

ELECTRONIC SUBMISSION OF FINAL SUBMISSION PLANS (2nd Submission)

The procedure for the electronic Final Submission (2nd Submission) of all plans is described below. Consultants will need to provide VDOT with group 4 tiff files, MicroStation, IGrds, CAiCE or GEOPAK, and report files 2 weeks in advance of Final Submission.

When plans are ready for final submission (designer's responsibility to tiff the files.):

- The designer will Archive in Falcon_DMS all required files for final submission
- The Project Manager will check with the other team members to make sure their final submission of plans are ready in Falcon_DMS
- The designer will notify the Plan Coordination Section by email that electronic files for PPMS# are ready for final submission. The designer must also contact the team members to have the required forms delivered to Plan Coordination Section in a timely manner:
 - LD377 emailed directly from the designer
 - Advertisement Slip (Print Order from Schedule & Contract Division)
 - B49 (from Bridge Division)
- The Plan Coordination Section will review all plans in Falcon_DMS as listed on the Index Sheet and will notify the designer if any changes are necessary on the plans
- Once the Plan Coordination Section's Review and Quality Check has been completed, the necessary forms will be processed (LD364, LD405) and the Activity 71 End Date will be entered into PPMS

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

Once the plans come back from the Reproduction Section (15th floor), 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](#).

Filename: Document in Microsoft Internet Explorer
Directory: C:\PDF
Template: C:\Documents and Settings\bragsdale.trent\Application
Data\Microsoft\Templates\Normal.dot
Title: ELECTRONIC SUBMISSION OF FINAL SUBMISSION PLANS
Subject:
Author: VDOT
Keywords:
Comments:
Creation Date: 09/29/2003 12:07:00
Change Number: 5
Last Saved On: 11/13/2003 08:08:00
Last Saved By: norris_sh
Total Editing Time: 21 Minutes
Last Printed On: 10/28/2005 15:34:00
As of Last Complete Printing
Number of Pages: 1
Number of Words: 285 (approx.)
Number of Characters: 1,629 (approx.)