DISPOSITION OF PLANS SPECIFICATIONS AND ESTIMATES (PS&E)

Completed structure plans and quantities (P&Q) are to be handled in the following manner:

1. On or before scheduled P&Q date, Design section forwards a set of prints of checked details to Specification section and a set of prints and quantity calculations to Estimating section. P&Q package must be complete at this time. Form DPD-SD51 should be complete and accompany plans to the Specification section when possible special consideration should be given a particular item on the plans or special construction procedure. (Copy of DPD-SD51 attached.)

2. Specifications prepares special provisions and returns marked-up prints to Design for corrections. Estimating prepares Blue Estimate.

3. Design forwards two sets of prints of corrected plans to specifications on or before scheduled PS&E date (one set is stamped District Office Engineer).

4. Specifications forwards print set marked District Office Engineer, two copies of structure Special Provisions, and Engineer's Estimate to Planning Coordination section. (PC disks of edited specifications are available on request of District).

5. Planning Coordination section forwards PS&E to the District Office Engineer to be combined with the road plans. Transmittal will be by courier service or UPS, whichever is appropriate. A CC of transmittal letter is sent to Headquarters Office Engineer (HQOE).

6. District Office Engineer processes Structure and District specifications and transmits completed combined PS&E to HQOE.

7. One week prior to District transmittal to HQOE, Structures will be notified and an "expedite" memo (attached) will be issued for final processing of tracings. Structures has approximately 5 days to process the tracings so it is essential for the Design section to make corrections and pass tracings on to the Estimates section within the first 3 days. The Design section is responsible for obtaining the signature of the Design Supervisor.

8. Estimating section places quantity decal on tracings prior to transmittal to Planning Coordination section.

9. Planning Coordination section obtains the signature of the Chief of Structure Design, and makes copies of tracings on the 3080 Xerox copier. These become the official documents of record, and will be transmitted to HQOE. The original tracings are returned to the Design section.

10. For any changes in the plans beyond this point, refer to Late Plan Changes and Revisions to Contract Plans on page 1-80 of *Bridge Design Details*.

Supersedes Memo to Designers 1-13 dated June 1980

11. Following advertising, the plans are microfilmed and the enhanced copies of the tracings are sent to Structure Design Documents Unit for retention until the As Built corrections are processed. (Contract Plan microfilm is retained by the Headquarters Microfilm Unit).

For structures on minor contracts advertised by the District, Design orders a reproducible print (3080 Xerox) of the tracing for transmittal to District and forwards the original tracing to Document Unit for microfilming.

PS&E completed considerably in advance of advertising (shelf projects) are to be retained in Documents Unit. All questions regarding the status of a project or whereabout of PS&E should be directed to the Planning Coordination section.

Philip C Warriner

Guy D. Mancarti

BJ:jgf
Attachment(s)

Attachment

DEPARTMENT OF TRANSPORTATION
DPD - SD51 (REV. 5/78)

Structure_____

Dist___Co_____Rt____P.M._____

Date_____

SPECIFICATION ENGINEER:

The following items are called to your attention as possibly requiring special consideration in preparing specifications.

Submitted by_____

Design Section No._____

Attachment

Date_____

1. Design Section JOB_____

2. Estimates Section _____

3. Specifications Section _____

4. Planning Coordination Section E.A._____

This project is now in the final stage of preparation for advertising. This stage requires Structures to immediately forward enhanced copies of the contract tracings to Headquarters.

Therefore please make the final corrections and/or review of the contract tracings so that they may be forwarded to Headquarters by_____.

PLEASE KEEP THIS MEMO WITH THE TRACINGS AND HAND CARRY TO THE NEXT PERSON. PLEASE BE SURE TRACINGS ARE SIGNED.

1. Design Section
   ( ) Tracings complete, accumulated corrections made, new rack sets obtained and old marked-up rack sets included with tracings. Tracings have been signed by senior & supervisor.

   Remarks:_____

   _____

2. Estimates Section
   ( ) Quantities typed on tracings and checked.
   ( ) Estimate: (a) Previously forwarded, no revisions required.
   (b) Revised, new blue attached.

3. Specifications Section
   ( ) Tracings and marked rack set compared.
   ( ) Specifications: (a) Previously forwarded, no revisions required.
   (b) Revised in Headquarters.

   Remarks:_____

   _____

4. Planning Coordination Section
   ( ) Enhanced copies of tracings and/or revised blue estimate sent to Headquarters.

   Remarks:_____

   _____