

## Chapter 20

### Plans Processing and Revisions

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## Chapter 20

### PLANS PROCESSING AND REVISIONS

#### 20.1 General

This chapter describes in general terms the critical activities required to process the contract plans, specifications and estimate for letting. It identifies the documents, transmittal forms and certifications prepared by the District and the various offices that process a plans package. This chapter also outlines the revision process, and the steps to resubmit a project withdrawn from letting.

Beginning with the July 2005 letting, all projects shall be delivered in electronic format. Although this chapter was primarily built around paper plans, the same elements are required for electronic plans. Because the process continues to be adjusted, the latest information regarding the letting of electronic plans and specifications (including critical dates) will be posted on the Roadway Design Office web page as new information becomes available:

<http://www.dot.state.fl.us/rddesign/electronic-letting>

Other specific requirements for processing the electronic delivery including information on the Electronic Delivery software may be found in the **CADD Manual**, and the **CADD Production Criteria Handbook**, both found on the Engineering/CADD Systems Office web page:

<http://www.dot.state.fl.us/ecso/downloads/publications/>

#### 20.2 Glossary

**Contract Plans** - The plans prepared during the design phase and used by construction personnel to build a project. When design is complete, the Engineer(s) of Record (EOR) either electronically seals the plans or seals a first generation plot of the set of plans and this becomes the legal Record Set in accordance with **Chapter 471** of the **Florida Statutes** (see **Chapter 19**, this volume).

**Final Plans** - The Contract Plans after construction is completed, all revisions have been included and with the title on the key sheet changed to Final Plans.

## 20.3 Plans Processing

### 20.3.1 District Activities

There are certain plans processing activities that must occur at the District level prior to submitting plans to Tallahassee. These activities have schedule implications which will vary by District. The following activities should be considered as a guide. Contact the District for specific requirements.

On the Plans to Specifications Date, the project manager submits to the District Specifications section, the contract file and a plans package consisting of the following items:

1. Request for Control Group Change (**Exhibit 20-H**).
2. Two copies of the plans (including all components).
3. One copy of the Computation Book.
4. Two copies of the Technical Special Provisions (if applicable).

The contract file consists of the Transmittal of Plans, Specifications, and Estimates (PS&E) Package memo (**Exhibit 20-A**) which incorporates the Contract File Index (**Exhibit 20-B**) with attachments.

The Specifications section forwards one copy of the plans and the copy of the Computation Book to the District Estimates section. Upon receipt of the plans, the Estimates section changes the Control Group.

Any modification to the plans or quantities after the Estimates Section changes the Control Group, and before the Plans are sent to Tallahassee, will be referred to as Plans Changes. These Plans Changes include the modification, deletion, or addition of data on individual sheets, adding new sheets, or the removal of entire sheets. These changes are not revisions and are not noted in the Revision Block on the sheet(s).

A Change Memo (**Exhibit 20-I**) is required to notify the District Specifications and Estimates sections of any changes to the plans or quantities.

When changes are necessary, the project manager prepares a Change Memo listing all plan and quantity changes and submits a copy to the District Specifications and Estimates section. The Estimates section changes the Control Group back to the Designer for them

to make the changes to the summary of pay items file and notifies the project manager, who then has twenty-four hours to make changes to the summary of pay items file. The project manager submits the original Change Memo and two copies of all changed sheets to the Specifications section.

One week prior to the Plans to Tallahassee Date the Specifications section submits the following items to the project manager, or District Plans Processing Section, who assembles the PS&E Package for mailing:

1. Electronically Sealed Specifications Package.
2. Contract file.

### **20.3.2 Submittal to Tallahassee**

Districts are responsible for preparing the PS&E Package and mailing/transmitting it to Central Office so that it arrives in the Plans Processing Section of the Specifications Office no later than the due date assigned in the Work Program. For total electronic jobs, e-mail the Transmittal of PS&E Package and attachments to the group name "CO-CPKG".

Before mailing/transmitting plans to Central Office, the District will assemble the PS&E Package and insure it is complete, as follows:

1. The Transmittal of Plans, Specifications, and Estimates Package (**Exhibit 20-A**) and applicable documents are attached/posted (this includes the Contract File Index (**Exhibit 20-B**) with attachments).
2. An original set of the Contract Plans is sealed in accordance with **Chapter 19** of this volume. All sheet numbers match the key sheet index, and the Financial Project ID is correct and consistent on all sheets. On strung projects, the lead key sheet shows the Financial Project IDs that go with the lead project. Also, on strung projects all Summary of Pay Items sheets are included in the lead project. If the project is FA Oversight, the Sealed Contract Plans Set plus one copy (copy can be from unsealed plans) are provided. If the project is not FA Oversight, only the sealed Contract Plans Set is provided.

For hardcopy plans, all sheets are CADD produced first-generation plots or laser prints, size B (11x17), on good quality multipurpose (typewriter/printer) paper, legible and reproducible. Sheets are punched with two holes (standard holes are 8½ inches apart on the left edge of the sheet), and bound with fasteners such as Chicago Screw Posts.

3. An electronically sealed Plans Package and/or an electronically sealed Specifications Package are/is posted to the Plans Processing Server.
4. E-mail the "Intent and Scope" information for each project to the Tallahassee Contracts Office using the group name "FDOT-ISCOPE".
5. Other components of the Plans Package such as Utility Certification, etc.

When submitting the PS&E Package to Central Office, the Project Manager (or designated district person) sends a copy of the contract plans set, a copy of the specifications package, the original computation book and one copy of the computation book to the District Construction Engineer (**Exhibit 20-E**). The Project Manager keeps a copy of the transmitted documents in the project file(s). Documentation that the District Director of Transportation Development (Production) has certified the package is also to remain in the District's project file.

