PFPR/FFPR Packages

NOTE:
PM = Project Manager
DPL = Design Phase Leader
The documentation below reflects ***PM/DPL***. The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

1. *PM/DPL* creates a package by placing documents/files into a ***ProjectWise (Document Set)*** (see steps *1a-1f*) in the *PI\PE\Engineering Services\Design Review\PFPR* folder. The *PM/DPL* request letter, hard copy plans, completed and signed checklist, and an email link to the submittal package is sent to Engineering Services and the distribution list.

    a. Click on the ProjectWise folder *PI\PE\Engineering Services\Design Review\PFPR*
    b. From the ProjectWise menu click ***Document=>Set=>New***
    c. For ***Name*** enter ***PFPR Package or FFPR Package or SUE Cad Files***, the description is optional
    d. Click **OK**
    e. Locate the required documents and drag them into the set
    f. When finished, close the document set.

2. The *PM/DPL* will also send an email link to the **State Subsurface Utilities Engineer** with the location of the ***PW Document Set*** (***SUE Cad Files***). It is created in the *PI\PE\Engineering Services\Design Review\PFPR* folder which contains the typical cad files (**refer to PDP**) needed for FPR.

    Package to include (Typical Items – refer to PDP):
    - Transmittal letter:
      (*PI\PE\ Roadway Design\Correspondence\Outgoing)*
    - Project Data Sheet:
      (*PI\PE\Roadway Design\InRoads)*
    - Written Certification from PM about Public Interest Determination Procedure
      (*PI\PE\Roadway Design\Email)*
    - Email correspondence from Environmental with acceptance to proceed or Green Sheet
      (*PI\PE\Roadway Design\Correspondence\Incoming)*
    - Written Certification from Planning stating conformance with RTP or STIP to be included if required. PM submits cover sheet, typical sections and project description to Planning in the request for the certification.
      (*PI\PE\Planning\STIP Certification Letter)*
    - 2 plan sets (half size). Hard copy required.
      (*PI\Record Plan Sets\05 – PFPR Plans)*
    - Draft special provisions
      (*PI\PE\Special Provisions)*
    - Accepted Hydraulic Studies
      (*PI\PE\Bridge Design\Hydraulics\Approved Hydraulic Study)*

- Capacity analysis
  (*PI\PE\Roadway Design\Calculations\Capacity Analysis)*
- Approved soil survey reports
  (*PI\PE\Materials (OMAT)\GEP Bureau\Geotechnical Engineering Branch\Soil Survey\Reports)*
- Summary of preliminary earthwork calcs
  (*PI\PE\Roadway Design\Roadway\Quantities)*
- Constructability Review Report
  (*PI\PE\Roadway Design\Meetings\PFPR)*
- Correspondence from Traffic Ops about signal permit approvals
  (*PI\PE\Traffic Operations\Correspondence)*
- Correspondence from Traffic Ops about roundabout feasibility study, if applicable
  (*PI\PE\Traffic Operations\Correspondence)*
- Q/A Certification
  (*PI\PE\Roadway Design\QA-QC)*

3. Engineering Services will create the Scheduling letter in *PI\PE\Engineering Services\Design Review* and send email notification to the distribution list with a link to the ProjectWise location.

4. PFPR Report created by Engineering Services in *PI\PE\Engineering Services\Design Review\PFPR* folder. Engineering Services will send an email notification to the distribution list with a link to the ProjectWise location.
   - Utility Risk Management Plan to be included if applicable, sent to SUE for review.
   - Distributed via email link to PFPR distribution list after FHWA approval if required.

5. The draft Report is finalized by the reviewer with comments (*PI\PE\Engineering Services\Design Review\PFPR\FPR Comments.docx)* from meeting. Engineering Services sends an email link to the distribution list and to the PM for additional responses.

6. *PM/DPL* adds responses for Engineering Services' acceptance. Engineering Services either accepts or asks that a response be modified. Once "*Accepted*", the *PM/DPL* adds the acceptance date to the report and will send email notification to distribution list with a link to the ProjectWise location.

7. *PM/DPL* shall place the corrected plans in the *PI\Record Plan Sets\06 – Corrected Plans,* run the Refscan utility on all DGN files to correctly associate the reference files in this new location. *PM/DPL* shall send email notification to the Environmental Phase Leader with a link to the ProjectWise location.

8. *PM/DPL* shall set "*Final Status*" on all the files used to create the Record Plan Set.
   a. Select all the files in the *PI\Record Plan Sets\06 – Corrected Plans* folder,
   b. Right-Click**=> Change State=> Set Final Status**.