302 Key Sheet

302.1 General

The Key Sheet is the first sheet of the contract plans. This sheet describes the project and the contents of the plans. The Key Sheet cell can be found in the FDOT CADD Software.

See ***Exhibit 302-1*** for an example of a lead Key Sheet with no revisions and ***Exhibit 302-2*** for a lead Key Sheet with revisions. See ***Exhibit 302-3*** for an example of a component Key Sheet.

302.2 Financial Project ID, Federal Funds, County Name and State Road Number

The Financial Project ID is the main number identifying each individual project within the Department. Place the number immediately under the heading "CONTRACT PLANS" in the top center of the sheet. When the project involves Federal funds, place the words "(Federal Funds)" under the Financial Project ID. Place the county name and roadway section number associated with the Straight Line Diagrams under the Financial Project ID or “(Federal Funds)”. Place the roadway section number within parentheses. Place the state road number under the county name and roadway section number. A description of project limits may be placed under the state road number; e.g., “Crim Boulevard to Washington Street".

On projects which have one Contract plans set, but multiple Financial Project IDs, place all of the Financial Project IDs immediately under the heading "CONTRACT PLANS" on the key sheet. On all other plan sheets, show only the lead Financial Project ID in the title block.

302.3 Construction Contract Number, Fiscal Year and Sheet Number

Show the Construction Contract Number in the “Construction Contract No.” box (lower right corner) on all component Key Sheets. Show the fiscal year for which the Letting is scheduled in the “Fiscal Year” box; i.e., enter “18” in the box for a project that has a Letting date during the July 2017 to June 2018 fiscal year.

The Key Sheet of each component of the contract plans will be numbered as the first sheet of that component.

302.4 Project Location Map and North Arrow

Place the project location map in the center of the key sheet with a north arrow on the right side of the map. Orient the map so that the north arrow points toward the top of the sheet. If the north arrow cannot be oriented toward the top of the sheet, then orient the map so that the north arrow points to the right.

The map consists of a reproduced portion of one or more county maps showing the project location. County maps in MicroStation (*.dgn) format or in Portable Document Format (PDF) can be downloaded from the ***County General Highway Maps*** web page.

A utility to download the county map and clip out the project location area is provided in the FDOT CADD Software.

The intent of the project location map is to provide enough information so that the project location is easily understood. Show Section, Township, and Range lines and numbers to provide clarity and scale to the project location map. Show county, city and urban limits where applicable.

Designate roads by name and State Road number or U.S. Highway number. Show the name of the next incorporated city at the edge of the map to which these roads lead. Use standard symbols as shown in the FDOT CADD Software.

Indicate project location using a heavy solid line of substantial width. It is sometimes advantageous to show station numbers at regular intervals, particularly with city street projects. Flag and station the following:

(1) Begin and end project limits. Provide milepost, correct to three decimals, under the project stations.

(2) Begin and end limits of bridges and bridge culverts. When an existing structure is being replaced, indicate the proposed structure and not the existing.

(3) Station equations

(4) Project exception limits (i.e., mileposts excluded from project)

(5) Rail crossings within the limits of construction, including name of railroad, DOT/AAR crossing number, and railroad milepost.

Calculate the end milepost by adding the distance in miles between begin and end project to the begin milepost. Plans are to be prepared using stationing in linear feet. A project may be prepared using mileposts when linear foot stationing is unavailable. Station information is to be consistent with the station information entered into the Work Program

Administration (WPA) system during final design. See ***FDM 111.2.1*** for information on updating the WPA system.

When several projects are covered by the same set of plans, flag and station begin and end project limits for each Financial Project ID.

Show the project location map only on the lead component Key Sheet.

Show a small-scale state map at the upper right portion of the lead component Key Sheet and indicate the location of the project thereon. The map may be shown on other component Key Sheets, but is not required.

