

SOP FOR PLAN SETS WITH MULTIPLE PORTFOLIOS OR VOLUMES

Guidance for Large Plan Sets with Multiple Portfolios (continuous sheet numbering)

For large plan sets with multiple portfolios, all of the supporting documents and plan sets are labeled with CCSJ information. The only difference between this scenario and a typical plan set is that the plans may need to be divided into multiple PDF portfolios due to the large number of plan sheets, but the subsequent portfolios contain continuous sheet numbering. An example would be Portfolio 1 would have Plan sheets 1-500, and Portfolio 2 would have Plan sheets 501-1000.

It is optional to split large plan sets into separate portfolios with separate title sheets/cover pages (Zip files may work better). See page 2 for guidance for plan sets letting together that were originally developed to let separately (each plan set starts with Sheet 1 and has its own index).

Plan Sets:

- Title Sheet and Index of Sheets in Portfolio 1 only. **Continuous Sheet Numbering.**
- The Title Sheet title block (top right corner) 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 Portfolio 1 should cover the entire project.

PS&E Paperwork to submit:

- 1002 – CCSJ only.
- Schedule – One schedule for the entire project.
- Certifications – CCSJ only.
- General Notes – CCSJ only.

Portfolio/Zip Naming:

- “MMYY CCSJ County Part 1”
- “MMYY CCSJ County Part 2”

Guidance for Stacking Plans (Multiple CSJ's)

For two or more projects that were designed separately but will 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 separated by CSJ and is not a continuation of another plan set.

Plan Sets:

- Include Title Sheets and Index of Sheets for each Volume. **Sheet numbering starts over at 1 in each Volume.**
- Title sheet title block (top right corner) and rest of the Title Sheet contains information specific to the subordinate CSJ plan set.
- **Each title sheet should include a large "VOLUME I", "VOLUME II", etc. label, with the CCSJ (see examples on pages 4 & 5)**
- Title blocks for the plan sheets in each Volume shall contain the respective CSJ information for each Volume.
- 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, it's ok to 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 all 8.5x11 general notes PDF files are combined together before building a proposal**




PS&E Paperwork to submit:

- 1002 – One 1002 for all CSJ's (if data cannot fit on the 1002, you may submit a separate page 2 and/or 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.
- General Notes – One or more sets as needed. Specify if a note pertains to a specific CSJ. See more info in **red** above.




Portfolio/Zip Naming:

- "MMYY CCSJ County Vol 1"
- "MMYY CCSJ County Vol 2 (sub CSJ)"

Example of File Names for Large Plan Sets with Multiple Portfolios

-  1019 0255-02-005 Jim Wells Part 1.pdf
-  1019 0255-02-005 Jim Wells Part 2.pdf
-  1019 0255-02-005 Jim Wells Part 3.pdf

Example File Names for Stacking Plans (Multiple CSJ's)

-  0820 0379-02-032 Potter Vol 1.pdf
-  0820 0379-02-032 Potter Vol 2 (sub 0379-02-025).pdf
-  0820 0379-02-032 Potter Vol 3 (sub 0379-02-033).pdf

Example of Guidance for Stacking Plans (Multiple CSJ's) Title Sheet & Index, Vol 1

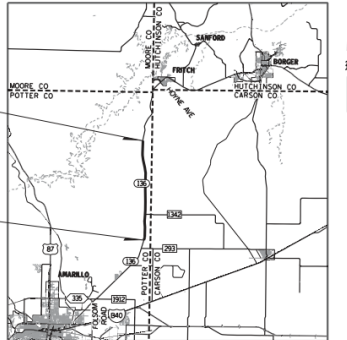
GENERAL
 1 TITLE SHEET
 2 INDEX OF SHEETS

STATE OF TEXAS DEPARTMENT OF TRANSPORTATION

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

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

COUNTY: POTTER
 CCGJ: 0379-02-032
 LIMITS: FROM 0.51 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 = N/A
 NET PROJECT LENGTH = 62,369.80 FT = 11.812 MILES
 FOR THE CONSTRUCTION OF SUPER 2'S AND UPGRADE TO
 STANDARDS.



BEGIN PROJECT
 BEGIN CSJ: 0379-02-032
 STA 1435+00.00
 REF MARKER: 100+0.441

 END CSJ: 0379-02-032
 END PROJECT
 STA 1410+00.00
 REF MARKER: 112+0.397

RAILROADS: NONE EXCEPTIONS: NONE EQUATIONS:
 STA 1424+69.80 BK + STA 1426+00.00 AH + -130.2 FT

REQUIRED SIGNS SHALL BE IN ACCORDANCE WITH
 BC (11-14 THRU BC 1121-14) 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 FHWA 1275, MAY, 2012)

SH 136 MAINLINES	FEDERAL PROJECT NO.	SHEET NO.
RURAL MINOR ARTERIAL DESIGN SPEED = 40 MPH ADT (2000) = 5,154 ADT (1990) = 6,931	STP 2B20(144)HES	1
STATE: TEXAS	DISTRICT: AMA	COUNTY: POTTER
CONTRACT: 0379	SECTION: 02	JOB: 032 ETC HIGHWAY NO.: SH 136

