

Plan Preparation Guide

Chapter 1

Plan Covers – Title Sheets Quantity Sheets - Standard Drawings

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1. Plan Cover

Covers are fairly simple and easy to do, but are very informative. The blank covers are made in the Engineering Reproduction System and can be obtained there. The cover should contain the same information as the heading on the Title Sheet, which is the County, File No., Project No., Route No. or Road No., and the Termini. Horizontal description should be spaced with the bottom line 2" from the bottom of the cover and 2" Right of the Tape with 0.4" spacing between the lines. Lettering should be 0.5" high and the pin number should be shown in pencil above the county. Vertical description should contain the County, File No., and Route No. or Road No. and should be placed along the edge of the cover 2" from the bottom of cover. Design Group Coordinators' initials should be placed below this description. (See figure 1-A). The lettering should be neat and legible and height of lettering and spacing may be varied slightly for each individual's preference. The cover contains other valuable information such as when the project was sent to Right-Of-Way and when any revisions were sent. The date and the initials of the person sending the project to Right-Of-Way will be shown in the lower left corner in green.

Revisions will be shown in red along the tape of the cover showing sheets revised, date revisions were sent to Right-Of-Way, and initials of the person sending revisions.

When the "write up" for the Long Ad is completed, "Long Ad Completed" and the letting date will be stamped in the lower right corner. If this stamp has been placed on the cover, NO changes should be made before contacting the person doing the "write up" for the Long Ad.

When plans have been let and awarded, they will be filed in the Plans Storage room. At this time, a drawer number will be assigned to each set of plans and will be stamped above the item number.

See [figure 1-A](#) for an example of a cover.

