



**Guidelines:**

**ProjectWise Deliverables Management:  
Utility Submittal Workflow Process**

**4/23/2024**

## 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](mailto:SolutionsCenter@dot.ga.gov)

(When submitting issues through the Solutions Center/Remedy, please specify a subject line of "Utilities – Plan Transfer Information" 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 Added an Appendix
01.02	10/1/19	Updated PW location where SSUE will place files Updated to reflect blank “upc” DGN file being provided throughout document Step 5 – Updated 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 proceeding with the workflow

## 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 [documentation](#) 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:
      - MSCE (.dgn)
      - MicroStation V8i (.dgn)

## 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)

**NOTE:** 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 [here](#).

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:

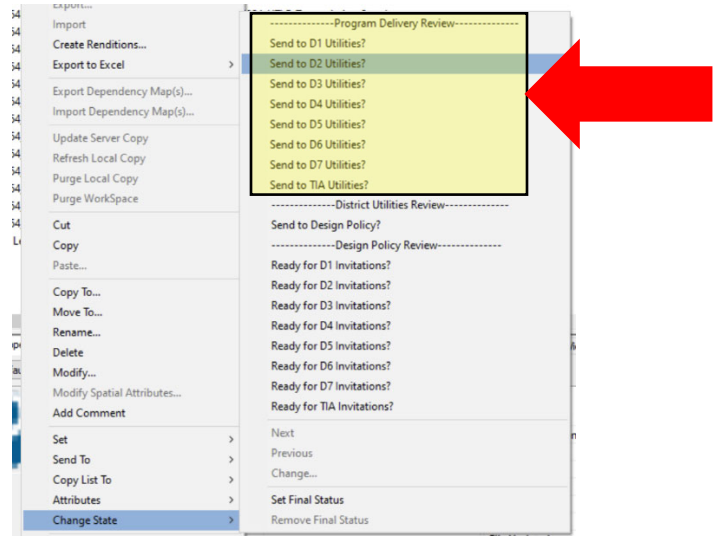
- **Ensure** that ProjectWise Deliverables Management (PWDM) has been setup on the project. If so, the icon of the project should look as such () and there should be a blue Deliverables Management folder in the project folder structure.  Deliverables Management
  - If not, please contact the [Solutions Center](#) 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 Section 24 and/or 44 plans are set up correctly for use by the UOs
  - **Ensure** required reference files are correctly attached
- **Copy** the existing 1234567UTLE.dgn file to a new DGN file named 1234567UTLEupc.dgn.
- **Delete** all the contents of the newly created 1234567UTLEupc.dgn file and save the new blank DGN file.
- **Attach** 1234567UTLE.dgn file as a reference file to the newly created 1234567UTLEupc.dgn file.
- **Place** the DGNs & PDFs for \* submission in the project's Roadway Design\Utility Submittal\\* Submission folder, where \* represents the appropriate submittal phase
  - The original files will remain in this folder as a record of what the PM/DPL submitted

**NOTE:** 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 [here](#).

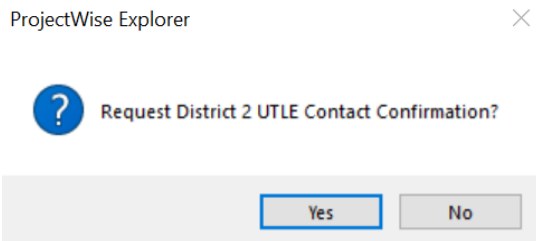
- **Ensure** SUE Plans have been incorporated as applicable
- **Right-click** on the **ROUTING.TXT** file in the project's Roadway Design\Utility Submittal\\* Submission folder and select **Change State** and then the appropriate Program Delivery routing action based on the District in which the project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

PROJECTWISE DELIVERABLES MANAGEMENT: UTILITY SUBMITTAL WORKFLOW PROCESS

Solutions Center to have the folders created or file placed in the folder, or the workflow added.



- Click on **Yes** to send the notification to the District Utility or TIA Utilities central email inbox to verify/update the Utility owner contacts for this project.



