

Design Update Training

Plans Preparation Manual - Chapter 20
and
Electronic Review Comments system

Sean Masters, P.E.
Project Review Office

Design Update Training

- Plans Preparation Manual (PPM) Chapter 20
 - Recent Changes
 - Form Updates
- Electronic Review Comments (ERC) system
 - Recent Issues
 - Planned Enhancements

The background is a solid blue color with a subtle pattern of interlocking puzzle pieces. The puzzle pieces are slightly darker blue than the background, creating a textured effect. The text is centered and has a reflection effect below it.

PLANS PREPARATION MANUAL

CHAPTER 20

PPM Chapt 20 - Changes

- 20.1 General

NEW

All projects must be delivered in either Classical Electronic Delivery or Digital Delivery format. (See **CADD Production Criteria Handbook** for the distinction). The latest information regarding the letting of electronic plans and specifications (including critical dates) will be posted on the Project Review web page as new information becomes available:

<http://www.dot.state.fl.us/officeofdesign/ProjectReview/ProjectReview.shtm>

Other specific requirements for processing the electronic delivery, including information on the Electronic Delivery software, can be found in the **CADD Manual**, and the **CADD Production Criteria Handbook (CPCH)**, both are located on the Engineering/CADD Systems Office web page:

<http://www.dot.state.fl.us/ecso/downloads/publications/publications.shtm>

PPM Chapt 20 - Changes

- 20.1 General
- 20.2 Glossary

NEW

Plans, Specifications & Estimates (PS&E) Submittal - The Project documents and files prepared in accordance with the **CPCH** to include all Bid Set instruction.

Strung Project (A.K.A. “Goes With”) - Two or more projects let in the same contract. **Any Federal Aid project shall be designated the Lead Project.** See the **CPCH** for Bid Set preparation instruction.

PPM Chapt 20 - Changes

- 20.1 General
- 20.2 Glossary

REMOVED

REVISIONS: Revisions are modifications to the PS&E Package/Bid Set after it has been accepted by Central Office Project Review. After authorization to advertise, the Contracts Office processes the revisions as addenda.

- Revision Memos require Director's signature (or designee's).
- Revision Memos between 15 working days and 5 working days prior to letting also require the District Secretary's signature.
- Revisions within 5 working days of the letting are not allowed without final approval from the Director of the Office of Design. These will be rare occurrences and will be evaluated on a project by project basis.

PPM Chapt 20 - Changes

- 20.1 General
- 20.2 Glossary
- 20.4 Revisions to the Bid Set

NEW

PPM Chapt 20 - Changes

- 20.1 General
- 20.2 Glossary
- 20.4 Revisions to the ~~Bid Set~~ PS&E Submittal

