

STAGE 3 PLAN REVIEW DISTRIBUTION			
Plans are to be distributed electronically via email by providing a link to the PDFs in ProjectWise. For submittals with multiple recipients, the submittal should be addressed to the recipient that is bold and capitalized. All other recipients for the submittal are copied. If a recipient requires hard copies, it will be noted in the "Remarks" section. The recipients shown for each submittal are not all inclusive.			
Distribution of Preliminary Plans			
Purpose	Recipient	Information Needed	Remarks
<b>Pre-Design</b>			
Kickoff Meeting (For larger and/or more complex projects.)	<b>DISTRICT PROJECT ENGINEER</b>	Title Sheet	
	District Area Engineer		
	ADA of Engineering		
	ADA of Operations		
	HQ Utilities		
	District Utility Specialist		
	Real Estate Administrator		
	Assistant Real Estate Administrator		
	Real Estate Chief Appraiser		
	Real Estate Regional Manager		
	Road Design Section		
	Bridge Design Section		
	District Bridge Engineer		
	Environmental Section		
	Traffic Engineering Section		
District Traffic Operations Engineer			
	Railroad Construction Unit		Bridge within project limits.
	MPO		
	LPA		Roundabout & intersection projects
	Consultant		If railroads tracks are within the project limits, adjacent to the project or <b>near*</b> the terminus. If within MPO area.
<b>30% Preliminary</b>			
Pavement Design	Pavement and Geotechnical Section	Title Sheet, Proposed Typical Section, Traffic Data	
Utility Review	<b>HQ UTILITIES</b>	Title Sheet, Plan/Pro Sheets	
	District Utility Specialist		
Geometric Review	Traffic Engineering Section	Plan/Pro Sheets, Cad Design File	Roundabout & intersection projects
	District Traffic Operations Engineer		
<b>60% Preliminary</b>			
Road Design	Road Design Section	Full Plan Set	
Bridge Design	Bridge Design Section	Full Plan Set	Bridge within project limits
Geometric Review	Traffic Engineering Section	Full Plan Set	
Soil Borings, Probings, Sub-grade Soil Survey, pH & Resistivity	<b>DISTRICT LAB ENGINEER</b>	Title Sheet, General Bridge Plan, Plan/Pro Sheets	
	Pavement and Geotechnical Section		
Drainage Review	Hydraulics Section	Full Plan Set, Drainage Calculations	All projects
Begin Property Survey & Base Right-of-Way Maps	Location & Survey Section	Title Sheet, Plan/Pro Sheets	Preliminary taking lines.
Environmental Initiation	<b>ENVIRONMENTAL SECTION</b>	Title Sheet, Plan/Pro Sheets	Initiate environmental process and for permit determination.
	Environmental Section Permit Coordinator		
Railroad Review	Railroad Construction Unit	Title Sheet, Plan/Pro Sheets	If railroads tracks are within the project limits, adjacent to the project or <b>near*</b> the terminus.
Utility Review	<b>HQ UTILITIES</b>	Title Sheet, Plan/Pro Sheets	
	District Utility Specialist		
Real Estate Review	<b>REAL ESTATE ADMINISTRATOR</b>	Title Sheet, Plan/Pro Sheets	
	Assistant Real Estate Administrator		
	Real Estate Chief Appraiser		
	Real Estate Regional Manager		
<b>95% Preliminary</b>			
95% Preliminary Plan-In-Hand Meeting (Plans must be distributed at least 21 days prior to meeting. For In-House projects, the Project Manager is responsible for taking notes at the PIH meeting. For Consultant projects, the Project Manager may delegate that responsibility to the Consultant.)	HQ Construction Area Engineer	Full Plan Set (w/ Master Summary Sheet)	
	District Project Engineer		
	District Area Engineer		
	ADA of Engineering		
	ADA of Operations		
	Traffic Engineering Section		
	District Traffic Operations Engineer		
	HQ Utilities		
	District Utility Specialist		
	District Permits Specialist		
	Pavement and Geotechnical Section		
	Road Design Section		
	Real Estate Administrator		
	Assistant Real Estate Administrator		
	Real Estate Chief Appraiser		
	Real Estate Regional Manager		
	Bridge Design Section		
	District Bridge Engineer		
	ITS Section		
	FHWA		
	FAA		
	Environmental Section		
	Environmental Section Permit Coordinator		
	DOTD Landscape Architect		
	Program Manager		
	Consultant		
	Compliance		
	Value Engineering & Cost Estimate Director		
	MPO		Bridge within project limits.
	LPA		If fiber optics are within project limits.
	Railroad Construction Unit		Projects of Division Interest (PoDI) Only if within 2 miles of an airport.
			If ADA applies.
			<b>Bridge projects</b> over \$30M, <b>all projects</b> over \$40M If within MPO area.
			Only if sewage effluent is being discharged onto highway r/w (sub-surface drainage projects).
			If railroads tracks are within the project limits, adjacent to the project or <b>near*</b> the terminus.
<b>100% Preliminary</b>			
Response to PIH Meeting Comments	Same as PIH meeting recipients	List of all comments received at PIH meeting along with a response to each	
Finalize Property Survey & Base Right-of-Way Maps	Location & Survey Section	Title Sheet, Plan/Pro Sheets	Final taking lines

