

Chapter 20

Plans Processing and Revisions

The following are changes, additions or deletions to the January 2011, Topic #625-000-007, Plans Preparation Manual (PPM) - English, for use on Turnpike projects only:

20.1 General

Add the following language

The majority of FTE PS&E packages are advertised and awarded by FTE's Contracts Administration Office. Meaning, FTE does not follow the majority of the plans processing procedures relating to Central Office lettings and subsequent revisions. For detailed information about the FTE plans processing activities see the FTE Electronic Plans Processing flowcharts for Pre-Production, Production to Advertisement, Advertisement to Letting and Post-Letting included at the end of this chapter.

20.3 Plans Processing

Add the following language

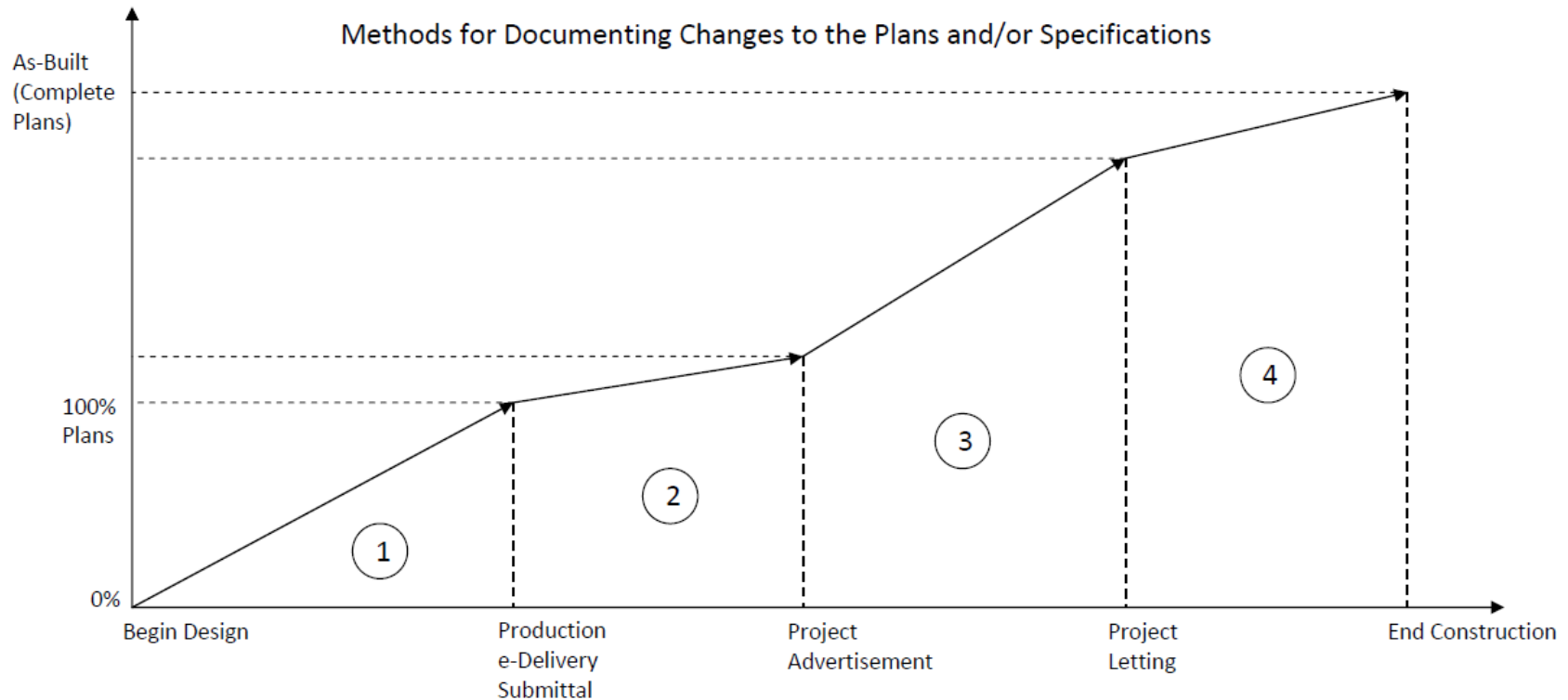
Once the PS&E package has been reviewed and accepted, the Plans Processing Manager will extract the sealed PostScript image files that represent the plan sheets and the sealed Specifications Package PDF file from the secured electronic delivery. Using the SetMaker application, a PEDDS Sub-set Manifest Document is generated and signed by the Plans Processing Manager. Together with the PEDDS Delivery Manifest and Signature Documents, the Sub-set Manifest details the project files to be contained on the Plans & Specifications CD. A scanned copy of the original PEDDS Documents is included on the Plans & Specifications CD. An auto-play kiosk is also included on the Plans & Specifications CD that facilitates the bidder's review of the contract documents.

