

Chapter 2

Sequence of Plans Preparation

The following are changes, additions or deletions to the January 2014, Topic #625-000-008, Plans Preparation Manual (PPM), for use on Turnpike projects only.

2.1 General

Add the following paragraph

If the plans are for a stand-alone landscape project the landscape plans become the lead project. Any other sheets incidental to the project typically found in the roadway plans or other component plans (i.e., drainage, traffic control, etc.) may be included in the plans and numbered consecutively.

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 Phase Submittals

Add the following paragraph

Modification for Non-Conventional Project:
Delete TPPPH, Vol. 2, 2.3 and follow PPM, Vol. 2, 2.4.

2.3.1 General

Add the following paragraph

Comply with Exhibit 2-1 FTE Guidelines for Project File Creation + Naming for all deliverables submitted to Florida's Turnpike Enterprise.

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.

Landscape Plans:

Stand-alone landscape projects shall have four phase submittals as follows, two of which shall be accompanied by a full Electronic Plans Review process:

Phase I Submittal (30% plans) (Limited Review)

Phase II Submittal (60% plans) (Full ERC Review)

Phase III Submittal (100% plans) (Full ERC Review)

Phase IV Submittal (Final Plans) (Limited Review)

Final Plans will be submitted following acceptable resolution of all Phase III ERC comments. The Final Plans review will consist of a back-check by the District Landscape Architect or assignee.

Figure 2.1 Summary of Phase Submittals
Revise the following table

Item	Phase I	45%	Phase II	Phase III	Phase IV
Key Sheet	P	P	P	C	F
Signatures Sheet			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
Project Network Control Sheets	P		C	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 Work by Highway Contractor					
Agreement Plans				C	F
Computation Book				C	F
Contract Time				P	F

2.3.2.1 Requirements for Phase I Submittal

Add the following

Phase I Landscape Plans shall be submitted as a roll plot and shall include at a minimum, the following elements:

LANDSCAPE PLANS – PHASE I (CONCEPTUAL)

North Arrow and Scale

Drainage divides and ground elevations (if available)

Drainage areas and flow direction arrows

Street names

Baseline of Survey or Project Centerline

Begin & end stations of project, construction and exceptions

Existing structures and pipes with relevant information

Existing conditions analysis including but not limited to:

_____ Steep Slopes

_____ Significant erosion

_____ Soil conditions

_____ Existing vegetation

Existing off site features and conditions that affect or are affected by the project

Edge of pavement and traffic lanes

Curbs or curb and gutter

Guardrails

Right of way and/or limited access fence line and gate locations

Sidewalks or other planned or existing structures

Lighting, signs, signal poles and ITS facilities

Existing and proposed overhead or underground utilities

Clear Zone/Lateral offset (plotted and noted frequently on each plan sheet

Outdoor advertising signs and view zones for permitted outdoor advertising signs

Limits of clear sight

Transit facilities

Proposed planting plan (plant symbols and quantities)

LANDSCAPE PLANS – DETAILS AND CROSS SECTIONS

Applicable landscape details as identified in the project scope

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 paragraph

Phase III Landscape plans submittals shall include the Landscape Maintenance Plan.

2.4.1 General

Add the following paragraph

Comply with Exhibit 2-1 FTE Guidelines for Project File Creation + Naming for all deliverables submitted to Florida's Turnpike Enterprise.

Exhibit 2-1

FTE Guidelines for Project File Creation + Naming

General Requirements:

Indicate the submittal phase and date (MM-DD-YYYY) on the front cover page of each file.

Print / plot / export to PDF file format directly from software used to create files.

For design documentation, the PDF file must have either 1) interactive table of contents or 2) bookmarks to assist with navigation.

For plan sets, provide either 1) individual PDFs for each components or 2) one PDF for the entire plan set with bookmarks for each component.

If the PDF file has bookmarks, ensure the bookmarks tab shows when the PDF file is opened. In Adobe Pro, select File → Properties → Initial View and then change Navigation Tab to “Bookmarks Panel and Page” drop-down option.

