



Guidelines:

ProjectWise Deliverables Management: Utility Submittal Workflow Process

3/19/2025



PURPOSE

The purpose of this document is to provide guidance to the PM/DPLs, the DUOs, and the UOs and to establish consistent procedures for transferring GDOT project plans, documentation, and UO information/markups between GDOT and the UOs.

DISCLAIMER

The guidelines contained in this document are for reference only. The material contained is provided without warranty or liability of any kind to the Department. As possible, every effort has been made to provide complete and accurate documentation to address PWDM plan transfer situations. All parties who follow these guidelines are further tasked with using engineering discretion in unique circumstances or those not addressed by these guidelines. Additionally, all parties are responsible for ensuring that these guidelines are implemented accurately and that the requested drawings show the information completely, clearly, and legibly.

This information is provided on an "as is" basis. Updates to these guidelines will be made as needed due to any errors found in the documentation, new programs, change in software, software enhancements, or as policy and management dictate. As with any documentation or guidelines, improvements can and should be made. This document is not meant to be a complete instructional document.

Any errors found should be brought to the attention of the Department so corrections can be made. Any additional information or detailed explanation needed to this documentation should be documented and mailed to:

The Office of Utilities Georgia Department of Transportation 600 West Peachtree Street, 10th Floor Atlanta, Georgia 30308

Or email to: SolutionsCenter@dot.ga.gov

(When submitting issues through the Solutions Center, please specify a subject line of "ProjectWise – Utilities Process" so the issue will be assigned correctly.)



REVISION HISTORY

Revision Number	Revision Date	Revision Summary			
01.00	05/23/2019	Initial Release – transitioned document verbiage from SFTP			
		to PWDM			
01.01	08/02/2019	Updated format			
		Integrated the standalone hyperlinks into the text			
		Step 1 for SUE Projects: defined the * in the next to the last			
		bullet			
		Step 1 – last bullet: removed "Will"			
		Step 3: revised this entire section			
		Step 5: added verbiage related to post-SUE information			
01.00	10/1/10	Added an Appendix			
01.02	10/1/19	Updated PW location where SSUE will place files			
		throughout document			
		Step 5 - Undated SUE projects note			
01.03	9/21/2021	Added the downgrade instructions link for PM/DPL for ORD			
	//=//===	projects (Step 1)			
01.04	11/10/2021	Made Sheetlayout.dgn N/A for ORD (Appendix)			
01.05	2/22/2022	Added note for PM/DPL to run RefScan on submitted files			
		on pp. 4-5			
01.06	1/1/2024	Change all GDOT_NAV references to MSCE and added			
		steps for new routing workflow in PW			
01.07	3/13/2024	Removed Step 1 comments about ensuring that line style			
		scale factors, cell snappable settings and cell annotation			
		settings are set correctly.			
01.08	4/23/2024	Added note to ensure PWDM is setup on a project before			
01.00	((10 (000 (proceeding with the workflow			
01.09	0/10/2024	order work is done			
01.10	10/4/2024	Added verbigge for additional Final Plans workflow and did			
01.10	10/4/2024	clean-up on document			
01 11	10/28/2024	Undated the File descriptions in the Appendix & correct PW			
01.11	10/20/2024	workflow links			
01.12	12/3/2024	Added statement for PM to add software used in Desian of			
		project (ORD or SS2) in workflow notification header in Step			
01.13	1/15/2025	Added TOC for better clarification of responsibilities			
01.14	3/11/2025	Updates based on MSCE training sessions			
01.15	3/19/2025	Added Workspace to headers for Appendix			



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LEGEND

- PM = Project Manager
- DPL = Design Phase Leader

The documentation below reflects PM/DPL tasks. For GDOT in-house designed projects, the GDOT Design Phase Leader (DPL) will handle this task; for Consultant designed projects, the Project Manager (PM) will handle this task.