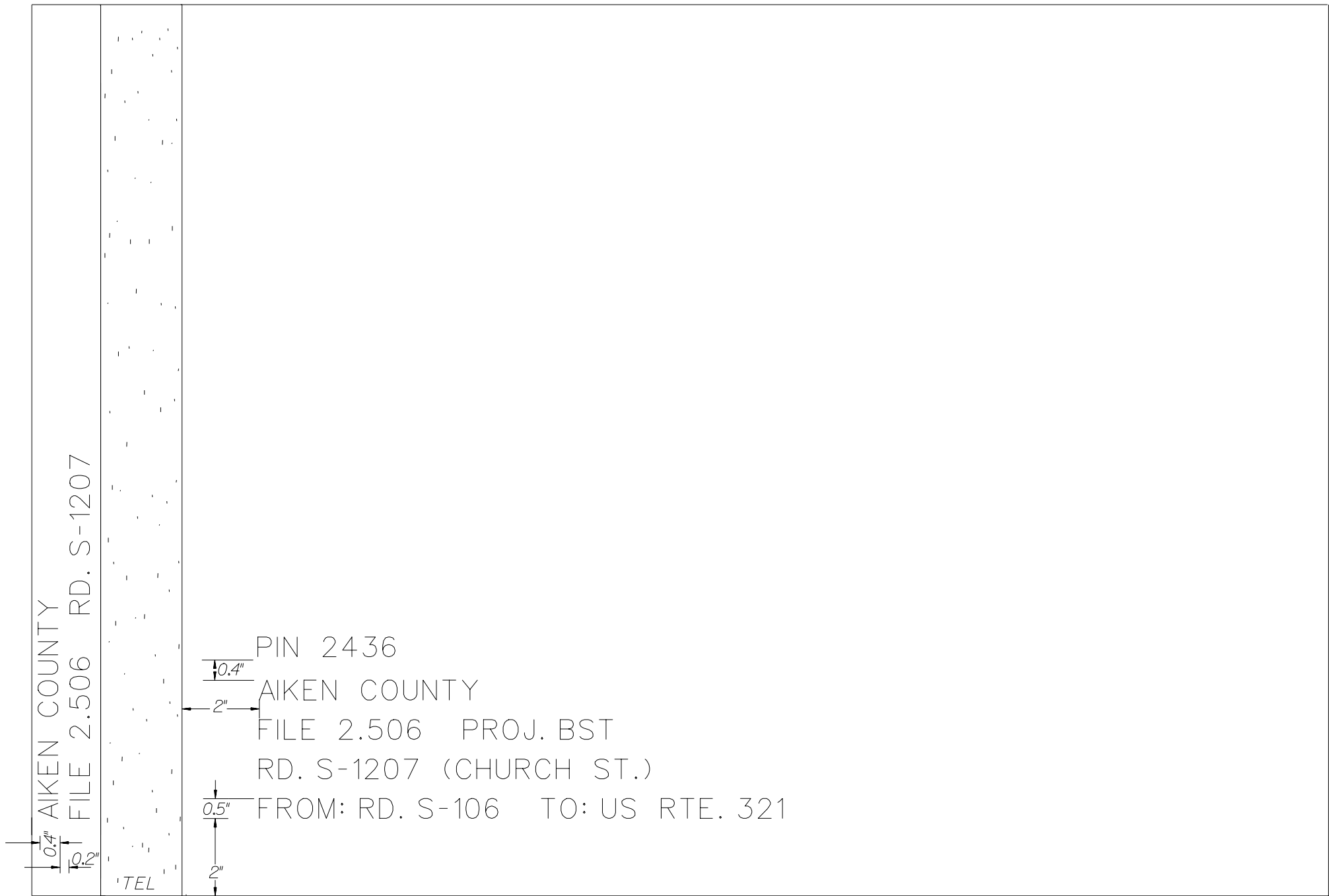


FIGURE 1-A
1-2

2. Title Sheets

In-house Plan Title Sheets have been updated and are shown below:

<u>Type</u>	<u>File Name</u>
Primary Project – English	Std_form6.dgn
Primary Project – Metric	Metts2.dgn
Secondary Project – English	Esec_ts6.dgn
Secondary Project – Metric	Msec_ts6.dgn

Consultant Title Sheets have also been updated on the Internet for their use. Consultants are advised that the signature block on the bottom left corner is in a space shared by the “Certification Statement”. Only one of these elements is needed. The Consultant will select the “Certification Statement” on Level 3 to be retained and the signature block on Level 4 to be deleted when the plans are contracted to be certified. If the plans are not required to be certified by the Consultant, then the “Certification Statement” will be deleted leaving the signature block. There is no need for both on the Title Sheet. The names of the CADD Consultant Title Sheets are ECLTTS.DGN for English and MCLTTS.DGN for metric.

The Heading should come directly under the standard logo and be centered under it. It should include the County, File, Project, Road or Route Number, Road Name (if available) and Termini.

On “C” projects, show only the county number (36., etc) on the File Number and C- on the Project Number. Be sure to leave enough space to add four numbers as these will be added when the project is placed in a letting. On other projects, complete File and Project Numbers may be shown.

Road names should be used with road numbers when available. Be sure the termini describe the project accurately and completely. Termini should match termini shown in PPMS as closely as possible.

The location map should come directly under the heading and should contain enough information, such as city, town, or other landmarks so the project is easily located. The proposed project should be shown as accurate as possible with a wide, heavy line. An arrow showing direction of the survey should be shown along the proposed project. The map should be positioned so that North is straight up on the page if possible. A North arrow must be shown. A note with File Number, Project Number, Road or Route Number, Beginning and Ending station, and sheet numbers of plan and profile should be shown with arrows pointing to the beginning and ending of the project on the location map.

Also show a note, where applicable, for exception to project with Sta.____ to Sta.____, length of exception, and what the exception is (Road, Railroad, Bridge in Place, etc.) with an arrow pointing to the exception on the location map. Notes may be located to best utilize available space on the title sheet.

A note must be shown for new bridges to be constructed consisting of length, type (precast, prestressed, R. C., etc.), Sta.____ to Sta.____, and File number of bridge if it is being let under a separate file number. The scale of the map will be shown below the words “Layout” directly under the map. The map name should be shown under the map (i.e. RICHLAND CO., CITY OF COLUMBIA, etc). Below this is the mileage box that must be filled out completely and accurately. On “C” projects with more than one road in the same item, each road should be shown separately and a column with the total mileage. When binding more than one road with separate item and/or pin numbers together, you must have separate mileage for each one. On

primary projects, show main line mileage, side road mileage, ramps, etc. and show a separate column with total mileage. Gross length of project should be Total Length including exceptions and bridges. Less out length of exceptions to get the Net Length of project and less out bridges to get the Net Length of roadway.

Equalities in stationing should be listed under mileage box. Examples: Sta. 10+15.5 Back = Sta. 13+25.5 Ahead (-310') or Sta. 10+15.5 Back = Sta. 7+7.5 Ahead (+240'). If there are no equalities the word "None" should be shown.

If the project is inside town or city limits, the box for mayor's and council members' signatures should be completed. Example: Approved for City of Columbia or Town of Prosperity, making sure to use City of or Town of, whichever is applicable.

The Design Group Coordinator and person completing plans initials should appear at the bottom and center of the page.

All projects must have present Traffic Data shown in the blanks provided. For projects requiring a pavement design, future Traffic Data for the Design Year and the percent of trucks as shown on the pavement design shall also be shown.

The Index of Sheets should be shown in the upper left corner and will be discussed in Chapter 15.

The Project Identification Box in the upper right corner should be filled out and the PIN number shall be shown directly above this box.