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

**PROJECTWISE DELIVERABLES MANAGEMENT: UTILITY SUBMITTAL WORKFLOW PROCESS**

**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 to navigate to the Utility Submittal folder where the Route.txt document was uploaded.

```

=====
ProjectWise Agent
=====
Datatype:gdot-go-pwis01.gdot.ad.local:ProjectWise
Action time:2023-11-20 13:56:04.947
Action:State change
Workflow:GDOT PWDM Utility Submission Contact Verification - GDOT 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 size:0 bytes

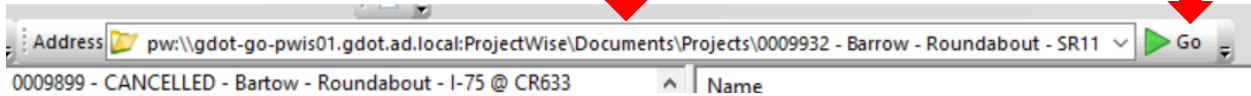
Updated By:C0005547 - Williams, Glenn (Design Policy & Support)
Updater e-mail:GIWilliams@dot.ga.gov
Document link:
pw://gdot-go-pwis01.gdot.ad.local:ProjectWise/Documents/Projects/_000001&space;Deliverables&space;Management&space;Testing\PE&space;(Preconstruction)\Roadway&space;Design\Utility&space;Submittal\1st&space;Submission\ROUTING.txt
=====
This message was sent by ProjectWise Messaging Service
=====
http://www.projectwise.com
=====

```

Copy



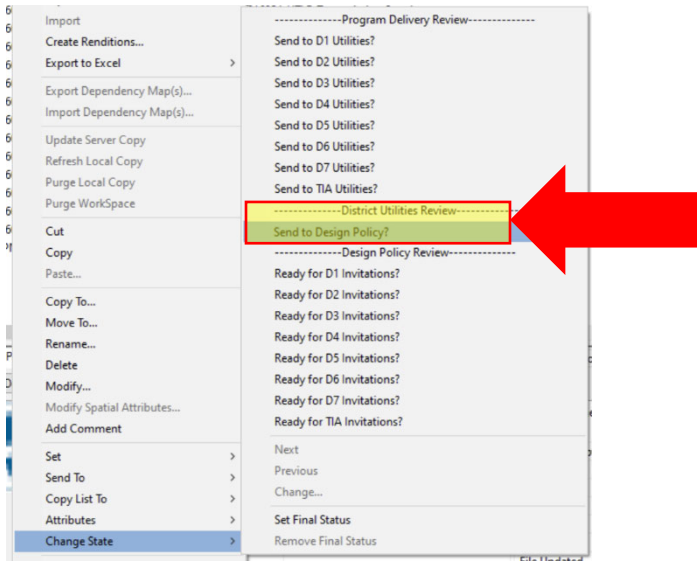
Paste



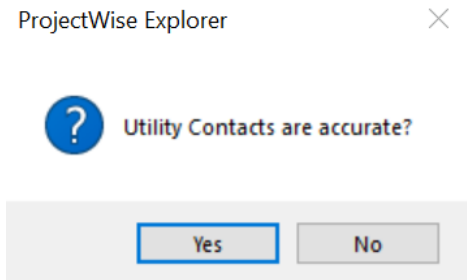
- Navigate to TPRO to update/verify the Utility Owner contacts.
- Once all Utility Owner contacts are correct, return to ProjectWise and navigate back to the ROUTING.TXT file.
- Right-click on the ROUTING.TXT file and select **Change State** and select **Send to Design Policy?**



