

S&B ELECTRONIC PLAN SUBMISSION
September, 2005

SECOND SUBMISSION / Final

Note: These directions are for all plan sheets to be included in the final plan set. Actions herein should be completed as part of the Final Submission (2nd Submission) stage shown on the **Electronic Plan Submission** summary chart.

<http://www.virginiadot.org/business/locdes/e-plan-submission-index.asp>

LEGEND

RAAP	Regular Advertisement and Award Process	SAAP	Special Advertisement and Award Process
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#	Description	RAAP	SAAP
1	Complete database information for plan sheets which are part of the advertisement package in accordance with http://www.virginiadot.org/business/locdes/e-plan-falcon-database-index.asp . (If not already done for first submission).	X	X
2	Set the STATUS field on General Information Tab to index and Generate Tif field on the File Format Keywords Tab to final submission .	X	X
3	Set the ARCHIVE field in Directories & Keywords to final submission .	X	X
4	<p>Notify the Central Office Computer Operations section, using email, project is ready to be re-indexed.</p> <p>John S. Halsey, Jr.: John.Halsey@VirginiaDOT.org 804-786-9189, and Doug Horton: Douglas.Horton@VirginiaDOT.org 804-786-1315</p> <p>Designer should also include brief description of the project with the following details:</p> <p style="text-align: center;">Description – rte. ### over ABC river, etc Project location – District and county Project # PPMS# Plan # Point of contact Stage of Project – PAC, FINAL, CONSTRUCTION REVISION, or AS-BUILT</p> <p>An index file, in .htm format, will be generated and sent to the designer for insertion into the Falcon Plan directory.</p>	X	X
5	When a consultant firm prepares the plans, the .dgn file to be tiffed shall include only a note and typed signatures as noted in Plan Signing instructions.	X	
6	<p>Create .tif files utilizing the Bridge Tif File Generator configuration.</p> <ul style="list-style-type: none"> • Fence file for plotting in normal manner. • Active CFG in the PRF Generator window must be changed to Bridge Tif File Generator. English unit projects should require no other changes. Metric unit projects will require the scale to be changed as if plotting. 	X	X

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	<ul style="list-style-type: none"> • This creates only an electronic .tif file. No hardcopy plot will be created. 		
7	<p>Transmit the appropriate completed final submission form electronically</p> <ul style="list-style-type: none"> • Upon receipt, the generated .tif files will be renamed to XXX-XXx_YY. <ol style="list-style-type: none"> a. XXX-XXx: Bridge Plan Number (little x is A, B etc.) b. YY: Sheet Number (may be YYY if over 99 sheets) NOTE: YYY format should be used for ALL sheets if the total is expected to be greater than 99. • Renamed .tif files for projects can be viewed in the Falcon electronic Plan File Room environment under Bridge Plans\district\Structure plan no. 	X	X
8	The appropriate plot request form will be generated. The Scheduling and Contract Development Division will print the plans for advertisement or create CD's.	X	X