The NPDES block must be filled in and also the longitude and latitude block.

The Railroad Involvement Box must be completed by circling YES if a railroad is involved and NO if none are involved.

See [figure 1-B](#) for an example of a title sheet and figure 20-B on page 3-20 (4) of the Highway Design Manual.

File No. and Project No. are to be filled out on Primary and Interstate Projects. On "C" Projects this space is left blank until the project is ready to be let.

The design reference used for roadway design will be referenced on each set of plans in a note added to the Title Sheet. The note will be added along the right border of the Title Sheet above the NPDES permit information. Two cells have been created and added to the cell library to indicate which AASHTO "A Policy on Geometric Design of Highways and Streets" was used as the design reference for the plans. The names of the cells are GB-9094 and GB 2001 for the AASHTO references dated 1990/1994 and 2001, respectively. Select and place only one cell.

All projects including SWIM, HIMP, and other minimal design plans, except for most resurfacing/rehabilitation projects, should have full-size road plans developed for bidding and archiving. These projects regardless of how small they are will be archived and entered into PALS and will be available for future reference. This procedure will be followed for all projects whether right of way is acquired or not. If you have any questions concerning the need for full-size plans on a specific project, please see your Project Facilitator.

R05003B
TOWER14345/R14345PF.DGN

FED. ROAD DIV. NO.	STATE	COUNTY	FILE NO.	PROJECT NO.	ROUTE NO.	SHEET NO.	TOTAL SHEETS
3	S.C.	AIKEN			S.C. 118	1	19

INDEX OF SHEETS

SHEET NO.	DESCRIPTION	SHEET SUBTOTALS
1	TITLE SHEET	1
2	SUMMARY OF ESTIMATED QUANTITIES	
2A	MOVING AND DEMOLITION ITEMS	2
3	TYPICAL SECTION	1
4	OMIT	
5	GENERAL CONSTRUCTION NOTE	
5A	SURVEY CODES LEGEND	2
6 - 9	PLAN AND PROFILE SHEETS	4
X1 - X9	CROSS SECTIONS	9
TOTALS		19



South Carolina Department of Transportation

COLUMBIA



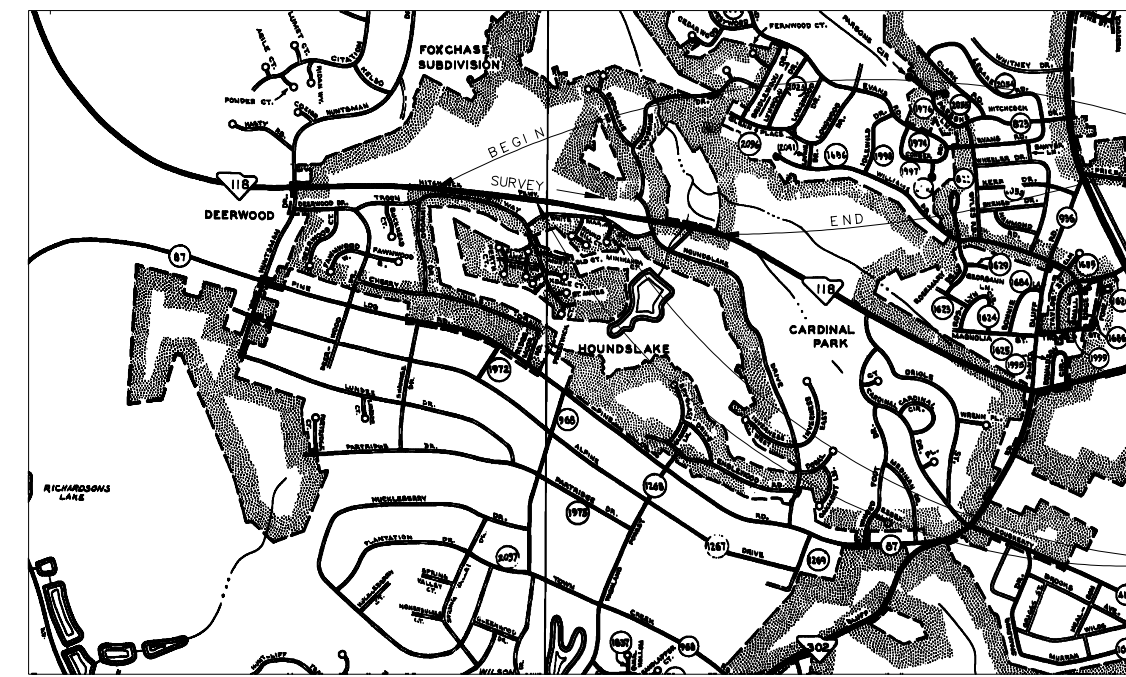
PLAN AND PROFILE OF PROPOSED STATE HIGHWAY

AIKEN COUNTY

FILE 2. PROJ. BST-

S. C. ROUTE 118 (HITCHCOCK PARKWAY)

FROM: 0.15 MILE WEST OF TRAILRIDGE ROAD TO: 0.19 MILE EAST OF HOUNDSLAKE DRIVE



Design Reference for these plans is the:

