




TRANSPORTATION CABINET

Frankfort, Kentucky 40622
www.transportation.ky.gov/

Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Secretary

TO: Division Directors
Chief District Engineers
District Project Development Engineers

FROM: Steven K Waddle, P.E. 
State Highway Engineer

DATE: April 8, 2015

SUBJECT: Plan Submittal Process

The main goal of Project Development is delivering projects to construction lettings. A great deal of work is required to develop construction plans and combining all the various components into one bid package can be a daunting task. Historically, the various plan components have been delivered to the Plan Processing Branch of the Division of Highway Design where they are assembled into a complete project plan set and then forwarded to the Division of Construction Procurement. Due to changes in technology and a renewed emphasis on the responsibility to deliver a complete project to the letting process, submittals to the Plan Processing Branch shall come from the District TEBM for Project Development (PDM) or the State Highway Engineer appointed Project Manager (SHE-PM). Therefore, all project components, such as roadway plans, structure plans, lighting and signal plans, estimates, notes, etc. must be submitted through the PDM or SHE-PM.

It is imperative that all plans, proposals, and details be complete and ready for the Contractor's use in preparing their bids by the Notice to Contractors (NTC) date, which is typically three weeks prior to letting. In order to allow time for proper review and corresponding revisions, the roadway plan "check prints" should be received by the Plan Processing Branch fifteen weeks prior to the letting and the FINAL PLANS should be received seven weeks before the letting. This is the Final Plans Due Date. This is the deadline that should be used to schedule projects and NOT the letting date.

Attached please find a table listing the significant dates associated with the plan delivery process for Calendar Year 2015. A new table is published yearly. Also attached are the Highway Design Final Plan Submittal form and a sample submittal memo. The Final Plan Submittal form shall be completed with the status of each required project component. The submittal memo shall contain the project identification and charge numbers, a list of submitted items, and any additional project information needed. All the necessary files and project information shall be placed in the appropriate Project Wise folder as per KYTC CADD Standards. The submittal memo and Final Plan Submittal form shall be sent to the Director of Highway Design with copies to the Location Engineer and the Plan Processing Branch Manager.

This submittal process should be applied as soon as practical. All projects submitted after June 1, 2015 shall utilize this process unless an exception is granted by the State Highway Engineer.

C: Gary Valentine, P.E.
Paul Looney, P.E.



An Equal Opportunity Employer M/F/D