

6/2/2009

## ELECTRONIC ADVERTISEMENT SUBMISSION

The procedure for the electronic Advertisement Submission of all plans is described below. Consultants will need to provide VDOT with group PDF files, MicroStation files, GEOPAK files and report files two weeks in advance of Advertisement Submission. VDOT staff will continue to generate TIF files using eQuorum Plotting. However, a process in the background will convert the TIF to PDF before the files are added to Falcon.

According to the Cutoff Dates Schedule, when plans are ready for Advertisement Submission **the following is the Project Manager's responsibility:**

- to ensure that the other team members' plans are ready in Falcon/DMS DocMan for Plan Coordination Section's Review
- to ensure that "tif" files are created and Generate Tif keyword is set to ADV. SUBMISSION(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 all "dgn" files are archived in Falcon/DMS DocMan for Advertisement Submission (set to ADV. SUBMISSION), which includes all applicable GEOPAK files and reports
- to ensure that the Plan Coordination Section is notified that electronic files for UPC # are ready for Advertisement Submission by emailing the PM-150 (Advertisement Plans Submission Notice)
- to ensure that the team members email the Bridge Form for Advertisement Submission Review, if applicable

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

- to request the advertisement slip (print order) from Scheduling and Contract Division when the PM-150 (old LD377) is received
- to review all plans in Falcon/Web Suite as listed on the Index Sheet and notify the Project Team Manager by email if any changes to the plans are necessary
- to verify that all applicable sheets have been sealed and signed in accordance with division memorandums
- to process the LD364 (Distribution of Approved Plans Form) and LD405 (Print Distribution Chart Form) when the Review and Quality Check has been completed (At this time, the Actual Finish Date for Task 71 will be entered into iPM by Plan Coordination Section and **Permissions will be removed from Falcon** )

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 15<sup>th</sup> 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.

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No revisions may be made to the plans between Advertisement Submission and the Project Showing, generally 10 days after advertisement, unless approved by Scheduling and Contract Division.

**If approved, see Reference Guide for Electronic Submission of Pre-Award Revisions.**