120 Design Submittals

120.1 General

The design process will require various submittals to transfer technical information and decisions between the Engineer of Record (EOR), certain Department personnel, and functional areas. The Department Project Manager is responsible for the adequacy of the submittals or requests and for the coordination of reviews between the Department and the EOR. Each office head including the District Construction and Maintenance Engineers should assume direct responsibility for assigning reviewers and meeting the review schedules. To the extent practical, the contract scope of work should list the information to be furnished by FDOT functional areas and submittals (number and type) required of the EOR. **Figure 120.1.1**, shown on the following page, is a partial list of functional areas with typical submittals and requests.
During the design process, various items of information may be required from different sections or departments. The following is a list of some of those items and their source:

### Figure 120.1.1 List of Requests and Contacts

#### Sheet 1 of 2

<table>
<thead>
<tr>
<th>A) Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request pavement design (18 Kip ESAL)</td>
</tr>
<tr>
<td>Request project traffic data</td>
</tr>
<tr>
<td>Request turning movements for intersections</td>
</tr>
<tr>
<td>Request updates of project traffic data (as needed)</td>
</tr>
<tr>
<td>Railroad contact (Phase I and III)</td>
</tr>
<tr>
<td>Plans transmittal letter data (railroad)</td>
</tr>
<tr>
<td>Notification that project is in vicinity of a traffic monitoring site</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B) Traffic Plans/Traffic Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request turns and counts for intersection design</td>
</tr>
<tr>
<td>Notification that project includes milling</td>
</tr>
<tr>
<td>Signing &amp; pavement marking plans (Phase I, II, III)</td>
</tr>
<tr>
<td>Traffic signal plans (Phase I, II, III) &amp; signal warrant</td>
</tr>
<tr>
<td>Lighting plans (Phase I, II) &amp; justification report</td>
</tr>
<tr>
<td>Pedestrian and bicycle project traffic</td>
</tr>
<tr>
<td>Safety/crash analysis and recommendations</td>
</tr>
<tr>
<td>Operational and capacity review of design plans</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C) Geotechnical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request pavement design soil information</td>
</tr>
<tr>
<td>Request roadway soil survey</td>
</tr>
<tr>
<td>Soils data</td>
</tr>
<tr>
<td>Request foundation investigations</td>
</tr>
<tr>
<td>Request dynaflect testing</td>
</tr>
<tr>
<td>Phase III review, if unsuitable soils exist.</td>
</tr>
<tr>
<td>Soils and foundation recommendations</td>
</tr>
<tr>
<td>PH and soils resistivity for culvert material selection</td>
</tr>
<tr>
<td>Request pavement composition and milling recommendations</td>
</tr>
<tr>
<td>Review if any changes are made in alignment, grade or typical section.</td>
</tr>
<tr>
<td>Bridge Geotechnical Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D) Surveying and Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request survey</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E) Drainage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request grade and high water review</td>
</tr>
<tr>
<td>Conceptual drainage plan &amp; assumptions</td>
</tr>
<tr>
<td>Bridge Hydraulics Report</td>
</tr>
<tr>
<td>Request drainage design</td>
</tr>
<tr>
<td>Request final drainage review</td>
</tr>
<tr>
<td>Permit review</td>
</tr>
<tr>
<td>SWPPP</td>
</tr>
<tr>
<td>Erosion Control Plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F) Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pavement design comments</td>
</tr>
<tr>
<td>Phase I Plans review &amp; response</td>
</tr>
<tr>
<td>Phase II Plans review &amp; response</td>
</tr>
<tr>
<td>Phase III Plans review &amp; response</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G) Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pavement design comments</td>
</tr>
<tr>
<td>Phase I Plans review &amp; response</td>
</tr>
<tr>
<td>Phase II Plans review (constructability) &amp; response</td>
</tr>
<tr>
<td>Phase III Plans review (biddability) &amp; response</td>
</tr>
<tr>
<td>Submit traffic control plan request</td>
</tr>
<tr>
<td>Contract time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H) R/W Surveying and Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit title search request</td>
</tr>
<tr>
<td>Request existing right of way maps</td>
</tr>
<tr>
<td>Transmit right of way requirements</td>
</tr>
<tr>
<td>Final right of way check</td>
</tr>
<tr>
<td>Plans transmittal letter data</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I) Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary (First) contact (Phase I)</td>
</tr>
<tr>
<td>Pre-Design conference and contact (Phase II)</td>
</tr>
<tr>
<td>Final contact (Phase III)</td>
</tr>
<tr>
<td>Horizontal and vertical verification of utilities</td>
</tr>
<tr>
<td>Plans transmittal letter data (utilities)</td>
</tr>
<tr>
<td>Number of sets of final prints for utility companies</td>
</tr>
</tbody>
</table>
Figure 120.1.1  List of Requests and Contacts
Sheet 2 of 2