2001

AASHTO "A Policy on Geometric Design of Highways and Streets"

FILE 2. PROJ. BST- S. C. ROUTE 118
STA. 190+00.00 TO STA. 235+30.00 SEE SHEET NOS. 6 - 9

NPDES PERMIT INFORMATION

NPDES Disturbed Area - 5.824 Acres

Approximate Location of Roadway is:
Longitude 80°-45'-00"
Latitude 33°-32'-40"

RAILROAD INVOLVEMENT?
YES / (NO)

Hydrology and NPDES Design provided by:
SCDOT
Designs are on file with the SCDOT Hydraulic Section

PROGRAM DEVELOPMENT ENGINEER

FOR RIGHT OF WAY : _____
FOR CONSTRUCTION : _____ DATE

ROAD DESIGN ENGINEER

FOR RIGHT OF WAY : _____
FOR CONSTRUCTION : _____ DATE

	RIGHT-OF-WAY		CONSTRUCTION	
	INITIAL	DATE	INITIAL	DATE
GROUP COORDINATOR-ROAD DESIGN				
PROJECT FACILITATOR				
DESIGN SERVICES GROUP				
HYDRAULIC ENGINEER				
PROGRAM MANAGER				

TRAFFIC DATA

1993	ADT	13,900
2013	ADT	19,500
	TRUCKS	<u>5</u> %

LEGEND

PROPOSED PROJECT PAV ER

OTHER ROADS

3 DAYS BEFORE DIGGING IN SOUTH CAROLINA

CALL 1-888-721-7877
PALMETTO UTILITY PROTECTION SERVICE

LAYOUT

SCALE 1 INCH = 1320 FEET

NET LENGTH OF ROADWAY	0.627 MILES
NET LENGTH OF BRIDGES	_____ MILES
NET LENGTH OF PROJECT	0.627 MILES
LENGTH OF EXCEPTIONS	0.231 MILES
GROSS LENGTH OF PROJECT	0.858 MILES

NOTE: ALL WORKMANSHIP AND MATERIAL ON THIS PROJECT TO CONFORM WITH SOUTH CAROLINA DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION (LATEST EDITION), AND BOOK OF STANDARD DRAWINGS FOR ROAD CONSTRUCTION.

APPROVED FOR _____ DATE _____

MAYOR _____

COUNCIL MEMBERS _____

CLERK _____

FIGURE 1-B
1-5

3. Summary of Estimated Quantity Sheet

This sheet is generated in the “CATS” program and should show the Pay Item Number, description, quantity, and unit of measure for all quantities needed to construct the project. The first three digits refer to the particular section of the SCDOT “Standard Specifications for Highway construction”. The last four numbers of the system are unique to a particular bid (Pay) item. Extreme care should be taken to insure that each bid item has the correct BAMS number assigned to it and correct quantity and unit shown. Pay Items and quantities on the Summary of Estimated Quantity Sheet and the “CATS” program must be identical. Don’t forget to include Removal and Disposal Items and Moving Items in the “CATS” program.

“C” projects with more than one road with the same pin number, quantities may be shown separately but must have a total quantity column. This is not necessary but may be a personal preference. “C” projects with more than one PIN number bound together, each PIN must have a total quantity column. Also, projects that are located in more than one county must have separate quantities for each county.

On certain projects, the Bid items, Contract Time and On the Job Trainees are added after review by the Specification and Estimates engineer. These items must be entered into the “CATS” System but should not show on the Summary of Estimated Quantity Sheet.

“C” projects and other small projects, where it is possible, place quantities in the right column of the sheet.

See [figures 1-C](#) and [1-D](#) and figures 20-C and 20-C/1 on sheets 3-20 (9) and 3-20 (10) in the Highway Design Manual.

When revising plans already let and awarded, and quantity changes are involved, these additional or deleted quantities should be shown on the first sheet of the revision. If there is not ample room on the first sheet of the revision, show on the next sheet that does have ample room. If there is not ample room on any plan sheet, then they should be shown on the "General Construction Note" sheet. When quantity additions or deletions are shown on a sheet other than the one being revised, the revision note under the Title box should designate which sheet the quantity revisions are shown on.

