



Title: Model Plans - Notes

1/25/2012

The purpose of this document is to provide instruction and guidance on the creation of the various components that are included on the **Notes** sheet within each **Construction Plan** set.

General Notes

The notes contained under this section of the sheet are general notes that are to be included on all projects, and are not to be modified except for the following content:

Site Reviewer – In conjunction with the Stormwater Management Section, the Project Engineer shall determine the level of potential erosion for the project and make the appropriate selection within the schedule.

Electronic Project Files – In conjunction with the Group Engineer, the Project Engineer shall determine the types of electronic project files that will be made available to the contractor and make the appropriate selection(s) within the schedule.

ATSSA Supervisor – In conjunction with the Traffic Section, the Project Engineer shall determine the level of need and responsibility requirements with regards to the ATSSA supervisory roles for the project. The appropriate selection shall be made within the schedule.

Disturbed Area – The Project Engineer shall record the acreage of ground disturbance for the entire project within this note.

Project Notes

The notes contained in this section of the sheet are project specific notes that are relevant for this project and are not to be used to place emphasis or repeat specification language that is contained within the Standard Specifications or Special Provisions.

The project notes shall be grouped by Standard Specification Division Number (Ex: SECTION 100, SECTION 200, SECTION 300, etc.). The project notes header for each section shall be left justified and any notes not associated to a specific standard specification division number shall be grouped under the “MISCELLANEOUS” header. The Design Resource Center (DRC) contains a listing of approved project notes that are frequently used and should be consulted prior to generating new project notes. The listing can be found [here](#).

Earthwork Summary

The Earthwork Summary chart shall be included in the Notes section of the plan set at the Semi-Final Construction Plan stage.

Once the earthwork_summary_chart.xls file has been completed and is ready to be added to the design (DGN) file, utilize the following workflow to bring this data into the DGN file:

- In Excel, highlight the contents of the first “Page” and copy the contents of the highlighted area by pressing CTRL + C.



- In MicroStation, create a temporary inner border to be used as a guide for placing the copy of the Excel contents. I recommend offsetting the red sheet border a distance of 0.25' on the top, left and bottom sides.
- In MicroStation, select **Edit > Paste Special...** and from the dialog box that appears choose "Embedded Microsoft Office Excel 2003 Worksheet". You will be prompted by MicroStation (Lower Left Corner) to "Paste OLE Object > Select Rectangle Origin". Select the upper left corner of the temporary border you created in the previous step to select the starting point of the rectangle. Tentative snap to a point on the bottom edge of the temporary border to complete the rectangle and paste the contents.
- Repeat this process for each "Page" in the excel file.

Printing the Earthwork Summary Sheet

Due to limitations in DelDOT's plotting software, it is necessary to create a PDF plot directly from within MicroStation using the following workflow to create the PDF file:

- Place a fence around the sheet border.
- Choose File > Print.
- Use the following settings in the dialog box that appears.
 - Area = Fence
 - Color = Monochrome
 - Printer = Bentley Driver. Use Magnifying Glass to set printer driver to pdf.pltcfg.
 - Paper Type = ANSI D
 - Make sure you select the "Maximize" button in the "Print Scale and Position" section.
- Select File > Print to complete the process.
- If you want to convert the newly created PDF to Cal, you can drag-and-drop this file into the Plot Submit software to perform the conversion.

