

S&B ELECTRONIC PLAN SUBMISSION

April, 2007

FIRST SUBMISSION

Note: These directions are for all plan sheets to be included in the **completed** plan set only and assume that the .DGN files have been added to Falcon. Actions herein should be completed as part of the **Pre-Advertisement Conference** stage shown on the **Electronic Plan Submission** summary chart.

As noted in the checklist, this process does not apply to SAAP projects since they do not have a first submission.

LEGEND

RAAP	Regular Advertisement and Award Process	SAAP	Special Advertisement and Award Process
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#	Description	RAAP	SAAP
1	Complete database information for plan sheets that are part of the advertisement package in accordance with Falcon 6 for Structure and Bridge r6.doc .	X	
2	Set the STATUS field on General Information Tab to Index and Generate Tif field on the File Format Keywords Tab to: First Submission	X	
3	Notify COLNDHelpDesk@VDOT.Virginia.gov , the project is ready to be placed into the Bridge Plan File Room as a " First Submission ". An index file, in .htm format, will be generated and sent to the designer for insertion into the Falcon Plan directory (DGN sheets). A copy will be placed into the Plan File Room (TIFFs) by the COLNDHelpDesk	X	
4	Create .tif files utilizing the Bridge V8 Tif File Generator configuration. <ul style="list-style-type: none"> • Fence file for plotting in normal manner. • Active CFG in the PRF Generator window must be changed to Bridge V8 Tif File Generator. English unit projects should require no other changes. Metric unit projects will require the scale to be changed as if plotting. • This creates only an electronic .tif file. No hardcopy plot will be created. 	X	
5	Transmit the appropriate completed first submission notification form electronically <ul style="list-style-type: none"> • Upon receipt, the generated .TIF files will be renamed to XXX-XXx_YY. <ul style="list-style-type: none"> a. XXX-XXx: Bridge Plan Number (little x is A, B etc.) 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. • Renamed .TIF files for projects can be viewed in the Falcon electronic Plan File Room environment under Bridge Plans\district\Structure plan no. 	X	
6	An e-mail noting any necessary corrections noticed during the initial review (L&D Plan Coordination for New Design, Anwar Ahmad for Maintenance), will be sent to the designer. The designer should make these corrections.	X	

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#	Description	RAAP	SAAP
7	If sheet descriptions change, return to Step 2. If sheet descriptions do not change, return to step 4 to generate updated .TIF files for the changed plan sheets.	X	
8	Notify the group or individual who requested the changes that updated files are available.	X	
9	The designer will receive a phone call, email or visit (Central Office only) to relay any necessary corrections found during the Scheduling and Contract Division's review. The designer should make the corrections agreed upon.	X	
10	If sheet descriptions change, return to Step 2. If sheet descriptions do not change, return to step 4 to generate updated .TIF files for the changes plan sheets.	X	
11	Notify the group or individual who requested the changes that updated files are available.	X	