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DATE: August 5, 1998

TO: Registered Plans Preparation Manual Holders

FROM: James A. Mills, PE
Roadway Design Office
Criteria and Standards Section

CC: Freddie Simmons, Billy Hattaway, William Nickas

SUBJECT: IMPLEMENTATION OF JULY, 1998 REVISIONS TO THE PLANS
PREPARATION MANUAL, VOLUME 1 METRIC, JANUARY, 1998

The July, 1998 Revisions to the Plans Preparation Manual, Volume 1 Metric, January, 1998 are to be implemented on all Metric and English projects as stated below.

Chapter 10, Section 10.10.3 - Variable Message Signs

SUMMARY OF REVISION:

Section 10.10.3 was revised for consistency with Supplemental Specifications requiring variable message signs for nighttime work .

IMPLEMENTATION:

This requirement was previously implemented by a Supplemental Specification approved for use on all projects 10-20-97. Note: The Supplemental Specification also eliminated the requirement for an off-duty law enforcement officer for nighttime work within 1.2 meters of the traveled way.

This change applies to both Metric and English Projects.

Chapter 10, Section 10.16 - Law Enforcement Services

SUMMARY OF REVISION:

Section 10.16 was revised to allow the use of On-duty FHP for speed enforcement on non-Limited Access facilities provided that the District Director of Operations has approved its use.

IMPLEMENTATION:

This new provision is available for use immediately.

This change applies to both Metric and English Projects.

Chapter 11, Stormwater Pollution Prevention Plan

SUMMARY OF REVISION:

- Section 11.2 was revised to require that controls for toxic substances be addressed in the SWPPP narrative.
- Section 11.2.1 was revised to require that the location of each outfall be given in terms of latitude and longitude, to the nearest 15 seconds.

IMPLEMENTATION:

These revisions were made to be consistent with EPA General Permit requirements effective April 3, 1998.

This change applies to both Metric and English Projects.

Chapter 20, Plans Processing and Revisions

SUMMARY OF REVISION:

This chapter has been completely reprinted due to a number of changes summarized as follows:

- The first submittal of a plans set to Central Office Plans Processing for Preliminary Estimates and the change memo have been eliminated (Section 20.3). Note: These or similar submittal requirements may be re-instated at the District level to control preparation of the Specifications Package and the District Cost Estimate. The District

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- should be contacted for more information.
- The Contract Plans Package submittal requirements have been revised to include the requirement for the District Cost Estimate, and one additional copy of the Plans Set (Section 20.3 and Exhibits 20A and 20B).
 - The provision allowing non-CADD produced Summary of Pay Items has been eliminated (Section 20.3).
 - The Revision Package submittal requirements have been revised to include a revised District Cost Estimate when the revision involves a revised CES (Section 20.4 and Exhibit 20-C)
 - The instructions for re-submitting a withdrawn project have been revised to indicate that plans are being re-submitted rather than revised (Section 20.5).
 - A sample Preliminary Engineering Certification Form has been added (Exhibit 20-G).
 - The Chapter and sample forms were revised to comply with current instructions for referencing project numbers (use Financial Project ID rather than Financial Project Number).

IMPLEMENTATION:

Effective Immediately.

This change applies to both Metric and English Projects.

Chapter 23, Design Exceptions and Design Variations

SUMMARY OF REVISION:

- The term “controlling elements” has been revised to “critical elements” throughout the chapter.
- Sections 23.4 and 23.8 have been revised to address coordination and concurrence requirements for Design Exceptions and Variations for Design Speed on FIHS facilities.
- Section 23.8 has been revised to clarify the definition of Design Variation.

IMPLEMENTATION:

These revisions are intended to provide clarification and do not constitute new criteria requiring an implementation schedule.

This change applies to both Metric and English Projects.

Chapter 29, Section 29.1.2 Overhead Signs on Bridge Structures

SUMMARY OF REVISION:

Section 29.1.3 was added to provide clarification on the design process for the attachment system for overhead signs on bridge structures.

IMPLEMENTATION:

This revision is intended to provide clarification and does not constitute new criteria requiring an implementation schedule.

This change applies to both Metric and English Projects.

Chapter 30, Retaining Walls

SUMMARY OF REVISION:

Chapter 30 was revised to eliminate the need for including proprietary wall company plans in the Contract Plans for normal, uncomplicated wall projects. For these type projects, it will be necessary to include only the Control Drawings in the Contract Plans. Standard details for each of the alternate wall companies will be included in the Roadway and Traffic Design Standards (to be available as Interim Indexes October 15, 1998). Example control drawings (5 sheets) have been added to chapter. In addition to this new process, pay items for each of the individual wall companies have been eliminated and replaced by generic pay items, and a new method of measurement is being implemented.

IMPLEMENTATION:

The change in Pay Items and the new method of measurement is being implemented in two phases, short term and long term. The short term change is effective with the August, 1998 letting. See the July 1, 1998 Basis of Estimates Handbook for more details on these Pay Item Changes.

Implementation of the new process where plans involving proprietary walls contain only control drawings and refer to the Roadway and Traffic Design Standards for wall details is effective on projects let after July 1, 1999, NOT PRIOR.

This change applies to both Metric and English Projects.

Appendix D, Exhibits KS-1 and KS-2

SUMMARY OF REVISION:

Exhibit KS-1 (example metric Key Sheet) has been revised as follows:

- Shows example for projects which have only a Financial Project ID and do not have previously assigned State Project Numbers or WPI Numbers.
- “Financial Project No.” was changed to “Financial Project ID”
- “Plans of Proposed State Highway” was changed to “Contract Plans”

Exhibit KS-2 shows an example for projects which have a Financial Project ID as well as previously assigned State Project Number and WPI Number.

IMPLEMENTATION:

The requirement for showing Financial Project ID information on plans was previously implemented. The requirement to use “Financial Project ID” rather than “Financial Project No.” is effective on all projects beginning design as of July 1, 1998. Implementation on projects where design was previously underway is at the discretion of the Districts without impact to production schedules and budgets.

The use of “Contract Plans” rather than “Plans of Proposed State Highway” is effective on all projects beginning design phase as of July 1, 1998. Implementation on projects where design was previously underway is at the discretion of the Districts without impact to production schedules and budgets.

This change applies to both Metric and English Projects.

All Other Changes and Revisions in the July, 1998 revision package primarily consist of clarification and/or error corrections. These are effective immediately.

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