20.4 Revisions to the Contract Package

Add the following

See both the TPPPH and PPM Volume 2 Chapter 3.11 for additional information on formatting the Lead Key Sheet for revisions.

Refer to the following chart to determine how to document changes to the PS&E package.



- ① Changes to the plans and/or specifications are ongoing with no tracking required.
- ② Necessary changes to the plans and/or specifications are made without tracking. However, to incorporate the changes, an updated Project CD/DVD and related PEDDS Documents shall be submitted.
- ③ Necessary changes to the plans and/or specifications are documented by means of an addendum to the Plans & Specs CD. To incorporate the changes, a Revision Project CD/DVD and related PEDDS Documents as well as a completed Revision Memo shall be submitted. No clouding shall be used.
- ④ Necessary changes to the plans and/or specifications are documented by means of a construction revision. To incorporate the changes, a Revision Project CD/DVD and related PEDDS Documents shall be submitted.

Exhibit 20-A: Transmittal of Contract PS&E Package

MEMORANDUM

DATE: _____

TO: Richard Nethercote, Turnpike Contractual Services Administrator
Attn: Carolyn Thompson, Contracts Specialist

FROM: Carlos R. Bonilla, Turnpike Plans Processing Engineer

SUBJECT: TRANSMITTAL OF CONTRACT PLANS PACKAGE – Turnpike Let

Proposal/Contract ID: _____ Letting (mo/yr) Jan 2009
 Financial Project ID(s): _____
 State Road No: _____ County: _____
 Project Description: _____

- Bid CD with PEDDS Sealed Contract Plans Set and PEDDS Sealed Specifications Package. Scanned copy of signed PEDDS Delivery Manifest Document and sealed PEDDS Signature Documents included.
- Use of aerials approved by Turnpike Design Engineer
- Project Book including:
- Construction Duration
 - Utility Certification
 - Right of Way Certification
 - Permit Transmittal Memo
 - Maintenance Agreement, if applicable; (number _____)
 - Joint Project Agreement with engineer's estimate, if applicable.
Reimbursable (number _____)
Non-reimbursable (number _____)
- Cost Estimate transferred via TRNS*PORT

Specifications Workbook Items

- Considerations of Bids – Scope Alternates
- Budgetary Constraints (\$_____)
- Award and Execution of Contract (Changes to standard award and execution)
- Flexible Start/Procurement Time (_____ calendar days)
- Beginning Work (.....Perform no work.... until _____.....)

This plans package is complete, has no known errors or omissions, has been reviewed for constructability and biddability, and is ready to advertise for construction.

