ELECTRONIC PLAN SUBMISSION PROCESS FLOW CHART

FALCON ACTIONS, ETC.

REVISED 07/13/2007

FOR MORE DETAILED INFORMATION CLICK ON APPROPRIATE LINKS

PRELIMINARY FIELD INSPECTION → PUBLIC HEARING → RIGHT OF WAY → FIELD INSPECTION → RIGHT OF WAY → PRE ADVERTISEMENT CONFERENCE → PLAN SUBMISSION → ADVERTISEMENT → PRE AWARD REVISIONS → CONSTRUCTION REVISIONS

FALCON LOCATION CURRENT DRAWINGS | FALCON LOCATION PLAN FILE ROOM

PRELIMINARY FIELD INSPECTION

- COMPLETE FALCON DATABASE INFORMATION
- TIFF FILES - SELECT CURRENT DRAWINGS
- ARCHIVE DRAWINGS - SELECT PRELIM. FIELD INSPEC
- SET STATUS TO INDEX

PUBLIC HEARING

- MAKE CORRECTIONS TO FALCON DATABASE INFORMATION
- TIFF FILES - SELECT CURRENT DRAWINGS
- ARCHIVE DRAWINGS - SELECT PUBLIC HEARING
- MAKE CORRECTIONS TO STATUS FIELD

RIGHT OF WAY

R/W TAKE
- TOTAL

R/W SUBMISSION

- MAKE CORRECTIONS TO FALCON DATABASE INFORMATION
- TIFF FILES - SELECT CURRENT DRAWINGS
- ARCHIVE DRAWINGS - SELECT RIGHT OF WAY TOTAL OR RIGHT OF WAY PARTIAL
- MAKE CORRECTIONS TO STATUS FIELD
- PREPARE TITLE SHEET FOR SIGNATURES
- NOTIFY PLAN COORDINATION SECTION
- PREPARE CROSS SECTIONS FOR CADD SUPPORT SECTION TO TIFF

R/W REVISIONS

- L & D SUBMIT LD-36 TO PLAN COORDINATION SECTION.
- TIFF FILES - SELECT CURRENT DRAWINGS

FIELD INSPECTION

- MAKE CORRECTIONS TO FALCON DATABASE INFORMATION
- TIFF FILES - SELECT CURRENT DRAWINGS
- ARCHIVE DRAWINGS - SELECT FIELD INSPECTION
- MAKE CORRECTIONS TO STATUS FIELD

RIGHT OF WAY

R/W TAKE
- PARTIAL

PRE ADVERTISEMENT CONFERENCE

- MAKE CORRECTIONS TO FALCON DATABASE INFORMATION
- TIFF FILES - SELECT CURRENT DRAWINGS
- MAKE CORRECTIONS TO STATUS FIELD

PLAN COORDINATION REVIEW

- MAKE CORRECTIONS TO FALCON DATABASE INFORMATION
- TIFF FILES - SELECT PLAN COORDINATION REVIEW
- MAKE CORRECTIONS TO STATUS FIELD
- PREPARE TITLE SHEET FOR SIGNATURES
- NOTIFY PLAN COORDINATION SECTION
- REQUEST INDEX OF FILES
- PREPARE CROSS SECTIONS FOR CADD SUPPORT SECTION TO TIFF

ADVERTISEMENT SUBMISSION

- MAKE CORRECTIONS TO FALCON DATABASE INFORMATION
- TIFF FILES - SELECT ADV. SUBMISSION
- ARCHIVE DRAWINGS - SELECT ADV. SUBMISSION
- MAKE CORRECTIONS TO STATUS FIELD
- NOTIFY PLAN COORDINATION SECTION
- REQUEST INDEX OF FILES UPDATE
- PREPARE CROSS SECTIONS FOR CADD SUPPORT SECTION TO TIFF

ADVERTISEMENT

- NO FALCON ACTIONS ARE REQUIRED BY PROJECT TEAM

* NO UPDATES TO DRAWINGS ONCE JOB HAS BEEN SENT TO BE PRINTED FOR ADVERTISEMENT. A FORMAL REVISION IS REQUIRED FROM THIS POINT ON.

PRE AWARD REVISIONS

- CONTACT SCHEDULING & CONTRACT DIVISION FOR APPROVAL
- L & D SUBMITS LD-36, BRIDGE SUBMITS BR-43 TO PLAN COORDINATION SECTION
- TIFF FILES - SELECT PRE AWARD REVISION
- ARCHIVE DRAWINGS - SELECT PRE AWARD REVISION
- MAKE CORRECTIONS TO STATUS FIELD
- REQUEST INDEX OF FILES UPDATE

CONSTRUCTION REVISIONS

CONSTRUCTION FIELD REVISIONS

- L & D SUBMITS LD-36 , BRIDGE SUBMITS BR-44 TO PLAN COORDINATION SECTION.
- TIFF FILES - SELECT CONSTRUCTION REVISION
- ARCHIVE DRAWINGS - SELECT CONSTR. REVISION
- MAKE CORRECTIONS TO STATUS FIELD
- REQUEST INDEX OF FILES UPDATE

NOTES:

TIFF FILES OF CURRENT DRAWINGS - THE PROJECT TEAM MEMBERS ARE RESPONSIBLE FOR KEEPING ALL TIFF FILES UP-TO-DATE NOT ONLY AT MILESTONES, BUT WHEN AND IF ANY SIGNIFICANT CHANGES OCCUR. THE PROJECT TEAM MANAGER IS RESPONSIBLE FOR ENSURING THAT ALL TEAM MEMBERS COMPLY.

CONSULTANT'S TIFF REQUIREMENTS - CLICK ON LINK FOR MORE INFORMATION

PRELIMINARY BRIDGE PLANS - CLICK ON LINK FOR MORE INFORMATION

AS-BUILT BRIDGE PLANS - CLICK ON LINK FOR MORE INFORMATION