- DUO = District Utility Office
- UO = Utility Owner
- PDP = GDOT Plan Development Process
- EDG = Electronic Data Guidelines
- PPG = Plan Presentation Guidelines
- PWDM = Bentley ProjectWise Deliverables Management
- SSUE = State Subsurface Utility Engineer
- SUE = Subsurface Utility Engineering
- ORD = OpenRoads Designer
- MSCE = MicroStation Connect Edition

OVERVIEW

The process described below will be the same for 1st Submission, the Preliminary Relocation Submission, 2nd Submission (and, in some cases, 3rd or 4th Submission), as required per the Department's PDP.

- All training <u>documentation</u> for PWDM can be found online
- All files will be:
 - Prepared to the version of GDOT's PDP, EDG, and PPG specified in the project's scope
 - Provided per the file format required in the project's scope
 - GDOT currently ONLY accepts the following CADD file formats:

(See the <u>GDOT Software Page</u> for current supported software versions)

- OpenRoads Designer (ORD)
- MSCE (.dgn)
- Bentley Power InRoads v8i



WORKFLOW PROCESS

For SUE projects, start here; otherwise, proceed to STEP 1.

GDOT PM/DPL Provides Files to the SSUE

The **PM/DPL** will:

- **Provide** utility plan sheets, according to EDG, and survey control package to SUE consultant or SSUE
- **Ensure** that all v8i/ORD files are in the correct format and all V8i/ORD files are per the PDP, EDG, and PPG per the project's scope
- **Ensure** that Section 24 plans are set up correctly for use by the SUE Consultant
 - **Ensure** required reference files are correctly attached
- **Place** the DGNs for Submission in: PE\Roadway Design\Utility Submittal\SUE Submittals folder (The PM/DPL shall create this folder if it does not already exist)

<u>NOTE</u>: The PM/DPL will run the RefScan utility on all DGN files in the *Roadway Design\Utility Submittal* Submission* folder to correctly associate the reference files in this new location. Instructions for running the utility are found <u>here</u>.

The **SUE Consultant** will:

• **Complete and submit** plans to SUE Office for review and acceptance

The **SSUE** will:

• **Place** the accepted DGNs for submission in: PE/Utilities/SUO/Final SUE Deliverables folder.

NOTE: If this folder does not exist, create it.

• **Notify** the PM and DUO where to find accepted SUE deliverables



STEP 1: GDOT PM/DPL Provides Files to DUO

The **PM/DPL** will:

- Ensure that ProjectWise Deliverables Management (PWDM) has been setup on the project. If so, the icon of the project should look as such () and there should be a blue Deliverables Management folder in the project folder structure.
 - If not, please contact the <u>Solutions Center</u> and request the project be setup.
- **Ensure** that all V8i/ORD and PDF files are in the correct format and all V8i/ORD files are per the PDP, EDG, and PPG per the project's scope
- Ensure that all V8i/ORD DGN files are in the correct file-naming convention
- Ensure that Section 24 and/or 44 plans are set up correctly for use by the UOs
 - Ensure required reference files are correctly attached

NOTE: The following steps in the highlighted box apply to the **1234567UTLE.dgn 1234567UTLP.dgn**, **1234567REQD.dgn**, **1234567TOPO.dgn** files. For v8i projects include **1234567PROP.dgn** file.

 Copy the existing 1234567UTLE.dgn file (selecting to Create a new document - Figure 1 - and accepting the default options for Rules for the document name and file name - Figure 2). Rename the new DGN file to 1234567UTLEupc.dgn. 	Select an Action × Select Select The name of the pasted document (654321_0038.pdf?) is not unique in the target folder. Select one of the following actions Create a new document Create a new version of existing document Skip this item Apply this choice for all succeeding items Define and apply common rules
• Delete all the contents of the newly created 1234567UTLEupc.dgn file and save the new blank DGN file.	ок Cancel Figure 1
 Attach 1234567UTLE.dgn file as a reference the newly created 1234567UTLEupc.dgn file. Place the DGNs & PDFs for * submission 	file to Rules for document name Add a prefix Add a suffix Change the name Format:
project's Roadway Design\Utility Subm Submission folder, where * represents appropriate submittal phase	hittal* s the %3u Sample: doc 10 Copy source document attributes
 The original files will remain in this folder record of what the PM/DPL submitted 	er as a Preview * ok Cancel



 Repeat the steps in this box for the 1234567UTLP.dgn, 1234567REQD.dgn, and (for v8i projects) 1234567PROP.dgn files to create 1234567UTLPupc.dgn, 1234567REQDupc.dgn, 1234567TOPOupc.dgn, and (for v8i projects) 1234567PROPupc.dgn files.

