

# Standard Plans Revision Submittal Process

Here is a step-by-step explanation of the new Standard Plans Origination Form that is completed through Microsoft Forms.

As you can see, each section on this form is **REQUIRED**. All information requested is necessary for the change to be processed. Even if the file submitted is just a screenshot of an email from whoever is initially requesting the change, it gives a good starting point for initiating the change. **PLEASE** ensure that other publications and offices are taken into consideration and contacted when requesting a change as there is quite a bit of crossover information between them.

First, you will be directed to the start page. You'll see that it says "Hi, 'Your Name'..." When you begin this process, the Microsoft Form will automatically pick up your name and email address, so we know who is submitting. This also means that someone can only submit a request if they have an FDOT email address.

The screenshot shows the start page of the "Standard Plans Origination Form". The page has a dark blue header with the title "Origination Form" in white. Below the header, there is a light blue background with the FDOT logo and a white box containing the following text:

Hi, Shae. When you submit this form, the owner will see your name and email address.

**Standard Plans Origination Form**

Use the following form to submit a change for the FY2025-26 Standard Plans.

**\*\*NOTE:** This form will only accept responses from FDOT e-mail addresses. All other e-mails will not be able to submit.

Take a look at the current publication here:

<https://www.fdot.gov/design/standardplans/current>

Below this text is a banner for the "FY 2025-26 STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION". The banner features the FDOT logo and the text "ROADWAY DESIGN OFFICE" on the left, and "FY 2025-26 STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION" in red on the right. A "Next" button is located below the banner.

At the bottom of the page, there is a disclaimer: "This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password." Below the disclaimer are links for "Privacy and cookies" and "Terms of use".

Next, we then ask that you submit just your phone number since that isn't picked up by the system and gives us another form of contact in case there are questions about your request.

\* Required

### Contact Information

Please record your information below

1

Phone Number \*

Enter your answer

Back Next

This screenshot shows a web form titled "Contact Information" with a sub-header "Please record your information below". It features a single input field labeled "1" and "Phone Number \*". Below the field is a text prompt "Enter your answer". At the bottom, there are two buttons: "Back" and "Next". The background has a faint "FDO" logo.

Then, we need details about the change you are requesting. You must submit the index number, which sheet or sheets the change affects within the index, and the title of the index.

\* Required

### Index Information

2

Index Number \*

Enter your answer

3

Sheet Number(s) \*

Enter your answer

4

Index Title \*

Enter your answer

Back Next

This screenshot shows a web form titled "Index Information". It contains three input fields, each with a numbered label (2, 3, 4) and an asterisk indicating it is required. The fields are labeled "Index Number \*", "Sheet Number(s) \*", and "Index Title \*". Each field has a text prompt "Enter your answer" below it. At the bottom, there are two buttons: "Back" and "Next". The background has a faint "FDO" logo.

The Summary portion is where you specify exactly WHAT needs to change and where. This section requires specific details on which sheet, which note, where on the sheet, etc.

\* Required

### Summary

Please enter a summary of what specifically you would like to change and where. Specify sheet #, note #, detail 'A', etc.

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Summary Comment \*

Sheet 1: Change the wording in Note 2 to specify concrete type

Sheet 2: Update the dimension on figure A

Back Next

The screenshot shows a form titled 'Summary' with a required field for a summary comment. The user has entered two lines of text: 'Sheet 1: Change the wording in Note 2 to specify concrete type' and 'Sheet 2: Update the dimension on figure A'. The form includes 'Back' and 'Next' navigation buttons.

The Commentary section is where you describe WHY it needs to change. In this section, you can clarify if someone else has requested the change through you, whether a safety standard has changed, or if something in the Standard Plans needs to be updated based on another publication being updated.

\* Required

### Commentary

Please describe why the change(s) should be made.

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Why should this be updated? \*

The districts have been requesting this change as it would help them when creating their own plans.

Back Next

The screenshot shows a form titled 'Commentary' with a required field for a commentary. The user has entered the text: 'The districts have been requesting this change as it would help them when creating their own plans.' The form includes 'Back' and 'Next' navigation buttons.

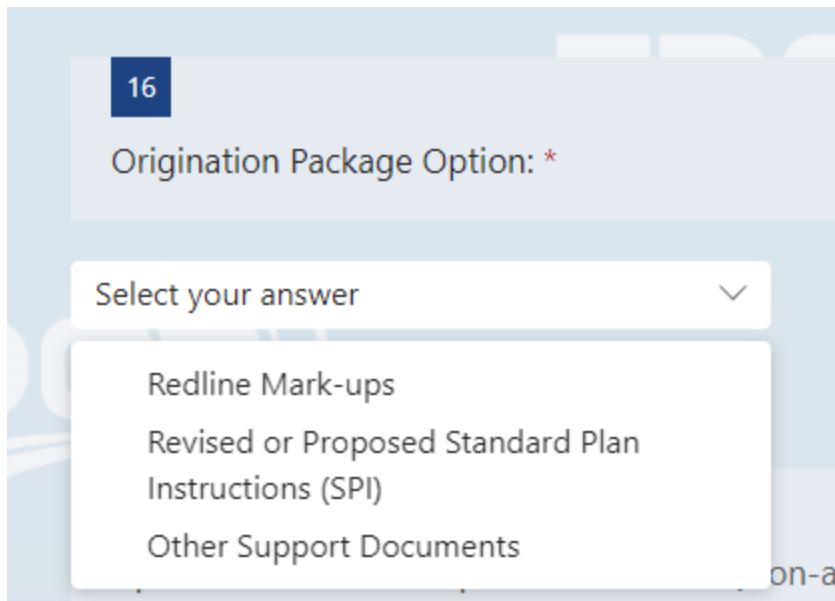
You will then be asked if your change affects other publications or offices and how it affects them. It will walk you through each possibility to ensure that you don't miss anything. If it does affect another publication or office, you will then need to let us know a few more details on how and then who you contacted regarding it. For example, if it affects the FDM, then someone in charge of the FDM will need to be contacted and coordinated with prior to this change being submitted.