J) Estimates and Specifications
- Preliminary estimate (LRE)
- Preliminary estimate (Phase I)
- Preliminary estimate (Phase II)
- Preliminary estimate (Phase III)
- Complete estimate (Phase IV)

K) Right Of Way Department
- Project schedule updates as needed
- R/W estimates as needed
- Pre-Proposal appraisal conference
- Field questions from R/W agents as needed
- Plans transmittal letter data
- Phase I Plans Review (by Appraiser)
- Phase II Plans Review (by Appraiser)
- Phase III Plans Review (by Appraiser)
- Phase IV Plans Review (by Appraiser)

L) FHWA (if Project of Division Interest (PoDi))
- Phase I Plans review & response
- Phase II Plans review & response
- Phase III Plans review & response
- Phase IV Plans review & response
- Submit for typical section approval
- Submit for pavement design approval
- Submit Design Exception request letters
- R/W review
- Submit Proprietary Product Certification Request

M) Value Engineering ($25,000,000+)
- Phase I & II reviews

N) Environmental
- Contamination Evaluation
- SWPPP
- Erosion Control Plan
- Mitigation Plans
- Asbestos-Containing Materials Survey
- Phase I Plans review & response
- Phase II Plans review & response
- Phase III Plans review & response
- Phase IV Plans review & response
- PD&E Re-evaluation
- Project Commitment Record
- Preliminary Engineering Report (as applicable)
- Approved Environmental Document (as applicable)

O) Materials
- Environmental Classifications
- Type of Structural Steel (existing)
- Existence of Lead-Based Paint

P) Bridge
- Phase I, Bridge Analysis, review & response
- Phase II Plans review & response
- BDR/30% Plans review and response
- 60% Plans review & response
- 90% Plans review & response
- 100% Plans review & response

Q) Public Transportation/Modal Development
- Notification that project contains a transit route
- Request transit agency contact(s)
- Request facility locations and information
- Identify any special transit needs
- Phase I Plans review & response
- Phase II Plans review & response
- Phase III Plans review & response
- Number of sets of final prints for transit agencies

R) Landscape
- Notification of Local Agency for landscape coordination and agreements
- Existing Vegetation Inventory and Disposition
- Landscape Opportunity Concept
- Soils Analysis, existing and proposed
- Irrigation Feasibility Study
Modification for Non-Conventional Projects:

Delete FDM 120.1 above and replace with the following:

See RFP and FDM 301 for design submittal requirements.

120.2 Design Documentation Submittals

Certain engineering processes require the submittal of information to specific Department personnel for the purpose of making timely decisions and confirming project objectives. Submittals will take place as these activities are completed so that issues do not go unresolved before subsequent activities begin. The following are submittals that should take place during initial engineering. Ideally these engineering type submittals are done in lieu of traditional phase plans reviews.

120.2.1 Field Survey Data

Evaluate the following typical field survey data for sufficient breadth and accuracy to complete the proposed design. Bring deficiencies to the attention of the Department.

(1) Design location survey data including horizontal and vertical control, alignments, reference points, utilities, natural and manmade features, and topography or general shape of the terrain.

(2) Digitized aerial survey data, especially for large areas such as drainage maps. Drainage design survey data from site inspection and historical records.

(3) Right of Way and related property (land) survey data, including property owners and acreage.

(4) Geotechnical studies and foundation and soils report, including physical properties and classifications of soils, together with recommendations related to foundations, pavement and drainage design.

(5) Bridge data sheet surveys, channel alignment survey data, and bathymetric data.
120.2.2 Traffic Data

In the development of roadway plans, traffic data is used to justify:

- Number of through lanes,
- Geometric improvements to intersections,
- Traffic signal timings, and
- Pavement design.