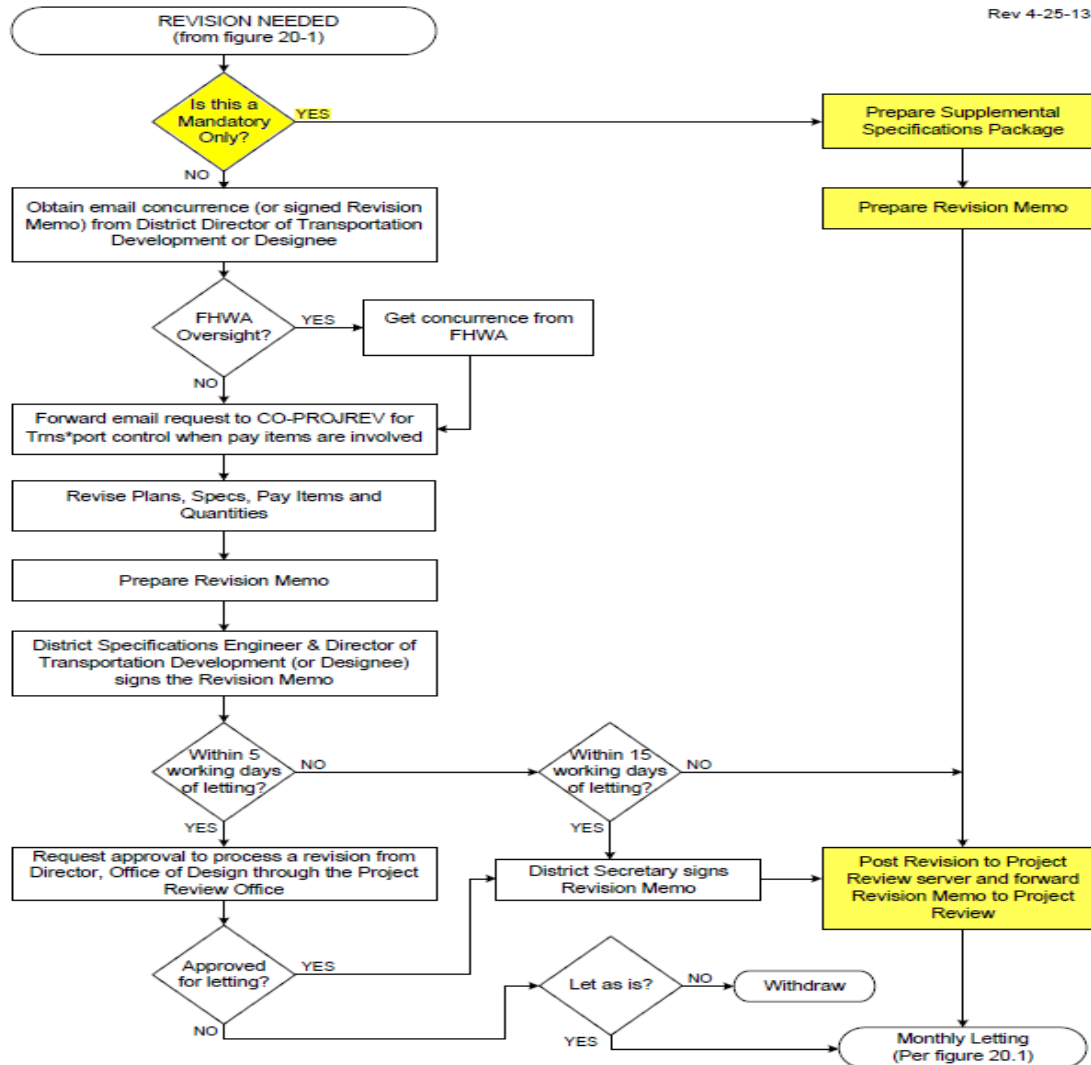
NEW

11. Mandatory Specification Revisions issued from Central Office will be processed by Supplemental Specifications Package. Signatures are not required on the Revision Memo for Mandatory Specification Revisions **unless other Revisions are included with the package.**

PPM Chapt 20 - Changes

Figure 20.2 District Revisions

Rev 4-25-13



PPM Chapt 20 - Forms

- Exhibit 20-A Transmittal of Plans, Specifications, and Estimates Package

OLD

CONTRACTS OFFICE INFORMATION:

Contract Time: _____ Calendar Days

Special Start Time: No Yes (If yes, Start Date: ___ / ___ / ___)

Flexible Start Time: No Yes (If yes, _____ Calendar Days)

Acquisition Time: Standard Other (_____ days)

Alternative Contracting: No Yes

(If yes, Type: _____)

(If Lump Sum, Checklist 22-A submitted to District Specifications: No Yes)

Pre-Bid Conference Mandatory? No Yes (Date: ___ / ___ / ___ Time: _____ A.M./P.M.)

