

### ELECTRONIC SUBMISSION OF PRE-ADVERTISEMENT CONFERENCE (PAC)

The procedure for the electronic PAC of all plans is described below. Consultants will need to provide VDOT with PDF files, MicroStation and GEOPAK files. VDOT staff will continue to Generate Tif files using eQuorum Plotting. However, a process in the background will convert the TIF to PDF before the files are added to Falcon.

According to the Cutoff Dates Schedule, when plans are ready for PAC, **the following is the Project Manager's responsibility:**

- to ensure that a date is provided to all team members by which all plan work must be completed so the final Quality Control Reviews and Constructability Reviews can be held (adequate notice should be given to provide a thorough review, comment submission and comment resolution prior to the scheduling of the PAC)
- to ensure that the other team members' plans are ready in Falcon/DMS DocMan
- to ensure that the completion of the plans, estimates, specifications, special provisions and copied notes are done and have been sent to the Specifications Review Section of the Scheduling and Contract Division
- to ensure that any necessary additions/corrections to the Index of Sheets are made
- to ensure that the project cost estimate and the estimate as shown in iPM are current
- to ensure that "tif" files are created for all "dgn" files and Generate Tif is set to CURRENT DRAWINGS (in-house staff only)
- to ensure that AES is notified that the "tif" files have been done
- to ensure that the PAC meeting is scheduled according to the Cutoff Dates Schedule and all team members are informed of the time and location of the meeting