



Creation of Bluebeam Studio Sessions for GDOT Office of Bridge Design and Maintenance Plan Reviews

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Beginning April 3, 2023, all consultant submittals of bridge, wall, or structure plan reviews will be submitted via Bluebeam Studio. Below are the requirements for the session, requirements for the submittal documents, and an explanation of the submittal and review process.

GDOT Bridge Bluebeam Session Creation

In order to provide for a uniform, understandable, and documented review process, GDOT has created a custom GDOT Bridge Review Profile (GDOT Bridge Review Profile.bpx) that will allow for comments and responses to be done the same way each time by each team.

IT IS ESSENTIAL to set the GDOT Bridge Review Profile as the active profile before any document is added to a Blue Beam Studio Session. Once a document enters the session, the profile it was uploaded with is locked in and cannot be changed. If a document is uploaded with the wrong profile, just delete the document and add it again after activating the correct profile as noted in the steps below. This profile can be downloaded from the [GDOT Bridge Resources website](#).

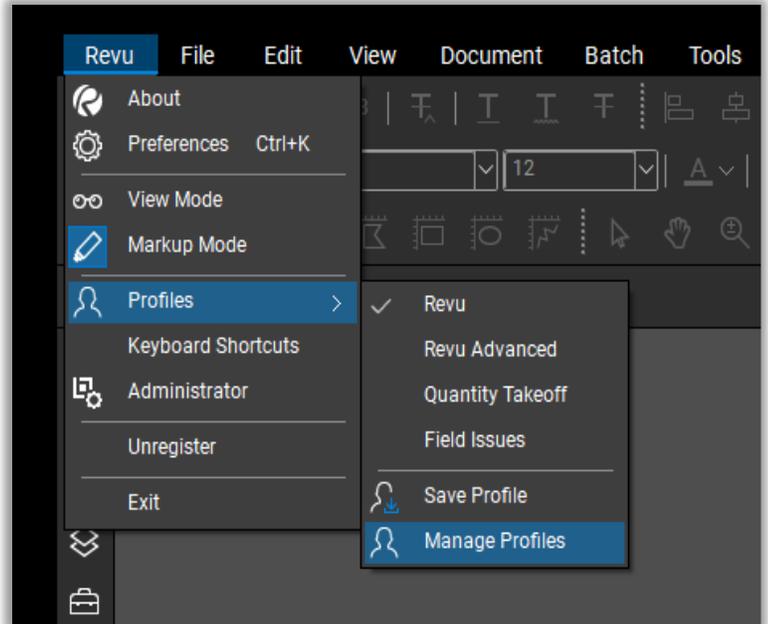
Follow the steps below to add this profile to Bluebeam, create a session, and add documents to the session with this profile. Note that when brackets are included in the name of a file or studio session, that information is filled in based on the information for that submittal and project. Do not include the brackets in the name of the session or files. Ensure that all file properties (profile, file name, page labels, etc.) are applied prior to uploading the documents to the session. Once the documents are uploaded, they cannot be changed.

Step 1: Download the GDOT Bridge Review Profile from the Procedures menus on the GDOT Bridge Resources website. Remember where you saved it.

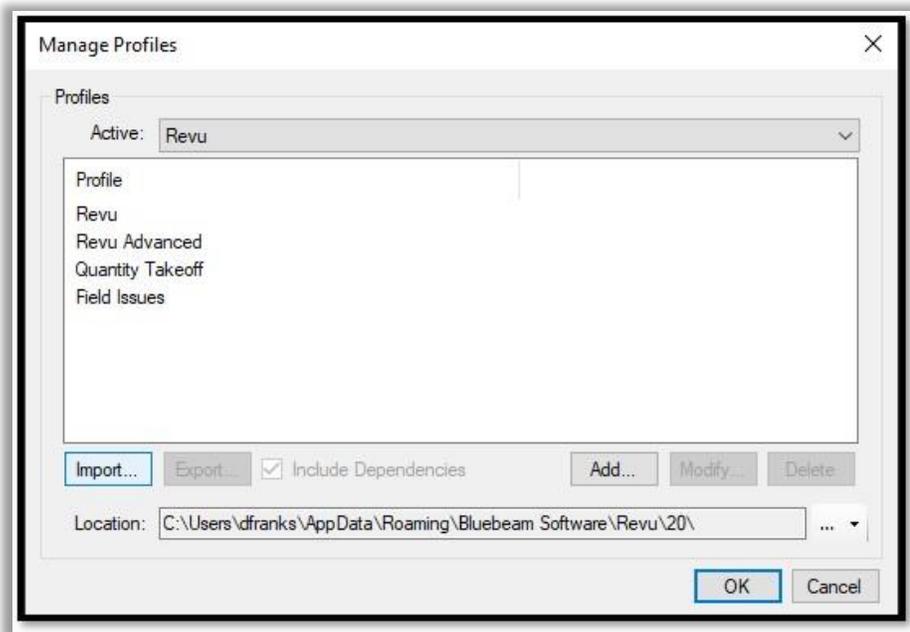
Step 2: Open Bluebeam Studio.

Step 3: Select the “Revu” menu at the top left corner of the window.

