

Immediately upon signing, the original Title Sheet (right of way and construction stage) will be filed in the VDOT Central Office Plan Library. The **type written** names of the signers, and date signed (i.e. John W. Doe, signed October 29, 2003), will be inserted into the Signature Blocks of the .dgn version of the Title Sheet.

The complete official electronic .tif version of the plan assembly will be available through VDOT's Plan File Room internal Falcon web page.

For instructions on creating .tif files, see the "REFERENCE GUIDES" on the Location and Design Division website at <http://www.virginiadot.org/business/locdes/reference-guides.asp>.

The Project Manager is to ensure that the final electronic construction files on appropriate projects are made accessible through Falcon at final submission of the plan assembly to the Scheduling and Contract Division. The following files, in accordance with VDOT's CADD Manual, Chapter 8, "Electronic Deliverables" are required:

- 1) IGrds Files, if applicable
- 2) CAICE Files, if applicable
- 3) Microstation DGN files
- 4) Reports
- 5) Index of Files
- 6) .tif files
- 7) GEOPAK files, if applicable

All scanned signatures inserted into a .dgn file, or attached as a reference file to an existing .dgn file title sheet, must be removed.

The electronic .dgn version of the Title Sheet (including the typed names of the signers) will depict the latest version of the Title Sheet, from which the designer will create a .tif file for the "current drawings" folder on Falcon. At no point should a scanned signature be attached to a MicroStation file.

The Environmental Division will submit environmental documents and permits to the Scheduling and Contract Division. The Department of Rail and Public Transportation will submit any railroad agreements to the Scheduling and Contract Division.

BRIDGE ONLY CONTRACT

When a bridge contract is to be let separately from the road contract, sufficient road plans must be included to establish the line and grade of the bridge. In some instances, such as widening of an existing bridge, road plans may not be necessary.

The road plan designer should coordinate the submission of the plan assembly with the Bridge Engineer according to the guidelines in the section on "DATA REQUIRED FOR PLAN SUBMISSION".

GOVERNMENT STREAM GAGING STATIONS

If U.S. Geological Survey, Weather Bureau, Virginia Department of Conservation and Development, or other government stream gaging stations are located within the limits of construction, or will be destroyed or disturbed by construction, arrangements must be made to have these gaging stations moved before construction is started.

When plans have been submitted to the Scheduling and Contract Division for advertisement on which government stream gaging stations will be disturbed by construction, the Hydraulics Section must be notified by memorandum. The memorandum, accompanied by a print of each plan sheet on which such a gaging station occurs, shall give the description and location of each gaging station that has to be adjusted. Upon receipt of this data, the Hydraulics Section will notify the appropriate governmental agencies of the pending highway construction and of the necessity for the adjustment of the stream gaging stations.

PRE-ADVERTISEMENT CONFERENCE PLAN CHANGES

During the review of the plans by the Scheduling and Contract Division and prior to Final Submission, "changes" may be made to the plans (with no formal revision) as long as the designer receives concurrence from the Scheduling and Contract Division and there is sufficient time to make the changes and furnish prints of the sheets involved to the Scheduling and Contract Division prior to Final Submission.