

**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
<b>7</b>	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	
<b>8</b>	Notify the group or individual who requested the changes that updated files are available.	X	
<b>9</b>	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	
<b>10</b>	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	
<b>11</b>	Notify the group or individual who requested the changes that updated files are available.	X	