The number of through lanes is usually determined during the project development phase, based on Annual Average Daily Traffic (AADT) and factors included in the typical section. Vehicular traffic data shown on the plans Typical Section sheet includes:

- AADT for the following:
  - Current Year (refers to when the traffic data is collected)
  - Opening Year (as defined in the FDOT Project Traffic Forecasting Handbook)
  - Design Year (as defined in the FDOT Project Traffic Forecasting Handbook)
- Design hour factor (K is the Department’s Standard "K" factor as provided by the State Transportation Statistics Office),
- Directional distribution (D is the percent of two-way peak-hour traffic that occurs in the peak direction), and
- Truck factors (T is the percent that trucks constitute of vehicular traffic) for the peak hour and a 24-hour period.

The source and methods used to produce this data must be documented.

120.2.2.1 Traffic Counts

Intersection improvements and signal timings require additional information on turning volumes. The FDOT Project Traffic Forecasting Procedure (Topic No.: 525-030-120) describes the input data required, explains the procedure to forecast turning volumes, and provides examples. A Project Traffic Report will be required. Traffic counts provide input on the number of motor vehicles, bicycles and pedestrians using an intersection. At proposed (non-existing) major intersections, turning volumes are estimated using transportation planning models or other means. Forecasts provide designers the
information required to determine the need for turning lanes, turning bay length, signal timings, and pedestrian crossings. Also, the designer establishes right of way requirements based on documented needs to satisfy design year volumes.

120.2.2.2 18 kip Equivalent Single Axle Loads (ESAL)

In pavement design, the designer requires AADT forecasts for the year a project opens to traffic and for the design year. AADT, together with percent trucks (24-hour period) and other factors used by the Department, provides information on the pavement loadings (18kip ESAL) used in pavement design. The FDOT Project Traffic Forecasting Procedure provides additional information.

120.2.3 Typical Section Package

The purpose of the typical section package is to establish and document the following:

- Project Controls
- Cross Sectional Elements
- Design Variations and Design Exceptions

Prepare a typical section package for projects that alter cross section elements and for resurfacing projects. The typical section package must be prepared and sealed by the EOR.

There are two formats available in the FDOT CADD Software for the development of typical section packages:

1. Digitally signed and sealed Typical Section Packages as described in this chapter. The Typical Section Package consists of a Cover Sheet and Proposed Typical Section Sheets as illustrated in Exhibits 120-1 through 120-4.

2. 2017 PPM Typical Section Packages as described in PPM Volume 1, Chapter 16. This format may be used for projects that do not require context classification and are manually signed and sealed.

120.2.3.1 Approval Process

The typical section package will be approved as part of the Project Development & Environment (PD&E) process. Typical section package preparation and coordination between the responsible PD&E Engineer of Record (EOR) and the District Design...
Engineer typically occurs during the development of project alternatives prior to the preferred alternative selection. The PD&E EOR will prepare, seal, and submit the typical section package for concurrence. Typical section concurrence signatures are obtained after the preferred alternative is selected. Include a copy of the approved typical section package as part of the PD&E Final Preliminary Engineering Report.

For projects that do not contain a PD&E phase or have significantly changed during the design process, the typical section package is prepared, sealed and submitted by the Design EOR. Typical section package concurrence signatures should be obtained prior to the final engineering process.

120.2.3.2 Cover Sheet

The Cover Sheet contains the following:

1. Project Identification: Place the Financial Project ID number(s) immediately under the heading "TYPICAL SECTION PACKAGE" at the top 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)". Include a description of work type under the state road number.

2. Project location map: See FDM 302.4 for requirements.

3. PD&E or Design EOR Signature Block: See FDM 130 for requirements.

4. Sheet Index: Provide an index of sheets contained in the package that the EOR is responsible for.

5. Typical Section Concurrence Block: Concurrence from the District Design Engineers for all typical sections is required. Other concurrence signatures may be included; e.g., District Structures Design Engineer for bridge typical sections, County Engineer for local roadway typical sections.

6. Concurrence of the typical section package by the FHWA Transportation Engineer is required on Projects of Division Interest (PoDI). Refer to FDM 128 for additional information concerning PoDIs.