(Contact Person and Phone: _____)

(Location of Conference: _____)

PPM Chapt 20 - Forms

- Exhibit 20-A Transmittal of Plans, Specifications, and Estimates Package

NEW

CONTRACTS OFFICE INFORMATION:

Contract Time: _____ Calendar Days

Select One:

Standard Acquisition Time: 15 Days

Other Acquisition Time: _____ Days

Flexible Start Time: _____ Days

Special Start Date: _____

Streamline: No Lump Sum Plan Quantity

Alternative Contracting: No Yes

(If yes, Type: _____)

(If Lump Sum, Checklist 22-A submitted to District Specifications: No Yes)

Pre-Bid Conference Mandatory? No Yes (Date: _____ Time: _____ A.M./P.M.)

(Contact Person and Phone: _____)

(Location of Conference: _____)

PPM Chapt 20 - Forms

- Exhibit 20-A Sheet 2 of 2 “REMINDER”

NEW

Special Notes and Requirements:

Anything that affects the advertisement, bidding and award that is not listed above, such as:

- a. Railroad Insurance
- b. Developmental Specifications (i.e., BDI, etc.)
- c. Alternative Contracting items such as Scope Alternates
- d. Budgetary Ceilings
- e. Additional Insured Endorsement parties
- f. For A+B projects, include the User Cost Per Day \$_____ and Maximum Days _____.

PPM Chapt 20 - Forms

- Exhibit 20-B Contract File Index

NEW

ATTACHMENTS (check if included or list expected date of transmittal to Central Office)

- _____ Calendar Days Recommendation
- _____ Preliminary Engineering Certification*
- _____ Utility Certification
- _____ Status of Environmental Certification*
- _____ Permit Transmittal Memo
- _____ Railroad Clear Letter
- _____ Special Component Plan Approval**
- _____ Executed copy of MMOA for Projects with Patterned Pavement
(Per **PPM** Volume 1 – 2.1.6.2)
- _____ Approval if SP0080701B Computation of Contract Time is used.
- _____ Approval if SP0080303B or SP0080303C Beginning Work is used.
- _____ Approval if SP0081300A Prosecution and Progress (All jobs with Alternative Bidding)
- _____ Landscape Exception Approval per Engineering and Operations Bulletin 13-1

PPM Chapt 20 - Forms

- Exhibit 20-C Revision Memo

NEW

SUBJECT: **Revision Number** _____ - Letting (mo./yr.) _____
Financial Project ID _____ (Lead number only)
Proposal/Contract ID _____
Federal Funds: No Yes Federal Aid No. _____
County _____ State Road No. _____

Mandatory Only: No Yes (*If Yes, Signatures Not Required.)

NO REVISIONS ALLOWED WITHIN 5 WORK DAYS OF THE LETTING WITHOUT APPROVAL.

Exhibit 20-C Revision Memo, Sheet 3 of 6 REMINDER

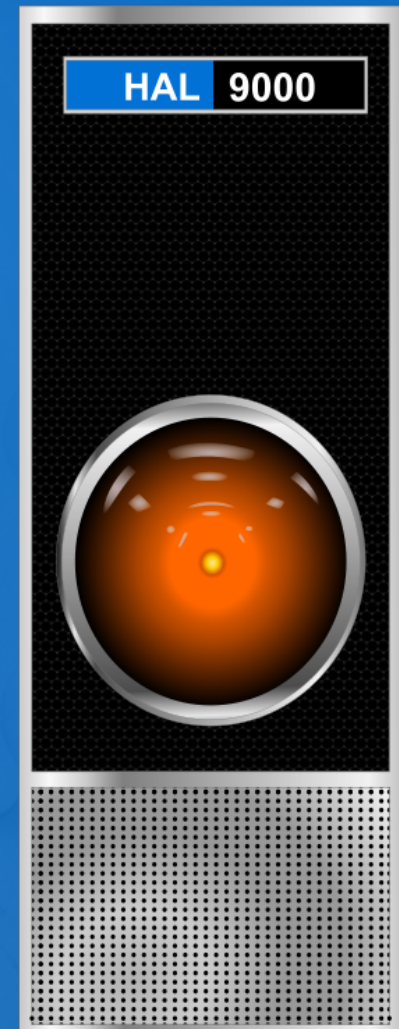
PROCESS:

1. Fill out headings.
2. Mandatory Only revisions must not have other revisions included to remain exempt from signature requirement.

