ELECTRONIC PLANS PROCESS

QUICK USER REFERENCE

Version Number: 01.02

Date: August 20, 2010

Georgia Department of Transportation
Office of Design Policy & Support
Engineering Document Management
600 W. Peachtree Street
Floor 25
Atlanta, GA 30308

Revision History

DATE	DESCRIPTION OF REVISION
7/28/10	Revised RW Revision flowchart to remove PM creating images / Added RW Memo to document
8/20/10	Updated RW Process Flowcharts

Table of Contents

SECTION 1 – GENERAL INFORMATION

STANDARD PROJECT FOLDER STRUCTURE
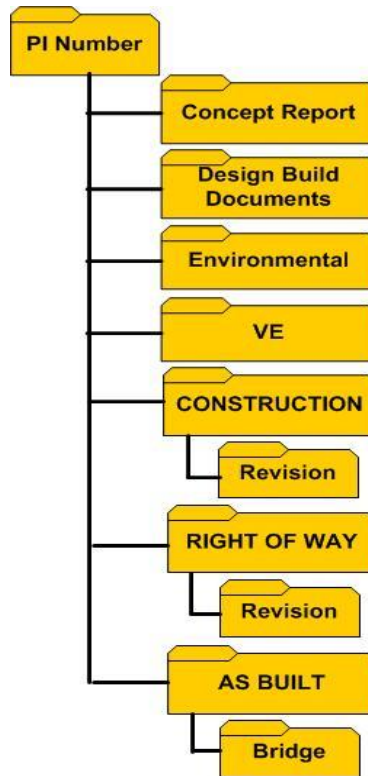
Figure 1-1 – "*ArchiveStore*" Folder Structure Diagram
(\\gdot.ad.local\gdot\Preconstruction\RoadDesign\ArchiveStore\ )

STANDARD FILE FORMAT

- PDF (.PDF)
- 200 dpi resolution
- Full size
- Monochrome
- Rotated correctly (rotated such that the bottom of the sheet image is parallel to the bottom of the screen when viewed)
- Adobe Version 7+
- Single page PDF files (a single page PDF for each sheet - No multi-page PDF files)

STANDARD FILENAME STRUCTURE

PI Number, followed an underscore and numbered consecutively in increments of 0001
(Example: 123456_0001.pdf, with the next sheets being named 123456_0002.pdf)

SECTION 2 - LETTING PLANS PROCESSES

MAJOR ROADWAY PROJECTS

All Project Managers shall submit plans to Design Policy & Support – Engineering Document Management staff **by 10:00AM** on the "Original Plans to Reproduction Section" date on the Letting Schedule in one of two formats:

1) Hard-copy paper (*Brent Story, State Design Policy Engineer, Attn: Design Services Supervisor*)
2) Electronic plans (see requirements below)
.

Electronic Plans Submission Requirements

General Requirements
- ✓ Images scanned in correct sheet order
- ✓ Images scanned according to Department standards as PDF at 200 dpi
- ✓ Images named according to Department standards

Two methods of electronic submittal

CD/DVD	SERVER LOCATION

CD/DVD

- ✓ CD/DVD labeled with Project Number, PI Number, County, and Month of Letting

- ✓ Submittal of signed verification form in CD/DVD case

SERVER LOCATION

- ✓ PDF images placed in the following location under a PI Number folder that the Project Manager is responsible for creating:
  \\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\Letting Files\

- ✓ Verification form included in the folder created above with the images as verification of QA

- ✓ Send email to Design Services Supervisor and EDM@dot.ga.gov with subject line of *"Letting Files"* to notify of availability of plans

Verification Form available at http://topps/homeoffs/preconstruction/roaddesign/downloads.shtml under the link "Electronic Letting Files Submittal Form".

LOCAL LET PROJECTS

Projects are not to be submitted until the Project Manager has confirmed that the project has been AWARDED.

## Three methods of submittal

CD/DVD

- ✓ CD/DVD containing all submitted projects (more than one project can be placed on the CD/DVD)
- ✓ CD/DVD labeled with PI Numbers of all projects contained on it
- ✓ Submit to Design Services Supervisor by transmittal letter with a subject of "Local Let Project"

SERVER LOCATION (PCCOMMON)

- ✓ Locate standard folder under PCCOMMON: \\gdot.ad.local\gdot\Preconstruction\RoadDesign\PCCOMMON\Printroom Request Images\
- ✓ Locate appropriate sub-folder for office:
  - 📁 Printroom Request Images
    - 📁 District 1 (Gainesville)
    - 📁 District 2 (Tennille)
    - 📁 District 3 (Thomaston)
    - 📁 District 4 (Tifton)
    - 📁 District 5 (Jesup)
    - 📁 District 6 (Cartersville)
    - 📁 District 7 (Metro)
    - 📁 General Office (One Georgia Center)
      - 📁 123456_12-4-08
    - 📁 OEL (Office of Environment_Location)
    - 📁 TMC
- ✓ Create project folder *PI Number, underbar, the date that the images are scanned (ie: 123456_12-4-08)*
- ✓ Place plan images in folder
- ✓ Send email to Design Services Supervisor and EDM@dot.ga.gov with subject line of *"Local Let Files"* to notify of availability of plans

HARD-COPY
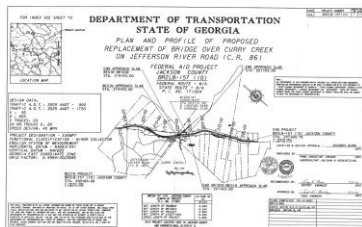
- ✓ Submit plans to the Design Services Supervisor by transmittal letter with a subject of "Local Let Project"