Concurrence: _____
 Turnpike Design Engineer

Exhibit 20-C: Revision Memo Sheet 1 of 3

MEMORANDUM

DATE: _____

TO: Richard Nethercote, Turnpike Contracts Administrator
Attn: Carolyn Thompson, Contracts Specialist

THRU: Carlos R. Bonilla, Plans Processing Engineer

FROM: _____, Consultant Project Manager

COPIES: Turnpike Construction Engineer (with any computation book sheets),
Turnpike's Project Manager

SUBJECT: Transmittal of Revision No. _____ – Turnpike Let
Letting (mo./yr.) _____
Financial Project ID(s) _____
Proposal/Contract ID _____
County _____ SR No. _____

ATTACHMENTS:

Addendum Bid CD (Revisions and/or Supplement) to Contract Plans & Specifications

Revisions have been reviewed for effects on the Specifications Package and a Supplemental Package

is is not required. _____ Date: _____

Turnpike Specifications Manager

**REVISIONS MUST BE RECEIVED IN PLANS PROCESSING NO LATER THAN 6 WORK DAYS
BEFORE BID OPENING.**

Addendum No.: _____

Plans Revision No.: _____

Supplemental Specifications Package No.: _____

Exhibit 20-C: Revision Memo Sheet 3 of 3

REMINDER

PROCESS:

1. Consultant Project Manager (or delegate) reviews documents and fills out memo.
2. If modifying quantities:
 - enter new pay item number, date, description, unit, and quantity or,
 - enter deleted pay item number, date and state “deleted”, or
 - enter revised pay item number, date, description, unit, old and new quantities.
2. If adding or deleting a pay item, review each design group of the Proposal Summary of Pay Items to insure any pay item rollover between sheets is properly printed.
3. Turnpike Specifications Manager reviews and signs memo.
4. Plans Processing Engineer reviews, signs memo and transmits Package to Contracts.

NOTE

These flowcharts are intended to document the internal process for handling FDOT Contract PS&E Electronic Delivery projects from design completion through construction at FTE.

FTE Electronic Plans Processing – Pre-Production

1
Construction Duration and Contract Specs Memo

CONSULTANT COORDINATION MEETING – SPECIFICATIONS & E-DELIVERY

Around Phase III, the **Specifications Manager** and **Plans Processing Manager** schedule a meeting at **Consultant's** office with their specs and e-delivery staff

Consultant Coordination includes:

Specifications

- Specifications indicated on Construction Memo
- Project specific Specifications and Technical Special Provisions
- FDOT Specs on the Web application
- Resources on FTE Design website

Electronic Delivery

- Discuss e-delivery phase submittal comments
- FDOT Engineering/CADD Systems Office software and support
- FTE Electronic Delivery Checklist (internal document, provided as reference, used for Production PS&E submittal review)
- Submittal requirements and Production timeframe

2
Final (No-S/S) Electronic Delivery

FINAL NO-S/S ELECTRONIC DELIVERY SUBMITTAL

One (1) electronically secured **Project CD**, including all required deliverables*¹, and supporting **original documents***² are delivered to the **Project Manager (PM)**

*¹ Required **Project CD** deliverables include:

- Graphic design files
- Engineering data files (including LandXML)
- CADD Quality Control (QC) reports
- PostScript plan sheet image files
- Draft Specifications Package PDF including any TSPs (12345615201specpack.PDF)
- Specifications Workbook PDF
- Specifications QA-QC Checklist (scan to PDF)
- Composite plan set PDF (Project.PDF)
- Plan sheet index report (Sheetndx.HTM)
- Project index (ProjectIndex.XML)
- Project Journal
- PEDDS meta data

*² **Original documents** include:

- PEDDS Delivery Manifest
- PEDDS Authentication Test (from disc)

PM transmits **Final (No-S/S) Project CD** and **original documents** to **Plans Processing Manager**

Plans Processing Manager posts **Final (No-S/S) Project CD** on FTE network for **Quality Control Review**

3

QUALITY CONTROL REVIEW - PS&E AND E-DELIVERY

3

Plans Processing Manager, Specifications Manager and Senior Estimator review Final (No-S/S) PS&E Electronic Delivery. (**Plans Processing Engineer** spot checks for critical issues)

PLANS

- Key Sheet: correct FPID(s), Governing Standards and Specifications years, Design Standards Modifications date, fiscal year, FPID(s) of 'goes-with' strung project(s), Construction Contract Number, and the Consultant's contract number, vender number, certificate of authorization number, company name, and address.
- Strung jobs list correct lead FPID
- Proposal Summary of Pay Items lists correct FPID, Proposal ID and, where available, includes strung jobs.
- All plans sheet names and numbers match each component's Key Sheet Index of Plans.
- FPID(s) is/are correct on all plan sheets.
- All intended sheets are included.
- All sheets are legible and second generation copies are clear.