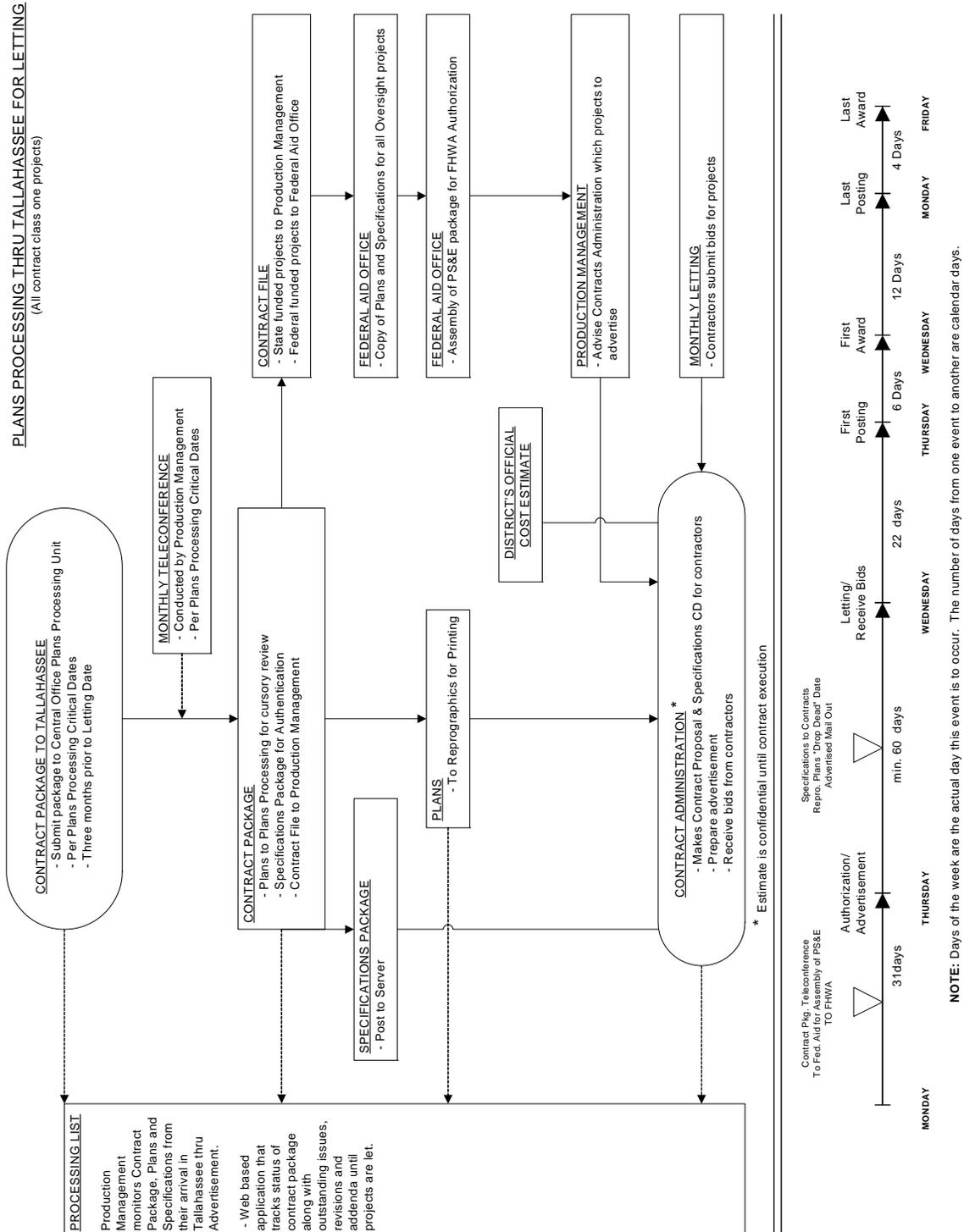
**Exhibit 20-D** must be completed on all federally funded projects. On federally funded projects strung with non-FA projects, the FA project is to be the lead project. Regarding federal environmental compliance, the limits of the environmental document will control the scope of compliance with NEPA requirements. NEPA requirements (including staging areas and contractors' off-site activities) must only be met for that portion of the project included within the "logical termini" as described in the NEPA document associated with the federally funded portion of the contract.

Several activities are required by the units in Central Office to get a project ready for letting (**Figure 20.1**). Upon receipt of the Plans Package, the Plans Processing Section checks the package for completeness and stamps the date received on the Transmittal Memo. If incomplete, Plans Processing notifies the District Project Manager or District Plans Processing Section to provide the required items. Once verified as complete, the Plans Package is distributed.

After the project is awarded, the sealed Contract Plans Set and a copy of the Specifications Package are sent to the District Construction Engineer. This sealed Contract Plans Set will be used during construction to show all significant revisions to the plans (including those affecting payments to the contractor).

The Contract Plans set plus all revisions made during construction becomes the Final Plans set. The sealed Final Plans set is used by District Final Estimates to make the final payout of a construction project. After the final payout, the sealed Final Plans are processed in accordance with [Procedure No. 050-020-025, Records Management and Distribution](#).

**Figure 20.1 Plans Processing Thru Tallahassee**



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## 20.4 Revisions to the Contract Plans Package

Design revisions are modifications to the PS&E Package after it has been accepted by Central Office Plans Processing but prior to bid opening. The Project Manager insures a revision is complete as follows (see **Figure 20.2**):

1. If the project is FA Oversight, obtain concurrence from FHWA prior to making revisions. Include the name of the FHWA contact who gave concurrence and the concurrence date on the revision memo. FHWA concurrence may not be required on minor changes such as in quantities or to relocate a driveway.
2. Revisions include the modification, deletion, or addition of data on individual sheets, adding new sheets, or the removal of entire sheets.
  - a. All plans revisions require sealed revised sheet(s).
  - b. For revisions to plans sheets other than a Key Sheet, place a conspicuous unique numbered symbol (e.g., a numbered triangle) beside the revision that corresponds to the Revision Number on the Revision Memo. Begin the revision numbering with “1” and number subsequent revisions of the plans sequentially. Place the revision date, corresponding numbered symbol for the revision, and a brief description of the revision in the Revision Block on each modified sheet. The same applies to adding sheets, however the added sheets may be numbered with alpha characters (e.g., 22a, 22b, 22c). If a sheet is being deleted, the sheet numbers for the following sheets remain unchanged. For revisions involving revised, added or deleted pay items, see **Exhibit 20-C**.
  - c. The revisions of plans sheets other than a Key Sheet are also noted on the lower left corner of the Key Sheet in the “Revisions” area. (See **Exhibit KS-1, Chapter 3, Volume II**). If the changes to a Key Sheet only involve notes in the Revisions area, no entry is made in the Key Sheet Revisions Block at the lower right corner. The Key Sheet Revisions Block is only used to record changes other than revisions notes. Revisions to component sets such as the Signalization Plans are noted in the Revision Block of the modified sheet and on the **lead** Key Sheet in the Revisions Area. If a sheet is being deleted, this must be noted in the Revisions Area on the lead Key Sheet, and the Index of Sheets must be revised to show the sheet number(s) of the deleted sheet(s), with a sheet description of “(DELETED)”. This also must be recorded in the Key Sheet Revisions Block as a revision to the Index of Sheets. A newly sealed lead Key Sheet is required when any sheet is revised.

