

Design Update 2008-3  
9/23/08

1) Percentage used in estimate for mobilization

Mobilization: 10% (10% in description)

2) Plan Review submittal Process

I have attached the process that needs to be followed when submitting for a plan review.

3) If you know of new people in your TSC or Region that are not receiving this update that should, please let me (Gary Mazurek) know so they can be added to my list.

Regards,

Joel Ingle, Supervising OEC Plan Review Engineer  
Tom VandenBerg, Supervising Plan Review Engineer  
Gary Mazurek, OEC Plan Review  
Carl Anderson, OEC Plan Review  
Keith Claus, Road Plan Review  
Jennifer Transue, OEC Bridge Plan Review  
Radka Todorova, Bridge Plan Review

## PLAN REVIEW SUBMITTAL PROCESS

- Step 1: Project Manager or Consultant will fill out form 2913 (Plan Review Material Submittal Order) and compile the Plan Review material into 3 files according to each part of form 2913. File names as follows:
- *\_\_JN\_\_ Supporting Documents*
  - *\_\_JN\_\_ Proposal Material*
  - *\_\_JN\_\_ Plans* (flatten file before placing in ProjectWise)
- Step 2: Project Manager will fill out the most current version of form 0200 (Plan Review Meeting) File name: *\_\_JN\_\_ form 0200*.  
Don't forget to include e-mail addresses for invitees outside of MDOT
- Step 3: Project Manager will verify that folder 3 in ProjectWise is current. It should have the following format:
- 3 – Plan Review
    - Meeting Request and Minutes
    - Review Comments
- If it is not in that format contact your ProjectWise Administrator and have them replace it with the current folder 3 template.
- Step 4: Project Manager will place the 3 Plan Review material files in folder 3 – Plan Review (don't forget to add them with attributes) and place Form 0200 in the Meeting Request and Minutes subfolder.
- Step 5: Project Manager will change State on the form 0200. This will send an e-mail to the Quality Assurance Unit indicating that the project is ready for a Plan Review.
- Step 6: Project Manager will change State on the 3 files in the Plan Review folder.

Someone from the Quality Assurance Unit will contact you to coordinate the meeting date, time and location.

Samples of completed forms follow.

## PLAN REVIEW MATERIAL SUBMITTAL ORDER

Clear Form

TSC Jackson			DATE 6/17/08	
PROJECT MANAGER Jason Pittman	CONTROL SECTION(S) 38072	JOB NUMBER(S) 79005	ROUTE M-50/US-127BF	COUNTY Jackson

### Part 1 - Supporting Documents

- 1. Completed Plan Review Material Submittal Order
- 2. List of Outstanding Questions and/or Considerations
- 3. Scope Verification Report
- 4. TrnsPort Cost Summary @ Proposal Level (or equivalent)
- 5. Design Exceptions (FC26 - include file only and approval copies)
- 6. Crash Analysis and Safety Review
- 7. Pavement Design letter or approved LCCA
- 8. Guardrail Worksheets
- 9. Value Engineering Results
- 10. Capacity Analysis
- 11. Miscellaneous Information

The information requested on this form is not required but desirable. If the information is available it should be marked off and included with the Plan Review material. Each part represents a separate file.

### Part 2 - Proposal Material

- 12. MOT Special Provision
- 13. Unique Special Provisions (place in TrnsPort numerical order)
- 14. Signing Special Provisions (03T810 series including checklist)
- 15. Pavement Marking Special Provisions (03T811 & 812 series including checklist)
- 16. 03 SP Checklist
- 17. 03 NB Checklist
- 18. Coordination Clause
- 19. Railroad Coordination Clause
- 20. Railroad Special Provisions
- 21. 03 SS Checklist
- 22. Water Main Special Provisions
- 23. Sanitary Sewer Special Provisions
- 24. Electrical SP's
- 25. Signal Special Provisions (03T819 & 820 series including checklist)
- 26. Pump House Special Provisions
- 27. Rest Area Special Provisions
- 28. Building Special Provisions
- 29. Log of Plans

### Part 3 - Plan Sheets

- Items included with this submittal

# PLAN REVIEW MEETING

Clear Form

PROJECT MANAGER/PHONE NO. Jason Pittman (517) 780-5277		TSC Jackson	DATE 6-17-08
C.S. 38072	J.N. 979005	PCA 51400	ROUTE M-50/US-127BR
PLAN COMP 5/5/10	LETTING 11/5/10	CONSTRUCTION COST 4,197,000	ROW <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

PROJECT LIMITS, LENGTH, & LOCATION (City or township, etc.)  
M-50/US-127BR (West Avenue) from Wildwood Street north to Ganson Street in the city of Jackson, in Jackson County.

TYPE OF WORK (Indicate limits of 3R, 4R, CPM, Non-freeway resurfacing, etc.)  
0.293 miles of HMA reconstruction including widening for a canter left turn lane, storm sewer, concrete curb and gutter, water main, sanitary sewer, traffic signal upgrade, and replacement of R01 of 38072 (bridge over Norfolk Southern Railroad).

OVERSIGHT: <input checked="" type="checkbox"/> MDOT <input type="checkbox"/> FHWA	TYPE OF ROUTE: <input type="checkbox"/> INTERSTATE <input checked="" type="checkbox"/> NHS <input type="checkbox"/> NON-NHS
RAILROAD INVOLVEMENT (within 1000' of project) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO      IF YES, <input checked="" type="checkbox"/> BRIDGE <input type="checkbox"/> AT GRADE CROSSING	

**COUNTY, TOWNSHIP, CIT, VILLAGE OR RAILROAD INVOLVMENT**  
(Include name, address, phone, e-mail and type of involvement)

Geoffrey Snyder Jackson County Drain Commission 120 W. Michigan Avenue - 8th Floor Jackson, MI 49201 517.788.4398 GSnyder@co.jackson.mi.us County Drain System	Jon Dowling, Engineer City of Jackson 161 W. Michigan Avenue Jackson, MI 49201 517.788.4160 jdowling@cityofjackson.org water, sanitary sewer and storm sewer	<div style="border: 2px solid red; border-radius: 50%; padding: 10px; color: red; font-weight: bold;">                     Use a separate box for each entity involved. Attach additional sheets if necessary                 </div>

CONSULTANT (Include firm name, address, contact person, phone, and e-mail)  URS Corporation 3950 Parks Drive, SE Grand Rapids, Michigan 49546 Sean Kelsch, Project Manager 616-574-8500 Sean_kelsch@urscorp.com	DATES KEY PERSONNEL AND CONFERENCE ROOM ARE AVAILABLE FOR THE MEETING (First available date should be at least 3 weeks after submittal date) Available July 14th or July 16th. Jackson TSC Conference Room available both days. If the 14th or 16th are not available, schedule the week of July 28th.
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SPECIAL INSTRUCTIONS OR INVITEES  
This Plan Review Meeting will only cover the road portion of the project. A bridge/retaining wall Plan Review will be held at a later date.

QUALITY ASSURANCE SECTION ONLY		
MEETING DATE	TIME OF MEETING	FACILITATOR
MEETING LOCATION	CONF ROOM RESERVED <input type="checkbox"/> YES <input type="checkbox"/> NO	