

As Built Plans: ProjectWise Submittal Procedures for Jobs Let by E-Proposal

Introduction

Overview

As Built Plans, also referred to as “As Constructed Final Plans” (ACFP), or “Marked Final Plans”, are original awarded project plan sheets that have been updated to show changes, corrections and comments made during construction.

Accurate As Built Plans represent existing field conditions as the project was open to the public. The Michigan Department of Transportation (MDOT) and external customers depend on As Built information to:

- Settle contract disputes
- Support future litigation
- Meet Freedom of Information Act (FOIA) requests

The corporate information contained in the As Built Plans will be used for decades. It is imperative that every Region, TSC, and consulting firm follow the given standards.

Purpose

This document is to be used as a guide for submitting electronic As Built Plans into ProjectWise.

All Trunkline, Traffic and CPM plan and Log projects let via E-Proposal will follow this process.

Any jobs let prior to E-Proposal will continue to follow the previous existing As Built Plan submission process.

Submitting As Built Corrections to Letting Plans

Submission Process

As Built Plan sheets must be completed by hand or CAD, converted to PDF and placed in ProjectWise in a timely manner. **Do not submit hard-copy As Built corrected sheets to Lansing!**

The following list contains the process steps used for submitting electronic ACFP sheets within ProjectWise. Specific details are outlined in the following sections of this document.

1. Contact your local ProjectWise administrator for folder 7 – As Builts setup
 2. Review mark-ups for legibility and quality check
 3. Follow required naming conventions
 4. Add documents to folder 7 – As Builts
 5. Fill out Form 250
 6. Submit Form 250
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Contact Your Local ProjectWise Administrator

Contact Your Local ProjectWise Administrator

If the 7 – As Builts folder does not exist in your job number folder, contact your local ProjectWise administrator to have them create a brand new folder 7 – As Builts for your project.

This new folder must be added by the administrator to assure proper settings and permissions for your submittal.

If your local ProjectWise administrator is not available, please e-mail the ProjectWise resource at mdot-projectwise@michigan.gov .

Review As Built Plan Mark-Ups for Legibility

Mark-Up Check List

Use the following checklist to review and ensure the mark-ups are of acceptable quality for submission.

- As Built correction sheets are size and scaled to 11 x 17
- Clean plan sheets of excellent quality, legible electronic files
- All corrections and comments placed on the plans must be in black
- Pencil or ink markings of any other color than black **are not** allowed
- Plans are in electronic PDF format (converted from CAD or paper)
 - CAD plans from Log jobs are in 8.5 x 11 format
 - All corrected sheets are included and ready for submission



DO NOT include plan sheets that **DO NOT** contain As Built comments / corrections.

As Built File Requirements and Naming Standards

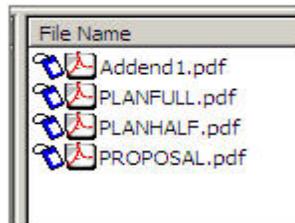
As Builts File Requirements

Although Letting Plans may have been submitted at the PLANFULL size, the As Builts must be submitted as a PLANHALF size. Therefore the standard PLANHALF size of 11 x 17 is what will be accepted in the As Builts approval process.



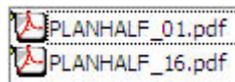
PLANFULL plans will be deleted from the folder 6 --Letting Plans and Proposal after project closeout.

As Builts Naming Standards

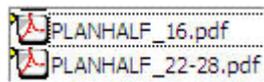


The naming format must follow (or repeat) the naming convention used in the Letting Plan stored in the folder 6 – Letting Plans and Proposal.

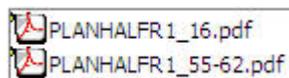
This includes capitalization. If the Letting Plan is all caps, then use all caps when creating file names for the As Built Plans.



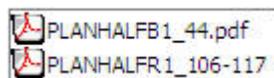
The page number given to the **sheet must be the page it represents in the PDF plan set and NOT the page in the project plan set.**



The following naming conventions should be used for the As Built Plan sheets that are submitted:



- PROPOSAL_15.pdf
- PLANHALF_01.pdf
- PLANHALF_22-46.pdf
- PLHALFR1_07.pdf
- PLHALFB1_22.pdf



Corrected PDF plan sheets must be saved and named individually.