SPECIFICATIONS

- Verify use of Specs on the Web to generate workbook and package.
- Incorporated required procedures from the "Handbook for the Preparations of Specifications Packages."
- Cover sheet of the Specifications Package and, if applicable, the Technical Special Provisions, lists correct project information.
- Cover sheet of the Specifications Package and, if applicable, the Technical Special Provisions, has notice for electronic sealing for each necessary professional.
- Page numbers match Table of Contents.
- All indicated pages included in PDF.
- Verify formatting.
- Legal review of Specifications Package.

ESTIMATES

- Verify proposal summary of quantities are in plans.
- Verify "do not bid" items have set price flag checked.
- Verify "lump sum" pay items have quantity equal to 1.
- Verify all pay items are included and valid (review plans & specifications).
- Verify pay items are in correct category.

E-DELIVERY

- Review Final (No-S/S) Electronic Delivery using the FTE Electronic Delivery Checklist as a guide.

Is all project information in compliance and complete?

Yes

Plans Processing Manager notifies **PM**

No

PS&E staff discuss issues and all comments are provided to **PM**

PM requests **Consultant** implement last changes

PM gives **Consultant** approval to sign/seal using PEDDS and to produce the Production PS&E Electronic Delivery

4

REFERENCES

- FDOT CADD Manual
- FDOT CADD Production Criteria Handbook
- FDOT Plans Preparations Manual
- Turnpike Plans Preparation and Practices Handbook

KEY PLAYERS

- Specifications Manager** – Bill Newlin
- Senior Estimator** – Steven Sheffield
- Plans Processing Manager** – Dayna Nixon
- Plans Processing Engineer** – Carlos Bonilla
- PM** – FTE Project Manager
- Consultant** – Project Design Firm

FTE Electronic Plans Processing – Production to Advertisement

4

Production PS&E Electronic Delivery

PRODUCTION PS&E SUBMITTAL

One (1) electronically signed, sealed and secured **Project CD**, including all required deliverables^{*1}, and supporting **original documents**^{*2} are delivered to the Project Manager (PM)

^{*1} Required **Project CD** deliverables include:

- Graphic design files
- Engineering data files (including LandXML)
- CADD Quality Control (QC) reports
- PostScript plan sheet image files
- Specifications Package PDF (including TSPs)
- Composite plan set PDF (Project.PDF)
- Plan sheet index report (Sheetndx.HTM)
- Project index (ProjectIndex.XML)
- Project Journal
- PEDDS meta data

^{*2} **Original documents** include:

- PEDDS Delivery Manifest
- PEDDS Signature Documents
- Electronic Delivery Compliance Certification Form

PM transmits the **Project CD** and **original documents** to **Plans Processing Manager**

COMPLIANCE REVIEW - PS&E AND E-DELIVERY

Plans Processing Manager reviews deliverables on **Project CD**

NOTE: If comments were made on the **Final (No-S/S) Electronic Delivery** then **PS&E staff** focuses on reviewing **latest changes**, as well as **overall project completeness and compliancy**.

E-DELIVERY

- Review electronic deliverables on **Project CD**, see FTE Electronic Delivery Checklist for details on minimum requirements.

SPECIFICATIONS

- FTE approved Specifications Package PDF in Specs folder.
- Specifications Package page numbers match Table of Contents and all indicated pages included in PDF.

ESTIMATES

- Verify "proposal" summary of quantities are included in plans.
- Verify all pay items are included and valid (review plans & specifications).
- Prepare for estimates control transfer to Contracts.

