

S&B ELECTRONIC PLAN SUBMISSION

April, 2007

PLAN REVISION

Note: These directions are for all plan sheets to be included in the revised plan set. **All revisions should be coordinated with the Scheduling and Contract Division.** Actions herein should be completed as part of the Pre Award or Construction Revisions 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 revision package in accordance with: Falcon 6 for Structure and Bridge r6.doc . (If not already done). Make sure the document number for the revised sheets includes the appropriate r# where the # is the revision number.	X	X
2	Set the STATUS field on General Information Tab to index and Generate Tif field on the File Format Keywords Tab to pre award or construction revision depending on the status of the plan.	X	X
3	Change STATUS field on General Information Tab to active for all existing DGN files which are not part of the final revised plans (Example: Sheet b27940003.dgn has been revised and sheet b27940003r1.dgn is the updated sheet. STATUS for b27940003r1 should be index and STATUS for b27940003 should be active).	X	X
4	Set the ARCHIVE field in Directories & Keywords to pre award or constr. revision , as appropriate, for all revised sheets.	X	X
5	Notify 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
6	When a consultant does the revision, the consultant shall seal and sign a paper copy of the second sheet (the sheet on which the Table of Revisions is shown) and submit it to the VDOT coordinator as part of the revision. The coordinator will forward the sealed paper copy to the Central Office Structure and Bridge Plan File Room for filing.	X	
7	The designer will edit the second sheet of the electronic plan (DGN file) and type in the note regarding the consultant signature and stamp in the consultant stamp block. (See example)	X	
8	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

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9	Transmit the appropriate completed revision form electronically <ul style="list-style-type: none"> • Upon receipt, the generated .TIF files will be renamed to XXX-XXx_YYrX. <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. c. rX: r to denote revision with X representing the revision number • 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
10	The appropriate plot request form will be generated. The Scheduling and Contract Division will print the plans for distribution or create CD's.	X	X

Shortcut to S&B forms located within Outlook Public folders



FORMS.xnk