

VIRGINIA DEPARTMENT OF TRANSPORTATION

# LOCATION AND DESIGN DIVISION

## INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

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| GENERAL SUBJECT:<br>TITLE SHEETS   | NUMBER:<br>IIM-LD-204.21   |
| SPECIFIC SUBJECT:<br>PLAN NOTES AND APPROVAL SIGNATURES<br>ON TITLE SHEETS | DATE:<br>FEBRUARY 12, 2014   |
|  | SUPERSEDES:<br>IIM-LD-204.20   |
| APPROVAL:  | B. A. Thrasher, P.E.<br>State Location and Design Engineer<br>Approved February 12, 2014 |

Changes are shaded.

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### CURRENT REVISION

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- Sample Signature Blocks have been removed from this memorandum. The CADD cell names for the Base Title Sheets have been provided.
  - For Locally Administered Projects, a link has been added for access to the Locally Administered Project Manual and the Electronic Plan Submittal Process Flow Chart and CADD cell names for Title Sheets have been provided.
  - Instructions have been added for accessing NO Plan Project Title Sheets.
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### EFFECTIVE DATE

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- Effective July 16, 2012, VDOT adopted the 2011 AASHTO Green Book.
  - VDOT Road and Bridge Standard TC-5.11 is effective on all projects with an advertisement date of August 13, 2013 and later.
  - Tier 1 and Tier 2 Title Sheets were effective on July 1, 2011.
  - The Title Sheet note referencing the updated MUTCD and Work Area Protection Manual were effective on projects advertised on or after January 2012.
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### NOTES ON TITLE SHEET

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- The following Notes are included on the various Title Sheet cells (located in the CADD Cell Library sheet2000.cel) in the lower left portion of the Title Sheet:

- Cell Name **COMPLN** - THE COMPLETE ELECTRONIC PDF VERSION OF THE PLAN ASSEMBLY AS AWARDED HAS BEEN SEALED AND SIGNED USING DIGITAL SIGNATURES AND THE OFFICIAL PLAN ASSEMBLY IN ELECTRONIC FORMAT IS STORED IN THE VDOT CENTRAL OFFICE PLAN LIBRARY, INCLUDING ALL SUBSEQUENT REVISIONS, WILL BE THE OFFICIAL CONSTRUCTION PLANS. FOR INFORMATION RELATIVE TO ELECTRONIC FILES AND LAYERED PLANS, SEE THE GENERAL NOTES.
- Cell Name **DGNFEAT** - DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT.
- THIS PROJECT IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE DEPARTMENT'S 2007 ROAD AND BRIDGE SPECIFICATIONS, 2008 ROAD AND BRIDGE STANDARDS, 2009 MUTCD, 2011 VIRGINIA SUPPLEMENT TO THE MUTCD, 2011 VIRGINIA WORK AREA PROTECTION MANUAL AND AS AMENDED BY CONTRACT PROVISIONS AND THE COMPLETE ELECTRONIC PDF VERSION OF THE PLAN ASSEMBLY.
- For all projects:
  - ALL CURVES ARE TO BE SUPERELEVATED, TRANSITIONED AND WIDENED IN ACCORDANCE WITH STANDARD (see note below) EXCEPT WHERE OTHERWISE NOTED.  
  
(Note - Show appropriate designation, TC-5.01U, TC-5.01R, or TC-5.04ULS, TC-5.11U, TC-5.11R, or TC-5.11ULS)
- For all projects:
  - THE ORIGINAL APPROVED TITLE SHEET(S), INCLUDING ORIGINAL SIGNATURES, ARE FILED IN THE VDOT CENTRAL OFFICE PLAN LIBRARY. ANY MISUSE OF ELECTRONIC FILES, INCLUDING SCANNED SIGNATURES, IS ILLEGAL AND ENFORCED TO THE FULL EXTENT OF THE LAW.
- For applicable projects:
  - Show the Critical Infrastructure Information/Sensitive Security Information Note if applicable (See IIM-LD-236).