Do not apply Professional of Record stamp or note referencing Digital Delivery until document is actually signed + sealed!

Scanning Requirements:

Scan pages only if absolutely necessary (ex: scan signed + sealed cover page only, not entire report).

Set scanner resolution to a minimum of 300 dpi.

Ensure scanned pages have the Optical Character Recognition (OCR) feature enabled (allows text to be searchable).

If scanning a page with a crimped seal, shade the seal to ensure it is visible when scanned.

File Naming Convention:

Basic formula → 7-digits of FPID + phase + file content description + date submitted to FTE (YYYY-MM-DD)

Example: 123456-1 Phase IV Plan Set 2013-11-12.pdf

If the document is independent of a phase submittal, use DRAFT, REVISED, INITIAL or FINAL as an indicator.

Example: 123456-1 DRAFT Typical Section Package 2013-11-12.pdf

If a document has been signed + sealed, include S+S in the file name.

Example: 123456-1 S+S Typical Section Package 2013-11-12.pdf

NOTES:

1. These guidelines do not supersede CPCH standards for Digital Delivery processes and related file naming conventions.

Contact the Turnpike Program Services Manager if there are questions prior to submittal.

2.4.2 Phases

Add the following paragraph

The Design/Build Team has the option to adopt the Landscape Opportunity Plan (LOP) that was provided as a reference document (or attachment) in the RFP or create their own LOP as part of the Technical Proposal.

Add the following to Figure 2.2

	TECHNICAL	90%	FINAL
ITEM	PROPOSAL	PLANS	PLANS
Landscape Plans	LOP	C	F

Status Key:

LOP – Landscape Opportunity Plan

2.4.2.1 Requirements for Technical Proposal Submittal

Add the following

LANDSCAPE OPPORTUNITY PLAN (LOP)

Landscape Opportunity plan can be a roll plot for the Technical Proposal submittal

Project Centerline

Edge of pavement (edge of travel lanes)

Curbs and gutter

Drainage systems

Guardrail

Right of way and/or limited access fence line

Sidewalls or other planned or existing structures

Lighting, signs, and signal poles

Intersections and driveways which are noted in the plans

Existing and proposed overhead and underground utilities

Clear Zone/Lateral offset (should be plotted or noted frequently on each plan sheet)

Outdoor advertising signs and view zones for permitted signs

Existing vegetation (to remain or be removed)

Existing off site features and conditions that affect or are affected by the project

Fence and gate locations

Setbacks from structural elements or drainage system

Limits of clear sight

Transit facilities

Proposed planting areas (bubble diagram noted as association type: trees, shrubs, etc.)

2.4.2.2 Requirements for 90% Plans Component Submittal

Remove all reference to Landscape Plans and add the following

Landscape Opportunity Plans shall be submitted with the 90% submittal as a roll plot and shall include at a minimum, the following elements:

LANDSCAPE PLANS – PHASE I (CONCEPTUAL)

North Arrow and Scale

Drainage divides and ground elevations (if available)

Drainage areas and flow direction arrows

Street names

Baseline of Survey or Project Centerline

Begin & end stations of project, construction and exceptions

Existing to remain or proposed roadway improvements, structures and drainage facilities with relevant information

Existing conditions analysis including but not limited to:

_____ Steep Slopes

_____ Significant erosion

_____ Soil conditions

_____ Existing vegetation (to remain, be relocated or removed)

Existing off site features and conditions that affect or are affected by the project

Edge of pavement and traffic lanes

Curbs or curb and gutter

Guardrails

Right of way and/or limited access fence line and gate locations

Sidewalks or other planned or existing structures

Lighting, signs, signal poles and ITS facilities

Existing and proposed overhead or underground utilities

Clear Zone/Lateral offset (plotted and noted frequently on each plan sheet

Outdoor advertising signs and view zones for permitted outdoor advertising signs

Limits of clear sight

Transit facilities

Proposed areas which are reserved for landscape improvements (shown in bubble diagram format)

LANDSCAPE PLANS – DETAILS AND CROSS SECTIONS

Applicable landscape details as needed or identified in the project scope