GENERAL NOTES

1. THIS PROJECT IS TO BE CONSTRUCTED IN ACCORDANCE WITH THE DELAWARE DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS", DATED AUGUST 2001 AND THE DELAWARE DEPARTMENT OF TRANSPORTATION "STANDARD CONSTRUCTION DETAILS", DATED 2001, INCLUDING ALL REVISIONS UP TO THE DATE OF ADVERTISEMENT.
2. THE CONTRACTOR SHALL GIVE TWO (2) WEEKS NOTICE TO THE PROPERTY OWNER WHEN ANY FIXTURE, SHRUB OR OTHER OBJECT MUST BE REMOVED FROM THE RIGHT OF WAY OR EASEMENT AREA. IF THE OWNER HAS NOT ATTEMPTED TO SALVAGE THIS PROPERTY, THE CONTRACTOR SHALL REMOVE IT WITHOUT OBLIGATION. COMPENSATION SHALL BE INCIDENTAL TO THE CONTRACT.
3. THE ENDS OF ALL CURBS SHALL BE DEPRESSED FLUSH WITH THE PAVEMENT AT A RATIO OF TWELVE TO ONE (12:1) UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
4. THE CONTRACTOR SHALL PROVIDE AND INSTALL PVC SLEEVES (4" INSIDE MINIMUM DIAMETER, 6" INSIDE MAXIMUM DIAMETER) IN PROPOSED CONCRETE SIDEWALKS, ISLANDS, AND MEDIANS FOR FUTURE TRAFFIC SIGN POSTS AS DIRECTED BY THE ENGINEER. THE LOWER END OF THE SLEEVE SHALL SIT ON THE TOP OF THE SUBBASE MATERIAL. THE COST SHALL BE INCIDENTAL TO THE CONTRACT.
5. STAGING AREAS - PROPER EROSION AND SEDIMENT CONTROL MEASURES AS DETERMINED BY THE ENGINEER SHALL BE INSTALLED IN ALL STAGING AREAS. ALL AREAS USED BY THE CONTRACTOR FOR STAGING OPERATIONS SHALL BE FULLY RESTORED BY THE CONTRACTOR UPON COMPLETION OF THE CONTRACT. IF THE STAGING AREA IS PAVED, IT SHALL BE RESTORED TO ITS ORIGINAL CONDITION. IF THE AREA IS UNPAVED, IT SHALL BE RE-GRADED, TOPSOILED, SEEDED AND MULCHED IN ACCORDANCE WITH DELAWARE STANDARD SPECIFICATIONS 7.32, 7.34 AND 7.35, FOR TOPSOIL, SEED AND MULCH RESPECTIVELY, TO THE SATISFACTION OF THE ENGINEER. THE SEED SHALL ADHERE TO THE SPECIFICATIONS OF SECTION 7.34 FOR PERMANENT GRASS SEEDING - DRY GROUND. ALL COSTS ASSOCIATED WITH RESTORATION OF THE STAGING AREA SHALL BE AT THE CONTRACTOR'S EXPENSE. IF THE ENGINEER DETERMINES THAT A SATISFACTORY STAND OF GRASS DOES NOT EXIST AT THE TIME OF FINAL INSPECTION, ALL COSTS ASSOCIATED WITH REESTABLISHING A SATISFACTORY STAND OF GRASS SHALL BE AT THE CONTRACTOR'S EXPENSE.
6. SITE REVIEWER - AN EROSION CONTROL SITE REVIEWER SHALL BE A PERSON FROM THE CONTRACTOR'S STAFF ASSIGNED TO EROSION AND SEDIMENT CONTROL IMPLEMENTATION AND MAINTENANCE AND SHALL BE REQUIRED ON SPECIFIC PROJECTS. THE NAME AND DNREC CERTIFICATION NUMBER OF EACH SITE REVIEWER SO REQUIRED SHALL BE SUBMITTED TO THE DEPARTMENT AT THE TIME OF BID. THE NAME OF THE DELAWARE REGISTERED PROFESSIONAL ENGINEER PROVIDING DIRECTION AND SUPERVISION OF THE SITE REVIEWER, AS REQUIRED IN SECTION 12.3 OF THE DELAWARE SEDIMENT AND STORMWATER REGULATIONS, SHALL ALSO BE SUBMITTED TO THE DEPARTMENT AT THE TIME OF BID. THE SITE REVIEWER REQUIREMENTS IN EFFECT ON THIS PROJECT SHALL BE MARKED WITH AN "X" BELOW:

EROSION POTENTIAL FOR THIS PROJECT	SITE REVIEWER REQUIREMENT
() INSIGNIFICANT	NONE
() MINOR	CONTRACTOR CERTIFICATION COURSE TRAINING ONLY, AS DEFINED IN SECTION 13 OF THE DELAWARE SEDIMENT AND STORMWATER REGULATIONS.
() MEDIUM	AT THE TIME OF BID OF THE CONTRACT, EITHER THE SUPERINTENDENT OR A SEPARATE INDIVIDUAL FROM THE CONTRACTOR'S STAFF SHALL BE A CERTIFIED CONSTRUCTION REVIEWER (CCR), AS DEFINED IN SECTION 12 OF THE DELAWARE SEDIMENT AND STORMWATER REGULATIONS.
() MAJOR	SUPERINTENDENT AND AN INDIVIDUAL FROM CONTRACTOR'S STAFF SHALL BE CCR. ONE INDIVIDUAL FROM THE CONTRACTOR'S STAFF MUST BE A CCR AT THE TIME OF BID OF THE CONTRACT. THE SUPERINTENDENT MUST BECOME A CCR WITHIN ONE YEAR AFTER THE AWARD OF CONTRACT.

7. ELECTRONIC PROJECT FILES THAT WILL BE MADE AVAILABLE TO THE CONTRACTOR INCLUDE:

()	NONE
()	ASCII DATA FILES WITH COORDINATES AND ELEVATIONS FOR PROPOSED POINTS AS SELECTED BY THE ENGINEER.
()	RASTER FILES, IN .CAL FILE FORMAT, FOR ALL PLAN SHEETS.
()	EXISTING DIGITAL TERRAIN MODEL, IN .DTM FILE FORMAT, COMPATIBLE WITH SOFTWARE CURRENTLY USED BY DELDOT.
()	PROPOSED DIGITAL TERRAIN MODEL, IN .DTM FILE FORMAT, COMPATIBLE WITH SOFTWARE CURRENTLY USED BY DELDOT.
()	DESIGN FILE, IN .DGN FILE FORMAT, CONTAINING ONLY THE PROPOSED 3D TRIANGLES OF THE PROPOSED DIGITAL TERRAIN MODEL (DTM).

NOTE: THE DOCUMENT ENTITLED "RELEASE FOR DELIVERY OF DOCUMENTS IN ELECTRONIC FORM TO A CONTRACTOR" MUST BE SIGNED BY ALL PARTIES PRIOR TO THE DELIVERY OF ANY ELECTRONIC PROJECT FILES.

8. AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA) CERTIFIED TRAFFIC CONTROL SUPERVISOR REQUIREMENT FOR THIS PROJECT.

()	THE CONTRACTOR SHALL NOT BE REQUIRED TO HAVE AN ATSSA SUPERVISOR ASSIGNED TO THIS PROJECT.
()	THE CONTRACTOR SHALL HAVE AN ATSSA SUPERVISOR ASSIGNED TO THIS PROJECT. THE CONTRACTOR'S GENERAL SUPERINTENDENT FOR THIS PROJECT OR ANOTHER ATSSA CERTIFIED MEMBER OF THE CONTRACTOR'S PROJECT STAFF MAY BE THE ATSSA SUPERVISOR.
()	THE CONTRACTOR SHALL HAVE AN ATSSA SUPERVISOR ASSIGNED TO THIS PROJECT. THE ATSSA SUPERVISOR'S SOLE JOB SHALL BE SUPERVISION OF THE INSTALLATION, OPERATION AND MAINTENANCE OF TRAFFIC CONTROL DEVICES FOR THIS PROJECT. THE CONTRACTOR'S GENERAL SUPERINTENDENT FOR THIS PROJECT SHALL NOT BE THE ATSSA SUPERVISOR.

