

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.

2.2.2 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.

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 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

2.4.1 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.