

Chapter 6 Requesting Pay Items

6.1 General

Occasionally a project requires the use of a pay item that is not currently active in the Master Pay Item Listing, or not defined in the Pay Item Structure. When this occurs, a request must be submitted. See below for initiating a pay item request.

Note: According to the Plans Preparation Manual, Volume II, Chapter 2, items should be loaded for a project at Phase II. Quantities should be completed in Phase III. Due to processing times noted below, **items should be requested as soon as a need is identified**. DO NOT WAIT until Phase III or IV submittals are due.

6.2 Pay Item Processes

Most pay items are open and available for use on any project, as applicable. For opening/activating pay item numbers, the process has been streamlined. For new pay items without a pay item structure, coordination with specifications or standards may be needed.

Blue Path: For opening/activating or expanding existing pay item structures. Most pay items are opened/activated within 2 hours; please allow up to 24 hours. Send an e-mail request as shown below.

Green Path: For pay items meeting Generic Guidelines. See 6.5 below.

Red Path: For pay items requiring input from the Responsible Office, development of Specs and/or standards, or coordination of implementation. Pay Item availability may depend on tech specs, developmental specs, plan details, and/or developmental standards. See 6.3 below.

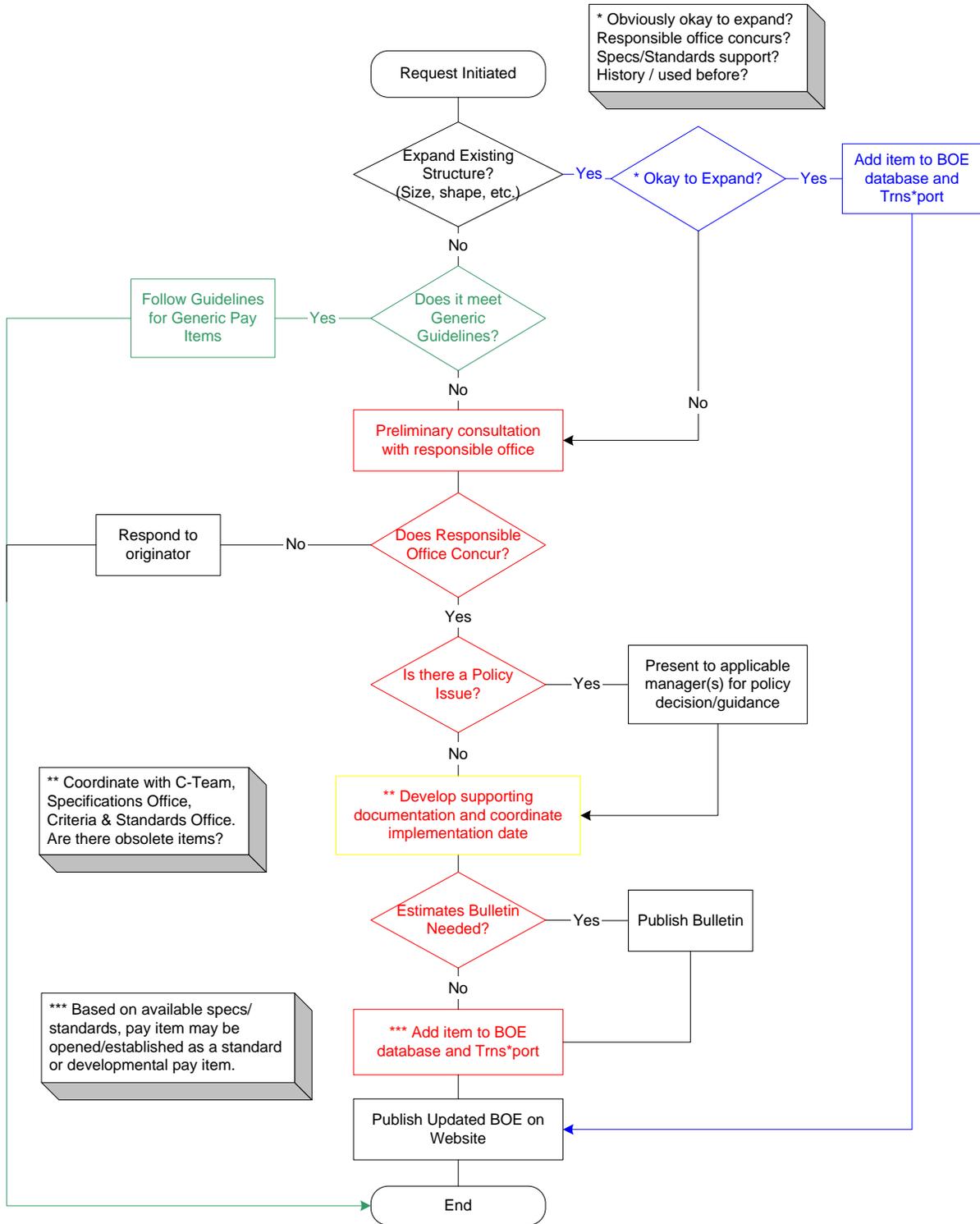


Exhibit 6-1: Pay Item Process Flowchart

To open/activate a pay item number, submit the following information:

- Financial Project ID
- Letting date
- FDOT project manager's name
- Pay item number and description
- Cost data, if available: Supplier (name, address, phone number) and unit price.
For commonly used items, a related pay item number is acceptable.
- Contact name and phone number

For Tech Spec items: Coordinate with the District Specifications Office before requesting pay items.

TO: District Estimates Engineer
Copy: Project Manager, Basis of Estimates Coordinator
From: Designer
Subject: Pay Item Request, Project 123456-1-52-01

Please open/create the following Pay Item(s) for
Project 123456-1-52-01,
scheduled for 01/01/2010 letting:

0123-456 Item Description (size) (shape defined in structure), EA
Approval of the Tech Spec is included below. (E-mail forwarded from District