Consecutive As Built sheets can be saved in a single pdf file and named according to the following format: “PLANHALF_09-22.pdf”. Use this format only when the As Builts contain corrected sheets that are in sequence.



As Built plans sheets that are PDF pages 1-9 should be named as “01, 02, 03”... in order to keep them in proper page sequence in the folder.

Add As Built Plan Sheets to Folder 7 – As Builts

Add Plans to ProjectWise

Deposit only the corrected PDF plan sheets into folder 7 – As Builts. You can use the drag and drop method to move your As Built plan sheets into the folder.

Add Project Attributes

Documents must go into ProjectWise with information attributes. Use the Wizard to help you automatically add the information.

You must add the following project attributes to your As Built sheets:

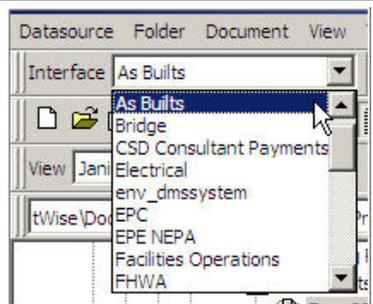
- Job Number
 - Design Unit
 - Document Type set as As Builts
-

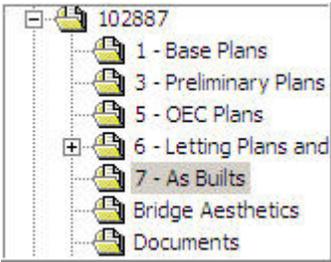
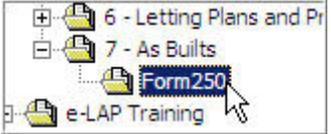
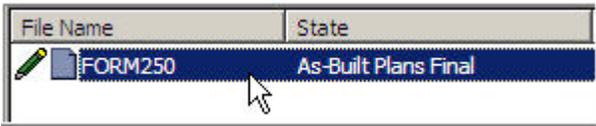
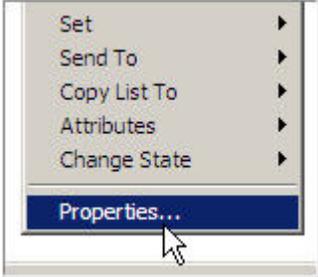
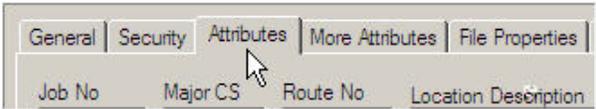
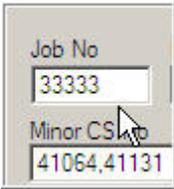
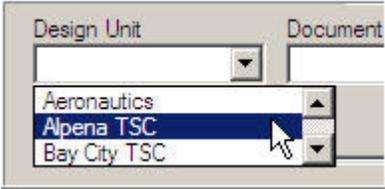
Fill Out Form 250

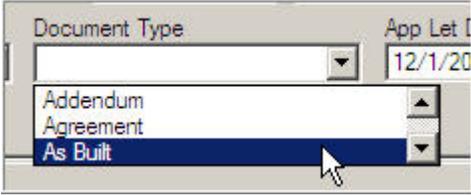
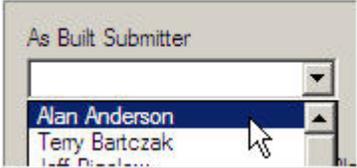
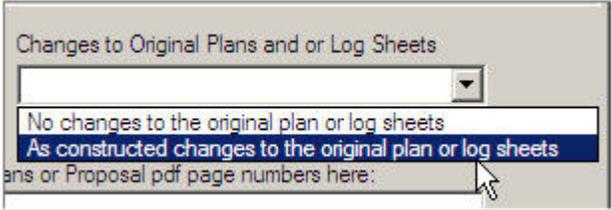
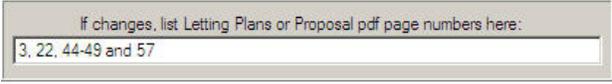
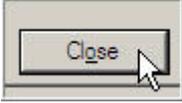
Update Form 250 Attributes

Once you have preformed a quality check on your As Built plans, have ensured they meet the required specifications, and moved them into the 7 – As Builts folder, you must fill out the Form 250.