**PROJECTWISE DELIVERABLES MANAGEMENT: UTILITY SUBMITTAL WORKFLOW PROCESS**



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



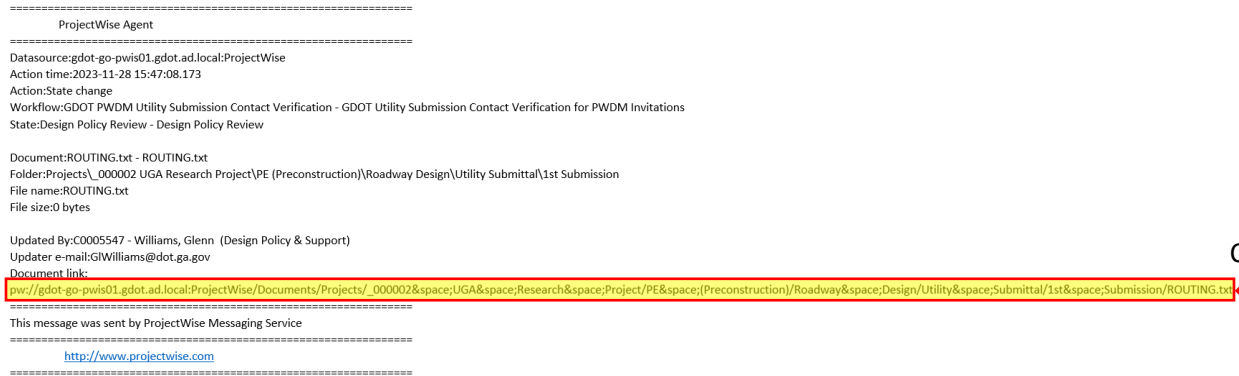
- Click **Send** in Outlook to send the email.

### STEP 3: Design Policy Sends Invitations to Utility Owners

Design Policy will:

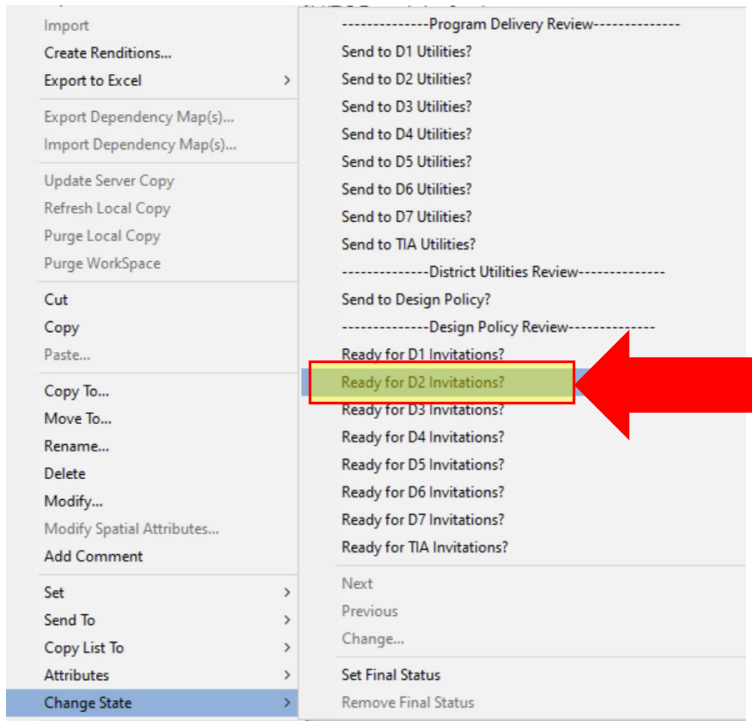
- **Open** the email:
- **Copy** the project link at the bottom of the email and **Paste** it in the ProjectWise address bar and click on **Go** to determine the PI project.

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

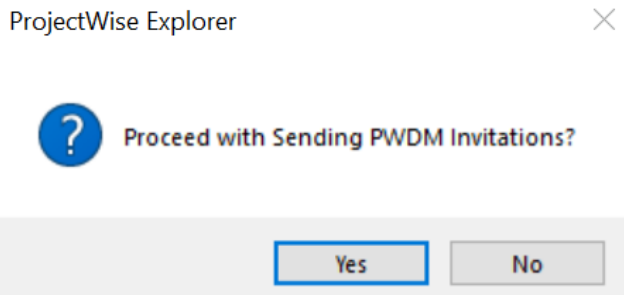


- **Go** to the 411 application and run the query to obtain the Utility Owners for the project.
- Once all Utility Owner contacts have been compiled, **send** the PWDM invitations to the Utility Owner contacts.
- Return to ProjectWise and navigate back to the ROUTING.TXT file.
- Right-click on the ROUTING.TXT 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.