MAINTENANCE (LETTER-SIZE) PROJECTS

Starting with the April 16, 2010 Letting, all maintenance (letter-size) projects will be submitted to the Engineering Document Management (EDM) Group in the Office of Design Policy and Support for publishing for research purposes.

```
┌──────────────────┐      ┌──────────────────┐      ┌──────────────────┐
│                  │      │                  │      │                  │
│  Project Awarded │ ───▶ │   Amendments     │ ───▶ │  Submission of   │
│                  │      │    Included      │      │     Plans        │
│                  │      │                  │      │                  │
└──────────────────┘      └──────────────────┘      └──────────────────┘
```

(\\gdot.ad.local\gdot\Preconstruction\ RoadDesign\Pccommon\Printroom Request Images\Letting Files\Maintenance Files)
(Multi-Page PDF Format)

✓ Send email to Design Services Supervisor and EDM@dot.ga.gov with subject line of *"Maintenance Project Letting Files"* to notify of availability of plans

SECTION 3 - "USE ON CONSTRUCTION"/"AMENDMENT" REVISION AND BRIDGE AS-BUILT PROCESS FOR AWARDED PROJECTS

Further Reference

Appendix "H" of the Plan Development Process
(http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/PDP/4050-1.pdf)

Plan Revision Procedures Flowchart in Appendix A in this document.

Plan revisions must be submitted with a Transmittal Letter as follows:
- To *Brent Story, State Design Policy Engineer, Attn: Design Services Supervisor*
- Subject line of *Use On Construction* or *Bridge As-Built Plans* as appropriate

Plan revisions may be submitted by Design in one of two formats:

HARD-COPY
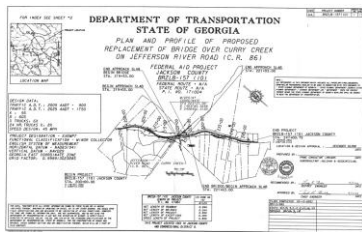
✓ Transmittal letter

✓ Plans
- Clearly labeled as *"Use on Construction"* or *"Amendment"* revisions

✓ Standard Print Room Work Order Form

SERVER LOCATION (PCCOMMON)

✓ Locate standard folder:
\\Gdot.ad.local\gdot\Preconstruction\RoadDesign\RD14\Use On Construction\

✓ Create a *PI Number, underbar, Date* sub-folder (*ie: 123456_5-13-09*)

✓ Transmittal letter **

✓ Scan or place electronic sheet images in the PI Number sub-folder just created

✓ Verify filenames conform to standards in **Section 1.** (**1st file will always be the transmittal letter named *PI Number_0000.pdf*)

✓ Email Standard Print Room Work Order Form to Print Room e-mail address: (*printroom@dot.ga.gov*)

