

Design Advisory

From Kristin Schuster, Engineer of Design

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Index:

Project Signature Sheet

Road Design Manual
Sections 1.02.01E,
1.02.01F

Milestone Checklist

This advisory is superseded by any subsequent revisions to the references listed in this index.

Questions regarding this Design Advisory should be directed to:

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Project Signature and Plan Sign Off

This notice is to advise all designers and project managers that updates have been made to the Road Design Manual and MDOT Project Signature Sheet to clarify the signatory requirements for plan sign off.

Signatures for plan sign off verify that the plan development process was followed such that the plans are ready to be submitted for letting and, where plans have been completed or partially completed by a consultant, that all legal responsibilities between the Department and the Consultant per the contract were adhered to (including all design components).

The Road Design Manual Section 1.02.01E has been updated with additional information that outlines:

- The purpose of both internal and external project manager plan set signatures.
- External signatory requirements for consultants preparing plan sets for the Department.
 - Note: Subconsultants to a Prime Consultant do not sign the project signature sheet but must have their logo on the plan sheets they are responsible for per Road Design Manual 1.02.01F.
- Licensure requirements for all signatories.
- Guidance on the internal Project Manager signatory and requirements for them to match the individual listed on the 'Notice to Bidders – Inquiry' as well as the Project Manager role in JobNet.
- Signatory guidance for packaged projects.

The Project Signature Sheet excel file has been updated to reflect these clarifications. Examples have been provided in the file and additional functionality has been added to assist in generating an appropriate signature sheet for the project. The excel file can be found in each ProjectWise job folder as part of the Milestone Forms document set in the Supporting Documents folder.