

S&B ELECTRONIC PLAN SUBMISSION

April 2007

FINAL SUBMISSION

Note: These directions are for all plan sheets to be included in the final **submission of the** plan set. Actions herein should be completed as part of the Final Submission (Second Submission) stage shown on the **Electronic Plan Submission** summary chart.

LEGEND

RAAP	Regular Advertisement and Award Process	SAAP	Special Advertisement and Award Process
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#	Description	RAAP	SAAP
1	Complete database information for plan sheets that are part of the advertisement package in accordance with: Falcon 6 for Structure and Bridge r6.doc (If not already done for first submission).	X	X
2	Set the STATUS field on General Information Tab to index and Generate Tif field on the File Format Keywords Tab to Final submission .	X	X
3	Set the ARCHIVE field in Directories & Keywords to Final submission .	X	X
4	Notify the COLNDHelpDesk@VDOT.Virginia.gov that the project is ready to be re-indexed. An index file, in HTML format, will be generated and sent to the designer for insertion into the Falcon Plan directory.	X	X
5	When a consultant firm prepares the plans, the DGN file to be tiffed shall include only a note and typed signatures as noted in Plan Signing instructions. (See example)	X	
6	Create .TIF files utilizing the Bridge V8 Tif File Generator configuration. <ul style="list-style-type: none"> • Fence file for plotting in normal manner. • Active CFG in the PRF Generator window must be changed to Bridge V8 Tif File Generator. English unit projects should require no other changes. Metric unit projects will require the scale to be changed as if plotting. • This creates only an electronic .TIF file. No hardcopy plot will be created. 	X	X
7	Transmit the appropriate completed final submission form electronically <ul style="list-style-type: none"> • Upon receipt, the generated .TIF files will be renamed to XXX-XXx_YY. <ul style="list-style-type: none"> a. XXX-XXx: Bridge Plan Number (little x is A, B etc.) 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. • Renamed TIF files for projects can be viewed in the Falcon electronic Plan File Room environment under Bridge Plans\district\Structure plan no. 	X	X
8	The appropriate plot request form will be generated. The Scheduling and Contract Development Division will print the plans for advertisement or create CD's.	X	X