

**Digital Contract Plans and Specifications
for the Contracts Unit**

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Section 1 Digital Contract Plans and Specifications

CTDOT uses Projectwise for the submittal of digital contract plans and specifications. This document gives guidance on where the contract plans and specifications are located in Projectwise. Also included in this document are workflows for contract plans and specifications to be used by CTDOT Contracts personnel.

1.1 Projectwise

Projectwise is a database CTDOT is using to store digital projects. When a document is opened up in Projectwise, a copy of that document is downloaded to the user's computer. If changes were made, when you close the document and check in the document, those changes are sent back to Projectwise keeping the document up to date. To allow for easy searching in Projectwise, documents are given attributes when they are created.

Once you log into Projectwise you will see the screen below. The figure below shows the location in projectwise where contract plans and specifications are located:

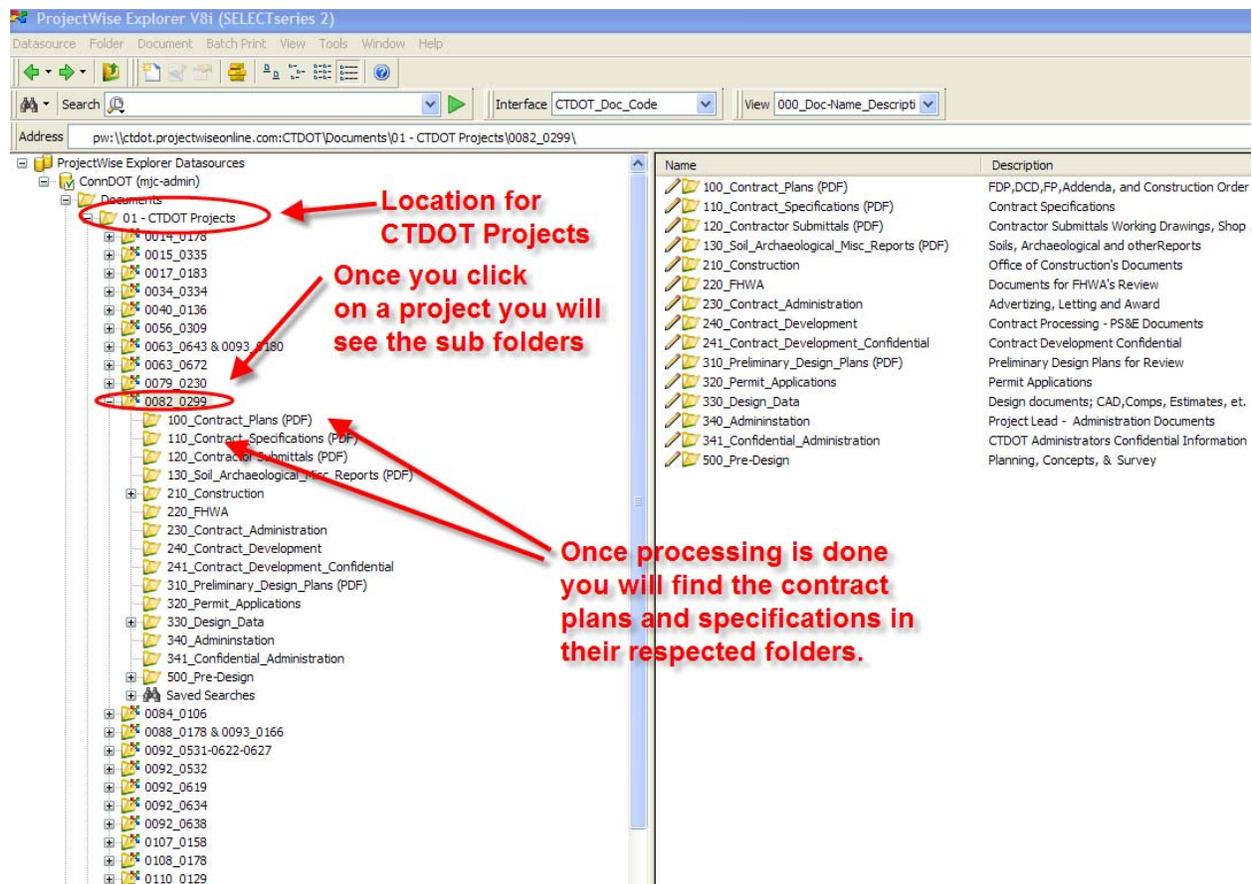


Figure 1 – Projectwise

1.1.1 100_Contract Plans Folder

The 100_Contract Plans folder will have all final design plans as well as addendum plans in it. These plans are in individual subsets. See the figure below showing final and addendum plans in subset format.

