

## ELECTRONIC SUBMISSION OF 1<sup>ST</sup> SUBMISSION

The procedure for the electronic 1st Submission of all plans is described below. Consultants will need to provide VDOT with Group 4 “tif “ files, MicroStation, IGrds, CAiCE or GEOPAK files two weeks in advance of 1st Submission.

According to the Cutoff Dates Schedule – **Column 2**, when plans are ready for 1st Submission, **the following is the Project Team Manager’s responsibility:**

- to check with the other team members to ensure their plans are ready in Falcon/DMS DocMan
- to ensure that the project cost estimate and the estimate as shown in IPM are current
- to ensure that any necessary additions/corrections to the Index of Sheets are made
- to ensure that the Index of Files is created (Contact AES Help Desk for assistance)
- to ensure the note that reads “THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR CONSTRUCTION.” is removed from all plan sheets
- to ensure that a mylar title sheet with original, stamped, signed and dated PE seal (required ) is submitted if project is not designed by VDOT; the complete Federal Aid Number must be on the title sheet, if applicable
- to ensure that “tif” files are created for all “dgn” files and Generate Tif is set to 1<sup>st</sup> submission
- to notify AES that the “tif” files have been done
- to notify team members to send the appropriate Bridge form, if applicable
- to notify Plan Coordination Section that the electronic files for UPC # are ready for 1st Submission and submit the required forms by email:
  - Draft LD406 Certification of Plan Correctness (signatures and LD442 submission date are required on this form by the Cutoff Dates Schedule - **Column 4**)
  - LD426 (Pavement Data for Federal Aid Interstate and Primary Projects), if applicable
  - BR45, if applicable
  - C99 (No Plans and Minimum Plan Quantity Support Report), if applicable
  - The Soil Analysis and Pavement Design
  - Special Provisions
  - Pre-Advertisement Meeting Report
  - TRNS\*PORT Detail Cost Estimate
- to ensure that the following information is filled in the Project Pool:
  - Sponsor
  - Project Purpose
  - Under Schedule/Estimates – Construction’s (CN) Start and End dates
- to ensure that the original signed LD406 is submitted to the Plan Coordination Section by the Cutoff Dates Schedule - **Column 4**
- to ensure that the names and dates are typed in the signature blocks on the “dgn” title sheet and notify the Plan Coordination Section by email that the title sheet has been re-“tif”ed after receipt of the Approval Letter (email)

NOTE: The Environmental Division will submit environmental documents and permits to the Scheduling and Contract Division. The Rail Agreement Section 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 following is the Plan Coordination Section's responsibility:**

- to print the title sheet (If not designed by VDOT, a mylar title sheet with the original stamped, signed and dated PE seal on it will be furnished to the Plan Coordination Section.) and obtain the required signatures for construction
- 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 process the Form LD402 (1<sup>st</sup> Submittal of Completed Plans) when the Review and Quality Check has been completed and email it 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)
- to submit the Title Sheet to Programming Division when the original signed LD406 is received in Plan Coordination Section
- to submit the original LD402, along with the 1<sup>st</sup> Submission package, to Scheduling and Contract Division (At this time, the Actual Start Date for Activity 71 will be entered into IPM by Plan Coordination Section)
- to email the names and dates on the title sheet to the Project Team Manager after all signatures have been obtained for the title sheet

Scheduling and Contract Division can contact the Plan Library if additional copies are needed for parties who do not have access to Falcon/Web Suite

(See Road Design Manual, Chapter 2G, Section 2G-8 – PREPARATION OF PLAN ASSEMBLY FOR CONSTRUCTION for further information)

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