RDS003B
TOWER/RDS003/1352J
R1352/PF.DGN

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

FED. RD. DIV. NO.	STATE	COUNTY	FILE	ROAD NO.	POST NO.
3	S.C.	PICKENS		S-1020	2

SUMMARY OF ESTIMATED QUANTITIES

ITEM NO.	PAY ITEM	QUANTITY	PAY UNIT	ITEM NO.	PAY ITEM	QUANTITY	PAY UNIT
				1031000	MOBILIZATION	NEC.	LS
				2011000	CLEARING AND GRUBBING WITHIN RIGHT-OF-WAY	NEC.	LS
				2012000	CLEARING AND GRUBBING WITHIN ROAD WAY	0.654	ACRE
				2031000	UNCLASSIFIED EXCAVATION	7464.000	CY
				GROUP A - SELECT FROM THE FOLLOWING ALTERNATE PAY ITEMS			
				BIDDERS SHALL BID ON ONLY ONE ALTERNATE FROM GROUP A			
				ALTERNATE 1			
				3051200	MACADAM BASE CR. (6" UNIF.)	16781.000	SY
				ALTERNATE 2			
				3063190	MARINE LIMESTONE BASE CR.	16781.000	SY
				ALTERNATE 3			
				3063310	RECYCLED PC CONC. COURSE (6" UNIFORM)	16781.000	SY
				GROUP A - END ALTERNATE SELECTION			
				3063305	RECYCLED PC CONC. BASE CR.	50.000	TON
				3069900	MAINTENANCE STONE	50.000	TON
				4010005	PRIME COAT	20.000	GAL
				4084000	BITUMINOUS SURFACING (TRIPLE TREATMENT) TYPE 4	16120.000	SY
				6051005	PERMANENT CONSTRUCTION SIGNS	214.000	SF
				GROUP B - SELECT FROM THE FOLLOWING ALTERNATE PAY ITEMS			
				BIDDERS SHALL BID ON ONLY ONE ALTERNATE FROM GROUP B			
				ALTERNATE 1			
				7141112	15" RC PIPE CUL.-CLASS III	144.000	LF
				7141113	18" RC PIPE CUL.-CLASS III	592.000	LF
				ALTERNATE 2			
				7141794	15" CORRUGATED POLYETHYLENE (PE) PIPE CULVERT (TYPE S)	144.000	LF
				7141796	18" CORRUGATED POLYETHYLENE (PE) PIPE CULVERT (TYPE S)	592.000	LF
				GROUP B - END ALTERNATE SELECTION			
				7191275	CATCH BASIN -TYPE 9 SPECIAL MH	3.000	EA
				7191605	CATCH BASIN -TYPE 16	4.000	EA
				8041100	HAND PLACED RIPRAP	30.000	TON
				8048200	GEOTEX/EROS. CONT. (CLASS 2) TYPE A	10.000	SY
				8071000	RESET FENCE	90.000	LF
				8101000	SEEDING (MULCHED)	26.889	MSY
				8103000	TEMPORARY SEEDING	2.780	MSY
				8104100	FERTILIZER(10-10-10)	2.780	TON
				8105000	LIME	5.560	TON
				8106000	NITROGEN	267.000	LBS
				8109900	MOWING		
				8152000	BALED STRAW	50.000	BALE
				8153000	SILT FENCE	200.000	LF