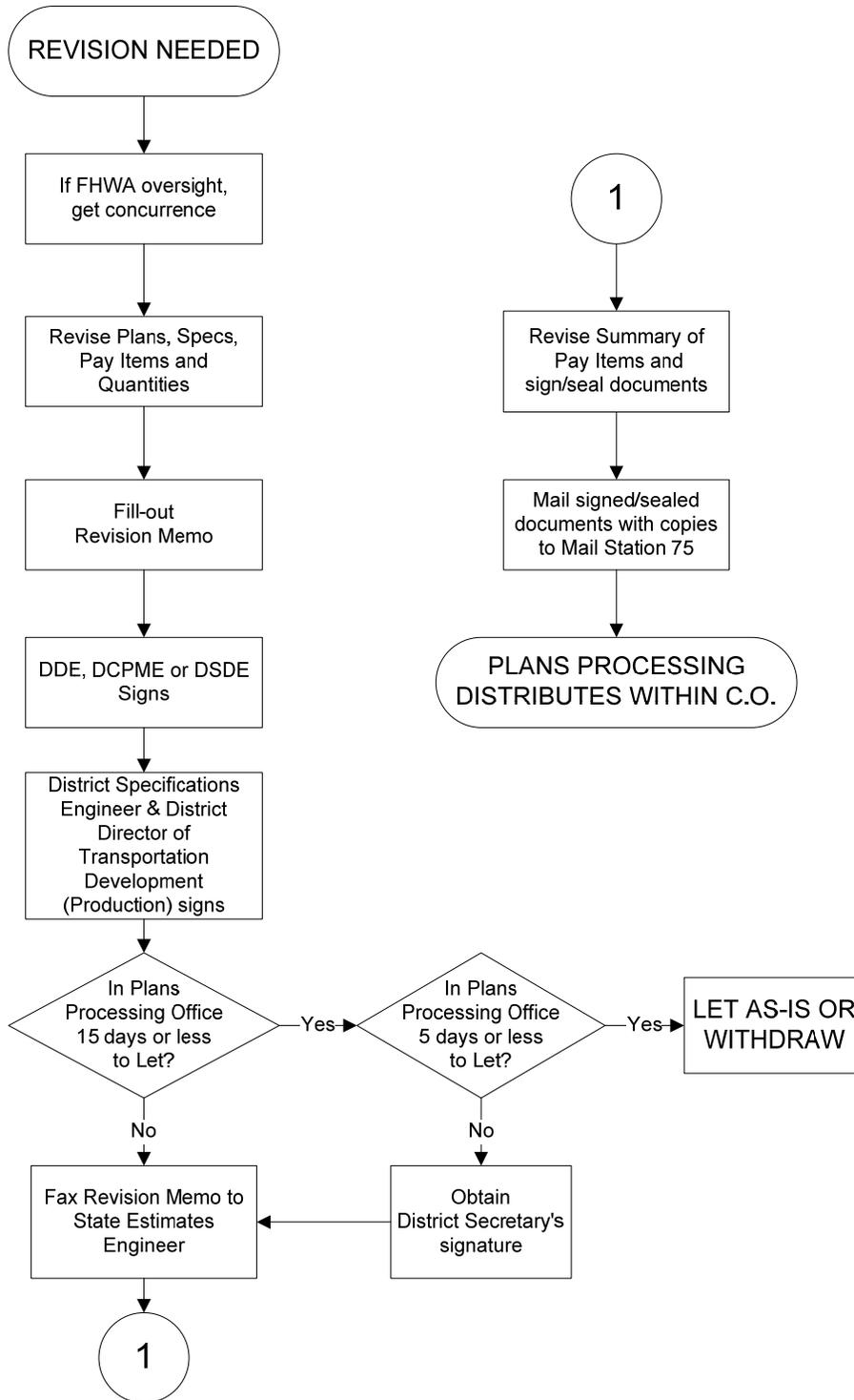
3. Prepare the Revision Memo (**Exhibit 20-C**), provide a Revision Number, and describe modifications. Record the revision date for each revised sheet, using the date shown in the revision block on the sheet. The District Design Engineer, District Consultant Project Management Engineer or the District Structures Design Engineer, as appropriate, reviews and concurs with the revision.
4. The District Specifications Engineer reviews the revisions for any effect on the specifications and dates and signs the Revision Memo.
5. The number of revision packages submitted should be kept to a minimum. When more than one revision is expected, hold until all revisions are ready and submit as a package. Revision packages should be submitted by the Monday prior to Authorization for Advertisement, whenever practical. Revisions after this date should be coordinated with the District Estimates Engineer, as soon as possible.
6. Revisions Involving Pay Item Changes:
  - a. Send the Revision Memo to the District Estimates Staff for review.
  - b. The District Estimates Staff or appropriate person for the District is required to fax the Revision Memo to the State Estimates Office.
  - c. The State Estimates Office will determine who will make the Changes to the Pay Items (Central Office or District Office) and will pass control as required to the District. Note: Control will be passed to Decentralized Districts for revisions. When control is passed, the Revision must be completed within 24 hours.
  - d. The District will complete the Revision and change the Control back to the State Estimates Office (within the 24 hours). The District will also notify the State Estimates Office that the revision is complete via email using the Distribution List FDOT-PRELEST.
7. Ensure that sealed plans sheets are attached to the Revision Memo. The Engineer of Record seals each revised document in accordance with **Chapter 19, Sealing Design Documents**, of this volume.
8. Mail the signed original Revision Memo with attachments (or scan the signed original and email) to Plans Processing at (Mail Station 75). If a Supplemental Specifications Package is required, submit it as an electronically sealed package accompanying the Revision Memo. Send the revised original computation sheets and one copy to the District Construction Engineer. If the original Revision Memo will be received in Plans Processing between 15 and 6 working days prior to letting, the District Secretary must approve by signing the Revision Memo. Revisions within five work days of letting are not allowed since there is no assurance that all prospective contractors will get these documents on time to consider in their bids.

