

Please be advised of the policies below. They have been approved by the R/W

Plans Manager.

-----Original Message-----

From: Benedict Gurney

Sent: Thursday, February 28, 2002 12:43 PM

To: Henri Verdugo; Martin Ross; 'Jim Crume'

Subject: 999 SW 000 H5551 01R: RW Plans Standards Project: Policy Governing
Archive CD's and Reference Files

At a recent meeting of the R/W Plans Standards Team the subject of final submittals of R/W Plans Project electronic files was discussed. The discussion was prompted by a recent incident where it was discovered that the Archive CD for a certain R/W Plans Project did not contain all the necessary reference files. This led to the suggestion that ADOT should require that the On-Call Plans Consultants should be required to merge all project files upon final submittal to ADOT.

While the idea of requiring that files be merged was quickly rejected, it was felt that a memo was in order to clarify the procedures to be utilized by On-Call Plans Consultants when submitting the electronic files for a completed project. The following points were discussed and resolved:

Submittal of electronic files should be on a Compact Disk that is formatted such that it can be read by both a CD-Reader or a CD Read/Write Unit. CD's which can be rewritten are not always readable by CD ROM Drives having read-only ability. Since many ADOT Personnel have the read-only units, the archive CD should be formatted to be compatible with these types of drives. Additionally, when creating Archive CD's, the On-Call Plans Consultant should select options in their CD Writer software that format the CD's for reading in all types of CD ROM Drives.

Archive CD's should always contain all files for a given project. This applies to Change Orders as well as Acceptance Stage Projects. It was noted that, at sometime in the past, it was the policy on Change Orders to submit only the files impacted by that Change Order. This will no longer be acceptable to ADOT. Each time an CD is prepared for submittal to ADOT for project archiving, it shall contain all electronic files necessary to produce the entire Project R/W Plan Set and the Point ID Sheets, as well as the ASCII File of coordinates. At some future time, a standard may be developed for separating these files into folders having prescribed names. For the present, however, the files may be placed in the root directory of the media.

In order to facilitate the use of archived electronic MicroStation files by ADOT Personnel, the On-Call Plans Consultant preparing the R/W Plans shall ensure that reference files are attached with the "Save Full Path" option(located on the "Attach Reference File" dialog box) unchecked