Use the following procedure to fill out the Form 250 with the appropriate information needed for submission to the MDOT Engineering Support Unit.

Updating Attributes for Form 250		
Step	Action	Illustration
1	Set your ProjectWise interface to As Builts.	 <p>The screenshot shows the ProjectWise software interface. At the top, there are tabs for 'Datasource', 'Folder', 'Document', and 'View'. The 'Folder' tab is active, and a dropdown menu is open, displaying a list of folders. The folder 'As Builts' is highlighted in blue, and a mouse cursor is pointing at it. Other folders visible in the list include 'Bridge', 'CSD Consultant Payments', 'Electrical', 'env_dmssystem', 'EPC', 'EPE NEPA', 'Facilities Operations', and 'FHWA'.</p>

Updating Attributes for Form 250		
Step	Action	Illustration
2	Locate the 7 – As Builds folder under the appropriate Job Number.	
3	Expand the 7 – As Builds folder and open the Form250 folder.	
4	Highlight the Form 250 file.	
5	Right click and scroll down the menu to Properties .	
6	Select the Attributes tab.	
7	Enter the Job Number .	
8	Select the appropriate Design Unit .	 <p> <i>Use the scroll arrows to access the entire design unit list.</i></p>

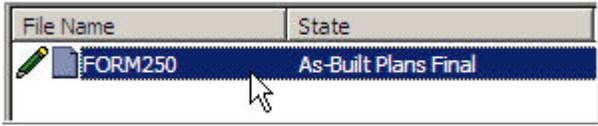
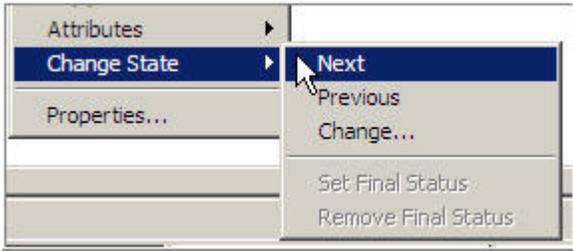
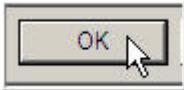
Updating Attributes for Form 250		
Step	Action	Illustration
9	Set the Document Type to As Builts .	
10	Select the appropriate As Built Submitter .	 <p><i>NOTE</i> Use the scroll bar and arrows to access the entire As Built Submitter list.</p>
11	Set the Changes to Original Plans or Log Sheets to As constructed changes to the original plan or log sheets .	
12	List the PDF pages that are being submitted as As Builts.	 <p><i>NOTE</i> This field is limited to 100 characters. List any consecutive pages using the 44-49 method.</p> <p><i>NOTE</i> Be sure to list the PDF page numbers for the As Builts... not the plan set sheet number.</p>
13	Click Save .	
14	Click Close .	

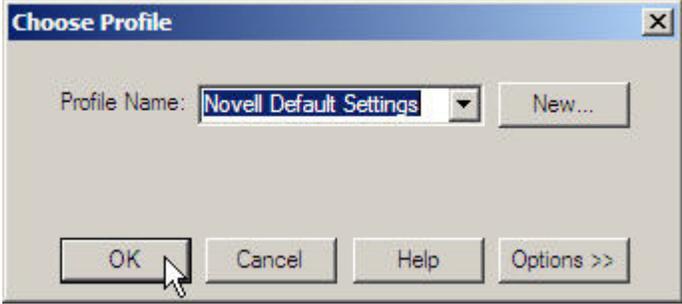
Submit Form 250 for As Builts Approval

Form 250 Submission Process

Now that the Form 250 has been filled out with the appropriate attributes and As Builts correction page information, the next step is to submit the Form 250 to the MDOT Engineering Support Unit for approval and finalizing the As Builts.

