

ELECTRONIC ADVERTISEMENT SUBMISSION

The procedure for the electronic Advertisement Submission of all plans is described below. Consultants will need to provide VDOT with group 4 “tif” files, MicroStation, IGrds, CAiCE or GEOPAK and report files two weeks in advance of Advertisement Submission.

According to the Cutoff Dates Schedule, when plans are ready for Advertisement Submission **the following is the Project Team Manager’s responsibility:**

- to check with the other team members to ensure their plans for Advertisement Submission are ready in Falcon/DMS DocMan
- to ensure that “tif” files are created and Generate Tif is set to ADV. SUBMISSION
- to ensure that all “dgn” files are archived in Falcon/DMS DocMan for Advertisement Submission (set to ADV. SUBMISSION), which includes all applicable IGrds and GEOPAK working files and reports
- to notify the Plan Coordination Section by email that electronic files for UPC # are ready for Advertisement Submission by emailing the Form LD377
- To notify team members to send the Bridge form BR49, if applicable

The following is the Plan Coordination Section’s responsibility:

- to request the advertisement slip (print order) from Scheduling and Contract Division when the Form LD377 is received
- to review all plans in Falcon/Web Suite as listed on the Index Sheet and notify the Project Team Manager by email if any changes to the plans are necessary
- to process the Forms LD364 (Distribution of Approved Plans) and LD405 (Print Distribution Chart) when the Review and Quality Check has been completed (At this time, the Actual End Date for Activity 71 will be entered into IPM by Plan Coordination Section)

The LD405, correspondence and ad slip is given to the Plan Library so the print ticket can be processed. Once the print ticket is processed, it will be hand delivered to the Reproduction Section (located on 15th floor).

Once the plans come back from the Reproduction Section, the Plan Coordination Section will email the LD364 to notify the appropriate parties on the distribution list that the plans are available for printing and reviewing from within the Falcon/Web Suite.

No revisions may be made to the plans between Advertisement Submission and the Project Showing, generally 10 days after advertisement, unless approved by Scheduling and Contract Division. If approved, see Reference Guide for Electronic Submission of Pre-Award Revisions.