

Corrected FFPR Packages

NOTE:

PM = Project Manager

DPL = Design Phase Leader

The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

*****NOTE:** If the dialog box does not appear to allow the user to set the Document Type in the steps below, please contact the Solutions Center by email with a subject line of "ProjectWise" and request that the ProjectWise Document Wizard be installed.

PM / DPL	<ol style="list-style-type: none"> 1. Place the PDF plans and the associated DGN files used to generate the plans in the <i>PI\Record Plan Sets\10 – Corrected FFPR Plans</i> and run the Refscan utility on all DGN files to correctly associate the reference files in this new location. 2. Complete the document properties for the submitted plans in the Record Plan Set folder. <ol style="list-style-type: none"> a. Select all the files in the folder. b. Right-click and select Assign Document Type*** c. Select the following: <ul style="list-style-type: none"> Document Group: <i>Preliminary Engineering</i> Document Category: <i>Design Plans</i> Document Type: <i>Working Plans</i> Click on OK
PM / DPL	<ol style="list-style-type: none"> 3. Create a package by placing documents/files into a ProjectWise (Document Set) (see steps <i>a-f</i> below) in the <i>PI\PE\Engineering Services\Design Review\Corrected FFPR\Final Plans</i> folder. The <i>PM/DPL</i> request letter, hard copy plans, and an email link to the submittal package is sent to Engineering Services and the distribution list. <ol style="list-style-type: none"> a. Click on the ProjectWise folder <i>PI\PE\Engineering Services\Design Review\Corrected FFPR-Final Plans</i> b. From the ProjectWise menu click Document=>Set=>New c. For Name enter Corrected FFPR Package or Corrected FFPR Package – Plans to Shelf, the description is optional d. Click OK e. Locate the required documents and drag them into the set f. When finished, close the document set.
PM / DPL	

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">PM / DPL</p>	<p><u>Package to include (Typical Items – refer to PDP):</u></p> <ul style="list-style-type: none"> - Transmittal letter: (PI\PE\ Roadway Design\Correspondence\Outgoing) - Shelf Approval Form (if applicable) (PI\PE\Engineering Services\Design Review\Corrected FFPR-Final Plans) - 3 plan sets (half size). Hard copy required. (PI\Record Plan Sets\10 – Corrected FFPR Plans) - Project Specific Special Provisions (PI\PE\Special Provisions) - FFPR Report with updated responses (PI\PE\Engineering Services\Design Review\Corrected FFPR\Final Plans) - Earthwork Calculations (PI\PE\Roadway Design\Roadway\Quantities) - Printout of the Project Cost Estimate from GDOT 411 or AASHTOWare Project Estimation (PI\PE\Roadway Design\Cost Estimates) - Approved Soil Survey (PI\PE\Materials (OMAT)\GEP Bureau\Geotechnical Engineering Branch\Soil Survey\Reports) - Approved BFI (PI\PE\Materials (OMAT)\GEP Bureau\Geotechnical Engineering Branch\BFI\Reports) - Approved WFI (PI\PE\Materials (OMAT)\GEP Bureau\Geotechnical Engineering Branch\WFI\Reports)
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Eng Svcs</p>	<p>4. Review Corrected FFPR Plans letter created in <i>PI\PE\Engineering Services\Design Review\Corrected FFPR/Final Plans</i> folder. Engineering Services will send an email notification to the distribution list with a link to the ProjectWise location.</p>