

ELECTRONIC SUBMISSION OF PRE-ADVERTISEMENT CONFERENCE (PAC)  
1<sup>ST</sup> SUBMISSION

The procedure for the electronic PAC Submission of all plans is described below. Consultants will need to provide VDOT with Group 4 tif files, Microstation, IGrds, CAiCE or GEOPAK files two weeks in advance of PAC Submission.

According to the Cutoff Dates Schedule, when plans are ready for PAC Submission (Project Team Manager's responsibility to tif the files):

- The Project Team Manager will check with the other team members to make sure their plans are ready in Falcon/DMS DocMan
- The Project Team Manager will make any necessary additions/corrections to the Index of Sheets
- The Project Team Manager will create the Index of Files (Contact AES Help Desk for assistance)
- The Project Team Manager will make sure the note that reads "THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR CONSTRUCTION." is removed from all plan sheets
- The Project Team Manager will create tif files for all dgn files and set Generate Tif to pre advertisement conference
- The Project Team Manager will notify the Plan Coordination Section by email that the electronic files for UPC # are ready for PAC Submission after the Project Team Manager has notified AES that the tif files have been done. The Project Team Manager must submit the required forms by email:
  - Completed LD406 (signatures are required on this form)
  - LD426 (Federal Aid Interstate and Primary Projects)
  - C99 (Minimum and No-Plan Projects only)
  - The soil Analysis and Pavement Design
  - Special Provisions
  - Pre-Advertisement Meeting Report
  - Construction Cost Estimate (Transport)

Also, at this time the Project Team Manager needs to be sure to have the following information filled in the Project Pool:

- Sponsor
- Project Purpose
- Under Schedule/Estimates – Construction's (CN) Start and End dates
- The Project Team Manager will make sure that the original signed LD406 is submitted to the Plan Coordination Section

NOTE: The Environmental Division will submit environmental documents and permits to the Scheduling and Contract Division. The Rail Agreement Section will submit any railroad agreements to the Scheduling and Contract Division. The Right of Way and Utilities Division will submit utility and right of way releases to the Scheduling and Contract Division.

- The Plan Coordination Section will print the title sheet (If not signed by VDOT, a mylar title sheet with the original stamped, signed and dated PE seal on it will be furnished to the Plan Coordination Section.) and obtain the required signatures for construction (The complete Federal Aid Number must be on the title sheet before submitting to Plan Coordination, if applicable)
- The Plan Coordination Section will review all plans in Falcon/Web Suite as listed on the Index Sheet and will notify the Project Team Manager by email if any changes are necessary on the plans
- Once the Plan Coordination Section's Review and Quality Check has been completed, a LD402 will be processed and emailed to the appropriate parties on the distribution list (This will be the notification to the Scheduling and Contract Division that the project is ready for their review)
- When the original signed LD406 is received in Plan Coordination Section, the Title Sheet will be given to Programming Division for them to begin their process
- The original LD402, along with the Submittal package, will be given to Scheduling and Contract (At this time, the Actual Start Date for Activity 71 will be entered into IPM by Plan Coordination Section)
- Scheduling and Contract Division can contact the Plan Library if additional copies are needed for parties who do not have access to Falcon/Web Suite
- After all signatures have been obtained for the title sheet, the Plan Coordination will email the names and dates on the title sheet to the Project Team Manager
- The Project Team Manager will be responsible for having the typed names and dates put on the construction signature blocks of the dgn title sheet and will then notify the Plan Coordination Section by email that the title sheet has been re-tif and re-archive