ELECTRONIC REVIEW COMMENTS (ERC)

ERC - Factoids

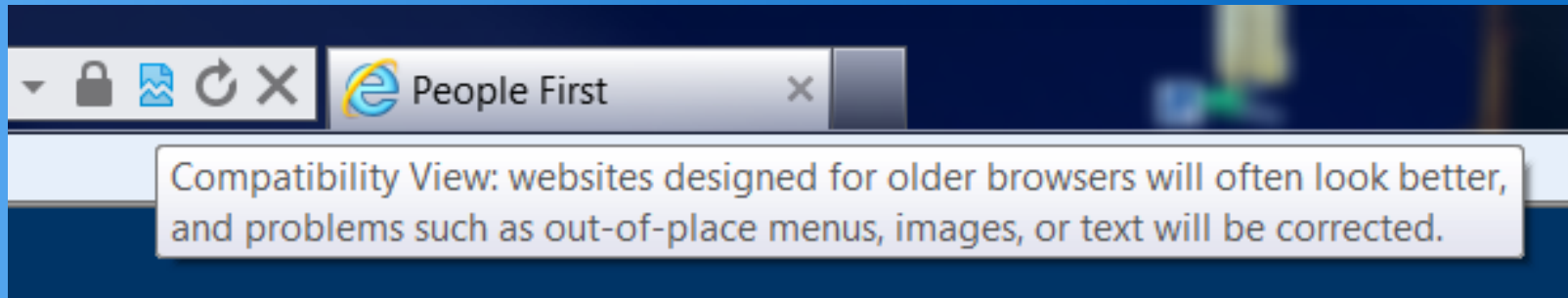
- Number of Users: 8942
- Submittals in 2013: 5558



ERC – Recent Issues

- Internet Explorer Compatibility

<http://windows.Microsoft.com/en-us/internet-explorer/use-compatibility-view#ie=ie-9>