Figure 1-02: Stage 3 Plan Review Distribution  
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Distribution of Final Plans					
Purpose	Recipient	Information Needed	Remarks		
<b>Final Right-of-Way</b>					
Joint Plan Review (If a Joint Plan Review meeting is deemed necessary, the Project Manager is responsible for setting up the meeting and taking notes. Location & Survey will run the meeting.)	<b>LOCATION &amp; SURVEY SECTION</b>	Full Plan Set, Base Right-of-Way Maps	Any changes to the taking lines prior to the JPR do not require the approval of the Road Design Administrator. Only after the JPR and any comments addressed, are the right-of-way maps considered final and any changes thereafter would require approval of the Road Design Administrator.		
	HQ Utilities				
	ADA of Engineering				
	ADA of Operations				
	District Utility Representative				
	District Project Engineer				
	District Area Engineer				
	Real Estate Administrator				
	Assistant Real Estate Administrator				
	Real Estate Chief Appraiser				
	Real Estate Regional Manager				
	Road Design Section				
	Bridge Design Section				
	Consultant		Bridge within project limits.		
			If applicable		
Revised Final Right-of-Way (Approval of Road Design Administrator required before making submittal.)	<b>LOCATION &amp; SURVEY SECTION</b>	Title Sheet, Specific Plan/Pro Sheets (w/ changes to r/w highlighted)			
	HQ Utilities				
	ADA of Engineering				
	ADA of Operations				
	District Utility Specialist				
	District Project Engineer				
	District Area Engineer				
	Real Estate Administrator				
	Assistant Real Estate Administrator				
	Real Estate Chief Appraiser				
	Real Estate Regional Manager				
	Environmental Section				
	Environmental Section Permit Coordinator				
	FHWA		Projects of Division Interest (PoDI)		
<b>60% Final</b>					
Geometric Review	Traffic Engineering Section	Full Plan Set			
Drainage Review	<b>HYDRAULICS SECTION</b>	Full Plan Set, Drainage Calculations	For sub-surface drainage projects.		
	HQ Utility Section				
	District Utility Specialist				
Value Engineering Review	Value Engineering & Cost Estimate Director	Full Plan Set & Cost Estimate	Bridge projects over \$40M, all projects over \$50M		
<b>95% Final</b>					
95% Final Advance Check Prints (ACP) (If deemed necessary by the Project Manager, a 95% Final Plan meeting can be held for larger and/or more complex projects. If this meeting is held, the Constructability Review Form is not required and meeting notes can be used in lieu of the form.)	HQ Construction Area Engineer	Full Plan Set			
	District Area Engineer	Full Plan Set & <a href="#">Constructability Review Form</a>	<a href="#">EDSM III.1.1.32</a>		
	District Project Engineer				
	Plan Quality Unit	Full Plan Set & <a href="#">Constructability Review Form</a>			
	ADA of Engineering	Full Plan Set			
	ADA of Operations				
	Traffic Engineering Section				
	District Traffic Operations Engineer				
	HQ Utilities				
	District Utility Specialist				
	District Permits Specialist				
	Pavement and Geotechnical Section				
	Road Design Section				
	Real Estate Administrator				
	Assistant Real Estate Administrator				
	Real Estate Chief Appraiser				
	Real Estate Regional Manager				
	Bridge Design Section				
	District Bridge Engineer				
	ITS Section				
	FHWA				
	Environmental Section				
	Environmental Section Permit Coordinator				
DOTD Landscape Architect					
Program Manager					
Consultant					
Value Engineering & Cost Estimate Director		Bridge projects over \$40M, all projects over \$50M			
MPO		If within MPO area.			
Contracts & Specifications		Submit one half-size hard copy at this stage only if you need Contracts & Specifications to start working on proposal early. Otherwise, make electronic submittal.			
Railroad Construction Unit		If railroad tracks are within the project limits, adjacent to the project or <b>near</b> * the terminus.			
<b>98% Final</b>					
Contracts & Specifications Review	Contracts & Specifications	Full Plan Set	Submit one half-size hard copy.		
Construction Proposal	Contracts & Specifications	<a href="#">Supplemental Construction Proposal Information Form</a>			
<b>Chief Engineer's Signature</b>					
Final Plans & Estimate for Signature	Chief Engineer	Full Plan Set, QA/QC Checklist, Constructability Review Form, Engineer Estimate Signature Sheet, AASHTOWare Cost Estimate	If following a digital plan process: Submit one half-size hard copy along with email that contains link to PDF plan set. Title sheet will be digitally signed by the Chief Engineer.		
<b>100% Final Plans</b>					
Final Signed Plans	General Files	Full Plan Set, Distribution Form	Send a copy of the stamped General Files transmittal letter to: Contracts & Specifications, Electronic Plans/Falcon Manager, Construction, District Administrator, ADA of Engineering, ADA of Operations, District Area Engineer, District Project Engineer, Location & Survey, HQ Utilities, Road Design, Bridge Design, MPO and LPA.		