The screenshot shows a web form with three numbered steps. Step 10 asks "Does this change affect the Basis of Estimates Manual?\*" with radio buttons for "Yes" (selected) and "No". Step 11 is titled "BOE Change\*" and has a text input field with the placeholder "Enter your answer". Step 12 is titled "BOE - Who did you contact?\*" and also has a text input field with the placeholder "Enter your answer". The background features a faint "FDOT" logo.

The next step is letting us know how this change will be implemented. If it can wait until the next publication cycle, then select FY-Standard Plans (Next Release). If it needs to be a bulletin or memo then choose those accordingly.

The screenshot shows a web form titled "Implementation" with the question "How would you like to implement this change?". It includes a "15" step indicator and a section for "Implementation Option: \*" with four radio button options: "Design Bulletin (Interim)", "DCE Memo", "Program Management Bulletin", and "FY-Standard Plans (Next Release)". At the bottom, there are "Back" and "Next" buttons. The background features a faint "FDOT" logo.

The final step is where you attach the file that is marked up showing what you want to change. This ensures that we have a full understanding of what is being requested. Make sure to choose which type of file you want to change. If it is a regular Standard Plan sheet, choose Redline Mark-ups, and then upload a file with the either pdf editor marks or a scanned in pdf of the physical marks made to a printed sheet. If it an SPI, choose Revised or Proposed Standard Plan Instruction, and then upload a word or PDF file with the exact proposed changes. If anything else, choose Other Support Documents and upload your files.

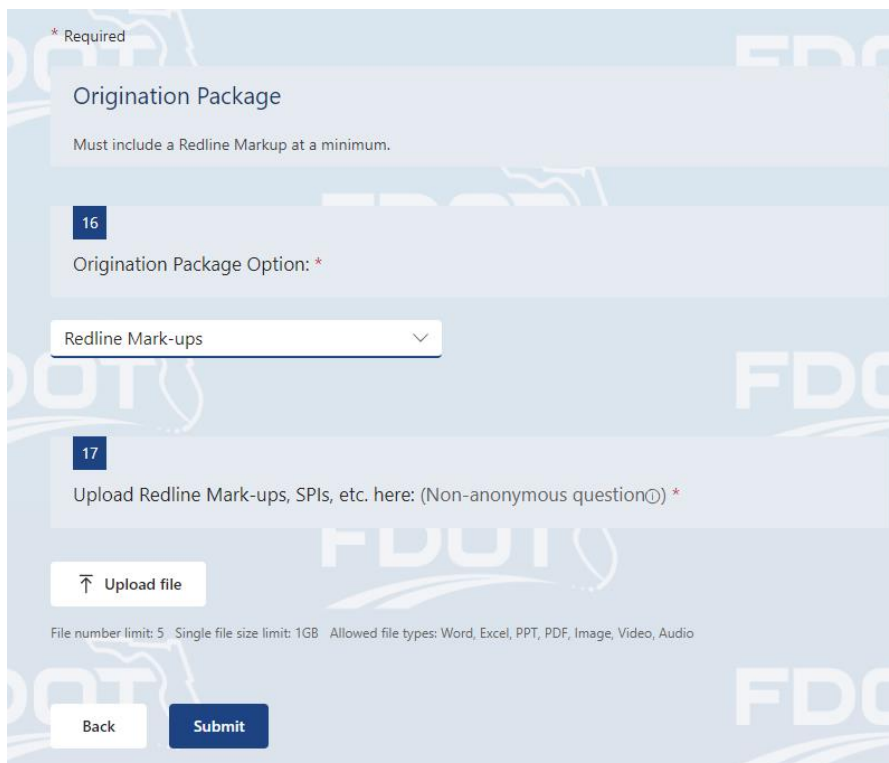


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Origination Package Option: \*

Select your answer

- Redline Mark-ups
- Revised or Proposed Standard Plan Instructions (SPI)
- Other Support Documents



\* Required

Origination Package

Must include a Redline Markup at a minimum.

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Origination Package Option: \*

Redline Mark-ups

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Upload Redline Mark-ups, SPIs, etc. here: (Non-anonymous question) \*

Upload file

File number limit: 5 Single file size limit: 1GB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Back Submit