

ELECTRONIC PLANS REPRODUCTION


- Place images of plans to be printed in a PI_Date folder under the appropriate office folder under:

[\\gdot.ad.local\gdot\Preconstruction\RoadDesign\PCCOMMON\Printroom Request Images](http://\gdot.ad.local\gdot\Preconstruction\RoadDesign\PCCOMMON\Printroom Request Images)

- [-] Printroom Request Images
 - [+] District 1 (Gainesville)
 - [+] District 2 (Tennille)
 - [+] District 3 (Thomaston)
 - [+] District 4 (Tifton)
 - [+] District 5 (Jesup)
 - [+] District 6 (Cartersville)
 - [+] District 7 (Metro)
 - [-] General Office (One Georgia Center)
 - 123456_12-4-08
 - [+] OEL (Office of Environment_Location)
 - [+] TMC

- Send Standard Work Order Form to: printroom@dot.ga.gov
(Available from http://mygdot.dot.ga.gov/offices/designpolicies/Documents/printroom_workorderform.pdf)

- Receive notification for pick-up/distribution

Print Room Work Order Form	
Date Ordered:	<input type="text"/>
Date Needed:	<input type="text"/>
Ordered By:	<input type="text"/>
Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Project Number:	<input type="text"/>
PI Number:	<input type="text"/>
County:	<input type="text"/>
Office:	<input type="text"/>
<input type="button" value="Submit by Email"/> <input type="button" value="Print Form"/>	
 Georgia Department of Transportation Fleet Record Services 600 W. Peachtree Street Atlanta, GA 30308 Phone: 404.347.0600 Email: printroom@dot.ga.gov	
Type of Request:	
<input type="checkbox"/> PFPR / FFPR	Preliminary/Final Field Plan Review Prints / ReviewStore
<input type="checkbox"/> UOC / Bridge As-Built	Use on Construction/Bridge As-Built Revisions Distribution / Processing
<input type="checkbox"/> General Printing	Includes Final Plans, Amendments, Etc. Prints Only
Source of Plans:	
<input type="checkbox"/> Hard-Copy	<input type="checkbox"/> Previous Submission (General Prints Only)
<input type="checkbox"/> RWStore	(RWStore Prints)
<input type="checkbox"/> TransPI/Sharepoint	(Electronic Prints - see options below)
Print images for:	
<input type="checkbox"/> Construction Plans	Sheets: ALL
<input type="checkbox"/> Revisions	Sheets: ALL
<input type="checkbox"/> Right of Way Plans	Sheets: ALL
<input type="checkbox"/> As-Built Plans	Sheets: ALL
<input type="checkbox"/> PCCOMMON\Printroom Request Images] (General Printing)	
<input type="checkbox"/> RD14\Use On Construction] (Use on Construction Revisions)	
Size/Number of Prints:	
<input type="checkbox"/> Half-Size Prints	Number of Sets: <input type="text"/>
NOTE: Full-Size plans only to be requested for: (1) Final Plan submission to CBA or District Construction, (2) RW Plan submission, (3) Limited Utility submissions (at the discretion of the District Utility Engineer), or (4) Limited PFPR, FFPR, and UOC submissions.	
<input type="checkbox"/> Full-Size Prints	Number of Sets: <input type="text"/>
Comments/Additional Information:	
<input type="text"/>	
Revised 10/5/11	

FIELD PLAN REVIEW PROCESS

“Package”

(project-specific special provisions, etc.)

PM places FPR “package” (PDF) on *ReviewStore* ([\\gdot.ad.local\gdot\Preconstruction\RoadDesign\ReviewStore](http://\gdot.ad.local\gdot\Preconstruction\RoadDesign\ReviewStore)) in PI_Date folder

Plans

If printing is required (Hard-Copy):

- Submit Plans & Work Order Form with *PFPR/FFPR* selected on form
- After printing, DPL is notified to pick-up plans for distribution

If printing is required (Electronic):

- Submit Work Order Form (Print Room email address) with *PFPR/FFPR* selected on form
- Place the plan images in a PI_Date folder at the following location: [\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\FPR](http://\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\FPR)

If no printing is required (Hard-Copy):

