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To: Registered PPM Holders
cc:
bcc:
Subject: February 2003 PPM Corrections

Registered PPM Holders:

The following PPM pages have been issued as "Corrected Copy - February 2003":

PPM Volume I, Chapter 20 Plans Processing and Revisions, Page 20-3
PPM Volume I, Chapter 20 Plans Processing and Revisions, Page 20-4 (Corrected group name "CO-ISCOPE")
PPM Volume I, Chapter 20 Plans Processing and Revisions, Page 20-6
PPM Volume I, Chapter 20 Plans Processing and Revisions, Page 20-11
PPM Volume I, Chapter 20 Plans Processing and Revisions, Page 20-13
PPM Volume I, Chapter 20 Plans Processing and Revisions, Page 20-14
PPM Volume I, Chapter 20 Plans Processing and Revisions, Page 20-18
PPM Volume I, Chapter 24 Federal Aid Project Certification, Page 24-7

The above corrections to pages 20-3, 20-11, 20-18, and 24-7 address the elimination of the requirement to include a federal aid project certification statement on federally funded projects. Therefore, the Project Certification to Federal Standards (Exhibit 20-F), signed by the Production Director, is no longer required. Note: While the project-by-project certification statements are no longer required, Districts are still responsible for insuring that all Federal Aid work will meet or exceed the standards approved by the Secretary of the U.S. DOT under 23 U.S.C.109(c). (See PPM Chapter 24).

The above corrections to pages 20-6 and 20-14 (Attachment 1) address the elimination of the requirement to send a copy of the Revision Memo and a copy of the revised sheets to the Federal Aid Office on Federal Aid Oversight projects. Now, FHWA will receive these copies directly from the Contracts Administration Office, and not from the District.

There are several other corrections made to page 20-14, one of which is the updated fax number for the State Estimates Engineer. The other change relates to Attachment 2. The original edition of the PPM January 2003 update included a revision indicating that the District Cost Estimate is required as an attachment to the Revision Memo only for Federal Aid Oversight projects. This was incorrect. The District Cost Estimate is required for ALL Federal Aid projects and Page 20-14 has been corrected accordingly.

The above corrections to page 2-13 includes the removal of "(Lead number only)" following the Proposal/Contract ID blank on the Revision Memo. The Revision Memo also had a place to indicate whether or not the project was Federal Aid Oversight. This was incorrect. This has been corrected to include a place to indicate the Federal Aid Number.

No hardcopy version of these corrected pages are being sent. PPM holders should download and print the electronic version of these pages from the 2003 PPM web site (or the Roadway Updates page) to replace pages in the hardcopy edition:
2003 PPM Web Site: <http://www11.myflorida.com/rddesign/PPM%20Manual/2003/PPM.htm>

If you have any questions concerning these corrections, please contact this office.

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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 Contract Plans Package for mailing:

1. Electronically Signed/Sealed Specifications Package accompanied by the Specifications Transmittal memo on a single CD.
2. Contract file.

20.3.2 Submittal to Tallahassee

Districts are responsible for preparing the Contract Plans Package and mailing 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.

Before mailing plans to Central Office, the District will assemble the Plans Package and insure it is complete, as follows:

1. The Transmittal of Contract Plans Package (**Exhibit 20-A**) and applicable documents are attached.
2. An original set of the Contract Plans is sealed in accordance with **Chapter 19**, this volume. 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. All sheet numbers match the key sheet index, and the Financial Project ID (or State Project number) 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. An additional copy of the Contract Plans set is required for the State Estimates Office for those Districts where the preparation of the Official Estimate **has not** been decentralized. The schedule* for decentralization is as follows:

| | |
|--------------------------|----------|
| District 2 and Turnpike: | 03-27-02 |
| Districts 3 and 5: | 11-27-02 |

| | |
|--------------------|----------|
| Districts 4 and 6: | 05-27-03 |
| Districts 1 and 7: | 11-25-03 |

* Note: This schedule is preliminary and subject to change.

