

**ELECTRONIC SUBMISSION OF PREADVERTISEMENT CONFERENCE (PAC)**  
**(1<sup>st</sup> Submission)**

The procedure for the electronic PAC of all plans is described below. Consultants will need to provide VDOT with Group 4 tiff files, Microstation, Igrds, Caice or GEOPAK files 2 weeks in advance of PAC.

When plans are ready for PAC (Project Team Manager's responsibility to tiff the files):

- The Project Team Manager will check with the other Team Members to make sure their plans are also ready in Falcon\_DMS
- The Project Team Manager will make any necessary additions/corrections to the Index of Sheets
- The Project Team Manager will create the Index of Files (Contact AES Help Desk for assistance)
- The Project Team Manager will make sure that the note that reads "THESE PLANS ARE UNAPPROVED AND ARE NOT TO BE USED FOR CONSTRUCTION." is removed from all plan sheets
- The Project Team Manager will notify the Plan Coordination Section by email that electronic file named \*\*\*\* is ready for PAC after the Project Team Manager has notified AES that the tiff files have been done. The Project Team Manager must submit the required forms by email:
  - Completed LD406 (signatures are required on this form)
  - LD426 (Federal Aid Interstate and Primary Projects)
  - C-99 (Minimum and No Plan Projects only)
  - Copy of Soil Analysis and Pavement Design
  - List of any Government Benchmarks to be reset
  - All Correspondence pertinent to construction
  - Pre-advertisement Report
  - Construction Cost Estimate (Transport)
- The Project Team Manager will make sure that the original signed LD406 is submitted to the Plan Coordination Section

NOTE: 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. The Right of Way and Utilities Division will submit utility and right of way releases to the Scheduling and Contract Division.

- The Plan Coordination Section will print the title sheet (If not signed by VDOT, then a mylar title sheet with the original stamped, signed and dated PE seal on it will need to be sent to Plan Coordination Section.) and obtain the required signatures for construction (dgn file)
- After all signatures have been obtained, the signature names and dates will be emailed to the Project Team Manager
- The Project Team Manager will type the signature names and dates into the construction signature block on the electronic title sheet file and retiff the sheet for PAC

- The Plan Coordination will review all plans in Falcon Web 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, a LD402 will be processed and emailed to the appropriate parties on the distribution list (This will be the notification to the Scheduling and Contract Division that the project is ready for their review)
- Scheduling and Contract Division (Marvin Graham) can contact the Plan File Room if additional copies are needed for parties who do not have access to Falcon Web