- Submit Plans/Work Order Form with no printing designated & *PFPR/FFPR* selected
- Specify to scan and load images to *ReviewStore* in *Comments/Additional Information* box at bottom of form
- After printing, DPL is notified to pick-up plans

If no printing is required (Electronic):

- Submit Work Order Form (Print Room email address) with no printing designated & *PFPR/FFPR* selected on form
- Place the plan images in a PI_Date folder at the following location: [\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\FPR](http://\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\FPR)
- Specify to load images to *ReviewStore* in *Comments/Additional Information* box at bottom of form



Electronic Plans Process Quick User Reference

Version Number: 03.03
Date: April 20, 2012
Georgia Department of Transportation
Office of Design Policy & Support
Engineering Document Management
600 W. Peachtree Street, Floor 25

http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/ElectronicPlanProcess/Electronic_Plans_Process.pdf

All electronic images (Lettings, Construction, RW, Revisions, As-Built, etc.), unless noted, shall comply with the format and naming standards below.

STANDARD FILE FORMAT

- PDF (.PDF) - 200 dpi resolution
- Full size (24x36), Monochrome
- Rotated correctly (rotated such that the bottom of the sheet image is parallel to the bottom of the screen when viewed)
- Adobe Version 7+
- Single page PDF files

STANDARD FILENAMES

Filenames:

PI Number, underscore, numbered consecutively in increments of 0001

123456_0001.pdf

123456_0002.pdf

123456_0003.pdf

ACCESSING PLANS (TRANSPi)

Internal:

<http://mygdot.dot.ga.gov/info/tpd/Pages/>



External:

<http://www.dot.ga.gov/informationcenter/transpi/Pages/ProjectSelection.aspx>

LETTINGS - ROADWAY PROJECTS

Plans submitted **by 10:00AM** on the “Original Plans to Reproduction Section” date on the Letting Schedule by:

- Hard-copy (*Brent Story, State Design Policy Engineer, Attn: EDM Group Manager*)
- CD-DVD (Files named according to standard)
 - Images scanned in correct order
 - Verification form on CD-DVD
 - Labeled: Project #, PI #, County, Letting Month
- Server (Files named according to standard)
 - Images scanned in correct order
 - Images placed in PI folder under [\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\Letting Files](http://gdot.ad.local/gdot/Preconstruction/RoadDesign/Pccommon/Printroom Request Images/Letting Files)
 - Verification form in folder with images
 - Email EDM Group Mgr. and EDM@dot.ga.gov with Subject Line of *Letting Files*

LETTINGS - LOCAL LET PROJECTS

No projects are to be submitted until the PM has confirmed that the project has been AWARDED.

- Hard-copy (*Brent Story, State Design Policy Engineer, Attn: EDM Group Manager*)
- CD-DVD (Files named according to standard and in correct order)
- Can contain multiple projects
 - Labeled with PI# of all projects on CD-DVD
 - Submit to EDM Group Manager
- Server (Files named according to standard and in correct order)
 - Images placed in PI_Date folder under [\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\Letting Files\Local Let Files](http://gdot.ad.local/gdot/Preconstruction/RoadDesign/Pccommon/Printroom Request Images/Letting Files/Local Let Files)
 - Email EDM Group Mgr. and EDM@dot.ga.gov with Subject Line of *Local Let Files*

LETTINGS - MAINTENANCE (LETTER) PROJECTS

- Server (**AFTER AWARD** - Multi-Page PDF)
 - Images placed in PI_Date folder under: [\\gdot.ad.local\gdot\Preconstruction\RoadDesign\PCCOMMON\Printroom Request Images\Letting\Maintenance Files](http://gdot.ad.local/gdot/Preconstruction/RoadDesign/PCCOMMON/Printroom Request Images/Letting/Maintenance Files)
 - Email EDM Group Mgr. and EDM@dot.ga.gov with Subject Line of *Maintenance Project Letting Files*

RW PLANS—PRE-APPROVAL

- Submit TWO full-size paper sets to the RW Office
- Create images of plans and place in PI_Date folder in [\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\RW\](http://gdot.ad.local/gdot/Preconstruction/RoadDesign/Pccommon/Printroom Request Images/RW/) (Standard File-naming scheme of PI_0001.pdf, PI_0002.pdf, etc.)
- Send email to PlansOffice@dot.ga.gov (*plans are available*—Subject Line of: *PI# - PreApproval Plans*) and to NEPA Coordinator
- Subsequent submittals to RW Office only in paper format