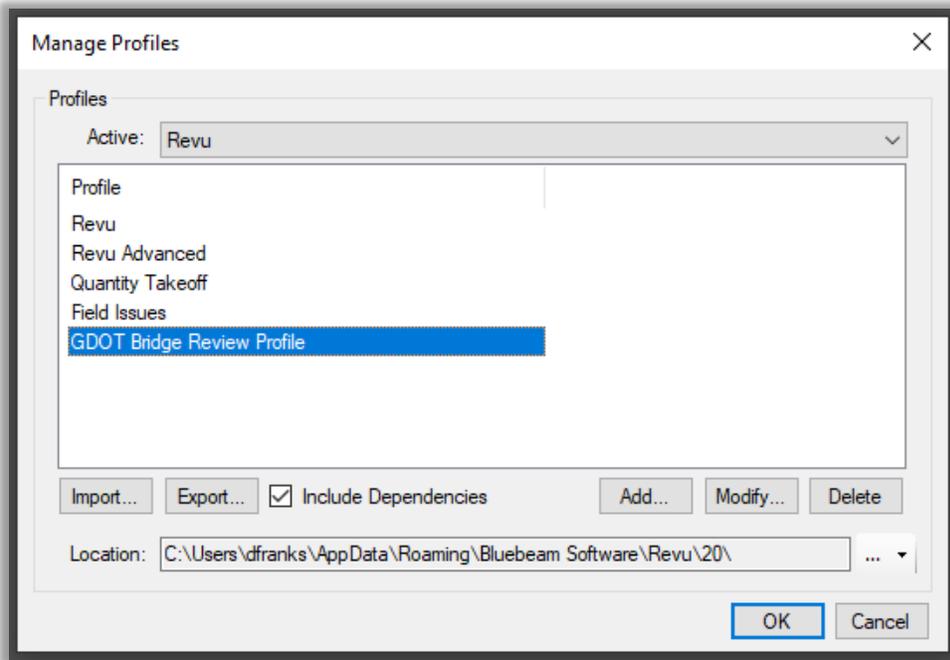
Step 4: Select the “Profiles” menu and then click “Manage Profiles”.



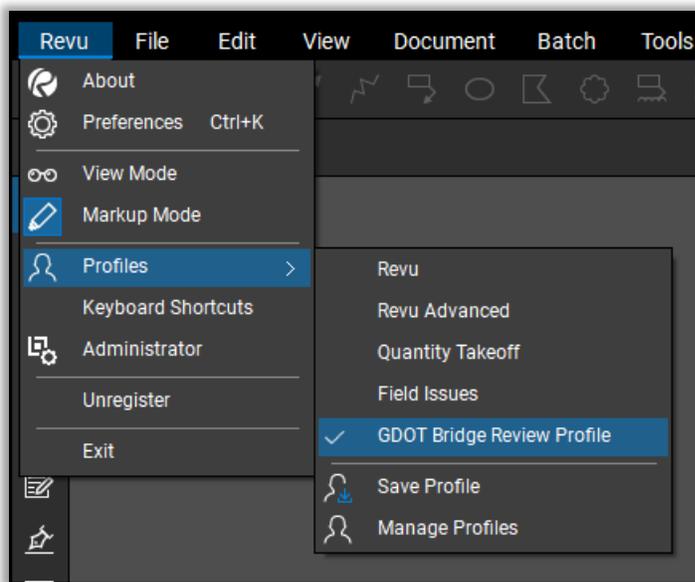
Step 5: Select the “Import...” button on the lower left and navigate to wherever you saved the profile you downloaded from the website.



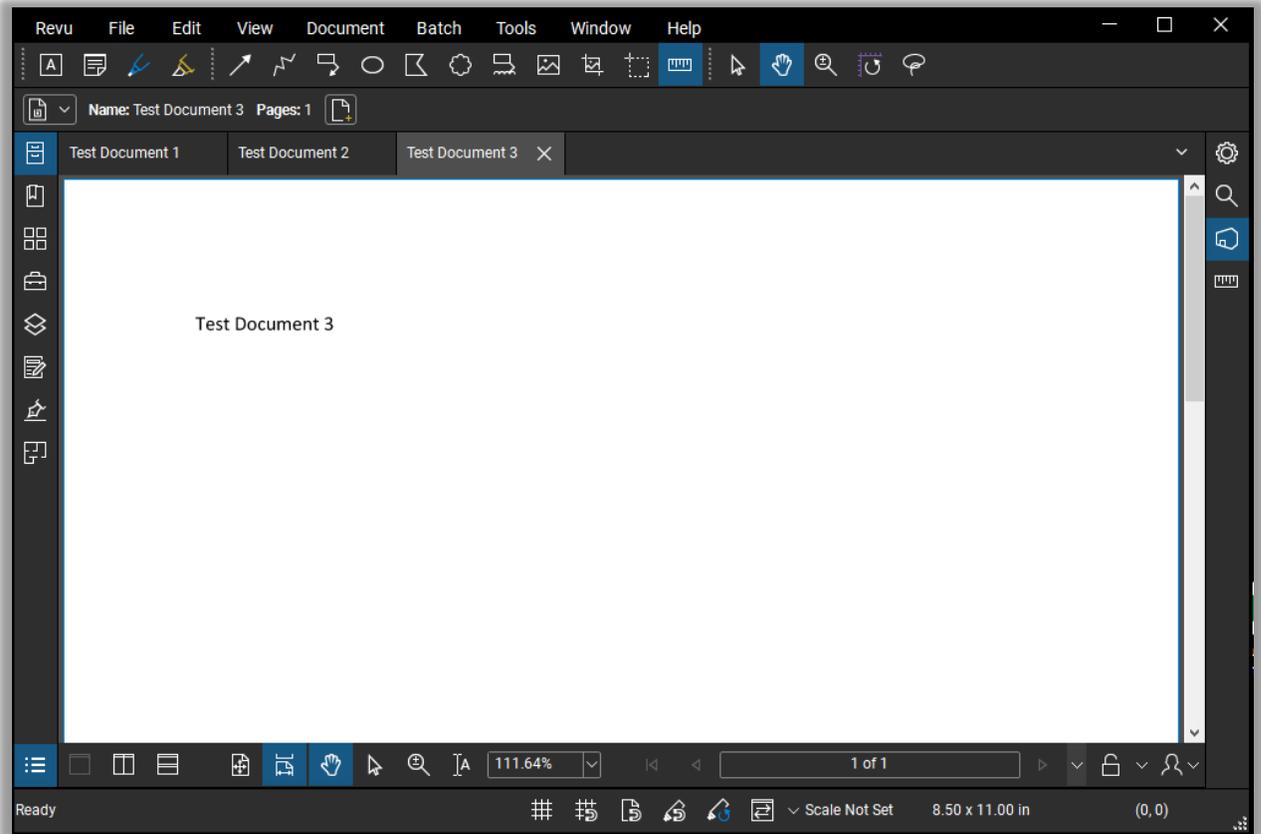
Step 6: Click "OK".



