

## Introduction

# Plans Preparation Manual, Volume 2

### **PURPOSE:**

This *Plans Preparation Manual, Volume 2* sets forth requirements for the preparation and assembly of contract plans for Florida Department of Transportation (FDOT) projects. The information contained herein applies to the preparation of contract plans for both roadways and structures.

### **AUTHORITY:**

Sections 20.23(4)(a) and 334.048(3), Florida Statutes.

### **SCOPE:**

This procedure impacts anyone preparing roadway and structures contract plans for the Department.

### **GENERAL INFORMATION:**

**Chapter 334** of the *Florida Statutes*, as part of the *Florida Transportation Code*, establishes the responsibilities of the State, counties, and municipalities for the planning and development of the transportation systems serving the people of Florida, with the objective of assuring development of an integrated, balanced statewide system. The Code's purpose is to protect the safety and general welfare of the people of the State and to preserve and improve all transportation facilities in Florida. Under **Section 334.048(3)**, the Code sets forth the powers and duties of the Department of Transportation including to adopt rules, procedures and standards for the conduct of its business operations and the implementation of any provisions of law for which the Department is responsible.

## PROCEDURE:

The standards and applications contained in this volume of the *Plans Preparation Manual* are requirements for the design and preparation of contract plans used in the construction of FDOT projects. This volume is to be used in conjunction with **Volume 1** of the *Plans Preparation Manual (PPM) (Topic No. 625-000-007)*.

The preparation of roadway and structures plans is primarily a matter of sound application of acceptable engineering criteria, standards and presentation techniques. While the requirements contained in this volume provide a basis for uniformity in plans preparation, precise formatting and presentation standards which apply to individual situations must rely on good engineering practice and judgment. The use of these requirements does not relieve the engineer from the professional responsibility for the accuracy and completeness of the contract plans set(s).

### 1. PLANS PREPARATION MANUAL, VOLUME 2 - MANUAL ORGANIZATION

#### a. Background

The Florida Department of Transportation's *Plans Preparation Manual* was previously published as a two volume set in 1989. The manual preceded Department requirements for use of the Metric System, and featured only English units. **Volume 1** contained design criteria and process requirements, while **Volume 2** addressed plans preparation and assembly.

This English version of **Volume 2** was produced using the same basic format, and closely paralleling, **Volume 2 - Metric**. This was due in large part to the outdated information in the 1989 English version for such areas as Computer Aided Design Drafting (CADD), plans processing, sheet sizes, etc.

#### b. Organization

The *Plans Preparation Manual, Volume 2* contains specific requirements for plans production and assembly. The manual consists of individual chapters, each addressing the requirements for a plan sheet or component, and is ordered according to the way a standard plans set would be assembled.

## 2. DISTRIBUTION

This document is available electronically on the PPM web page:

<http://www.dot.state.fl.us/rddesign/PPMManual/PPM.shtm>

PPM users can register to receive notification of updates and **Roadway Design Bulletins** online through the Department's Contact Management Database at:

<http://www2.dot.state.fl.us/contactmanagement/>

For information on updates and **Roadway Design Bulletins**, contact:

Roadway Design Office, Mail Station 32

Telephone (850) 414-4310

FAX Number (850) 414-5261

<http://www.dot.state.fl.us/rddesign/>

## 3. REVISIONS AND UPDATES

**Plans Preparation Manual (PPM)** users are encouraged to submit comments and suggestions for changes to the manual to the State Roadway Design Office. When ideas or suggestions are received they will be reviewed by appropriate Roadway and/or Structures Design staff in a timely manner and will be coordinated with other offices affected by the proposed change. Items warranting immediate change will be made with the approval of the State Roadway Design Engineer and/or State Structures Design Engineer in the form of a **Design Bulletin**.

**Roadway Design Bulletins** are numbered based on the two digit calendar year and bulletin number (YY-##). Notices are sent to all users who are registered to receive notifications for **Roadway Design Bulletins** and updates to the **PPM**. **Design Bulletins** affecting the **PPM** will remain effective until either:

1. an official manual revision is published; or
2. the **Design Bulletin** is made void.

**Roadway Design Bulletins** are posted online at:

<http://www.dot.state.fl.us/rddesign/bulletin/>

Structures design issues which are subject to modification and revision will be processed in coordination with the State Structures Design Office. See the **Structures Manual** for more information on this process.

Proposed revisions are distributed in draft form to each District's Senior Roadway Designer or Structures Design Engineer. These experienced engineers provide the necessary technical and practical input on how the revision will potentially affect

their District's operations and customers. Periodically, these engineers meet collectively with the State Roadway Design Office or the State Structures Design Office to discuss comments on the proposed revisions. Proposed revisions with comments are then presented to the District Design Engineers (DDE) for review and comment. The goal of the DDE Meetings is to recommend criteria and procedural issues before revisions are adopted.

The State Roadway Design Office will also coordinate proposed revisions or additions with affected offices within the Central Office. Substantive revisions that result in policy change will be coordinated with the Executive Committee for concurrence.

Revisions and updates are adopted or rejected by the State Roadway Design Engineer (for Roadway Design issues) or the State Structures Design Engineer (for Structures Design issues). Requirements mandated by FHWA or State Rules will be coordinated with the DDEs and affected offices within the Central Office and are considered compulsory.

All revisions and updates will be coordinated with the Forms and Procedures Office prior to publishing to ensure conformance with and incorporation into the Department's Standard Operating System. The standard interval for publishing updates to the **PPM** is yearly, in January, when notification of the adopted revisions and addenda will be distributed to registered users of the manual through the Department's Contact Management Database.

## **TRAINING:**

None required.

## **FORMS ACCESS:**

Documents marked as **Exhibits** provide only a starting point allowing users to change or alter the document as needed to fit specific situations. These Exhibits or Figures are not official forms of the Department. Templates for these documents are available online at:

<http://www.dot.state.fl.us/rddesign/PPMManual/NForms/PPMForm.shtm>