After this date the project must be let as is, or must be withdrawn from letting. Withdrawing the Plans Package after advertisement requires approval by the District Secretary and the State Highway Engineer.

9. The revision package includes the Revision Memo and as applicable:
  - a. sealed contract plans sheets including key sheet,
  - b. revised Summary of Pay Items,
  - c. electronically signed and sealed Supplemental Specifications Package.
10. Upon receipt of the signed original Revision Memo (or scanned original), Plans Processing checks the revision package for completeness.

After contract award, revisions are done by district construction in accordance with the ***Preparation and Documentation Manual (Topic 700-050-010)***.

**Figure 20.2 District Revisions**



## 20.5 Resubmittal of Withdrawn Project

If prior to letting a district requests that the entire Plans Package be returned for major revisions, such project will be resubmitted as follows:

1. Resubmit PS&E Package as a new transmittal with all required components. On the Transmittal memo, write this note by the Transmittal date “Plans completely revised”. On the lead Key Sheet, write this note on the lower left corner: “Plans completely revised. (date)”. All copies of project documents in Central Office from the previous submittal will be destroyed. This action requires a total reprint.
2. A project withdrawn for a significant period (nine months or longer) will be updated according to the process outlined in **Chapter 15**, this volume.

Plans rejected from letting by the Awards Committee or withdrawn for minor revisions may not need to follow the above process. District coordination with Central Office Production Management is required to reschedule a letting. Note that a new Proposal/Contract ID number is generated and shall be shown when resubmitting.

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**Exhibit 20-A Transmittal of Plans, Specifications, and Estimates Package  
Sheet 1 of 2**

**TRANSMITTAL OF PLANS, SPECIFICATIONS, AND ESTIMATES PACKAGE**

Date: \_\_\_\_\_

Financial Project ID(s): \_\_\_\_\_

Proposal/Contract ID: T \_\_\_\_\_ Letting Date: \_\_\_\_\_

County: \_\_\_\_\_ State Road No.: \_\_\_\_\_

Federal Funds:  No  Yes Federal Aid No.: \_\_\_\_\_

Work Type: \_\_\_\_\_

On \_\_\_/\_\_\_/\_\_\_, the District Director of Transportation Development (Production) certified that the Plans, Specifications and Estimates (PS&E) Package is complete, has no known errors or omissions, has been reviewed for constructability and biddability, and is ready to advertise for construction.

**The following items transmitted as noted:**

**SEALED CONTRACT PLANS SET (\_\_\_\_ SHEETS):**

Hardcopy  Electronic (If "Electronic", the Electronic Plans Package was reviewed by \_\_\_\_\_ and posted to the server on \_\_\_/\_\_\_/\_\_\_).

**SEALED SPECIFICATIONS PACKAGE (\_\_\_\_ PAGES):**

The Electronic Specifications Package was reviewed by \_\_\_\_\_ and posted to the server on \_\_\_/\_\_\_/\_\_\_.

**ESTIMATES OFFICE INFORMATION:**

The Authorization Estimate will be reviewed by \_\_\_\_\_ and will be posted to the server on \_\_\_/\_\_\_/\_\_\_.

**FEDERAL AID OFFICE INFORMATION:**

Federal Aid Oversight:  No  Yes

FHWA: Approved by \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name of FHWA Engineer

**CONTRACTS OFFICE INFORMATION:**

Contract Time: \_\_\_\_\_ Calendar Days

Special Start Time:  No  Yes (If yes, Start Date: \_\_\_/\_\_\_/\_\_\_)

Flexible Start Time:  No  Yes (If yes, \_\_\_\_\_ Calendar Days)

Acquisition Time:  Standard  Other (\_\_\_\_\_ days)

Lead-based paint:  No  Yes (If yes, is it greater than 51% of the work?  No  Yes)

Alternative Contracting:  No  Yes

(If yes, Type: \_\_\_\_\_  
TRNS\*PORT Site Record: User Cost Per Day \$ \_\_\_\_\_ Maximum Days \_\_\_\_\_)

(If Lump Sum, Checklist 22-A submitted to District Specs. Office:  No  Yes)

Pre-Bid Conference Mandatory?  No  Yes (Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ A.M./P.M.)

(Contact Person and Phone: \_\_\_\_\_)

(Location of Conference: \_\_\_\_\_)

**SPECIAL NOTES and REQUIREMENTS (List/Explain):**

If any items are missing please contact, \_\_\_\_\_  
Contact Name and Phone Number

**Exhibit 20-A Transmittal of Plans, Specifications, and Estimates Package  
Sheet 2 of 2**

**REMINDER**

1. The sealed Contract Plans Set is from first-generation CADD produced plots or laser prints, size B (11x17), on good quality multipurpose (typewriter/printer) paper.\*
2. Punch 2 holes (standard holes are 8 1/2 inches apart on the left edge of the sheet), and bind plans sheets with fasteners such as Chicago Screw Posts (do not staple).\*
3. Check that all components of the Contract Plans Set are included as listed on the lead key sheet.
4. Check that all sheets are included according to key sheet index(es).
5. Check that all sheets have the correct Financial Project ID.
6. Check that all sheets are legible and reproducible.
7. On strung projects, check that all Summary of Pay Items sheets from the Proposal/Contract ID go in the lead project and the Financial Project ID of the strung project is shown on the lead key sheet.
8. Check that bridge pay item sheets show bridge numbers and the quantity breakdowns.
9. Organize attachments in the order listed.
10. E-mail the Transmittal and all applicable documents (including the Contract File Index and attachments) to the group "CO-CPKG" and copy the Project Manager. If submitting hardcopy plans, mail to Plans Processing at Mail Station 75.
11. COMPUTATIONS - Send original computation book and 1 copy to the District Construction Engineer.