Step 7: Once again select the Revu/Profiles, but this time click to activate the GDOT Bridge Review Profile you imported

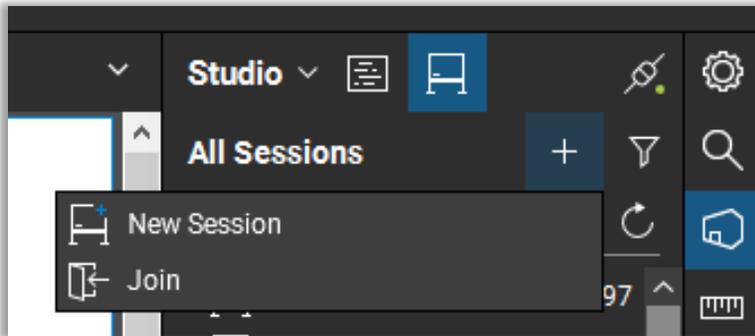


Step 8: Open the documents you want to include in your Bluebeam Studio Session submittal to the Office of Bridge Design and Maintenance. See File Naming instructions before opening and uploading files.



Step 9: Open the Studio element of Bluebeam by clicking the . Note if this is your first Studio Session, your “Joined” list will be empty.

Step 10: Create a new session by clicking the + on the Studio menu and selecting “New Session”.



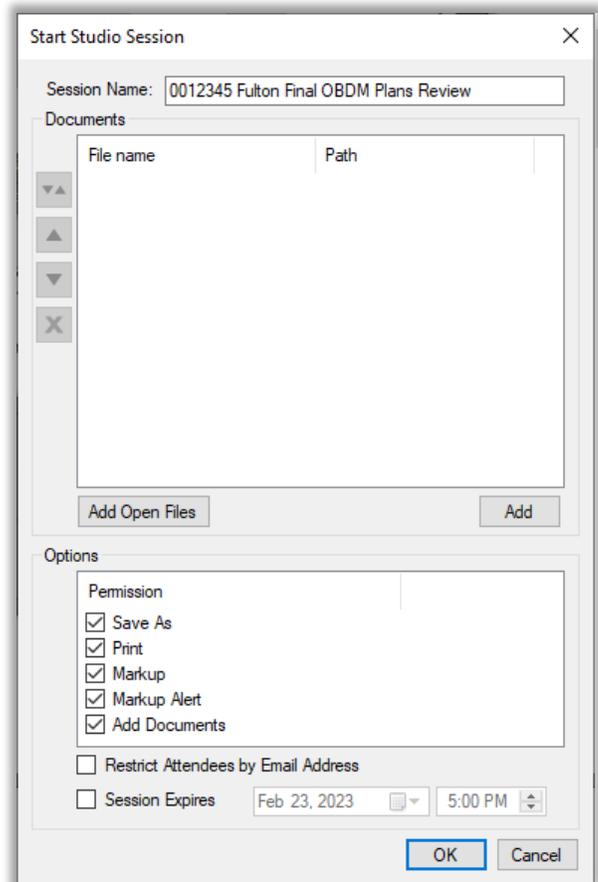
Step 11: Name the Session *[PI Number] [County] [Preliminary/Final] OBDM Plans Review*