Label (User Defined)	Cat_Description	Description	Version	Discipline	Main ...	Sub Cat...	State
01.01_General	Plans_04 - Final Plans (Adv)	01.01_General Subset		SB	CON	FPL	ADVERTISE
01.01_General_A1	Plans_05 - Addenda	01.01_General_A1		SB	CON	ADP	ADVERTISE
01.02_Revisions_A1	Plans_05 - Addenda	01.02_Revisions_A1		SB	CON	ADP	ADVERTISE
01.02_Revisions_A2	Plans_05 - Addenda	01.02_Revisions_A2		SB	CON	ADP	ADVERTISE
01.02_Revisions_A3	Plans_05 - Addenda	01.02_Revisions_A3		CT	CON	ADP	DOCUMENT TRAI
01.03_Highways	Plans_04 - Final Plans (Adv)	01.03_Highways Subset		SB	CON	FPL	ADVERTISE
01.03_Highways_A1	Plans_05 - Addenda	01.03_Highways_A1		SB	CON	ADP	ADVERTISE
01.03_Highways_A2	Plans_05 - Addenda	01.03_Highway_A2		CT	CON	ADP	ADVERTISE
01.04_Traffic	Plans_04 - Final Plans (Adv)	01.04_Traffic Subset		SB	CON	FPL	ADVERTISE
01.04_Traffic_A1	Plans_05 - Addenda	01.04_Traffic_A1		SB	CON	ADP	ADVERTISE
01.04_Traffic_A2	Plans_05 - Addenda	01.04_Traffic_A2		SB	CON	ADP	ADVERTISE
01.05_IMS	Plans_04 - Final Plans (Adv)	01.05_IMS Subset		SB	CON	FPL	ADVERTISE
01.05_IMS_A1	Plans_05 - Addenda	01.05_IMS_A1		SB	CON	ADP	ADVERTISE
01.05_IMS_A2	Plans_05 - Addenda	01.05_IMS_A2		SB	CON	ADP	ADVERTISE
02.06_Structures	Plans_04 - Final Plans (Adv)	02.06_Structures Subset		SB	CON	FPL	ADVERTISE
02.06_Structures_A1	Plans_05 - Addenda	02.06_Structures_A1		SB	CON	ADP	ADVERTISE
02.06_Structures_A3	Plans_05 - Addenda	02.06_Structures_A3		CT	CON	ADP	DOCUMENT TRAI
02.07_STR 138-221-134	Plans_04 - Final Plans (Adv)	02.07_STR 138-221-134 Subset		SB	CON	FPL	ADVERTISE
02.07_STR 138-221-134_A1	Plans_05 - Addenda	SB_CON_ADP_0138_0221_02.0...		SB	CON	ADP	ADVERTISE
03.08_STR.135 (Conc)_A3	Plans_05 - Addenda	03.08_STR.135 (Conc. Option)...		CT	CON	ADP	DOCUMENT TRAI
03.08_STR_00135(Conc)	Plans_04 - Final Plans (Adv)	03.08_Str_No. 138-221-00135 ...		SB	CON	FPL	ADVERTISE
03.08_STR_00135(Conc)_A1	Plans_05 - Addenda	03.08_STR_00135(Concrete Op...		SB	CON	ADP	ADVERTISE

Figure 2 - 100_Contract Plans Folder

As shown above we have final plans and addendum plans. Contracts will find the Contract plans for advertizing in this folder.

The subsets follow this example: 01.01_General is the final plans and 01.01_General_A1 would be the Addendum 1 plans for the 01.01_General Subset. Notice the Cat_Description column describes the document.

The label above is giving to the document so that it can be easily identified in Projectwise. When Contracts exports these files out of projectwise the file name is **not** going to be the Label shown above. For the 01.01_General subset, the file name will be:

CT_CON_FPL_0138_0221_01.01_General.pdf

(Note: The “0138_0221” is the project number.)