Use the following procedure to submit the Form 250.

Submitting Form 250 for Approval		
Step	Action	Illustration
1	Highlight the Form 250 file.	
2	Right click and scroll down the menu to Change State . Select Next .	
3	Enter Comments .	 <p> <i>Comments are archived in the Audit Trail of the Form 250.</i></p>
4	Click OK .	

Submitting Form 250 for Approval		
Step	Action	Illustration
5	Leave the Profile Name option as: Novell Default Settings . Click OK .	

Upon clicking OK on the Choose Profile window, an electronic notification is sent to the As Builts ProjectWise administrator indicating the submitted As Builts are ready for review and approval.



The state of the Form 250 is also updated in ProjectWise from Pending to Submitted.

File Name	State	Job No.
 FORM250	As-Built Plans Submitted	33333

MDOT Engineering Support Unit Review and Approval

Administrator Review and Approval Process

The As Builts ProjectWise administrator receives the submission notice and then conducts a thorough review of the submitted As Builts. The review and approval include:

- Mark-up legibility verification
- PDF page numbering verification
- Page size and scale verification
- As Builts file naming verification
- Adding “As Constructed” stamp
- Removing securities making file read-only
- Locking files to Final Submitted status
- Moving Form 250 into 7 – As Builts folder
- Removing Form 250 folder from Job Number folder structure

Upon Final Status, the files now become the official recorded As Builts plans on file.

Approval Notice

When the As Builts ProjectWise administrator approves the submitted As Built plans, an electronic notification is sent to the submitter acknowledging the As Builts have been approved.

No further action is required from the submitter.

Rejection Notice

If the As Builts ProjectWise administrator finds something with the plans that do not meet the standards criteria, an electronic rejection notification is sent to the submitter with the items that need addressing for approval.

The administrator will also move the state of the Form 250 back to “pending”.

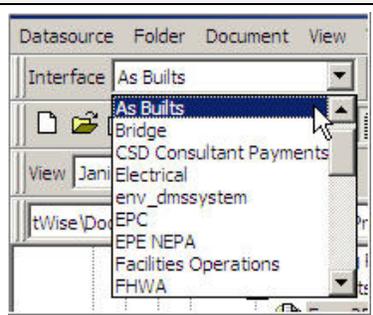
Once the items have been addressed, the submitter can re-submit the Form 250 for approval.

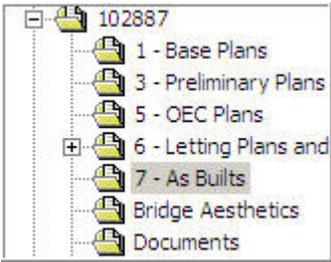
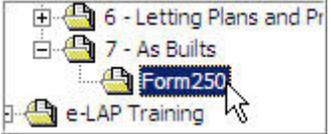
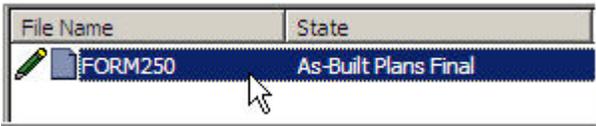
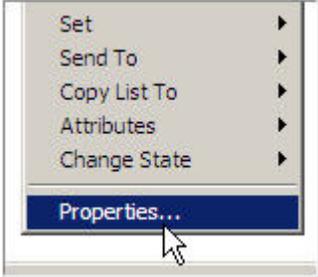
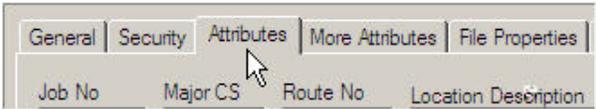
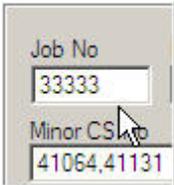
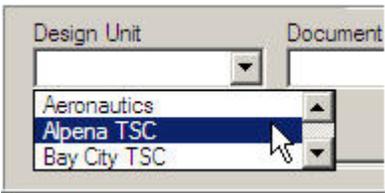
Final As Let Plans with No Corrections

