

NAMING CONVENTION FOR PLANS WITH MULTIPLE VOLUMES SOP

Guidance for Large Plan Sets With Multiple Volumes

For large plan sets with multiple volumes, all the supporting documents and Plan sets contain CCSJ information. The only difference between this scenario and a typical plan set is that the plans are divided into Vol 1, Vol 2, etc. and the subsequent volumes contain a sheet number sequence continuation. An example would be Vol 1 would have Plan sheets 1-500, and Vol 2 would have Plan sheets 501-1000.

It is optional to split large plan sets into volumes with separate title sheets/cover pages. See page 2 for guidance for plan sets that were originally developed to let separately.

Plan Sets:

- Include title sheets and Indexes for all volumes.
- The title sheet title block (top right corner) for all volumes shall contain the CCSJ information.
- Title blocks for all plan sheets shall contain CCSJ information.
- The E&Q (Estimate and Quantity) and General Notes plan sheets in the first plan set cover all volumes.

PS&E Paperwork to submit:

- 1002 – CCSJ only.
- Schedule – one schedule.
- Certifications – CCSJ only.
- Engineer Seal – One seal for each sealing engineer.
- General Notes – CCSJ only.

Portfolio Naming:

- “MMYY CCSJ County Vol I”
- “MMYY CCSJ County Vol II”

Guidance for Stacking Plans (Multiple CSJ's)

For two or more projects that let together with parent and subordinate CSJ's, each plan set contains CSJ-specific information with some exceptions listed below. In this scenario, each plan set is separate by CSJ and is not a continuation of another plan set.

Plan Sets:

- Include title sheets and Indexes for all volumes.
- Title sheet title block (top right corner) for all plan sets (CCSJ and subordinate) shall contain the CCSJ information. The rest of the Title sheet contains information specific to the subordinate CSJ.
- Each title sheet should include a "VOLUME I", "VOLUME II", etc. label, with the CCSJ (see examples on pages 4 & 5)
- Title blocks for the plan sheets (CCSJ and subordinate) shall contain respective CSJ information.
- The Index of Sheets shall contain respective CSJ information.
- Plans shall be numbered starting with 1, per CSJ. But if they were already re-numbered to be sequential across CSJ's, can leave as-is.
- The E&Q (Estimate and Quantity) and General Notes plan sheets (in the CCSJ Plan Set) cover all plan sets.
- If separate plan sets require separate general notes, this can be done but make sure the headings specify the correct CSJ in each plan set, and make sure both 8.5x11 general notes PDF files are combined together before building a proposal

PS&E Paperwork to submit:

- 1002 – One 1002 for CSJ's (if data for all CSJ's cannot fit on the 1002, you may submit a separate page 2 and separate page 3 for each subordinate as needed)
- Schedule – one schedule – includes all work for all CSJs in one schedule.
- Certifications – one set covering utilities, ROW, and railroad for all CSJ's.
- Engineer Seal – One seal for each sealing engineer, as needed.
- General Notes – One or more sets as needed. Specify if a note pertains to a specific CSJ. See more info in red above.

Portfolio Naming:

- "MMYY CCSJ County"
- "MMYY sub-CSJ County subordinate to CCSJ"

Example of Guidance for Large Multi-Volume Plan Sets

Name	Date modified	Type	Size
0000 ARCHIVE	11/12/2019 3:17 PM	File folder	
0255-15-005 JIM WELLS VOL I	11/12/2019 3:17 PM	File folder	
0255-15-005 JIM WELLS VOL II	11/12/2019 3:18 PM	File folder	
0255-15-005 JIM WELLS VOL III	11/12/2019 3:18 PM	File folder	
1019 0255-15-005 JIM WELLS VOL I F.pdf	9/10/2019 4:53 PM	Adobe Acrobat Document	128,581 KB
1019 0255-15-005 JIM WELLS VOL II F.pdf	9/10/2019 10:17 AM	Adobe Acrobat Document	113,850 KB
1019 0255-15-005 JIM WELLS VOL III F.pdf	9/10/2019 4:50 PM	Adobe Acrobat Document	73,461 KB
INDEX 0255-15-005 JIM WELLS VOL I.txt	9/10/2019 5:05 PM	Text Document	10 KB
INDEX 0255-15-005 JIM WELLS VOL II.txt	9/10/2019 5:17 PM	Text Document	15 KB
INDEX 0255-15-005 JIM WELLS VOL III.txt	9/10/2019 5:17 PM	Text Document	5 KB
Pre-Let Report.pdf	9/10/2019 5:28 PM	Adobe Acrobat Document	15 KB

