

AADD CONTRACT

Authority to Advertise District Delegation Process

STRUCTURE DESIGN

PREPARATION MANUAL

June 2005

Division of Engineering Services
Structure Design



MILESTONE	RESPONSIBLE UNIT	ACTION
DRAFT PS&E	Division of Engineering Services Structure Design (DES SD) or Division of Maintenance Structure Maintenance & Investigation (DM SM&I)	<ol style="list-style-type: none"> 1. Design Branch (SDT) readies plans for DRAFT PS &E <ol style="list-style-type: none"> a) makes corrections to plans after review by Structure Specifications and Estimating units b) create TIFF files from Structure's Plans (DGN files) <ul style="list-style-type: none"> * see IPLOT USER'S MANUAL c) Place TIFF files in ROLLOUT/AADD Directory <ul style="list-style-type: none"> * Path:\\sv59s01\AADD * under DISTRICT=>EA=>in DRAFT (date) folder 2. Design Branch (PE) delivers to Structure Specification Engineer <ol style="list-style-type: none"> a) Hardcopy of Structure's plan (11x17) b) 2nd submittal of Memo to Specification Engineer/ Esatimator c) the path to the TIFF files 3. Structure Specifications collects DRAFT PS&E package along with pertinent information/comments and delivers to District (electronically) <ol style="list-style-type: none"> a) emails transmittal memo to District <ul style="list-style-type: none"> * Transmittal memo to include location of TIFF files and any pertinent information/comments 4. DES SD Branch confirms with the District PM the FINAL PS&E milestone and whether or not this is an AADD project. 5. Any revisions after the DRAFT PS&E, but before receiving redlines from the District, can be resent to the District by: <ol style="list-style-type: none"> a) resending the whole set of files b) create TIFF files from Structure's Plans (DGN files) <ul style="list-style-type: none"> * see IPLOT USER'S MANUAL c) place TIFF files in AADD Directory <ul style="list-style-type: none"> * Path:\\sv59s01\AADD * under DISTRICT=>EA=> in DRAFT (revised date) folder
DRAFT PS&E	District	1. Review DRAFT PS&E package
Structure AADD Notification (FINAL PS&E)	District (Information to be received by Structure no later than 3 weeks before FINAL PS&E milestone)	<ol style="list-style-type: none"> 1. Returns redline comments/corrections to Structure Design along with a copy of the District's plans. 2. District OE will determine if this project is an AADD project by this time. 3. District OE 4. Emails information for the upper right-hand corner to DES SD Branch (triggers Expedite) <ul style="list-style-type: none"> * total Kilometer Post * starting page number of structure plans * total number of pages * "Plans Approval Date"

MILESTONE	RESPONSIBLE UNIT	ACTION
Structure AADD Notification (FINAL PS&E)	DES SD or DM SM&I (3 week turnaround from receipt of FINAL PS&E Notice to emailing the transmittal memo to District is required)	<ol style="list-style-type: none"> 1. Receives FINAL PS&E Notice verification from District DES SD Branch sends copies of Final SPS&E Notice to Specifications and Estimating 2. Design Branch (SDT) prepares Structure Plans for Expedite <ol style="list-style-type: none"> a) makes final corrections b) places Quantities List on GP c) places information in the upper right-hand corner <ul style="list-style-type: none"> * total Kilometer Post * starting page number of structure plans * total number of pages d) Places "Plans Approval Date" e) Places Electronic Signature with Authorization date on each sheet f) Generate forms for transmittal of TIFF files to District <ul style="list-style-type: none"> * Authorization for Electronic Signature * PS&E CADD Submittal * Drafting Plan Review Checklist * Federal Codes (if required) g) Create TIFF files from Structure's Plans (DGN files) <ul style="list-style-type: none"> * see IPLOT USER'S MANUAL h) Place TIFF files in AADD Directory <ul style="list-style-type: none"> * Path:\sv59s01\AADD * under DISTRICT=>EA=> in FINAL (date) folder 3. Design Branch (PE) sends final package to DES Estimator=> Specification Engineering 4. DES Structure Office Engineer emails transmittal memo and forms to District <ol style="list-style-type: none"> a) Transmittal memo to include location of TIFF files and any pertinent information/comments
Archive	DES SD or DM SM&I	<ol style="list-style-type: none"> 1. After Final TIFFs are created - places final DGN files into Rollout/AADD Directory <ol style="list-style-type: none"> a) Path:\tsv59s01\AADD b) under DISTRICT=>EA=> in FINAL DGN folder c) permissions only to SDT (7,5,0) 3. Emails Structures CADD Software Support Unit that the FINAL DGN files are ready to be locks down (archive)
Archive	SCSS Unit	<ol style="list-style-type: none"> 1. Structures CADD Software Support Unit locks down (archive) FINAL DGN files
FINAL PS&E	District	<ol style="list-style-type: none"> 1. District picks up Structure's TIFF files from the AADD Directory 2. District combines District's and Structure's plans files (TIFF) 3. District places complete project onto District's server 4. District emails DES Office Engineers that the files are ready for pick up with a copy of the notification going to DES SD or DM SM&I
Print Advertise	DES Office Engineer	<ol style="list-style-type: none"> 1. DES Office Engineer picks up files from District's server



STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
FINAL STRUCTURES PS&E CADD SUBMITTAL

Date: _____

ESC -OE-0021 (6/1/98) [Revised by OSD (11/4/04)]

This is a... Original Submittal Revised or Additional Submittal Addenda Submittal

Check One	
<input type="checkbox"/> English	<input type="checkbox"/> Metric

District/Source/EA	District/County/Route		
Post Mile or Kilometer Post			
Structure Project Engineer	☎	Structure Branch Chief	☎
Structure CADD Contact Person	Public/Calnet/Fax	E Mail Address	

PROJECT IDENTIFICATION

Node ID/Address/File Name		
Directory Size (Blocks/Bytes)	Total No. Files	Total CADD Sheets

PS&E DIRECTORY CHECKLIST

<input type="radio"/> Place Proper Signatures	<input type="radio"/> Establish Plot View for All Design Files
<input type="radio"/> Place Registration Seal Information	<input type="radio"/> File Design
<input type="radio"/> Follow Leveling Convention (As per Manual)	<input type="radio"/> Delete Unused Named Views
<input type="radio"/> Follow Electronic File Naming Convention	<input type="radio"/> Directory/File Protection for DES-OE Access
<input type="radio"/> Remove Extraneous Information	<input type="radio"/> Plot Files Rotated 0 or 90 Degrees
<input type="radio"/> Place All Files in PS&E Directory	<input type="radio"/> Plot Files Generated From Fenced Cut-lines
<input type="radio"/> Display Correct Levels in Design Files	<input type="radio"/> Display Properly
<input type="radio"/> Check for Current Time/Date Stamp	<input type="radio"/> Specially Added Files (list)
<input type="radio"/> Final Check Print Created on Current Plotting System	

DES Engineer's Revised Submittal Approval
 (Initials)

Special Instructions :

For DES Project Plans Use Only	
To: _____	
_____	_____
Date in	Date out

