



Florida Department of Transportation

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KEVIN J. THIBAUT
SECRETARY

PRODUCTION SUPPORT BULLETIN 20-01 **ROADWAY DESIGN BULLETIN 20-03**

DATE: February 17, 2020

TO: District Directors of Transportation Development, District Design Engineers,
District Consultant Project Management Engineers, District Roadway Design Engineers,
District Traffic Operations Engineers, District Program Management Engineers

FROM: Paul Hiers, P.E., Manager, Production Support Office

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Paul Hiers

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Michael Shepard

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SUBJECT: Design Development Documentation Module

This bulletin announces the implementation of the Design Development Documentation Module within Project Suite Enterprise Edition (PSEE) to support the delivery of project documentation.

The Design Development Documentation Module integrates directly within the existing PSEE infrastructure and will be the single location for the organization, delivery, and long-term retention of documents that are used for developing construction plans. Project designers may be provided direct access to the file structure contained in the PSEE module to allow for easy delivery of documents.

The Design Development Documentation Module has completed final testing and is fully deployed as of the date of this memorandum. A recorded webinar and user guide will be available no later than March 1st. The webinar and guide will convey the necessary instruction on the use of the module.

BACKGROUND

The requirements for collecting, organizing, and delivery of project documentation were introduced in a July 2018 Design Memorandum ([RDM18-02](#)), and made a requirement on projects that began the design phase in January 2019. The Design Development Documentation Module changes the method in which the documentation is delivered. There are no changes to the collection and organization requirements defined in the 2018 memorandum.

Production Support Bulletin 20-01
Roadway Design Bulletin 20-03
Design Development Documentation PSEE Module
Page 2 of 2

In January 2019 the Joint Directors supported moving forward with the development of a Design Development Documentation Module in PSEE. The Business Case was approved in May 2019, with funding for the project provided by Florida's Turnpike Enterprise. The project schedule proposed to complete the new module by the end of 2019 and conduct testing the beginning of January 2020. This schedule has been met, concluding with a very successful testing phase. The testing of the new module included testers from all the districts, and two consultant contract deliveries.

The Development Team for the Design Development Documentation Module consisted of:

- Enterprise Project Manager: Deidra Jones
- Business Analysis: Dana Pozza
- OIT Programmer: Rashmi Jawale
- Functional Application Coordinators (F.A.C.): Paul Hiers, Dianne Perkins, and Erica Hewett
- Subject Matter Expert: Dayna Griffin

REQUIREMENTS

Replace FDM 111.7 with Attachment A.

IMPLEMENTATION

The new module must be used for delivery of project documentation beginning with July 2020 lettings.

Implementation of the new PSEE Module for delivery of project documentation with July 2020 lettings has no effect on the production schedule. Documentation can be uploaded to the PSEE module within a reasonable time period following the delivery of the PS&E Submittal Package to the appropriate Contract Office.

CONTACTS

FDOT Design Manual

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Project Suite Enterprise Edition (PSEE)

Dianne Perkins

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Attachment A

111.7 Project Documentation

The submittal of project documentation is required for all projects. Place required project documents in Project Suite Enterprise Edition (PSEE) within the Design Development Documentation Module concurrent with the second PS&E submittal. Place only final documents in this folder structure; do not submit working files or draft documents. Standard file format is PDF; however, an Excel spreadsheet may be placed in the folder structure if protected to prohibit changes.

When the PSEE module is fully populated and no additional plan changes are expected, the Department will lock the Design Development Documentation Module; typically not later than project advertisement date.

Place PD&E documents in the Office of Environmental Management's SWEPT (Statewide Environmental Project Tracker) application.

111.7.1 File Naming Convention

Although the filename is limited to 240 characters, the number of characters used should not exceed 48. Filename is not to contain spaces or special characters (!@#\$%^&*+). Filenames are not case sensitive; however, the use of uppercase letters to begin each word in the filename is encouraged. Recommended filename for submitted documents is provided in **Table 111.7.1**.

Additional document description may be provided using a hyphen before the identifying information; for example:

- TempRetainingWallDesignCalculations-TempRetWall2
- DesignVariation-Sidewalk
- StructuresGeotechReport-MSERetWall
- RoadwayGeotechReport-PondSoilSurvey

111.7.2 Documents

Include the list of documents contained in **Table 111.7.1** when the document must be produced to support the development of the contract plans. Include other final supporting documents, reports, or calculations not listed in this table if applicable.

111.7.2.1 Correspondence

Include any correspondence (e.g., memorandums, meeting minutes, emails) when design decisions are expressed. Assemble a single PDF that contains all applicable documents pertaining to the subject in chronological order. Include document subject in the name using a hyphen (e.g., Correspondence-GreenBikeLanes.pdf).