CONTRACT NO.	FEDERAL PROJECT NO.	SHEET NO.
6	STP 2B20(144)HES	1
STATE	STATE DIST.	COUNTY
TEXAS	AMA	POTTER
CONTRACT	SECTION	JOB
0379	02	032 ETC
		HIGHWAY NO.
		SH 136



DATE: _____
 SUBMITTED FOR LETTING: _____
 CONSULTANT PROJECT MANAGER



DATE: 6/3/2020
 RECOMMENDED FOR LETTING: _____
 DocuSigned by: Corly Newman
 101527610262402 ENGINEER

DATE: 6/9/2020
 RECOMMENDED FOR LETTING: _____
 DocuSigned by: Ed Black
 570FA87814422 DIRECTOR OF TRANSPORTATION
 PLANNING AND DEVELOPMENT

DATE: 6/11/2020
 APPROVED FOR LETTING: _____
 DocuSigned by: Brian Crawford
 1646204070403 ENGINEER

100% SUBMITTAL

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103-122	SIGNING & PAVEMENT MARKINGS DETAILS		
123-128	SIGNING AND PAVEMENT MARKING PLANS		
	SUMMARY OF SMALL SIGNS		
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140	RS(3)-13		
141	RS(4)-13		
142	SMD(SLIP)-08		
143	SMD(SLIP-11)-08		
144	SMD(SLIP-21)-08		

THE STANDARD SHEETS SPECIFICALLY IDENTIFIED BY * HAVE BEEN SELECTED BY ME OR UNDER MY RESPONSIBLE SUPERVISION AS BEING APPLICABLE TO THIS PROJECT.

DN:	RM:	FED. PROJ. DIV. NO.:	STATE:	PROJECT NO.:	HIGHWAY NO.:
CK DN:	AL	6	TEXAS		SH 136
DW:	RM:	STATE DIST.:	COUNTY:	CONTROL SECTION NO.:	JOB NO.:
CK DW:	AL	AMA	POTTER	0379	02 032 2

INDEX OF SHEETS

SHEET NO.	OF	DATE	BY
1	1		

Example of Guidance for Stacking Plans (Multiple CSJ's) Title Sheet & Index, Vol 2

GENERAL

- TITLE SHEET
- 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 156

VOLUME II
CONTRACT CSJ: 0379-02-032

COUNTY: POTTER
CSJ: 0379-02-033
LIMITS: FROM 0.5 MI NORTH OF FM 293 TO FM 293

COUNTY: POTTER
CSJ: 0379-03-025
LIMITS: FROM FM 293 TO FOLSOM ROAD

ROADWAY LENGTH = 2,485.90 FT + 0.509 MILES
BRIDGE LENGTH = N/A
NET PROJECT LENGTH = 2,485.90 FT + 0.509 MILES

ROADWAY LENGTH = 39,368.90 FT + 7.456 MILES
BRIDGE LENGTH = N/A
NET PROJECT LENGTH = 39,368.90 FT + 7.456 MILES

FOR THE CONSTRUCTION OF UPGRADE TO STANDARDS FOR THE CONSTRUCTION OF SUPER 2'S AND UPGRADE TO STANDARDS

SH 136 MAIN LINES

FED. NO.	DIV. NO.	FEDERAL PROJECT NO.	SHEET NO.
6		STP 2B20(144)HES	1

RURAL MINOR ARTERIAL
DESIGN SPEED = 40 MPH
ADT (2000) = 5,154
ADT (2007) = 6,951

STATE	STATE DIST.	COUNTY
TEXAS	AMA	POTTER

CONTRACT	DATE	DATE	DATE
6	6/11/2020	6/9/2020	6/3/2020

BEGIN PROJECT
BEGIN CSJ: 0379-02-033
STA 810+00.00
REF MARKER: 112-0.397

END CSJ: 0379-02-033
BEGIN CSJ: 0379-03-025
STA 783+14.10
REF MARKER: 112-0.945

END CSJ: 0379-03-025
END PROJECT
STA 389+96
REF MARKER: 120-0.378

REQUIRED SIGNS SHALL BE IN ACCORDANCE WITH BC (13)-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 PROJECTS REQUIRED CONTRACT PROVISIONS FOR ALL FEDERAL-AID CONSTRUCTION CONTRACTS (FORM FHWA 1273, MAY, 2012)

ENTECH CIVIL ENGINEERS, INC.

