# Advertisement/Letting/Award Process

## Revisions Prior to Advertisement

### PM/DPL:

1. (**OPTIONAL** – If historical records of revisions are desired) The DPL shall version all DGN files in ProjectWise before doing any revisions. (**In-House Projects Only**)
    a. Right-clicks on DGN file
    b. Selects ***New=>Version***
    c. Enters date of enhancement as version name (ie: *081314*)
    d. Clicks on **OK**

2. The PM/DPL shall:
    a. Create a sub-folder by the date of the revision (ie: *082014*) under the *PI\CST\Construction Plans\Revisions before Advertisement* folder

    b. Place the resulting electronic sheet images (PDF) of the revised plan sheets in the date folder just created under the *PI\CST\Construction Plans\Revisions before Advertisement* folder (select **No Wizard**).

    c. Send an email to CBA (biddingadmin@dot.ga.gov) at the same time to notify them of the availability of the revision, including a link to the revisions.
        - Select all the files
        - Right click on the files
        - Select **Send To=>Mail Recipient As Link…**
        - An email message will be created and opened containing the link.

    d. Send an email to the remainder of the Final Plans distribution list with the revision letter attached and a link to the location of the revised sheets in ProjectWise (*PI\CST\Construction Plans\Revisions before Advertisement\Date* folder), notifying them of the revision.

# Submission of Plans to Reproduction Section for Lettings

## PM/DPL:

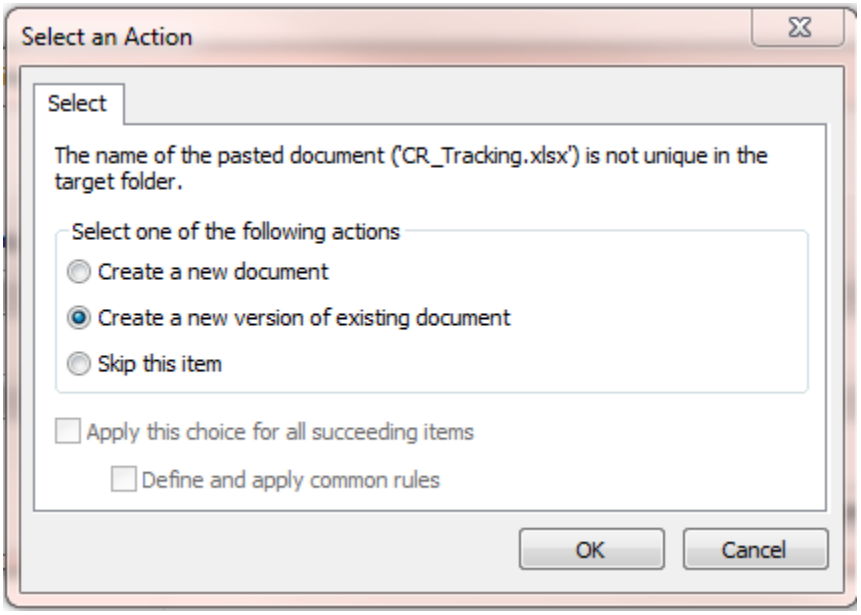
1. PM/DPL places (select **No Wizard**) the electronic plan images (PDF) in the *PI\CST\Construction Plans\Current Plans* folder by 10:00AM on the "Original Plans to Reproduction Section" date on the Letting Schedule. (Plans shall include any revisions since submission of Final Plans.)

2. PM/DPL sends an email with a link to the plans to the EDM Inbox (EDM@dot.ga.gov) with a subject line of *Letting Files – PI#* to notify the EDM staff that plans are available.