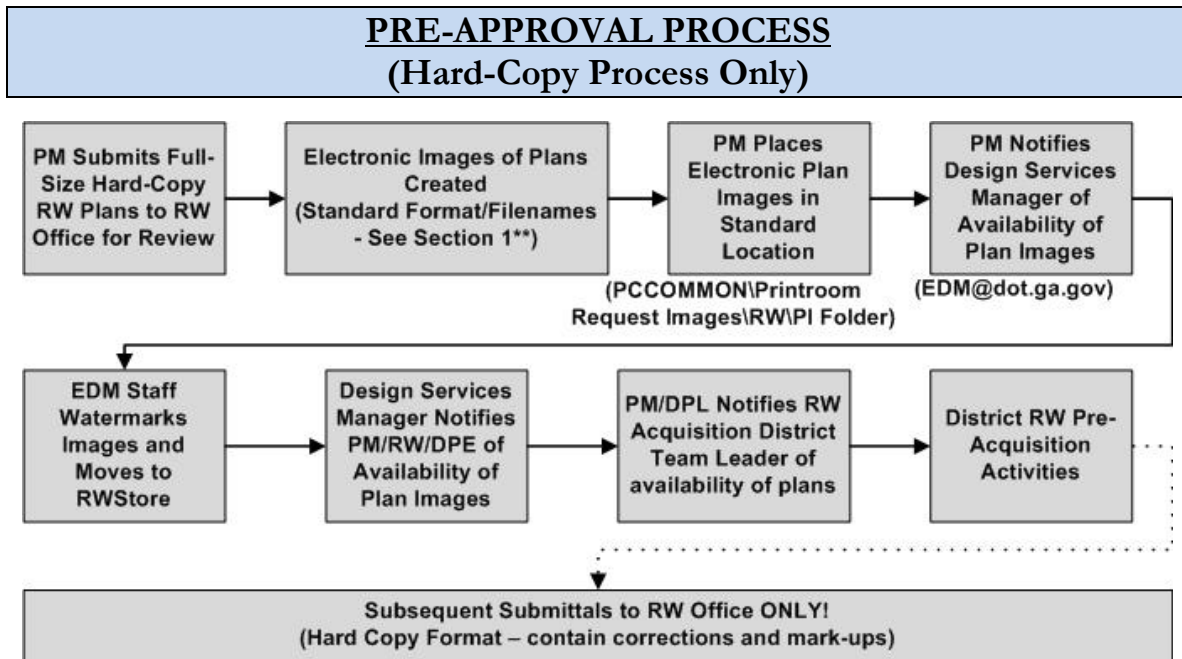## SECTION 5 - CONSTRUCTION AS-BUILT PLANS PROCESS

Once construction is complete and all changes have been recorded on the "As-Built" plans, the plan set is to be submitted directly to the Office of Design Policy & Support
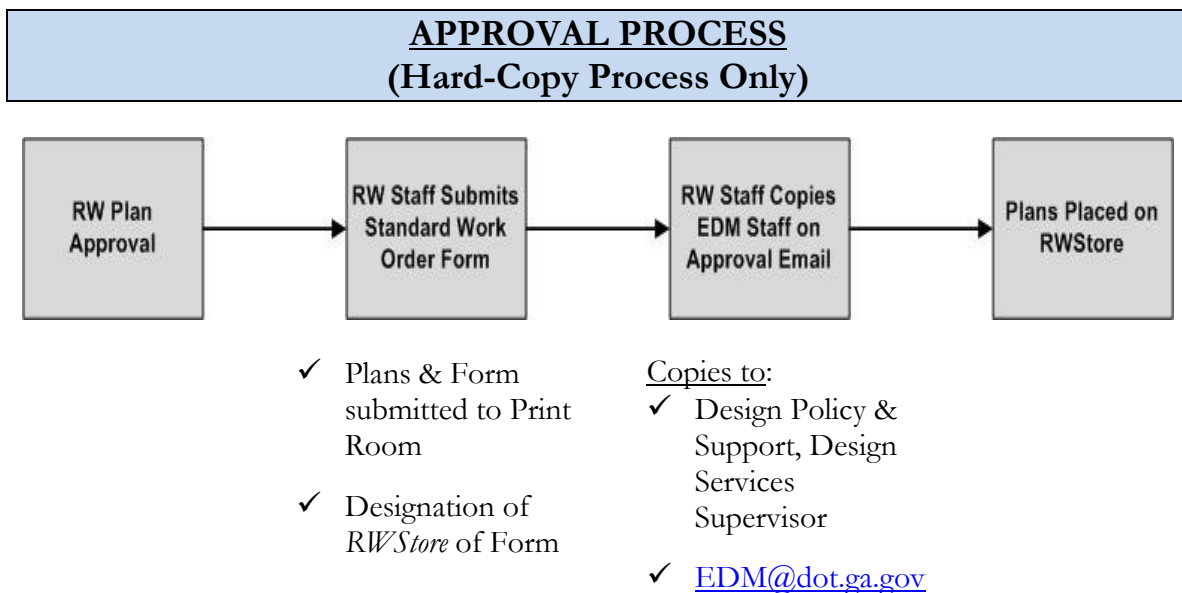

- ✓ Submit plans and Transmittal Letter to *Office of Design Policy & Support, State Design Policy & Support Engineer, Attn: Design Services Supervisor*

- ✓ Specific contact information contained in Transmittal Letter

- ✓ Plans clearly designated as "AS-BUILT PLANS"

SECTION 6 - ELECTRONIC RW PLANS PROCESS

The Electronic RW Plans Process consists of three sub-processes: (1) Pre-Approval Process, (2) Approval Process, (3) Revision Process.
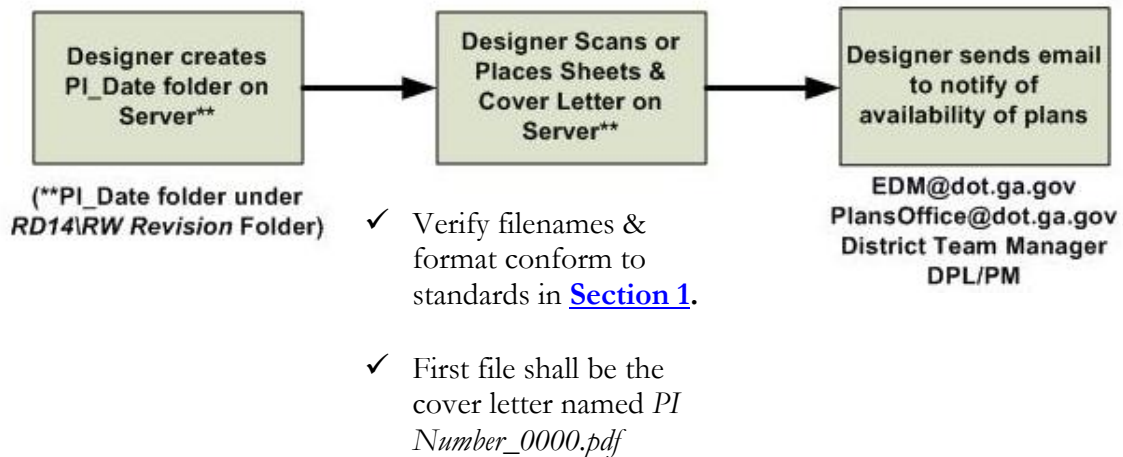
PRE-APPROVAL PROCESS
(Hard-Copy Process Only)

PM Submits Full-Size Hard-Copy RW Plans to RW Office for Review → Electronic Images of Plans Created (Standard Format/Filenames - See Section 1**) → PM Places Electronic Plan Images in Standard Location (PCCOMMON\Printroom Request Images\RW\PI Folder) → PM Notifies Design Services Manager of Availability of Plan Images (EDM@dot.ga.gov)

EDM Staff Watermarks Images and Moves to RWStore → Design Services Manager Notifies PM/RW/DPE of Availability of Plan Images → PM/DPL Notifies RW Acquisition District Team Leader of availability of plans → District RW Pre-Acquisition Activities

Subsequent Submittals to RW Office ONLY!
(Hard Copy Format – contain corrections and mark-ups)

**[Section 1](#)

APPROVAL PROCESS
(Hard-Copy Process Only)

RW Plan Approval → RW Staff Submits Standard Work Order Form → RW Staff Copies EDM Staff on Approval Email → Plans Placed on RWStore