302.5 Contract Plans Set Components

The Contract Plans Set is typically assembled as component plans that are associated with a primary work type. Roadway plans are typically the lead component of the contract plans. Provide a list of all component plans included in the contract plans in the upper left corner of the lead component Key Sheet in the following order:

(1) Roadway
(2) Signing and Pavement Marking
(3) Signalization
(4) Intelligent Transportation Systems (ITS)
(5) Lighting
(6) Landscape
(7) Architectural
(8) Structures
(9) Toll Facilities

Utility Work by Highway Contractor Agreement Plans have a separate Financial Project ID and are typically treated as a strung project. See ***FDM 302.11*** for additional information on Strung Projects. When utility work is minimal, the District may decide to include these plans as a component set to the lead plans set.

Another component (e.g., structures, signals, landscaping), may become the lead component when there are no roadway plans. Any sheets incidental to the project typically found within the roadway plans may be included in the lead component plans and numbered consecutively. Sheet number prefixing is not required for the lead

component plan; i.e., “IT-#” is not required for ITS Plans when they are the lead component.

See the ***Structures Manual, Volume 2 – Structures Detailing Manual*** when Structures plans become the lead component.

302.6 Index of Roadway Plans

Place an index of roadway sheets on the left side of the Key Sheet. Each component Key Sheet will have an index of sheets contained in that component. Assemble roadway plans in the following order:

(1) Key Sheet
(2) Signature Sheet
(3) Summary of Pay Items
(4) Drainage Map
(5) Interchange Drainage Map
(6) Typical Section
(7) Summary of Drainage Structures
(8) Optional Materials Tabulation
(9) Project Layout
(10) Project Control
(11) General Notes
(12) Roadway Plan-Profiles
(13) Traffic Monitoring Site
(14) Special Profiles
(15) Back-of-Sidewalk Profiles
(16) Interchange Layout
(17) Ramp Terminal Details
(18) Intersection Layout/Details
(19) Drainage Structures
(20) Outfall/Lateral Ditch Plan-Profiles
(21) Outfall/Lateral Ditch Cross Sections

(22) Special Details

(23) Cross Section Pattern

(24) Roadway Soil Survey

(25) Cross Sections

(26) Stormwater Pollution Prevention Plans (SWPPP)

(27) Temporary Traffic Control Plans

(28) Utility Adjustments

(29) Selective Clearing and Grubbing

(30) Tree Disposition Plan

(31) Summary of Quantities(1)

(32) Developmental Standard Plans

(33) Signing and Pavement Marking Plans(2)

(34) Signalization Plans(2)

(35) ITS Plans(2)

(36) Lighting Plans(2)

(37) Landscape Plans(2)

(38) Mitigation Plans

(39) Miscellaneous Structures Plans

(40) Toll Facilities(2)

(1) Place at the end of the numbered roadway plan sheets.

(2) When the work for these components is minor, sheets may be included (and numbered sequentially) in the lead component; do not show these as component plans.

Note: Do not place Box Culvert plan sheets in the Roadway component plans. These sheets are to be placed in a Structure component, even when there are no bridge plans.

302.6.1 Early Works

The roadway plans may require insertion of sheets that were prepared early, or prior to the design process. These sheets may be identified and numbered with the following prefixes:

(1) CTL-# Project Control

(2) GR-# Soil Survey and Report of Core Borings normally associated with the roadway plans set (including miscellaneous structures but excluding bridges and walls)

(3) TR-# Tree Survey

(4) UTV-# Verified Utility Locate

Show these early works sheets in the index of roadway plan sheets behind the Summary of Quantities sheets. Include an asterisk next to the early works title and a note below the index per ***Exhibit 302-1.***

No plans sheets other than those listed above are to be separated from the component plans.

302.7 Professional Responsibility

An Engineer of Record (EOR) is the lead Florida licensed professional engineer in charge of the preparation of the component plans. Place in the lower right corner the name and license number of the EOR. Also show the name and address of the engineering business or agency where the EOR is employed. Include the consultant contract number, certificate of authorization number and vendor number when plans are prepared by an engineering business.

For non-engineering professionals that are in charge of the preparation of the component plans, change title to “Licensed Professional of Record”. Include similar information that applies to their profession.

Place the name of the Department’s Project Manager below the EOR information. Show only the Department’s Project Manager at this location, except for:

(1) When plans are prepared by Department Personnel, the name of the Department’s designer may be placed immediately below the name of the Department’s Project Manager.

(2) When appropriate, the name of the GEC Project Manager may be placed immediately below the Department's Project Manager.