\* Applies to jobs with hardcopy plans.

**Exhibit 20-B Contract File Index  
Sheet 1 of 2**

**CONTRACT FILE INDEX**

Financial Project ID \_\_\_\_\_

Proposal/Contract ID \_\_\_\_\_

ATTACHMENTS (check or expected day of transmittal to Central Office)

- \_\_\_\_\_ Calendar Days Recommendation\*
- \_\_\_\_\_ Preliminary Engineering Certification\*
- \_\_\_\_\_ Utility Certification
- \_\_\_\_\_ Status of Environmental Certification\*
- \_\_\_\_\_ Permit Transmittal Memo
- \_\_\_\_\_ Railroad Clear Letter
- \_\_\_\_\_ Special Component Plan Approval\*\*

- 
- No  Yes Federal Authorization Request (FAR) Form has been electronically transmitted\*
  - No  Yes FHWA Cost Estimate Summary Sheet has been transmitted\*
  - No  Yes Project exempt from FHWA oversight under agreement dated April 26, 1999\*
  - No  Yes Right of Way Certification was mailed to State R/W Administrator
  - No  Yes Local Funds Agreement sent to Office of Comptroller
  - No  Yes Local Funds Sent to Office of Comptroller
  - No  Yes Project is Federally Funded off the State Highway System, requiring a Maintenance Agreement. If yes, a Maintenance Agreement (Number \_\_\_\_\_) was executed on \_\_\_\_\_. A copy is available upon request.
- 

\* Include if federally funded.

\*\* Per Volume 2, Section 2.1.

Name: \_\_\_\_\_  
Print Name of Project Manager/Other Title

Date: \_\_\_\_\_

**Exhibit 20-B Contract File Index, Sheet 2 of 2**

**REMINDER**

**PROCESS:**

1. Organize attachments in the order listed.
2. Show the number of Maintenance Agreements (Federal funds – off the State Highway System).
3. Show anticipated date of arrival on any item not included in package.

**NOTE:** The Contract File Index is an integral part of the Transmittal of Plans, Specifications, and Estimates Package.

**Exhibit 20-C Revision Memo**  
**Sheet 1 of 6**

DATE: \_\_\_\_\_ 1 of \_\_\_\_  
TO: Plans Processing, Mail Station 75  
FROM: \_\_\_\_\_, Project Manager  
SUBJECT: **Revision Memo** - Letting (mo./yr.) \_\_\_\_\_  
Financial Project ID \_\_\_\_\_ (Lead number only)  
Proposal/Contract ID \_\_\_\_\_  
Federal Funds:  No  Yes Federal Aid No. \_\_\_\_\_  
County \_\_\_\_\_ State Road No. \_\_\_\_\_  
Concurred by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of DDE, DCPME or DSDE

I have reviewed for effects on the Specifications Package and a package revision **is** \_\_\_\_  
**is not** \_\_\_\_ required. Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of District Specifications Engineer

If FA Oversight, Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name of FHWA Engineer

THE DISTRICT SECRETARY MUST APPROVE REVISIONS RECEIVED IN PLANS  
PROCESSING BETWEEN 15 AND 6 WORK DAYS BEFORE LETTING.  
NO REVISIONS ALLOWED WITHIN 5 WORK DAYS BEFORE LETTING.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of District Secretary

- SUPPLEMENTAL SPECIFICATIONS PACKAGE NUMBER \_\_\_\_\_ (\_\_\_\_ Pages).
- PLANS REVISION NUMBER \_\_\_\_ (\_\_\_\_ Sheets):  Hardcopy  Electronic
- CONTRACT TIME REVISED:  No  Yes (If yes, \_\_\_\_\_ Calendar Days)

<u>Sheet No(s).</u>	<u>Rev. Date</u>	<u>Description</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Central Office Use:  
Processed By: \_\_\_\_\_

**Exhibit 20-C Revision Memo, Sheet 2 of 6**

**REMINDER**

**PROCESS:**

1. Fill out headings.
2. On oversight projects, get FHWA concurrence. Print name of FHWA Engineer and date.
3. Get concurrence signature from the District Design Engineer, District Consultant Project Management Engineer or the District Structures Design Engineer, as appropriate.
4. Get signature of the District Specifications Engineer.
5. If revisions will be received in Plans Processing between 15 and 6 workdays before the letting date (bid opening), get approval signature from the District Secretary. Notify Plans Processing. No revisions are allowed within 5 workdays before letting.
6. Enter the sheet number and:
  - a. Describe new pay item number with quantity, or
  - b. deleted pay item number only, or
  - c. revised quantities by entering pay item number with old and new quantities.
7. If a revision(s) will impact the utility plans, adjustments and/or schedules, provide a copy of the revision memo and affected plans sheets to the District Utilities Engineer.
8. If adding or deleting a pay item, revise the whole Summary of Pay Items design group to insure any pay item rollover between sheets is properly printed.
9. Fax the Revision Memo to the State Estimates Engineer at (850) 414-4877 to unlock the summary of pay items.
10. Make revisions to the Summary of Pay Items with an Addendum within 24 hours after changing of Control Group.
11. Mail Revision Memo with attachments to Plans Processing (Mail Station 75). If transmitting the revisions electronically, scan the signed Revision Memo and e-mail it (with attachments) to Plans Processing.

**ATTACHMENTS:**

1. Revised sealed plans sheets including Summary of Pay Items.
2. Revised District Cost Estimate if federally funded.
3. Electronically sealed Supplemental Specifications Package.

**COMPUTATIONS:**

Show Financial Project ID on revised computation book sheets, and mail originals and one copy to the District Construction Engineer.