✓ Plans & Form submitted to Print Room

✓ Designation of *RWStore* of Form

Copies to:
✓ Design Policy & Support, Design Services Supervisor

✓ EDM@dot.ga.gov
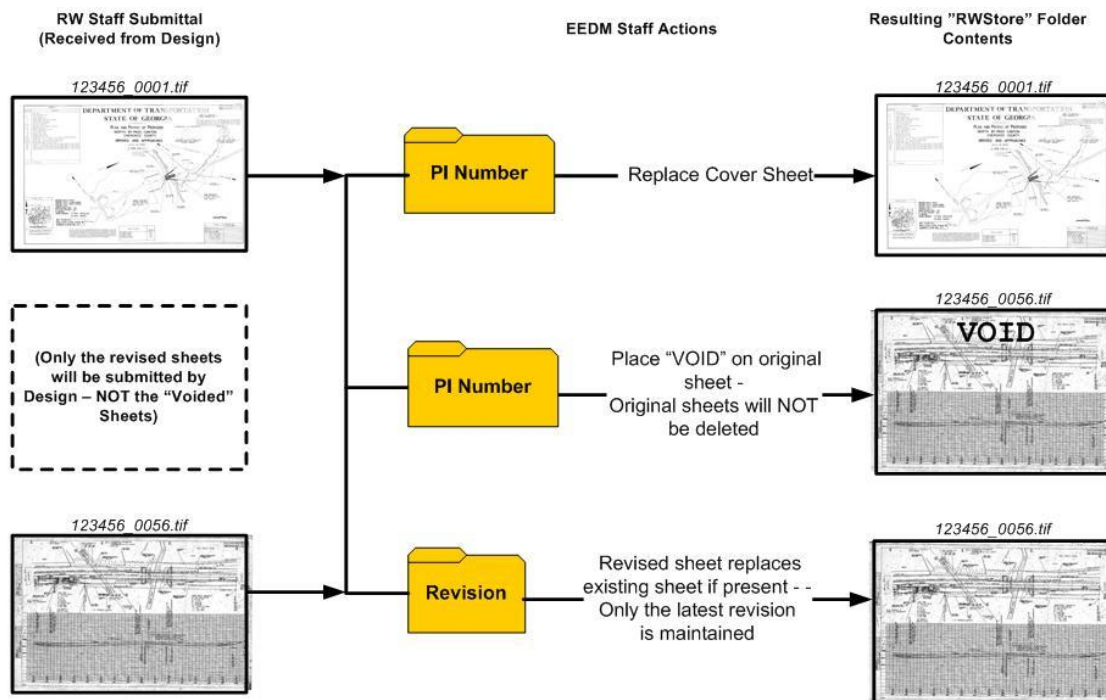
RW REVISION PROCESS
(Electronic Process Only)

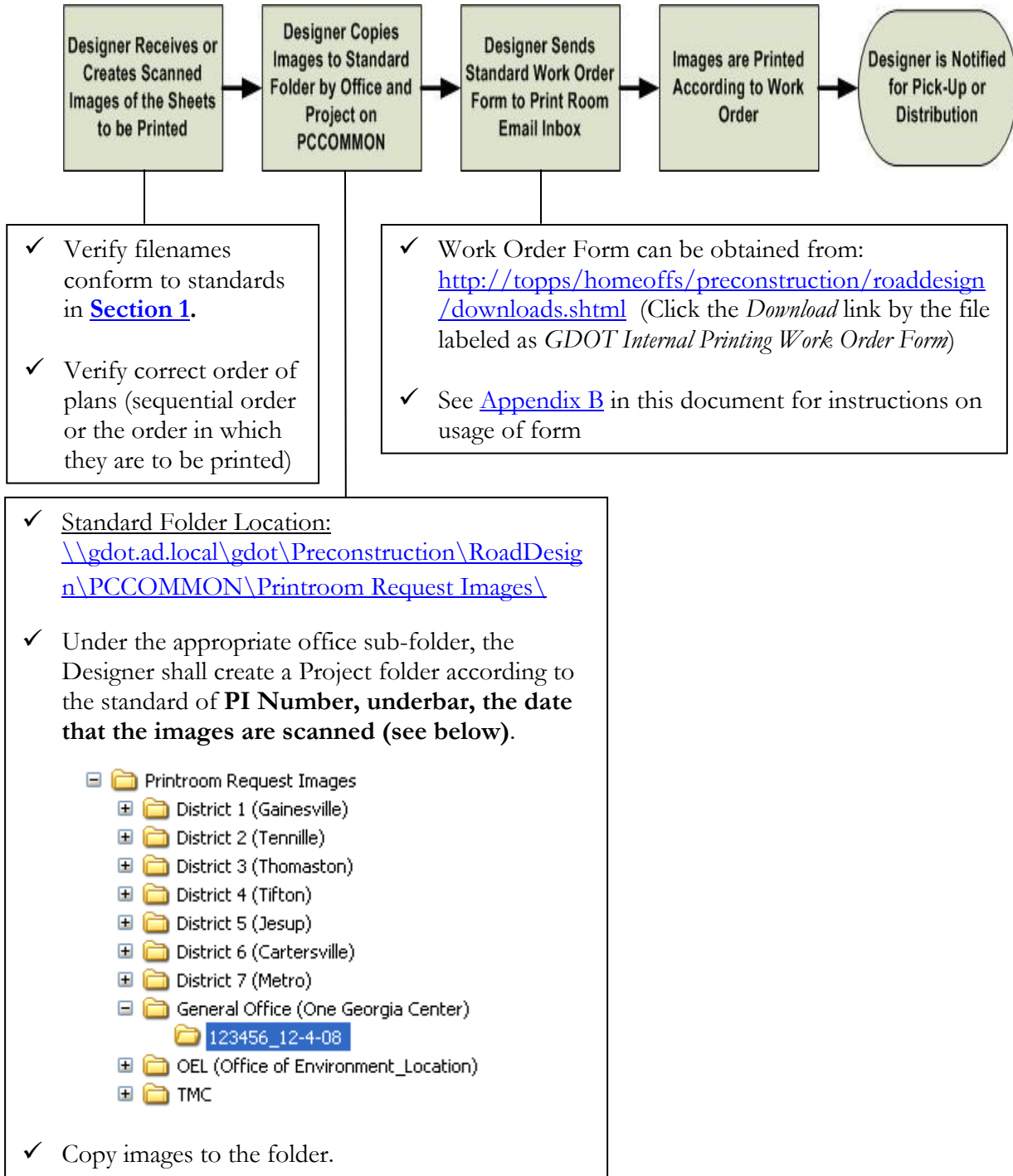All RW revisions will be submitted as directed in <u>Right of Way Memo Number 2010-01</u>.

