

VIRGINIA DEPARTMENT OF TRANSPORTATION

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: TITLE SHEETS	NUMBER: IIM-LD-204.15
SPECIFIC SUBJECT: PLAN NOTES AND APPROVAL SIGNATURES ON TITLE SHEETS	DATE: JUNE 26, 2009
	SUPERSEDES: IIM-LD-204.14
DIVISION ADMINISTRATOR APPROVAL:	Mohammad Mirshahi, P.E. State Location and Design Engineer Approved June 26, 2009

Changes are shaded.

CURRENT REVISION

- Instructions were revised for Approval Signatures on Title Sheets for Construction (“C” and “M”) including Plans Developed by Consultants and Design-Build / PPTA Projects.
- Instructions were revised for Approval Signatures on Title Sheets for “No Plan” RAAP Construction Projects to also include “No Plan” RAAP Maintenance Projects.
- Instructions on notes on Title Sheets were expanded (taken from IIM-LD-110).
- Instructions were revised to delete the following items, which are now included in the VDOT CADD Manual:
 - Base Plan Sheet
 - Notes for DRD and IGrds
 - Index of Sheets
 - Index of Files
 - General Notes
 - Availability of Electronic Files to Contractors
 - Policy for Providing Electronic Files
 - Layering Scheme Policy
 - Distribution of Revised Electronic Files and Layered Prints
 - Insertable Sheet for Level Structure
 - Example of Index of Files

- Instructions were revised to delete the following items, which are now included in the VDOT Road Design Manual:
 - Processing Revisions
 - Example of Index of Sheets
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EFFECTIVE DATE

- This memorandum is effective on all RAAP projects starting with a December 2009 advertisement date. The effective date for No Plan RAAP and SAAP projects and for all technical documents requiring to be sealed and signed is July 1, 2009.
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NOTES ON TITLE SHEET

The following Notes are included on the various title sheet cells (located in the CADD cell library sheet2000.cel) in the lower left portion of the title sheet:

- The following Notes are included on the various Title Sheet cells (located in the CADD Cell Library sheet2000.cel) in the lower left portion of the Title Sheet:
 - Cell Name **COMPLN** - THE COMPLETE ELECTRONIC PDF VERSION OF THE PLAN ASSEMBLY AS AWARDED HAS BEEN SEALED AND SIGNED USING DIGITAL SIGNATURES AND THE OFFICAL PLAN ASSEMBLY IN ELECTRONIC FORMAT IS STORED IN THE VDOT CENTRAL OFFICE PLAN LIBRARY, INCLUDING ALL SUBSEQUENT REVISIONS, WILL BE THE OFFICIAL CONSTRUCTION PLANS. FOR INFORMATION RELATIVE TO ELECTRONIC FILES AND LAYERED PLANS, SEE THE GENERAL NOTES.
 - Cell Name **DGNFEAT** - DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.
- For imperial projects:
 - THIS PROJECT IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE DEPARTMENT'S 2007 ROAD AND BRIDGE SPECIFICATIONS, 2008 ROAD AND BRIDGE STANDARDS, 2005 WORK AREA PROTECTION MANUAL AND AS AMENDED BY CONTRACT PROVISIONS AND THE COMPLETE ELECTRONIC PDF VERSION OF THE PLAN ASSEMBLY.
- For metric projects:
 - THIS PROJECT IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE DEPARTMENT'S 2007 ROAD AND BRIDGE SPECIFICATIONS, 1996 ROAD AND BRIDGE STANDARDS, 2005 WORK AREA PROTECTION MANUAL AND AS AMENDED BY CONTRACT PROVISIONS AND THE COMPLETE ELECTRONIC PDF VERSION OF THE PLAN ASSEMBLY.

- For all projects:
 - ALL CURVES ARE TO BE SUPERELEVATED, TRANSITIONED AND WIDENED IN ACCORDANCE WITH STANDARD (see note below) EXCEPT WHERE OTHERWISE NOTED.