- The Functional Classification, Design Traffic Volumes, etc., are to be placed directly under the project number block as shown in the following example:

| FUNCTIONAL CLASSIFICATION AND TRAFFIC DATA                       |              |              |              |
|--|--------------|--------------|--------------|
| a) RURAL MINOR ARTERIAL-DIVIDED-ROLLING-55 MPH MIN. DESIGN SPEED |              |              |              |
|  | Fr: Rte. 1   | Fr: Rte. 640 | Fr: Rte. 660 |
|  | To: Rte. 640 | To: Rte. 660 | To: Rte. 301 |
| b)ADT 1996   | 1840         | 2700         | 4180         |
| c)ADT 2018   | 5080         | 7320         | 11300        |
| d)DHV  | 620          | 790          | 1140         |
| e)D (%) (design hour)  | 55           | 58           | 58           |
| f) T (%) (design hour)   | 5            | 5            | 5            |
| g)V (MPH)  | *            | *            | *            |

\* See Plan and Profile Sheets for horizontal and vertical curve design speeds.

Explanations of the foregoing abbreviations:

- a) Road Functional Classification and Minimum Design Speed for this classification.
- b) ADT = Current Year (existing) Average Daily Traffic (for informational purposes and Maintenance of Traffic)
- c) ADT = Design Average Daily Traffic anticipated in the Design Year (See Form LD-104).
- d) DHV = Design Hour Volume
- e) D = Directional Distribution Factor (%) for design hour
- f) T = Percent of trucks (2 axles – 6 tires/3 axles or more) for design hour
- g) V = Design Speed (As shown on the plans by the Location and Design Division to determine the posted speed limit and/or the advisory speed.)

- The following note(s) shall be placed under the Functional Classification and Traffic Data block (when applicable):

- NOTE: THESE PLANS WERE DESIGNED IN ACCORDANCE WITH VIRGINIA RRR GUIDELINES.
- NOTE: THESE PLANS WERE DESIGNED IN ACCORDANCE WITH THE AASHTO GUIDELINES FOR GEOMETRIC DESIGN OF VERY LOW-VOLUME LOCAL ROADS (ADT ≤ 400).

- The following notes are included on the various title sheet cells (located in the CADD cell library sheet2000.cel) in the upper left portion of the title sheet:

- For Index of Sheets see Sheet 1B.
- THIS PROJECT WAS DEVELOPED UTILIZING THE DEPARTMENT'S ENGINEERING DESIGN PACKAGE (GEOPAK).
- GEOPAK Computer Identification No. (UPC number)

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VDOT APPROVAL SIGNATURES ON TITLE SHEETS FOR RIGHT OF WAY AND CONSTRUCTION PROJECTS

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- Consultants should always check the Sheet 2000 cell library on the VDOT FTP Server for current signature blocks.
- For plans developed In-House and by Consultants (Tier 1 and Tier 2) instructions for obtaining approval signatures and electronic plan submittal are available at: <http://www.virginiadot.org/business/locdes/reference-guides.asp>
- **For Tier 1 Projects - Right of Way and Construction Submittals:**
  - Title Sheet can be paper, mylar or digital.
  - In-House and consultants shall use the cell named TIER 1 TITLE located in the sheet2000 cell library for the title sheet for each submittal.
- **For Tier 2 Projects - Right of Way and Construction Submittals:**
  - Title Sheet will be produced by the Plan Coordination Section.
  - In-House and consultants shall use the cell named TIER 2 TITLE located in the sheet2000 cell library for the Title Sheet for each submittal.
- **For Design-Build and PPTA Projects - Right of Way Submittal:**
  - The consultant shall use the cell TITLEPPTARW located in the sheet2000 cell library for the Title Sheet for each right of way submittal.
  - \* The VDOT Project Manager and PPTA Program Manager signing the title sheet shall be PE licensed in the Commonwealth of Virginia.
  - A mylar sheet with the original signatures of the Design-Build Firm Design Manager and Design-Build Firm Project Manager shall be submitted to the VDOT District Project Manager.
  - The time frame to obtain signatures is consistent with the provisions as defined in the Design-Build Contract.
  - The VDOT Project Manager and the VDOT District Construction Engineer or PPTA Program Manager will review and sign.
  - The signature provided by the VDOT Project Manager constitutes that the plans have been received and are consistent with the design builder's contract, schedule, and budget. It also constitutes that all environmental and public participation requirements have been followed as set forth in the contract. The signature of VDOT District Construction Engineer or PPTA

