


Memorandum

To: E-Distribution

From: Ryan Dahlke, P.E. 
Preconstruction Engineer

Date: September 5, 2023

Subject: Plan-in-Hand and Final Plan Review Reports

Updated 10/10/2023



With the advent of shared electronic commenting on plan review documents, portions of the Plan-in-Hand (PIH) and Final Plan Review (FPR) reports have largely become a regurgitation of the marked-up plans. In the past, the PIH and FPR reports were the only place to find review comments documented. Now the marked-up pdf is linked in the report resulting in duplicate information.

Both the Road Design Manual (RDM) and the Consultant Services Manual (CSM) contain references to PIH and FPR reports. Section 1.3.3 of the RDM states that an update to the cost estimate is required at both stages. This update will be required regardless of whether a full report is warranted. The CSM notes that PIH and FPR reports may be necessary documentation "...depending on the nature of the project". The RDM states that PIH and FPR reports are typically developed during MDT road design projects.

Section 4.2.2.2 of the CSM states that both the PIH and FPR approval memos will be written from the Consultant Plans Engineer to the Consultant Design Engineer.

Moving forward, a full report will not be required if **comments were minor and limited to errors and omissions to the preliminary plans package AND if nothing has changed since the Scope of Work Report.** Changes include but are not limited to anything pertaining to scope, design exceptions/ variances, grading, traffic control/work zone safety/crossovers, environmental considerations, public involvement, agreements, R/W or utilities,

In place of this, an email to the distribution with a link to the marked-up plans package containing responses and/or resolutions to all comments will suffice. An updated estimate (including PPMS updates), as well as a discussion on the project schedule (including outstanding items and risk) **must be included** in this email. The email can come from the project manager, so the signature authority above does not apply. **For documentation purposes, save a PDF of the email and place it on PCMS.** The Project Manager is still required to update the estimate and milestone in PPMS.

If you have any questions, please contact the Highways Engineer or Highways Design Engineer.

E-Distribution:

MDT Engineering Bureau Chiefs
MDT District Preconstruction – Project Engineers
MDT Road Design Checkers
Pavement Analysis Engineer
Operations Manager
Maintenance Administrator
Statewide & Urban Planning Section Supervisor

Example:

The purpose of this message is to distribute the Final Plan Review (FPR) documentation of all comments/responses received during the FPR for the subject project. Comments were collected electronically using the Adobe PDF platform from May 19 – June 2, 2023.

A formal FPR Report will not be completed for this project due to the comments received being adequately captured and documented with responses in a PDF archive of the review materials. This email serves as the documentation and completion of Act. 230. You can access the FPR comments and responses on PCMS through the following link: [Forsyth – East & West \[UPN 9027000000\] FPR Comments & Responses](#)

The project is currently showing 20 days late in EPS. It is anticipated that the 964 and 240 activities can be combined to make up time.

- Ready Date: 06/22/2023
- Letting Date: 10/12/2023

The cost estimate has been updated in PPMS and is shown below.

	Estimated cost	Inflation (INF) (from PPMS)	TOTAL costs w/INF + IDC (from PPMS)
STPP CN	\$5,895,000	\$244,795	\$6,797,367
TOTAL CN	\$5,895,000	\$244,795	\$6,797,367
CE (10%)	\$590,000	\$24,500	\$680,312

Project TOTAL from all the funding types above:

Project TOTAL CN+CE	\$6,485,000	\$269,295	\$7,477,679
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The estimate above includes \$200,000 for traffic control, 5% allowance for contingency, and 10% for mobilization.

Note: Inflation is calculated in PPMS to the letting date. If there is no letting date, the project is assumed to be inside the current TCP and is given a maximum of 5 years until letting. IDC is calculated at 10.71% for FY 2023.