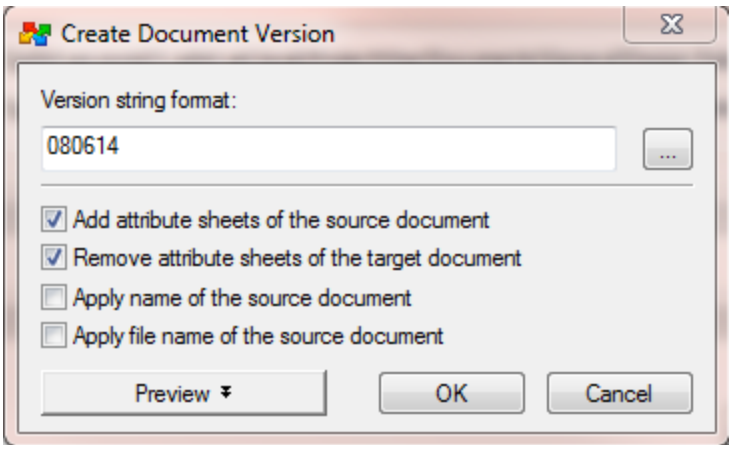
## EDM Staff:

1. EDM staff shall perform QC on the submitted plans. If errors are found, corrections will be made and resubmitted to the EDM through the *PI\CST\Construction Plans\Current Plans* folder, creating a new version of the existing file(s).

    a. Select **Create a new version of existing document** and click on **OK**




    b. Enter date of the submittal as new version name (ie: *081214*)




2. Once plans are deemed acceptable by the EDM staff, the EDM staff shall
    a. Create a document set of the files to be oriented as a half-size set for Engineering Services.
        - Select all the files (*PI\CST\Construction Plans\Current Plans* folder).
        - Right-click and select **Set=>New**
        - **Name**: *Engineering Services Plans*
        - Select **Lock to Version** for all files
        - Close the document set
        - Drag and drop the newly created document set to the *PI\Print Job* folder and notify the Print Room staff the file is ready for printing.

    b. Notify the PM/DPL of acceptance

## PM/DPL:

1. The PM/DPL will copy all files (select **No Wizard**) used to produce the submitted Letting plans (PDF and CADD) into the *PI\Record Plan Sets\12 – Bid Set - Letting* folder in ProjectWise.

2. The PM/DPL will run the *RefScan* utility on all DGN files to correctly associate the reference files in this new location. Instructions for running the utility are found here.

3. The PM/DPL will Set Final Status on all files in the *PI\Record Plan Sets\12 – Bid Set - Letting* folder in ProjectWise.
    a. Right-click on the file(s)
    b. Select **Change State=>Set Final Status**

4. The PM/DPL will be responsible for completing the document properties for the advertised plans in the *PI\CST\Construction Plans\Current Plans* folder (if not already set).
    a. Select all the files in the folder.
    b. Right-click and select **Assign Document Type**
    c. Select the following:

        **Document Group:** *Preliminary Engineering*

**Document Category:** *Design Plans*
**Document Type:** *Plans Image*
Click on **OK**

d. With the files still selected, right-click and select **Modify**.
e. Select the **GDOT Environment** tab.
f. Scroll down to **Plan Document Type** and select **Construction Plans** from the drop-down.
g. Click on **Apply** and then **Close**.

5. The PM/DPL will create a document set of the files to designate these as the Advertised Plans.
    a. Select all the files (*PI\CST\Construction Plans\Current Plans* folder).
    b. Right-click and select **Set=>New**
    c. **Name**: *Advertised Plans*
    d. Select **Lock to Version** for all files

## EDM STAFF:

1. The EDM staff will do an "unmanaged export" out of ProjectWise for the submitted files in order to process them for submission to the contact vendors for advertisement.
    a. Select the files in ProjectWise to export
    b. Right click on the files and select **Export** from the menu
    c. Select the option **Send to Folder – Creates unmanaged local copy** and click **Next**
    d. Select the destination for the files and click **Next**
    e. Click on **Finish**