Figure 1-02: Stage 3 Plan Review Distribution  
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Distribution of Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP)			
Purpose	Recipient	Information Needed	Remarks
Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP)	Construction Section	<a href="#">NOI Form</a> <a href="#">SWPPP Form</a>	To be submitted for all projects after the project has been awarded by the Chief Engineer.

  

Distribution of Change Orders				
Purpose	Recipient	Information Needed	Remarks	
Change Order	<b>CONSTRUCTION SECTION</b>	Title Sheet, Voided Sheets, Revised Sheets	Submit ten half-size hard copies and four full-size hard copies. <a href="#">EDSM I.1.1.28</a>	
	HQ Utilities			
	District Utility Specialist			
		FHWA		Projects of Division Interest (PoDI)
		Real Estate Administrator	Title Sheet, Revised Plan/Pro Sheets	Only if right-of-way has changed.
		Assistant Real Estate Administrator		
		Real Estate Chief Appraiser		
	Real Estate Regional Manager			

\*Definition of "near":

1. If the project begins or ends between the crossing and the LADOTD required advanced placement distance for the advanced (railroad) warning sign and the project involves roadway surfacing improvements (with the exception of preservation treatments and striping projects). See LADOTD Pavement Marking Standard Plans for distance.
2. An intersection traffic signal within the project is linked to the crossing's flashing light signal and gate or is within 200' of a crossing.