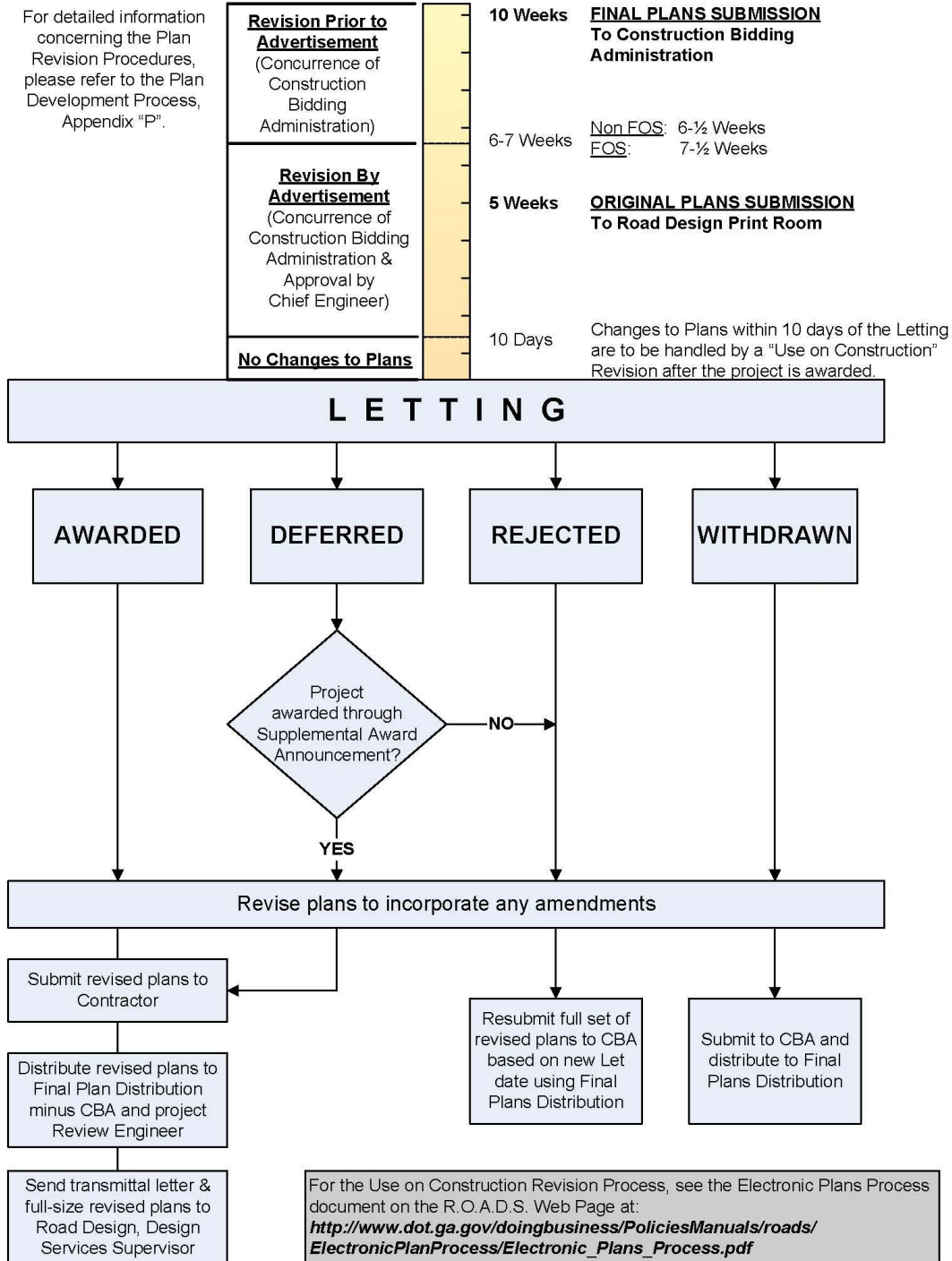**Electronic Right of Way Plan Revision User Process Flowchart**

Electronic Right of Way Plan Revision Diagram
(FOR INFORMATION PURPOSES ONLY)

SECTION 9 – ELECTRONIC PLANS REPRODUCTION PROCESS

Designer Receives or Creates Scanned Images of the Sheets to be Printed	Designer Copies Images to Standard Folder by Office and Project on PCCOMMON	Designer Sends Standard Work Order Form to Print Room Email Inbox	Images are Printed According to Work Order	Designer is Notified for Pick-Up or Distribution

✓ Verify filenames conform to standards in **Section 1**.