302.8 Governing Standard Plans and Standard Specifications

Show the governing ***Standard Plans*** and ***Standard Specifications*** on the lead component Key Sheet as shown on ***Exhibit 302-1***. Do not show this reference on other component Key Sheets. For requirements of the Structures General Notes and inclusion of the relevant bridge related ***Standard Plans*** in the structures component plan set, see the ***Structures Detailing Manual***. For additional information on the ***Standard Plans*** and ***Standard Specifications***, see ***FDM 115***.

When ***Standard Plans*** ***Interim Revisions*** (***IRs***) are released, the engineer must determine if any ***IRs*** apply to the project and reference those applicable ***IRs*** as shown on ***Exhibit 302-1***.

302.9 Developmental Standard Plans

Insert ***Developmental*** ***Standard Plans*** at the end of each applicable component plan set as applicable. When included in structure component plans, insert ***Developmental*** ***Standard Plans*** before existing bridge plans. List ***Developmental*** ***Standard Plans*** below the "Index of Sheets" for the plans component in which they are included, as shown on ***Exhibit 302-1***.

302.10 Revisions

The process and requirements for completing plan revisions are provided in ***FDM 131***.

Show a complete record of all contract plans revisions on the lead component Key Sheet under the "REVISIONS" header located below the project location map. Include the component (such as roadway, structures, signing and pavement marking), the sheet number, and the date for each plan sheet that was revised. Show the unique numbered symbol that corresponds to the Revision Number on the Revision Memo and modified sheets as well.

Show revisions to the Key Sheet in the Key Sheet Revisions block placed below the project location map, and to the right of the "REVISIONS" header. List the revision date and a brief description of the revision. The Key Sheet Revisions block is only used to record changes to the Key Sheet other than recorded revisions under the "REVISIONS"

header. A new lead component Key Sheet is required when any sheet within the contract plans is revised.

If a sheet is being deleted, note this under the “REVISIONS” header, and revise the Index of Sheets to show “(DELETED)” next to the deleted sheet. Record the change to the Index of Sheets in the Key Sheet Revisions block.

Revisions made after award (i.e., Post-Let Revisions) are to be “clouded” in a conspicuous manner. If there are no revisions to the plans, neither the “REVISIONS” header nor the Key Sheet Revisions block are required.

302.11 Strung Projects

Contract plans that are independently prepared but are let in the same construction contract are referred to as strung projects. For each set of contract plans that are to be strung, place the strung project note on the lead component Key Sheet as shown in ***Exhibit 302-1***. Show the strung project note only on lead component Key Sheets.

List revisions to any strung project on the lead component Key Sheet of the lead project under the “REVISIONS” header, under the respective Financial Project ID.

THIS PROJECT TO BE LET TO CONTRACT
WITH FINANCIAL PROJECT ID(S):
123456-1-56-01, 123457-1-52-01, 123457-1-56-01

CONTRACT PLANS COMPONENTS

ROADWAY PLANS
SIGNING AND PAVEMENT MARKING PLANS
SIGNALIZATION PLANS
INTELLIGENT TRANSPORTATION SYSTEMS PLANS
LIGHTING PLANS
LANDSCAPE PLANS
ARCHITECTURAL PLANS
STRUCTURE PLANS
TOLL FACILITIES PLANS

INDEX OF ROADWAY PLANS

SHEET NO.	SHEET DESCRIPTION
1	KEY SHEET
2	SIGNATURE SHEET
3	SUMMARY OF PAY ITEMS
4	DRAINAGE MAP
5 - 6	TYPICAL SECTIONS
7	TYPICAL SECTION DETAILS
8	SUMMARY OF DRAINAGE STRUCTURES
9	OPTIONAL MATERIALS TABULATION
10	PROJECT LAYOUT
11	PROJECT CONTROL
12	GENERAL NOTES
13 - 16	ROADWAY PLAN-PROFILES
17	TRAFFIC MONITORING SITE
18	SPECIAL PROFILES
19	INTERSECTION LAYOUT
20 - 26	DRAINAGE STRUCTURES
27	LATERAL DITCH PLAN-PROFILES
28	LATERAL DITCH CROSS SECTIONS
29	SPECIAL DETAILS
30 - 40	CROSS SECTIONS
41	STORMWATER POLLUTION PREVENTION PLAN
42 - 45	TEMPORARY TRAFFIC CONTROL PLANS
46 - 50	UTILITY ADJUSTMENTS
51 - 55	SELECTIVE CLEARING AND GRUBBING
SQ-1 - SQ-6	SUMMARY OF QUANTITIES
GR-1*	ROADWAY SOIL SURVEY

