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TO: Director, Preliminary Plan Review Bureau  <b>SUPERSEDED BY EI 82-050</b> <b>EFFECTIVE 7/20/1982</b>	<h2 style="text-align: center;">ENGINEERING INSTRUCTION</h2> <p style="text-align: center;">NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p> SUBJECT: PLANS, SPECIFICATIONS AND ESTIMATE SUBMITTAL PROCEDURES  Subject Code: 7.27-1
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 75-56</u> Date: <u>8-11-75</u>
APPROVED: <div style="text-align: center;"><i>M. Tapp</i></div> <hr/> Director, Final Plan Review Bureau	Supersedes: MODIFIES EI 74-076 DATE 8/12/74

The purpose of this Instruction is to facilitate the review process of P.S. & E. submittals to Final Plan Review Bureau. This may be accomplished by adhering to the following procedures:

- 1) Plans and Proposals should contain only those special notes that are unique to a project.

Many submittals in the past have contained special notes on the plans and in the proposal that either modify special and/or standard specifications or are completely redundant in nature. Statements such as, "Maintenance and Protection of Traffic shall be maintained in accordance with all the provisions of Item 15619.0102 - Basic Maintenance and Protection of Traffic," or "Necessary Traffic Control Devices shall be in accordance with NYS MUTCD" are redundant statements which tend only to confuse while those such as "All the provisions of special specification .... shall apply except .....", or "Trimming road section shall be included in the price of Item ....," improperly modify existing specifications.

Redundant notes, and notes that modify special or standard specifications shall not be used.

- 2) Engineering Instructions 74-76 and 74-99 established procedures for P.S. & E. submission requirements. The directions stated in these Instructions should be complied with. This has not been the case in the past. Some common problems in this area have been:
  - a) Unsuitable 8 1/2" x 11" reproducibles of special specifications and notes.
  - b) Estimate portions of the P.S. & E. submission are non-uniform in size (all copies shall be 8 1/2" x 11").
  - c) Omission of the project title page (Form C114-1) for combined estimate and all shares.

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- 3) Special specifications submitted with the proposals shall be worded exactly as approved by Final Plan Review Bureau. Specifications that have been modified from the approved version will be removed from the P.S.& E. submission and replaced with the main office copy.

Modifications of approved versions should not be made by special notes but rather by a special specification request as outlined in Engineering Instructions 73-50 and 74-23. All special specification requests shall be submitted to the Final Plan Review Bureau at least 30 days prior to P.S.& E. submission.

- 4) Quantity changes required by amendment to a particular project shall contain the necessary share breakdown information to enable the Final Plan Review Bureau to allocate the modifications to the appropriate engineering share(s).

Strict adherence to these above procedures will enable us to produce high quality and uniform contract plans and proposals with, hopefully, lower bid prices and better contract enforcement as the resulting benefits.

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