

### 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 PDF files, MicroStation and GEOPAK files. 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 PAC, **the following is the Project Manager's responsibility:**

- to ensure that a date is provided 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 ensure that the other team members' plans are ready in Falcon/DMS DocMan
- to ensure that the completion of the plans, estimates, specifications, special provisions and copied notes are done and have been sent to the Specifications Review Section of the Scheduling and Contract Division
- 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 "tif" files are created for all "dgn" files and Generate Tif is set to CURRENT DRAWINGS (in-house staff only)
- to ensure that AES is notified 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

**S&B ELECTRONIC PLAN SUBMISSION**  
**JULY, 2007**

**Pre Advertisement PLANS**

Note: These directions are for the electronic handling of a preliminary set of plans and assume the preliminary plan sheets are in Falcon, have been reviewed and are ready for distribution. Preliminary plans should be complete on or before the Field Inspection stage shown on the **Electronic Plan Submission** summary chart.

#	Description
1	Fill in the required “data fields” in Falcon, and choose <b>current drawings</b> from the Generate Tif block under File Format Keywords. If the plan number has not been assigned, contact the Central Office S&B file room to obtain one.
2	Create .tif files utilizing the <b>Bridge V8 Tif File Generator</b> configuration. <ul style="list-style-type: none"><li>• Fence file for plotting in normal manner.</li><li>• Active CFG in the PRF Generator window must be changed to <b>Bridge V8 Tif File Generator</b>. English unit projects should require no other changes. Metric unit projects will require the scale to be changed as if plotting.</li></ul> This creates only an electronic .tif file. No hardcopy plot will be created.
3	Transmit the preliminary distribution form electronically <ul style="list-style-type: none"><li>• Upon receipt, the generated tif files will be renamed to XXX-XXx_YY.<ul style="list-style-type: none"><li>a. XXX-XXx: Bridge Plan Number (little x is A, B etc.)</li><li>b. YY: Sheet Number (may be YYY if over 99 sheets). NOTE: YYY format should be used for ALL sheets if the total is expected to be greater than 99.</li></ul></li></ul> <p>A folder will be generated in the Falcon Web Current Drawings, the preliminary tif files will be added. <u>Preliminary and Pre Advertisement plans are the only stages that will be made available through Current Drawings.</u></p> <p>Renamed tif files for projects can be viewed in the Falcon electronic Plan File Room environment under Current Drawings.</p> <p><b><u><a href="http://0501cocadd/falcon/archives2.htm">http://0501cocadd/falcon/archives2.htm</a></u></b></p>