✓ Verify correct order of plans (sequential order or the order in which they are to be printed)

✓ Work Order Form can be obtained from: http://topps/homeoffs/preconstruction/roaddesign/downloads.shtml (Click the *Download* link by the file labeled as *GDOT Internal Printing Work Order Form*)

✓ See Appendix B in this document for instructions on usage of form

✓ Standard Folder Location: \\gdot.ad.local\gdot\Preconstruction\RoadDesign\PCCOMMON\Printroom Request Images\

✓ Under the appropriate office sub-folder, the Designer shall create a Project folder according to the standard of **PI Number, underbar, the date that the images are scanned (see below)**.

```
☐ 📁 Printroom Request Images
    ⊞ 📁 District 1 (Gainesville)
    ⊞ 📁 District 2 (Tennille)
    ⊞ 📁 District 3 (Thomaston)
    ⊞ 📁 District 4 (Tifton)
    ⊞ 📁 District 5 (Jesup)
    ⊞ 📁 District 6 (Cartersville)
    ⊞ 📁 District 7 (Metro)
    ☐ 📁 General Office (One Georgia Center)
          📁 123456_12-4-08
    ⊞ 📁 OEL (Office of Environment_Location)
    ⊞ 📁 TMC
```

✓ Copy images to the folder.

APPENDIX A – PLAN REVISION PROCEDURES FLOWCHART

Plan Revision Procedures Flowchart

For detailed information concerning the Plan Revision Procedures, please refer to the Plan Development Process, Appendix "P".

Revision Prior to Advertisement
(Concurrence of Construction Bidding Administration)

Revision By Advertisement
(Concurrence of Construction Bidding Administration & Approval by Chief Engineer)

No Changes to Plans

10 Weeks	**FINAL PLANS SUBMISSION** **To Construction Bidding Administration**
6-7 Weeks	Non FOS: 6-½ Weeks FOS: 7-½ Weeks
5 Weeks	**ORIGINAL PLANS SUBMISSION** **To Road Design Print Room**
10 Days	Changes to Plans within 10 days of the Letting are to be handled by a "Use on Construction" Revision after the project is awarded.

L E T T I N G

AWARDED | **DEFERRED** | **REJECTED** | **WITHDRAWN**

Project awarded through Supplemental Award Announcement?

NO

YES

Revise plans to incorporate any amendments

Submit revised plans to Contractor

Distribute revised plans to Final Plan Distribution minus CBA and project Review Engineer

Send transmittal letter & full-size revised plans to Road Design, Design Services Supervisor

Resubmit full set of revised plans to CBA based on new Let date using Final Plans Distribution

Submit to CBA and distribute to Final Plans Distribution

For the Use on Construction Revision Process, see the Electronic Plans Process document on the R.O.A.D.S. Web Page at:
http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/ ElectronicPlanProcess/Electronic_Plans_Process.pdf

APPENDIX B – GDOT STANDARD WORK ORDER FORM INSTRUCTIONS

Print Room Work Order Form

| Submit by Email | Print Form |

Date Ordered:

Date Needed:

Ordered By:

Name:

Phone Number:

Project Number:

PI Number:

County:

Office:

Georgia Department of Transportation
Print Room Services
600 W. Peachtree Street
Floor 1
Atlanta, GA
30308
Phone: 404-347-0600
Email: printroom@dot.ga.gov

Type of Request:

☐ **PFPR / FFPR** — *Preliminary/Final Field Plan Review* — *Prints / ReviewStore*

☐ **UOC / Bridge As-Built** — *Use on Construction/Bridge As-Built Revisions* — *Distribution / Processing*

☐ **General Printing** — *Includes Final Plans, Amendments, Etc.* — *Prints Only*

Source of Plans:

☐ **Hard-Copy** ☐ **Previous Submission** *(General Prints Only)*

☐ **RWStore** *(RWStore Prints)*

☐ **ArchiveStore** *(ArchiveStore Prints - see options below)*

　　Print images in: ☐ **Construction Folder** Sheets: `ALL`

　　　　　　　　　 ☐ **Revision Folder** Sheets: `ALL`

☐ **PCCOMMON\Printroom Request Images** [▾] [　　] *(General Printing)*

☐ **RD14\Use On Construction** [　　] *(Use on Construction Revisions)*

Size/Number of Prints:

☐ **Half-Size Prints** **Number of Sets:** [　　]

NOTE: Full-Size plans are only to be requested for: (1) Final Plan submission to Contracts Bidding or District Construction, (2) RW Plan submission, or (3) <u>Limited</u> Utility submissions (at the discretion of the District Utility Engineer).

☐ **Full-Size Prints** **Number of Sets:** [　　]

Comments/Additional Information:

Revised 4/16/10

1) <u>Select the type of printing request</u>: (1) PFPR/FFPR, (2) Use on Construction Revisions/Bridge As-Built Revision, (3) General Printing
2) <u>Select the source of your plans</u>: Hard-copy, Previous Submission, ArchiveStore / RWStore, PCCOMMON (complete text field with correct Office folder and PI-Date sub-folder – see tool tip on form for example), RD14 (complete text field with actual PI-Date folder name – see tool tip on form for example)
3) <u>Specify the desired number of sets</u> of full or half-size plans in the next section.
4) <u>Include any additional information</u> or comments in the box at the bottom.

<u>To save the form</u>:
Click on the diskette icon in the toolbar or select *File=>Save*.