Example of Guidance for Stacking Plans (Multiple CSJ's)

Name	Date modified	Type
0. Archive	6/15/2020 5:28 PM	File folder
0379-02-032 POTTER	7/10/2020 12:56 AM	File folder
0379-03-025 POTTER subordinate to 0379-02-032	7/10/2020 1:05 AM	File folder
0820 0379-02-032 POTTER F.pdf	6/30/2020 10:15 PM	Adobe Acrobat Document
0820 0379-03-025 POTTER F subordinate to 0379-02-032.pdf	6/30/2020 10:16 PM	Adobe Acrobat Document
INDEX 0379-02-032 POTTER.txt	7/10/2020 12:53 AM	Text Document
INDEX 0379-03-025 POTTER subordinate to 0379-02-032.txt	7/10/2020 1:00 AM	Text Document

**STATE OF TEXAS
DEPARTMENT OF TRANSPORTATION**

**PLANS OF PROPOSED
STATE HIGHWAY IMPROVEMENTS**

**FEDERAL PROJECT: STP 2B20(144)HES
POTTER COUNTY
HIGHWAY: SH 136**

VOLUME I
(CONTRACT CSJ# 0379-02-032)

VOLUME I
(CONTRACT CSJ# 0379-02-032)

COUNTY POTTER
CCSJ# 0379-02-032
LENGTH FROM 0.54 MILES SOUTH OF MOORE COUNTY LINE
TO 0.5 MILES NORTH OF FM 293

ROADWAY LENGTH = 62,369.80 FT = 11.812 MILES
BRIDGE LENGTH = 0.0
NET PROJECT LENGTH = 62,369.80 FT = 11.812 MILES
FOR THE CONSTRUCTION OF SUPER 2'S AND UPGRADE TO
STANDARDS.

STATE	STATE	COUNTY	
TEXAS	AMA	POTTER	
CONT.	SECT.	JOB	ROADWAY NO.
0379	02	032 ETC	SH 136

FED. PROJ. NO.	FEDERAL PROJECT NO.	SHEET NO.	
6	STP 2B20(144)HES	1	
STATE	STATE	COUNTY	
TEXAS	AMA	POTTER	
CONT.	SECT.	JOB	ROADWAY NO.
0379	02	032 ETC	SH 136

REQUIRED SIGNS SHALL BE IN ACCORDANCE WITH BC (11-14 THRU BC (121-14 AND THE "TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES".

SPECIFICATIONS ADOPTED BY THE TEXAS DEPARTMENT OF TRANSPORTATION NOVEMBER 1, 2014 AND SPECIFICATION ITEMS LISTED AND DATED AS FOLLOWS, SHALL GOVERN ON THIS PROJECT'S REQUIRED CONTRACT PROVISIONS FOR ALL FEDERAL-AID CONSTRUCTION CONTRACTS (FORM FHWA 1273, MAY, 2012)

Example of Guidance for Stacking Plans (Multiple CSJ's)

Index of Sheets, Vol I.