DEVELOPMENTAL STANDARD PLANS:

D591-001	LANDSCAPE IRRIGATION SLEEVES

* This sheet is included in the Index of Roadway Plans only to indicate that it is part of the Roadway Plans. This sheet is contained in a separate digitally signed and sealed document.

GOVERNING STANDARD PLANS:

Florida Department of Transportation, FY2018-19 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs).

Standard Plans for Road Construction and associated IRs are available at the following website: http://www.fdot.gov/design/standardplans

APPLICABLE IRs: IR536-001-01, IR521-001-01

Standard Plans for Bridge Construction are included in the Structures Plans Component.

GOVERNING STANDARD SPECIFICATIONS:

Florida Department of Transportation, July 2018 Standard Specifications for Road and Bridge Construction at the following website: http://www.fdot.gov/programmanagement/Implemented/SpecBooks

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

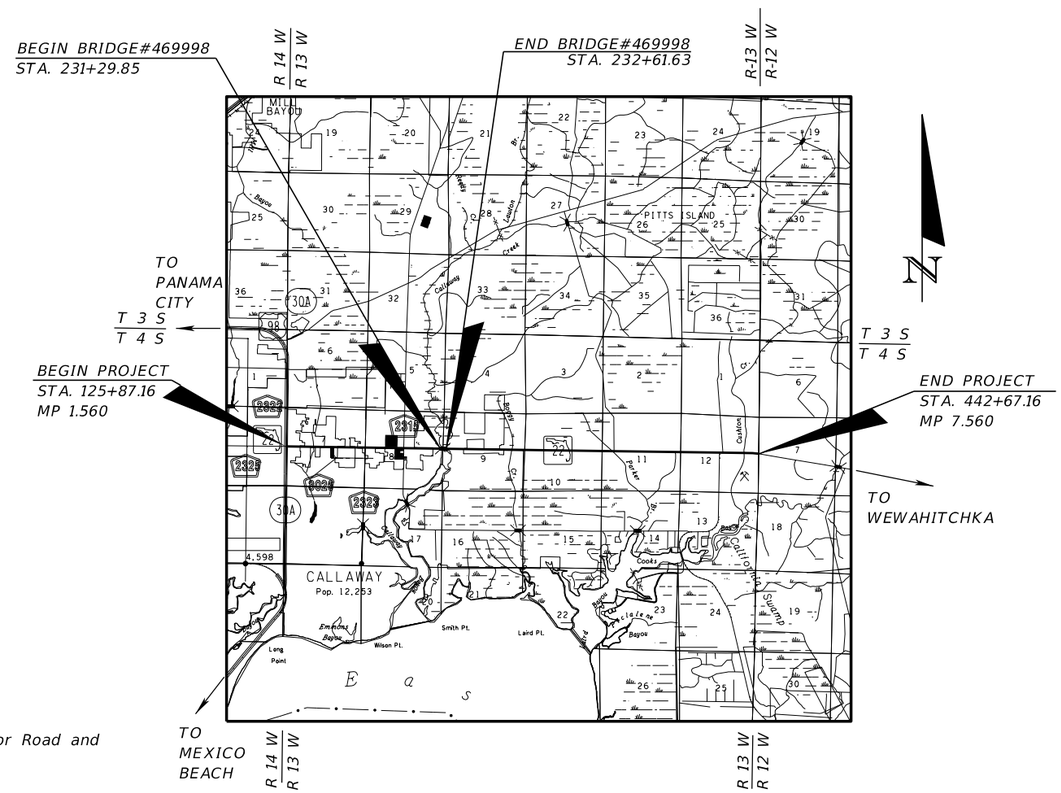
CONTRACT PLANS

FINANCIAL PROJECT ID 123456-1-52-01

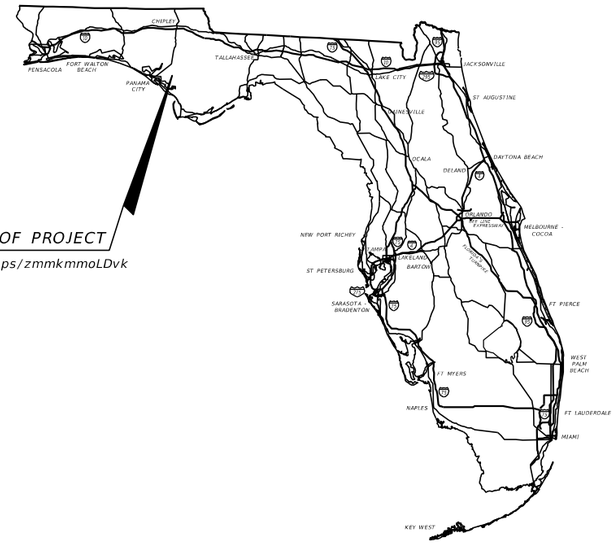
