

Final Plans Efficiency Team - 2014

Goal:

To streamline the final plans process by eliminating unnecessary tasks and establishing an efficient method to produce an accurate project record.

Members:

Dennis Brucks, Christina Teter, Barb Stegner, Beth Brown, Charlie Holdt, Debbie Strobel, Duane Kliethermes, Marilyn Gabriel, Nathan King, Sheryl Nolker, Greg Chapman, Zach Walker, Aaron Peck, Don Hills, Tammy Hefner, Shane Viers, Wendy Brooks

Final Plans Changes (Effective 4/10/2014):

1. Discontinue generation of 2A Sheets. This document duplicates information already provided on the Estimate Item Detail.
2. Continue producing the Estimate Item Detail. Print directly from SiteManager, not Cognos. This is the official record of the final quantities.
3. Continue generation of "List of Reported Quantities". This information is used by Final Plans & Reports Processors to perform the district level check.
4. 2AA Sheets will only be required when the project has one or more mainline concrete paving segments that exceeds ½ mile in length.
5. Revision of 2B Sheets (Summary of Quantities, Sheet 3) is not required. However, any information on these sheets that may be beneficial to end users can be updated and left in the final plans. Information to be updated is generally determined by the core team and/or the District Construction Engineer. Any information on a sheet that is not updated should be deleted. Sheets that are not updated should be removed.
6. Continue to update signal sheets, lighting sheets, and culvert section sheets and include in final plans.
7. Continue to update bridge plans and include in final plans.
8. Traffic Control Plans, Sediment & Erosion Control Plans, and Cross-sections, should be removed (this is not new).
9. Revising the Permanent Signing plans is not required, but can be done if beneficial to end users.
10. If there is a revision in cut/fill quantity, and the revised quantity is computed by producing new cross-sections, those new sections should be submitted as supporting documentation with the intermediate change order, but should not be included in the final plans.

11. The RE disclaimer will be placed on the title sheet since the 2A sheet is eliminated.
12. Discontinue the signature block that shows who prepared the plans and the subsequent reviewers. This information will be included on the Final Plans Certification.
13. Final Plans Certification – Modify to include: “Prepared by:” (type name), and “Checked by:” (type name), require signature of Resident Engineer, DFP&RP, and the Division Final Plans Reviewer.
14. Rounding of quantities to the accuracy in the specifications is not required. Quantities can be measured/computed and paid to a higher degree of accuracy than what is shown in the specifications. (not new)
15. Check marks are no longer required. When the RE signs the Final Plans Certification, he/she designates the plans and documents were prepared under their supervision and they are final, accurate, and complete. The checkers are signing to acknowledge that they performed a quality assurance check.
16. All sets of Final Plans shall be submitted electronically. This will be a paperless process with digital signatures and no printing or scanning (except that printing “draft” portions of the plans for checking is fine)
17. Change the signature line on the Final Acceptance Report (C-239) from “Responsible Person” to “District Construction Engineer”. Remove the “Percent Complete” statement. Final plans status should be monitored by the district office and discussed at each monthly RE meeting.