For the 01.01_General_A1 subset the file name will be:

CT_CON_ADP_0138_0221_01.01_General_A1.pdf

[Section 1.3.1](#) gives instruction on how to export document out of projectwise.

Projectwise also has the ability to filter out subsets by Addendum as shown in [section 1.3.2](#) of this document. Also notice the state of the document.

After Processing notifies Contracts the plans are all set, Contracts should make sure the document’s state is Advertise before they export the documents out. [Section 1.2](#) gives more information on the states of the documents.

1.1.2 110_Contract Specifications Folder

The 110_Contract Specifications folder will contain the final specs and any addendum specs. See the figure below showing final and addendum specs. in Projectwise.

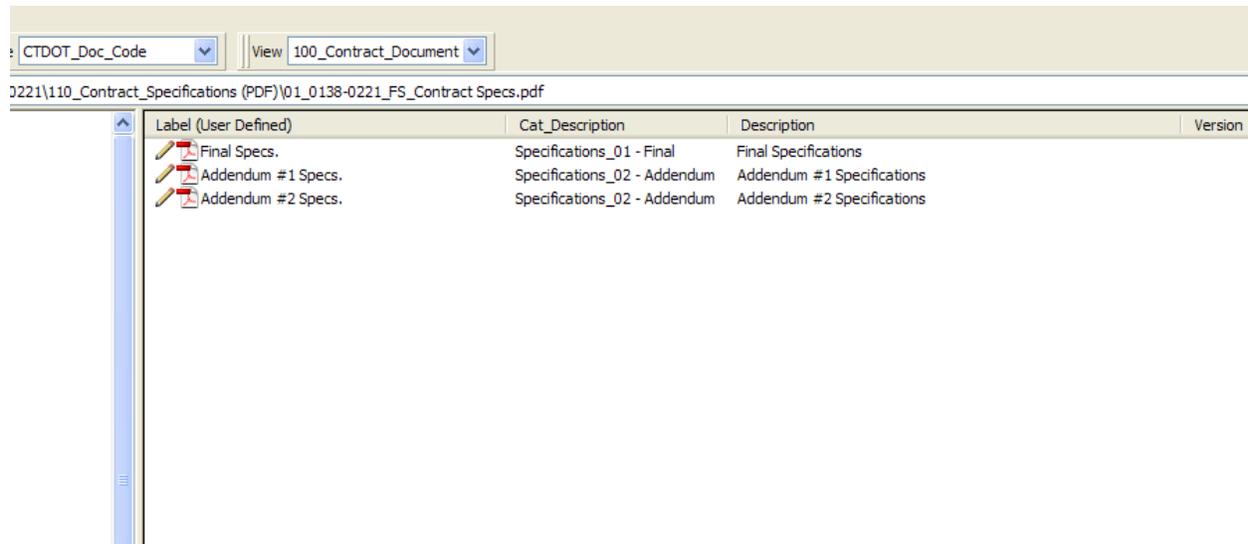


Figure 3 - 110_Contract Specifications Folder

As shown above we have the final specs. and any addendum specifications. This is the location where contracts will find the contract specifications. [Section 1.4](#) gives a workflow for contract specifications.

1.2 Projectwise Securities

The following explains the securities of documents and folders in Projectwise.

1.2.1 100_Contract Plans Folder Securities

The 100_Contract Plans folder has a dynamic security system on it where we can flip a switch and change the securities of a document contained in this folder. This gives the department greater document control from project submission to project advertising. Projectwise calls these different securities, States. States are used when there is a need to change the securities of a certain group as a document moves along a process. We have (3) different states on the 100_Contract Plans folder and they are as follows:

Document Transfer State – allows either the Consultant or State Designer to upload, read and alter a document.

Processing State – Allows only the processing unit read, write access, allowing them to review the documents in a secluded area. All other users shall have read access, which allows the user to see the document in the proper folder, but not open and read it.

Advertise State - Allows all users file read access, allowing any user to open and read the document. CTDOT Contracts will have the ability to export any document in this state for Advertising. If a document is not in this state it is not ready for Advertising.

