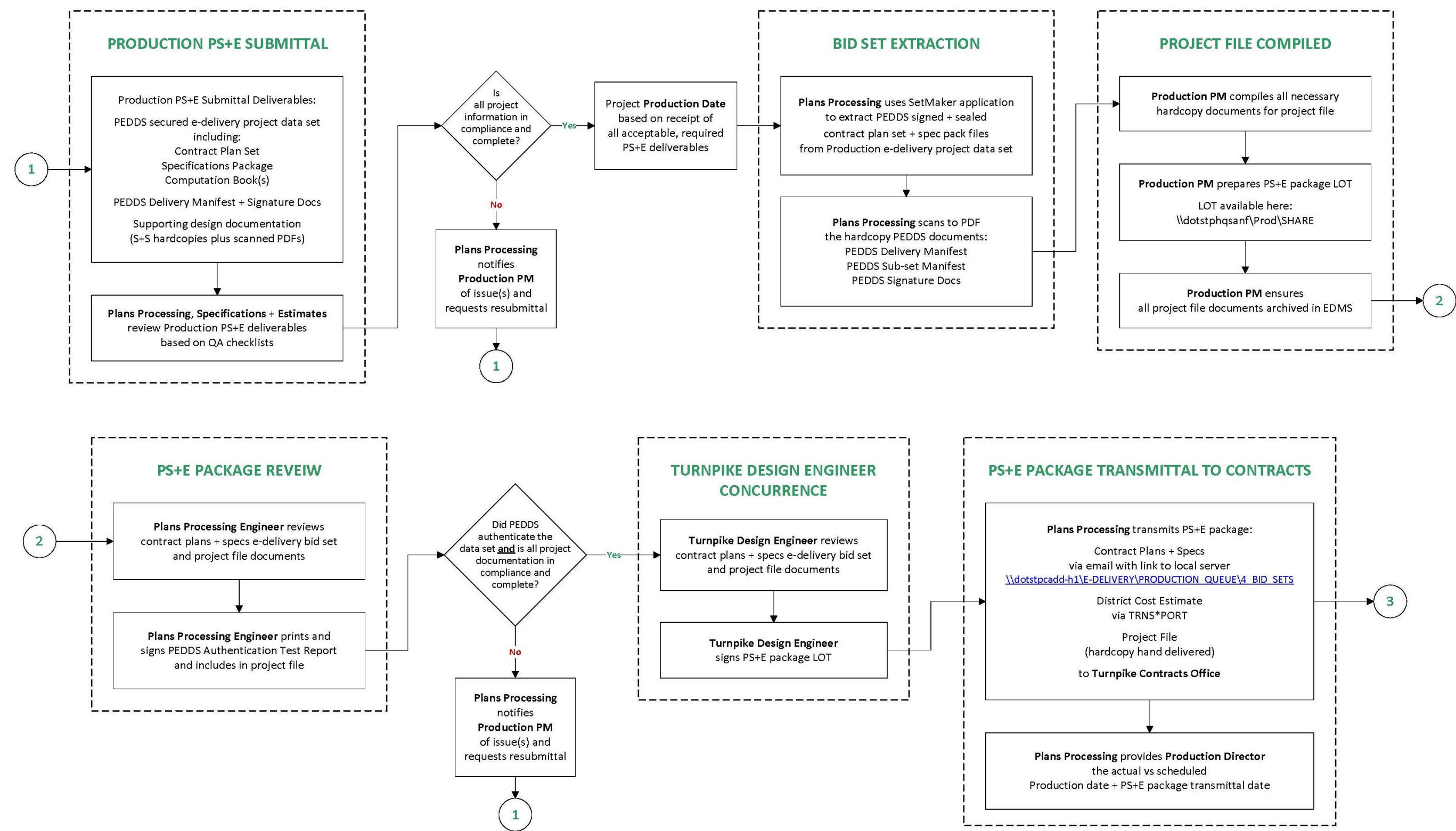
Provide a brief description of modifications.

