

3.1 GENERAL

This chapter briefly describes design topics and reference material relative to plan preparation and design. The designer needs to become familiar with these design practices prior to project development. Some of the topics and material have references or hyperlinks for further instruction and/or discussion regarding the topic.

3.2 CADD MANUAL

The [VDOT CADD Manual](#) provides standards and procedures for automated electronic development of Right of Way and Construction Plans as well as [VDOT Location & Design Division, Reference Guides](#).

3.3 INSTRUCTIONAL & INFORMATIONAL (I & I) MEMORANDA

I & I memoranda are published by several Divisions within VDOT. These memoranda provide official instruction and information on design related issues. The designer can find these memoranda from the Traffic Engineering, Location and Design, Structure and Bridge, and Construction and Maintenance Divisions as follows:

Traffic Engineering - I&I Memoranda must be obtained by contacting VDOT Traffic Engineering Division.

[L&D - I&I Memoranda](#) are available online.

Structure and Bridge - I&I Memoranda are available online.

<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM.pdf>

3.4 TITLE SHEET DEVELOPMENT

TCD plans for stand-alone projects must include a Title Sheet with the plan set. A stand-alone project is defined as a project whereby the TCD design is not being constructed in conjunction with a roadway project. A Title sheet is to be created in accordance with the [VDOT CADD Manual, Chapter 3.2](#).

3.5 PLAN SHEET FORMAT AND NUMBERING CRITERIA

All design disciplines, including TCD construction plans, must meet plan sheet format and numbering criteria established in the index of sheet, refer to [VDOT Road Design Manual, Section 2E-6 Preparation of Supplemental Sheets](#).

3.6 GUIDANCE IN THE USE OF PLAN AND CONTRACT GENERAL NOTES

A memorandum discussing VDOT's contract language used in the General Notes sheet and Plan sheet(s) of a plan set. A copy of this is provided in [Appendix IA-5](#).

3.7 STANDARD AND NON-STANDARD PAY ITEMS

The design of TCD plan sets will consist of pay items that are to be included in the Summary of Quantities sheet. Summary of Quantities sheets will be required for each