Specifications' approval.)

0123-457 Item Description (size in structure), LS
Covered by current specifications.

Requested By: Joe Designer, ABC Company, phone 850-555-1212.

Exhibit 6-2: Sample E-Mail for Initiating a Pay Item Request

As shown on the sample e-mail, requests should be submitted to the District Estimates Office. In some districts, this may also be known as the Final Plans office. Depending on the likely path shown in Exhibit 6-1, the District Estimates Office may forward the request for immediate action (blue path), ask the designer to clarify the proposed use, or recommend another method of payment.

6.3 Requesting New Items (no existing pay item structure)

To expand or request a new pay item structure (red path in Exhibit 6-1), submit the following information via e-mail to the District Estimates Engineer (form 600-000-02 may be used, as needed):

- Item Description and suggested unit of measure, accuracy
- BOE Detail text,
- Proposed pay item structure (if applicable for items with multiple sizes, functions,

etc.)

Specifications (refer to current specification section, or attach a draft of the proposed Developmental and/or Technical Special Provision)

PPM reference, standards, and/or plan notes that may apply,

Supporting information (drawings, Manufacturer's literature, etc.), if available

Cost data: Supplier (name, address, phone number) and unit price. (For commonly used items, a related pay item number is acceptable),

Contact name, e-mail address, and phone number of Designer and/or Project Manager

Financial Project ID & Letting Date

The District Estimates Engineer forwards the request to the Basis of Estimates Coordinator. It is reviewed by the responsible office(s), Specifications Office, and the Estimates Office. Each office has the opportunity to indicate if the proposed change affects current documents (specifications, standards, and/or other manuals). When submitted via e-mail, all offices may be included with the initial request. This will allow for faster response times from all affected offices.

Requests for items with no known impact on specifications, standards, or other manuals (normally expanded sizes, shapes, etc.) will be completed within 2 working days*. Upon completion of the request, the originator will be contacted, so that the item may be loaded on the identified project.