RW PLANS—APPROVAL

- Receive approval email: (1) Notification of approval of RW Plans (2) Notification to submit current X-Section and Driveway Profile sheets to EDM Group
- Create images of X-Section and Driveway Profile sheets and place in PI_Date folder in [\\gdot.ad.local\gdot\Preconstruction\RoadDesign\Pccommon\Printroom Request Images\XSDW\](http://gdot.ad.local/gdot/Preconstruction/RoadDesign/Pccommon/Printroom Request Images/XSDW/)

NOTE: Filenames can vary from standard for X-S and D/W Profile images since they can be generated from PRF files instead of scanning

NOTE: **If revisions occur after original submittal of the X-Section and Driveway Profile Sheets, it will be the responsibility of the District RW Team Manager to work directly with the PM to get updated x-section or driveway profile sheets for a particular parcel.**

- Send email to EDM@dot.ga.gov (*plans are available*) (Subject Line of: *PI# - XS and DW Plans*)
- RW Office will publish approved RW Plans
- EDM Staff will stamp (“Preliminary”) and place submitted X-Section and Driveway Profile plans in “XSDW Plan” folder under project on RWStore

RW PLANS—REVISIONS (ELECTRONIC ONLY)

- Create and place images of revised RW Cover and RW Plans (std. file-naming scheme), **and scanned cover/transmittal letter** (PDF format—PI_0000.pdf) in PI_Date folder in [\\Gdot.ad.local\gdot\Preconstruction\RoadDesign\RD14\RW Revision\](http://Gdot.ad.local/gdot/Preconstruction/RoadDesign/RD14/RW Revision/)
- Send email to PlansOffice@dot.ga.gov, District Team Manager, DPL/PM notifying of revision (Subject Line of: *PI# - RW Revision*)
- RW Office publishes revisions

USE ON CONSTRUCTION/AMENDMENT REVISIONS & BRIDGE AS-BUILT REVISIONS

- Hard-copy
 - Copy of Transmittal Letter
 - Standard Printroom Work Order Form
- Server
 - Images (std. file-naming) & scanned transmittal letter (PI_0000.pdf) placed in PI_Date folder under [\\Gdot.ad.local\gdot\Preconstruction\RoadDesign\RD14\Use On Construction\](http://Gdot.ad.local/gdot/Preconstruction/RoadDesign/RD14/Use On Construction/)
 - Email Standard Printroom Work Order Form to printroom@dot.ga.gov (Location of images on form) - Not required if no printing is needed
 - Email EDM@dot.ga.gov Subject Line of *PI# - UOC*

CONSTRUCTION AS-BUILT PLANS (HARD-COPY)

- Submit plans and Transmittal Letter to *Office of Design Policy & Support, State Design Policy & Support Engineer, Attn: EDM Group Manager*
- Include specific contact information in Transmittal Letter
- Plans clearly designated as “AS-BUILT PLANS” (Plans will be returned to District after scanning)

ELECTRONIC PLANS RESEARCH

<http://www.dot.ga.gov/doingbusiness/research/Pages/RoadDesignSearch.aspx>

- **TransPI Search**
Searches can be performed *By Project, By Metadata, or By Document Type* internally or externally by using the TransPI search.
- **Plans Research Request Form**
EDM Staff will perform the research based on the information you provide.

Research Request Form

Contact Information:		GDOT Employees Check This Box -> <input type="checkbox"/> Internal	
First Name	<input type="text"/>	Company	<input type="text"/>
Last Name	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	City	<input type="text"/>
Email Address	<input type="text"/>	State	<input type="text"/>
Project Information:		(Document additional requests in Comment field)	
Date Needed	<input type="text"/>	Type Plans Needed (Plan Sheets, etc.)	
County	<input type="text"/>	<input type="text"/>	
Route #	<input type="text"/>	Media <input type="text"/>	
Project #	<input type="text"/>		
PI Number	<input type="text"/>		
Landmark (Intersection, Creek, Railroad, etc.)		<input type="text"/>	
Comment <input type="text"/>			
<input type="button" value="Submit"/>			