<u>NOTE</u>: The PM/DPL will run the RefScan utility on all DGN files in the *Roadway Design\Utility Submittal* Submission* folder to correctly associate the reference files in this new location. Instructions for running the utility are found <u>here</u>.

- Ensure SUE Plans have been incorporated as applicable
- **Right-click** on the **ROUTING.TXT** file in the project's Roadway Design\Utility Submittal* Submission folder and select **Change State** and then the appropriate Program Delivery routing action based on the District in which the project resides (*Send to D# Utilities?*)

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- Roadway Design Submission folders:
 - 1st Submission
 - 2nd Submission
 - Final Plans Submission
 - Corrected FFPR Submission
 - UOC Submission
- NOTE: If the ROUTING.TXT file does not exist or the Roadway Design folders are missing or if the workflow options are not present, please contact the Solutions Center to have the folders created or file placed in the folder, or the workflow added.



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Before sending the auto-generated email (see below), please enter the software version (*ORD* – OpenRoads Designer or *SS2* - InRoads) used to design the project so District Utility staff will know so they can inform the Utility Owners.



• Click **Send** in Outlook to send the email.



STEP 2: DUO (or TIA) Verifies/Updates Utility Owner Contacts in TPRO

The DUO or TIA will:

- Navigate to the District Utility or TIA central email inbox in Outlook.
- Open the email from the District Utility or TIA central email inbox.
- **Copy** the project link at the bottom of the email and **Paste** it in the ProjectWise address bar and click on **Go**.

Please verify Utility Owners contact information via TPRO. Be sure to make necessary corrections before proceeding with this workflow. For quick access, copy the ProjectWise link at the bottom of this email. Then, paste it into the address bar of ProjectWise Explorer and press enter navigate to the Utility Submittal folder where the Route.txt document was uploaded.
ProjectWise Agent
Datasource:gdot-go-pwis01.gdot.ad.local:ProjectWise Action time:2023-11-20 13:56:04.947 Action:State change Workflow:GODT PWDM Utility Submission Contact Verification for PWDM Invitations State:D2 Utilities Review - D2 UTLE Contact Review
Document:ROUTING.txt - ROUTING.txt Folder:Projects_000001 Deliverables Management Testing\PE (Preconstruction)\Roadway Design\Utility Submittal\1st Submission File name:ROUTING.txt File state:0 bytes
Updated By:C0005547 - Williams, Glenn (Design Policy & Support) Updater e-mails:GNVIIIiams@dot.ga.gov procument link: pw://gdot.go-pwis01.gdot.ad.local.ProjectWise/Documents/Projects/_00001&spaceDeliverables&spaceTesting/PE&space[Peconstruction]/Roadway&spaceDesign/Utility&spaceSubmittal/1st&spaceSubmittal/Submittal/Submittal/Submittal/Submittal/Submittal/Submittal/Submittal
This message was sent by ProjectWise Messaging Service http://www.projectWise.com
Paste
Address pw:\\gdot-go-pwis01.gdot.ad.local:ProjectWise\Documents\Projects\0009932 - Barrow - Roundabout - SR11 V
in Name

- Navigate to TPRO to update/verify the Utility Owner contacts.
- Once all Utility Owner contacts are correct, return to ProjectWise and navigate back to the ROUTING.TXT file.
- Right-click on the ROUTING.TXT file and select **Change State** and select **Send to Design Policy?**