PROJECTWISE DELIVERABLES MANAGEMENT: UTILITY SUBMITTAL WORKFLOW PROCESS



- Click on **Yes** to confirm sending invitations.



- 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).

## PROJECTWISE DELIVERABLES MANAGEMENT: UTILITY SUBMITTAL WORKFLOW PROCESS

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
=====
Datasource:gdot-go-pwis01.gdot.ad.local:ProjectWise
Action time:2023-12-19 15:33:02.503
Action:State change
Workflow:GDOT PWDM Utility Submission Contact Verification - GDOT Utility Submission Contact Verification for PWDM Invitations
State:D2 Invitations Issued - D2 Invitations Issued

Document:doc00006
Folder:Projects\_000001\Deliverables Management Testing\PE (Preconstruction)\Roadway Design\Utility Submittal\1st Submission

Updated By:C0005547 - Williams, Glenn (Design Policy & Support)
Updater e-mail:GWilliams@dot.ga.gov
Document link:
pw://gdot-go-pwis01.gdot.ad.local:ProjectWise/Documents/Projects/_000001&space;Deliverables&space;Management&space;Testing/PE&space;(Preconstruction)/Roadway&space;Design/Utility&space;Submittal/1st&space;Submission/doc00006
=====
This message was sent by ProjectWise Messaging Service
=====
http://www.projectwise.com
=====

```

- 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 [instructions](#) found online

### 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 [instructions](#) found online
- **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

- "1234567" is the project's PI number
- "\*\*\*\*" is the UO's Georgia Utility Protection Center (UPC) code name (i.e. Georgia Power Company = GPC)

#### **MicroStation V8i files are .dgn files**

- ❖ For MicroStation 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**
  - ❖ The original 1234567UTLP.dgn is to be saved out as the 1234567UTLP\*\*\*.dgn
    - The original UTLP file should be blank
    - Place 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 in this file

- During 2<sup>nd</sup> Submission, the preliminary relocation information may need to be adjusted and or deleted from the renamed file used for 2<sup>nd</sup> Submission
- **DO NOT DELETE ANY ITEMS FROM THE ORIGINAL FILES**
- ❖ The original 1234567PROP.dgn is to be saved out as the 1234567PROP\*\*\*.dgn
  - **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**
- ❖ The original 1234567REQD.dgn is to be saved out as the 1234567REQD\*\*\*.dgn
  - **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 1<sup>st</sup> Submission**, the **UOs** will:

- **Verify** the SUE information prior to 2<sup>nd</sup> 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 **after the time of the SUE** in the 1234567UTLEupc file (for CADD) or the individual sheet files (for PDFs/Plans)
  - **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

### **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 [instructions](#) 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 marked-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 for MicroStation V8i. 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.

**1<sup>st</sup> Submission Files (Existing Utilities):** To be made available as soon as possible and will typically include:

<b>File Description</b>	<b>V8i Typical File Name</b>	<b>ORD (OpenRoads) Typical File Name</b>
Proposed Alignment	1234567MAIN.dgn	1234567GEOM.dgn