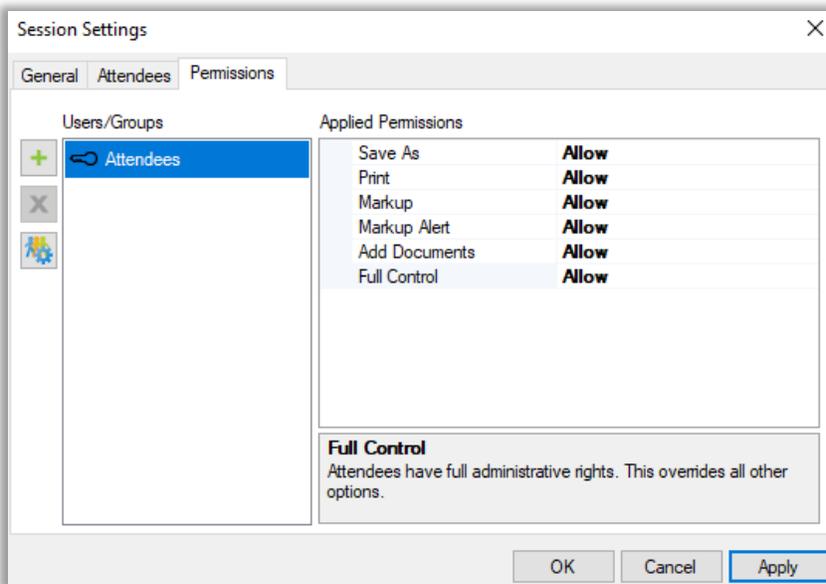
Step 12: Check all permission options.

Step 13: Uncheck the option to Restrict Attendees by Email Address. DO NOT set a session expiration date.

Step 14: Select Add Open Files. This will add all currently open files to the Bluebeam Studio Session that is being created. They will be added with the currently active profile.

Step 15: After creating the session, press the Session Settings button in the Bluebeam Studio Panel to open a dialogue box. In the Permissions tab, give Attendees Full Control permissions. This will allow reviewers to archive the session for GDOT's records after the review is complete.





File Naming

Format the file names as described below. Include a numerical prefix (series) on each file name based on the document types below in order to keep files organized within the session. The numbering provides a consistent order and set of expectations for where to find each document type. If a series is not present on a project, skip that series. Do not change the prefix numbers to be sequential.

File groupings:

- 00_Office of Bridge Design and Maintenance Use
- 01_Bridge Plans
- 02_Bridge Design Calculations
- 03_BFI
- 04_Wall Plans
- 05_Wall Calculations
- 06_WFI
- 07_Hydraulic and Hydrological Study Report
- 08_Roadway Plans
- 09_Supporting Documentation
- 10_Other Structures for Bridge Review
- 11_Other Structural Review Documentation
- 12_Comment Responses

Further information on each of these groups is provided below. See the subsequent “Examples of file naming and formatting” section for further examples.

All structural plans (bridge, special design wall, etc.) must have the page labels in the PDF match the drawing number (e.g. the first PDF sheet of the bridge plans must have the label 35-0001). This can quickly be done using the following process:

- 1) Open the Document menu and select the tool Create Page Labels
- 2) Select Page Region in the dialog box and press Select
- 3) Draw a rectangle around the drawing number in any plan sheet.
- 4) In the AutoMark dialog box that pops up, press OK.
- 5) Press OK in the Create Page Labels dialog box

This searches the same highlighted box on each sheet, detects the text in that box, and changes each PDF page’s label to match the contents of that box to correctly set the page label to match the drawing number.

00 Office of Bridge Design and Maintenance Use

This series is reserved for documents uploaded by the GDOT Office of Bridge Design and Maintenance, such as QA score forms and special provision checklists. The consultant team preparing the studio session should not use this prefix.

01 Bridge Plans

The 35-series plans go in this series. If there are multiple bridges on a project, submit each bridge’s plan set as a separate file. Format the file name as:

01_V[#]_B[#]_[PI]_35_[Preliminary/Final]_[Date]

- V[#] is filled in with the version number. This number corresponds to the submittal number. The initial submittal will be V1, second submittal will be V2, etc. If a project is on the third submittal overall, but is providing a document that is only being submitted for a second time, still use V3.
- B[#] is filled in with the bridge number. Include this even if the project only has one bridge. If a set of parallel bridges have the same bridge number but the left and right bridges have their own set of plans, add an L or R after the bridge number. For example: B1R.
- [PI] is filled in with the project PI number.

- [Preliminary/Final] is selected based on whether it is a preliminary layout or final plans submittal.
- [Date] is filled in with the date the plans were submitted to GDOT. Format all dates as “Mon-DD-YYYY”

02 Bridge Design Calculations

Bridge design calculations go in this series. If there are multiple bridges on a project, submit each bridge’s calculations as a separate file. Format the file name as:

02_V[#]_B[#]_[PI]_Bridge Design Calculation Book_[Date]

- V[#] is filled in with the version number.
- B[#] is filled in with the bridge number. Include this even if the project only has one bridge.
- [PI] is filled in with the project PI number.
- [Date] is filled in with the date the calculations were submitted to GDOT.

03 BFI

The accepted BFI and its acceptance letter go in this series. Format the file names as:

03_B[#]_[PI]_Accepted BFI Report_[Date]

03_B[#]_[PI]_BFI Acceptance Letter_[Date]

- B[#] is filled in with the bridge number. Include this even if the project only has one bridge.
- [PI] is filled in with the project PI number.
- [Date] for the BFI is filled in with the date shown on the accepted BFI report. [Date] for the acceptance letter is filled in the date the BFI was accepted by OMAT.