to



Import	Program Delivery Review
Create Renditions	Send to D1 Utilities?
Export to Excel	> Send to D2 Utilities?
Export Dependency Map(s)	Send to D3 Utilities?
Import Dependency Map(s)	Send to D4 Utilities?
import bependency imploym	Send to D5 Utilities?
Update Server Copy	Send to D6 Utilities?
Refresh Local Copy	Send to D7 Utilities?
Purge Local Copy	Send to TIA Utilities?
Purge WorkSpace	District Utilities Review
Cut	Send to Design Policy?
Сору	Design Policy Review
Paste	Ready for D1 Invitations?
Copy To	Ready for D2 Invitations?
Move To	Ready for D3 Invitations?
Rename	Ready for D4 Invitations?
Delete	Ready for D5 Invitations?
Modify	Ready for D6 Invitations?
Modify Spatial Attributes	Ready for D7 Invitations?
Add Comment	Ready for TIA Invitations?
Set	Next
Send To	Previous
Copy List To	Change
Attributes	Set Final Status
Change State	Remove Final Status

• Click on **Yes** to verify that Utility Owner contacts are correct.

ProjectWise Explorer	\times
? Utility Contacts are accurate?	
Yes No	

• Click **Send** in Outlook to send the email.



STEP 3: Design Policy Sends Invitations to Utility Owners

Design Policy will:

- **Open** the email:
- **Copy** the project link at the bottom of the email and **Paste** it in the ProjectWise address bar and click on **Go** to determine the PI project.

Please review the Utility Contacts in 411, collect the email addresses, and send out PWDM invitations.

ProjectWise Agent	
Datasource:gdot-go-pwis01.gdot.ad.local:ProjectWise	
Action time:2023-11-28 15:47:08.173	
Action:State change	
Workflow:GDOT PWDM Utility Submission Contact Verification - GDOT Utility Submission Contact Verification for PWDM Invitations	
State:Design Policy Review - Design Policy Review	
Document:ROUTING.txt - ROUTING.txt	
Folder:Projects_000002 UGA Research Project\PE (Preconstruction)\Roadway Design\Utility Submittal\1st Submission	
File name:ROUTING.txt	
File size:0 bytes	
Updated By:C0005547 - Williams, Glenn (Design Policy & Support)	
Updater e-mail:GIWilliams@dot.ga.gov	y.
Document link:	
pw://gdot-go-pwis01.gdot.ad.local:ProjectWise/Documents/Projects/_000002&spaceUGA&spaceProject/PE&space(Preconstruction)/Roadway&spaceDesign/Utility&spaceSubmittal/1st&spaceSubmission/ROUTING.txd	
This message was sent by ProjectWise Messaging Service	
nttp://www.projectwise.com	
Paste	
Address 💟 pw:\\gdot-go-pwis01.gdot.ad.local:ProjectWise\Documents\Projects\0009932 - Barrow - Roundabout - SR11 🗸 🕨 Go 🖕	
0009899 - CANCELLED - Bartow - Roundahout - 1-75 @ CR633	

- **Go** to the 411 application and run the query to obtain the Utility Owners for the project.
- Once all Utility Owner contacts have been compiled, **send** the PWDM invitations to the Utility Owner contacts.
- Return to ProjectWise and navigate back to the ROUTING.TXT file.
- Right-click on the ROUTING.TXT file and select **Change State** and select **Ready** for **D# Invitations?**, selecting the appropriate Design Policy Review routing action based on the District in which the project resides.



Import	Program Delivery Review
Create Renditions	Send to D1 Utilities?
Export to Excel >	Send to D2 Utilities?
Export Dependency Map(s)	Send to D3 Utilities?
Import Dependency Map(s)	Send to D4 Utilities?
Undate Server Conv	Send to D5 Utilities?
Refresh Local Conv	Send to D6 Utilities?
Purge Local Copy	Send to D7 Utilities?
Purge WorkSpace	Send to TIA Utilities?
Purge workspace	District Utilities Review
Cut	Send to Design Policy?
Сору	Design Policy Review
Paste	Ready for D1 Invitations?
Copy To	Ready for D2 Invitations?
Move To	Ready for D3 Invitations?
Rename	Ready for D4 Invitations?
Delete	Ready for D5 Invitations?
Modify	Ready for D6 Invitations?
Modify Spatial Attributes	Ready for D7 Invitations?
Add Comment	Ready for TIA Invitations?
Set >	Next
Send To >	Previous
Copy List To >	Change
Attributes >	Set Final Status

• Click on Yes to confirm sending invitations.

