Survey Data Process: Initial Submittals and Enhancements

General:

For the initial submittal, all files will reside in the project *Location Database* folders until ready to be submitted to the Designer/PM.

1. Once all files are ready for submittal, the SDE will notify the State Location Bureau by email upon file completion such that QA can be performed.

2. The State Location Bureau, after QC/QA is performed on the files, shall notify the Designer/PM that the files have been submitted to them, including the names and locations of all files being submitted.

Initial Submittal:

1. All files will be placed in to the appropriate project *Roadway Design* folders (ie: *InRoads*, *DGN-V8i*, etc.) by the State Location Bureau.
   - PI#_TOPO.dgn *DGN-V8i*
   - PI#_PROP.dgn *DGN-V8i*
   - PI#_UTLE.dgn *DGN-V8i*
   - PI#_SDE.alg *InRoads*
   - PI#_SDE.dtm *InRoads*
   - Property Statistics Report *InRoads*
   - Other information *Correspondence\Incoming*

   <u>NOTE</u>: The Survey Control Package will be available from the *Location Database\Survey\Control Packages* folder.

2. Once received, the Designer/PM will need to rename the InRoads files and DGN files to comply with standard naming conventions.
   - PI#_SDE.alg => PI#_Design.alg
   - PI#_SDE.dtm => PI#_Exist.dtm
   - PI#_TOPO.dgn => PI#TOPO.dgn (remove "_")
   - PI#_PROP.dgn => PI#PROP.dgn (remove "_")
   - PI#_UTLE.dgn => PI#UTLE.dgn (remove "_")

Enhancements:

To ensure the integrity of the surveyor's files and the designer's files, two separate sets of InRoads files (DTM, ALG) will be maintained. The survey DTM and ALG files will be maintained in the project's *Location Database* folders and the Designer's DTM and ALG files will be maintained in the project's *InRoads* folder. Only ONE set of DGN files will be maintained after initial submittal and they will be maintained in the project's *Roadway Design\DGN-V8i* folder.

For enhancements:

1. The Designer/PM will create a date sub-folder (named the date of the request – ie: *111515*) under the project's *Roadway Design\ InRoads or CAiCE\Enhancements* folder. When the request has been completed, all InRoads or CAiCE files for the requested enhancement will be placed in this folder by the State Location Bureau staff for use by the Designer/PM.

2. The Designer/PM will complete the enhancement request form and place it, and all associated files, in the project's *Location Database\Survey\Request* folder in ProjectWise.

3. The Designer/PM will then send an email to the State Location Bureau to make them aware of the request.

4. The State Location Bureau staff will create a date sub-folder (named the date of the request – ie: *111515*) under the *Location Database\Survey\Request* folder. All files associated with the current request will be moved to the newly created date sub-folder such that the *Request* folder is kept clean.

NOTE: All files related to work on enhancements performed by the SDE shall be kept in the *Location Database\Survey\District Survey* folder.

5. Once the enhancement work is complete by the SDE, the SDE shall notify the State Location Bureau by email that the files are ready for QC.

6. Once QC is complete, the State Location Bureau will place the updated InRoads files in the project's *Roadway Design\InRoads\Enhancements\Date* folder for access by the Designer/PM.
   NOTE: The Designer/PM will copy the files to the *InRoads* folder for work.

   a. DTM:
      The Designer/PM will receive a new PI#_SDE.dtm from the SDE when Enhancements are requested and incorporated for Surface Data. After receiving the updated DTM, the Designer/PM will:
      i. Delete their PI#_Exist.dtm
      ii. Rename the new PI#_SDE.dtm to PI#_Exist.dtm

b. <u>ALG (additional property or additional existing alignment enhancements)</u>:
After receiving the updated ALG, the Designer/PM will:
   i. Delete out all Survey Data from the PI#_Design.alg file in which he is working.
   ii. Import all Survey Data from the revised PI#_SDE.alg to the PI#_Design.alg in which he is working, using the LandXML Translator.

<u>NOTE for CAiCE projects</u>:

1. The SDE will create the SRV files, KCM files, and the EXIST.zip file for enhancements. (This includes the 13 files that compose the EXIST.DTM).
2. The SDE shall notify the State Location Bureau by email that the files are ready for QC.
3. Once QC is complete, the State Location Bureau will place the updated CAiCE files in the project's *Roadway Design\CAiCE\Enhancements\Date* folder for access by the Designer/PM.

   <u>NOTE</u>: All files will then need to be exported out to the local hard drive for use in CAiCE. It is critical that the submitted files be kept in ProjectWise to ensure they are located with the remainder of the project record set.

4. The DGN files will be enhanced following the same process below except the DGN files will reside in the *Roadway Design\DGN-V7* folder.

7. For all enhancements to the PI#TOPO.dgn file, the PI#PROP.dgn file, or the PI#UTLE.dgn file, the SDE will work in the existing DGN files in the project's *Roadway Design\DGN-V8i* folder. The SDE will:
   a. **Create a back-up copy of each affected DGN file before performing any work.**
      - Right-click the DGN file ➔**Copy To**
      - Append the date of the enhancement request to "**Document Name**" ➔***OK***
        Example: 0009988TOPO-**070715**.dgn
   b. Check-out the original "undated" files in ProjectWise from the DGN folder
   c. Make the required enhancements (add driveway, update parcel, etc.)
   d. Check the files back in.

8. Once all work is completed by the SDE, the SDE will place all completion documentation in the *Location Database\Survey\Request* folder and will notify the State Location Bureau that the files are ready for QA.

9. Once QA is complete, the State Location Bureau will send an email to the Project Manager to notify them that the files are available for use, including the names and locations of all files being submitted.

Since the SDE will be working in the files in the project's *DGN-V8i* folder, there is no longer any need to send a complete new file as in the past, eliminating the need to move the file across the network and to eliminate the need for the Designer/PM to redo any work they had done to eliminate clutter from the plans by moving text, etc. in the DGN files.