FIGURE 1-C
1-7

SUMMARY OF ESTIMATED QUANTITIES

ITEM NO.	PAY ITEM	QUANTITY	PAY UNIT	ITEM NO.	PAY ITEM	QUANTITY	PAY UNIT
1031000	MOBILIZATION	NEC.	LS	8059200	TEMPORARY CONC. BARRIER(MOVEABLE) W/NON-TEXTURED WHITE COATING	10500.000	LF
1071000	TRAFFIC CONTROL	NEC.	LS	8059210	TRANSFER AND TRANSPORT VEHICLE(TTV) MODEL 3	1.000	EA
2023000	REMOVAL & DISPOSAL OF EXISTING PAVEMENT	13724.000	SY	8102100	SEEDING (UNMULCHED)	1.533	MSY
2026000	REMOVAL & DISPOSAL OF EXISTING CONCRETE PAVEMENT(REHAB)	5653.000	SY	8103000	TEMPORARY SEEDING	0.383	MSY
2031000	UNCLASSIFIED EXCAVATION	21604.000	CY	8104100	FERTILIZER(10-10-10)	0.180	TON
3062200	STAB. AGGR. BASE COURSE TYPE 2 (6" UNIFORM)	42999.000	SY	8105000	LIME	0.320	TON
4011000	ASPH. CEMENT IN PAV. MIXTURE	9.000	TON	8106000	NI TROGEN	15.000	LBS
4011004	LIQUID BINDER	9.000	TON	8152000	BALED STRAW	175.000	BALE
4013150	MILLING EXISTING ASPHALT PAVEMENT 1.5"	1966.000	SY	8153000	SILT FENCE	1500.000	LF
4013990	MILLING EXISTING ASPHALT PAVEMENT (VARIABLE)	349.000	SY	8154000	SILT BASINS	200.000	CY
4031200	HOT LAID ASPH. CONC. SURF. CR. TYPE 1A	68.000	TON	8109900	MOWING	100.000	MSY
4037000	HOT LAID ASPH. CONC. SURF. CR. FOR DITCH PAVING	18.000	TON	8990001	CONCRETE BARRIER - SPECIAL	1455.000	LF
4038000	HOT LAID ASPH. CONC. SURF. CR. FOR SHOULDERS	83.000	TON	8990009	ASPHALTIC CONCRETE - SPECIAL USE	25.000	TON
5011200	PORTLAND CEMENT CONC. PAV. 9" UNIFORM	2569.000	SY				
5016200	PORT. CEM. CONC. SHOULDERS 9" UNIF	43333.000	SY				
5018105	PORTLAND CEMENT CONCRETE - SPECIAL USE	876.000	CY				
6011005	PAINT 4' WHITE BROKEN LINES -(GAPS EXCLUDED)	42350.000	LF				
6011010	PAINT 4' WHITE SOLID LINES (PVT. EDGE LINES)	3600.000	LF				
6011015	PAINT 8' WHITE SOLID LINES (CROSSWALK & CHANNELIZATION)	5500.000	LF				
6012010	PAINT 4' YELLOW SOLID LINES(PVT.EDGE & NO PASSING ZONE)	76200.000	LF				
6021005	4' WHITE BROKEN LINES(GAPS EXCL.) THERMOPLASTIC- 90 MIL.	42355.000	LF				
6021010	4' WHITE SOLID LINES (PVT. EDGE LINES) THERMO. - 90 MIL.	123000.000	LF				
6021015	8' WHITE SOLID LINES THERMOPLASTIC - 125 MIL.	10990.000	LF				
6021025	24' WHITE SOLID LINES (STOP/DIAG LINES)-THERMO.-125 MIL	1370.000	LF				
6021030	WHITE SINGLE ARROWS (LT, STRGHT, RT) THERMO.-125 MIL.	38.000	EA				
6021035	WHITE WORD MESSAGE 'ONLY' -THERMOPLASTIC - 125 MIL.	38.000	EA				
6022010	4' YELLOW SOLID LINES(PVT.EDGE LINES) THERMO-90 MIL.	118700.000	LF				
6031005	PERMANENT CLEAR PAVEMENT MARKERS- MONO-DIR.,REFL. 4'X4'	3200.000	EA				
6031016	TEMPORARY CLEAR PAVEMENT MARKERS MONO-DIR.,REFL. 5'X2'	3900.000	EA				
6033005	PERMANENT YELLOW PAVEMENT MARKERS BI-DIR.,REFL. 4'X4'	44.000	EA				
6044004	REMOVABLE PAINT 4' WHITE BROKEN LINES	42350.000	LF				
6044114	REMOVABLE PAINT 4' YELLOW SOLID LINES	76200.000	LF				
6051005	PERMANENT CONSTRUCTION SIGNS	1161.000	SF				
6051105	CONSTRUCTION ZONE ELECTRIC CHANGEABLE MESSAGE SIGN	4.000	EA				
6052005	REMOVAL OF EXISTING MARKINGS	443155.000	LF				
6060015	2.0" GALVANIZED RIGID CONDUIT	38400.000	LF				
6060085	2.0" GALVANIZED RIGID CONDUIT (BORED AND JACKED)	1100.000	LF				
6061005	LIGHT STANDARD FOUNDATION	128.000	EA				
6061050	LIGHT STANDARD ANCHORAGE	49.000	EA				
6082205	DELINEATORS, SINGLE, MONO, BRIDGE, WALL OR BARRIER MOUNTED	788.000	EA				
6083105	MODIFICATION OF OVERHEAD SIGN STRUCTURE NO.(0001)	1.000	EA				
6083105	MODIFICATION OF OVERHEAD SIGN STRUCTURE NO.(0003)	1.000	EA				
6083105	MODIFICATION OF OVERHEAD SIGN STRUCTURE NO.(0004)	1.000	EA				
6083105	MODIFICATION OF OVERHEAD SIGN STRUCTURE NO.(0005)	1.000	EA				
6083105	MODIFICATION OF OVERHEAD SIGN STRUCTURE NO.(0006)	1.000	EA				
6083105	MODIFICATION OF OVERHEAD SIGN STRUCTURE NO.(00-1)	1.000	EA				
6083105	MODIFICATION OF OVERHEAD SIGN STRUCTURE NO.(00-2)	1.000	EA				
6083105	MODIFICATION OF OVERHEAD SIGN STRUCTURE NO.(0010)	1.000	EA				
7011400	CONC. FOR STRUCTURES - CLASS D	1199.800	CY				
7012200	MACHINE PREPARATION OF EXISTING SURFACE	1787.000	SY				
7031200	REINF. STEEL FOR STRUCTURES (BRIDGE)	151478.000	LBS				
7141112	15" RC PIPE CUL.-CLASS III	32.000	LF				
7141113	18" RC PIPE CUL.-CLASS III	4.000	LF				
7141116	36" RC PIPE CUL.-CLASS III	8.000	LF				
7191505	CATCH BASIN - TYPE 15 (SINGLE)	38.000	EA				
7203210	CONCRETE CURB AND GUTTER (2' -0")	50.000	LF				
7211000	BITUMINOUS CURB	39.000	LF				
8021253	6" PERFORATED PIPE UNDERDRAIN WITH GEOTEXTILE	2000.000	LF				
8034080	8" PIPE SLOPE DRAIN	200.000	LF				
8041100	HAND PLACED RIPRAP	40.000	TON				
8047040	SLOPE PROTECTION-4' CONCRETE	62.000	SY				
8048200	GEOTEX/EROS.CONT. (CLASS 2) TYPE B	20.500	SY				
8051100	STEEL BEAM GUARDRAIL	262.500	LF				
8051110	REMOVAL OF EXIST. GUARDRAIL	38508.000	LF				
8051900	RESET GUARDRAIL	150.000	LF				
8052110	END ANCHORS-TYPE A	2.000	EA				
8052600	THRIE BEAM G.R.BRIDGE CONN.	1.000	EA				
8055610	TEMP. G.R. ENERGY ABSRBG. TERMINAL - 6 BAY- 2.0' WIDE	2.000	EA				
8055880	HEX FOAM IMPACT ATTN.9BAY(7' 6" WIDE) WITH CONC. BACKUP	1.000	EA				
8058215	CONCRETE MEDIAN BARRIER (TYPE 23)	26640.000	LF				
8058216	CONCRETE MEDIAN BARRIER (TYPE 23)-LIGHT WEIGHT	10388.000	LF				
8058220	CONCRETE MEDIAN BARRIER (TYPE 24)	520.000	LF				
8058221	CONCRETE MEDIAN BARRIER (TYPE 24) AT BRIDGE SIGN SUPPORT-LT. WT	157.000	LF				
8058225	CONCRETE MEDIAN BARRIER (TYPE 25)	909.000	LF				
8059150	TEMPORARY CONCRETE BARRIER WITH NON-TEXTURED WHITE COATING	10500.000	LF				