ProjectWise Explorer



- Click **Send** in Outlook to send the email.
- The ROUTING.TXT file is set to Final Status and a State of **D# Invitations Issued**. (where **#** will be the appropriate district number for the project and to which the email is sent by DPS staff).

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ProjectWise Deliverables Management (PWDM) invitations have been sent to utility owners by The Office of Design Policy & Support. Please proceed with sending your package using PWDM.

ProjectWise Agent
ProjectWise Agent
Datasource:gdot.go.puis01.gdot.ad.local:ProjectWise
Action time:2023-12-19 15:33:20.503
Action:State - D2 Invitations issued
Document:doc00006
Folder:ProjectV_00001 Deliverables Management Testing\PE (Preconstruction)\Roadway Design\Utility Submitsion
Updated By:C0005547 - Williams;@idot.ad.local:ProjectWise/Documents/ProjectS_00001&sepace;Deliverables&space;Management&space;Testing/PE&space;(Preconstruction)/Roadway&space;Design/Utility&space;Submittal/1st&spac

• District Utility staff will receive the email above and it will serve as notification that the invitations have been sent and that they can send the files to the Utility Owners.

STEP 4: DUO Distributes Files to UOs

The **DUO** will:

- **Open and review** all files prior to distribution to:
 - **Ensure** that the V8i/ORD files open correctly, the PDFs have been printed correctly, and all files are ready for use by the UOs
 - Ensure that the information shown is sufficient for the submittal
 - Ensure that all required V8i/ORD reference files are included & attached
 - Notify the GDOT PM immediately if the files are not ready for use
- Create and issue a new PWDM transmittal package to send to the UOs per the <u>instructions</u> found online (SEE NOTE BELOW)

			/				
	< Transmitta	l Draft					
<u>NOTE #1</u> : For Final Plans submissions, the <u>Purpose</u> of the package should be set	State: Draft No ackr	owledgements and	responses yet				
to <i>"For Information"</i> which will disable the Response option for Recipients	General	Recipients Project: Subject: Purpose:	Documents 0020284 - Barrow - Wid	Scheduling den - SR211 fm SR:	Audit Trail	Responses	
<u>NOTE #2</u> : Designate the software used to Design the project in the package		Comments:	For Review For Mark-Up For Approval For Construction For Construction For Construction For Estimation			2000 characters left	
comments so the UO will be aware when using MSCE							



STEP 5: UO Provides Markups to DUO

The **UO** will:

 Acknowledge and download the contents of the PWDM package provided by the DUO per the <u>instructions</u> found online

<u>NOTE</u>: For Final Plans Submission ONLY, nothing more needs to be done after plans are downloaded.

- **Open** the UTLE/UTLP/PROP/REQD files, as needed
 - Refer to the information that follows for file descriptions
 - Notify the DUO immediately if the files are not ready for use
 - The DUO will immediately notify the PM/DPL
 - The PM/DPL will ensure that the plans are revised accordingly and notify the DUO
 - The DUO will resubmit the revised files through PWDM
- **Rename** the UTLE/UTLP/PROP/REQD files per the following naming conventions and **use the renamed file to draw** the locations of all existing, preliminary relocation, proposed, temporary, abandoned, to be removed utility facilities, and existing and proposed utility easements in the appropriate files and per the GDOT PPG and EDG

In the following file naming conventions

o "1234567" is the project's PI number

MicroStation V8i/ORD files are .dgn files

- For the MicroStation v8i/ORD files:
 - Replace "upc" in the 1234567UTLEupc.dgn filename with the appropriate Georgia Utility Protection Center (UPC) code name (i.e. Georgia Power Company = GPC)
 - Place existing facilities and labels in this DGN file



NOTE:

- If the UO determines that the surveyed items in the referenced UTLE file are in the correct location, the UO will not need to duplicate these items on their markups
- If the UO determines that the surveyed items in the referenced UTLE file are not in the correct location, the UO will place new cells in the correct locations on their markups
- DO NOT DELETE ANY ITEMS FROM THE ORIGINAL FILES
 - Replace "upc" in the 1234567UTLPupc.dgn filename with the appropriate Georgia Utility Protection Center (UPC) code name (i.e. Georgia Power Company = GPC)
 - The original UTLP file should be blank
 - Place the following items in this file:
 - Proposed facilities and labels
 - Preliminary relocations and labels
 - Temporary facilities and labels
 - Labels for facilities to be abandoned in place
 - Labels and Xs for existing facilities to be removed
 - During 2nd Submission, the preliminary relocation information may need to be adjusted and or deleted from the renamed file used for 2nd Submission
 - DO NOT DELETE ANY ITEMS FROM THE ORIGINAL FILES
 - Replace "upc" in the 1234567PROPupc.dgn (v8i) or 1234567TOPOupc.dgn (ORD) filename with the appropriate Georgia Utility Protection Center (UPC) code name (i.e. Georgia Power Company = GPC)
 - In the renamed file, delete all existing property line information
 - Place all existing utility easements and labels in this file
 - DO NOT DELETE ANY ITEMS FROM THE ORIGINAL FILES
 - Replace "upc" in the 1234567REQDupc.dgn filename with the appropriate Georgia Utility Protection Center (UPC) code name (i.e. Georgia Power Company = GPC)
 - In the renamed file, delete all proposed property line information



- Place all proposed utility easements and labels in this file
- DO NOT DELETE ANY ITEMS FROM THE ORIGINAL FILES

When SUE services have been utilized for 1st Submission, the UOs will:

- Verify the SUE information prior to 2nd Submission
- Notify the DUO immediately regarding discrepancies between the UOs information and the existing facilities found during the SUE investigation
 - The SUE information is time specific-see next bullet
- **Draw and sufficiently note** all facilities installed <u>after the time of the SUE</u> in the 1234567UTLEupc file (for CADD) or the individual sheet files (for PDFs/Plans)
 - o Include labels stating the date of installation
- **Provide** pre-relocation information on specified projects and/or as directed by the DUO

Once the marked-up drawing files are completed, the **UO** will:

- **Provide** the *.dgn mark-ups to the DUO by responding using PWDM per the instructions found online
- Respond in comments section of the PWDM Package response with "No Facilities" or "No Conflicts" if either apply (see below) as well as attaching a No Conflict/No Facilities letter in the response.





STEP 6: DUO Provides UO Markups to PM/DPL

The **DUO** will:

- **Receive** a notification via email that a new submittal package has been received
- **Follow** the <u>instructions</u> provided online
- **Move** the files to the project's PI\PE\Utilities\District\Utility Owners\(Company Name)\Markups* Submission folder
- **Open and review** the completed mark-ups for GDOT compliance, content, proper location, and sufficiency of information
- Notify the PM/DPL that the completed marked-up project files are available in PW

STEP 7: PM/DPL Obtains Files

The **PM/DPL** will:

- Access the markup DGN files from the project's PI\PE\Utilities\District\Utility Owners\(Company Name)\Markups* Submission folder
- Add a note to the PROP file (if provided) to clearly state that any utility easement added by the UO is shown for information purposes only.
- Ensure that the Designer combines/appropriately incorporates the mark-ups into the appropriate UTLE/UTLP/PROP/REQD dgn file(s)
 - On SUE projects, the SUE Consultant is responsible for plans discrepancies up to SUE completion date and the Design Phase Leader is responsible for any facility added thereafter.

APPENDIX: Typical CADD Files Transferred Between GDOT and the UOs

The following CADD file naming conventions are from the current GDOT EDG. See the GDOT web pages for naming conventions when projects use other versions of the GDOT EDG. Any deviations from the standard file names will need to be verified with the project's GDOT PM. ALL available Cut Sheet Files are to be included with each submission as CADD files &, PDF files. Hard Copy Plans will only be available upon request. Refer to the current GDOT EDG for the names and section numbers of the sheet files.

