
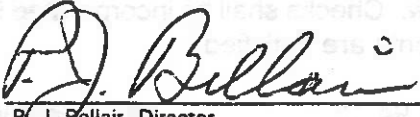


To: n-30-1-8/128- Design Quality Assurance Bureau EIS Administrator Bldg. 5, Rm. 408 MC 0750,		New York State Department of Transportation ENGINEERING BULLETIN	EB 98-045
<i>Expires one year after issue unless replaced sooner</i>			
Title: HIGHWAY DESIGN MANUAL REVISION NO. 34 CHAPTER 21 CONTRACT PLANS, SPECIFICATIONS, AND ESTIMATE			
Distribution: <input type="checkbox"/> Manufacturers (18) <input type="checkbox"/> Surveyors (33) <input checked="" type="checkbox"/> Main Office (30) <input checked="" type="checkbox"/> Consultants (34) <input checked="" type="checkbox"/> Local Govt. (31) <input checked="" type="checkbox"/> Contractors (39) <input checked="" type="checkbox"/> Regions/Agencies(32) <input type="checkbox"/> _____ ()	Approved:  P. J. Bellair, Director, Design Quality Assurance Bureau		
			9/11/98 Date

SUPERSEDED ISSUANCES

This Engineering Bulletin (EB) supersedes the 26 Engineering Instructions listed on page 4.

SUPPLEMENTED ISSUANCES

Chapter 21 modifies the Engineering Instructions (EI) listed below as follows:

- EI 81-10 Traffic Signal Equipment Furnished by NYSDOT on Construction Contracts. The form transmitted with EI 81-10 has been revised and is contained in Chapter 21, Appendix D.
- EI 87-30 Pavement Marking Policy. The requirement on page 2 of the EI to indicate in the PS&E transmittal letter the approximate length of long line markings for each color required on the project and an estimate of what season and year these markings are likely to be applied has been removed. Pavement marking coordination is internal to the Region.
- EI 92-15 Project-Level Pavement Selection Process. The requirement to include the compliance statements in the PS&E transmittal memo, as per the note on pages 14 and 15, is superseded.
- EI 95-44 Salvage of Marketable Forest Products. The requirement to include a brief summary in the final PS&E letter of transmittal is superseded.

Appendix H of the "Design Procedure Manual" (DPM) has been revised. The guidance previously in Appendix H is now provided in Section 21.9 of Chapter 21. Appendix H should be replaced with the attached page referencing HDM Chapter 21. Additionally, the requirement to provide a certification statement with the PS&E transmittal memo is eliminated. This requirement is stated in the Phase VI steps in Part II of the DPM.

PURPOSE

This Engineering Bulletin announces the availability of the revised Chapter 21 of the Highway Design Manual. The entire existing chapter should be replaced with the version dated 9/11/98.

CHANGES

The general focus of this revision is to update guidance regarding plan and estimate preparation, and PS&E submission, although other less significant changes have been made. The revised Chapter 21, Section 21.9 dealing with PS&E submittal reflects the Region's quality control responsibility under Program and Project Management. For example, many items previously included in the PS&E transmittal memo as a check list of things to do by the Region, have been eliminated from the memo, although the underlying requirements still exist. A list of items which have been removed from the previous instructions regarding PS&E submittal (EI 94-15), and the corresponding document which addresses the requirement is provided below. Checks shall be incorporated into the Regional "Design Quality Control Plan" to ensure these requirements are satisfied.

<u>Item from EI 94-15</u>	<u>Document Where Requirement is Stated</u>
7. Location Approval	Location Approval is discussed in the "Environmental Action Plan", and when necessary, is approved/reaffirmed with Design Approval in Phase IV. (Note: The need for Location Approval is rare.)
9. Advance Detail Plans	Requirements regarding advance detail plans are provided in Appendix G of the DPM.
10. Clearinghouse reviews	Clearinghouse (Intergovernmental) review requirements are discussed in Appendix F of the "Scoping Procedure Manual".
11. b - Section 4(f)/106, etc. c - Noise report f - NYS Agriculture, etc. g - Hazardous waste, etc. h - Permits	Guidance regarding these requirements is contained in the "Environmental Procedures Manual" and is referenced in Appendix A of the DPM.
15. Miscellaneous items (e.g., proprietary items)	Guidance regarding the specification of proprietary items is provided in Chapter 21, Section 21.3.4, of the HDM. The other items are rare and should be handled on a case-by-case basis.
16. Project Consolidation	Requirement dropped by the Office of Operations.
18. Specifications other than NYSDOT	The DPM, Phase VI steps and Chapter 21, Section 21.2.2.4 of the HDM state that the Regional Director approves the PS&E for all projects let by the Department. This separate statement is deemed unnecessary.
19. Pavement Rehabilitation	Requirements are detailed in EI 92-15.
20. 3R & accident analysis	Chapter 7 of the HDM, and the "Standards for Non-Freeway Resurfacing, Restoration and Rehabilitation Projects" contain the requirements regarding 3R projects. Discussion regarding accident analysis is also provided in Chapter 5 of the HDM, and Appendix B of the DPM.