**Exhibit 20-C Revision Memo, Sheet 4 of 6**

**EXAMPLE REVISION MEMO**

DATE: March 14, 2007 1 of 2  
TO: Plans Processing, Mail Station 75  
FROM: \_\_\_\_\_, Project Manager  
SUBJECT: **Revision Memo** - Letting (mo./yr.) \_\_\_\_\_ / \_\_\_\_\_  
Financial Project ID 197707-1-52-01 (Lead number only)  
Proposal/Contract ID T1235  
Federal Funds:  No  Yes Federal Aid No. \_\_\_\_\_  
County \_\_\_\_\_ County Name \_\_\_\_\_ State Road No. 25

Concurred by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of DDE, DCPME or DSDE

I have reviewed for effects on the Specifications Package and a package revision **is** \_\_\_\_\_  
**is not** \_\_\_\_\_ required. Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of District Specifications Engineer

If FA Oversight, Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name of FHWA Engineer

THE DISTRICT SECRETARY MUST APPROVE REVISIONS RECEIVED IN PLANS  
PROCESSING BETWEEN 15 AND 6 WORK DAYS BEFORE LETTING.  
NO REVISIONS ALLOWED WITHIN 5 WORK DAYS BEFORE LETTING.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of District Secretary

SUPPLEMENTAL SPECIFICATIONS PACKAGE NUMBER \_\_\_\_\_ (\_\_\_\_\_ Pages).

REVISED SPECIFICATIONS PACKAGE (\_\_\_\_\_ Pages).

CONTRACT TIME REVISED:  No  Yes (If yes, \_\_\_\_\_ Calendar Days)

REVISION ( 4 Sheets) REVISION NO. 2:  Hardcopy  Electronic

Sheet No(s).	Rev. Date	Description
<u>1</u>	<u>3-14-07</u>	<u>Listed Revisions.</u>
<u>2</u>	<u>3-14-07</u>	<u>Revised pay item 120-1 from 121,172 CY to 128,237 CY; 120-6 from 96,143 CY to 95,680 CY; Added pay item 425-1-559 Quantity of 1 EA.</u>
<u>3</u>	<u>3-14-07</u>	<u>Revised pay item 530-3-3 from 54.7 TN to 57.7 TN.</u>

Central Office Use:

Processed By: \_\_\_\_\_



**Exhibit 20-C Revision Memo, Sheet 6 of 6**  
**EXAMPLE SUMMARY OF PAY ITEMS SHEET**

NOTICE: THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE SIGNED AND SEALED UNDER RULE 69.05-23.003, F.A.C.

DATE: 07/14/07		FLORIDA DEPARTMENT OF TRANSPORTATION		PAGE: 1		ADDDI	
PROPOSAL: T1235		PROPOSAL SUMMARY OF PAY ITEMS		MANDIST: 01			
PROJECT(S): 19770715201		LEAD PROJECT: 19770715201		COUNTY: POLK			
COUNTY/SECTION: 16160000		ROAD NO.: 25		COUNTY: POLK		PROJECT ID: 197707-1-52-01	
0001 SUMMARY OF ROADWAY		PAY ITEMS		19770715201		QUANTITY TOTAL	
ALT	ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	PRICE	AMOUNT	MARKER
	10999-102-2	SPEED & LAW ENFORCEMENT OFFICER, STATE FURNISHED	WH	1.000		1.000	
	10101-1	UTILIZATION	LS	1.000		1.000	
	10102-1	MAINTENANCE OF TRAFFIC	LS	102.000		102.000	
	10102-2	TRAFFIC CONTROL OFFICER	WH	28.000		28.000	
	10102-3	WORK ZONE SIGNS	ED	60030.000		60030.000	
	10102-4	BARRIER WALLS - TEMPORARY, F&I, CONCRETE	ED	5177.000		5177.000	
	10102-5	BARRIER WALLS - TEMPORARY, TYPES 1, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 5.0, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 6.0, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 7.0, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 8.0, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 9.0, 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 10.0	ED	19747.000		19747.000	
	10102-6	ADVANCE WARNING ARROW PANEL	ED	250.000		250.000	
	10102-7	REFLECTIVE PAVEMENT MARKING	EA	40500.000		40500.000	
	10102-8	REFLECTIVE PAVEMENT MARKING - TEMPORARY	EA	250.000		250.000	
	10102-9	REFLECTIVE PAVEMENT MARKING - TEMPORARY - C-STEADY BURN	EA	69.000		69.000	
	10102-10	REDUCTIVE OPTION	LO	14.000		14.000	
	10102-11	CHANGEABLE-VARIABLE MESSAGE SIGN, TEMPORARY	ED	118.000		118.000	
	10102-12	CHANGING MESSAGE SIGN, TEMPORARY	ED	180.000		180.000	
	10102-13	RADAR SPEED DISPLAY UNIT	ED	453.000		453.000	
	10104-1	STAKED TURBIDITY BARRIER	EA	20644.000		20644.000	
	10104-2	SOIL PACKING PREVENTION DEVICE	EA	1840.000		1840.000	
	10104-3	ROCK BASE - 900 SQ FT	EA	128237.000		128237.000	
	10104-4	CLEARING & GRUBBING	LS	1.000		1.000	
	10104-5	REGULAR EXCAVATION	CV	97065.000		97065.000	
	10104-6	SUBSOIL EXCAVATION	CV	105404.000		105404.000	
	10104-7	STABILIZATION TYPE B	CV	91600.000		91600.000	
	10104-8	OPTIONAL BASE, BASE GROUP 11	SP	324.000		324.000	
	10104-9	MILLING EXIST'G ASPH PAVT, 2 3/4" AVG DEPTH	TM	33616.400		33616.400	
	10104-10	SUBGRADE ASPH CONC CONTR, D, PG66-22	TM	62474.000		62474.000	
	10104-11	ASPHALT RUBBER MEMBRANE INTERLAYER	SV	62585.000		62585.000	
	10104-12	CONCRETE CLASS 1, RETAINING WALLS	CV	159.000		159.000	
	10104-13	CONCRETE CLASS 1, MISCELLANEOUS	CV	179.600		179.600	
	10104-14	REINFORCED CONCRETE, MISCELLANEOUS	CV	20974.000		20974.000	
	10104-15	INLETS - CURB, TYPE P-5, <10'	EA	26.000		26.000	
	10104-16	INLETS - CURB, TYPE P-6, <10'	EA	20.000		20.000	
	10104-17	INLETS - CURB, TYPE P-7, <10'	EA	2.000		2.000	
	10104-18	INLETS - CURB, TYPE P-8, <10'	EA	4.000		4.000	
	10104-19	INLETS - CURB, TYPE P-9, <10'	EA	6.000		6.000	
	10104-20	INLETS - DI, TYPE B, <10'	EA	1.000		1.000	
	10104-21	INLETS - DI, TYPE C, <10'	EA	2.000		2.000	
	10104-22	INLETS - DI, TYPE D, <10'	EA	1.000		1.000	
	10104-23	INLETS - DI, TYPE E, <10'	EA	2.000		2.000	
	10104-24	INLETS - DI, TYPE F, <10'	EA	1.000		1.000	
	10104-25	INLETS - GUTTER, TYPE S, <10'	EA	3.000		3.000	
	10104-26	INLETS - GUTTER, TYPE S, <10'	EA	3.000		3.000	
	10104-27	MANHOLES - P, <10'	EA	5.000		5.000	
	10104-28	MANHOLES - P, <10'	EA	7.000		7.000	
	10104-29	MANHOLES - J, <10'	EA	3.000		3.000	
	10104-30	MANHOLES - J, <10'	EA	3.000		3.000	