(Note - Show appropriate designation, TC-5.01U, TC-5.01R, or TC-5.04ULS)
- For all projects:
 - THE ORIGINAL APPROVED TITLE SHEET(S), INCLUDING ORIGINAL SIGNATURES, ARE FILED IN THE VDOT CENTRAL OFFICE PLAN LIBRARY. ANY MISUSE OF ELECTRONIC FILES, INCLUDING SCANNED SIGNATURES, IS ILLEGAL AND ENFORCED TO THE FULL EXTENT OF THE LAW.
- For applicable projects:
 - Show the Critical Infrastructure Information/Sensitive Security Information Note if applicable (See IIM-LD-236).
- The Functional Classification, Design Traffic Volumes, etc., are to be placed directly under the project number block as shown in the following example:

FUNCTIONAL CLASSIFICATION AND TRAFFIC DATA			
a) RURAL MINOR ARTERIAL-DIVIDED-ROLLING-55 MPH MIN. DESIGN SPEED			
	Fr: Rte. 1	Fr: Rte. 640	Fr: Rte. 660
	To: Rte. 640	To: Rte. 660	To: Rte. 301
b)ADT 1996	1840	2700	4180
c)ADT 2018	5080	7320	11300
d)DHV	620	790	1140
e)D (%) (design hour)	55	58	58
f) T (%) (design hour)	5	5	5
g)V (MPH)	*	*	*

* See Plan and Profile Sheets for horizontal and vertical curve design speeds.

Explanations of the foregoing abbreviations:

- a) Road Functional Classification and Minimum Design Speed for this classification.
- b) ADT = Current Year (existing) Average Daily Traffic (for informational purposes and Maintenance of Traffic)
- c) ADT = Design Average Daily Traffic anticipated in the Design Year (See Form LD-104).
- d) DHV = Design Hour Volume
- e) D = Directional Distribution Factor (%) for design hour
- f) T = Percent of trucks (2 axles – 6 tires/3 axles or more) for design hour
- g) V = Design Speed (As shown on the plans by the Location and Design Division to determine the posted speed limit and/or the maximum safe speed.)

- The following notes are included on the various title sheet cells (located in the CADD cell library sheet2000.cel) in the upper left portion of the title sheet:
 - For Index of Sheets see Sheet 1B.
 - THIS PROJECT WAS DEVELOPED UTILIZING THE DEPARTMENT'S ENGINEERING DESIGN PACKAGE (GEOPAK).
 - GEOPAK Computer Identification No. (UPC number)
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VDOT APPROVAL SIGNATURES ON TITLE SHEETS FOR RIGHT OF WAY AND CONSTRUCTION PROJECTS

- **For Plans developed In-House:**
 - The Project Manager shall be notified by email that the plans are ready to be signed. This email shall include the Project Estimated Cost.
 - Central Office Plan Coordination Section will make a mylar sheet for signing.
 - Immediately upon signing, the original signed Title Sheet will be filed in the VDOT Central Office Plan Library. The Project Manager will be notified by email that the plans have been signed (by whom and the date signed).
 - The **type written** names of the signers, and date signed (i.e. John W. Doe, signed October 29, 2003), will be inserted into the signature blocks of the .dgn version of the Title Sheet.
 - The Title Sheet will need to be re-submitted electronically with the typed information inserted for final storage in the Plan File Room environment of Falcon.
 - The electronic .dgn version of the Title Sheet will depict the latest version of the sheet. This PDF file shall not have signatures (only typed names and dates). Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
 - VDOT designers will continue to generate TIF files using eQuorum Plotting. However, a process in the background will convert the TIF files to PDF before the files are added to Falcon.
- **For Plans developed by Consultants and Locally Administered Projects:**
 - The Project Manager shall be notified by email that the plans are ready to be signed. This email shall include the Project Estimated Cost.

