

ELECTRONIC SUBMISSION OF PRE-AWARD REVISIONS

The procedure for the electronic submission of Pre-Award Revisions (Special Orders for Pre-Construction Revisions prior to receipt of bids) is described below (this includes Consultant plans). 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. Consultants will need to submit PDF files to VDOT.

The Scheduling and Contract Division must approve the revision before the revision can be processed.

The following is the Project Manager's responsibility:

- to ensure that the “dgn” files are “tif”ed for placement in the Plan File Room in Falcon/DMS DocMan (revision date needs to be on each sheet along with the Revision Data Sheet, with the exception of bridge revisions that do not require a Revision Data Sheet but they do require the revision to be listed on Bridge Sheet 2)
- to ensure that when the “tif” files are generated that PRE AWARD REVISION is selected (in-house staff only)
- to ensure consultants submit PDF files
- to ensure that the Plan Coordination Section is notified of the revision by emailing the LD36 (Revision Data Form) or Bridge Form.
- to ensure that the “dgn” files are archived and PRE AWARD REVISION is selected
- to ensure that all applicable sheets have been sealed and signed in accordance with division memorandums

The following is the Plan Coordination Section's responsibility:

- to verify that the revision has been processed and is in Falcon/Web Suite under Plan File Room
- to verify that all applicable sheets have been sealed and signed in accordance with division memorandums
- to ensure that a Special Order of full size and half size prints are ordered for Scheduling and Contract Division to go with the set of construction plans for advertisement
- to ensure that if Federally funded, (Federal Oversight only) two half size prints are ordered for FHWA
- to notify the appropriate parties by email that the revision has been done and is located in Falcon/Web Suite under UPC # and/or Bridge Plan Number

In addition to the Special Order and FHWA, only hard copies are sent to the Residencies (no Contractors) for Pre-Award Revisions by the process of the LD405 (Print Distribution Chart Form).

(See Road Design Manual – Chapter 2G, Section 2G-13 – CONSTRUCTION PLAN REVISIONS for further information)

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