

Final Plans Submission

NOTE:

PM = Project Manager

DPL = Design Phase Leader

The documentation below reflects **PM/DPL**. The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

1. The PM/DPL will create a **Document Set (PSE Package)** of the required documents (See PDP) in the *PI\CST\Construction Plans\PSE to CBA* folder, print hard copies as necessary.
 - a. Click on the ProjectWise folder *PI\CST\Construction Plans\PSE to CBA*
 - b. From the ProjectWise menu click **Document=>Set=>New**
 - c. For **Name** enter **PSE Package**, the description is optional
 - d. Click **OK**
 - e. Locate the required documents, drag them into the set, Select All, and choose “**Lock to Version**”.
 - f. When finished, close the document set.

Content

- completed final plans
- special provisions
- electronic earthwork files
- soil reports
- BFI's
- required information for the Notice of Intent (NOI)
- Designer's Checklist

ProjectWise Locations

- (*PI\Record Plan Sets\Corrected FFPR Plans*)
- (*PI\PE\Special Provisions*)
- (*PI\PE\Roadway Design\InRoads*)
- (*PI\PE\Materials\G.E.B\Soil Survey\Reports*)
- (*PI\PE\Materials\G.E.B\BFI\Reports*)
- (*PI\CST\CBA\EPD Review (NOI)*)
- (*PI\PE\Roadway Design\PM*)

2. The PM/DPL will send an email link of the **PSE Package** to the CBA inbox (biddingadmin@dot.ga.gov).
(Right-click and select **Send To=>Mail Recipient as Link...**)

NOTES:

- **If any changes are made after the submission of Final Plans, each business unit will create new versions of the files, document the changes, and communicate the changes to CBA.**
 - a. Right-click on file
 - b. Select **New=>Version**
 - c. Enter date of enhancement
- **When making submissions for the Final Plans, clean pdf's (without highlights or any other markings) are required for inclusion into the contract for all documents.**
- **If folder permissions allow it, changes made within the document set are actually being stored in the original document. To avoid possible violations of GDOT policy, only the document author (or business unit) will make changes after properly versioning the files needing updates and communicating the needed changes to CBA.**

3. For all PoDI projects (Major and Minor), the Office of Construction Bidding Administration will send the (hard copy) Plans, Specifications, & Estimates (PS&E) package to the FHWA. OCBA will create a **document set (PSE to FHWA Package)**, in the *PI\CST\Construction Plans\PSE to CBA* folder, of the required documents (See PDP).

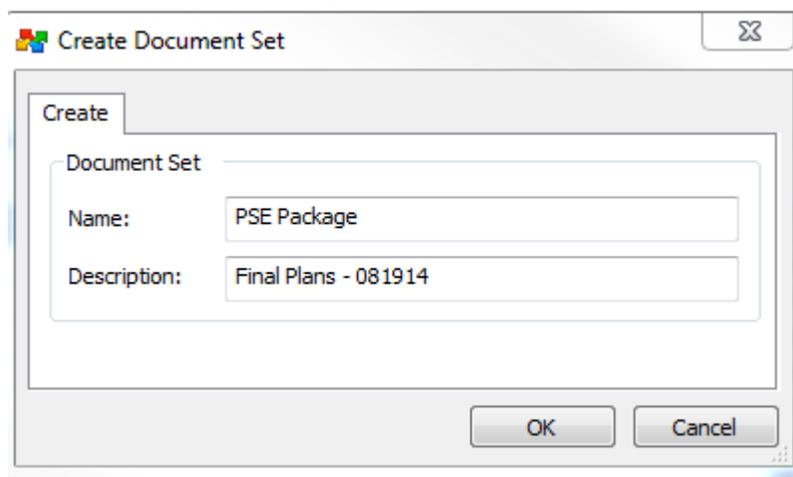
Content

- Half-sized final plans
- Proposal
- Engineer’s estimate
- Construction Work Authorization
- Certification that all railroad and utility agreements, ROW and environmental certifications have been obtained.

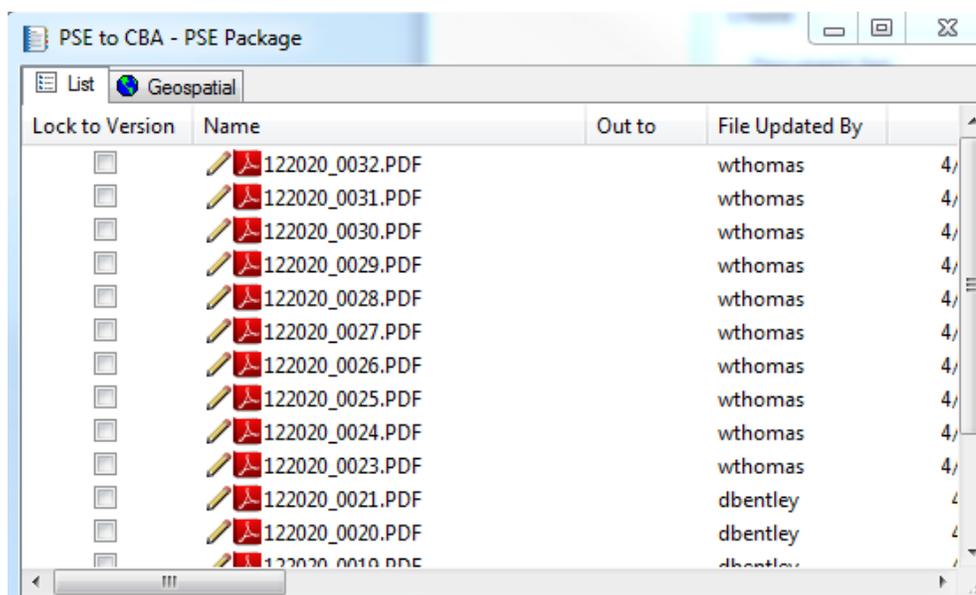
ProjectWise Locations

- (PI\Record Plan Sets\Corrected FFPR Plans)*
- (PI\CST\Administration\Proposal)*
- (PI\PE\Roadway Design\Cost Estimates)*
- (PI\CST\CBA\NTP)*
- (PI\PE\Utilities\SUO\Preconstruction\Documents)*

- a. Enter the name and description of the **Document Set** and click **OK**



- b. Drag the required documents into the set window, Select All, and choose “**Lock to Version**”.



- c. Once the documents are inside the set, either the set or individual documents can be opened and/or exported for printing.