

S&B ELECTRONIC PLAN SUBMISSION

April, 2007

PLAN SIGNING

Note: These directions are for the signature sheet(s) of a set of plans (Typically the **title or first** sheet).

This process will not apply to SAAP projects unless signatures are required. Actions herein should be completed **subsequent to the Pre-Advertisement Conference** (First Submission) stage shown on the **Electronic Plan Submission** summary chart.

LEGEND

RAAP	Regular Advertisement and Award Process	SAAP	Special Advertisement and Award Process
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#	Description	RAAP	SAAP
1	Notify the Central Office that the plans are ready to be signed via email to Patrick.Mancuso@VDOT.Virginia.gov and cc: to Nancy.Kalousdian@VDOT.Virginia.gov . The email should include the estimated cost of the project.	X	X
2	When a consultant firm prepares the plans, the consultant shall seal and sign a paper copy of the title sheet and submit it to the VDOT coordinator for VDOT signatures. The coordinator will forward the sealed paper copy with the notice to the Central Office as required in step 1.	X	X
3	A paper copy of the title sheet will be plotted (if the project is done by VDOT designers), the estimated cost added to the margin, and the appropriate signatures will be obtained.	X	
4	The signed paper copy will be retained in the Central Office Structure and Bridge Plan File Room. The designer will be notified by email of the date the plan was signed.	X	X
5	The designer will edit the title sheet of the electronic plan (.dgn file) and type in the signatures and dates signed. For consultant plans, the note regarding the consultant signature and seal shall be added to the consultant stamp block. (See example)	X	X
6	Set the STATUS field on General Information Tab to index and Generate Tif field on the File Format Keywords Tab to Pre Advertisement Conference (First Submission) .		
7	Create a .tif file of the signed front sheet utilizing the Bridge 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	X
8	Notify COLNDHelpDesk@VDOT.Virginia.gov . The CADD Support Group will replace the file that exists in the electronic Plan File Room.	X	X