

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.

SUBMITTAL OF FINAL PLANS

STANDARD FILE-NAMING CONVENTION/LOCATION FOR ALL FINAL PLANS

GDOT-Designed Projects:

1. The DPL shall create the PDF files for the Final Plans directly into the *PI\Record Plan Sets\11 – Final Plans* folder in ProjectWise.
2. The DPL shall rename all files in the *PI\Record Plan Sets\11 – Final Plans* folder to append **FINAL_date** (*underbar FINAL underbar date*) to the end of the existing file name of each file. The date to be used is the *Plans Completed Date* on the cover sheet of the plans.
 - a. Click on the *PI\Record Plan Sets\11 – Final Plans* folder
 - b. Press **F5** to refresh ProjectWise
 - c. Right click on the folder and select **GDOT Batch Rename**
 - d. Enter the *Plans Completed Date* on the cover sheet of the plans into the prompt field and click **OK**
 - e. Press **F5** to refresh ProjectWise and you should see all files renamed.

*If you do not have this tool on your PC, please request that the **ProjectWise Batch Rename Tool** be installed through the [Solutions Center](#).*

Consultant-Designed Projects:

1. The PM shall verify that the files are named according to the standard file naming conventions for electronic plans with the following appended to the end of each file: **FINAL_date** (*underbar FINAL underbar date*). The date to be used is the *Plans Completed Date* on the cover sheet of the plans. If plans are not named as such, the Consultant is to be notified immediately and plans are to be resubmitted in the correct format, verifying that the true Final Plans are being submitted.
2. If/once the plans are correct, the PM shall move the PDF files that are provided from the Consultant for the Final Plans into the *PI\Record Plan Sets\11 – Final Plans* folder in ProjectWise.

3. 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, printing 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.

<u>Content</u>	<u>ProjectWise Locations</u>
- completed final plans**	(PI\Record Plan Sets\11 – Final Plans)**
- special provisions	(PI\PE\Special Provisions)
- electronic earthwork files	(PI\PE\Roadway Design\InRoads)
- soil reports	(PI\PE\Materials\G.E.B\Soil Survey\Reports)
- BFI's	(PI\PE\Materials\G.E.B.\BFI\Reports)
- required information for the Notice of Intent (NOI)	(PI\CST\CBA\EPD Review (NOI))
- Designer's Checklist	(PI\PE\Roadway Design\PM)

****Verified to be the true Final Plan set and named correctly according to the naming convention specified above.**

4. The PM/DPL will send an email link of the **PSE Package** to the CBA inbox (biddingadmin@dot.ga.gov).

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.**
5. The PM/DPL will copy all remaining files (select No Wizard) used to produce the submitted Final Plans into the *PI\Record Plan Sets\11 – Final Plans* folder in ProjectWise.
6. 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](#).
7. The PM/DPL will Set Final Status on all files in the *PI\Record Plan Sets\11 – Final Plans* folder in ProjectWise.
 - a. Right-click on the file(s)
 - b. Select **Change State=>Set Final Status**

CBA – For all PoDI projects (Major and Minor)

1. The Office of Construction Bidding Administration will send the (hard copy) Plans, Specifications, & Estimates (PS&E) package to the FHWA. CBA 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).

<u>Content</u>	<u>ProjectWise Locations</u>
- Half-sized final plans	<i>(PI\Record Plan Sets\11 – Final Plans)</i>
- Proposal	<i>(PI\CST\Administration\Proposal)</i>
- Engineer’s estimate	<i>(PI\PE\Roadway Design\Cost Estimates)</i>
- Construction Work Authorization	<i>(PI\CST\CBA\NTP)</i>
- Certification that all railroad and utility agreements, ROW and environmental certifications have been obtained.	<i>(PI\PE\Utilities\SUO\Preconstruction\Documents)</i>

- 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.