100% SUBMITTAL

<p>GENERAL</p> <p>1 TITLE SHEET</p> <p>2 INDEX OF SHEETS</p> <p>3-11 PROPOSED TYPICAL SECTIONS</p> <p>12, 12A-12C GENERAL NOTES</p> <p>13, 13A-13B ESTIMATE & QUANTITY</p> <p>PROJECT SUMMARY</p> <p>14-17 TRAFFIC CONTROL PLAN</p> <p>18 TRAFFIC CONTROL NARRATIVE</p> <p>19 TRAFFIC CONTROL PLAN TYPICAL SECTIONS SOUTHBOUND</p> <p>20-21 TRAFFIC CONTROL PLAN TYPICAL SECTIONS NORTHBOUND</p> <p>TRAFFIC CONTROL PLAN STANDARDS</p> <p>22-33 BC(11-14 THRU BC(121)-14</p> <ul style="list-style-type: none"> • 34 TOP(1)-18 • 35 TOP(1)-21-18 • 36 TOP(1)-21-18 • 37 TOP(1)-41-18 • 38 TOP(2)-21-18 • 39 TOP(3)-11-13 • 40 TOP(3)-11-14 • 41 TOP(3)-41-13 • 42 WE(10A)-13 • 43 WE(11)-13 • 44 WE(12)-16 • 44A WE(13)-17 <p>ROADWAY DETAILS</p> <p>45-56 SR 136 SURVEY CONTROL INDEX SHEET</p> <p>57-67 SR 136 HORIZONTAL & VERTICAL CONTROL SHEET</p> <p>68-69 HORIZONTAL ALIGNMENT DATA SHEET</p> <p>70 SUPERELEVATION TABLE</p> <p>71-80 ROADWAY PLAN</p> <p>MISCELLANEOUS DETAILS</p> <p>81</p> <p>ROADWAY STANDARDS</p> <ul style="list-style-type: none"> • 82 SF(11)-19 • 83A-84 SGT(11)-18 TL3-19 • 85 SGT(10D)-11-16 • 86 SGT(12D)-11-18 • 87 TE(1A)-11 <p>DRAINAGE DETAILS</p> <p>88 DRAINAGE AREA MAP</p> <p>89 HYDROLOGY CALCULATION</p> <p>90 CULVERT LAYOUTS</p> <p>DRAINAGE STANDARDS</p> <ul style="list-style-type: none"> • 91 PIET-C • 92 PIET-RC • 93 PIET-NR • 94-95 SETP-CO <p>96-102 GEOTECH BORING LOGS</p> <p>103-122 SIGNING & PAVEMENT MARKINGS DETAILS</p> <p>123-128 SUMMARY OF SMALL SIGNS</p> <p>SIGNING & PAVEMENT MARKINGS STANDARDS</p> <ul style="list-style-type: none"> • 129 DM(1)-15 • 130 DM(2)-15 • 131 DM(3)-15B • 132 DM(4)-15 • 133 DM(5)-15 • 134 DM(6)-15 • 135 PW(1)-12 • 136 PW(2)-12 • 137 PW(3)-12 • 138 RS(1)-13 • 139 RS(2)-13 • 140 RS(3)-13 • 141 RS(4)-13 • 142 SMO(SM)-08 • 143 SMO(SLP)-11-08 • 144 SMO(SLP)-21-08 	<p>152-154 PROPOSED EROSION CONTROL LAYOUT</p> <p>155 VEGETATION SPECIFICATION SHEET</p> <p>ENVIRONMENTAL STANDARDS</p> <ul style="list-style-type: none"> • 156 EC(1)-16 • 157 EC(2)-16 • 158 EC(3)-16 • 159-161 EC(4)-16 	<p style="text-align: center;">12, 12A-12C GENERAL NOTES</p> <p style="text-align: center;">13, 13A-13B ESTIMATE & QUANTITY</p>
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THE STANDARD SHEETS SPECIFICALLY IDENTIFIED BY * HAVE BEEN SELECTED BY ME OR UNDER MY RESPONSIBILITY SUPERVISION AS BEING APPLICABLE TO THIS PROJECT.