Table 111.7.1 – Document Summary Table

PSEE Folder	Document Type	Document	File Name
APPROVALS	ICE Report	ICE Report	ICEReport
	Variations-Exceptions	Design Variation Package	DesignVariation
		Design Exception Package	DesignException
		Design Memorandum	DesignMemo
	Approval Docs	Project Correspondance	Correspondance
		Lane Elimination Approval	LaneEliminationApproval
		Federal Aviation Administration (FAA) Determination	FAADetermination
		Intersection Number Request Form	IntersectionNumberRequestForm
		Contract Time Memorandum	ContractTimeMemo
		Permit Exemption Letter	PermitExemptionLetter
		Structure Number Request Form	StructureNumberRequestForm
		Value Engineering Report	ValueEngineeringReport
ROADWAY	Typical Section Package	Typical Section Package	TypicalSectionPackage
	Pavement Design Report	Pavement Design Report	PavementDesignReport
	Roadway Docs	AutoTurn Analysis	AutoTurnAnalysis
		Superelevation Analysis	SuperelevationAnalysis
		Cross Slope Evaluation	CrossSlopeEvaluation
		Barrier Length of Need Analysis	LengthofNeedAnalysis
		Sight Distance Analysis	SightDistanceAnalysis
		Lane Closure Analysis	LaneClosureAnalysis
		Work Zone Speed Study	WorkZoneSpeedStudy
		Summary of Pay Items Report	SummaryPayItemsReport
		Cross Section Sheet	CrossSectionSheet
		Project KMZ File	ProjectKMZFile
		ADA Assessment Report	ADA-AssessmentReport
		Roadway Safety Assessment Report	RoadwaySafetyAssessmentReport
		Roadway Operational Assessment Report	RoadwayOperationalAssessmentReport
		Existing Roadway Characteristics Assessment Report	ERCAR
		Community Awareness Plan	CommunityAwarenessPlan
DRAINAGE	Drainage Docs	Drainage Map	DrainageMap
		Location Hydraulics Report	LocationHydraulicsReport
		Bridge Hydraulics Report	BridgeHydraulicsReport
		Pond Siting Report	PondSitingReport
		Drainage Report	DrainageReport
		Base Clearance Water Evaluation Report	BaseClearanceWaterEvaluation
		Pipe Inspection Report	PipeInspectionReport
SandPM	SandPM Docs	Attachment to Barrier Calculations	AttachmentToBarrierCalculations
		Multi-Post Sign Report	MultiPostSignReport
		Concept Signing Plan	ConceptSigningPlan
SIGNALS	Signals Docs	Sub-Surface Utility Location Form (mast arm location)	SubSurfaceUtilityLocationForm
		Signal Warrant Report	SignalWarrantReport
		Signal Analysis Report	SignalAnalysisReport
ITS	ITS Docs	ITS Concept of Operations	ITSConceptOfOperations
		ITS Power Design Analysis Report	ITSPowerDesignAnalysis
LIGHTING	Lighting Docs	Voltage Drop Calculations	VoltageDropCalculations
		Lighting Justification Report	LightingJustificationReport
		Lighting Design Analysis Report	LightingDesignAnalysisReport
		Intersection Lighting Retrofit Report	IntersectionLightingRetrofitReport
LANDSCAPE	Landscape Docs	Landscape Maintenance Plan	LandscapeMaintenancePlan
		Landscape Maintenance Cost Estimate	LandscapeMaintenanceCostEstimate
		Irrigation Feasibility Report	IrrigationFeasibilityReport
		Landscape Opportunity Plan	LandscapeOpportunityPlan
STRUCTURES	Structures Docs	Bridge Structure Design Calculations	BridgeStructureDesignCalculations
		Temporary Detour Bridge Calculations	TempDetourBridgeCalculations
		Bridge Load Rating Report	BridgeLoadRatingReport
		Temporary Retaining Wall Design Calculations	TempRetainingWallDesignCalculations
		Temporary Shoring Design Calculations	TempShoringDesignCalculations
		Retaining Wall Design Calculations	RetainingWallDesignCalculations
		Overhead Sign Structure Design Calculations	OverheadSignStructureDesignCalculations
		Mast Arm Design Calculations	MastArmDesignCalculations
		Box Culvert Design Calculations	BoxCulvertDesignCalculations
		High Mast Lighting Design Calculations	HighMastLightingDesignCalculations
		Bridge Development Report	BridgeDevelopmentReport
TOLLS	Tolls Docs	Toll Siting Technical Memorandum	TollSitingTechMemo
		Tolls Concept of Operations	TollConceptOfOperations
		Tolls Building Foundation Calculations	TollBldgFdnCalcs
		Tolls Building Screen Wall Calculations	TollBldgScreenWallCalcs
		Express Lanes Diagrams and Concept Plans	ELDiagramsAndConceptPlans
		Express Lanes Separation Treatment Selection Memo	ELSeparationTreatmentSelectionMemo
		Express Lanes Systems Engineering Management Plan	ELSystemEngineeringManagementPlan
		Express Lanes Concept of Operations	ELConceptOfOperations
		Tolls Mechanical Design Analysis Report	TollMechanicalDAR
		Tolls Structural Design Analysis Report	TollStructuralDAR
		Tolls Gantry Design Analysis Report	TollGantryDAR
		Tolls Power Design Analysis Report	TollPowerDAR
ARCHTECTURAL	Architect Docs	Electrical Calculations	ElectricalCalculations
		Mechanical Calculations	MechanicalCalculations
		Plumbing Calculations	PlumbingCalculations
		Structural Calculations	StructuralCalculations
		Water Feature Hydraulic Calculations	WaterFeatureHydraulicCalculations
		Civil Site Design Documentation	CivilSiteDesignDocumentation
		Electrical Design Analysis Report	ElectricalDesignAnalysisReport
		Mechanical Design Analysis Report	MechanicalDesignAnalysisReport
GEOTECH	Geotech Docs	Roadway Geotechnical Report	RoadwayGeotechReport
		Sign Structure Geotechnical Report	SignStructureGeotechReport
		Signal Structure Geotechnical Report	SignalStructureGeotechReport
		ITS Geotechnical Report	ITSGeotechReport
		Lighting Geotechnical Report	LightingGeotechReport
		Structures Geotechnical Report	StructuresGeotechReport
		Architectural Geotechnical Investigation Report	ArchitecturalGeotechInvestigationReport