7. Design Speed and Posted Speed Concurrence Block: The District Design Engineer and District Traffic Operations Engineer will discuss and agree to the posted speed. The selected design speed will be jointly approved by the District Design Engineer and the District Traffic Operations Engineer with a declaration that the posted speed is not expected to exceed the selected design speed.

8. Context Classification Concurrence Block: Context classification is determined by FDOT district staff on all projects. Coordinate with the FDOT Project Manager to
obtain context classification(s). Concurrence from the District Intermodal Systems Development (ISD) Manager or Planning and Environmental Management Administrator for the context classification assigned to each typical section is required.

120.2.3.3 Typical Section Sheet

Provide Typical Section Sheets for the state roadway and bridges for project limits that include:

- A change in the number of through lanes.
- A change in Project Controls; Functional Classification, Context Classification, or Design Speed
- Change in facility type; e.g. flush shoulder roadway to curbed roadway.
- A crossroad which may affect an existing structure.

Provide Typical Section Sheets for intersecting roadways when work of significant length is required.

Provide Typical Section Sheets for each proposed electronic toll point on toll facilities. These typical sections are intended to represent the required 100 feet of loop pavement underneath the toll gantry.

The Proposed Typical Section Sheet contains the following:

1) Project Controls: Indicate the applicable control that applies to the typical section (context classification, functional classification, highway system, and access classification).

2) Criteria: Indicate the type of construction.

3) Design Variations and Design Exceptions: List anticipated Exceptions and Variations that relate to the typical section.

4) Traffic Data: provide the following,
(a) Current Year and AADT
(b) Estimated Opening Year and AADT
(c) Estimated Design Year and AADT
(d) K, D, T (24-hour) factors.
(e) Design Year T factor
(f) Design Speed and Posted Speed

(5) Roadway Typical Section Drawing: provide the following,

(a) Name of Roadway and Mile Post Limits (station limits or street names may be used when Mile Post data is not available).

(b) Centerline Construction and/or Baseline Survey (label)

(c) Lanes (label type, dimension width, show cross slope)

(d) R/W Line (graphically show, label and dimension from centerline const.)

(e) Shoulder (label and dimension width, show cross slope, paved shoulder is dimensioned and labeled separately)

(f) Curb (graphically show curb, label curb type)

(g) Median (graphically show median, dimension width, show slopes)

(h) Slopes (label and dimension)

(i) Border Width (label and dimension for new construction / reconstruction)

(j) Ditches (show typical front slope and typical back slope, dimension typical ditch width and depth, and label)

(k) Natural Ground Line (graphically show and label)

(l) Pavement and Roadbed (graphically show)

(m) Barriers (graphically show, dimension, and label)

(n) Sidewalk or Shared Use Path (graphically show, dimension width, and label)

(6) Bridge Typical Section Drawing: provide the following,

(a) Bridge Description w/ Crossing Information

(b) Centerline Construction and/or Baseline Survey (label)

(c) Lanes (label type, dimension width, show cross slope)

(d) R/W Line (graphically show, label, and dimension from centerline const.)

(e) Shoulder (label and dimension width, show cross slope)

(f) Gutter (graphically show, dimension width)

(g) Median (graphically show, dimension width)

(h) Barriers (graphically show including railing, dimension width, and label)

Sidewalk or Shared Use Path (graphically show, dimension width, and label)
PROJECT CONTROLS

CONTEXT CLASSIFICATION

( ) C1 : NATURAL
( ) C3 : SUBURBAN COMM.
( ) C2 : RURAL
( ) C4 : URBAN GENERAL
( ) C5 : URBAN CENTER
( ) C6 : URBAN CORE
( ) N/A : L.A. FACILITY
( ) N/A : FL GREENBOOK

FUNCTIONAL CLASSIFICATION

( ) INTERSTATE
( ) MAJOR COLLECTOR
( ) FREEWAY/EXPHY
( ) MINOR COLLECTOR
( ) PRINCIPAL ARTERIAL
( ) LOCAL
( ) MINOR ARTERIAL