(FEDERAL FUNDS)

BAY COUNTY (46080)

STATE ROAD NO. 22 (WEWA HWY)



LOCATION OF PROJECT
https://goo.gl/maps/zmmkmmoLDvk



ROADWAY PLANS ENGINEER OF RECORD:

LUKE S. WALKER, P.E. NO.: 99991
ROADWAY ENGINEERS, INC.
123 MAIN STREET
TALLAHASSEE, FL 32301
(850) 671-1313
CONTRACT NO.: C0000
VENDOR NO.: 99-999999
CERTIFICATE OF AUTHORIZATION NO.: 12345

FDOT PROJECT MANAGER:

BEN K. UWAIBI, P.E.

Exhibit 302-1
Original Key Sheet
Date: 1/1/18

CONSTRUCTION CONTRACT NO.	FISCAL YEAR	SHEET NO.
T0000	18	1

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THIS PROJECT TO BE LET TO CONTRACT
WITH FINANCIAL PROJECT ID(S):
123456-1-56-01, 123457-1-52-01, 123457-1-56-01

CONTRACT PLANS COMPONENTS

ROADWAY PLANS
SIGNING AND PAVEMENT MARKING PLANS
SIGNALIZATION PLANS
INTELLIGENT TRANSPORTATION SYSTEMS PLANS
LIGHTING PLANS
LANDSCAPE PLANS
ARCHITECTURAL PLANS
STRUCTURE PLANS
TOLL FACILITIES PLANS

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

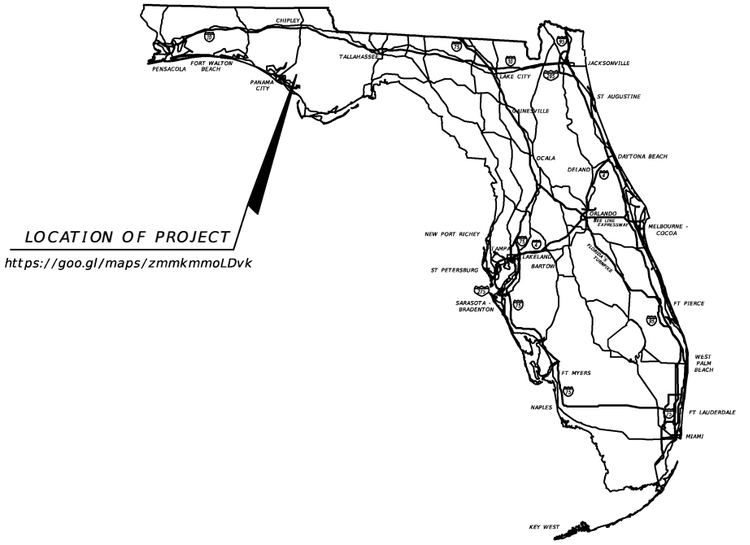
CONTRACT PLANS

FINANCIAL PROJECT ID 123456-1-52-01

(FEDERAL FUNDS)

