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STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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MEMORANDUM TO: Roadway Design Project Engineers
FROM: Jay A. Bennett, PE
State Roadway Design Engineer
DATE: April 29, 2005
SUBJECT: Guidelines for Sealing of Plans at Final Turn-in

On many occasions when plans are returned to the Plans Checking Section after the initial review, the plans are missing PE seals from one or more groups. Whenever the person(s) is (are) finally available to seal the plans, the plans are removed once again from Project Services. This causes significant interruption to both the Plans Checking Section and the Special Provisions Section during the final stages of bid-advertisement preparation. To eliminate this down time, new guidelines for the coordination of sealing of final plans are being established. These guidelines are outlined as follows:

- The Roadway Design Squad Leader will turn in the initial check set of plans to Plans Checking without PE seals.
- Plans Checking will make the initial review and return the plans to Squad Leader.
- The Squad Leader will have **two (2)** weeks to make the plan corrections and obtain **all** the PE seals.
- At the end of the two weeks, sooner if possible, the plans are returned to Plans Checking. If seals are still missing, the Plans Checking Engineer should be informed so that other arrangements can be made to obtain them. Hopefully, this will be the extreme and not the norm.

It is vital that established flow chart dates are met for project lettings. Also, it is imperative that each branch or units responsible for sealing their portion of the plans do so as promptly as possible.

If you have any questions, please contact Ron Allen, PE, Assistant State Roadway Design Engineer, or me.

JAB/rda

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