9. THE DISTURBED AREA FOR THIS PROJECT IS ----- ACRES.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADHERING TO THE CONSTRUCTION SITE POLLUTION PREVENTION SPECIFICATIONS AS DETAILED IN SECTION 3.6 OF THE "DELAWARE EROSION AND SEDIMENT CONTROL HANDBOOK". ALL COSTS ASSOCIATED WITH ADHERING TO THE STANDARDS SHALL BE INCIDENTAL TO THE OVERALL CONTRACT COSTS.
11. THE EROSION AND SEDIMENT CONTROL PLANS HAVE BEEN APPROVED BY DELDOT'S STORMWATER ENGINEER UNDER DELDOT'S DELEGATED AUTHORITY. THE EROSION AND SEDIMENT CONTROL PLANS ARE VALID FOR A THREE YEAR PERIOD, BEGINNING ON THE DATE THE STORMWATER ENGINEER SIGNED THE CONSTRUCTION TITLE SHEET. IF THE FINAL ACCEPTANCE OF THE PROJECT IS ANTICIPATED TO EXTEND BEYOND THE THREE YEARS, THE CONTRACTOR SHALL INFORM THE ENGINEER THREE MONTHS PRIOR TO THE EXPIRATION OF THE EROSION AND SEDIMENT CONTROL PLAN APPROVAL. DELDOT WILL REVIEW THE CURRENT EROSION AND SEDIMENT CONTROL PLAN AND ISSUE AN EXTENSION WITH ANY APPROPRIATE MODIFICATIONS.