4. Removal and Disposal Items (Demolition Items), Moving Items Reset and New Fence Sheet

These sheets are standardized and CADD generated and are to be included in all projects requiring Moving Items and Removal and Disposal Items.

The columns designated “Item No.” under Moving Items are used to designate a certain item. Each “Item No.” may contain more than one particular moving item. One “Item No.” should contain all moving items for each tract or property owner. This also holds true for the Removal and Disposal Items. If you are binding more than one “C” item together in a set of plans, begin each item with moving item No. 1. If you have more than one road in an item, continue numbering the items concurrently. This also applies to Removal and Disposal Items.

Always leave a space between each Moving Item or Removal and Disposal Item even if it requires using more than one sheet.

The columns designated “Location” should be filled out showing the location of the item by the station and the distance and whether to the left or right of the centerline.

The column designated “Description” should contain an accurate description of the Moving Item or Removal and Disposal Items. The “Work To Be Done” column should accurately describe exactly what is to be done with the item and in a fashion that the contractor fully understands what work is expected.

On the proposal the contractor receives, the only thing that is shown is the Moving Item number and Location. It is very important that the “Description” and “Work To Be Done” columns are completed as accurately as possible.

The column designated “Unit” will always contain the initials L. S. (Lump Sum) and the column designated “Owner” should contain the property owner name.

Reset & new fence shown in a lump sum amount should be shown in the General Construction Note and on the Summary of Estimated Quantity Sheet. New fence for a specific location should be shown on the plans and on the Summary of Estimated Quantity Sheet.

Underground storage tanks will need to be set up as “Removal and Disposal Items”. They may be combined with other “Removal and Disposal Items” on the same tract, but must contain their own location (station number and offset Lt. or Rt.), accurate description (example: 10,000 Gallon Kerosene Tank) and “Work To Be Done” (remove and dispose of tank according to DHEC regulations). They will be plotted as accurately as possible on the plan sheets.