***NOTE: While minor changes to the pay item structure can be completed within 2 hours, other changes may require additional time.** When a pay item request MAY involve a new/changed specification, existing pay item, design standard index, and/or manual, the request will be forwarded to the C-Team for evaluation. Updates to these items may involve extended industry review period(s) and coordination for implementation. Requests for new items should be submitted as early as possible in the design phase. Refer to the C-Team information below for process details.

6.4 Pay Item Request Form Instructions

While most requests are submitted through e-mail, a Pay item request form 600-000-02 is available at <http://www2.dot.state.fl.us/proceduraldocuments/forms/forms.asp>

To complete the form, **the Originator completes the fields marked with an asterisks(*)**. The Originator may be a Consultant Designer (for project specific needs), an FDOT Designer (for new products, processes, etc.) or any FDOT Employee (for implementing policy or procedures).

Fields without an asterisks (*), or unknown information, may be left blank. They will be completed by the BOE Coordinator and/or Responsible Office, as necessary.

Item Structure (Pay item number):

This number will be assigned by the Basis of Estimates Coordinator in the Central Office. Specification Section numbers will be selected with recommendations from the State Specifications Office. Refer also to Developmental Pay Items below.

Guidelines for new pay item structures 0123-456-789:

First three digits (123) match the Specification Section. See also Developmental Pay Items for special cases.

Digits 456-789 are right justified within the group.

Variables ABC-DEF may be used to define operation, size, shape, color, type, etc. when needed to separate items with significantly different cost. *Variables that can be defined in the plans or specifications DO NOT need separate pay items, if the cost is similar.* Contact the Basis of Estimates Coordinator for assistance.

When Install, Relocate, or other non-furnish operations are defined, the remaining variables may be blank or zero. These should be clearly indicated with the structure.

Refer to Chapter 10 for details on the Pay Item Structure/Number. Specification Section numbers will be selected with recommendations from the State Specifications Office. Refer also to Developmental Pay Items below.

***Description:**

Describe the new pay item so that this "name" best relates to future users what this item is used for. The same name will be used for English & Metric lists; therefore, dimensions or unit specific names should be used at the structure level.

***Unit of measure:**

A maximum of two spaces used to abbreviate the method of measure for this item. (See Section 3 of the Basis of Estimates for acceptable units.) Include both English and Metric units.

***Requested Action:**

Check the type of action requested: New Item or Permanent Block. When this item is to be processed with other items, note the related item(s), i.e. Item No. ###-abc-def, or "MOT items for updated standards". An expanded pay item structure is considered a "new item".

***Structure:**

The pay item structure ###-abc-def, should be used to define parameters which affect the price (i.e. size, shape, material), where items a through f are detailed as needed.

Additional parameters which do not affect the price may be detailed in the plans; DO NOT create additional pay item structures for these parameters. Limited structures can be used to encourage price competition between products that perform similar functions and/or provide similar end results. Use additional sheet(s) if necessary.

Refer to Chapter 10 for details on the pay item structure/number.

***Detail Information:**

Describe the item, application, recommended use, materials, etc. This information will be used to help identify the appropriate pay item, and cost estimate distribution. This information is used in the Basis of Estimates detail to assist designers in the selection and quantity calculations of an item.

Text may include "Use When..." , "Do not use when..." , "Estimate xx items per..." , and/or "Item(s)... are recommended/required when this item is used."

The pay item detail information is not a substitute for specifications. In case of doubt, always refer to the applicable specification(s) for a complete description of the work to be completed, materials, measurement, and payment.

***Method of Measure, Accuracy:**

Unit of Measure & Accuracy used for payment. Consider payment accuracy of similar items, as shown in the Basis of Estimates. Note: Calculation/Documentation may require higher level of accuracy in the plans and/or computation book.

***Plan Quantity:**

Yes, if payment of item to be based on Plan Quantity, subject to specifications. No, if payment to be based on Field Measurement.

Ensure that this selection matches compensation information in the applicable specifications.