File Description	V8i Typical File Name (Use <i>SS2</i> Workspace)	ORD Typical File Name (Use <i>MSCE</i> Workspace)	
Horizontal/Vertical Alignment Design	1234567MAIN.dgn	1234567GEOM.dgn	
Required Right-of-Way & Easements	1234567REQD.dgn 1234567REQDupc.dgn	1234567REQD.dgn 1234567REQDupc.dgn	
Utilities - Existing (from 1 st Submission or SUE)	1234567UTLE.dgn 1234567UTLEupc.dgn	1234567UTLE.dgn 1234567UTLEupc.dgn	
Corridors, Templates, Design Terrain/Elements	1234567LIMT.dgn	1234567CORD.dgn	
Existing Topography, Property, Terrain	1234567PROP.dgn 1234567PROPupc.dgn	1234567TOPO.dgn 1234567TOPOupc.dgn	
Existing Topography, Property, Terrain	1234567TOPO.dgn	1234567TOPO.dgn	
Existing Environmental & Cultural Resources (if available)	1234567ENVE.dgn	1234567ENVE.dgn	
Layout of sheet locations	SHEETLAYOUT.dgn	1234567_24.dgn	
Cross-Sections (if available)	1234567XSEC.dgn	1234567_23.dgn	
Drainage – Plan View	1234567DRNG.dgn	1234567DRNG.dgn	



Drainage Profiles (if available)	1234567DRNG.dgn	1234567_22.dgn
Staging/Erosion Control (per Stage #) (if available)	1234567STE#.dgn	1234567STE#.dgn

2nd Submission Files (Proposed Utility Relocations): Will typically include:

File Description	V8i Typical File Name (Use SS2 Workspace)	ORD Typical File Name (Use <i>MSCE</i> Workspace)
Horizontal/Vertical Alignment Design	1234567MAIN.dgn	1234567GEOM.dgn
Required Right-of-Way & Easements	1234567REQD.dgn 1234567REQDupc.dgn	1234567REQD.dgn 1234567REQDupc.dgn
Utilities - Existing (from 1 st Submission or SUE)	1234567UTLE.dgn 1234567UTLEupc.dgn	1234567UTLE.dgn 1234567UTLEupc.dgn
Corridors, Templates, Design Terrain/Elements	1234567LIMT.dgn	1234567CORD.dgn
Existing Topography, Property, Terrain	1234567PROP.dgn 1234567PROPupc.dgn	1234567TOPO.dgn 1234567TOPOupc.dgn
Existing Topography, Property, Terrain	1234567TOPO.dgn	1234567TOPO.dgn
Existing Environmental & Cultural Resources	1234567ENVE.dgn	1234567ENVE.dgn
Layout of sheet locations	SHEETLAYOUT.dgn	1234567_24.dgn 1234567_44.dgn



File Description	V8i Typical File Name (Use SS2 Workspace)	ORD Typical File Name (Use <i>MSCE</i> Workspace)
Cross-Sections	1234567XSEC.dgn	1234567_23.dgn
Drainage – Plan View	1234567DRNG.dgn	1234567DRNG.dgn
Drainage Profiles		1234567_22.dgn
Staging/Erosion Control (per Stage #)	1234567STE#.dgn	1234567STE#.dgn
Signing and Pavement Marking	1234567SIGN.dgn	1234567SIGN.dgn
Signal Plans	1234567SGNL.dgn	1234567SGNL.dgn
ITS Plans	1234567ITS.dgn	1234567ITS.dgn
Utilities - Proposed (blank w/reference files attached)	1234567UTLP.dgn	1234567UTLP.dgn
Proposed Environmental & Cultural Resources	1234567ENVP.dgn	1234567ENVP.dgn
Landscaping Plans	1234567LNSC.dgn	1234567LNSC.dgn
Lighting Plans	1234567LGHT.dgn	1234567LGHT.dgn
Typical Sections	1234567TYPS.dgn	1234567TYPS.dgn
Walls (plan view)	1234567WALL.dgn	1234567WALL.dgn
Walls (profile view)	1234567WPRO.dgn	1234567WPRO.dgn
Bridge Plans	1234567BRDG.dgn	1234567BRDG.dgn



3rd Submission Utility Review : These files will be the same as 2nd Submission only the proposed utility file (UTLP) will show any proposed utilities previously provided during 2nd Submission to allow the UOs to verify the info

4th Submission: Final Plans: Send all available files.