

Approved:

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Department of Transportation

## Introduction

# Plans Preparation Manual, Volume 1

### **PURPOSE:**

This *Plans Preparation Manual, Volume 1* sets forth geometric and other design criteria, as well as procedures, for Florida Department of Transportation (FDOT) projects. The information contained herein applies to the preparation of contract plans for roadways and structures.

### **AUTHORITY:**

Sections 20.23(3)(a) and 334.048(3), Florida Statutes.

### **SCOPE:**

This procedure impacts anyone preparing roadway and structures construction plans for the Department.

### **PROCEDURE:**

The criteria in this manual represent requirements for the State Highway System which must be met for the design of FDOT projects unless approved Design Exceptions or Design Variations are obtained in accordance with procedures outlined in this manual.

Roadway and structures design is primarily a matter of sound application of acceptable engineering criteria and standards. While the criteria contained in this manual provide a basis for uniform design practice for typical roadway design situations, precise standards which would apply to individual situations must rely on good engineering practice and analyses.

Special requirements for Non-Conventional Projects, e.g., Design-Build Projects and all Non-Design-Bid-Build Public-Private-Partnership Projects, may be shown in a “Modification for Non-Conventional Projects” box as shown in the following example:

Modification for Non-Conventional Projects:
Delete <b>PPM</b> 7.2.6 and replace with the following:
<b>7.2.6          Signing Project Coordination</b>
The Design-Build firm must submit a master signing plan with the Technical Proposal. The master signing plan can be on a roll plot.

These boxes are located at the beginning of the chapter or after a section, paragraph or table which is to be modified. The requirements listed within these boxes are only applicable to Non-Conventional Projects.

The Author of a Request for Proposal (RFP) for a Non-Conventional project must use the standard boilerplate language as a starting point in developing RFPs on all Department Design-Build projects. **Section V** of the **Design-Build Boilerplate** establishes Department, FHWA and AASHTO criteria, procedures, guidelines and design codes that serve as design constraints to be used in the performance of the work. The governing regulations list in **Section V** cannot be modified without the approval of the State Construction Office. The standard boilerplate language is available at the FDOT Construction Office website:

<http://www.dot.state.fl.us/construction/DesignBuild/DBDocuments/DBDocsMain.shtm>

Pre-scoping questions have been developed to aid in the establishment of project constraints and requirements to be included in the RFP. The Pre-scoping questions can be found at:

<http://www.dot.state.fl.us/construction/DesignBuild/DBRules/DBRulesMain.shtm>

Situations will exist where these criteria will not apply. The inappropriate use of and adherence to these criteria does not exempt the engineer from the professional responsibility of developing an appropriate design. The engineer is responsible for identifying those criteria which may not apply to a particular design, and for obtaining the necessary Design Exception or Design Variation to achieve proper design.

## 1. PLANS PREPARATION MANUAL, VOLUME 1 - MANUAL ORGANIZATION

### a. Background

The Florida Department of Transportation *Plans Preparation Manual (PPM)* was published in the current format in January 1998. The criteria in the 1998 PPM were given in metric units.

### b. Organization

The *Plans Preparation Manual* is a two-volume manual. *Volume 1* contains the design criteria and process and *Volume 2* contains material concerning plans preparation and assembly.

## 2. DISTRIBUTION

This document is available electronically on the PPM web page:

<http://www.dot.state.fl.us/rddesign/PPMManual/PPM.shtm>

PPM users can register to receive notification of updates and *Roadway Design Bulletins* online through the Department's Contact Management Database at:

<http://www2.dot.state.fl.us/contactmanagement/>

For information on updates and *Roadway Design Bulletins*, contact:

Roadway Design Office, Mail Station 32

Telephone (850) 414-4310

FAX Number (850) 414-5261

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

## 3. REVISIONS AND UPDATES

*Plans Preparation Manual (PPM)* users are encouraged to submit comments and suggestions for changes to the manual to the State Roadway Design Office. When ideas or suggestions are received they will be reviewed by appropriate Roadway and/or Structures Design staff in a timely manner and will be coordinated with other offices affected by the proposed change. Items warranting immediate change will be made with the approval of the State Roadway Design Engineer and/or State Structures Design Engineer in the form of a *Design Bulletin*.

**Roadway Design Bulletins** are numbered based on the two digit calendar year and bulletin number (YY-##). Notices are sent to all users who are registered to receive notifications for **Roadway Design Bulletins** and updates to the **PPM**. Design Bulletins affecting the **PPM** will remain effective until either:

1. An official manual revision is published; or
2. The **Design Bulletin** is made void.

**Roadway Design Bulletins** are posted online at:

<http://www.dot.state.fl.us/rddesign/bulletin/>

Structures design issues, which are subject to modification and revision, will be processed in coordination with the State Structures Design Office. See the **Structures Manual** for more information on this process.

Proposed revisions are distributed in draft form to each District's Roadway Design Engineer or Structures Design Engineer. These experienced engineers provide the necessary technical and practical input on how the revision will potentially affect their District's operations and customers. Periodically, these engineers meet collectively with the State Roadway Design Office or the State Structures Design Office to discuss comments on the proposed revisions. Proposed revisions with comments are then presented to the District Design Engineers (DDE) for review and comment. Once the comments are addressed, the Florida FHWA Division Office is given the opportunity to review the revisions as per the Department's Partnership Agreement with FHWA.

The State Roadway Design Office will also coordinate proposed revisions or additions with affected offices within the Central Office. Substantive revisions that result in policy change may be coordinated with the Executive Committee for adoption.

Revisions and updates are adopted or rejected by the State Roadway Design Engineer (for Roadway Design issues) or the State Structures Design Engineer (for Structures Design issues). Requirements mandated by FHWA or State Rules will be coordinated with the DDEs and affected offices within the Central Office and are considered compulsory.

All revisions and updates will be coordinated with the Forms and Procedures Office prior to publishing to ensure conformance with and incorporation into the Department's Standard Operating System.

Notification of the adopted revisions and addenda will be distributed to registered users of the manual through the Department's Contact Management Database.

### **TRAINING:**

None required.

### **FORMS ACCESS:**

Documents marked as ***Exhibits*** provide only a starting point allowing users to change or alter the document as needed to fit specific situations. These Exhibits are not official forms of the Department. Templates for these documents are available online at:

<http://www.dot.state.fl.us/rddesign/PPMManual/NForms/PPMForm.shtm>

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