Documentation-

***Specification- Section, Article; Tech Specs?:**

For items with existing or related specifications (requests for items with new size, shape, or function), refer to the applicable Section number.

For project specific items without existing specifications (requests for items with limited use or project specific conditions), contact the District Specifications Office; a copy of the Technical Special Provision will be required with the pay item request form.

For new, general use items without existing specifications (requests for items based on changes to standards, specifications, and or policy), contact the State Specifications Office. The implementation of these items will be coordinated with all affected offices.

Specifications Submitted, Date:

List the name of the person originating the specification, and the date it was sent to the Specifications Office.

***Plans Prep Manual:**

Refer to Volume and Chapter for applicable information. If a revision is necessary, contact the State Roadway Design Office to propose revision(s).

***Standards Index No(s):**

Applicable *Roadway and Traffic Design Standards*, or *Structures Design Standards*,

with index number(s). If a revision is necessary, contact the applicable office.

***CADD/COMP Form Number(s):**

Applicable form(s) for documentation of quantities. Refer to Section 1 of the Basis of Estimates for current forms.

***Plan Notes:**

If plan notes will be required, provide sample text of note. (Plan notes should not replace or duplicate specification text.) All plan notes should be coordinated with the PPM text.

Other:

If use of this item is included in other documentation (Drainage, Pavement Design, Traffic Signals, or other Manual/Handbook), note applicable volume, chapter, or edition. If revisions are necessary, coordinate changes with applicable office.

Responsible Office Approval, Date:

This is the Office and Contact Person listed in Chapter 5, generally within the Office of Design in Tallahassee. The Contact Person in the Responsible Office should refer to Chapter 10 for assistance in completing the blank fields on the form.

Cost Data-

Related Pay Item(s), Unit Price, Additional Cost, Availability:

For items similar in cost, provide related item numbers. (This information is used to assist in Preliminary Cost Estimates.) If no similar item exist, provide price and availability information. Unit price includes cost of material; additional cost to include installation, delivery, incidental materials, etc. Availability to include suppliers or manufacturers.

Estimator's Approval, Date:

State Estimates Office, Preliminary Estimates Section review of the proposed price and/or related items.

Originator-

Name, Date, Office, Phone, District:

The originator may be a Consultant or FDOT employee, currently working on the project for which the item is requested. This person should be able to answer any additional questions regarding the use/application of this item. Complete information as requested.

District Estimates Office Approval:

For Items originating in the districts, the District Estimates Engineer should sign, indicating that the form contents have been completed and reviewed.

Central Office Approvals-

Design Coordinator, Specifications Coordinator, BOE Coordinator, TRNS*PORT

Coordinator:

Each person responsible for approval should verify that requested action is necessary, meets existing/proposed standards, guidelines, handbooks, etc, and not in conflict with existing item(s).

Implementation-

Effective Letting Date, C-Team Issue #, Summary Details:

The implementation information will be completed in the Central Office, following all approvals. Actions which require coordination between offices will be addressed by the Coordination Team, with approved implementation plans detailed in the Basis of Estimates Summary of Changes. Minor actions, not requiring an implementation plan, will be implemented immediately.

Master File- Item Number, Financial Project Number, and Project Letting Date:

If a project number is known, the item(s) will be opened upon approval and implementation. If the project number is unknown, the structure will be established, but the item will not be opened until requested.

6.5 Using Generic Items

6.5.1 Description

Generic pay items are general-use pay items for each design group (component set of plans) that are defined by a pay item supplemental description on a project by project basis in the Trns•port system. They are intended to support one-time usage pay items or specialty situations where a standard pay item is not available, and for which it is not practical to create a new pay item. A single generic pay item number can be used many times, but only once per project/proposal; each time it is used the appropriate descriptive information must be included in Trns•port. ***Since these items are for unique situations, tracking of cost history for future estimation purposes is not necessary.***

Generic pay items are intended to facilitate the use of one-time or limited-use non-standard work items, as well as to provide more flexibility in Utilities pay item structure.

