

## ELECTRONIC PLAN COORDINATION REVIEW

The procedure for the electronic Plan Coordination Review of all plans is described below. Consultants will need to provide VDOT with PDF files, MicroStation and GEOPAK files two weeks in advance of Plan Coordination Review. 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 – **Column 2**, when plans are ready for Plan Coordination Review, **the following is the Project Manager’s responsibility:**

- to ensure that the other team members’ plans are ready in Falcon/DMS DocMan for Plan Coordination Review
- to ensure that the project cost estimate and the estimate as shown in iPM are current
- to ensure that any necessary additions/corrections to the Index of Sheets are made
- to ensure that the Index of Files is created (Contact CADD Support Section’s Help Desk for assistance)
- to ensure the note that reads “THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR CONSTRUCTION.” is removed from all plan sheets
- to ensure that a mylar title sheet is submitted if project is designed by a Consultant
- the complete Federal Project Number must be on the title sheet, if applicable
- to ensure that “tif” files are created for all “dgn” files and “Generate Tif” keyword is set to PLAN COORDINATION REVIEW (in-house staff only)
- to ensure consultants submit PDF files
- to ensure that all applicable sheets have sealed and signed in accordance with division memorandums
- to ensure that the CADD Support Section is notified that the “tif” files have been done
- to ensure that the team members email the Bridge Form for Plan Coordination Review, if applicable
- to ensure that the Plan Coordination Section is notified that the electronic files for UPC # are ready for Plan Coordination Review and the required documents are submitted by email and/or uploaded to iPM:
  - LD406 (Certification of Plan Correctness Form) - signatures and PM-130 (RW QC and Environmental Re-evaluation -or- Environmental Certification and Document Re-evaluation at PS&E) submission date are required on this form by the Cutoff Dates Schedule - **Column 4**
  - LD426 (Pavement Data for Federal Aid Interstate and Primary Projects Form), if applicable
  - Bridge form, if applicable
  - C99 (No Plans and Minimum Plan Quantity Support Report), if applicable
  - The Soil Analysis and Pavement Design
  - Final special contract language, specifications, project specific special provisions or copied notes
  - CEI Budget
  - proposed CPM Schedule w/Schedule Narrative
  - Contract Time Determination Report (CTDR)
  - Pre-Advertisement Conference Report
  - any pertinent information pertaining to the project
  - TRNS\*PORT Detail Cost Estimate

- LD436 (Quality Control Checklist)
- PM-100 (Field Review and Scoping Report)
- to ensure that the following information is filled in the Project Pool:
  - Sponsor
  - Project Purpose
  - Under Schedule/Estimates – Construction’s (CN) Start and End dates
- to ensure that the Public Involvement Process is completed and appropriate documentation is uploaded into IPM (for additional information, click <http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Public%20Involvement%20Manual/Public-Involvement-Manual.pdf>)
- to ensure that the original signed LD406 is submitted to the Plan Coordination Section by the Cutoff Dates Schedule - **Column 4**
- to ensure that the plans are signed/sealed by all parties when notified that the status has been set to sign/seal in Falcon by Plan Coordination Section (in-house staff only)
- to ensure that the names and dates are typed in the signature blocks on the “dgn” title sheet and notify the Plan Coordination Section by email that the title sheet has been re-“tif”ed after receipt of the Approval Letter (email)

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 Division will submit utility and right of way releases to the Scheduling and Contract Division.

**The following is the Plan Coordination Section’s responsibility:**

- to print the title sheet and obtain the required signatures for construction (If designed by a consultant, a mylar title sheet will be furnished to the Plan Coordination Section.)
- to review all plans in Falcon/Web Suite as listed on the Index Sheet and notify the Project Manager by email if any changes to the plans are necessary (At this time, the status will be set to sign/seal in Falcon and Permissions will be added)
- to process the LD402 (Completed Plans for Contract Development Form) when the Review and Quality Check has been completed and email it 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)
- to submit the Title Sheet to Programming Division when the original signed LD406 is received in Plan Coordination Section
- to submit the original LD402, along with the Project Documents Assembly, to Scheduling and Contract Division (At this time, the Actual Start Date for Task 71 will be entered into IPM by Plan Coordination Section)
- to email the names and dates on the title sheet to the Project Manager after all signatures have been obtained for the title sheet

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

(See Road Design Manual, Chapter 2G, Section 2G-8 – PREPARATION OF PLAN ASSEMBLY FOR CONSTRUCTION for further information)

<http://www.extranet.vdot.state.va.us/locdes/Electronic%20Pubs/2005%20RDM/chap2g.pdf>

**S&B ELECTRONIC PLAN SUBMISSION  
JULY, 2007**

**PLAN COORDINATION REVIEW SUBMISSION**

Note: These directions are for all plan sheets to be included in the **completed** plan set only and assume that the .DGN files have been added to Falcon. Actions herein should be completed as part of the **Pre-Advertisement Conference** stage shown on the **Electronic Plan Submission** summary chart.