6/4/2020

SHEET 1 OF 1					
DN:	RM	STATE	PROJECT NO.	ROADWAY NO.	
CK DNG:	AL	6 TEXAS	0379 02 032	SH 136	
DN:	RM	COUNTY	CONTRACT NO.	SHEET NO.	
CK DNG:	AL	POTTER	0379 02 032	2	

GENERAL
1 TITLE SHEET
2 INDEX OF SHEETS

STATE OF TEXAS
DEPARTMENT OF TRANSPORTATION
PLANS OF PROPOSED
STATE HIGHWAY IMPROVEMENTS
FEDERAL PROJECT: STP 2B20(144)HES
POTTER COUNTY
HIGHWAY: SH 136

SH 136 MAINLINES	FEDERAL PROJECT NO.	STP 2B20(144)HES
RURAL MAJOR ARTERIAL	DESIGN SPEED	40 MPH
ACT (2020)	ACT (2020)	5,154
ACT (2040)	ACT (2040)	6,931
CONTRACT NO.	SECTION	JOB
0379	03	025, ETC
CONTRACT NO.	SECTION	JOB
0379	03	025, ETC

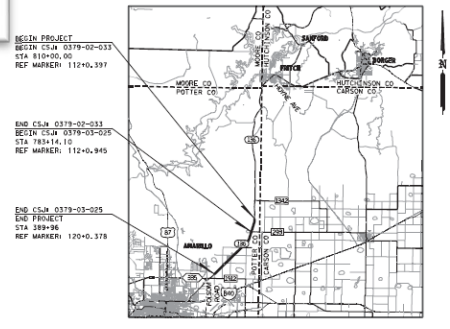
VOLUME II
CONTRACT CSJ# 0379-02-032

VOLUME II
CONTRACT CSJ# 0379-02-032

COUNTY POTTER
CLIN 0379-02-032
LIMITS FROM 0.5 MI NORTH OF FM 293 TO FM 293
ROADWAY LENGTH = 2,695.90 FT = 0.509 MILES
BRIDGE LENGTH = N/A
NET PROJECT LENGTH = 2,695.90 FT = 0.509 MILES
FOR THE CONSTRUCTION OF UPGRADE TO STANDARDS

COUNTY POTTER
CLIN 0379-03-025
LIMITS FROM FM 293 TO FOLESON ROAD
ROADWAY LENGTH = 38,368.90 FT = 7.456 MILES
BRIDGE LENGTH = N/A
NET PROJECT LENGTH = 38,368.90 FT = 7.456 MILES
FOR THE CONSTRUCTION OF SUPER 2'S AND UPGRADE TO STANDARDS

FEDERAL PROJECT NO.	STP 2B20(144)HES
STATE	TEXAS
COUNTY	POTTER
CONTRACT NO.	0379
SECTION	03
JOB	025, ETC
HIGHWAY NO.	SH 136



REQUIRED SIGNS SHALL BE IN ACCORDANCE WITH BC (11-14 THRU BC (12-14) AND THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.

SPECIFICATIONS ADOPTED BY THE TEXAS DEPARTMENT OF TRANSPORTATION NOVEMBER 1, 2014 AND SPECIFICATION ITEMS LISTED AND DATED AS FOLLOWS, SHALL GOVERN ON THIS PROJECT. REQUIRED CONTRACT PROVISIONS FOR ALL FEDERAL-AID CONSTRUCTION CONTRACTS (FORM TMS 1275, MAY, 2012).

CIVIL ENGINEERS, INC.
DATE: 5/15/2020
SUBMITTED FOR LETTING: 5/15/2020
CONSULTANT PROJECT MANAGER
Texas Department of Transportation
RECOMMENDED FOR LETTING: 6/3/2020
DATE: 6/3/2020
RECOMMENDED BY: Corey Newland
ENGINEER
DATE: 6/9/2020
DATE: 6/9/2020
APPROVED FOR LETTING: 6/11/2020
DATE: 6/11/2020
APPROVED BY: Brian Crawford
ENGINEER

Example of Guidance for Stacking Plans (Multiple CSJ's)
Index of Sheets, Vol II.