HIGHWAY SYSTEM

( ) NATIONAL HIGHWAY SYSTEM
( ) STRATEGIC INTERMODAL SYSTEM
( ) STATE HIGHWAY SYSTEM
( ) OFF-STATE HIGHWAY SYSTEM

ACCESS CLASSIFICATION

( ) 1 - FREEWAY
( ) 2 - RESTRICTIVE w/Service Roads
( ) 3 - RESTRICTIVE w/660 ft. Connection Spacing
( ) 4 - NOT-RESTRICTIVE w/2640 ft. Signal Spacing
( ) 5 - RESTRICTIVE w/440 ft. Connection Spacing
( ) 6 - NOT-RESTRICTIVE w/1320 ft. Signal Spacing
( ) 7 - BOTH MEDIAN TYPES

CRITERIA

( ) NEW CONSTRUCTION / RECONSTRUCTION
( ) RESURFACING (L.A. FACILITIES)
( ) OFF (ARTERIALS & COLLECTORS)

POTENTIAL EXCEPTIONS AND VARIATIONS RELATED TO TYPICAL SECTION:

DESIGN VARIATIONS
1. BORDER WIDTH

TRAFFIC DATA

CURRENT YEAR = 2018 AADT = 22800
ESTIMATED OPENING YEAR = 2020 AADT = 25800
ESTIMATED DESIGN YEAR = 2040 AADT = 30600
K = 6%  D = 55%  T = 2% (24 HOUR)
DESIGN HOUR T = 1%
DESIGN SPEED = 35 MPH
POSTED SPEED = 30 MPH

TYPICAL SECTION No. 1

MP 1.560 TO MP 3.422
MP 3.471 TO MP 3.725

NOT TO SCALE

Exhibit 120-2
Date: 1/1/19

FINANCIAL PROJECT ID: 123456-1-52-01

123456-1-32-01

12/14/18
1-8712-14
TRAFFIC DATA
POSTED SPEED = 30 MPH
DESIGN SPEED = 35 MPH
DESIGN HOUR T = 1%
K = 6%  D = 55%  T = 2% (24 HOUR)
ESTIMATED DESIGN YEAR  = 2040
AADT = 30600
ESTIMATED OPENING YEAR = 2020
AADT = 25800
CURRENT YEAR              = 2018
AADT = 22800

PROJECT CONTROLS

CONTEXT CLASSIFICATION
( ) C1 : NATURAL
( ) C3 : SUBURBAN COMM.
( ) C2 : RURAL
( ) C4 : URBAN GENERAL
( ) C3T : RURAL TOWN
( ) C5 : URBAN CENTER
( ) C3R : SUBURBAN RES.
( ) C6 : URBAN CORE
( ) N/A : L.A. FACILITY
( ) N/A : FL GREENBOOK

FUNCTIONAL CLASSIFICATION
( ) INTERSTATE
( ) MAJOR COLLECTOR
( ) FREEWAY/EXPWY.
( ) MINOR COLLECTOR
( ) PRINCIPAL ARTERIAL
( ) LOCAL
( ) MINOR ARTERIAL

HIGHWAY SYSTEM
( ) NATIONAL HIGHWAY SYSTEM
( ) STRATEGIC INTERMODAL SYSTEM
( ) STATE HIGHWAY SYSTEM
( ) OFF-STATE HIGHWAY SYSTEM

ACCESS CLASSIFICATION
( ) 1 - FREEWAY
( ) 2 - RESTRICTIVE w/Service Roads
( ) 3 - RESTRICTIVE w/600 ft. Connection Spacing
( ) 4 - NON-RESTRICTIVE w/2400 ft. Signal Spacing
( ) 5 - RESTRICTIVE w/440 ft. Connection Spacing
( ) 6 - NON-RESTRICTIVE w/1320 ft. Signal Spacing
( ) 7 - BOTH MEDIAN TYPES

CRITERIA
( ) NEW CONSTRUCTION / RECONSTRUCTION
( ) RESURFACING (L.A. FACILITIES)
( ) RR (ARTERIALS & COLLECTORS)

POTENTIAL EXCEPTIONS AND VARIATIONS
RELATED TO TYPICAL SECTION:

TRAFFIC RAILING
36" SINGLE-SLOPE

SR 22 OVER CALLAWAY BAYOU
MP 3.422 TO MP 3.471

NOT TO SCALE

Date: 1/1/19
**TRAFFIC DATA**

**CURRENT YEAR**
- AADT = 22800

**ESTIMATED OPENING YEAR**
- AADT = 25600

- Design Hour T = 1%
- Design Speed = 60 MPH
- Posted Speed = 55 MPH
120.2.4 Preliminary Drainage Design

On projects where the drainage design is a critical element the following items should require a preliminary submittal:

(1) Determination of water elevations affecting the roadway grade. These include base clearance water elevations and design flood elevations.