DATE: 5/18/2020
SUBMITTED FOR LETTING: [Signature]
CONSULTANT PROJECT MANAGER

Texas Department of Transportation

DATE: 6/3/2020
RECOMMENDED FOR LETTING: [Signature]
ENGINEER

DATE: 6/9/2020
RECOMMENDED FOR LETTING: [Signature]
DIRECTOR OF TRANSPORTATION PLANNING AND DEVELOPMENT

DATE: 6/11/2020
APPROVED FOR LETTING: [Signature]
ENGINEER

100% SUBMITTAL

<p>GENERAL</p> <ol style="list-style-type: none"> TITLE SHEET INDEX OF SHEETS PROJECT LAYOUT EXISTING TYPICAL SECTIONS PROPOSED TYPICAL SECTIONS GENERAL NOTES (SEE VOLUME I) ESTIMATE & QUANTITY (SEE VOLUME I) PROJECT SUMMARY <p>TRAFFIC CONTROL PLAN</p> <ol style="list-style-type: none"> TRAFFIC CONTROL NARRATIVE TRAFFIC CONTROL PLAN TYPICAL SECTIONS SOUTHBOUND TRAFFIC CONTROL PLAN TYPICAL SECTIONS NORTHBOUND <p>TRAFFIC CONTROL PLAN STANDARDS</p> <ol style="list-style-type: none"> BC(1)-14 THRU BC(12)-14 TCP(1)-11-18 TCP(1)-21-18 TCP(1)-31-18 TCP(1)-41-18 TCP(2)-21-18 TCP(3)-11-13 TCP(3)-31-14 TCP(3)-41-13 WZ(3TR)-13 WZ(UL)-13 WZ(RS)-16 WZ(TD)-17 <p>ROADWAY DETAILS</p> <ol style="list-style-type: none"> SH 136 SURVEY CONTROL INDEX SHEET SH 136 HORIZONTAL & VERTICAL CONTROL SHEET HORIZONTAL ALIGNMENT DATA SHEET SUPERELEVATION TABLE ROADWAY PLAN DRIVEWAY AND SIDE STREET DETAIL RAIL PLAN AND PROFILE AT SH 136 & WEBB RD EXIST. CULVERT DETAILS AT SH 136 & FM 293 <p>ROADWAY STANDARDS</p> <ol style="list-style-type: none"> GF(31)-19 MB(15) (SHEET 1 OF 4) MB(15) (SHEET 2 OF 4) MB(15) (SHEET 3 OF 4) MB(15) (SHEET 4 OF 4) SGT(125)31-16 SGT(125)31-18 SGT(15)31-20 TE(IMAG)-11 TRF <p>DRAINAGE DETAILS</p> <ol style="list-style-type: none"> DRAINAGE AREA MAP HYDROLOGY CALCULATION CULVERT LAYOUTS DRAINAGE CHANNEL DETAILS <p>DRAINAGE STANDARDS</p> <ol style="list-style-type: none"> BCS PSET-RR PSET-RC PSET-SC SCP-5 SCP-ND SETB-FW-0 SETB-FW-5 SETP-CD <p>SIGNING & PAVEMENT MARKING PLANS</p> <ol style="list-style-type: none"> SIGNING AND PAVEMENT MARKING PLANS SUMMARY OF SMALL SIGNS SMALL SIGN DETAILS <p>SIGNING & PAVEMENT MARKING STANDARDS</p> <ol style="list-style-type: none"> DKM(1)-15 DKM(2)-15 DKM(3)-15B DKM(4)-15 	<p>• 158 DKM(5)-15</p> <p>• 159 DKM(6)-15</p> <p>• 160 PM(1)-12</p> <p>• 161 PM(2)-12</p> <p>• 167 SMD(ENT)-08</p> <p>• 168 SMD(SLIP)-11-08</p> <p>• 169 SMD(SLIP)-21-08</p> <p>• 170 SMD(SLIP)-31-08</p> <p>• 171 TSE(PL)-11-18</p> <p>• 172 TSE(PL)-21-18</p> <p>• 173 TSE(3)-13 (MOD)</p> <p>• 174 TSE(4)-13 (MOD)</p> <p>ENVIRONMENTAL ISSUES</p> <p>• 175 EPIC</p> <p>• 176 SWP</p> <p>• 177-180 PROPOSED EROSION CONTROL LAYOUT VEGETATION SPECIFICATION SHEET</p> <p>ENVIRONMENTAL STANDARDS</p> <p>• 182 EC(1)-16</p> <p>• 183 EC(2)-16</p> <p>• 184 EC(3)-16</p> <p>• 185-187 EC(5)-16</p>	<p>12 GENERAL NOTES SEE VOLUME I</p> <p>13 ESTIMATE & QUANTITY SEE VOLUME I</p>
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Can also show as Omitted

THE STANDARD SHEETS SPECIFICALLY IDENTIFIED BY * HAVE BEEN SELECTED BY ME OR UNDER MY RESPONSIBLE SUPERVISION AS BEING APPLICABLE TO THIS PROJECT.

6/4/2020

NO. REVISIONS BY DATE

NO.	REVISIONS	BY	DATE
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DN:	RM	FED. RD. DIV. NO.	STATE	PROJECT NO.	HIGHWAY NO.
CK DN:	AL	6	TEXAS		SH 136
DW:	RM	STATE DIST.	COUNTY	CONTROL SECTION NO.	JOB SHEET NO.
CK DW:	AL	AMA	POTTER	0379 03 025, ETC.	2

INDEX OF SHEETS