<u>To print</u>:
Click on the **Print Form** button in the top right corner of the form. It will automatically open the Windows printing dialog to select your printer, etc.

<u>To email</u>:
Click on the **Submit by Email** button in the top right corner of the form and the form will be sent to the Print Room email address as documented below.

- ✓ The *Select Email Client* dialog will appear and just make sure the first option of **Desktop Email Application** is selected and click on **OK**.

- ✓ **ONE TIME TASK**: If the *Send Data File* dialog appears, click the **Don't Show Again** checkbox and then click on **Send Data File**. (The dialog will not appear again.)

- ✓ A new Outlook email message will be automatically opened with the completed PDF Work Order Form attached , the Print Room email address already in place, and a standard Subject inserted. If you want to edit the subject line to include the project number, etc. you can do so and then click on **Send**.

- ✓ **ONE TIME TASK**: If the *Email Confirmation* dialog appears, click the **Don't Show Again** checkbox and then click on **Close**. (The dialog will not appear again.)

<u>Automation Features</u>:
- ➢ <u>Auto-entry text</u>: If you do not save the form and open the same downloaded form, previously entered information will automatically appear when typing in text to save time. Basically, it has an auto-entry text feature in the form.

- ➢ <u>Calendar Date Fields</u>: The date fields are now calendars that allow for easy entry of submitted and needed dates.

APPENDIX C – ELECTRONIC PLANS RESEARCH PROCESS

1) First, go to the main GDOT Homepage at www.dot.ga.gov

2) From the main section, select *Doing Business.*
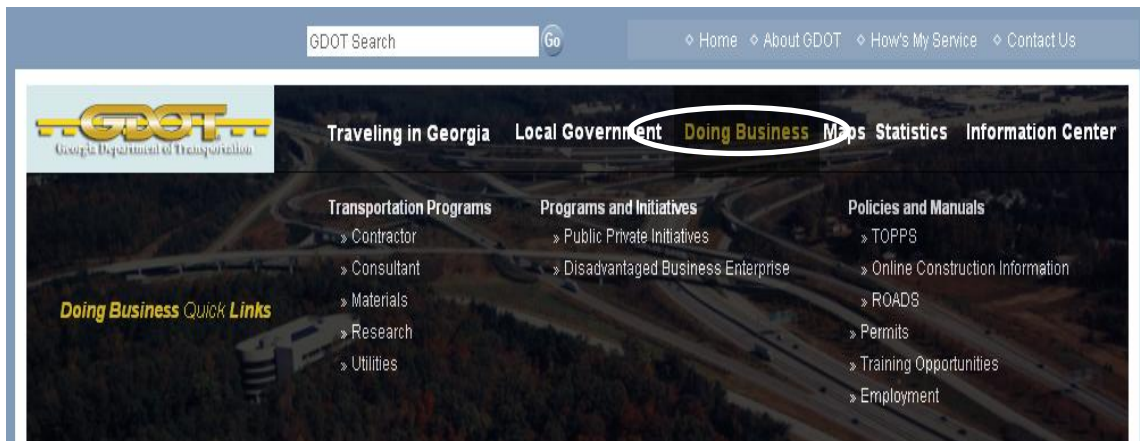
3) From the *Quick Links* menu on the right side of the screen, select *Historical Plans Research.*
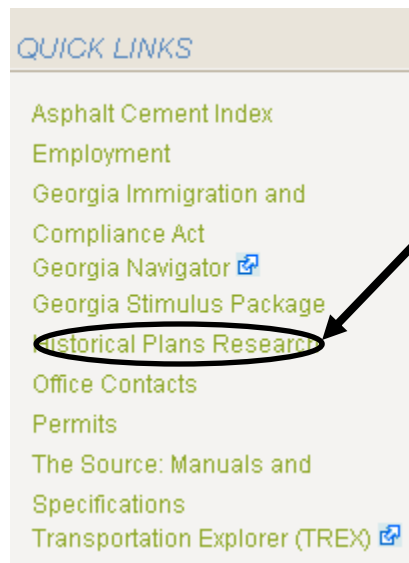
4) From the **Historical Plans Research** web page, you can access all of the options for performing research documented below.

TRANSPORTATION EXPLORER (TREX)

TREX provides you with an easy to use map and search capability to locate project plans. Though the search functions are a bit limited, the graphical interface makes it easy to use if you know the exact location for which you are looking.

First, make sure the "Find" parameter is set to "Projects" or "Completed Projects" based on the type of project for which you are searching.

- Projects – Projects that have been LET to Construction and are still considered "Under Construction" (Final Acceptance has not been received)
- Completed Projects – Projects for which Final Acceptance has been received

Then select your searching options: County, PI Number, Project Number (any part of or the whole project number), Project Description (any part of the project description you may know).

Then, simply click "Go"… and any matching projects will be returned on the right side of the map.
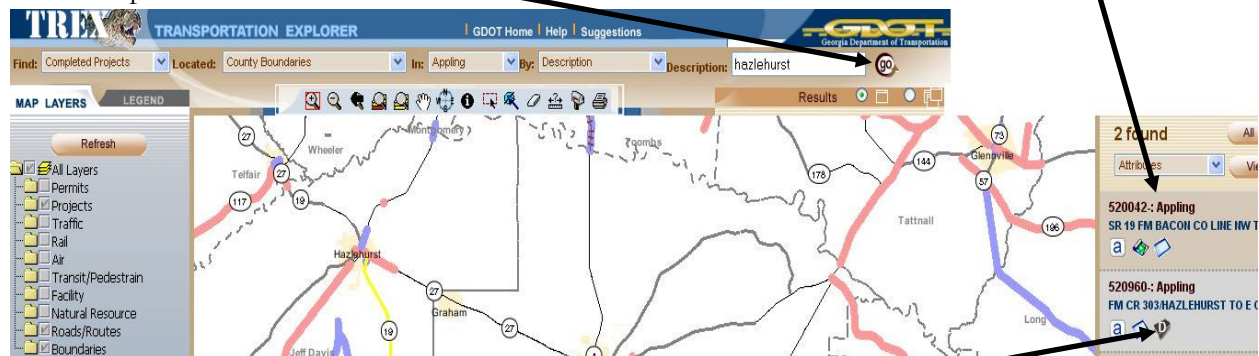
CLICK ON A "PLANS" ICON "A" (ARCHIVESTORE) IF PRESENT TO BEGIN REVIEWING THE PLAN SHEETS.