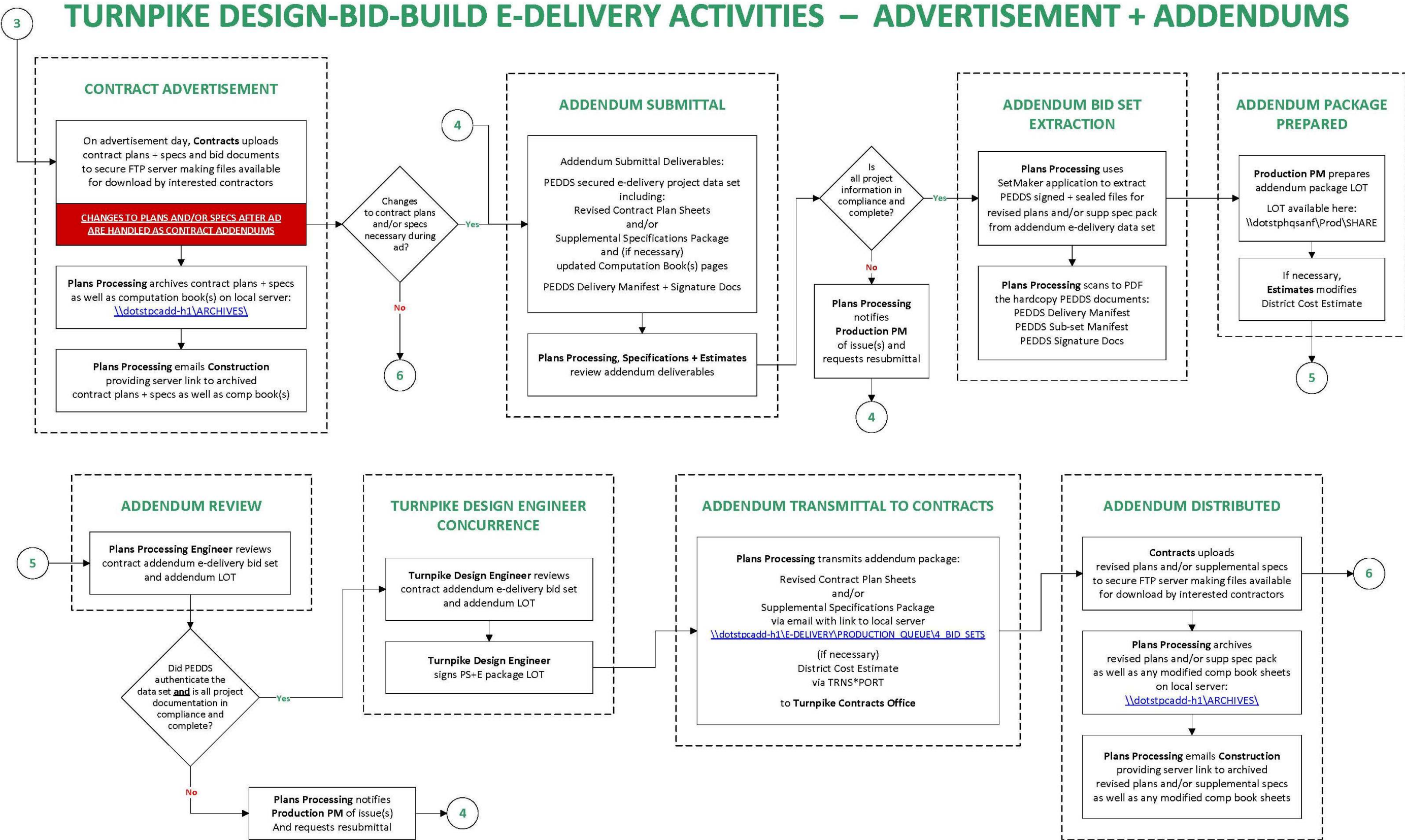
# TURNPIKE DESIGN-BID-BUILD E-DELIVERY ACTIVITIES – PRE-PRODUCTION





TURNPIKE DESIGN-BID-BUILD E-DELIVERY ACTIVITIES – PRODUCTION TO PS+E TRANSMITTAL







# TURNPIKE DESIGN-BID-BUILD E-DELIVERY ACTIVITIES – LETTING + CONSTRUCTION