04 Wall Plans

The 32-series plans go in this series. Only special design walls need to be provided in the 32 series for review. Standard wall envelopes, noise barriers, etc. are included in the roadway plans and do not need to be submitted separately. If there are multiple walls on a project, submit each wall’s plan set as a separate file. Format the file name as:

04_V[#]_W[#]_[PI]_32_[Preliminary/Final]_[Date]

- V[#] is filled in with the version number.
- W[#] is filled in with the wall number. Include this even if the project only has one wall.
- [PI] is filled in with the project PI number.
- [Preliminary/Final] is selected based on whether it is a preliminary layout or final plans submittal.
- [Date] is filled in with the date the plans were submitted to GDOT.

05 Wall Design Calculations

Wall design calculations go in this series. If there are multiple walls on a project, submit each wall's calculations as a separate file. Format the file name as:

05_V[#]_W[#]_[PI]_Wall Design Calculation Book_[Date]

- V[#] is filled in with the version number.
- W[#] is filled in with the wall number. Include this even if the project only has one wall.
- [PI] is filled in with the project PI number
- [Date] is filled in with the date the calculations were submitted to GDOT.

06 WFI

The accepted WFI goes in this series. Format the file name as:

06_W[#]_[PI]_Accepted WFI Report_[Date]
06_W[#]_[PI]_WFI Acceptance Letter_[Date]

- W[#] is filled in with the wall number. Include this even if the project only has one wall. If a WFI encompasses multiple walls, list all wall numbers (e.g. W1&2, W1,3,5 or W1-3).
- [PI] is filled in with the project PI number.
- [Date] for the WFI is filled in with the date shown on the accepted WFI report. [Date] for the acceptance letter is filled in the date the WFI was accepted by OMAT.

07 Hydraulic and Hydrological Study Report

For projects that require a Hydraulic and Hydrological Study Report, it is placed in this series. This is required for both preliminary and final plans. See BDM 1.4.3 and 1.4.4.

07_V[#]_B[#]_[PI]_H&H Study Report_[Date]

- V[#] is filled in with the version number for preliminary layout submittals. The version number may be omitted for final plan submissions.

- B[#] is filled in with the bridge number. Include this even if the project only has one bridge. If a study encompasses multiple bridges, list both (e.g. 1&2).
- [PI] is filled in with the project PI number.
- [Date] is filled in with the date the study was submitted to GDOT for preliminary layout submittals. It is filled in with the date the study was approved for final plan submittals.

08 Roadway Plans

A complete set of current roadway plans goes in this series. The roadway plans need to include ALL plan series, not just the sheets believed to be relevant to the submittal. These plans should contain the most up-to-date version of all sheets, not just the previous milestone submittal. Since this is not an official milestone plan submittal, it is understood that these roadway plans are a draft set. Format the file name as:

08_V[#]_[PI]_Roadway Plans_[Date]

- V[#] is filled in with the version number.
- [PI] is filled in with the project PI number.
- [Date] is filled in with the date the roadway plans were submitted to OBDM. This should match the date used for the bridge and/or wall plans.

09 Supporting Documentation

A PDF of required supporting documentation goes in this series. A list of required documents for each bridge, wall, or structural plan submittal can be found in BDM Sections 1.4.3 and 1.4.4. All supporting documentation should be combined into a single PDF with a linked table of contents. The required documentation includes but is not limited to:

- Preliminary and Final plan submittals
 - Transmittal Letter to GDOT from consultant design firm
 - Up to date Preconstruction Status Report (PSR)
 - Existing bridge plans for structures being replaced or widened, if available
 - Latest inspection report for existing structures being widened
 - Correspondence from the Office of Bridge Design and Maintenance regarding delivery routes for beams
 - Bridge Condition Survey results and recommendations from BMU for structures being widened or modified.

- Any correspondence with the Office of Bridge Design and Maintenance, government entities, local agreements, etc. that are deemed necessary by the consultant team to provide context and information during the review.
- QA/QC Documentation for Design Calculations and Plans
- Preliminary Layout submittals only
 - Latest bridge inspection report for existing structures being replaced
 - Bridge Foundation Investigation report for existing structures to be replaced or widened, if available
 - Existing WFI reports for
- Final Plan submittals only
 - Approved Preliminary Layouts
 - FHWA approval of the Preliminary Layout for Projects of Division Interest (PoDI)
 - Railroad approval of the Preliminary Layout for any bridge over a railroad
 - Correspondence from the Office of Bridge Design and Maintenance regarding the need for cofferdams (when required, see BDM 4.2.6.1)
 - Correspondence from the Bridge Maintenance Unit regarding salvageable materials (see BDM 2.7)
 - Correspondence from District personnel verifying the stakeout of the bridge (Automated Survey Manual 4.4)

Format the file name as:

09_[PI]_Supporting Documentation_[Date]

- [PI] is filled in with the project PI number
- [Date] is filled in with the date the supporting documentation was submitted to GDOT.

Any additional documents provided in subsequent submittals may be added to this series as a separate PDF without modifying the original document, with “Supporting Documentation” changed to reflect the nature of the document.

10 Other Structures for Bridge Review

Structural plans that are not typically included on a project but still need to be reviewed by the Office of Bridge Design and Maintenance, such as special design culvert plans, go in this series. Format the file name as:

10_V[#]_[PI]_[Series]_[Preliminary/Final]_[Date]

- V[#] is filled in with the version number.