# Revisions by Amendment

1. (OPTIONAL) The DPL shall version all DGN files in ProjectWise before doing any revisions. (**In-House Projects Only**)
    a. Right-clicks on DGN file
    b. Selects ***New=>Version***
    c. Enters date of enhancement as version name (ie: *081314*)
    d. Clicks on **OK**

2. The PM/DPL shall:
    a. Create a sub-folder by the date of the revision (ie: *082014*) under the *PI\CST\Construction Plans\Amendments* folder

    b. Place (select **No Wizard**) the resulting electronic sheet images (PDF) of the revised plan sheets in the date folder just created under the *PI\CST\Construction Plans\Amendments* folder

c. Send an email (with a link to the plans) to CBA (biddingadmin@dot.ga.gov) at the same time to notify them of the availability of the revision, attaching the Amendment Request letter as an attachment
    - Select all the files
    - Right click on the files.
    - Select **Send To=>Mail Recipient As Link…**
    - An email message will be created and opened containing the link.

## Award of Project

**NOTE: Step (1) is to be completed within 48 hours of the award of the project so the up to date plan sets can be printed and sent to the awarded contractor.**

### Once the project is awarded:

### PM/DPL:

1. The PM/DPL will send an email to the EDM Inbox (EDM@dot.ga.gov) with a subject line of *PI# - Amendment Revisions* to notify the EDM staff that Amendment Revisions have been "posted" for the project and are available for processing.

### EDM STAFF:

1. The EDM staff shall set the Plan Document Type for the amendment revisions in ALL the DATE folders under the *PI\CST\Construction Plans\Amendments* folder.
    a. Select all the files in the folder.
    b. Right-click and select **Assign Document Type**
    c. Select the following:
        **Document Group:** *Preliminary Engineering*
        **Document Category:** *Design Plans*
        **Document Type:** *Plans Image*
        Click on **OK**
    d. With the files still selected, right-click and select **Modify**.
    e. Select the **GDOT Environment** tab.
    f. Scroll down to **Plans Document Type** and select:
        - **COVER SHEET: Construction Plans** from the drop-down
        - **PLAN SHEETS: Construction Revision Plans** from the drop-down
    g. Click on **Apply** and then **Close**.

2. The EDM staff shall set the Sheet Types for the amendment revisions in ALL the DATE folders under the *PI\CST\Construction Plans\Amendments* folder.
    a. Select all the same type files in the folder
    b. Right-click and select **Modify**
    c. Select the **GDOT Environment** tab.
    d. Scroll down to **Sheet Type** and select the appropriate sheet type from the drop-down.
    e. Click on **Apply** and then **Close**.

3. The EDM staff shall set the Plan Document Type to *Construction Plans* for all the sheets in the *PI\CST\Construction Plans\Current Plans* folder if not completed already.
    a. Select all the files in the folder.

b. Right-click and select **Assign Document Type**
c. Select the following:
   **Document Group:** *Preliminary Engineering*
   **Document Category:** *Design Plans*
   **Document Type:** *Plans Image*
   Click on **OK**
d. With the files still selected, right-click and select **Modify**.
e. Select the **GDOT Environment** tab.
f. Scroll down to **Plans Document Type** and select *Construction Plans* from the drop-down.
g. Click on **Apply** and then **Close**.

4. The EDM staff shall set the Sheet Type for all the sheets in the *PI\CST\ Construction Plans\Current Plans* folder if not completed already.
   a. Select all the same type files in the folder.
   b. Right-click and select **Modify**
   c. Select the **GDOT Environment** tab.
   d. Scroll down to **Sheet Type** and select the appropriate sheet type from the drop-down.
   e. Click on **Apply** and then **Close**.

5. The EDM staff shall copy each revised sheet from the *PI\CST\Construction Plans\Amendments* sub-folders to the *PI\CST\Construction Plans\Current Plans* folder, <u>starting with the oldest amendment</u> revisions and working up to the latest amendment revisions, <u>creating a new version</u> of each document when prompted. <u>The version name shall correspond to the date of the amendment (ie: *Amendment 08-13-14*)</u>.