As noted in the checklist, this process does not apply to SAAP projects since they do not have a first submission.

**LEGEND**

<b>RAAP</b>	<b>Regular Advertisement and Award Process</b>	<b>SAAP</b>	<b>Special Advertisement and Award Process</b>
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#	Description	RAAP	SAAP
1	Complete database information for plan sheets that are part of the advertisement package in accordance with <a href="#">Falcon 6 for Structure and Bridge r7.doc</a> .	X	
2	Set the <b>STATUS</b> field on General Information Tab to <b>Index</b> and <b>Generate Tif</b> field on the File Format Keywords Tab to: <b>PLAN COORDINATION REVIEW SUBMISSION</b>	X	
3	Notify <a href="mailto:COLNDHelpDesk@VDOT.Virginia.gov">COLNDHelpDesk@VDOT.Virginia.gov</a> , the project is ready to be placed into the Bridge Plan File Room as a “ <b>PLAN COORDINATION REVIEW SUBMISSION</b> ”. An index file, in <b>.htm</b> format, will be generated and sent to the designer for insertion into the Falcon Plan directory (DGN sheets). A copy will be placed into the Plan File Room (TIFFs) by the COLNDHelpDesk	X	
4	Create .tif files utilizing the <b>Bridge V8 Tif File Generator</b> configuration. <ul style="list-style-type: none"> <li>• Fence file for plotting in normal manner.</li> <li>• Active CFG in the PRF Generator window must be changed to <b>Bridge V8 Tif File Generator</b>. English unit projects should require no other changes. Metric unit projects will require the scale to be changed as if plotting.</li> <li>• This creates only an electronic .tif file. No hardcopy plot will be created.</li> </ul>	X	
5	Transmit the appropriate completed <b>PLAN COORDINATION REVIEW SUBMISSION</b> notification form electronically. <ul style="list-style-type: none"> <li>• Upon receipt, the generated .TIF files will be renamed to XXX-XXx_YY. <ul style="list-style-type: none"> <li>a. XXX-XXx: Bridge Plan Number (little x is A, B etc.)</li> <li>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.</li> </ul> </li> <li>• Renamed .TIF files for projects can be viewed in the Falcon electronic Plan File Room environment under Bridge Plans\district\Structure plan no.</li> </ul>	X	
6	An e-mail noting any necessary corrections noticed during the initial review (L&D Plan Coordination for New Design, Anwar Ahmad for Maintenance), will be sent to the designer. The designer should make these corrections.	X	

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#	Description	RAAP	SAAP
7	If sheet descriptions change, return to Step 2. If sheet descriptions do not change, return to step 4 to generate updated .TIF files for the changed plan sheets.	X	
8	Notify the group or individual who requested the changes that updated files are available.	X	
9	The designer will receive a phone call, email or visit (Central Office only) to relay any necessary corrections found during the Scheduling and Contract Division's review. The designer should make the corrections agreed upon.	X	
10	If sheet descriptions change, return to Step 2. If sheet descriptions do not change, return to step 4 to generate updated .TIF files for the changes plan sheets.	X	
11	Notify the group or individual who requested the changes that updated files are available.	X	

## ELECTRONIC PLAN COORDINATION REVIEW FOR NO-PLAN PROJECTS

According to the No-Plan Cutoff Dates Schedule – **Column 1**, when No-Plan Documents Assembly is ready for Plan Coordination Review, **the following is the Project Manager's responsibility:**