Program Manager constitutes confirmation that the plans have been received and are consistent with accepted construction industry practices and that construction impacts to the traveling public have been reviewed, assessed and fully coordinated with VDOT local offices and municipalities. The review and signature of the plans by VDOT does not constitute Quality Control (QC) or Quality Assurance (QA). The Design-Builder is responsible for performing QC and QA in accordance with Minimum Requirements for Quality Assurance and Quality Control on Design-Build and Public Private Transportation Act Projects Dated August 2008. VDOT is responsible for performing an Independent Assurance (IA) / Independent Verification (IV) review in accordance with the above defined guidance document. Signature by VDOT personnel constitutes that IA and IV has been performed.

- The original signed mylar sheet will be submitted to the Right of Way and Utilities Division contact person. The Right of Way and Utilities Division contact person will be responsible for obtaining the additional signatures.
  - Immediately upon signing, the original signed mylar sheet will be filed in the VDOT Central Office Plan Library. The VDOT Project Manager will be notified by email that the plans have been signed (by whom and the date signed).
  - The **type written** names of the signers, and date signed (i.e. John W. Doe, signed October 29, 2003), are to then be inserted into the signature blocks of the .dgn version of the sheet. Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
  - **The electronic .dgn version of the Title Sheet will depict the latest version of the sheet.** This PDF file shall not have signatures (only typed names and dates). Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
  - **The designer will create a PDF file to be placed by the VDOT Project Manager in the Archive environment of Falcon.**
- **For Design-Build and PPTA Projects - Construction Submittals:**
    - The consultant shall use the cell TITLEPPTACON located in the sheet2000 cell library for the title sheet. For bridge projects include the sheet cell FSHT located in the BDETAILS1, which includes the additional signatures. (For additional bridge information see Structure and Bridge Manual, Volume V, Part 2 - Design Aids / Typical Details, Chapter 2: Title Sheet, Title Block, File No. 02.04-7)
    - \* The VDOT Project Manager and PPTA Program Manager signing the title sheet shall be PE licensed in the Commonwealth of Virginia.

A mylar sheet with the original signatures of the Design-Build Firm Design Manager and Design-Build Firm Project Manager shall be submitted to the VDOT Project Manager.

- The time frame to obtain signatures is consistent with the provisions as defined in the Design-Build Contract.

- The VDOT Project Manager and the VDOT District Construction Engineer or PPTA Program Manager will review and sign.
  - The signature provided by the VDOT Project Manager and VDOT District Construction Engineer or PPTA Program Manager constitutes confirmation that the plans have been received and conform to the Standards, Specifications and Reference Manuals cited in the Design-Build Contract. The review and signature of the plans by VDOT does not constitute Quality Control (QC) or Quality Assurance (QA). The Design-Builder is responsible for performing QC and QA in accordance with Minimum Requirements for Quality Assurance and Quality Control on Design-Build and Public Private Transportation Act Projects Dated January 2012. VDOT is responsible for performing an Independent Assurance (IA) / Independent Verification (IV) review in accordance with the above defined guidance document. Signature by VDOT personnel constitutes that IA and IV has been performed.
  - The original signed mylar sheet will be submitted to the Alternate Project Delivery (APD) office contact person. The APD contact person will be responsible for obtaining the additional signatures.
  - Immediately upon signing, the original signed mylar sheet will be filed in the VDOT Central Office Plan Library. The VDOT Project Manager will be notified by email that the plans have been signed (by whom and the date signed).
  - The **type written** names of the signers, and date signed (i.e. John W. Doe, signed October 29, 2003), are to then be inserted into the signature blocks of the .dgn version of the sheet. Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
  - **The electronic .dgn version of the Title Sheet will depict the latest version of the sheet.** This PDF file shall not have signatures (only typed names and dates).
  - Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
  - **The designer will create a PDF file to be placed by the VDOT Project Manager in the Archive environment of Falcon.**
- **For Design-Build and PPTA Projects – “As-Built” Title Sheet:**
    - The consultant shall use the cell TITLEPPTAAB located in the sheet2000 cell library for the As-Built Title Sheet. This Title Sheet has signature blocks for the Design-Build Firm Design Manager, Design-Build Firm Project Manager, VDOT Project Manager and the VDOT District Construction Engineer or PPTA Program Manager, Chief of Policy and Environment and the Chief Engineer. For bridge projects, include the sheet cell FSHT located in BDETAILS1, which includes the additional signatures. (For additional bridge information, see Structure and Bridge Manual, Volume V, Part 2 - Design Aids / Typical Details, Chapter 2: Title Sheet, Title Block, File No. 02.04-7).

