



Hillsborough County Florida

ENGINEERING & OPERATIONS DEPARTMENT

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TRANSPORTATION DESIGN BULLETIN 20-04

DATE: September 25, 2020

TO: County Director of Capital Programs Department,
County Manager of Construction Services,
Division Director of Transportation Maintenance,
County Project Managers and Project Engineers of Record

FROM: County Engineer,
County Director of Engineering & Operations Department,
County Director of Technical Services Division,
County Manager of Transportation Services Section

COPIES: County Director of Geospatial & Land Acquisition Services Department

SUBJECT: **NOTES TO REVIEWERS**

This bulletin announces the implementation of a Notes to Reviewers Sheet to be incorporated into every Transportation Project plan set from the initial submittal through the 90% plan submittal. The Reviewers Notes will help facilitate informing members of the review team, management, and other Hillsborough County Departments about any critical decisions that change the design from one phase to the next and any changes to the project scope.

REQUIREMENTS

Notes to Reviewers are required in all Transportation Project plan submittals. The Reviewer's notes sheet will help facilitate informing members of the review team, management, and other Hillsborough County Departments about information pertinent to design criteria and special project requirements, as well as other details or notes which call the reviewer's attention to issues and features unique to the project design. The sheet is to be used only during the review process and should not be included in the final plans.

Notes to Reviewers Sheet will be incorporated in all plan sets and placed after the Key Sheet labeled as sheet 1B. Sheet 1B will then be removed prior to final plans submittal without having to renumber the plan set.

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BACKGROUND

Reviewers refer to the project scope to understand the general project concept and the specific engineering services required to be performed for the project. When changes are made in the construction contract documents that are not reflected in the scope or when any design details need clarification, the reviewer may question the validity of the design if the changes are not documented. Explanation of why the plans differ than the project concept or scope saves the reviewers time and will inform management, and other Hillsborough County Departments why changes were made.

IMPLEMENTATION

Effective Immediately.

CONTACT

Please use the email link below to address any questions or comments in reference to this Design Bulletin:

[PW-Standards Inquiry](#)

Recommended / Date:

Approved / Effective Date:

Leland Dicus, Professional Engineer
Technical Services Division Director

Michael J. Williams, Professional Engineer
County Engineer