ROADWAY DESIGN BULLETIN 12-16
STRUCTURES DESIGN BULLETIN 12-13

DATE: August 30, 2012

TO: District Design Engineers and Plans Preparation Manual Holders

FROM: Duane F. Brautigam, PE, Director, Office of Design
Robert V. Robertson, P.E., State Structures Design Engineer

COPIES: Brian Blanchard, Tom Byron, David Sadler, Tim Lattner, Mark Wilson, Bruce Dana, John Krause, and Chris Richter (FHWA)

SUBJECT: Design Standards Revisions (DSR) - Inclusion of Revised Index Drawings in the Plans

This bulletin introduces a new requirement for including revised index drawings into the contract plan set prior to project letting dates.

REQUIREMENTS


A. Revise the Plans Preparation Manual, Volume 2, Section 3.6 (Index of Sheets) and add the following new section after the last paragraph of Section 3.6.

3.6.1 Revised Index Drawings

A complete List of Revised Index Drawings shall be placed on the left side of the lead key sheet below the last sheet listed in the Index of Plans and above the Governing Standards and Specifications note. When revisions to the design standards are incorporated into the project design, only those revised index drawings shall be appended and listed as follows:

LIST OF REVISED INDEX DRAWINGS

INDEX NO. SHEET NO.

B. Revise the Plans Preparation Manual, Volume 2, Section 3.8, Governing Standards and Specifications as follows:

www.dot.state.fl.us
The year of the governing *Design Standards* and the *Standard Specifications for Road and Bridge Construction* shall be inserted in a note at the lower left corner of the contract plans lead key sheet.

The *Design Standards* are published and released as an annual *eBooklet* posted on the Roadway Design Office web site. The complete volume is published on an annual cycle. An effective implementation date is issued by *Design Bulletin* and coincides with the beginning of the calendar year, which is January 1, each year. The *eBooklet* is published and released July 1, six (6) months prior to its effective date.

Revisions to the *Design Standards* produced by the Department between regularly scheduled releases of the *Design Standards eBooklet* are accomplished by issuing *Design Bulletins* for all applicable revised *Index Drawings*. One or more of these revisions may be incorporated into the contract plans, by listing the revised index drawing number with associated sheet numbers under the *LIST OF REVISED INDEX DRAWINGS* on the contract plans lead key sheet.

*Design Bulletins* and revised *Index Drawings* are issued in Portable Document Format (PDF) and posted on the Roadway Design Office web site. Revisions will be issued on an “as needed” basis to effect changes of immediate concern. The effective date for implementation of revised *Index Drawings* will be issued via *Design Bulletin*. When this occurs, email notification will be sent to District Design Engineers and registered Plans Preparation Manual holders.

The appropriate revised *Index Drawing* number with associated sheet number shall be listed on the lead key sheet below the last Index of Plans sheet and above the Governing Standards and Specifications note. List and append only those revised *Index Drawings* which are applicable to the project.

Developmental Design Standards (DDS) are to be inserted at the end of plan sets as applicable. When they are included in bridge plan sets, DDS are to be inserted before existing bridge plans if they are present. DDS are to be listed in the index of sheets for the plans component in which they are included.

The Governing Specifications and Standards note shall not be shown on the key sheets of component plans that are listed on the lead key sheet of the plan set. *Exhibits 3-1* and *KS-1* give examples on how these notes are shown.

C. Revise the Plans Preparation Manual, Volume 2, Exhibit 3-1, Standard Key Sheet Notes as follows:

3. The following shall be used on all projects:

   **GOVERNING STANDARDS AND SPECIFICATIONS:**
   Florida Department of Transportation, 20__ Design Standards and revised Index Drawings as appended herein, and 20__ Standard Specifications for Road and Bridge Construction, as amended by Contract Documents.

   For Design Standards click on the “Design Standards” link at the following web site:

   [http://www.dot.state.fl.us/rddesign/](http://www.dot.state.fl.us/rddesign/)
For the Standard Specifications for Road and Bridge Construction click on the “Specifications” link at the following web site:

http://www.dot.state.fl.us/specificationsoffice/

D. Revise the Plans Preparation Manual, Volume 2, Exhibit 3-1, Standard Key Sheet Notes to Delete Key Sheet Note 4.

E. Revise the Plans Preparation Manual, Volume 2, Exhibit KS-1; Standard Key Sheet Notes - see attachment, Exhibit KS-1.

BACKGROUND

The Department desires to move toward quicker implementation of items that can bring significant cost savings, bring important new technology on line, and address critical safety issues. Combined with our continued desire to make our contract documents as clear as possible, revised Index Drawings shall be included in the contract plans for which they apply.

IMPLEMENTATION

Beginning with the January 2013 lettings, revised Index Drawings with an effective date of January 1, 2013 or later shall be included in the contract plans per the procedures above.

CONTACT

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Attachment

Exhibit KS-1

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