3. An electronically signed and sealed Specifications Package, accompanied by the Specifications Transmittal memo on a single CD is transmitted to the Plans Processing Section.
4. E-mail the "Intent and Scope" and "Specialty Work" information for each project to the Tallahassee Contracts Office using the group name "CO-ISCOPE".
5. The Contract File Index (**Exhibit 20-B**) with all applicable documents attached.
6. Other components of the Plans Package such as Utility Certification, etc.

When submitting the Plans 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).

Several activities are required by the units in Central Office to get a project ready for letting. 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 on a single CD 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 set (Record Set) of the Final Plans is used by District Final Estimates to make the final payout of a construction project. After the final payout, District Final Estimates mails the sealed Final Plans to the Department of State for microfilming. Once microfilmed, the Department of State destroys the paper based sealed Final Plans, archives the microfilm negative as the Record Set of the Final Plans, sends one copy of the microfilm to the District and another to Central Office.

- 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 CO-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 to Plans Processing at Mail Station 75. If a Supplemental Specifications Package is required, submit it as an electronically signed and sealed package accompanied by the Specifications Transmittal memo on a single CD. 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 on a single CD.
 10. Upon receipt of the signed original Revision Memo, Plans Processing checks the revision package for completeness. A copy of the Revision Memo and a copy of the revised sheets are delivered to the State Estimates Office for those Districts where the preparation of the Official Estimate has not been decentralized.

After contract award, revisions are done by district construction in accordance with the **Construction Project Administration Manual (CPAM), Topic No. 700-000-000**.

**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 arrival in Central Office) _____

- _____ Calendar Days Recommendation*
- _____ Preliminary Engineering Certification*
- _____ Utility Certification
- _____ Status of Environmental Certification*
- _____ Permit Transmittal Memo
- _____ Maintenance Agreement, if applicable*; (number ____)
- _____ Joint Project Agreement with engineer's estimate, if applicable; 2 copies
- _____ Reimbursable (number ____)
- _____ Non-reimbursable (number ____)
- _____ District Cost Estimate*

Yes_ No_ Federal Authorization Request (FAR) Form has been electronically transmitted*

Yes_ No_ Project exempt from FHWA oversight under agreement dated April 26, 1999*

Yes_ No_ Right of Way Certification was mailed to State R/W Administrator

* Include if federally funded.

Name: _____

Signature: _____

Project Manager/Other Title

**Exhibit 20-C Revision Memo
Sheet 1 of 3**

DATE: _____ 1 of ____

TO: State Specifications Engineer
Attn.: Plans Processing, Mail Station 75

FROM: _____, Project Manager

COPIES TO: District Specifications Engineer, District Construction Engineer (computation book sheets only)

SUBJECT: **Revision Memo** - Letting (mo./yr.) _____

Financial Project ID _____ (Lead number only)

Proposal/Contract ID _____

Federal Aid No. _____

County _____

State Road No. _____

Concurred by: _____
DDE, DCPME or DSDE

Date: _____

I have reviewed for effects on the Specifications Package and a package revision is ____ is not ____ required. _____ Date: _____
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: _____
District Secretary

| <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 3

REMINDER

PROCESS:

1. Fill out headings.
2. On oversight projects, get FHWA concurrence. Print name of FHWA Engineer and date.
3. Get concurrence 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 from the District Secretary. Notify Plans Processing. No revisions are allowed within 5 workdays before letting.
6. Enter the sheet number or the Summary of Pay Items design group 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)-487-4584, Suncom 277-4584 (or after February 4, 2003: (850)-414-4877, Suncom 994-4877) 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 at Mail Station 75.

ATTACHMENTS:

1. Revised sealed plans sheets including Summary of Pay Items.
2. Revised District Cost Estimate if federally funded.
3. If required, an electronically signed and sealed Supplemental Specifications Package accompanied by the Specifications Transmittal memo on a single CD.

COMPUTATIONS:

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

Exhibit 20-F Project Certification to Federal Standards

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

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

24.5 Certification Statement

A Federal Aid project certification statement by the District Production Director for each project is no longer required. However, Districts are responsible for insuring that all Federal Aid requirements are met as described in this chapter.