The key users of generic pay items include:

- District/Consultant Designers
- Construction Personnel
- Utility Agencies

6.5.2 Rules

The following rules apply in the usage of all generic pay items, including duplicate Lump sum projects:

- Must not be used if there is an existing pay item.
- Must not be used to violate or circumvent standard pay items. Exception: Generic

Items for JPA Utility work.

- Must not be used to circumvent the approval process (for specification usage) on developmental items.
- Must not be used as a standard means to work-around a pay item that has been rejected for statewide usage by Central Office. (For unique situations, an item rejected for statewide usage may be used as a one-time generic pay item.)
- Must not to be used for sole-sourcing of materials/methods for items of work.
- Must not be used to circumvent the pay item request process if the pay item should be opened for statewide usage.
- Must be supported by a technical special provision and/or plan details; refer to 7.3 of the Basis of Estimates.
- Must be loaded in Trns•port under the appropriate category.

6.5.3 Roles

It is important that everyone involved in the pre-letting and post-letting processes understands and fulfills their respective responsibilities regarding generic pay items:

Designer – Designers are responsible for determining if a generic pay item is needed, developing the technical special provision (or ensuring it has been developed), and ensuring that all necessary details are included in the contract documents.

District Estimates Staff – District Estimates Staff are responsible for determining if a standard pay item should be requested for statewide usage. If a Generic Pay Item is deemed appropriate, the District Estimates Staff is responsible for entering the appropriate information into Trns•port PES.

Central Office Project Review Team – The CO Project Review staff will perform a quarterly Quality Assurance review of generic pay items after the letting. They will not perform a Quality Control review of generic pay items prior to the letting.

The quarterly review will be completed as follows:

- Run the Pay Item Future Search report to determine if any generic pay items were used during the previous quarter;
- Check for proper details and plan notes in the contract documents;
- Check for correct information in Trns•port:
 - Verify that the description of the generic pay item has a Supplemental Proposal Description, with unit of measure;
 - Verify that generic items have been loaded in the correct category;
- Coordinate with the responsible design office if usage of generic pay item is questionable (usage does not appear to abide by the usage “Rules” as described in this document).

6.5.4 Process

The process that is to be followed when generic pay items are used is as follows:

1. District identifies work that is appropriate for a generic pay item, but must not violate the rules;
2. Designer includes all supporting details for the generic pay item in the contract documents;
3. Designer loads generic pay item into Trns•port via the Designer Interface, and supplies the District Estimates staff with the pay item supplemental description.
4. District Estimates staff loads supplemental description and units for generic pay item into Trns•port (Designers do not have access to this description field in PES via the Designer Interface).

6.5.5 Quality Control & Quality Assurance

Quality Control: Districts assume all responsibility for proper usage of generic pay items. No approvals from Central Office will be required; no Quality Control reviews will be performed by Central Office.

Quality Assurance: Quarterly post-letting reviews of generic pay items will be performed by the Central Office Project Review team. The team will check for:

- Supplemental Proposal Description (clearly representing the item of work), with unit of measure, has been loaded in Trns•port; and
- Complete documentation (drawings and/or specifications) is included in the contract package.

The responsible Central Office Design personnel may be consulted to verify appropriate usage.

6.5.6 Pay Item Structure & Description

Generic pay items are structured as:

0000-AAA-BBB

AAA = Design Group/Trns•port Category (100 for Structures, 200 for Roadway, etc.)

BBB= Sequential Number that can be re-used

Note: Zeros are hard-coded; they are NOT blanks.

There are a minimum of 10 generic pay items available in each Trns•port design group. If additional generic items are needed, they can be requested through Central Office Design, and will be opened through an expedited process without delay.

The default unit of measure (in Trns•port) for all generic pay items is ZZ. The actual unit of measure must be keyed into Trns•port with the project-specific description being added at the end of the Supplemental Proposal (Pay Item) Description.