BAY COUNTY (46080)

STATE ROAD NO. 22 (WEWA HWY)



LOCATION OF PROJECT
https://goo.gl/maps/zmmkmmoLDvk

INDEX OF ROADWAY PLANS

SHEET NO.	SHEET DESCRIPTION
1	KEY SHEET
2 - 2A	SIGNATURE SHEET
3	SUMMARY OF PAY ITEMS
4	DRAINAGE MAP
5 - 6	TYPICAL SECTIONS
7	TYPICAL SECTION DETAILS
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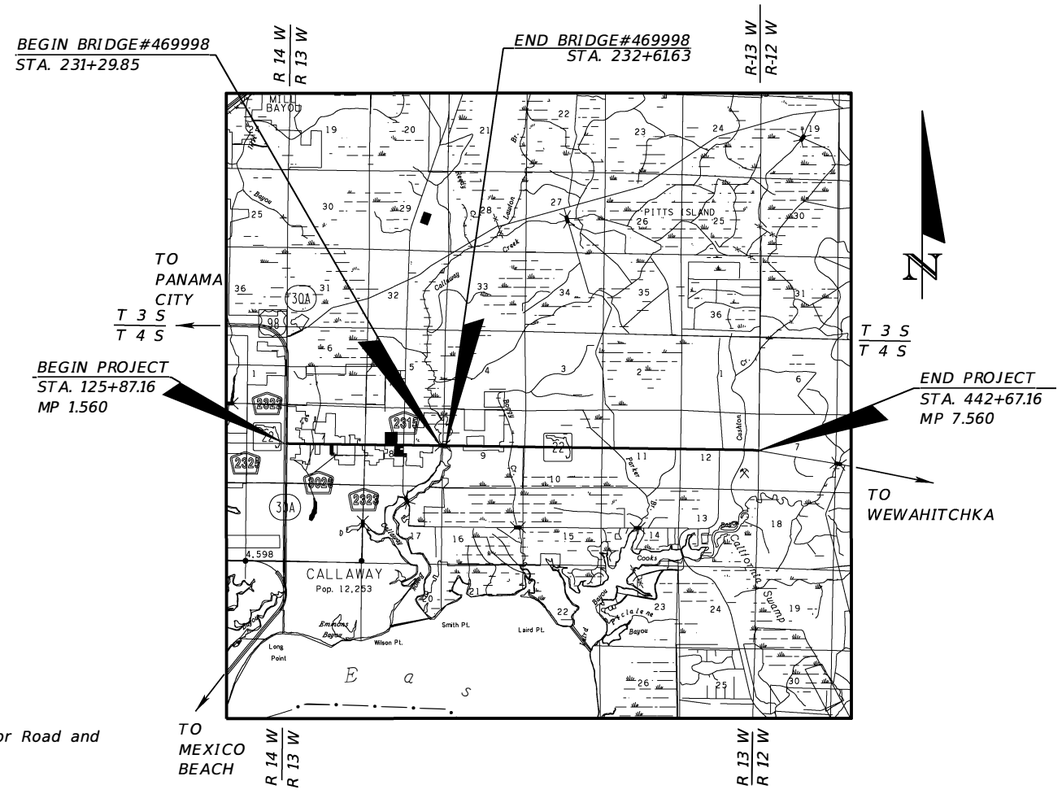
DEVELOPMENTAL STANDARD PLANS:

D591-001	LANDSCAPE IRRIGATION SLEEVES

* This sheet is included in the Index of Roadway Plans only to indicate that it is part of the Roadway Plans. This sheet is contained in a separate digitally signed and sealed document.

⚠ USE CLOUD FOR POST-LET REVISIONS



GOVERNING STANDARD PLANS:

Florida Department of Transportation, FY2018-19 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs).

Standard Plans for Road Construction and associated IRs are available at the following website: http://www.fdot.gov/design/standardplans

APPLICABLE IRs: IR536-001-01, IR521-001-01

Standard Plans for Bridge Construction are included in the Structures Plans Component.