- \* The VDOT Project Manager and PPTA Program Manager signing the title sheet shall be PE licensed in the Commonwealth of Virginia.
  - A mylar sheet with the original signatures of the Design-Build Firm Design Manager and Design-Build Firm Project Manager shall be submitted to the VDOT Project Manager.
  - The time frame to obtain signatures is to be consistent with the provisions as defined in the Design-Build Contract.
  - The VDOT Project Manager and the VDOT District Construction Engineer will review and sign.
  - The original signed mylar sheet will be submitted to the Alternate Project Delivery (APD) office contact person. The APD contact person will be responsible for obtaining the additional signatures.
  - Immediately upon signing, the original signed mylar sheet will be filed in the VDOT Central Office Plan Library. The VDOT Project Manager will be notified by email that the plans have been signed (by whom and the date signed).
  - The **type written** names of the signers, and date signed (i.e. John W. Doe, signed October 29, 2003), are to then be inserted into the signature blocks of the .dgn version of the sheet. Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
  - **The electronic .dgn version of the Title Sheet will depict the latest version of the sheet.** This PDF file shall not have signatures (only typed names and dates).
  - Any scanned signatures (inserted into a .dgn file or attached as a reference file to any .dgn Title Sheet) must be removed.
  - **The designer will create a PDF file to be placed by Central Office Plan Coordination Section in the Plan File Room environment of Falcon.**
- **For Locally Administered Projects:**
    - For instructions on Plan Submittals, see the Locally Administered Projects Manual, Chapter 12.5.3 at: [http://www.virginiadot.org/business/locally\\_administered\\_projects\\_manual.asp](http://www.virginiadot.org/business/locally_administered_projects_manual.asp)
    - See the Electronic Plan Submittal Process Flow Chart at: [http://www.extranet.vdot.state.va.us/locdes/reference-guides/ElectronicPlan\\_Submission.pdf](http://www.extranet.vdot.state.va.us/locdes/reference-guides/ElectronicPlan_Submission.pdf)
    - The following title sheet cells are available in the sheet2000 cell library:
      - For Federally Funded Tier 1 Locally Administered Projects
        - TIER 1 TITLE
        - TIER 2 TITLE
      - For State Funded Projects Locally Administered Projects
        - TITLE LAP STA

## APPROVAL SIGNATURES ON TITLE SHEETS FOR TIER 1 “NO PLAN” CONSTRUCTION AND MAINTENANCE PROJECTS

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- For current versions of title sheets, see the Falcon No Plan Directory under Engineering Services (eng-ser).
- The District will be responsible for printing the title sheet, which will be the Original Title Sheet for signatures.
- Instructions for the Electronic Plan Submission Process for Tier 1 No Plan RAAP projects are available at: [http://www.extranet.vdot.state.va.us/locdes/2-Tier\\_Process\\_Review/Advertisement\\_Submission/Electronic\\_Plan\\_Submission\\_f\\_or\\_No-Plan\\_Projects-T1.pdf](http://www.extranet.vdot.state.va.us/locdes/2-Tier_Process_Review/Advertisement_Submission/Electronic_Plan_Submission_f_or_No-Plan_Projects-T1.pdf)
- Title Sheets for Tier 1 No Plan RAAP and Tier 1 No Plan SAAP Projects are located in FALCON at [http://0501cocadd/falcon/eng\\_ser2.htm](http://0501cocadd/falcon/eng_ser2.htm).
  - Under “Folders” select “No Plan (RAPP & SAPP)”, “OK” and “Submit Search”
  - Click on RAAP Tier 1 Title Sheet or SAAP Tier 1 Title Sheet