



*Florida Department of Transportation*

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GOVERNOR

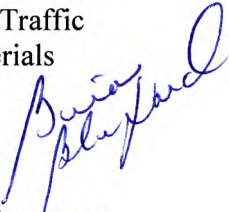
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JIM BOXOLD  
SECRETARY

**Engineering and Operations Memorandum 16-02**

DATE: April 20, 2016

TO: Publication Holders, District Directors of Transportation Operations, District Directors of Transportation Development, District Design Engineers, District Consultant Project Management Engineers, District Construction Engineers, District Geotechnical Engineers, District Structures Design Engineers, District Maintenance Engineers, District Roadway Design Engineers, District Traffic Operations Engineers, Program Management Engineers, District Materials Engineers

FROM: Brian Blanchard, Assistant Secretary for Engineering and Operations 

COPIES: Tim Lattner, David Sadler, Ken Morefield, Rudy Powell, Trey Tillander, Amy Tootle, Robert Robertson, Michael Shepard, John Krause, Bruce Dana, Daniel Scheer, Gregory Schiess, Nick Finch (FHWA), Rafiq Darji (FHWA), Jeffrey Ger (FHWA), Phillip Bello (FHWA), Chad Thompson (FHWA)

SUBJECT: **Central Office Publications Development Schedule**

As a result of recommendations from the Districts, the FDOT Central Office is aligning the development schedule of publications heavily affecting the production of construction contract documents. The affected publications constitute various design criteria that must be developed together for policy changes to be clearly understood and implemented on projects as expected by the Department.

The development schedules for FDOT Central Office publications have been modified as shown in Attachment "A". The following commentary provides additional information.

**COMMENTARY**

The Basis of Estimates (BOE) Manual has two distinct parts. The first part, *Chapters 1-10*, will be updated annually. The second part, "*BOE Pay Item Database within the Design Quantities and Estimates (DQE) system*", is an active database that will be updated as required with the Design Standards and Standard Specifications. Pay item changes are dependent upon Standard Specifications and Design Standards, and therefore must be submitted in accordance with the applicable deadlines for these documents.

The Engineering / CADD Systems Office (ECSO) releases the FDOT CADD software bi-annually to support CADD related changes originating from FDOT Design publications, such as, the Design

Standards, Plans Preparation Manual, Basis of Estimates, etc. These bi-annual CADD Software releases may either be a new Version Release or a Maintenance Release. The ECSO also releases the CADD Manual to always follow the publishing date of the Version Release by one month or as needed to implement any requirement change originating from Design publications or management. The development schedule of the CADD Software is also dependent on software vendors update releases; therefore, the publishing date of the CADD Software may vary, with all due diligence to preserve consistent and predictable publishing dates.

All other publications listed in Attachment 'A' will be published on the first business day of November each year. Some publications will not be updated every year; however, when they are updated, they will follow the standardized development schedule.

The Plans Preparation Manual, Structures Manual and other design manuals will be accompanied by an Implementation Bulletin which will specify the effective dates for various changes to criteria. In some cases, there may be requirements for criteria in these manuals to be effective with the Design Standards and Specifications for construction lettings on or after July 1<sup>st</sup> of each year. The November publication of these design manuals will allow training to be provided prior to their effective date for Design Contracts of January 1<sup>st</sup> each year.

Except for Mandatory Specifications, changes to the Standard Specifications that affect the Design Standards will only be allowed for the July Standards Specifications eBook.

### **CONTACT**

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Attachments: Attachment 'A'

## Attachment 'A'

Publications Development Schedule					
Publication Title	Version Frequency	Deadline for Proposed Revisions (each year)	Publishing Date (each year)	Effective Date for Design Contracts (each year)	Effective Date for Construction Contracts (each year)
Plans Preparation Manual	Annual	First business day of August	First business day of November	January 1 <sup>st</sup>	See Implementation Bulletin
Structures Manual	Annual				
Soils & Foundations Handbook	Annual				
Traffic Engineering Manual	As Required				
Drainage Manual	As Required				
Pavement Type Selection Manual	As Required				
Rigid Pavement Design Manual	As Required				
Flexible Pavement Design Manual	As Required				
Design Standards	Annual				
Basis of Estimates (BOE) Manual Chapters 1-10	Annual			Upon release	July 1 <sup>st</sup>
Jan. BOE Pay Item database within DQE	Bi-Annual	Last Friday of May	Prior to Last Friday of August	Upon release	January 1 <sup>st</sup>
January Standard Specifications	Bi-Annual		Last Friday of August	Upon release	January 1 <sup>st</sup>
July BOE Pay Item database within DQE	Bi-Annual	* Last Friday of October	Prior to Last Friday of February	Upon release	July 1 <sup>st</sup>
July Standard Specifications	Bi-Annual		Last Friday of February	Upon release	July 1 <sup>st</sup>
CADD Software: Version Release or Maintenance Release	Bi-Annual	First business day of August and March	Target Date: First business day of October and April	Upon release	As required by other Publications
CADD Manual	As Required		One month after publishing date of CADD Software	Upon release	As required by other Publications

\* Deadline for items affecting Design Standards should be coordinated to coincide with the Design Standards development schedule.