

## ELECTRONIC SUBMISSION OF CONSTRUCTION AND BRIDGE REVISIONS

The procedure for the electronic submission of Construction and Bridge Revisions is described below. (this includes Consultant plans). VDOT staff will continue to generate TIF files using eQuorum Plotting. However, a process in the background will convert TIF to PDF before the files are added to Falcon. Consultants will need to submit PDF files to VDOT.

### **The following is the Project Manager's responsibility:**

- to ensure that the revised "dgn" files are "tif"ed for placement in the Plan File Room in Falcon/DMS DocMan. (revision date needs to be on each sheet along with the Revision Data Sheet, with the exception of Bridge revisions that do not require a Revision Data Sheet but they do require the revision to be listed on Bridge Sheet 2)
- to ensure that when the "tif" files are generated that CONSTRUCTION REVISION is selected (in-house staff only)
- to ensure consultants submit PDF files
- to ensure that all applicable sheets have been sealed and signed in accordance with division memorandums
- to ensure that the Plan Coordination Section is notified of the revision by emailing the LD36 (Revision Data Form) or Bridge Form SB106
- to ensure that the "dgn" files are archived and CONSTR. REVISION is selected

### **The following is the Plan Coordination's responsibility:**

- to verify that the revision has been processed and is in Falcon/Web Suite under Plan File Room
- to verify that all applicable sheets have been sealed and signed in accordance with division memorandums
- to notify the appropriate parties by email that the revision has been done and is located in Falcon/Web Suite under UPC # and/or Bridge Plan Number

Only hard copies will be sent to the Residencies and Contractors by the process of the LD405 (Print Distribution Chart Form).

(See Road Design Manual, Chapter 2G, Section 2G-13 – CONSTRUCTION PLAN REVISIONS for further information)

<http://www.extranet.vdot.state.va.us/locdes/Electronic%20Pubs/2005%20RDM/chap2g.pdf>