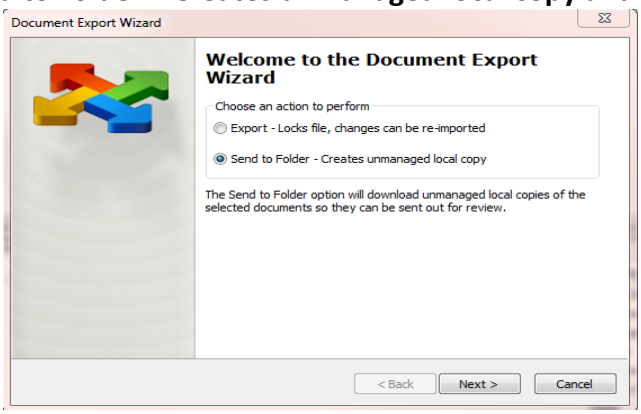
6. The EDM staff will create a document set of the files to designate these as the Awarded Plans (only the files with the pencil symbol beside them).
   a. Click on the *PI\CST\Construction Plans\Current Plans* folder
   b. Select **Document=>Set=>New**
   c. Enter **Name** of *Awarded Plans* and click on **OK**
   d. With the *PI\CST\Construction Plans\Current Plans* folder selected, navigate to the *PI\Saved Searches\Global* folder
   e. Click on the **Current Construction Plans** search
   f. Select all the resulting files in the *PI\CST\Construction Plans\Current Plans* folder and drag them into the newly created document set.
   g. Select **Lock to Version** for all files
   h. Close the document set

7. The EDM staff will drag and drop the Document Set just created to the *PI\Print Job* folder for the Print Room to use for printing the 2 full-size sets of plans for the awarded contractor.

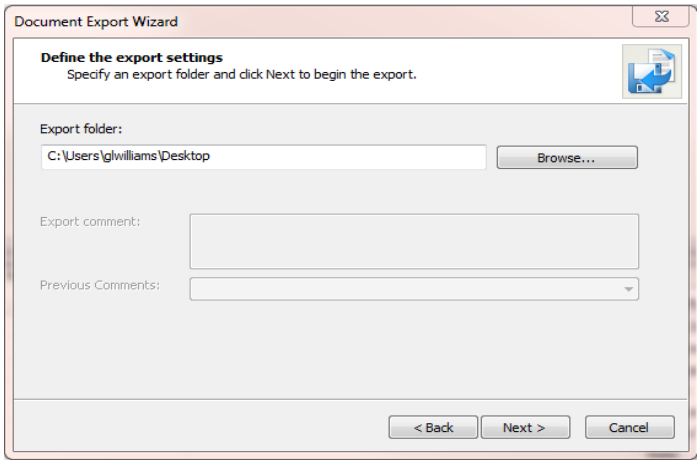
8. The EDM staff will send an email with a link to the document set in the *PI\Print Job* folder to the Print Room staff (printroom@dot.ga.gov) so they can print the required 2 full-size sets of plans for the awarded contractor.
    a. Right click on the document set file
    b. Select **Send To=>Mail Recipient As Link…**
    c. An email message will be created and opened containing the link.

**ADDITIONAL STEP FOR PROVIDING PUBLIC ACCESS TO THE REVISED PLANS:**
**(To be performed by the EDM Staff)**
Since plans are not currently available to the public through ProjectWise, the awarded plans must be exported from ProjectWise and then uploaded to TransPI as in the past.

9. The EDM staff shall:
    a. Open the email and click on the link
    b. Open the document set and select all the files
    c. Right-click and select **Export**
    d. Select **Send to Folder – Creates unmanaged local copy and click Next**




    e. Select the location in which to save the files and click on Next




    f. Files will be exported and then click on **Finish**
    g. Close the Document Set
    h. Files are now available for uploading to TransPI.