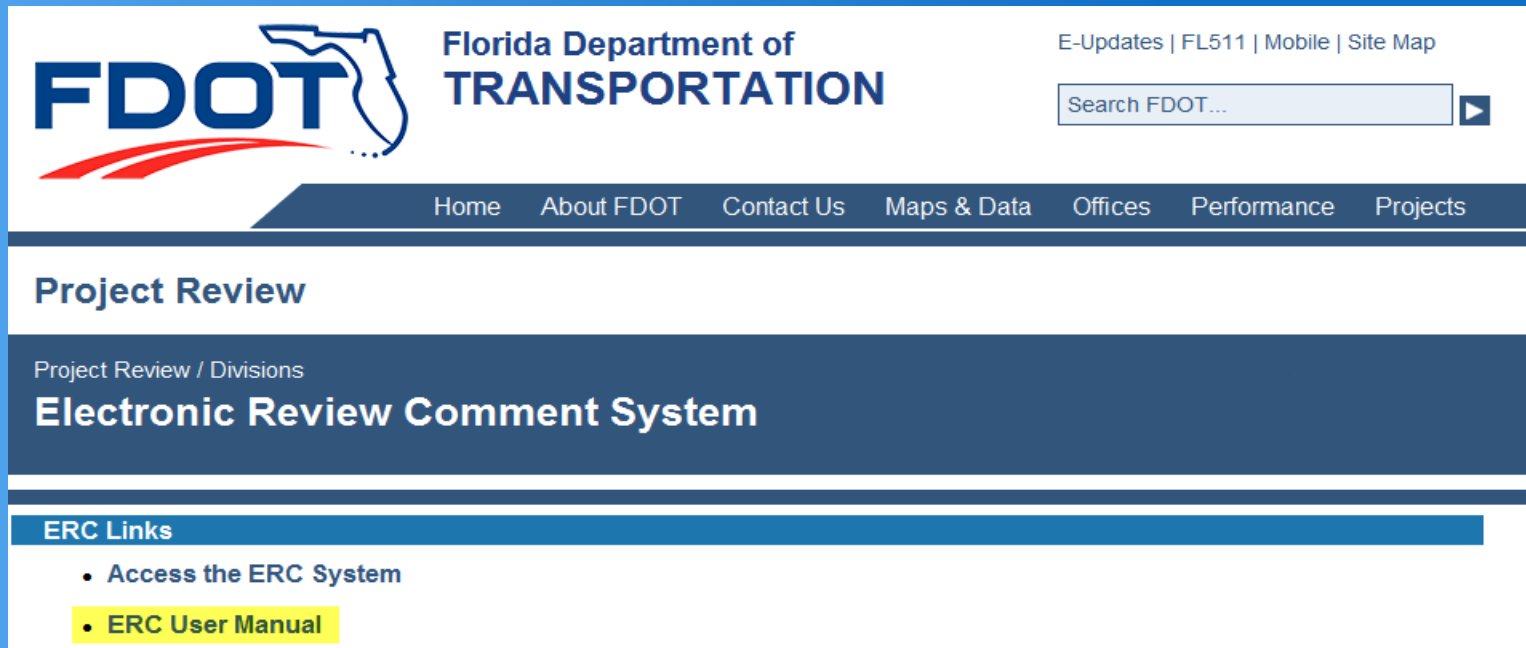


ERC – Recent Issues

- Internet Explorer Compatibility
- Multiple ERC Accounts
 - Typically with Consultants Only
 - With Mainframe & Internet Subscriber Account (ISA)
 - Preferred Option: Inactivate the ISA account
 - Remember: Consultant Mainframe accounts are tied to specific contracts!

ERC – Recent Issues

- Internet Explorer Compatibility
- Multiple ERC Accounts
- ERC User Manual



The screenshot displays the FDOT website header with the logo and navigation menu. The main content area is titled "Project Review" and "Electronic Review Comment System". A section titled "ERC Links" contains two items: "Access the ERC System" and "ERC User Manual", which is highlighted in yellow.

FDOT Florida Department of **TRANSPORTATION**

E-Updates | FL511 | Mobile | Site Map

Search FDOT...

Home About FDOT Contact Us Maps & Data Offices Performance Projects

Project Review

Project Review / Divisions

Electronic Review Comment System

ERC Links

- Access the ERC System
- **ERC User Manual**

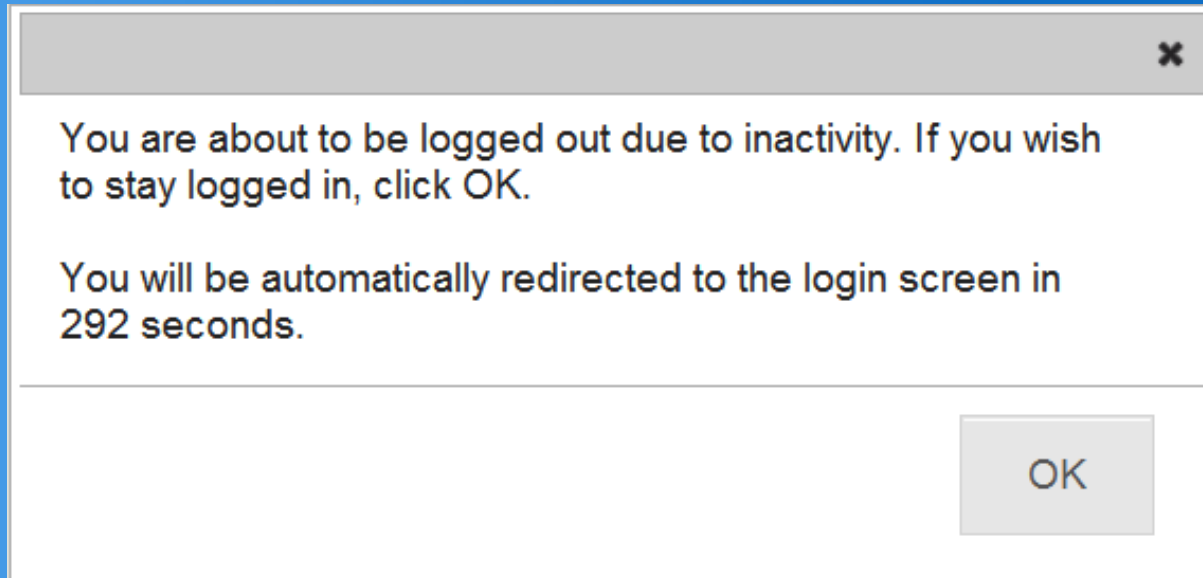
<http://www.dot.state.fl.us/officeofdesign/ProjectReview/ERC/>