<u>Item from EI 94-15</u>	<u>Document Where Requirement is Stated</u>
21. Pedestrian facilities	Chapter 2, and 18 of the HDM.
22. Certification Statement	The DPM and the HDM require that the Regional Director approve all projects. The meaning of the Regional Director's approval is given in Chapter 21, Section 21.2.2.4 of the HDM. This separate statement is deemed unnecessary.
26. Marketable Forest Products	EI 95-44 Salvage of Marketable Forest Products.
27. Wildflowers	Guidance transmitted from the Landscape Architecture Bureau via Landscape Architecture Memo, Subject: Implementation of the FHWA Wildflower Planting Program, dated 11/30/94.
28. Pavement Markings	The Department's policy regarding pavement markings is in the "Pavement Marking Policy".
29. Transportation Demand Management	Requirement to state this in the PS&E transmittal memo has been rescinded.

The Regional Quality Control Plans should be updated to ensure the PS&E submittal meets the applicable standard, policies, and regulations.

EFFECTIVE DATE

Chapter 21 should be used to progress projects for which design was approved on or after December 1, 1998. Regions should utilize the chapter for projects scheduled to be submitted for letting on or after February 4, 1999.

DISTRIBUTION

Revision 34 will be distributed separately and contains an updated Table of Contents and Index for the entire HDM. Consultants and others who are required to purchase the HDM may purchase Revision 34 by sending a check or money order for \$3.50 payable to the New York State Department of Transportation at the following address:

Plan Sales Unit, Bldg. 5, Rm 109
 New York State Department of Transportation
 W. Averell Harriman State Office Building Campus
 1220 Washington Avenue
 Albany, N.Y. 12232

Department employees may access Chapter 21, except Appendix F Example Proposal Pages, and Plan Sheets, from the Consultant Management server in the Toolbox directory and the HDM subdirectory.

CONTACT

Questions regarding this revision should be addressed to Norman Schips of the Design Quality Assurance Bureau. He may be reached at (518) 485-8611.

Superseded Engineering Issuances

1. Engineering Instruction (EI) 98-001, Project Description For Newspaper Use - Form AD102d
2. EI 96-52, Underground Utility Location Labeling Convention
3. EI 94-41, Section 697 - Interim Payments
4. EI 94-40, Final PS&E Submission, Report on Design and Estimate
5. EI 94-39, Highway Design Manual, Chapter 21 Contract Plans, Specifications and Estimate, Section 21.7 Report On Design and Estimate
6. EI 94-15, Final PS&E Submission
7. EI 94-14, Highway Design Manual Revision No. 20, Chapter 21 Contract Plans, Specifications and Estimate
8. EI 93-27, Making Available To The Bidder Analytical Testing Results
9. EI 92-37, Engineer's Estimates: Reletting Case II Projects, Lump Sum Price Analysis
10. EI 91-14, Construction Contract Advertising
11. EI 91-12, Earthwork Summary Sheets
12. EI 90-40, Pre-Bid Meetings (Waivers By Regional Directors)
13. EI 89-27, Necessary Overhead Charges For Utility Work Included In A State Construction Project On Behalf Of And At The Expense Of The Utility Owner
14. EI 88-25, Certificate of Maps Required
15. EI 88-12, Pre-Bid Meetings
16. EI 87-28, Progress Payments For Water And Sanitary Sewer Main Specifications
17. EI 85-52, D/WBE Program: Establishing Contract Goals
18. EI 85-21, Pre-Bid Questions
19. EI 85-01, "Microcomputer Signal Operation Specification" Plan Sheet
20. EI 84-55, Project Costs
21. EI 83-29, Sign Data Sheet
22. EI 79-42, PS&E Preparation for Buildings on State Financed Contracts
23. EI 79-27, Clearances, Permits, Approval, Resolutions, and Agreements
24. EI 75-23, Special Note - Recent and Special Laws and Regulations
25. EI 75-13, Betterment Data Procedure
26. EI 74-53, Section 38 of the Highway Law and Official Order 539 - Confidential Estimate & Unit Bid Prices

September 11, 1998

Appendix H
Final Plans Specification
and Estimate Submission

The final PS&E submission requirements have been moved to the Highway Design Manual, Chapter 21, Section 21.9.