PLANS

- Key Sheet: correct FPID(s), Governing Standards and Specifications years, Design Standards Modifications date, fiscal year, and FPID(s) of 'goes-with' strung project(s).
- All plans sheet names and numbers match each component's Key Sheet Index of Plans.
- FPID is correct on all plan sheets.
- All intended sheets are included.

Specifications and Estimates perform last QC review

Plans Processing Engineer spot checks plans

Is all project information in compliance and complete?

5

Plans Processing Manager and/or Plans Processing Engineer notifies **PM** of issue(s) and requests **Electronic Delivery resubmittal**

4

PLANS & SPECS EXTRACTION

Plans Processing Manager uses SetMaker to extract **Plans & Specs components**^{*3} from the **Project CD**

^{*3} **Plans & Specs components** include:

- PostScript plan sheet image files
- Specifications Package including any TSPs (12346515201speckpack.PDF)
- Composite plan set PDF (Project.PDF)
- Plan sheet index report (Sheetndx.htm)
- Project index (Projectindex.xml)
- PEDDS meta data

PLANS & SPECS PACKAGING

Plans Processing Manager assembles and burns **Plans & Specs CD**^{*4}

^{*4} **Plans & Specs CD** includes:

- **Plans & Specs components**^{*3}
- PDF of scanned **original documents**^{*2}
- FTE Bid Kiosk (autoplay.exe)
- Software (Adobe Reader, PEDDS, GSview, and qSheet)

PLANS & SPECS DELIVERY

Plans Processing Manager delivers **Plans & Specs CD** to **PM**

PM delivers **Plans & Specs CD** and completed **Project "Blue Book"** to **Plans Processing Engineer**

PLANS & SPECS VALIDATION

Plans Processing Engineer reviews **Plans & Specs CD**

Did PEDDS authenticate the delivery **and** is the project information in compliance and complete?

PLANS & SPECS TRANSMITTAL TO FTE CONTRACTS

Plans Processing Engineer transmits **Plans & Specs CD** and **Project "Blue Book"** to **Contracts Administration Office**

CHANGES TO PLANS AND/OR SPECS AFTER THIS POINT ARE HANDLED AS ADDENDUMS

Contracts Administration Office burns and distributes copies of **Plans & Specs CD** to interested **Contractors**

6

Plans Processing Engineer notifies **PM** and **Plans Processing Manager** of acceptance and transmittal