Three additional items will be required and the Right of Way Agent will furnish quantity to Road Design. They are shown on the following page.

Moving items/demolition items will be shown on Moving/Demolition item sheet only. Do not show moving/demolition items on Plan sheets.

<u>Pay Item No.</u>	<u>Description</u>	<u>Quantity</u>
2021200	Removal and Disposal of Tank Contents	Gallon
2021205	Removal and Disposal of Low Level Contaminated Soil	Ton
2021210	Removal and Disposal of High Level Contaminated Soil	Ton

These bid items will be shown in the “General Construction Note” and on the “Summary of Estimated Quantities” Sheet only.

Pay Item 2021200 – for emptying tank

Pay Item 2021205 & 2021210 – for soil adjacent to tank

For examples of this section see [Figure 1-E](#). Also Figure 20-D (Sheet 3-20 (11) in the Highway Design Manual).

MOVING ITEMS

REMOVAL & DISPOSAL ITEMS

FED. NO.	STATE	COUNTY	FILE NO.	PROJECT NO.	ROUTE NO.	SHEET NO.	TOTAL SHEETS
3	S.C.	AIKEN			SC.118	2A	

ITEM NO.	LOCATION		DESCRIPTION	WORK TO BE DONE	UNIT	OWNER	ITEM NO.	LOCATION		DESCRIPTION	WORK TO BE DONE	UNIT	OWNER
	FEET-RT. OR LT.	STATION						FEET-RT. OR LT.	STATION				
1	LT.	198+00±	WOODEN SIGN, WOODEN BORDER AND FLOWER BED.	MOVE WOODEN SIGN, WOODEN BORDER, FLOWER BED AND ALL APPURTENANCES TO CLEAR R/W AND MAKE ALL NECESSARY CONNECTIONS.	L.S.	MARY ANN JONES	1	LT.	224+50±	WOODEN SIGN AND WOODEN RETAINING WALL.	REMOVE WOODEN SIGN, RETAINING WALL AND ALL MATERIALS AND DEBRIS. (SEE R/W SPECIAL PROVISIONS.)	L.S.	PARKWAY SOUTH
2	LT.	224+50±	APPROXIMATELY 40 ASSORTED SHRUBS.	MOVE ALL DESIRABLE SHRUBS TO CLEAR R/W.	L.S.	PARKWAY SOUTH							
3	LT.	225+50±	WOODEN SIGN, WOODEN BORDER AND FLOWER BED.	MOVE WOODEN SIGN, WOODEN BORDER, FLOWER BED AND ALL APPURTENANCES TO CLEAR R/W AND MAKE ALL NECESSARY CONNECTIONS.	L.S.	HOUNDSLAKE GOLF							
4	RT.	225+50±	WOODEN SIGN WITH ELECTRICAL CONNECTIONS, APPROXIMATELY 48 ASSORTED SHRUBS, WATER SPIGOT AND APPROXIMATELY 50' OF 1" PVC.	MOVE WOODEN SIGN, ALL DESIRABLE SHRUBS, WATER SPIGOT, AND ALL APPURTENANCES TO CLEAR R/W AND MAKE NECESSARY CONNECTIONS.	L.S.	HOUNDSLAKE CORP.							

FIGURE 1-E
1-11

5. Revised Standard Drawings

Throughout the year, Standard Drawings are revised or new ones created. If the change requires immediate attention, the Standard Drawings will be placed in the plans until the annual mailing of all updated Standard Drawings are made. A list of updated or new Standard Drawings will be e-mailed to the plan production employees so that the necessary sheets can be added to the plans, but only when required for clarification. These Standard Drawings can be found in the directory: 'road' on 'Smps3'/'stdmgr/engrev/.

Also, the Department's website will be updated with the Standard Drawings at the time of the revision prior to the annual mailing. The updated and/or new Standard Drawings on the intranet/internet will be appropriately identified as new or updated.

After the annual mailing of the revised Standard Drawings, the updated/new Standard Drawings will no longer be required to be added to the plans. Between annual mailings, all newly distributed Standard Drawing books will not include the updated or new drawings but will be the same as those books available at the previous annual mailing. The effective letting date will be noted on the revised or new Standard Drawing.

Annual mailings will follow the schedule shown below:

January 15	All revised or new Standard Drawings to be finalized that are to be in the next general mailing.
January 25	Mail all prepared Standard Drawings to Department and FHWA Offices for review.
February 15	Review completed and comments returned to Road Design.
February 28	Minor corrections completed.
March 15	Mail updated or new Standard Drawings to all book holders.