

ELECTRONIC SUBMISSION OF PRE-ADVERTISEMENT CONFERENCE (PAC)

The procedure for the electronic PAC of all plans is described below. Consultants will need to provide VDOT with Group 4 "tif" files, MicroStation, IGrds, CAiCE or GEOPAK files.

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

- to provide a date to all team members by which all plan work must be completed so the final Quality Control Reviews and Constructability Reviews can be held (adequate notice should be given to provide a thorough review, comment submission and comment resolution prior to the scheduling of the PAC)
- to check with the other team members to ensure their plans are ready in Falcon/DMS DocMan
- to ensure that the completion of the plans, estimates, specifications, special provisions and copied notes are done
- to ensure that any necessary additions/corrections to the Index of Sheets are made
- to ensure that the project cost estimate and the estimate as shown in IPM are current
- to ensure that the Index of Files is created (Contact AES Help Desk for assistance)
- to ensure that "tif" files are created for all "dgn" files and Generate Tif is set to Current Drawings
- to notify AES that the "tif" files have been done
- to ensure that the PAC meeting is scheduled according to the Cutoff Dates Schedule and all team members are informed of the time and location of the meeting