ELECTRONIC PLANS SEARCH APPLICATION

This application provides extended searching capabilities that allow you to enter any pieces of information you may know about the location of the project for which you are searching and it will return all projects meeting that criteria. From there, you can narrow your search until you find the plans for which you are looking.

First, enter the information you know about the project in question in the screen below and then click the **Submit** button at the bottom of the screen.

Next, if there are any matching projects, they will be listed in a new window below the search screen.

Search Results

2 Road Design Plans matching your search were found.

PROJECT ACCOUNTING NO.	PROJECT ID	DOCUMENT TYPE	PROJECT DESCRIPTION	COUNTY
S0608(1)	H001643	CONSTRUCTION	HOLTON CHURCH-ALMA ROAD	Bacon
S-0608(2)	H001644	CONSTRUCTION	DIXIE SCHOOL-ALMA ROAD	Bacon

Once you select a project from the links in the first column, the following screen will be displayed, allowing you to choose the sheets you would like to download.

Click on the "+" next to the sheet types to reveal the actual sheets for that sheet type. Once you have selected the sheets you desire, click the **Download Selected** button to download a Zip file containing the TIF or PDF images of the selected sheets.
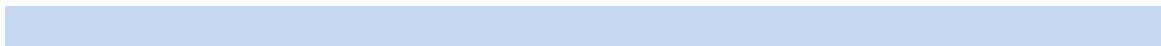
PLANS FILE ROOM

If you have looked and not been able to locate the plans for which you are searching or if you would like for us to do the research for you, simply complete the form at the bottom of the same web page with any of the information you may know, and the GDOT research staff will gather the desired plans for you!

USING THE FORM – CONTACT INFORMATION

The top portion of the form contains the requestor Contact Information. All fields in bold must be completed.

If you are a GDOT Employee, you can simply click on the checkbox at the top of the form.

The form will change to display an **Employee ID** field as shown above. Once the ID is entered and the user presses **Return**, all the employee's information will be filled-in automatically.

USING THE FORM – PROJECT INFORMATION

Click on the icon to display a calendar to select date

Click on the dropdown to select a county from list

Enter a route number

Enter a Project Accounting Number (if known)*

Enter a Project ID Number (PI #) (if known)**

* Example: FR-165-1(409), TSAP-120(1), etc.

** Example: 0000365, 123456-, etc.

Click the dropdown to select a plan sheet type*******

Click the dropdown to select a media type from list

*** You can only select ONE plan type from the dropdown, but you can enter all additional plan types you need in the **Comment** field at the bottom of the form.

The options available from the Media dropdown are show below along with the prices for each type media.

NOTE: The maximum number of sheets that can be requested to be sent by email is 10. If you need more than 10 sheets to complete your request, please select another media type under the **Media** dropdown.

Enter specific landmark information

Enter any additional comments or plan types

Once you have completed the form, click on the **Submit** button to submit your request.

REQUEST SUBMISSION CONFIRMATION

You will immediately receive a confirmation message as shown below with a request number. If you need to follow-up on this request, please refer to the request number.

(Based on the type of plans requested, the contact information may vary.)

RESEARCHER EMAIL

You will also receive a system email that will contain the contact information of the specific research staff assigned to your request. If you have any attachments you would like to send in order to provide clarification, you can reply to the email address of the specific person in the body of the system email and attach your information.

APPENDIX D – RW MEMO

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

———————

INTERDEPARTMENT CORRESPONDENCE

FILE	**Right of Way Memo No.: 2010-01**	**OFFICE**	Right of Way
		DATE	March 11, 2010

FROM   Howard A. Copeland, State Right of Way Administrator

TO   General Distribution

SUBJECT   **Procedures for Distributing Right of Way Plan Revisions**

Currently, all revisions are submitted to the Right of Way Plans and Engineering Office for review and inclusion in the approved Right of Way plans with distribution to the Right of Way District Office and/or personnel whom requested the revisions.

In accordance with the Electronic Plans Process, Section 7, Version 3.2, the following implementations have been made to the scanning process of Right of Way revisions:

Distribution of RW revisions by the Design Phase Leader or Project Manager should include the Design Services Supervisor in the Office of Design Policy, for scanning and inclusion with the scanned approved RW plans. If the revisions require further attention, the Design Services Manager, Design Phase Leader or Project Manager will be notified for removal of the electronic revision version.

The RW plans should be clearly labeled as "RW Revisions" and be sent directly by the Design Phase Leader or Project Manager to the Design Services Supervisor.

This information will be included in the next updated version of the PDP (June 2010) and the updated version of the Right of Way Manual (June 2010). Should you have any questions concerning the above, please contact Katrina Anderson at 404-347-0197 or David Jennings at 404-347-0218, One Georgia Center.

HPC: DLJ: KTA