

DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

INTERDEPARTMENT CORRESPONDENCE

DATE January 1, 2012

FROM Russell McMurry, P.E., Director of Engineering
TO Division of Engineering, Field Districts, Operations, and Office of Program Delivery
SUBJECT **Providing CAD Files to Developers and Independent Contractors**

During the preliminary plan or construction phase of a GDOT project, it may be appropriate to provide CAD drawing files to developers and independent contractors providing services to local governments, utility companies, and/or private property owners for the purpose of planning setbacks for new facilities on private property. In these cases, there should be a clear record of the intended use of the CAD files, the data provided should be limited to the footprint of the GDOT project, and a “hold harmless” disclaimer should be provided with distribution of the CAD files. The guidance below will apply.

1. Determine if providing CAD files is appropriate.
 - a) The developer/contractor must provide a written request (letter or email) noting who they represent, the exact “area of interest”, and the intended use of the files.
 - b) It is appropriate to provide CAD files to developers and independent contractors planning setbacks for utilities, drainage structures, driveways, parking facilities, building structures, and landscaping on private property that may be in conflict or impacted by the footprint of a future GDOT project. In these cases, the Department does not normally charge any fee for providing the files.
 - c) If the request is related to any potential or on-going litigation, traffic citations, or for any reason other than the conditions in 1(b) above, then the request must follow the Department’s Policy & Procedure 3A-3, “Document Inspection & Copying for Georgia Open Records Act Requests”. Refer to: <http://mygdot.dot.ga.gov/info/pap/Lists/Policies/DispForm.aspx?Source=%2Finfo%2Fpap%2FPages%2Findex%2Easpx&ID=98>
 - d) If right-of-way acquisition has begun, the GDOT ROW Acquisition Manager should be contacted for concurrence prior to processing the request further. In some cases, it may not be appropriate to distribute CAD files while certain acquisition activities are underway.
 - e) Engineering calculations or studies should not be provided to developers or independent contractors. Refer to O.C.G.A. 50-18-72.
2. Limit the data, include disclaimer, and record the distribution.
 - a) The CAD data provided may include: existing topography, existing right-of-way, existing property resolution, existing utilities, construction centerline and proposed edge of pavements, proposed construction limits and drainage structures, proposed right-of-way and easements, and proposed utilities.
 - b) Data not relevant to the “area of interest” may be clipped-out of the CAD data provided.
 - c) The CAD data provided should be in the software format currently approved by the Department (Bentley MicroStation) and should not be converted to any other CAD software format.
 - d) A duplicate copy of all files distributed should be recorded by the GDOT Project Manager for future reference. For example a duplicate Compact Disk (CD) or an email distribution should be archived for future reference.

- e) The following disclaimer should be inserted into each CAD drawing file provided, and included with the Department's written distribution of the files.

Disclaimer:

These electronic CAD files are being provided at the request of developer/contractor. The files are working files and may not contain all the final engineering and design elements related to the project. CAD drawings related to right-of-way, easements, and/or property lines are estimates only and should not be used to represent legal property corners, boundaries, or descriptions.

All data and products are provided "as is" and represents the information available within the Georgia Department of Transportation at the date of issue. Every effort is made to provide accurate and reliable information, but it is still possible that errors exist. No warranties or guaranties are expressed or implied with respect to the use of data or products received from the Georgia Department of Transportation, including (without limitation) any implied warranties of merchantability or fitness for a particular purpose. In no event will the Georgia Department of Transportation be liable to you or to any third party for any direct, indirect, incidental, consequential, special or exemplary damages or lost profit resulting from any use or misuse of this data. Use of this data or product by the recipient(s) is solely at the risk of the recipient(s).

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This policy is published on the Department's R.O.A.D.S. webpage within the link for *Design Related Links and Resources*:

<http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/Pages/OtherResources.aspx>.

A CAD cell for the disclaimer has been created and placed in the Microstation V8i cell library. The cell can be activated by typing in AC=DISCLM from within the Microstation Key-in window in both Microstation J and Microstation V8i. If you have any questions, contact the Solutions.Center@dot.ga.gov, with the Subject: "Microstation Disclaimer". Someone from the CAD Standards Group will contact you to provide the CAD cell.

If you have any questions about applying these guidelines, feel free to contact the Office of Design Policy and Support at (404) 631-1978.

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