GOVERNING STANDARD SPECIFICATIONS:

Florida Department of Transportation, July 2018 Standard Specifications for Road and Bridge Construction at the following website:
http://www.fdot.gov/programmanagement/Implemented/SpecBooks

REVISIONS:

⚠ FINANCIAL PROJECT ID 123456-1-52-01
Roadway Sheet 1, 2A, 27, & 35A (Revised 02-14-19)

⚠ FINANCIAL PROJECT ID 123457-1-52-01
Structure Sheets B-1 & C-1 THRU C-10 (Revised 02-14-19)

KEY SHEET REVISIONS	
DATE	DESCRIPTION
05-14-19	Added Sheet Numbers 2A & 28A to index

Exhibit 302-2
Revision Key Sheet
Date: 1/1/19

ROADWAY PLANS ENGINEER OF RECORD:

LUKE S. WALKER, P.E. NO.: 99991
ROADWAY ENGINEERS, INC.
123 MAIN STREET
TALLAHASSEE, FL 32301
(850) 671-1313
CONTRACT NO.: C0000
VENDOR NO.: 99-999999
CERTIFICATE OF AUTHORIZATION NO.: 12345

FDOT PROJECT MANAGER:

BEN K. UWAIBI, P.E.

CONSTRUCTION CONTRACT NO.	FISCAL YEAR	SHEET NO.
T0000	18	1

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STATE OF FLORIDA

DEPARTMENT OF TRANSPORTATION

CONTRACT PLANS

FINANCIAL PROJECT ID 123456-1-52-01

(FEDERAL FUNDS)

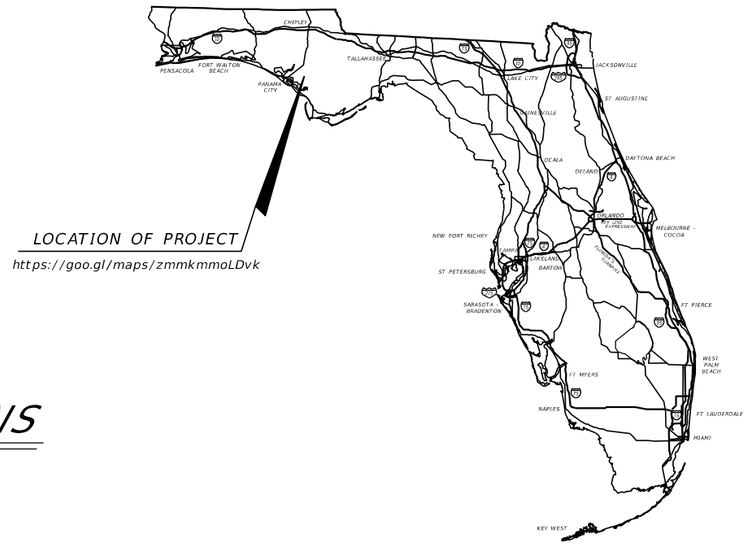
BAY COUNTY (46080)

STATE ROAD NO. 22 (WEWA HWY)

SIGNING AND PAVEMENT MARKINGS PLANS

INDEX OF SIGNING AND PAVEMENT MARKING PLANS

SHEET NO.	SHEET DESCRIPTION
S-1	KEY SHEET
S-2	TABULATION OF QUANTITIES
S-3	GENERAL NOTES
S-4 - S-14	PLAN SHEETS
S-15	GUIDE SIGN WORKSHEET



CHUY J. JAMESON
LICENSE
No 99992
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY

Chuy J. Jameson
2018.10.14 13:53:01 - 04'00'

ON THE DATE ADJACENT TO THE SEAL

PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

SIGNING AND PAVEMENT MARKINGS PLANS ENGINEER OF RECORD:

CHUY J. JAMESON, P.E. NO.: 99992
ROADWAY ENGINEERS, INC.
123 MAIN STREET
TALLAHASSEE, FL 32301
(850) 671-1313
CONTRACT NO.: C0001
VENDOR NO.: 99-999999
CERTIFICATE OF AUTHORIZATION NO.: 12345

FDOT PROJECT MANAGER:

BEN K. UWAIBI, P.E.

Exhibit 302-3
Component Key Sheet
Date: 1/1/19

CONSTRUCTION CONTRACT NO.	FISCAL YEAR	SHEET NO.
T0000	18	1

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