1.2.2 110_Contract Specifications Folder

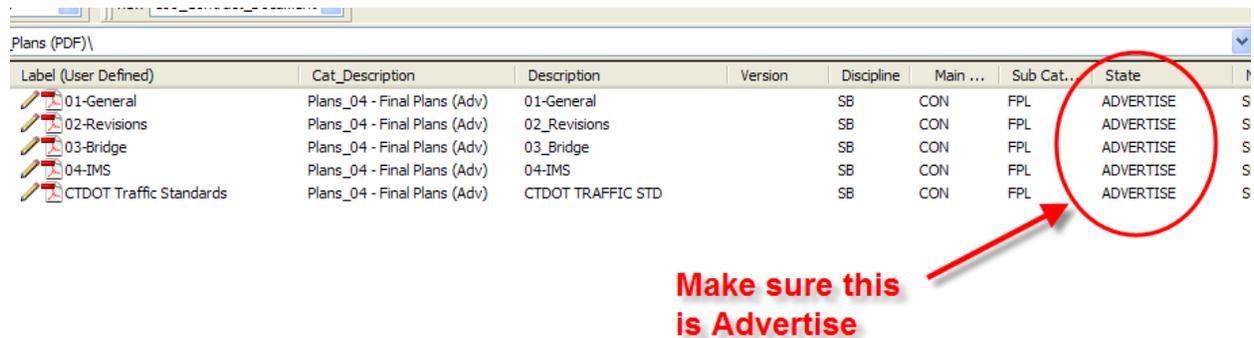
The 110_Contract Specifications folder does not have dynamic security because the documents in this folder are only going to be edited by one group, CTDOT contracts. Processing will only have the ability to upload the contract specifications into this folder and everyone else will only have read access. Contracts will have complete access except they will not be given Delete rights.

1.3 Contract Plans Workflow

This section will give guidance on how to export final contract plans for advertising from Projectwise and how to export addendum plans for advertising.

1.3.1 Final Contract Plans for Advertising

Once Processing has notified Contracts that the contract plans are ready for advertising they can be exported out of Projectwise. First log into Projectwise, go to the applicable project, and click on the 100_Contract Plans folder. Check to see that the plans are in the **Advertise** state before exporting.



Label (User Defined)	Cat_Description	Description	Version	Discipline	Main ...	Sub Cat...	State	N
01-General	Plans_04 - Final Plans (Adv)	01-General		SB	CON	FPL	ADVERTISE	S
02-Revisions	Plans_04 - Final Plans (Adv)	02_Revisions		SB	CON	FPL	ADVERTISE	S
03-Bridge	Plans_04 - Final Plans (Adv)	03_Bridge		SB	CON	FPL	ADVERTISE	S
04-IMS	Plans_04 - Final Plans (Adv)	04-IMS		SB	CON	FPL	ADVERTISE	S
CTDOT Traffic Standards	Plans_04 - Final Plans (Adv)	CTDOT TRAFFIC STD		SB	CON	FPL	ADVERTISE	S

Make sure this is Advertise

Figure 4 - Contract Plan Subsets

Next export the documents out. Select all documents, right click, and then select Export.