PM notifies **Construction** and transmits **Comp Book**

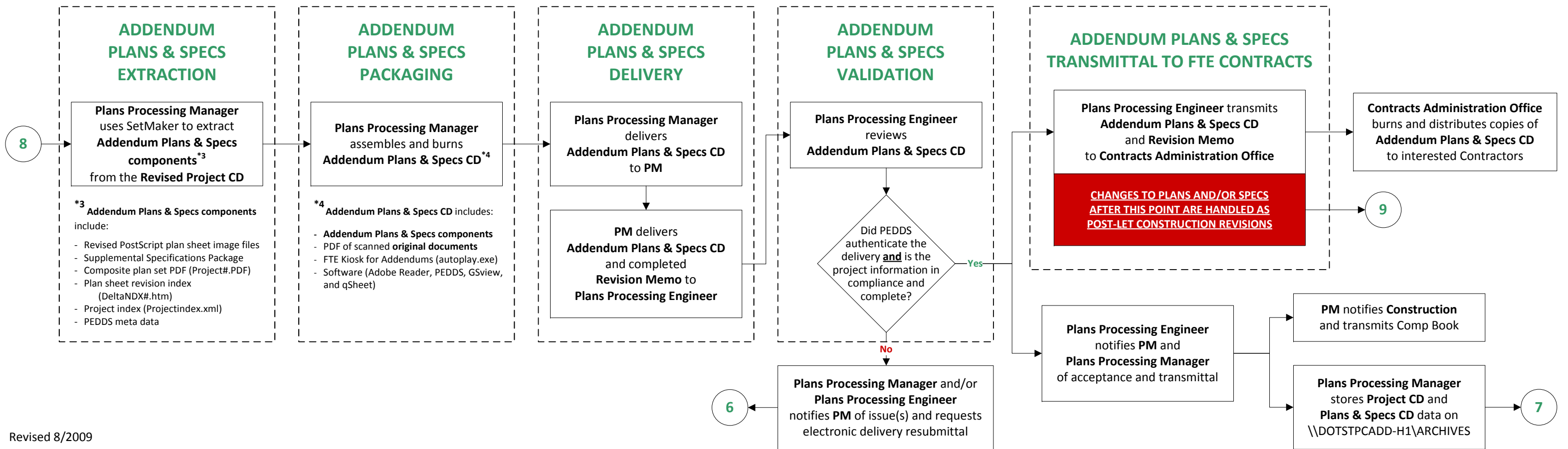
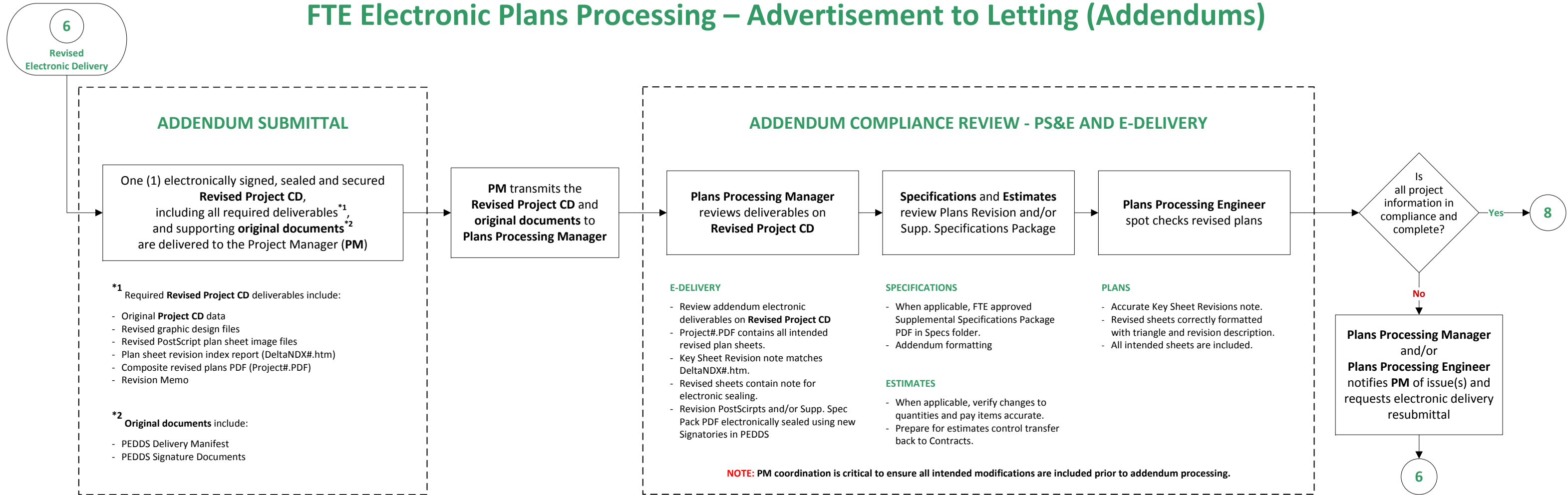
Plans Processing Manager stores **Project CD** and **Plans & Specs CD** data on \\DOTSTPCADD-H1\ARCHIVES

7

4

Plans Processing Manager and/or Plans Processing Engineer notifies **PM** of issue(s) and requests **electronic delivery resubmittal**

FTE Electronic Plans Processing – Advertisement to Letting (Addendums)



FTE Electronic Plans Processing – Post-Letting (Construction Revisions & Archiving Activities)