- **The Consultant will submit a mylar sheet to Central Office Plan Coordination Section.**
- Immediately upon signing, the original signed Title Sheet will be filed in the VDOT Central Office Plan Library. The Project Manager will be notified by email that the plans have been signed (by whom and the date signed).
- The **type written** names of the signers, and date signed (i.e. John W. Doe, signed October 29, 2003), will be inserted into the signature blocks of the .dgn version of the Title Sheet.
- The Title Sheet will need to be re-submitted electronically with the typed information inserted for final storage in the Plan File Room environment of Falcon.
- The electronic .dgn version of the Title Sheet will depict the latest version of the sheet, from which the designer will create a PDF file. This PDF file shall not have signatures (only typed names and dates). Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.

• **For Design-Build and PPTA Projects - Right of Way Submittal:**

- The consultant shall use the cell TITLEPPTARW located in the sheet2000 cell library for the title sheet for each right of way submittal.
- Below is an Example of the Signatures Required on Right of Way Submittals:

RECOMMENDED FOR APPROVAL FOR RIGHT OF WAY ACQUISITION	
DATE:	(DESIGN-BUILD FIRM) DESIGN MANAGER
DATE:	(DESIGN-BUILD FIRM) PROJECT MANAGER
DATE:	VDOT PROJECT MANAGER *
DATE:	VDOT DISTRICT CONSTRUCTION ENGINEER OR VDOT PPTA PROGRAM MANAGER *
DATE:	CHIEF ENGINEER
APPROVED FOR RIGHT OF WAY ACQUISITION	
DATE:	CHIEF OF POLICY AND ENVIRONMENT

- * The VDOT PPTA Project Manager and/or Program Manager signing the title sheet shall be PE licensed in the Commonwealth of Virginia.
- A paper sheet with the original signatures of the Design-Build Firm Design Manager and Design-Build Firm Project Manager shall be submitted to the VDOT District Project Manager.

- The time frame to obtain signatures is consistent with the provisions as defined in the Design-Build Contract.
- The VDOT Project Manager and the VDOT District Construction Engineer or VDOT Program Manager (PPTA) will review and sign.
- The signature provided by the VDOT Project Manager constitutes that the plans have been received and are consistent with the design builder's contract, schedule, and budget. It also constitutes that all environmental and public participation requirements have been followed as set forth in the contract. The signature of VDOT District Construction Engineer or VDOT Program Manager (PPTA) constitutes confirmation that the plans have been received and are consistent with accepted construction industry practices and that construction impacts to the traveling public have been reviewed, assessed and fully coordinated with VDOT local offices and municipalities. The review and signature of the plans by VDOT does not constitute Quality Control (QC) or Quality Assurance (QA). The Design-Builder is responsible for performing QC and QA in accordance with Minimum Requirements for Quality Assurance and Quality Control on Design-Build and Public Private Transportation Act Projects Dated August 2008. VDOT is responsible for performing an Independent Assurance (IA) / Independent Verification (IV) review in accordance with the above defined guidance document. Signature by VDOT personnel constitutes that IA and IV has been performed.
- The original signed paper sheet will be submitted to the Innovative Project Delivery (IPD) contact. The IPD contact will be responsible for obtaining the additional signatures.
- Immediately upon signing, the original signed paper sheet will be filed in the VDOT Central Office Plan Library. The VDOT Project Manager will be notified by email that the plans have been signed (by whom and the date signed).
- The **type written** names of the signers, and date signed (i.e. John W. Doe, signed October 29, 2003), are to then be inserted into the signature blocks of the .dgn version of the sheet. Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
- **The electronic .dgn version of the Title Sheet will depict the latest version of the sheet.** This PDF file shall not have signatures (only typed names and dates). Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
- **The designer will create a PDF file to be placed by the VDOT Project Manager in the Archive environment of Falcon.**