- [PI] is filled in with the project PI number.
- [Series] is filled in with the plan series being submitted for review.
- [Date] is filled in with the date the plans were submitted to GDOT.

11 Other Structural Review Documentation

Include supporting documentation for plans presented in the above 10 series in this series. This may include documents like a CFI (Culvert Foundation Investigation) and design calculations. Multiple documents may be submitted in this series. Use previous naming guidance for similar documents (such as using the BFI naming convention for a CFI). Format the file name as:

11_V[#]_[PI]_[File Description]_[Date]

- V[#] is filled in with the version number.
- [PI] is filled in with the project PI number
- [File Description] is filled in with a file name to describe the document.
- [Date] is filled in with the date the documents were submitted to GDOT *or* approved by another office or entity.

12 Comment Responses

The required comment response document goes in this series. It will be uploaded after the first review and on all subsequent resubmissions. If there are comment responses for multiple structures, put comment responses in separate files. Format the file name as:

12_V[#]_X[#]_[PI]_Comment Responses_[Date]

- V[#] is filled in with the version number.
- X[#] is filled in with the structure type and number. Use B for bridge and W for wall. Include this even if the project only has one structure.
- [PI] is filled in with the project PI number.
- [Date] is filled in with the date the responses were submitted to GDOT.

Examples of file naming and formatting

Example 1

For an initial final plan submittal that includes one stream crossing bridge, one special design wall, and one special design culvert, the files would be formatted as follows:

- 01_V1_B1_0012345_35_Final_Jan-01-2023
- 02_V1_B1_0012345_Bridge Design Calculation Book_Jan-01-2023
- 03_B1_0012345_Accepted BFI Report_Jul-01-2022
- 03_B1_0012345_BFI Acceptance Letter_Oct-01-2022
- 04_V1_W1_0012345_32_Final_Jan-01-2023
- 05_V1_W1_0012345_Wall Design Calculation Book_Jan-01-2023
- 06_W1_0012345_Accepted WFI Report_Sep-01-2022
- 06_W1_0012345_WFI Acceptance Letter_Nov-01-2022
- 07_B1_0012345_H&H Study Report_May-15-2021
- 08_V1_0012345_Roadway Plans_Jan-01-2023
- 09_0012345_Supporting Documentation_Jan-01-2023
- 10_V1_0012345_36_Final_Jan-01-2023
- 11_V1_0012345_Culvert Design Calculations_Jan-01-2023
- 11_V1_0012345_Accepted CFI_01-Sep-2022
- 11_V1_0012345_CFI Acceptance Letter_01-Dec-2022

For a second submittal for the above project that required the bridge plans with comment responses, calculations, BFI, and roadway plans to be revised, the second submittal documents would be formatted as follows:

- 01_V2_B1_0012345_35_Final_Apr-01-2023
- 02_V2_B1_0012345_Bridge Design Calculation Book_Apr-01-2023
- 03_B1_0012345_Accepted BFI Report_Mar-01-2023
- 03_B1_0012345_BFI Acceptance Letter_Mar-15-2023
- 08_V2_0012345_Roadway Plans_Apr-01-2023
- 12_V2_B1_Comment Responses_Apr-01-2023

Note that the version changed to version 2 in all documents, including the comment responses. The date on the documents changed to the date of the new submittal except for the BFI, which changed to the date of the new BFI revision, and the BFI acceptance letter, which changed to the date the revised BFI was accepted.

Example 2

For an initial final plan submittal that includes two grade separated bridges and two special design walls, the files would be formatted as follows:

- 01_V1_B1_0012345_35_Final_Jan-01-2023

- 01_V1_B2_0012345_35_Final_Jan-01-2023
- 02_V1_B1_0012345_Bridge Design Calculation Book_Jan-01-2023
- 02_V1_B2_0012345_Bridge Design Calculation Book_Jan-01-2023
- 03_B1_0012345_Accepted BFI Report_Jul-01-2022
- 03_B2_0012345_Accepted BFI Report_Jun-01-2022
- 03_B1_0012345_BFI Acceptance Letter_Oct-01-2022
- 03_B2_0012345_BFI Acceptance Letter_Sep-01-2022
- 04_V1_W1_0012345_32_Final_Jan-01-2023
- 04_V1_W2_0012345_32_Final_Jan-01-2023
- 05_V1_W1_0012345_Wall Design Calculation Book_Jan-01-2023
- 05_V1_W2_0012345_Wall Design Calculation Book_Jan-01-2023
- 06_W1_0012345_Accepted WFI Report_Aug-01-2022
- 06_W2_0012345_Accepted WFI Report_Aug-15-2022
- 06_W1_0012345_WFI Acceptance Letter_Oct-01-2022
- 06_W2_0012345_WFI Acceptance Letter_Nov-01-2022
- 08_V1_0012345_Roadway Plans_Jan-01-2023
- 09_0012345_Supporting Documentation_Jan-01-2023

Example 3

For an initial final plan submittal that contains one special design wall, the files would be formatted as follows:

- 04_V1_W1_0012345_32_Final_Jan-01-2023
- 05_V1_W1_0012345_Wall Design Calculation Book_Jan-01-2023
- 06_W1_0012345_Accepted WFI Report_Sep-01-2022
- 06_W1_0012345_WFI Acceptance Letter_Nov-01-2022
- 08_V1_0012345_Roadway Plans_Jan-01-2023
- 09_0012345_Supporting Documentation_Jan-01-2023

Example 4

For an initial preliminary plan submittal that contains one stream crossing bridge, the files would be formatted as follows:

- 01_V1_B1_0012345_35_Preliminary_Jan-01-2023
- 07_V1_B1_0012345_H&H Study Report_Jan-01-2023
- 08_V1_0012345_Roadway Plans_Jan-01-2023
- 09_0012345_Supporting Documentation_Jan-01-2023



Review Process

Bluebeam Studio Sessions provide a great way for the Department to review the consultant-designer material in an organized, efficient, and transparent way. In the following sections, each step of the review and approval process are discussed for the sake of clarity.

