

Management of Standard Plans and Special Details Road Design Section

Road Design Standard Plans and Special Details shall be managed, revised and distributed through the ProjectWise system.

The PDF files of the latest Road Design Standard Plans and Special Details will be published under *ProjectWise/Standard Drawings/Public Access/Road* for public access. The sheets stored here will have “For Informational Purposes Only” stamped on them. Anyone with access to ProjectWise, in-house and consultant personnel, will have access to these files.

The original vector (cad) files and raster files of the standards will be located in the *ProjectWise/ Standard/ Drawings/ Private Access/ Road* folder with restricted access rights.

Road Design Standard Plans Managers

Road Design Standard Plans Manager

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Assistant Standard Plans Managers

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The following procedures are to be used for requesting raster copies for the project plan set, revising Road Design Standard Plans and Special Details, and creating new Road Design Standard Plans and Special Details:

Requesting Raster Copies for the Final Plan Set

For all projects (in-house and consultant designed), when the "Raster" files of the Road Design Standard Plans or Special Details are needed for the 95% final plan set, a request shall be made by the DOTD Project Manager or the DOTD Road Task Manager via an e-mail to the Road Design Standard Plans Manager and copy the Assistant Standard Plans Managers. The request shall include the construction project number, the standards and details required, and the location of the folder in ProjectWise where the files are to be copied. When the Standard Plans Manager is not available, one of the Assistant Managers will execute the request at the request of the Project Manager or the Road Task Manager. Prior to the 95% final plan set, use of the PDF copy located in the Public Access (stamped “For Informational Purposes Only”) folder is acceptable.

The Standard Plan and Special Detail Request Form is located under http://apps2/engineering/spsd/spsd_request.aspx

DOTD Project Managers or DOTD Road Task Managers will then be required to fill out the request form. An e-mail will be automatically generated and sent to the appropriate Standard Plans Manager and copied to the Assistant Standard Plans Managers.

Revising Road Design Standard Plans and Special Details

[EDSM No. 1.1.1.2](#) establishes the procedure for developing, drafting, revising, reviewing, distributing and approving all Standard Plans. This policy shall be followed for revising standard plans or for creating new standard plans.

Modification or creation of Standard Plan or Special Detail sheets shall be performed under the supervision of the Road Design Engineer Administrator and the Standard Plans Manager. The following steps will be followed for managing the cad and raster files:

- 1) The CAD Vector file for the Standard Plan or Special Detail to be modified will be copied into the "Development" folder in *ProjectWise/ Standard Drawings/ Private Access/ Road* by the Standard Plans Manager where it can be modified by the owner/designated detailer. **The "Development" folder shall be the only place where modifications to the vector files can be made.** Modifying vector files under any other folders or outside of ProjectWise is strictly prohibited.
- 2) The final version of the revised Standard Plan is printed at full size to be signed by the Chief Engineer. The final version of the revised Special Details are stamped, signed and dated by the Engineer of Record (EOR). After the plans are stamped and/or signed, the original sheets shall be scanned and placed in the appropriate *Private Access/ Raster* "Raster" folder by the Standard Plans Manager.
- 3) Once approved, the Standard Plans Manager will move the revised vector files to the "Vector" folder to replace the old version.
- 4) The Standard Plans Manager will then generate a PDF file of the "Raster" version with a stamp of "For Informational Purposes Only" and place it in the appropriate *Public Access* folder.
- 5) The vector and raster files being replaced shall be archived by moving the files to the "Archive" folder. The archived files shall be renamed using the

existing filename followed with the last revision date in yyyy-mm-dd format. The files shall have a "VOID" stamp placed on the sheets.

Creating New Road Design Standard Plans and Special Details

A process similar to modifying Standard Plans and Special Details will be followed when creating new Standard Plans and Special Details, with the exception of replacing existing files.

Pay Items and Standard Specification Section References in Road Design Standard Plans and Details

When pay items and standard specification section references need to be included in Road Design Standard Plans and Details, they should be described with the item or section name rather than the item or section number so that changes to pay item numbers or changes to the Standard Specifications section numbers will not require changes to the Standard Plans and Special Details.