- **For Design-Build and PPTA Projects - Construction Submittals:**

- The consultant shall use the cell TITLEPPTACON located in the sheet2000 cell library for the title sheet. For bridge projects include the sheet cell FSHT located in the BDETAILS1, which includes the additional signatures. (For additional bridge information see Structure and Bridge Manual, Volume V, Part 2 - Design Aids / Typical Details, Chapter 2: Title Sheet, Title Block, File No. 02.04-7)
- Below is an Example of the Signatures Required on Construction Submittals:

RECOMMENDED FOR APPROVAL FOR CONSTRUCTION	
DATE:	(DESIGN-BUILD FIRM) DESIGN MANAGER
DATE:	(DESIGN-BUILD FIRM) PROJECT MANAGER
DATE:	VDOT PROJECT MANAGER *
DATE:	VDOT DISTRICT CONSTRUCTION ENGINEER OR VDOT PPTA PROGRAM MANAGER *
APPROVED FOR CONSTRUCTION	
DATE:	CHIEF ENGINEER

- * The VDOT PPTA Project Manager and/or Program Manager signing the title sheet shall be PE licensed in the Commonwealth of Virginia.
- A paper sheet with the original signatures of the Design-Build Firm Design Manager and Design-Build Firm Project Manager shall be submitted to the VDOT Project Manager.
- The time frame to obtain signatures is consistent with the provisions as defined in the Design-Build Contract.
- The VDOT Project Manager and the VDOT District Construction Engineer or VDOT Program Manager (PPTA) will review and sign.
- The signature provided by the VDOT Project Manager and VDOT District Construction Engineer or VDOT Program Manager (PPTA) constitutes confirmation that the plans have been received and conform to the Standards, Specifications and Reference Manuals cited in the Design-Build Contract. The review and signature of the plans by VDOT does not constitute Quality Control (QC) or Quality Assurance (QA). The Design-Builder is responsible for performing QC and QA in accordance with Minimum Requirements for Quality Assurance and Quality Control on Design-Build and Public Private Transportation Act Projects Dated August 2008. VDOT is responsible for performing an Independent Assurance (IA) / Independent Verification (IV) review in accordance with the above defined guidance document. Signature by VDOT personnel constitutes that IA and IV has been performed.
- The original signed paper sheet will be submitted to the Innovative Project Delivery (IPD) contact. The IPD contact will be responsible for obtaining the additional signatures.
- Immediately upon signing, the original signed paper sheet will be filed in the VDOT Central Office Plan Library. The VDOT Project Manager will be notified by email that the plans have been signed (by whom and the date signed).
- The **type written** names of the signers, and date signed (i.e. John W. Doe, signed October 29, 2003), are to then be inserted into the signature blocks of the .dgn version of the sheet. Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.

- **The electronic .dgn version of the Title Sheet will depict the latest version of the sheet.** This PDF file shall not have signatures (only typed names and dates).
- Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
- **The designer will create a PDF file to be placed by the VDOT Project Manager in the Archive environment of Falcon.**

• **For Design-Build and PPTA Projects – “As-Built” Title Sheet:**

- The consultant shall use the cell TITLEPPTAAB located in the sheet2000 cell library for the As-Built Title Sheet. This Title Sheet has signature blocks for the Design-Build Firm Design Manager, Design-Build Firm Project Manager, VDOT Project Manager and the VDOT District Construction Engineer or VDOT Program Manager (PPTA), Chief of Policy and Environment and the Chief Engineer. For bridge projects, include the sheet cell FSHT located in BDETAILS1, which includes the additional signatures. (For additional bridge information, see Structure and Bridge Manual, Volume V, Part 2 - Design Aids / Typical Details, Chapter 2: Title Sheet, Title Block, File No. 02.04-7).
- Below is an Example of the Signatures Required on the “As-Built” Title Sheet, or front Sheet for Bridge Projects, etc.