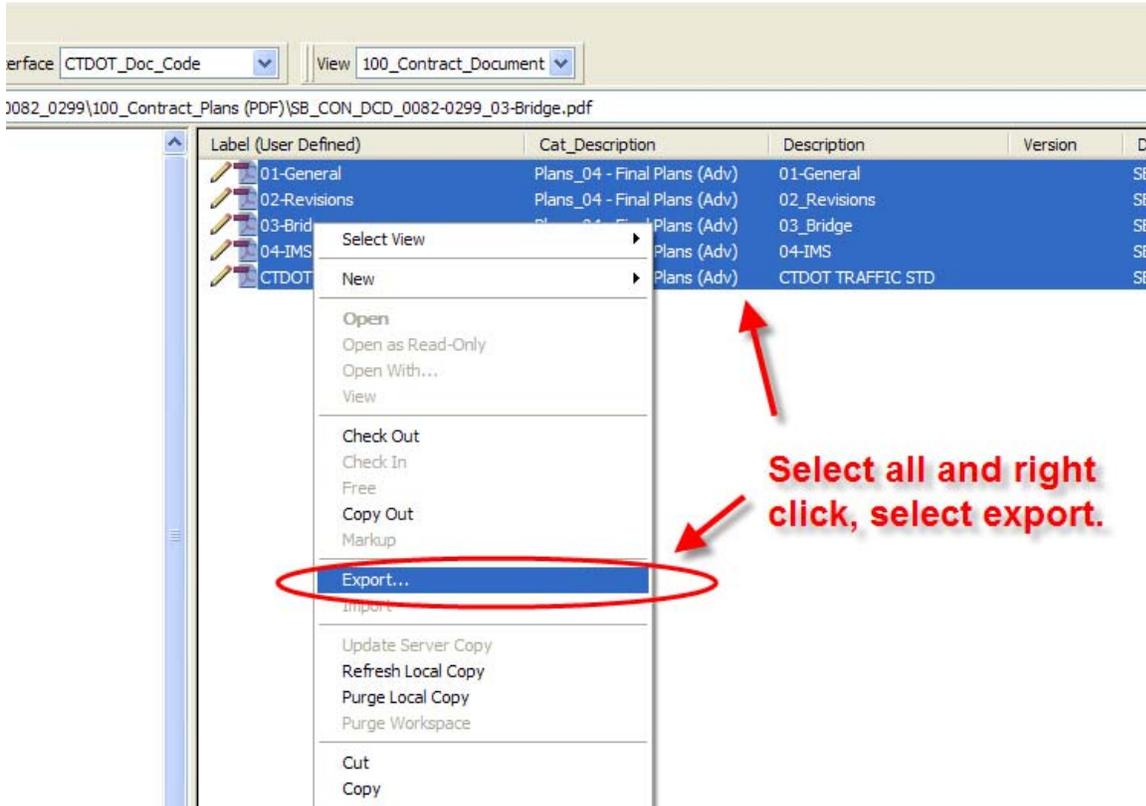


Figure 5 - Exporting Plans

Click next on the screen that comes up and then follow the figure below:

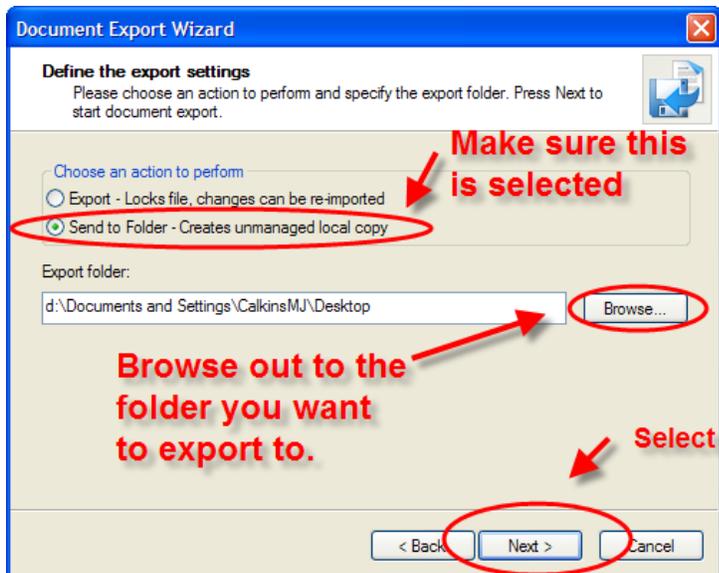


Figure 6 - Exporting Plans

These files can now be uploaded for advertising.

1.3.2 Addendum Contract Plans for Advertising

Once Processing has notified Contracts that the Addendum contract plans are ready for advertising they can be exported out of Projectwise. First log into Projectwise, go to the applicable project and click on the Saved Searches. This is shown below:

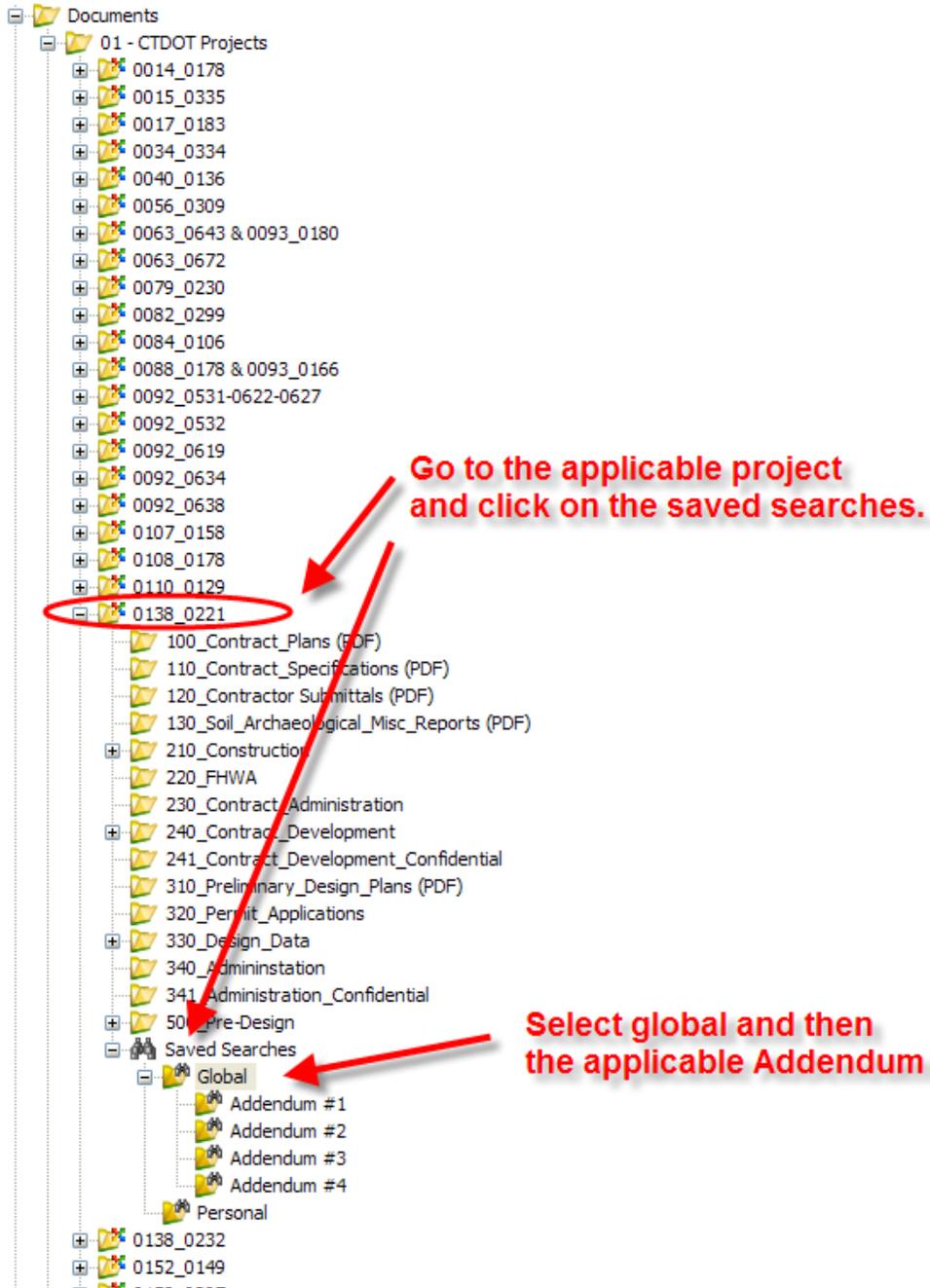
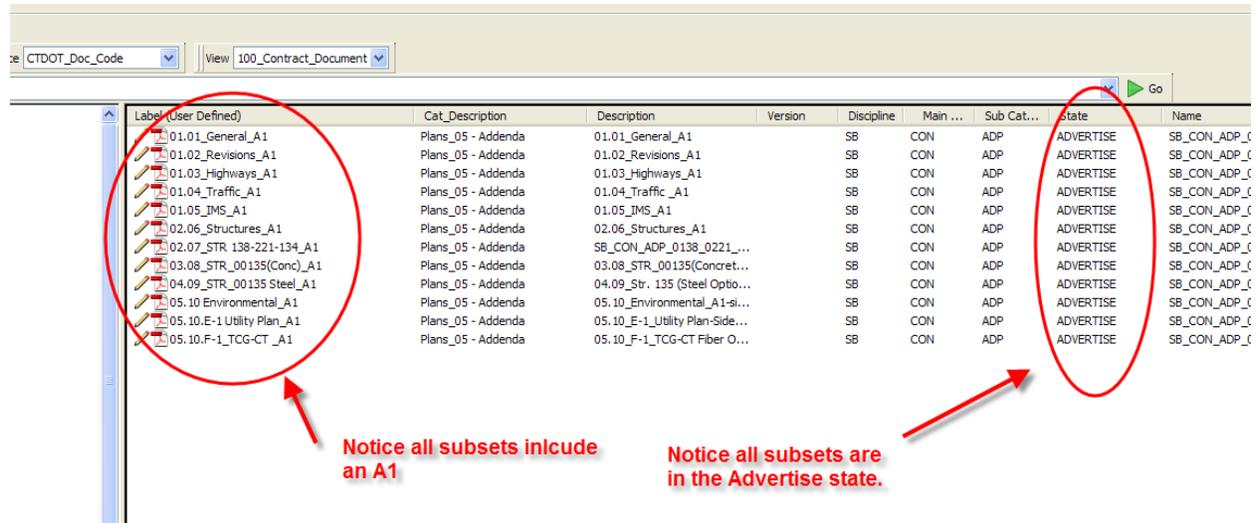