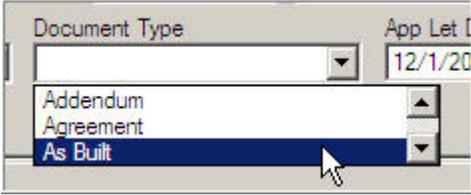
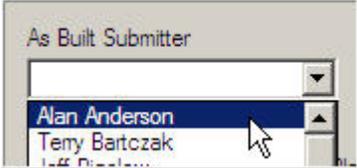
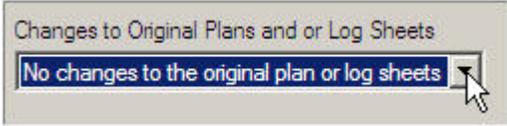
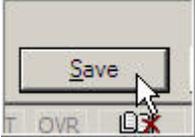
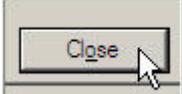
Update Form 250 Attributes

If there are no corrections to the letting plans you still need to fill out and submit the Form 250.

Use the following procedure to fill out the Form 250 with the appropriate information needed for submission to the MDOT Engineering Support Unit.

Updating Attributes for Form 250		
Step	Action	Illustration
1	Set your ProjectWise interface to As Builts.	 A screenshot of a software interface window titled 'Datasource Folder Document View'. It shows a dropdown menu for 'Interface' with 'As Builts' selected. Other options in the list include Bridge, CSD Consultant Payments, Electrical, env_dmssystem, EPC, EPE NEPA, Facilities Operations, and FHWA.

Updating Attributes for Form 250		
Step	Action	Illustration
2	Locate the folder 7 – As Built folder under the appropriate Job Number.	
3	Expand the 7 – As Built folder and open the Form250 folder.	
4	Highlight the Form 250 file.	
5	Right click and scroll down the menu to Properties .	
6	Select the Attributes tab.	
7	Enter the Job Number .	
8	Select the appropriate Design Unit .	 <p> NOTE Use the scroll arrows to access the entire design unit list.</p>

Updating Attributes for Form 250		
Step	Action	Illustration
9	Set the Document Type to As Builts .	
10	Select the appropriate As Built Submitter .	 <p> NOTE Use the scroll bar and arrows to access the entire As Built Submitter list.</p>
11	Set the Changes to Original Plans or Log Sheets to No changes to the original plan or log sheets .	
12	Click Save .	
13	Click Close .	
14	Submit Form 250	Refer to the Form 250 Submission Process of this document for specific details.

“See Me” File

The As Builts ProjectWise Administrator receives the electronic notification that your Form 250 has been submitted with no changes to the Letting Plans. At that time the administrator will complete the process. The administrator will:

- Create the “See Me” file in the 7 – As Builts folder
- Remove the Form 250 folder from the 7 – As Builts folder
- Send electronic notification to submitter that state in marked “As Built Final”

At this time no further action is required from the submitter.

Pre E-Proposal As Built Information

**As Built
Submission for
Pre-E-
Proposal Jobs**

There are two options for submitting As Built Plan Sheet corrections for jobs let prior to October 2006 and were not let via E-Proposal.

1. Any jobs that have As Built corrected plans sheets in the electronic Adobe Acrobat PDF format, may be submitting using the same procedure as outlined within this document.
2. Jobs that let prior to E-proposal that have As Built corrections in paper format will continue to be submitted using the non-electronic process. Send the Form 250 and corrected sheets to:

Design Support Area
425 W. Ottawa St
P.O. Box 30050
Lansing, MI 48909

As Built Contact Information

Questions?

For questions or issues regarding As Built Plans submissions contact:

- Janis Sherman, As Builts ProjectWise Administrator
- Shermanj2@michigan.gov
- 517-373-0730

For general ProjectWise questions or issues, send an e-mail to the ProjectWise resource at:

- MDOT-ProjectWise@michigan.gov
-