



Title: Electronic File Structure on the Active Contracts Drive (V-Drive)

11/08/2013

To maintain consistency and uniformity when placing electronic plot files on the active contracts drive (V-Drive), it is recommended that the following folder system and naming convention be utilized within the contract directory folder on the V-Drive.

| Folder Name | Folder Contents |
|--|---|
|  Survey | <ul style="list-style-type: none"> ▪ Plot files (PDF) used for the Survey Plan submission. |
|  Preliminary | <ul style="list-style-type: none"> ▪ Plot files (PDF) used for the Preliminary Construction Plan submission. |
|  Semi-Final_Construction  Semi-Final_RW  Semi-Final_XS | <ul style="list-style-type: none"> ▪ Plot files (PDF) used for the Semi-Final Construction Plan, Semi-Final Right-of-Way Plan or Semi-Final Cross Section submission(s). |
|  Final_Construction  Final_Construction_RW  Final_Construction_XS | <ul style="list-style-type: none"> ▪ Plot files (PDF) used for the Final Construction Plan, Final Right-of-Way Plan or Final Cross Section submission(s). |
|  PSE_Construction  PSE_XS | <ul style="list-style-type: none"> ▪ Plot files (PDF) used for the PS&E Construction or Cross Section plan submission(s). |
|  Advertisement | <ul style="list-style-type: none"> ▪ Plot files (PDF) used by the Contract Administration Section for electronic bidding purposes. |
|  Miscellaneous | <ul style="list-style-type: none"> ▪ Miscellaneous plot files, such as one-off plots, test plots, etc. |

Notes:

- 1) The contract directory on the active contracts drive (V-Drive) for each project should contain only the most current milestone set of plot files. Previous milestone plot files should be moved to the contract directory on the active designs drive (Y-Drive).



- 2) The naming convention established by the Delaware Department of Transportation CADD Standards Manual must be followed for all plot files placed on the active contracts drive (V-Drive).

- CP_001_XX.PDF = Construction Plan Set.
- RW_001_XX.PDF = Right-of-Way Plan Set.
- XS_001.PDF = Cross Section Sets.

XX = Two to four characters representing the PRF Category designation as established in the Delaware Department of Transportation CADD Standards Manual

Example: Construction Title Sheet = CP_001_tc.PDF

Construction Plan #1, 2, 3 = CP_010cp01.PDF, CP_011cp02.PDF, CP_012cp03.PDF

Signing and Striping #1, 2, 3 = CP_010ss01.PDF, CP_011ss02.PDF, CP_012ss03.PDF

- 3) When an addendum or revision to a sheet occurs, the sheet that is being modified needs to be removed from the **Advertisement** folder and replaced with the updated sheet(s). Do not create an Addendum or Revision folder to store the old, replaced sheet(s).

Example #1: CP_010cp01.PDF requires a minor revision.

The original sheet that is in the **Advertisement** folder shall be removed from this folder and the new sheet that details the sheet revisions is inserted into the **Advertisement** folder.

Example #2: CP_010cp01.PDF requires a major revision.

The amount of revisions to the plan sheet will render the original sheet un-readable, then the original sheet shall be "X-ed" out and a new sheet shall be inserted behind the original sheet.

- CP_010cp01.PDF gets "X-ed" out, and a note is added to the "Addendums/Revisions" block stating that this sheet has been deleted from the plan set and replaced with sheet #10A.
- Revisions are drafted on a new sheet and the original PDF file name gets appended with the letter "A" (first occurrence of change, "B" second occurrence of change, etc.), so that the new file name will be CP_010Acp01.PDF.
- In this example the original file is replaced with the two new sheets. It is not necessary to renumber the "Total Sheets" to include the additional sheet that has been added.