Figure 7 - Addendum Plans

The above example shows only four addendums, but more saved searches can be created if necessary to facilitate more addendums. Click on the applicable addendum and all of that Addendum's subsets will come up. This is shown on the figure below:



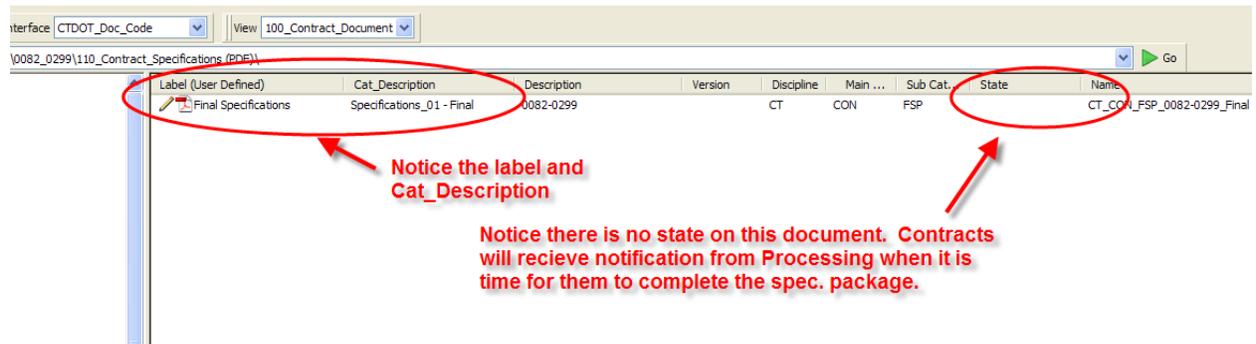
Label (User Defined)	Cat_Description	Description	Version	Discipline	Main ...	Sub Cat...	State	Name
01.01_General_A1	Plans_05 - Addenda	01.01_General_A1		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
01.02_Revisions_A1	Plans_05 - Addenda	01.02_Revisions_A1		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
01.03_Highways_A1	Plans_05 - Addenda	01.03_Highways_A1		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
01.04_Traffic_A1	Plans_05 - Addenda	01.04_Traffic_A1		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
01.05_IMS_A1	Plans_05 - Addenda	01.05_IMS_A1		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
02.06_Structures_A1	Plans_05 - Addenda	02.06_Structures_A1		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
02.07_STR_138-221-134_A1	Plans_05 - Addenda	SB_CON_ADP_0138_0221...		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
03.08_STR_00135(Conc)_A1	Plans_05 - Addenda	03.08_STR_00135(Concret...		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
04.09_STR_00135 Steel_A1	Plans_05 - Addenda	04.09_Str_135(Steel Optio...		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
05.10 Environmental_A1	Plans_05 - Addenda	05.10_Environmental_A1-si...		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
05.10.E-1 Utility Plan_A1	Plans_05 - Addenda	05.10_E-1_Utility Plan-Side...		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I
05.10.F-1_TCG-CT_A1	Plans_05 - Addenda	05.10_F-1_TCG-CT Fiber O...		SB	CON	ADP	ADVERTISE	SB_CON_ADP_I

Figure 8 - Addendum Plans

Make sure all the subsets are in the Advertise state before exporting. Export these documents as shown in [section 1.3.1](#) of this document.

