

Memorandum

To: E-Distribution

From: Ryan Dahlke, P.E. 
Statewide Project Development Engineer

Date: July 14, 2026

Subject: Plan-in-Hand and Final Plan Review Reports

With the advent of shared electronic commenting on plan review documents, portions of the Plan-in-Hand (PIH) and Final Plan Review (FPR) reports have largely become a regurgitation of the marked-up plans. In the past, the PIH and FPR reports were the only place to find review comments documented. Now the marked-up pdf is linked in the report resulting in duplicate information.

Both the Road Design Manual (RDM) and the Consultant Services Manual (CSM) contain references to PIH and FPR reports. Section 1.3.3 of the RDM states that an update to the cost estimate is required at both stages. This update will be required regardless of whether a full report is warranted. The CSM notes that PIH and FPR reports may be necessary documentation "...depending on the nature of the project". The RDM states that PIH and FPR reports are typically developed during MDT road design projects.

Section 4.2.2.2 of the CSM states that both the PIH and FPR approval memos will be written from the Consultant Plans Engineer to the Consultant Design Engineer.

On projects where comments on the PIH and FPR plans were minor and limited to errors and omissions to the preliminary plans package, and if nothing has changed since the Scope of Work Report, then a **shortened, email version of the PIH or FPR report is allowed.**

On projects where comments on the PIH and FPR plans were moderate to significant and/or when there have been changes since the SOW Report, **then a full PIH or FPR report is required.**

Examples of project changes since the SOW Report include but are not limited to anything pertaining to scope, design exceptions/variances, grading, traffic control/work zone safety/crossovers, environmental considerations, public involvement, agreements, R/W or utilities.

If the email version of the PIH and FPR Report is selected based on meeting the criteria discussed above, please adhere to the following:

- The Design Project Manager must be the person who sends the email version of the report (unless approved otherwise by the Program Manager)
- Use the PIH or FPR email report template located on the Intranet forms page
- The report must include:
 - link to the marked-up plans package containing responses and/or resolutions to all comments
 - updated cost estimate (PPMS also needs to be updated with the new cost estimate)
 - discussion on the project schedule including outstanding items and risk
- A PDF version of the PIH or FPR email must be uploaded to PCMS for the official record of the email report (instructions on creation of email and final PDF are available on Intranet Forms page)
- Even if the project meets the requirements of the email version of the report, the Project Manager may still opt to choose the full report option if desired

Please contact your supervisor or the Program Manager if you are unsure whether to use the shortened, email version of the PIH or FPR Report or a full, normal report.

If you have any questions, please contact the Highways Engineer or Highways Design Engineer.

E-Distribution:

- MDT Engineering Bureau Chiefs
- MDT District Preconstruction – Project Engineers
- MDT Road Design Checkers
- Pavement Analysis Engineer
- Operations Manager
- Maintenance Administrator
- Statewide & Urban Planning Section Supervisor