The consultant team and GDOT PM will have access to this studio session for the entire duration of the review. This is exclusively for transparency of the review progress. The consultant team may not engage with the reviewers to discuss or dispute comments while the review is still ongoing. The consultant team also should not begin to make changes based on markups until the review is completed. Markups may be changed or removed throughout the process, and comments are not final until the consultant team is officially notified that the review is complete. Any changes made by the consultant team due to in-progress markups will be made at-risk, and no additional compensation will be given due to re-work associated with changes to markups made prior to completing the review.

Initial Submittal

The Bluebeam Studio Session is created by the consultant design team and submitted to the GDOT PM via a transmittal letter containing a link to the session. Do not use the Bluebeam Invite feature to transmit the plans. Non-PDF files that cannot be submitted through Bluebeam, such as HEC-RAS files, may be required. If this is the case, include these files with the transmittal letter to the GDOT PM for inclusion in the submittal. The GDOT PM will then transmit the Studio Session to the Office of Bridge Design and Maintenance by transmitting the link to the session via e-mail. This e-mail should be sent to BridgeOffice@dot.ga.gov. The Bridge Liaison, if known, may also be included on the e-mail in the cc section to ensure delivery. The GDOT PM will include a ProjectWise link to a folder containing the transmittal letter and any additional files provided by the consultant team in this e-mail. None of the PDFs submitted via Bluebeam Studio need to be uploaded to ProjectWise.

When the submittal is received by the Bridge Liaison, they will review the submittal for completeness. If any of the required documentation outlined in BDM 1.4.3 and 1.4.4 are missing, or if the session settings do not conform to what is outlined above, the submittal may be rejected and will need to be resubmitted. This notification will be sent to the GDOT PM. The resubmittal will also need to be via transmittal letter to the GDOT PM containing a link to the session. If the reason for the resubmittal was incorrectly formatted or missing documents, the same studio session with the correct documentation can be submitted. An entirely new session only needs to be submitted if there is an issue with session settings that cannot be changed without creating an entirely new session. The date that the accepted submittal was sent to the

Office of Bridge Design and Maintenance will be considered the official date that the plans were submitted for review.

First Review

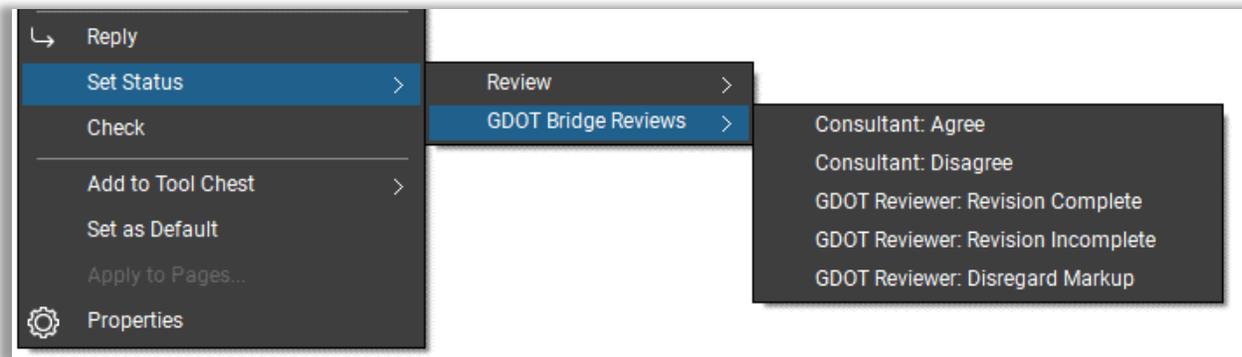
Whether a project is in the preliminary or final plans phase, the project will be assigned to a specific design group, and then a Bridge Liaison for the project will be established. That liaison will be the main point of contact for the duration of the project, including plan reviews.

During a first review, the submittal will go through a group-level review first and then through a front office-level review. After the front office review is completed, the QA score and special provision package (for final plans) will be uploaded to the session. The Bridge Liaison for the project will then send an e-mail notification of completed review back to the GDOT PM and consultant team.

When reviewing comments, the markup pane can be used to see further details. To do this, click the markup button at the bottom left the Bluebeam window. This pane will provide a list of markups, where they are located, who made the comment, and when. This pane can also be used to filter specific markups and navigate to them.