1.4 Contract Specifications Workflow

The contract specifications (Final and Addendum) will be uploaded as individual word document into Projectwise by the Designer. After Processing has combined all the specifications into (1) PDF document they will upload that PDF document into the 110_Contracts_Specifications folder. Processing will notify Contracts when this happens. Contracts can then add their information to the specification package, and advertise the specification package. See workflow below, it shows a final spec. package that is ready for Contracts to finalize.



Label (User Defined)	Cat_Description	Description	Version	Discipline	Main ...	Sub Cat...	State	Name
Final Specifications	Specifications_01 - Final	0082-0299		CT	CON	FSP		CT_CON_FSP_0082-0299_Final

Figure 9 - Final Design Specifications

Contracts Instructions for Finalizing the Specification Package:

To finalize the specification package double click on the document. This will “Check Out” the document from Projectwise. The document will open up and information can be added to the document. Once the document is completed, the document shall be saved and then closed. Once the document is closed, the following dialog box will pop up. Select “Check In”. By “checking in” the document, the copy in Projectwise will be updated.

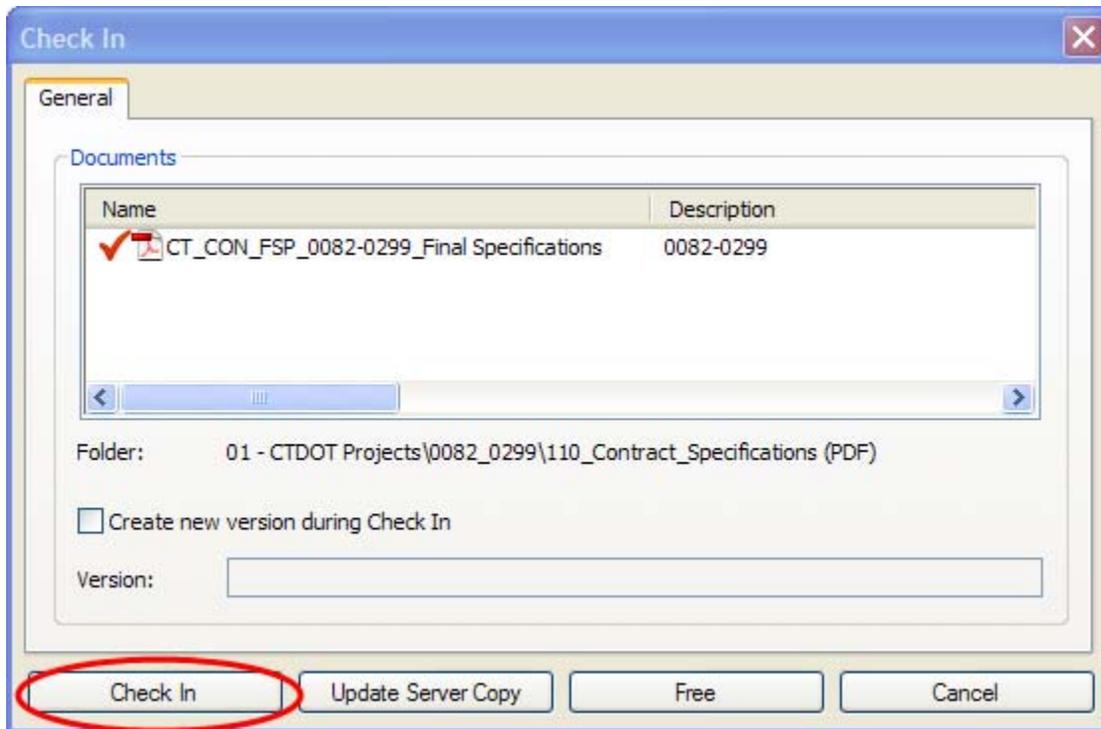


Figure 10 - Checking In a Document

Once the specifications package is finalized and saved back into Projectwise, Contracts can export the document out of for advertising.

The user can export a copy of this document out of Projectwise before making changes if necessary. This will give the user a back up copy in case something is deleted. Note the user **should not** edit the exported copy. All editing should be done in Projectwise; this will ensure the documents in Projectwise are the most up to date.