ERC - Enhancements

- System Time Out
 - After 30 minutes of inactivity in ERC
 - Will make ERC faster!

ERC - Enhancements

- System Time Out



ERC - Enhancements

- System Time Out
- Planned Enhancements
 - Better functionality for Design-Build projects
 - “For Information Only” comments

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---BONUS SEGMENT---
DESIGN-BUILD PHASE REVIEWS

Design-Build Bulletin



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD
SECRETARY

STRUCTURES DESIGN BULLETIN 13-02

ROADWAY DESIGN BULLETIN 13-03

TRAFFIC OPERATIONS BULLETIN 01-13

DCE MEMORANDUM 02-13

(FHWA Approved: 3/20/13)

DATE: March 21, 2013

TO: District Directors of Operations, District Directors of Production, District Design Engineers, District Construction Engineers, District Geotechnical Engineers, District Structures Design Engineers, District Maintenance Engineers, District Structures Maintenance Engineers, District Consultant Management Engineers, District Traffic Operations Engineers

FROM: Robert V. Robertson, P.E., State Structures Design Engineer & Interim State Roadway Design Engineer
David A. Sadler, P.E., Director, Office of Construction
Mark Wilson, P.E., State Traffic Operations Engineer

COPIES: Tom Byron, Brian Blanchard, Duane Brautigam, Bob Crim, Kurt Lieblong, Charles Boyd, Jeffrey Ger (FHWA), Rafiq Darji (FHWA)

SUBJECT: Direction to Design-Build and Public-Private-Partnership Project Phase Reviewers
Modifications to the Electronic Review Comment System (ERC)

The following direction applies to all discipline phase reviewers performing Component Plan Reviews on Design-Build and Public-Private-Partnership projects.

REQUIREMENTS

Separate component plan review comments into categories which consist of comments that **do** and comments that **do not** refer to direct violations of the Contract as follows.

- Comments that **do** refer to direct violations of the Contract require a written response by the Design-Build Firm or Concessionaire. Where possible, the reviewer is expected to include

- DB Phase Review Bulletin
 - Comments which **do** and **do not** refer to Contract violations
 - Comments related to Contract Violation
 - Cite Contract Violation
 - Indicate that a Response **is** Required
 - Comments not related to Contract Violation
 - Indicate that the comment is provided **“For Information Only”**
 - Indicate that a Response **is not** Required
- Found at the Design Website
<http://www.dot.state.fl.us/rddesign/bulletin/Default.shtm>

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- Design-Build Bulletin

QUESTIONS???

The background of the slide is a solid blue color with a pattern of interlocking puzzle pieces. The puzzle pieces are slightly offset, creating a 3D effect as if they are floating or layered. The text is centered and white, providing a high contrast against the blue background.

Thank You

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and
Electronic Review Comments system

Sean Masters, P.E.
Project Review Office
sean.masters@dot.state.fl.us