

## S&B ELECTRONIC PLAN SUBMISSION

October, 2003 April, 2004

### PLAN SIGNING

Note: These directions are for the signature sheet(s) of a set of plans (Typically the front sheet). This process will not apply to SAAP projects unless signatures are required. Actions herein should be completed following the Pre Adv. Conf. (1<sup>st</sup> Submission) stage shown on the **Electronic Plan Submission** summary chart.

#### LEGEND

<b>RAAP</b>	Regular Advertisement and Award Process	<b>SAAP</b>	Special Advertisement and Award Process
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#	Description	RAAP	SAAP
1	Notify the Central Office that the plans are ready to be signed via email to <a href="mailto:Patrick.Mancuso@VirginiaDOT.org">Patrick.Mancuso@VirginiaDOT.org</a> , copy to <a href="mailto:Nancy.Kalousdian@VirginiaDOT.org">Nancy.Kalousdian@VirginiaDOT.org</a> . The email should include the estimated cost of the project.	X	X
2	When a consultant firm prepares the plans, the consultant shall stamp and sign a paper copy of the front sheet and submit it to the VDOT coordinator for VDOT signatures. The coordinator will forward the stamped paper copy with the notice to the Central Office as required in step 1.	X	X
3	A paper copy of the front sheet will be plotted (if the project is done by VDOT designers), the estimated cost added to the margin, and the appropriate signatures will be obtained.	X	
4	The <b>signed</b> paper copy will be retained in the Central Office Plan File Room. The designer will be notified by email of the date the plan was signed.	X	X
5	The designer will edit the front sheet of the electronic plan (.dgn file) and type in the signatures and dates signed. For consultant plans, the note regarding the consultant signature and stamp shall be added to the consultant stamp block. ( <a href="#">See example</a> )	X	X
6	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>Pre Advertisement Conference (Ffirst submissionSubmission)</b> .		
7	Create a .tif file of the signed front sheet utilizing the <b>Bridge 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 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> </ul> This creates only an electronic .tif file. No hardcopy plot will be created.	X	X
8	Notify Computer Operations, using email, that the front sheet has been updated. John S. Halsey, Jr.: <a href="mailto:John.Halsey@VirginiaDOT.org">John.Halsey@VirginiaDOT.org</a> 804-786-9189, or Doug Horton: <a href="mailto:Douglas.Horton@VirginiaDOT.org">Douglas.Horton@VirginiaDOT.org</a> 804-786-1315 Computer Operations will replace the file that exists in the electronic Plan File Room.	X	X