PROJECT NOTES



ADDENDUMS / REVISIONS

NOT TO SCALE

X
X
X

CONTRACT	BRIDGE NO.	X
TXXXXXXXX	DESIGNED BY:	
COUNTY	CHECKED BY:	
X		

NOTES

SHEET NO.	X
TOTAL SHTS.	X

	SHT: 1	SHT: 2	SHT: 3	SHT: 4	SHT: 5	PROJECT TOTALS
	STA. XXXX+XX TO					
	STA. XXXX+XX					
EXCAVATION - ITEM 202000 (CY) [NEED = '-' / EXCESS = '+']						
EX01 : FROM CROSS SECTIONS / MODELS (+)	0	0	0	0	0	0
EX02 : BITUMINOUS PAVEMENT REMOVED IN FILL SECTIONS (+)	0	0	0	0	0	0
EX03 : TOPSOIL REMOVED UNDER FILL SECTIONS (+)	0	0	0	0	0	0
EX04 : TOPSOIL PLACED IN CUT SECTIONS (+)	0	0	0	0	0	0
EX05 : ROOT MAT REMOVED IN CUT SECTIONS (-)	0	0	0	0	0	0
EX06 : CURB AND/OR CURB AND GUTTER EXCAVATION (-)	0	0	0	0	0	0
EX07 : UNDERDRAIN EXCAVATION (-)	0	0	0	0	0	0
EX08 : ROCK EXCAVATION (-)	0	0	0	0	0	0
EX09 : REMOVAL OF PCC PAVEMENT, CURBS, SIDEWALK, ETC. (-)	0	0	0	0	0	0
EXTOTAL : TOTAL EXCAVATION	0	0	0	0	0	0
STORMWATER MANAGEMENT POND EXCAVATION - ITEM 271000 (CY) [NEED = '-' / EXCESS = '+']						
SWEX01 : FROM CROSS SECTIONS / MODELS (+)	0	0	0	0	0	0
SWEX02 : TOPSOIL REMOVED UNDER FILL SECTIONS (+)	0	0	0	0	0	0
SWEX03 : TOPSOIL PLACED IN CUT SECTIONS (+)	0	0	0	0	0	0
SWEX04 : ROOT MAT REMOVED (-)	0	0	0	0	0	0
SWEX05 : ROCK EXCAVATION (-)	0	0	0	0	0	0
SWEXTOTAL : TOTAL STORMWATER MANAGEMENT POND EXCAVATION	0	0	0	0	0	0
EXCAVATION AVAILABLE FOR EMBANKMENT (CY) [NEED = '-' / EXCESS = '+']						
EXTOTAL : TOTAL EXCAVATION (+) [ITEM 202000]	0	0	0	0	0	0
SWEXTOTAL : TOTAL STORMWATER MANAGEMENT POND EXCAVATION (+) [ITEM 271000]	0	0	0	0	0	0
AVEX01 : EXCAVATION AND BACKFILLING FOR STRUCTURES (+) [ITEM 207000]	0	0	0	0	0	0
AVEX02 : EXCAVATION AND BACKFILLING FOR PIPE TRENCHES (+) [ITEM 208000 + PIPES < 24" IN DIAMETER]	0	0	0	0	0	0
AVEX03 : CHANNEL EXCAVATION (+) [ITEM 203000]	0	0	0	0	0	0
AVEX04 : EXCAVATION FROM LATERAL OR LONGITUDINAL DITCHING (+) [ITEM 714000]	0	0	0	0	0	0
AVEX05 : EXCAVATION FROM CURBS AND/OR CURB AND GUTTER (+)	0	0	0	0	0	0
AVEX06 : EXCAVATION FROM UNDERDRAINS (+) [ITEM 71500X]	0	0	0	0	0	0
AVEX07 : MISCELLANEOUS EXCAVATIONS (+)	0	0	0	0	0	0
AVEX08 : TOPSOIL REMOVED IN CUT AND/OR FILL SECTIONS (-)	0	0	0	0	0	0
AVEX09 : TOPSOIL REMOVED IN CUT AND/OR FILL SECTIONS FOR STORMWATER MANAGEMENT PONDS (-)	0	0	0	0	0	0
AVEX10 : UNSUITABLE MATERIALS (-)	0	0	0	0	0	0
AVEXTOTAL : TOTAL EXCAVATION AVAILABLE FOR EMBANKMENT	0	0	0	0	0	0
EMBANKMENT AND BORROW, TYPE 'F' REQUIRED (CY) [NEED = '-' / EXCESS = '+']						
EMRF01 : FROM CROSS SECTIONS / MODEL (+) [EMBANKMENT REQUIRED BELOW SUBGRADE OR CAPPING]	0	0	0	0	0	0
EMRF02 : TOPSOIL REMOVED UNDER FILL (+)	0	0	0	0	0	0
EMRF03 : ROOT MAT REMOVED UNDER FILL (+)	0	0	0	0	0	0
EMRF04 : UNSUITABLE MATERIAL REMOVED UNDER FILL (+)	0	0	0	0	0	0
EMRF05 : PCC REMOVED UNDER FILL (+)	0	0	0	0	0	0
EMRF06 : BITUMINOUS PAVEMENT REMOVED UNDER FILL (+)	0	0	0	0	0	0
EMRF07 : TOPSOIL TO BE PLACED IN FILL (+)	0	0	0	0	0	0
EMRF08 : SUBTOTAL OF EMBANKMENT AND BORROW, TYPE 'F' REQUIRED	0	0	0	0	0	0
EMRF09 : COMPACTION FACTOR APPLIED TO THE SUBTOTAL (%)	1.2	1.2	1.2	1.2	1.2	
EMRFTOTAL : TOTAL EMBANKMENT AND BORROW, TYPE 'F' REQUIRED	0	0	0	0	0	0
TOPSOIL SUMMARY (CY) [NEED = '-' / EXCESS = '+']						
TOP01 : TOPSOIL SALVAGED FROM CUT SECTIONS (+)	0	0	0	0	0	0
TOP02 : TOPSOIL SALVAGED FROM FILL SECTIONS (+)	0	0	0	0	0	0
TOP03 : TOPSOIL SALVAGED FROM STORMWATER MANAGEMENT PONDS (+)	0	0	0	0	0	0
TOP04 : TOPSOIL REQUIRED (-)	0	0	0	0	0	0
TOPTOTAL : TOTAL TOPSOIL	0	0	0	0	0	0
MATERIAL BALANCE (CY) [NEED = '-' / EXCESS = '+']						
BORROW, TYPE 'A'	0	0	0	0	0	0
BORROW, TYPE 'B'	0	0	0	0	0	0
BORROW, TYPE 'C'	0	0	0	0	0	0
BORROW, TYPE 'F'	0	0	0	0	0	0
TOPSOIL	0	0	0	0	0	0
UNSUITABLE MATERIAL	0	0	0	0	0	0

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 DELAWARE DEPARTMENT OF TRANSPORTATION	ADDENDUMS / REVISIONS			X X X	CONTRACT TXXXXXXXXXX COUNTY X	BRIDGE NO. X DESIGNED BY: CHECKED BY:	NOTES	SHEET NO. X TOTAL SHTS. X