(2) Pond Siting Report

(3) Documentation of preliminary drainage coordination with permitting agencies

(4) Information that is essential to proper evaluation of drainage design concepts such as seasonal high ground water, soil types, existing cross drain peak design stages, historical pavement failure, floodplain elevation, present water elevations, and drainage areas.

(5) Documentation of coordination with the Landscape Architect and District Maintenance Engineer regarding aesthetics, including the accommodation of existing and proposed trees, particularly where additional R/W or Design Exceptions or Design Variations may be required.

120.2.5 Preliminary Geometry and Grades

On projects where connections to the facility make grades a critical element, back of sidewalk profiles, project profile grades, determination of water elevations affecting the roadway grade, and driveway and side street geometry should require a preliminary submittal. The Department may require the designer to present the project geometry and grade to a geometry and grade technical review team to encourage productive dialogue and proper communication regarding these design issues. If a bridge exists within the project limits, the early input of the structural designer as to approach grades and clearance needs should be coordinated to ensure proper bridge design.

120.2.6 Preliminary Traffic Control Plan

On projects where the traffic control plan is a critical element the following items should require a preliminary submittal.

(1) Typical sections of each construction phase with information that is essential to proper evaluation of each construction phase; e.g., location and nature of proper construction drainage; regulatory speed; location of work zone; proposed traffic control devices; number, width and location of maintained traffic; maximum drop-off; maintenance of existing lighting.
(2) Documentation addressing possible innovative construction techniques; e.g., need for temporary detours, hazardous material excavation, temporary structures.

(3) Documentation of coordination with the local community; e.g., city and county transportation engineers, businesses, police, hospitals, civic centers or arena operations, fire department, schools, mass transit.

(4) When a temporary bridge is used, the designer must coordinate with the State Bridge Evaluation Engineer in Tallahassee (Office of Maintenance) to ensure that a detour route for overweight vehicles is included in the plans. If no detour route is available, the temporary bridge may have to be designed to support multi-trip overweight vehicles.

**120.2.7 Pavement Selection and Design**

The pavement selection and design should be completed as early in the process as possible. The Rigid and Flexible Pavement Design Manuals are available through *Pavement Management Publications*.

**120.2.8 Preliminary Utilities**

On projects where utility coordination is a critical element the following early involvement activities should be required.

(1) Prior to Phase I plans submittal, early involvement can be obtained by coordinating a review of the utility information in the topographic survey. This review may be accomplished by distribution of the topographic survey to all Utility Agency/Owners (UAOs) through the District Utility Office for mark-ups and confirmation of existing facilities.

(2) Once the designer has reviewed the early topographic survey mark-ups a meeting should be held with the UAOs, District Utility Office and the designer to discuss errors, omissions, and future plans of the utilities already identified within the corridor. This will allow the designer the ability to prioritize which utilities will ultimately impact the design.

**120.3 Structures Submittals**

Structures design elements go through decision-making reviews at various stages of the design as listed below:
120.3.1 Coordination of Structural Design - (Bridges and Retaining Walls)

Requests for structural design should include roadway plan and profile sheets showing horizontal and vertical alignment and cross sections within 500 feet of each end of the bridge or ends of retaining walls. Horizontal curvature that is on or near the end of the bridge or retaining wall must be shown. Nonstandard superelevation transition details or other special profiles must be included if any part or all of the transition is on the bridge or wall. The approved proposed typical section is required.

Provisions for access to property near the end of bridges and adjustments to avoid costly right of way takings should be resolved.

120.3.2 Bridges

Bridge design begins when the Phase I bridge geotechnical report is complete and proceeds on a schedule which allows simultaneous review of the final (90%) bridge plans and the Phase III roadway plans. All structures design work is coordinated through the District Structures Design Engineer or the State Structures Design Office in the Central Office, depending on the category or complexity of the structure. Determine the typical section of the facility crossing, the horizontal and vertical clearance requirements, and the profile grades prior to beginning structures design. For complete details and requirements for structural designs and plans preparation, the reader is referred to FDM 121 and the Structures Detailing Manual issued by the State Structures Design Office.