Example:

0000-600- 1 LANDSCAPE DESIGN GROUP- GENERIC PAY ITEM1 (SMALL TREE TRIMMING - EA) ZZ

Transport PES: The Supplemental Proposal (Pay Item) Description and unit of measure are entered into PES as follows:

By default, the Description field will be filled with the generic description that is associated with the pay item number in the master pay item list; the default unit of measure will be ZZ. While the designer may enter the pay item number and quantity, it is the District Estimates Office's responsibility to enter the Supplemental Proposal Description and actual unit of measure, as shown in parentheses in the example above.

Non-Utilities Pay Item: When using a generic pay item for non-Utilities work, caution must be taken to ensure that a standard pay item is not appropriate for the conditions. Refer to the rules in 6.5.2. In unique or special situations, generic pay items can be used for non-Utilities work to:

- Specify details of a lump sum pay item:

0580- 1- 1	LANDSCAPE COMPLETE - SMALL PLANTS	LS	
0000-600- 1	LANDSCAPE DESIGN GROUP- GENERIC PAY ITEM1	(AZALEAS- EA)	ZZ
- Include a one-time usage item, or an item that is unique to the project:

0000-200- 1	ROADAY DESIGN GROUP- GENERIC PAY ITEM1	(LARGE BLUE WIDGET - EA)	ZZ
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- Generic items must **NOT** be used for non-Utilities work to specify a size on pay items for which a range of sizes is available:

0430-173-101	PIPE CULVERT OPTIONAL MATERIAL, ROUND-SHAPE, 0-24", GUTTER DRAIN	LF	
0000-200- 1	ROADAY DESIGN GROUP- GENERIC PAY ITEM1	(PIPE CULVERT OPT MATERIAL, ROUND, 18", GUTTER DRAIN)	LF

JPA Utility Pay Items: Generic pay items can potentially provide greater flexibility for Utilities projects. They can be used to:

- Specify a pipe size when the standard pay item is for a size range:

1050- 11-424	UTILITY PIPE, F&I, DI/CI, WATER/SEWER, 8-19.9"	LF	
0000-700- 1	UTILITY DESIGN GROUP - GENERIC PAY ITEM 1	(UTILITY PIPE, F&I, DI/CI, WATER/SEWER, 10" - LF)	ZZ
- Break out fittings on items that normally have fittings included as an incidental cost of the pipe (pipe size less than 8"):

1050- 11-423	UTILITY PIPE, F&I, DI/CI, WATER/SEWER, 5-7.9"	LF	
0000-700- 1	UTILITY DESIGN GROUP - GENERIC PAY ITEM 1	(UTILITY PIPE, F&I, DI/CI, WATER/SEWER, 6" - LF)	ZZ
0000-700- 2	UTILITY DESIGN GROUP - GENERIC PAY ITEM 2	(UTILITY FITTINGS, F&I, DI/CI, ELBOW, 6" - EA)	ZZ
0000-700- 3	UTILITY DESIGN GROUP - GENERIC PAY ITEM 3	(UTILITY FITTINGS, F&I, DI/CI, TEE, 6" - EA)	ZZ
0000-700- 4	UTILITY DESIGN GROUP - GENERIC PAY ITEM 4	(UTILITY FITTINGS, F&I, DI/CI, CAP/PLUG, 6" - EA)	ZZ
- Combine fittings into one pay item when the standard pay item does not

include the fittings (pipe size greater than or equal to 8”).

1055- 11-414	UTILITY FITTINGS, F&I, DI/CI, ELBOW, 8-19.9”	EA
1055- 11-424	UTILITY FITTINGS, F&I, DI/CI, TEE, 8-19.9”	EA
1055- 11-454	UTILITY FITTINGS, F&I, DI/CI, CAP/PLUG, 8-19.9”	EA
0000-700- 1	UTILITY DESIGN GROUP – GENERIC PAY ITEM 1 (UTILITY FITTINGS, 8-19.9” - EA)	ZZ

6.6 Inactive Items

In an effort to remove unused pay items, those items not used within a 2 year period will be labeled as “inactive” and considered for temporary and/or permanent blocking.

