Submission of Plans to Reproduction Section for Lettings

GDOT STANDARD FILE FORMAT

The standard electronic file format for the Department is as follows:

- PDF (.PDF)
- 200 dpi resolution (min.)
- Rotated correctly (rotated such that the bottom of the sheet image is parallel to the bottom of the screen when viewed)
- Single page PDF files (a single page PDF for each sheet - No multi-page PDF files)

STANDARD FILENAME STRUCTURE

All electronic plan filenames shall comply with one of the two following naming conventions based on the stage of the plans.

1) **Non-Drawing Number Format:** File-names shall begin with the PI Number, followed an underscore and numbered consecutively in increments of 0001. For example, if the PI Number is 123456, the cover sheet will be named 123456_0001.pdf, with the next sheets being named 123456_0002.pdf, 123456_0003.pdf, etc.

2) **Drawing Number Format:** File-names shall begin with the PI Number, followed an underscore and then the drawing number, following the format of PI#_Section#-xxxxiii. For example, if the PI Number is 123456, the plan sheets will be named 1234567_13-0001, 1234567_13-0002, etc.

For submission of Use on Construction Revisions, the revisions shall be submitted in the same format of the plans. If the project was converted or submitted for Letting in non-Drawing Number format, then the revisions shall be submitted in non-Drawing Number format. If the project was converted or submitted for Letting in Drawing Number format, the revisions shall be submitted in Drawing Number format. Projects will not contain a mixed format of Drawing Numbers and non-Drawing Numbers. The format must be consistent throughout the plans.

ADVERTISEMENT/LETTING SUBMISSION WORKFLOW

PM / DPL

1. Place (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.)**

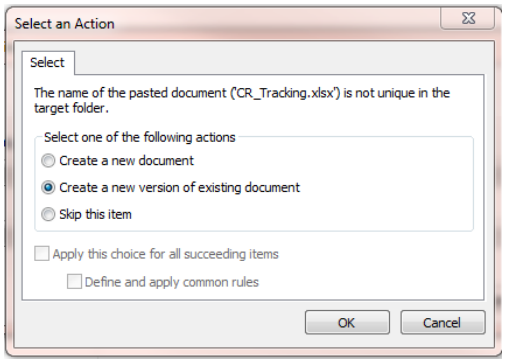
   NOTES:
   - **These plans MUST be the most up to date FINAL PLANS**
   - **These plans MUST comply with the standard file-naming convention**
     - **These plans MUST include the appending of *"_FINAL_date"* to the filename. The "*date*" shall be the Plans Completed Date on the cover sheet. No plans will be accepted that do not correspond to this naming convention. (ie: 1234567_0001_FINAL_122216.pdf or 1234567_13-0001_FINAL_122216.pdf)**
   - **Files named as such shall be deemed to be the latest Final Plans submitted by the PM which include any revisions since Final Plan submission.**
   - **Any subsequent revisions to the plans will not change the "*date*" used in the file-name of the revised plans since the Plans Completed Date never changes.**

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

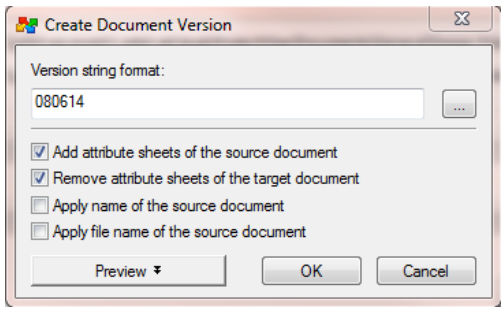
EDM STAFF

1. Perform QC on the submitted plans. If errors are found, the PM shall be notified and the corrections will be made and resubmitted by the PM 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*)



EDM STAFF

2. Once plans are deemed acceptable:
   a. Create a document set of the files for Engineering Services.
      - Navigate to the *PI\Print Job* folder
      - In the right window, right-click and select **Set=>New**
      - **Name**: *Engineering Services Plans*
      - With the document set still open on your screen, navigate to the *PI\CST\Construction Plans\Current Plans* folder.
      - Select all the files in the *PI\CST\Construction Plans\Current Plans* folder.
      - Drag and drop the files into the newly created document set
      - Select **Lock to Version** for all files
      - Close the document set
      - Once the Document Sets are setup for all projects on the *Order Form Reproduction Office* , notify the Print Room staff that all projects on the *Order Form Reproduction Office* are ready for printing.
        - Print Room staff will:
          1. Navigate to the *PI\Print Job* folder in ProjectWise for each project on the *Order Form Reproduction Office*.
          2. Export all files outside ProjectWise for printing.

   b. Notify the PM/DPL of acceptance

PM / DPL

PM / DPL

(Upon notice of acceptance of plans)

1. 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. 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. Complete the document properties for the plans in the *12 – Bid Set - Letting* folder in ProjectWise.
   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: *Working Plans*
      Click on **OK**

4. 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**

EDM STAFF	1. Complete 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:** *Construction Plans* Click on **OK**
EDM STAFF	2. 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 and close the Document Set
EDM STAFF	3. Perform an "unmanaged export" out of ProjectWise for the submitted files in order to process them for submission to the contract 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**