Jim Crume

From:	Daniel Miller [DnMiller@azdot.gov]
Sent:	Thursday, June 08, 2006 5:27 PM
То:	Al Reece; Bob Umbanhowar (E-mail); Chad Woolgar (E-mail); Clyde King (E-mail); Dan Mardock; David Shane (E-mail); Gail Morgan (E-mail); Jerry Van Gompel; Jim Crume (E-mail); Jim Trujillo (E-mail); Joe Davis (E-mail); Joe Falinski (E-mail); John Litteer (E-mail); Paul Sowers (E-mail); Rob Pecha; Ron Dorsey
Cc:	Henri Verdugo; Carwin Gardner; Chuck Deutschlander; John Eckhardt III; Barney Bigman; Benedict Gurney; David Rodriguez; Don Casdorph; Howard Stevens; John Hunter; Kenneth Richmond; Louis Furubotten; Michael Hineman; Robert Ball; Steve Laing
Subject:	Providing a marked up set of final R/W plans, after revisions

Attachments: sample.pdf

Based on the feedback and requests of other R/W Group users of our R/W plans, and to assist in the review of revised plans, a new procedure is being enacted.

Effective as of the issuance of this email, the R/W Plans Section is requesting that in certain circumstances the On-Call Consultants provide a marked up set of final R/W plans when making a review submittal. This marked up set will be in addition to the usual "clean" hard copy set of revised plans.

The circumstance that this additional set is being requested is in the situation of when we have previously "completed" a set of final R/W plans, but then prior to the formal acceptance of the plans and receipt of the mylars, revisions are made based on a design change or R/W management decision.

A typical example of this scenario is as follows:

- 1. The On-Call produces final R/W plans for the first time based on 30% design plans.
- 2. The final R/W plans go through several reviews and then are deemed "correct & complete".
- 3. Two months later, the 60% design plans are received and changes to the new R/W requirements were made.
- 4. The On-Call receives a scope amendment for revising the final R/W plans based on the 60% design plans.
- 5. The On-Call will make the revisions and submit a revised set of final R/W plans, and also include the additional marked up set.

For this additional set the On-Calls will clearly circle all items (with a black marker) on all pertinent sheets that were revised. This will significantly aid all the individuals who will be receiving and reviewing the revised plans. Attached is a sample of what a marked up set would look like. The method of circling the items instead of highlighting them is being utilized since the R/W Plans Section will now be distributing most of the plan submittals to other individuals via a black & white PDF file instead of by hardcopy.

<<sample.pdf>>

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