

Plan Turn-In

Design Manual
Chapter 1
General Information

Originally Issued: 05-23-07

Revised: 09-30-09

After the drafting of the project plans is complete, a separate process begins that will prepare the plans for letting. Several different offices take part in this process, and each has its own role. To allow each of these offices adequate time to complete their own plan-related duties, a schedule for plan turn-in was jointly developed by representatives from various offices within the DOT.

The Office of Contracts maintains a list of critical dates for future lettings. The list includes dates for plan turn-in and can be found at <http://www.iowadot.gov/contracts/CRITDATE.pdf>.

Critical dates for the Office of Design include:

- Methods Turn-In: 5 weeks prior to the Contracts Turn-In
- Contracts Turn-In: first Tuesday of the 2nd calendar month prior to the letting
- Last day to submit plan changes: third Tuesday of the 2nd calendar month prior to the letting
- Last day to request an addendum: first Tuesday in the same calendar month as the letting

Methods Turn-In

The time period following the Methods Turn-In date provides the field staff with an opportunity to familiarize themselves with the plans, offer comments and request changes within the allowed time period. Plans should be approximately 90% complete and must be submitted at least 5 weeks prior to the Contracts Turn-In date.

Prior to following this procedure, PDF files must be created according to Design Manual Sections [21E-1](#), [21E-2](#), and [21E-3](#).

The steps necessary for the Methods Turn-In are as follows:

- Create a folder for storing the PDF files as they are created. This folder should be named using the Contract ID number, such as:
W:\Projects\Project Directory\Design\Section#\ (if any)\(Parent#)_WorkType\Letting Plans (PDF's)\Contract ID\
 - After all PDF files have been created, they are to be merged into a single multi-page PDF file, named as follows:
cContract ID.pdf for color plan sets
Contract ID.pdf for grayscale plan sets
Then, delete the single page PDF files.
 - If there are more than 50 cross section sheets in a plan, the sheets should be stored in a separate multi-page PDF file and in a separate folder location, such as:
W:\Projects\Project Directory\Design\Section#\ (if any)\(Parent#)_WorkType\Letting Plans (PDF's)\ContractID_X-SEC\Contract ID_X-SEC.pdf

Quick Tips:

- Prior to following this procedure, create color plans according to Section [21E-4](#), and create pdf files according to Sections [21E-1](#), [21E-2](#), and [21E-3](#).
- ALL COLOR PLANS MUST HAVE A "c" AS THE FIRST CHARACTER OF THE PDF FILE NAME

- Copy the folder(s) listed above, containing only the multi-page PDF file to:
W:\Highway\Design\MethodsTurnIn\
- Complete the following storm water permit forms and email them to the [Earthwork Engineer in the Office of Construction](#).
[PublicNoticeTemplate](#)
[NoticeOfIntent](#)

If Developmental Specifications or Special Provisions will be included with the project, (see Sections [1C-4](#) and [1C-5](#)), make a note of this in the Project Scheduling System. Place a copy of Special Provisions in folder [W:\Highway\Specifications\Special Provisions\SP_Turn-In\](#). For those outside the DOT, please submit a copy of the Special Provisions to their DOT project contact representative.

- After the previous steps have been completed, send an email to the [Design Services staff in the Methods Section](#) with the following completed forms attached:
 1. [“Plan Turn-In Checklist”](#)
 2. [“Review Plan Distribution List”](#)
- Send an email to the reviewers of the plan, informing them of the location of the electronic plans. Use the [DM-5](#) Electronic Submittal shell letter as a guideline.

Contracts Turn-In

Contracts Turn-In initiates some of the last few steps in the process of preparing a project for letting. During this time period, the Office of Contracts uses the completed plans to perform such tasks as verifying quantities, developing cost estimates and producing bidding documents.

The steps necessary for the Contracts Turn-In are as follows:

- Update these multi-page PDF files
cContract ID (for color plan sets)
Contract ID (for grayscale plan sets)
Contract ID_X-SEC
These PDF files are located in:
W:\Projects\Project Directory\Design\Section#\if any)\(Paren#)_WorkType\Letting Plans\
- Copy the folder(s) listed above, containing only the multi-page PDF files, to:
W:\Highway\Contracts\PlanTurnIn\.



Plans submitted in color must have a “c” as the first character of the file name or the plans will be printed in grayscale and will not be legible.

- Ensure that the bid items in PSS are up to date (see Section 1H-3).
- Fill out all required information in the Project Scheduling System, including the project estimate.
- After all of the previous steps have been completed, send an email to the [Design Services staff in the Methods Section](#) and to the [Office of Contracts Proposal Coordinator](#), who is responsible for electronic plan turn-ins. In the email, list the Project Contract ID Number and note that a paper copy of the plan set WILL NOT be submitted. The email should contain the following attachments:
 - The completed “Plan Turn-In Checklist”, found in [W:\Highway\Design\Forms\PlanTurn-InSheets.xlt \(Sheet 1\)](#)
 - The completed “Review Plan Distribution List”, found in [W:\Highway\Design\Forms\PlanTurn-InSheets.xlt \(Sheet 2\)](#)
 - Any other special documentation, including Public Interest Findings (See [Section 100B-8](#)) and Special Provisions.

If the project was not previously submitted for a Methods Turn-in, send an email to the plan reviewers to provide the location of the electronic plans. Use the [DM-5](#) Electronic Submittal shell letter as a guideline.

For changes after the Plan Turn-in date, see Section [1H-2](#).