Generally, the completion and review of bridge designs are accomplished in the following phases:

(1) BDR/30% Structures Plans
(2) 60% Structures Plans
   (a) (Foundation submittal for all Structures and full submittal)
   (b) (Full submittal for Category 2 or unusual structures only)
(3) 90% Structures Plans
(4) 100% Structures Plans

These reviews should be coordinated with the phase reviews of the roadway plans. Submit the latest set of structural plans with the Phase II roadway plans submittal. This joint submittal at Phase II roadway plans review is to ensure that roadway and bridge
structures plans are consistent; i.e., widths, superelevation transitions, vertical and horizontal alignment, and work zone traffic control agree. The precise number and type of plans submittals depends on the complexity of the design and the sensitivity of the project. Each submittal must include written responses to the comments received on the previous submittal.

Modification for Non-Conventional Projects:

Delete *FDM 120.3.2* above and replace with the following:

<table>
<thead>
<tr>
<th>120.3.2 Bridges</th>
</tr>
</thead>
<tbody>
<tr>
<td>For bridge submittal requirements see RFP and <em>FDM 121.</em></td>
</tr>
</tbody>
</table>

### 120.3.3 Other Structural Submittals and Reviews

In addition to bridge plans, structures plans may include retaining walls, sheet piling, noise barriers, box or three-sided culverts, pedestrian overpasses, temporary bridges, and special structural appurtenances. Special structural appurtenances that include transit related furnishings and amenities would require review by the local transit agency.

For projects where bridges and other structures plans are involved, preliminary and final plan submittals (usually along with bridge plans) should be handled according to the instructions for structures plans submittals covered in *FDM 121* and *FDM 262*.

For projects where retaining walls are required along with roadway plans (no bridge in the project), follow the procedure outlined in *FDM 262*. The submittal of detailed control plans should occur as early in the design process as possible.

### 120.4 Plans Phase Reviews

The number of submittals and phase reviews is determined on a project-by-project basis and defined in the scope. Submittals allow functional areas to review the development of the project as contained in the scope.

Formal plans phase review requirements are covered in the District Quality Control Plan. Reviews should include Department personnel that can assist in making timely decisions and confirm that the requirements have been met for their discipline. Reviews are driven by the engineering process and occur when input or a decision is needed. Some of these activities are discussed in *FDM 120.2*. Reviews are complete when the comments from
all the various offices have been resolved and have been documented as required in *FDM 128*.

Constructability and biddability reviews by the District Construction Office will be included at appropriate stages of the phase review process. Procedures for these reviews are provided in the *Construction Project Administration Manual*.

Minor projects, such as resurfacing, typically have two plans phase reviews. The two reviews consist of a decision-making phase review on the scope and intent of the project and a final plans phase review for constructability and biddability. One of these will be an on-site review.

On complex projects plans phase reviews may be required at the Phase I, II and III stages and a final check at Phase IV. Two on-site reviews are typically required with one of these held early in the initial engineering phase.

*FDM 301.2* outlines, in detail, the sequence for contract plans preparation and assembly required by the several design phase submittals. Also included in the chapter is information required to be presented on various plan sheets included with each submittal.

When the plans are in compliance with all phase review requirements and are considered final, they are to be submitted in accordance with the process described in *FDM 131*.

<table>
<thead>
<tr>
<th>Modification for Non-Conventional Projects:</th>
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<tbody>
<tr>
<td>Delete <em>FDM 120.4</em> above and replace with the following:</td>
</tr>
<tr>
<td><strong>120.4 Plans Phase Reviews</strong></td>
</tr>
<tr>
<td><em>FDM 301.3</em> outlines, in detail, the sequence for contract plans preparation and assembly required by the design phase submittals.</td>
</tr>
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</table>

**120.4.1 Review of Non-Department-Owned Projects**

Perform a Department review of those portions of non-Department-owned projects located on Department-owned right-of-way, regardless of funding source or owner. Perform the review to the same extent as reviews for Department projects to assure compliance with the Department’s design criteria. See *FDM 121.18* and *FDM 121.12* for review requirements of non-Department-owned projects containing a structure located on, under or over Department-owned right-of-way.