100% SUBMITTAL

1	GENERAL		
2	TITLE SHEET		
3	INDEX OF SHEETS		
4-6	PROJECT LAYOUT		
4-6	EXISTING TYPICAL SECTIONS		
7-11	PROPOSED TYPICAL SECTIONS		
12	GENERAL NOTES SEE VOLUME I	12	GENERAL NOTES SEE VOLUME I
13	ESTIMATE & QUANTITY SEE VOLUME I	13	ESTIMATE & QUANTITY SEE VOLUME I
14-17	PROJECT SUMMARY		
18	TRAFFIC CONTROL PLAN		
19	TRAFFIC CONTROL NARRATIVE		
20-21	TRAFFIC CONTROL PLAN TYPICAL SECTIONS SOUTHBOUND		
20-21	TRAFFIC CONTROL PLAN TYPICAL SECTIONS NORTHBOUND		
22-33	TRAFFIC CONTROL PLAN STANDARDS		
34	BC(11-14 THRU BC(12-14)		
35	TOP(1-2)-18		
36	TOP(1-3)-18		
37	TOP(1-4)-18		
38	TOP(2-2)-18		
39	TOP(2-3)-13		
40	TOP(3-3)-14		
41	TOP(3-3)-13		
42	W(15FM)-13		
43	W(16L)-13		
44	W(15S)-16		
44A	W(17D)-17		
45-56	ROADWAY DETAILS		
57-67	SH 136 SURVEY CONTROL INDEX SHEET		
68-69	SH 136 HORIZONTAL & VERTICAL CONTROL SHEET		
70	HORIZONTAL ALIGNMENT DATA SHEET		
71-80	SUPERELEVATION TABLE		
81	ROADWAY PLAN		
82	DIVERSION AND SIDE STREET DETAIL		
83	RAIL PLAN AND PROFILE AT SH 136 & HEBB RD		
83	EXISTING CULVERT DETAIL AT SH 136 & FM 293		
84	ROADWAY STANDARDS		
84	OF(31)-19		
85-86	OF(31)TR TL3-19		
87	MB(1511) SHEET 1 OF 4		
88	MB(1511) SHEET 2 OF 4		
89	MB(1511) SHEET 3 OF 4		
90	MB(1511) SHEET 4 OF 4		
91	SC(1160)3-16		
92	SC(125)3-18		
93	SC(151)3-20		
94	TE(BM4)3-11		
95	TRF		
96-97	DRAINAGE DETAILS		
98-99	DRAINAGE AREA MAP		
100-103	HYDROLOGY CALCULATION		
104-114	CULVERT LAYOUTS		
104-114	DRAINAGE CHANNEL DETAILS		
115	DRAINAGE STANDARDS		
116	P(ET)-M		
117	P(ET)-NC		
118	P(ET)-SC		
119	SCF-5		
120	SCF-M		
121-123	SETP-FM-0		
124-126	SETP-FM-5		
127-128	SETP-CO		
129-141	SIGNING & PAVEMENT MARKINGS DETAILS		
142-152	SIGNING AND PAVEMENT MARKING PLANS		
153	SUMMARY OF SMALL SIGNS		
153	SMALL SIGN DETAILS		
154	SIGNING & PAVEMENT MARKINGS STANDARDS		
154	DS(1)-15		
155	DS(2)-15		
156	DS(3)-15		
157	DS(4)-15		

Can also be shown as OMITTED

SHEET 1 OF 1

DIST	FM	SECTION	STATE	PROJECT NO.	SECTION NO.
CK DNG	AL	6	TEXAS	SH 136	
DIST	FM	SECTION	COUNTY	FEDERAL PROJECT NO.	JOB
CK DNG	AL	6	POTTER	0379 03 025, ETC	2

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SHEET 1 OF 1			
DIST	FM	SECTION	PROJECT NO.
CK DNG	AL	6	SH 136
DIST	FM	SECTION	COUNTY
CK DNG	AL	6	POTTER