The consultant team is required to provide either a concurrence or response to each comment in the Bluebeam Studio Session per BDM 1.4.3.3 and 1.4.4.3. This must be done using the statuses in the GDOT Bridge Review Profile. There are five available statuses for each markup, two for use by the consultant designers and three for use by the GDOT reviewer. The first option for the designer is *Consultant: Agree*, which may be used to indicate that the designer will revise the plans based on the markup. Setting a markup to this status will serve as the comment response. A reply may be made for clarification but is not necessary. The other option is *Consultant: Disagree*, which indicates that the designer disagrees with the markup and will not revise the plans. This status must always be accompanied by a reply that explains why the change was not made.

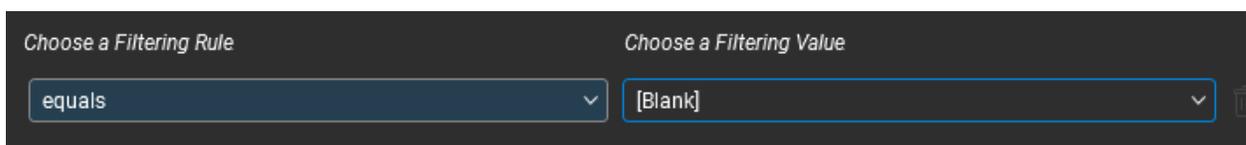
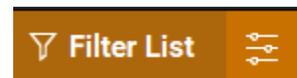


If changes are made to the plans that are not associated with a markup, the consultant team must add the markup to the review set and provide an explanation for the change. This is to ensure that all changes to the plans are documented. If numerous small changes (such as updating all arrow cells) are made to a detail or sheet, a single comment may be made describing the changes rather than marking up each individual change. No specific formatting is required for markups made by the consultant team.

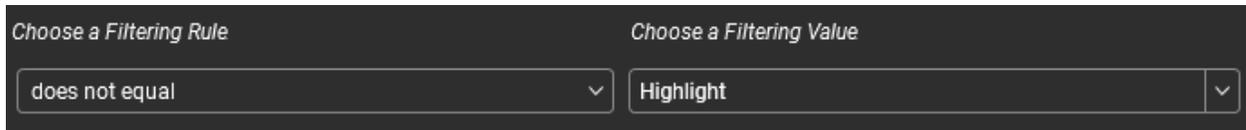
It is common for a reviewer to put a highlight over/next to details or numbers that they checked and verified. Such highlights do not need a comment response.

Once all statuses and replies are set, the consultant team will use these to generate a PDF markup report and place it in the studio session. First press the  Summary button in the Markup Pane and select PDF Summary. Set the settings by pressing the Load Config button and importing the settings from the configuration file *GDOT-BR-Markup.bcf*, which is available on the [GDOT Bridge Resources website](#). The generated PDF is then added to the Bluebeam Studio Session within the 12 series as a separate PDF. This document will serve as the consultant's comment responses.

Tip: To accelerate the process, it is often easiest to start by marking only the comments with the *Designer: Disagree* status and providing those responses. Then turn on Filter List in the markup pane. Above Status, select "All" and then select "Custom" from the menu. In the dialog box that appears, select "equals" under the filtering rule. Select [blank] under filtering value. This will remove any markups from the list that you have assigned a status to.



Above Subject, select “All” and then select “Custom” from the menu. In the dialog box that appears, select “does not equal” under the filtering rule. Select Highlight under filtering value. This will remove any highlights from the list. If there are no highlights used in the session, this step can be skipped.



Click into the filtered markup pane and press Ctrl + A. This will highlight every entry in the markup pane. Right click anywhere in the Status column and select *Designer: Agree*. This will set the status of all remaining markups to Agree without having to select it on each individual markup.

Subsequent Reviews

For the second plan submission, and any subsequent submissions, upload the revised documents directly to the same Bluebeam Studio Session as the first submittal, with the file naming convention described previously. Resubmit all documents that needed to be revised as a result of review comments, including but not limited to plans, calculations, roadway plans, and Foundation Investigations. Do not delete any previous versions of documents. Once uploaded, notify the Bridge Office Liaison via e-mail that the plans are ready for review. Carbon Copy the GDOT PM on the e-mail. The reviewing bridge group will then review the resubmitted documents and either send notification of comments back to the consultant team or prepare the plans for approval.

After Plan Approval

GDOT Office of Bridge Design and Maintenance staff will finalize the session after final plans are approved in order to archive all documents for record-keeping. This will end the session for all parties. No one other than Bridge Office staff may finalize the session, as this will prevent the retention of the session documents for records.

If the consultant team needs to access files in the session after the session is finalized for any reason, it is retained on Bluebeam’s servers for 120 days. To recover the session, use the following procedure:

Step 1: The person who created the session must go to studio.bluebeam.com and log in.



Step 2: Once logged in, all sessions that the person owns will be shown under “My Sessions”. Click on the session that you wish to recover.

Step 3: Under the “Profile” tab, it will display the session’s settings, with the Status set to “Deleted”. Click the drop down arrow and select Active.

Step 4: Click Update data.

Step 5: In Bluebeam Studio, press the “Add” button and then select “Join Session”. Type in the Session ID Number for the reactivated session and press join.

This will bring you back into the session with all documents intact. No other previous attendees will be in the session. From there, any documents that need to be recovered can be accessed and saved. After 120 days of inactivity, the session will be permanently deleted from Bluebeam’s servers, and all data that was not saved locally be permanently deleted.