DATE: 06/11/07		FLORIDA DEPARTMENT OF TRANSPORTATION		PAGE: 2		ADDDI	
PROPOSAL: T1235		PROPOSAL SUMMARY OF PAY ITEMS		MANDIST: 01			
PROJECT(S): 19770715201		LEAD PROJECT: 19770715201		COUNTY: POLK			
COUNTY/SECTION: 16160000		ROAD NO.: 25		COUNTY: POLK		PROJECT ID: 197707-1-52-01	
0001 SUMMARY OF ROADWAY		PAY ITEMS		19770715201		QUANTITY TOTAL	
ALT	ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	PRICE	AMOUNT	MARKER
	10425-1-451	INLETS - CURB, TYPE J-5, <10'	EA	2.000		2.000	
	10425-1-452	INLETS - CURB, TYPE J-5, <10'	EA	4.000		4.000	
	10425-1-453	INLETS - CURB, TYPE J-5, <10'	EA	6.000		6.000	
	10425-1-454	INLETS - DI, TYPE B, <10'	EA	1.000		1.000	
	10425-1-455	INLETS - DI, TYPE C, <10'	EA	2.000		2.000	
	10425-1-456	INLETS - DI, TYPE D, <10'	EA	1.000		1.000	
	10425-1-457	INLETS - DI, TYPE E, <10'	EA	2.000		2.000	
	10425-1-458	INLETS - DI, TYPE F, <10'	EA	1.000		1.000	
	10425-1-459	INLETS - GUTTER, TYPE S, <10'	EA	3.000		3.000	
	10425-1-460	INLETS - GUTTER, TYPE S, <10'	EA	3.000		3.000	
	10425-2-41	MANHOLES - P, <10'	EA	5.000		5.000	
	10425-2-42	MANHOLES - P, <10'	EA	7.000		7.000	
	10425-2-43	MANHOLES - J, <10'	EA	3.000		3.000	
	10425-2-44	MANHOLES - J, <10'	EA	3.000		3.000	

**Exhibit 20-D Status of Environmental Certification**

**STATUS OF ENVIRONMENTAL CERTIFICATION**

Financial Project ID \_\_\_\_\_  
Proposal/Contract ID \_\_\_\_\_  
Federal Aid No. \_\_\_\_\_  
Project Description \_\_\_\_\_

This project is a Categorical Exclusion under 23 C.F.R. 771.117:

- \_\_\_\_\_ This project is a Type 1 Categorical Exclusion under (23 CFR 771.117(c)) effective November 27, 1987 as determined on \_\_\_\_\_, and the determination remains valid.
- \_\_\_\_\_ This project is a Programmatic Categorical Exclusion per FHWA, FTA, and FDOT Agency Operating Agreement executed on January 15, 2003 as determined on \_\_\_\_\_, and the determination remains valid.

The environmental document for this project was a (check one):

- \_\_\_\_\_ A Type 2 Categorical Exclusion under 23 C.F.R. 771.117(d) approved on \_\_\_\_\_,
- \_\_\_\_\_ A Finding of No Significant Impact under 23 C.F.R. 771.121 approved on \_\_\_\_\_, or
- \_\_\_\_\_ A Final Environmental Impact Statement under 23 C.F.R. 771.125 approved on \_\_\_\_\_.

A reevaluation in accordance with 23 C.F.R. 771.129 was (check one):

- \_\_\_\_\_ Approved on \_\_\_\_\_.
- \_\_\_\_\_ Not required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Environmental Administrator

**Exhibit 20-E Plans, Specifications and Computation Book**

DATE: \_\_\_\_\_  
TO: \_\_\_\_\_, District Construction Engineer  
FROM: \_\_\_\_\_, Project Manager  
SUBJECT: **Plans, Specifications and Computation Book**  
Letting (mo./yr.) \_\_\_\_\_  
Financial Project ID \_\_\_\_\_  
Proposal/Contract ID \_\_\_\_\_  
Federal Aid Yes \_\_\_\_\_ No \_\_\_\_\_  
County \_\_\_\_\_ State Road No. \_\_\_\_\_

Attached are a copy of the Contract Plans Set, a copy of the Specifications Package, the Original Computation Book and one copy of the Computation Book for use by Construction.

**Exhibit 20-F Project Certification to Federal Standards**

**PROJECT CERTIFICATION TO FEDERAL  
STANDARDS IS NO LONGER REQUIRED\***

\* Refer to **Section 24.5** this volume.

**Exhibit 20-G Preliminary Engineering Certification**

**MEMORANDUM**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_, Federal Aid Programs Manager

FROM: \_\_\_\_\_, Design Project Manager

COPIES:

SUBJECT: **PRELIMINARY ENGINEERING CERTIFICATION** (Federal Aid Projects Only)

Financial Project ID \_\_\_\_\_

Proposal/Contract ID \_\_\_\_\_

Federal Aid No. \_\_\_\_\_

Preliminary Engineering (design) was funded with:

\_\_\_\_\_ State Funds under,  
Financial Project ID \_\_\_\_\_

\_\_\_\_\_ Federal Funds authorized under,  
Federal Aid No. \_\_\_\_\_  
Financial Project ID \_\_\_\_\_

The following projects, designed with the same Preliminary Engineering funds, will be strung to (awarded with) the subject project:

Federal Aid No. \_\_\_\_\_, Financial Project ID \_\_\_\_\_,

Federal Aid No. \_\_\_\_\_, Financial Project ID \_\_\_\_\_.