Opening inactive items will require that the Designer follow the instructions for opening an item (i.e. submit an e-mail with the requested information, as described above. A copy of the Tech Spec may be required). The Central Office Estimates staff will request approval from the responsible office, prior to opening. Designers should allow up to an additional 2 working days for this approval.

If an inactive item remains unused for 3 years, the Estimates Office will recommend to the responsible office that the pay item structure be blocked. Once blocked, a pay item request must be submitted in accordance with 6.2, before it will be reactivated.

6.7 Pay Item Reviews

When a major specification or standards change is made, the responsible office is requested to review the pay item structure to ensure that the affected items meet the needs of Design, Construction, Maintenance, and other industries. Historical use and item averages are available, but should not be the only consideration.

As recommended with new items, the pay item structure ###-abc-def, should be used to define parameters as needed. Some factors to consider when reviewing the pay item structure:

a. What factors are most important to the Designer, Estimator, Supplier, Manufacturer, and/or Contractor? Can they be detailed in the plans? Are they included in the specification? Does it affect the price?

Note: Not all factors should be weighted equally. Sometimes the installation (labor) is more significant than the materials.

b. Are there standards/specifications for the item?

There may be 2 standard products and 8 “special” items. If the 2 standard items account for a significant percentage of applications, could the “special” items be combined under one “special” item?

Additional parameters which do not affect the price may be detailed in the plans; DO NOT create additional pay item structures for these parameters. Limited structures can be used to encourage price competition between products that perform similar functions and/or provide similar end results

6.8 Coordination Team

A team representing many Design & Construction Offices has been established to coordinate the review and implementation of various issues. By working together, the team is able to ensure that pay items, specifications, and standards, as well as supporting handbooks and manuals, are available in a timely manner- with a coordinated implementation plan. Design Representatives include the persons from Roadway, Structures, Specifications, Standards, and Estimates. Construction and Maintenance are also represented. When necessary, representatives from other affected offices are requested to attend.

Issues may be submitted by any office or representative, but are normally the result of changes to pay items, specifications, and/or standards. Each office's representative is encouraged to keep the team informed of issues that may impact others. Representatives' names and contact information are listed in Chapter 5. When proposing major changes to the pay item structure, specifications or standards, please coordinate with the contact person(s) listed for the affected items.

Issues brought to the attention of the C-Team will be evaluated and processed on a "case-by case" basis. Issues with minimal impact on others are noted, with little or no further C-Team activity. Issues with extensive impact may be assigned to a committee for further investigation. The result of C-Team activity should be a recommended implementation plan, complete with a brief history and resulting changes. Implementation will be scheduled to coincide with Specification, BOE, Standard, and Manual updates, when possible.

The State Estimates Office compiles information resulting from C-Team recommendations for the Summary of Major Changes included with each edition/update to the Basis of Estimates. Managers of the affected offices approve issues included in the summary. Overall approvals, from the Directors of the Office of Design and Highway Operations, are also included.

6.9 Developmental Pay Items, Trial Pay Items, and Special Use Items

6.9.1 Developmental Pay Items

When an item is recommended for implementation while details are under review (specifications, standards, policy, etc.) a developmental pay item may be assigned. Developmental items are created for limited use, for a limited period of time, while the item is under review. A monitor will be assigned for each Developmental Item.

Developmental pay item numbers will be assigned as follows: (year)-(section)-(sequential use). The monitor's name will be included with the structure. Any problems or concerns with these items, from either Design or Construction, should be directed to

the monitor, in writing.

Contact the monitor prior to using a Developmental Pay Item. If the monitor approves the item for use, the monitor will e-mail the central offices of Design, Specifications and Estimates approving the use of that pay item number with specifications dated mm/dd/yy for a specific project. Refer to the ***Handbook for Preparation of the Specification Package*** for more details on the use of Developmental Specifications.