RIGHT OF WAY HAS BEEN ACQUIRED AND CONSTRUCTION COMPLETED IN ACCORDANCE WITH THE CONTRACT REQUIREMENTS	
DATE:	(DESIGN-BUILD FIRM) DESIGN MANAGER
DATE:	(DESIGN-BUILD FIRM) PROJECT MANAGER
DATE	VDOT PROJECT MANAGER *
DATE:	VDOT DISTRICT CONSTRUCTION ENGINEER OR VDOT PPTA PROGRAM MANAGER *
DATE	CHIEF OF POLICY AND ENVIRONMENT
DATE	CHIEF ENGINEER

- * The VDOT PPTA Project Manager and/or Program Manager signing the title sheet shall be PE licensed in the Commonwealth of Virginia.
- A mylar sheet with the original signatures of the Design-Build Firm Design Manager and Design-Build Firm Project Manager shall be submitted to the VDOT Project Manager.
- The time frame to obtain signatures is to be consistent with the provisions as defined in the Design-Build Contract.
- The VDOT Project Manager and the VDOT District Construction Engineer will review and sign.

- The original signed mylar sheet will be submitted to the Innovative Project Delivery (IPD) contact person. The IPD contact person will be responsible for obtaining the additional signatures.
 - Immediately upon signing, the original signed mylar sheet will be filed in the VDOT Central Office Plan Library. The VDOT Project Manager will be notified by email that the plans have been signed (by whom and the date signed).
 - The **type written** names of the signers, and date signed (i.e. John W. Doe, signed October 29, 2003), are to then be inserted into the signature blocks of the .dgn version of the sheet. Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
 - **The electronic .dgn version of the Title Sheet will depict the latest version of the sheet.** This PDF file shall not have signatures (only typed names and dates). Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
 - **The designer will create a PDF file to be placed by Central Office Plan Coordination Section in the Plan File Room environment of Falcon.**
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APPROVAL SIGNATURES ON TITLE SHEETS FOR "NO PLAN" RAAP CONSTRUCTION AND MAINTENANCE PROJECTS

- For current versions of title sheets, see the Falcon No Plan Directory under Engineering Services (eng-ser).
- The District will be responsible for printing the title sheet, which will be the Original Title Sheet for signatures.
- The District Administrator or Designee shall sign the title sheet in the signature block listed below:
 - DISTRICT FUNDING CONFIRMATION. This confirms that appropriate funding for the project is available for advertisement.
- The Responsible **Person** assigned by the District Administrator to the project shall sign the Title Sheet in the signature block listed below:
 - DISTRICT RECOMMENDED APPROVAL FOR CONSTRUCTION. This is to certify that the Transport estimate and the plans for this project are complete, checked and ready to be approved for advertisement.
- The "No Plan" Document Assembly shall be sent electronically to the Central Office Plan Coordination Section for review.
- Central Office Plan Coordination Section will process the "No Plan" Document Assembly and submit the package to Scheduling & Contract Division, including:
 - All pertinent documents.
 - Construction Cost Estimate (Transport Estimate)

- Central Office Plan Coordination Section will complete the Form LD-402 and distribute electronically, which advises all parties concerned that the “No Plan” Document Assembly has been submitted to Scheduling & Contract Division.
- Central Office Plan Coordination Section will be responsible for entering the actual start date for Activity 71 into iPM.
- Central Office Plan Coordination Section will forward the “No Plan” RAAP Title Sheet to the Programming Division Director for signature and document the date in the Title Sheet Tracking Database.
- After the Programming Division Director signs the “No Plan” RAAP Construction Title Sheet, the Central Office Plan Coordination Section will obtain the remaining signatures and document the date in the Title Sheet Tracking Database.
- When the “No Plan” RAAP Title Sheet has been completely signed, Central Office Plan Coordination Section will forward the Original Title Sheet to the Scheduling and Contract Division and send a copy of the signed Title Sheet to the Project Manager.