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
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
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.
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.
• 20.1 General
• 20.2 Glossary
• 20.4 Revisions to the Bid Set

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

### CONTRACTS OFFICE INFORMATION:

<table>
<thead>
<tr>
<th>Contract Time:</th>
<th>Calendar Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Start Time:</td>
<td>□ No □ Yes (If yes, Start Date: <em><strong>/</strong></em>/___)</td>
</tr>
<tr>
<td>Flexible Start Time:</td>
<td>□ No □ Yes (If yes, ____ Calendar Days)</td>
</tr>
<tr>
<td>Acquisition Time:</td>
<td>□ Standard □ Other (_______ days)</td>
</tr>
<tr>
<td>Alternative Contracting:</td>
<td>□ No □ Yes</td>
</tr>
</tbody>
</table>

(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: ____________________________________________)
Exhibit 20-A Transmittal of Plans, Specifications, and Estimates Package

NEW
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**

<table>
<thead>
<tr>
<th>ATTACHMENTS</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>-----</td>
<td>Calendar Days Recommendation</td>
</tr>
<tr>
<td>-----</td>
<td>Preliminary Engineering Certification*</td>
</tr>
<tr>
<td>-----</td>
<td>Utility Certification</td>
</tr>
<tr>
<td>-----</td>
<td>Status of Environmental Certification*</td>
</tr>
<tr>
<td>-----</td>
<td>Permit Transmittal Memo</td>
</tr>
<tr>
<td>-----</td>
<td>Railroad Clear Letter</td>
</tr>
<tr>
<td>-----</td>
<td>Special Component Plan Approval**</td>
</tr>
<tr>
<td>-----</td>
<td>Executed copy of MMOA for Projects with Patterned Pavement (Per <em>PPM</em> Volume 1 – 2.1.6.2)</td>
</tr>
<tr>
<td>-----</td>
<td>Approval if SP0080701B Computation of Contract Time is used.</td>
</tr>
<tr>
<td>-----</td>
<td>Approval if SP0080303B or SP0080303C Beginning Work is used.</td>
</tr>
<tr>
<td>-----</td>
<td>Approval if SP0081300A Prosecution and Progress (All jobs with Alternative Bidding)</td>
</tr>
<tr>
<td>-----</td>
<td>Landscape Exception Approval per Engineering and Operations Bulletin 13-1</td>
</tr>
</tbody>
</table>
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
• Internet Explorer Compatibility

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

http://www.dot.state.fl.us/officeofdesign/ProjectReview/ERC/
System Time Out
  - After 30 minutes of inactivity in ERC
  - Will make ERC faster!
ERC - Enhancements

• System Time Out

You are about to be logged out due to inactivity. If you wish to stay logged in, click OK.

You will be automatically redirected to the login screen in 292 seconds.
ERC - Enhancements

• System Time Out

• Planned Enhancements
  – Better functionality for Design-Build projects
  – “For Information Only” comments
---BONUS SEGMENT---

DESIGN-BUILD PHASE REVIEWS
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
Design Update Training

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

QUESTIONS???
Thank You

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and
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