Required Right-of-Way & Easements	1234567REQD.dgn	1234567REQD.dgn
Existing Utilities (w/reference files attached)	1234567UTLE.dgn	1234567UTLE.dgn (see above for downgrade information)
Construction Limits	1234567LIMIT.dgn	1234567CORD.dgn
Existing Property Information	1234567PROP.dgn	1234567TOPO.dgn
Existing Topography & Mapping features	1234567TOPO.dgn	1234567TOPO.dgn
Existing Environmental & Cultural Resources (if available)	1234567ENVE.dgn	1234567ENVE.dgn
Layout of sheet locations	SHEETLAYOUT.dgn	N/A
Cross-Sections (if available)	1234567XSEC.dgn	1234567_23.dgn
Drainage Profiles (if available)	1234567DRNG.dgn	1234567DRNG.dgn
Staging (preliminary) (if available)	1234567STE#.dgn	1234567STE#.dgn



**PROJECTWISE DELIVERABLES MANAGEMENT: UTILITY SUBMITTAL WORKFLOW PROCESS**

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

<b>File Description</b>	<b>V8i Typical File Name</b>	<b>ORD (OpenRoads) Typical File Name</b>
Proposed Alignment	1234567MAIN.dgn	1234567GEOM.dgn
Required Right-of-Way & Easements	1234567REQD.dgn	1234567REQD.dgn
Existing Utilities (w/reference files attached)	1234567UTLE.dgn	1234567UTLE.dgn (see above for downgrade information)
Construction Limits	1234567LIMIT.dgn	1234567CORD.dgn
Existing Property Information	1234567PROP.dgn	1234567TOPO.dgn
Existing Topography & Mapping features	1234567TOPO.dgn	1234567TOPO.dgn
Existing Environmental & Cultural Resources (if available)	1234567ENVE.dgn	1234567ENVE.dgn
Layout of sheet locations	SHEETLAYOUT.dgn	N/A
Cross-Sections (if available)	1234567XSEC.dgn	1234567_23.dgn
Drainage (plan view)	1234567DRNG.dgn	1234567DRNG.dgn
Staging (preliminary) (if available)	1234567STE#.dgn	1234567STE#.dgn
Signing and Pavement Marking	1234567SIGN.dgn	1234567SIGN.dgn
Signals	1234567SGNL.dgn	1234567SGNL.dgn

**PROJECTWISE DELIVERABLES MANAGEMENT: UTILITY SUBMITTAL WORKFLOW PROCESS**

<b>File Description</b>	<b>V8i Typical File Name</b>	<b>ORD (OpenRoads) Typical File Name</b>
ATMS	1234567ATMS.dgn	1234567ATMS.dgn
Existing Utilities (from 1 <sup>st</sup> Submission or SUE)	1234567UTLE.dgn	1234567UTLE.dgn
Proposed Utilities (blank w/reference files attached)	1234567UTLP.dgn	1234567UTLP.dgn
Construction Limits	1234567LIMIT.dgn	1234567CORD.dgn
Staging/Erosion Control (per Stage#)	1234567STE#.dgn	1234567STE#.dgn
Existing Property Information	1234567PROP.dgn	1234567TOPO.dgn
Existing topography & mapping features	1234567TOPO.dgn	1234567TOPO.dgn
Existing Environmental & Cultural Resources	1234567ENVE.dgn	1234567ENVE.dgn
Proposed Environmental & Cultural Resources	1234567ENVP.dgn	1234567ENVP.dgn
Cross-Sections (if available)	1234567XSEC.dgn	1234567_23.dgn
Drainage (plan view)	1234567DRNG.dgn	1234567DRNG.dgn
Landscaping	1234567LNSC.dgn	1234567LNSC.dgn
Lighting	1234567LGHT.dgn	1234567LGHT.dgn
Typical Sections	1234567TYP.S.dgn	1234567TYP.S.dgn
Walls (plan view)	1234567WALL.dgn	1234567WALL.dgn

PROJECTWISE DELIVERABLES MANAGEMENT: UTILITY SUBMITTAL WORKFLOW PROCESS

File Description	V8i Typical File Name	ORD (OpenRoads) Typical File Name
Walls (profile view)	1234567WPRO.dgn	1234567WPRO.dgn
Bridge	1234567BRDG.dgn	1234567BRDG.dgn
Summary of Quantities	1234567QTYS.dgn	1234567QTYS.dgn

**3<sup>rd</sup> 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 2<sup>nd</sup> Submission to allow the UOs to verify the info

**4<sup>th</sup> Submission: Final Plans**: Send all available files.