PLAN NOTES WORK FLOW FOR PLANS REVIEWERS

INITIAL Engineering

 \downarrow Step 1: Review initial plans.

Step 2: Check all notes already included in the plans. If there are any notes in the plans that is related to your office but were not requested by you then submit an ERC comment to find out where the note originated from/who requested it in the plans. If you already know the note(s) is not applicable, is redundant with or contradicts the specs/standards, just ask for it to be deleted.

Step 3: Check whether any new project specific notes, not already included in the plans, are needed. If so, request through ERC.

CONSTRUCTABILITY Phase

Step 1: Review constructability plans.

Step 2: If this is the first set of plans (skipped Initial), then please complete Step 2 under INITIAL ENGINEERING

ERC Step 3: Review responses. If there is no justification for previously included notes, request their removal. If the notes are warranted/justified, ensure the notes are written appropriately. Specifically, the notes must: be specific; project clear/concise directive to the contractor; not include any extraneous, unnecessary information; and, not contradict or repeat the specifications/standards, other notes, or conditions. Request any note removals or revisions via ERC.

Step 4: Check whether any new project specific notes are needed. If so, request through ERC.

Step 5: Prepare a list of all notes as they should appear in the Biddability Phase. If in doubt about a particular note, submit via email to the District Engineer Specs (Frvin Sterling), copying the District Final Plans & Specs Engineer (Nadir Rodrigues). State that the project is progressing to the biddability phase and request review/acceptance of proposed notes. If the review results in note revisions. coordinate revisions with the PM/EOR via email and/or via ERC.

BIDDABILITY Phase

Step 1: Review biddability phase plans. Ensure all requested note/plan changes have been implemented.

Step 2: If permits have been issued for the project, review the permit special conditions to ensure there are no conflicts and/or redundancies with the plan notes.

3: Request Step outstanding plan note changes (additions, removals, revisions) through ERC, as warranted. Also, request that a copy of the revised plan sheets be submitted to you via email and/or via document attachment to the FRC comment response.

PRIOR TO PRODUCTION **Submittal**

Step 1: If permits were not available at the Biddability Phase, review the permit special conditions prior to production to ensure there are conflicts redundancies with the plan notes. Coordinate directly with the PM/EOR to implement any final changes, if needed.

Step 2: If the preceeding steps were completed successfully, the notes portion of the project plans should be ready to proceed to production, Final Plans, and Central Office.

Please note that if plan notes are written in lieu of a TSP, the notes must follow the format of a TSP (including Proprietary Products process)