The Preliminary Engineering for the subject project is \_\_\_\_\_ open/ \_\_\_\_\_ closed. If open, \_\_\_\_\_ it will be closed after PS&E authorization, or

\_\_\_\_\_ it is a district wide project. Task order number \_\_\_\_\_ for this project is closed. The financial number will be open for other projects.

\_\_\_\_\_ it will remain open for additional charges, as follows: \_\_\_\_\_  
\_\_\_\_\_.

The FDOT Project Manager may be contacted at (phone): \_\_\_\_\_

**Exhibit 20-H Request for Control Group Change**

DATE: \_\_\_\_\_  
TO: District Specifications Engineer  
FROM: \_\_\_\_\_, Project Manager  
COPIES: District Estimates Engineer, Production Management, Construction  
SUBJECT: **Request for Control Group Change**

Letting (mo./yr.) \_\_\_\_\_  
Financial Project ID \_\_\_\_\_  
Proposal/Contract ID \_\_\_\_\_  
Federal Aid Project Yes \_\_\_\_ No \_\_\_\_  
State Road No. \_\_\_\_\_  
County \_\_\_\_\_

Enclosed is a copy of a complete plans set and a copy of the comp book for use by the District Estimates Office. This project has entered the Specifications Phase.



**Exhibit 20-I Change Memo**  
**Sheet 2 of 3**  
**REMINDER**

Changes are modifications to the plans during the Specifications Phase. Ensure that these are considered or incorporated into the Specifications and the Summary of Pay Items prior to mailing to the Plans Package to Tallahassee. Changes are not listed on the key sheet nor noted in the revision blocks of the plans sheets, unless done by other than the Engineer of Record.

1. Describe all changes in this Memo.
2. List all Summary of Pay Items changes to quantities, including additions and deletions.
3. Coordinate all changes with Specifications.



## 20.6 Retention of Electronic Documents

The documents and files created throughout the life of a project must be retained in electronic format. There are several different storage systems used for retaining these records. See **Figure 20.3**.

**Figure 20.3 Storage of Electronic Documents**

		<b>Electronic Data Management System (EDMS)</b> Legal Records for Department of State Requirements - Image files (TIF) only. For Information on Specific Document Types stored in each Group contact the Responsible Office			
<b>TIMS</b>	<b>PEDDS DATABASE</b>	<b>DESIGN EDMS</b>	<b>CONTRACTS EDMS</b>	<b>CONSTRUCTION EDMS</b>	<b>STRUCTURES MANAGEMENT EDMS</b>
		<p>File management system for In-house CADD file check in/out.</p> <p>Allows for multiple users to work on same files.</p> <p>Working files only.</p> <p>Can be used during Construction Phase to prepare As-Built Plans.</p>	<p><u>Design Records</u></p> <p><u>Groups</u></p> <ul style="list-style-type: none"> <li>Architectural</li> <li>Community Involvement</li> <li>Drainage</li> <li>Environmental Permits</li> <li>Estimates</li> <li>FDOT Publications</li> <li>Geotechnical/Materials</li> <li>Landscaping</li> <li>Lighting</li> <li>Product Evaluation</li> <li>Project Management</li> <li>Rdwy Design Documentation</li> <li><b>Does not include Plans</b></li> <li>Roadway Resource Library</li> <li>Specifications</li> <li>Structures</li> <li>Structures Resource Library</li> <li>Tolls Facilities</li> <li>Traffic Design</li> <li>Utility Agreements</li> </ul> <p><b>NOTE: Contract Plans are not stored in the Design EDMS</b></p>	<p><u>Contracts Records</u></p> <p><u>Groups</u></p> <ul style="list-style-type: none"> <li>Construction Contracts:                             <ul style="list-style-type: none"> <li>- Amendments</li> <li>- Bid Blank</li> <li>- Certificate Of Insurance</li> <li>- Contract</li> <li>- Federal Aid Contract</li> <li>- Provisions</li> <li>- Permits</li> <li>- Pertinent Pages</li> <li>- Proposal</li> <li>- Special Provisions</li> <li>- Specifications</li> <li>- Supplemental</li> <li>- Specifications</li> <li>- Utility Work Schedule</li> <li>- Wage Rate</li> </ul> </li> <li>Supporting Construction Contract Documents:                             <ul style="list-style-type: none"> <li>- Award Letter</li> <li>- Correspondence</li> <li>- Daily Diaries</li> <li>- Execution Letter</li> <li>- Final Estimates</li> <li>- Package</li> <li>- Work Progress</li> </ul> </li> </ul> <p><b>NOTE: Contract Plans are not stored in the Contracts EDMS.</b></p>	<p><u>Construction Records</u></p> <p><u>Groups</u></p> <ul style="list-style-type: none"> <li>Claim</li> <li>Compliance</li> <li>Contract Changes                             <ul style="list-style-type: none"> <li>- Includes Design Errors and Omissions, Field SA/Work Orders and SA/Change Orders</li> </ul> </li> <li>Contract Documents</li> <li><b>Does not include Plans</b></li> <li>Daily Diary</li> <li>Estimates</li> <li>Final Estimates</li> <li>General Correspondence</li> <li>Job Correspondence</li> <li>Material Sampling and Reporting</li> <li>Pre-Letting                             <ul style="list-style-type: none"> <li>- Includes Design Correspondence</li> <li>- Quality Assurance/Quality Control</li> </ul> </li> <li>Service Contracts</li> <li>Shop Drawing Transmittals</li> <li>Structure</li> <li>Sublet Work</li> <li>Time Correspondence</li> <li>Unpaid Bills</li> <li>Utility</li> </ul> <p><b>NOTE: As-Built Plans are not stored in Construction EDMS, but are stored separately in the Construction Final Plans Management System.</b></p>