

## Utilities - Railroad Submission Process in ProjectWise

### PM/DPL:

#### 1<sup>st</sup> Submission:

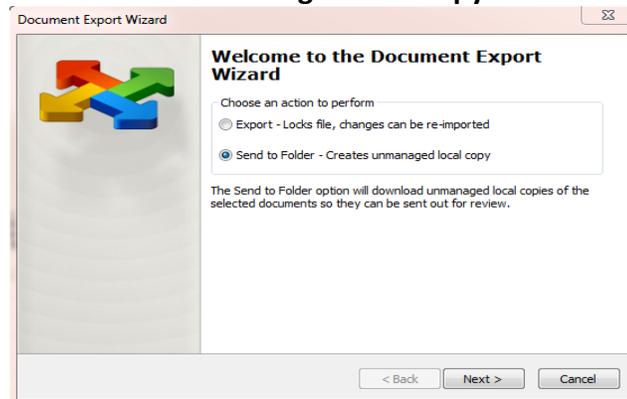
1. After PFPR comments related to RR property have been addressed: The PM/DPL will open and save the [Utilities Railroad Submission checklist](#).
2. PM/DPL will create the “Preliminary Railroad Submission Package” as indicated on the checklist, which includes a write-up of how the project will impact the RR property, a location map, one all-inclusive PDF of only the plan sheets impacting the railroad property (does not exclude the submission of paper plans) and a PDF of drainage calculations if necessary.

All this information should be stored in a [Document Set](#) (named: **First Railroad Submission**) in the *PE\Roadway Design\Utility Submittal\Railroad Initial Submission* folder.

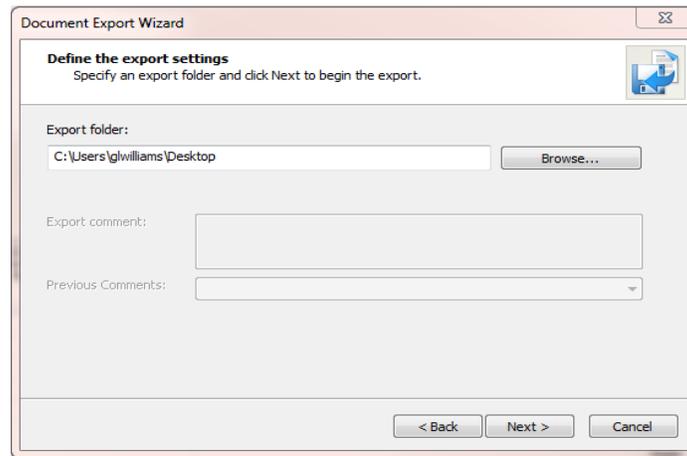
- a. Click on the *PI\PE\Roadway Design\Utility Submittal\Railroad Initial Submission* folder
  - b. Select **Document=>Set=>New**
  - c. Enter **Name: First Railroad Submission** and click on **OK**
  - d. Drag desired files into the newly created document set
  - e. Select **Lock to Version** for all files
  - f. Close the document set
3. PM/DPL sends an email to the State Railroad Liaison Engineer with a link to the *Document Set* (Right-click, **Send To=>Email Recipient with Link...**) in the *PI\PE\ Roadway Design\Utility Submittal\Railroad Initial Submission* folder.

### State Utilities Office (Railroad) Staff:

4. **Export** the *Document Set (First Railroad Submission)* from ProjectWise for RR access and review.
  - a. Right-click and select **Export**
  - b. Select **Send to Folder – Creates unmanaged local copy and click Next**



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



- d. Files will be exported and then click on **Finish**

### **Response to RR submission - State Utilities Office (Railroad) Staff and PM/DPL:**

5. State Railroad Liaison Engineer receives comments by email from the RR and forwards them to the PM/DPL. PM/DPL addresses the comments in the design plans and resubmits a “*Revised Preliminary Railroad Submission Package*”, all this information should be stored in a [Document Set](#) (named: **First Railroad Submission-Revised\_Date**) following steps 2 and 3. This process will repeat until the RR grants “Preliminary Plan Approval”. Afterwards, no submission is due until FFPR.

### **2<sup>nd</sup> Submission:**

1. After FFPR has been requested and comments related to RR property have been addressed, the PM/DPL will create the “Final Plan Railroad Submission Package” in the *PE\Roadway Design\Utility Submittal\Railroad Final Submission* folder following the same steps outlined for the first submission (steps 2 and 3 above).