



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

INTRADEPARTMENTAL CORRESPONDENCE

REFERRED TO

- REFERRED FOR ACTION
ANSWER FOR MY SIGNATURE
FOR FILE
FOR YOUR INFORMATION
FOR SIGNATURE
RETURN TO ME
PLEASE SEE ME
PLEASE TELEPHONE ME
FOR APPROVAL
PLEASE ADVISE ME

BY DATE
BY DATE
BY DATE

MEMORANDUM

TO: DISTRICT ADMINISTRATORS
SECTION HEADS
FROM: CHRISTOPHER P. KNOTTS, P.E.
DATE: October 28, 2019
SUBJECT: SUBMITTAL OF PLANS FOR REVIEW TO PLAN QUALITY UNIT

This memorandum applies to all plans that are to be submitted to the DOTD Chief Engineer for approval. This memorandum also applies to all plan related documents that are used in the development of all plans that are to be submitted to the DOTD Chief Engineer for approval.

The Project Manager shall submit all projects, with all required documentation, at the times shown below, to the Plan Quality Unit for possible review.

- A. Full Size Plans
1) Preliminary Review concurrent with 90% Preliminary Plans (or as soon as information is available to perform the following reviews, if this stage of plan development does not exist in a program)
a) Scope review
b) Title Sheet review
c) Typical section review
2) Final Plan Set Review after 98% Final Plans task manager and project manager comments have been addressed, which must be at least one month prior submittal to Contracts & Specifications and 5 months prior to letting.
B. Letter Size Plans
1) Preliminary Review prior to Preliminary Plan completion
a) Determination of suitability for letter size format
b) Scope review
c) Title Sheet review
d) Typical section review

RECOMMENDED FOR APPROVAL DATE
RECOMMENDED FOR APPROVAL DATE
RECOMMENDED FOR APPROVAL DATE
APPROVED DATE

- 2) Final Plan Set Review after 98% Final Plans comments have been addressed, which must be at least one month prior to submittal to Contracts & Specifications and 4 months prior to letting.

For every project, at the stages listed above, the Project Manager shall submit to the Plan Quality Unit the following:

1. A completed Plan Quality Review Submittal Form
2. An email or link to ProjectWise of a single .pdf file containing all plan sheets
3. An email or link to ProjectWise of all quantity calculations and spreadsheet files
4. Completed documentation as listed on the Plan Quality Unit website

If any required/requested project documentation is not submitted to the Plan Quality Unit with the submittal, then the Project Manager will be notified of missing documentation, and a re-submittal of the project must be made prior to the above stated deadlines. The re-submittal must include all required/requested documentation.

After all Plan Quality Unit review comments have been addressed by the designer and have been subsequently reviewed and approved by the Project Manager, then the Project Manager shall submit via an email with a hyperlink to a document in ProjectWise the following:

1. A single .pdf file containing only the modified sheets or documents
2. All quantity calculations and spreadsheet files for the associated modified sheets
3. A written reply detailing the disposition of each of the PQU review comments, or the reasoning behind not making the changes, as requested.

If consensus between the Plan Quality Unit and the Project Manager/Designers cannot be reached as to the appropriate disposition of comments, then these comments and dispositions will be attached to the Plans and Estimates Transmittal Letter for the Chief Engineer's review and determination of appropriate action.

After the completion of the above listed process, the Plan Quality Unit will complete and sign the appropriate section of the Plans and Estimates Transmittal Letter, which accompanies all plans submitted to the Chief Engineer for approval and signature.

This policy will be effective upon signing of this memorandum.