

**E-Proposal Guidelines for HOW TO: DIVIDE PLAN FILES FOR LARGE PROJECTS**

The E-Proposal plan set **order** should follow the Road and Bridge Design manual: Road 1.03.01 and Bridge 3.03.01. To reduce download speeds, large projects should be split into multiple parts. Several considerations should be taken into account when splitting the plan sets:

- Logical plan set breaks - Maintaining Traffic ends Part 1, Signal Plans start Part 2, Bridge 1 for Part 1 and Bridge 2 for Part 2, etc.
- Number of total plan sheets - Projects having more than 300 plan sheets must be split in equal (but logical) sets.
- File sizes 70 mb or less -Using scanned images will create a larger file size resulting in less sheets per set, i.e. Bridge plans with As-Builts for reference.

**GENERAL GUIDELINES:**

(NOTE: Always follow the same breakdown for the full set that you would for the half size set.)

Plan Size	Plan Set Contents	File Size of Each Part	File Name
11 x 17 Half Size	Road, Road/Bridge, Traffic, Maintenance	300 pages total or 70 mb or less	PLANHALF.PDF
24 x 36 Full Size	Road, Road/Bridge, Traffic, Maintenance	300 pages total or 70 mb or less	PLANFULL.PDF

If the entire set of plans contains more than 300+/- pages total, divide the parts at a logical breaking point, naming each part as follows:

Plan Size	Plan Set Contents	File Size of Each Part	File Name (Sequential Numbering as needed)
11 x 17 Half Size	Road	300 pages or 70 mb or less	PLHALFR1.PDF, PLHALFR2.PDF
11 x 17 Half Size	Bridge	300 pages or 70 mb or less	PLHALFB1.PDF, PLHALFB2.PDF
24 x 36 Full Size	Road	300 pages or 70 mb or less	PLFULLR1.PDF, PLFULLR2.PDF
24 x 36 Full Size	Bridge	300 pages or 70 mb or less	PLFULLB1.PDF, PLFULLB2.PDF,

Example Of Large Corridor Project with combined Road and Bridge: 1123 Total Pages

Plan Size	Plan Set Contents	File Size of Each Part –	File Name (Sequential Numbering as needed)
11 x 17 Half Size	Road	70 mb – 311 pages 38 mb – 255 pages 31 mb – 215 pages	PLHALFR1.PDF, PLHALFR2.PDF, PLHALFR3.PDF
11 x 17 Half Size	Bridge	41 mb – 183 pages 41 mb – 159 pages	PLHALFB1.PDF, PLHALFB2.PDF
24 x 36 Full Size	Road	76 mb – 311 pages 43 mb – 255 pages 35 mb – 215 pages	PLFULLR1.PDF, PLFULLR2.PDF, PLFULLR3.PDF
24 x 36 Full Size	Bridge	49 mb – 183 pages 53 mb – 159 pages	PLFULLB1.PDF, PLFULLB2.PDF,

**REFERENCE SHEETS:**

At the end of each plan set part, add a page in the Adobe file that states there are X parts to follow. In the succeeding parts add in a page **at the front of each plan set** that states this is Part X of X total parts.