<u>ELECTRONIC SUBMISSION OF FINAL SUBMISSION PLANS (2nd SUBMISSION)</u>

The procedure for the electronic Final Submission of all plans is described below. Consultants will need to provide VDOT with group 4 tif files, Microstation, IGrds, CAiCE or GEOPAK and report files two weeks in advance of Final Submission.

According to the Cutoff Dates Schedule, when plans are ready for Final Submission (Project Team Manager's responsibility to tif the files):

- The Project Team Manager will check with the other team members to make sure their final submission of plans are ready in Falcon/DMS DocMan
- The Project Team Manager will archive in Falcon/DMS DocMan all dgn files for Final Submission, which includes all applicable IGrds and GEOPAK working files and reports, create tiffs and set Generate Tif to final submission
- The Project Team Manager will notify the Plan Coordination Section by email that electronic files for UPC # are ready for Final Submission by emailing the form LD377
- The Project Team Manager is responsible for contacting team members to send the form B49, if applicable
- The Plan Coordination Section will request the advertisement slip (print order) from Scheduling and Contract Division when the LD377 is received
- The Plan Coordination Section will review all plans in Falcon/Web Suite as listed on the Index Sheet and will notify the Project Team Manager if any changes are necessary on the plans
- Once the Plan Coordination Section's Review and Quality Check has been completed, the Forms LD364 and LD405 will be processed (At this time, the Actual End Date for Activity 71 will be entered into IPM by Plan Coordination Section)

The LD405, correspondence and ad slip is given to the Plan Library so the print ticket can be processed. Once the print ticket is processed, it will be hand delivered to the Reproduction Section (located on 15th floor).

Once the plans come back from the Reproduction Section, the Plan Coordination Section will email the LD364 to notify the appropriate parties on the distribution list that the plans are available for printing and reviewing from within the Falcon/Web Suite.