- to ensure that the project cost estimate and the estimate as shown in iPM are current
- to ensure that the original signed No-Plan Title Sheet is submitted to Plan Coordination Section; the complete Federal Project Number must be on the title sheet, if applicable
- to ensure that the complete no plan assembly is submitted to Plan Coordination in accordance with cut off schedule. This submittal will consist of a paper copy of the traditional “No Plan Title Sheet” which has been signed by the district for funding verification and by the Responsible Person (first two signatures required) . The complete submittal will also be provided electronically. On the second page of the electronic no plan assembly will be a ‘signing and sealing sheet” The original electronic submittal will have this sheet signed and sealed by the same engineer that signed the paper copy of the title sheet. ( Additional Engineers seals may be placed on this sheet if applicable to the work contained in the assembly
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- to ensure that the complete plan assembly and required documents are electronically submitted to the Plan Coordination Section either by email or uploaded to iPM (with notification sent to Plan Coordination Section) for UPC # for Plan Coordination Review:
  - LD406NP (Certification of Plan Correctness Form) - signatures and PM-130 (RW QC and Environmental Re-evaluation -or- Environmental Certification and Document Re-evaluation at PS&E) submission date are required on this form
  - LD426 (Pavement Data for Federal Aid Interstate and Primary Projects Form), if applicable
  - C99 (No Plans and Minimum Plan Quantity Support Report), if applicable
  - The Soil Analysis and Pavement Design, if applicable
  - final special contract language, specifications, project specific special provisions or copied notes
  - CEI Budget
  - proposed CPM Schedule w/Schedule Narrative
  - Contract Time Determination Report (CTDR)
  - any pertinent information pertaining to the project
  - PM-100 (Field Review and Scoping Report)
  - TRNS\*PORT Detail Cost Estimate (**email only**)
- to ensure that the following information is filled in the Project Pool:
  - Sponsor
  - Project Purpose
  - Under Schedule/Estimates – Construction's (CN) Start and End dates
- to ensure that Tasks 71, 71c and 72 have been set on the Project Schedule in iPM
- to ensure that the Public Involvement Process is completed and appropriate documentation is uploaded into iPM (for additional information, click

<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Public%20Involvement%20Manual/Public-Involvement-Manual.pdf>

- When S & CD has completed building the proposal (there may or may not be engineering changes to the no plan assembly during this period) the final proposal is posted for the District's bid ability review. If no engineering changes have been made to the assembly (either by S & CD or by the district) as a result of the bid ability review the project will proceed to advertisement.
- The way the title sheet will appear in the final published proposal is the same as it does now, with the signatures of all parties typed in on the No Plan Title Sheet. On the 'signing and sealing sheet' the name of signer, license number, signature date and company logo will be typed in and the notation that a copy of the original signed and sealed sheet is available from the L & D Plan File Room.
- If there are no engineering revisions during the advertisement period, the original record set submitted will be the final record set (that went into the contract) in the Plan File Room.
- There are two possible variations on the above: one would be engineering changes during the proposal building period or engineering changes during the advertisement period. If either of these situations occurs the no plan assembly would need to be re-signed and sealed and the previous record set in the Plan file Room replaced.
- If either of these scenarios occurs it will be S & CD's responsibility to insure that the final version of the no plan assembly that goes into the contract is signed and sealed and provided to L & D for the record set. To accomplish this S & CD will request the designer to submit a revised signed and sealed no plan assembly to the Plan Coordination Section to replace the earlier version. This submittal will come simultaneously to the Plan Coordination Section and to S & CD for incorporating into the formal revision or into the contract depending at what stage this occurs.

**The following is the Plan Coordination Section's responsibility:**

- to process the LD402 (Completed Plans for Contract Development Form) when the Review and Quality Check has been completed and email it 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)
- to submit the original LD402, along with the No-Plan Documents Assembly, to Scheduling and Contract Division (At this time, the Actual Start Date for Task 71 will be entered into iPM by Plan Coordination Section)
- if Construction No-Plan Project, to submit the No-Plan Title Sheet to Programming Division when the original signed LD406NP and No-Plan Title Sheet are received in Plan Coordination Section
- if Maintenance Federal Funded Project, to submit the No-Plan Title Sheet to Programming Division when the original signed LD406NP and No-Plan Title Sheet are received in Plan Coordination Section
- if Maintenance State Funded Project, to submit the No-Plan Title Sheet to Maintenance Division when the original signed LD406NP and No-Plan Title Sheet are received in Plan Coordination Section

- to archive the sealed and signed record set of the no plan assembly in the Plan File Room environment of Falcon
- Plan Coordination will route the paper copy of the Title Sheet for other required signatures.
- Once Plan Coordination obtains the remaining signatures on the paper copy of the No Plan Title Sheet they will email those to the designer to type in on the No plan Title Sheet.
- When all signatures are obtained Plan Coordination will submit the original paper copy of the signed tile sheet to Scheduling & Contract Division (S & CD).
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**Please add Debbie Wood and Brenda Light as team members in IPM**