

III-18.01 General

Since each project is unique in its design, the general governing specification may not contain enough specific information to construct the project. The plan notes provide additional, specific instructions to the Contractor so the project can be completed as designed. There are two types of notes used in each set of plans, Standard Notes and Plan Notes (also referred to as P-Notes).

The Design Division has the responsibility to monitor, revise, and maintain the Department's Standard Notes. The Standard Notes and sample Plan Notes can be found on the web at <http://www.ugpti.org/dotsc/prepguide/index.php>.

The designer should develop notes in a manner to clearly identify the description or scope of work, method of measurement, and basis of payment.

III-18.02 Standard Notes

Standard Notes are general in nature and apply to multiple projects. The Standard Notes are identified in the following manner:

100-001 STANDARD NOTE: This is an example of a standard note format.

Where: 100 – designates the applicable section of the Standard Specifications.
 001 – designates the assigned standard note number.

If a Standard Note is modified, the note number shall be changed to represent a Plan Note. Also, the Technical Support Section of the Design Division should be contacted prior to making the change.

III-18.03 Plan Notes

Plan Notes are specific in nature and would apply primarily to a single project. The Plan notes are identified in the following manner:

100-P01 PLAN NOTE: This is an example of a plan note format.

Where: 100 – designates the applicable section of the Standard Specifications.
 P – designates the note as a plan note.
 01 – designates the note number.

Plan Notes should be numbered consecutively for all notes within a section of the Standard Specifications and shall be placed after the Standard Notes within the section.

III-18.04 Incidental Work

Generally, all work and materials should be paid for separately, however some work and materials may be better suited to be made incidental (included in the bid price for...) to a bid item they are associated with. The designer should refer to Section III-21.08 of the Design Manual for guidance to determine when work items should be incidental to other pay items. The designer should provide a Plan Note(s) and list in the Basis of Estimate for any of these items not covered by the Standard or Supplemental Specifications. Call out the specific bid item(s) that incidental costs are to be included.

III-18.05 Salvaged Items

A goal of the North Dakota Department of Transportation is to incorporate existing resources into new projects whenever practicable. Resources that cannot be reincorporated into the new facility will be considered excess items. If, during project development, it is learned that excess items may have value to a participating agency for public use, then these excess materials, appurtenances, or equipment may be designated for salvage. A Plan Note describing the items to be salvaged is typically written. Examples include, but are not limited to traffic signals, signs, light standards, reclaimed pavement and attenuation devices.

Cities and Counties may take ownership of salvaged items provided they have signed a cost participation agreement. Priority of the receipt of salvaged items will be in the order of funding participation. If no participating agency requests a specific excess item for salvage the item shall become the property of the Contractor so any inherent value of the excess item can be reflected in the Contractor's bid.

Salvage that is designated for haul to a location outside of the project should be analyzed for cost effectiveness if the distance is greater than 25 miles from the exit of the project. The analysis should be submitted to the Engineer approving the plans. If salvage is to be specified, careful attention should be given to the contract provisions to ensure that the cost of the operation (i.e., removal or haul) is in the public interest and is a prudent expenditure of funds. This policy replaces the standard federal salvage credit policy as allowed by 49 CFR 18.36.

III-18.06 Revisions to Standard Notes

Revisions to the Standard Notes should be submitted to the Technical Support Section of the Design Division six (6) weeks prior to the plan completion date. The notes on the web are updated as required.

III-18.07 Escrow Criteria

Consideration should be given to utilizing the Escrow of Bid Documentation Specification and associated bid item and Plan Note(s) if a project meets the following criteria:

1. Urban reconstruction projects greater than \$7.5 M.
2. Rural reconstruction projects greater than \$10 M.
3. Structure projects greater than \$10 M.
4. Other factors unique to a project as determined by the department.

If the project meets the above criteria, then at the PS&E Meeting the NDDOT as a group will decide whether or not to incorporate into the project.