Upon completion of the specification, standard, and/or policy change(s), the monitor will recommend that the item be opened for statewide implementation, the Coordination Team will recommend an implementation date, and a new pay item number will be assigned.

6.9.2 Trial Pay Items

Trial Pay Items, similar to Developmental pay items, are numbered as described in 6.9.1, and monitored by the responsible Design or Construction Office. These items may be requested when an infrequently used item has a need for tracking (generic items are not applicable), and specifications are project specific/ technical (developmental specifications are not practical). Tech specs for these pay items must be coordinated with the monitor. Examples of trial pay items include research of geotechnical materials and asphalt surfaces. Some of these items may become developmental items, as the research and number of projects continues to expand.

6.9.3 Special Use Pay Items

Special Use pay items are used to encumber funds. They are numbered as described in 6.9.1. Details for most of these pay items are found in the ***Construction Project Administration Manual (CPAM)***. Examples of special Use pay items include Lump Sum Contract, Partnering, Disputes Review Board, Speed and Law Enforcement, and Initial Contingency Amount. Note that some of the special use pay items are marked “do not bid” and/or contain pre-set prices.

6.10 Related Documents

COMPUTATION BOOKS (Replaced by Summary Boxes; see BOE Chapter 8 for details)

The Computation Book(s) are to be prepared in accordance with the Department's directive/procedure No. 700-050-001, **Computation Methods for Design, Construction, and Final Estimates**, and accompanying handbook. Included in the procedure are instructions for documentation of Lump Sum items, Plan Quantity items, as well as final measure items. This information is available online at <http://www.dot.state.fl.us/construction/>.

ALTERNATIVE CONTRACTING USER'S GUIDE

It is the intention of the Department to use various techniques on a wide range of project

types in order to determine which techniques work best with each project type. The goal of this program is to reduce the cost and time overruns, and thereby reducing the impact of construction on motorists, businesses and homeowners within the transportation corridor.

Most of the alternative contracting practices involve financial incentives to expedite work. Methods include A+B Bidding, Lane Rental, Design-Build, Bonus, Liquidated Savings, and Lump Sum Projects. ***Note: For more detailed instructions, refer to the Department's Alternative Contracting User's Guide on the Construction Office's web page at <http://www.dot.state.fl.us/construction/>.**

PLANS PREPARATION MANUAL

The Roadway Design office maintains the Plans Preparation Manual (PPM). The manual sets forth geometric and other design criteria, as well as procedure for FDOT projects. This document is now available online at <http://www.dot.state.fl.us/rddesign/>

Chapter 6 Revision History

2-1-16: Updated header dates for 2016 edition. Clarified difference between open/activating and new pay items in 6.2.

12-30-14: Updated header dates for 2015 edition. Corrected minor spelling and punctuation errors.

4-30-14: Updated header dates for 2014 edition. Added notes for Comp Books/Summary Boxes in 6.10. Updated hyperlinks.

2-20-13: Updated header dates for 2013 edition.

11-23-11: Updated header dates for 2012 edition.

10-17-11: Added Pay Item Process flowchart, with details about color paths. Updated 6.2 through 6.7 to refer to the flowchart processes.

4-21-11: Updated header date. Revised 6.5.2 regarding Technical Special Provisions and/or plan details to refer to 7.3 of the BOE. Revised 6.9 to detail differences between Developmental, Trial, and Special Use pay items.

11-22-10: Updated header dates for 2011 edition. Expanded 6.2 and 6.3 for e-mail requests.

3-10-2010: Updated 6.5.2 to expand generic pay item rules to duplicate LS projects.

12-9-2009: Inserted section 6.5 Generic Pay Items. Text is based on Estimates Bulletin 09-06, and the accompanying Guidelines for Usage of Generic Pay Items.

10-30-2009: Updated header dates for 2010 edition.

10-1-2008: Updated header dates for 2009 edition.

10-1-2008: Updated text to make the pay item request form optional. Complete information may be submitted by e-mail.