

*memorandum*

*subject* Contract Plan PDF Submissions

*date* June 14, 2013

*to* Mr. Scott Hill  
Mr. Timothy Wilson  
Mr. Charles Harlow

*from* James Fallon  
Division Chief  
Division of Design Services  
Bureau of Engineering and Construction

As a continued effort to streamline Final Design Plan (FDP) delivery and contract processing of digital contract plans, the Division of Design Services is issuing minor process changes to FDP contract plan formatting.

These changes are documented within the Department of Transportation's (Department) [Digital Project Development Manual](#) (DPDM). Adherence to the DPDM requirements are necessary in order for the Department to properly process, consume, as-built, and archive digital contract plans.

The process changes and their associated hyperlinks to the DPDM:

1. [PDF Page Labeling](#) – Page labeling shall be applied during the digital contract plan sheet numbering process prior to signing and submission.
2. [Projectwise Asset Attribution](#) – All digital contract plan subsets that affect an asset shall be tagged with the asset's ID number(s) as a document attribute when it is uploaded into Projectwise.
3. [Discipline Subset Submittal Checklist](#) – The checklist must be completed and attached to all digital contract plan subset submittals. This one-page checklist includes all the formatting and submittal requirements for digital contract plan subsets.
4. [QA/QC Format Check Stamp](#) – This stamp shall be applied after the digital contract plan subsets have been digitally signed by the Engineer of record. This stamp ensures that the digital signature was applied correctly.
5. To reduce digital signing issues, Bluebeam Revu PDF software shall be used for all processes in the DPDM.

Process changes 1-4 are mandatory for all projects with an FDP after June 1, 2013. Process change 5 is mandatory for all projects with an FDP after August 1, 2013.

Please forward to all staff and Consultant Engineers.

Attachment

William Pratt:mjc  
cc: Thomas Harley  
James Norman  
James Fallon – William Pratt – Ronald Tellier – Bruce Bourgoin