PROJECT DELIVERY ACADEMY

MODULE 6: PROJECT MANAGEMENT TOOLS AND RESOURCES

Presented by:

Isaac Canez

Project Resource Office

ADOT

Topics:

- Record Drawings (PKA As-Builts)
- ROAD Portal

ROAD

PROJECT DELIVERY ACADEMY

MODULE 6: PROJECT MANAGEMENT TOOLS AND RESOURCES

- ***Record Drawings*** Are a full set of As-Bid engineering plans that show all of the field changes that occurred during construction.
- ROAD Portal

PROJECT DELIVERY ACADEMY

Record Drawings

"We're not that well organized, but we know where everybody is."

DISORGANIZED!

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Record Drawings

Created a web page to pull all of the record drawing resources to one location.

Record Drawing Guidelines

This page was developed to guide ADOT stakeholders in the research and development of Record Drawings.

The links and information below will provide users with information and guidance on ADOT's record drawings procedures and answer questions related to Record Drawing development.

Contact Information

Record drawing submittals or questions

Email: Record Drawings

Phone: 602.712.7015

Frequently Asked Questions

- What are Record Drawings? +
- Why do we need them? +
- Where can I find Record Drawings for a particular project? +
- How do I prepare Record Drawings for ADOT? +
- How do I submit Record Drawings to ADOT? +
- What is a PDF/A and how do I prepare PDF/A's for submittal to ADOT? +
- What is a "Quantlist" and why is there no more Quantlist for Field Red-Lines? +

Common Mistakes in Preparing Record Drawings

In an effort to streamline the submittal and review of record drawings, below are the common mistakes we are seeing when record drawings are submitted to the Project Resource Office (PRO). Please contact our office if there are any questions or you are unsure about something.

- Quality of the final submittal +
- Submittal not a PDF/A document +
- Submittal not being reviewed by the RE (Construction Administrator) +
- Projects with guardrail and barrier summary sheets +
- Submittals that have a SWPPP sheet +

Updates will be posted whenever they become available. It is your responsibility to check back to make sure you have the current file.

All Record Drawing submittals must be submitted to Record Drawings and include:

Record Drawings submitted as a PDF/A with a file size of less than 100 MB

A completed Record Drawing Project Submittal Form Revised June 2019

All CADD files (dgn, dtm, alg, reference, sheet files, etc.) from all disciplines in a Zip file(s) less than 100 MB

- Record Drawing Guidelines - Revised February 2021
- Record Drawing Example Plan Set - Revised April 2019
- Record Drawing Process Flowchart
- Record Drawing Project Submittal Form - Revised June 2019
  - Instructions for Record Drawing Project Submittal Form in Docusign
- Record Drawing Preparation Estimate
- Repository of Online Archived Documents (ROAD)
  - Instructions on using the ROAD portal

Additional Resources

- Certification Acceptance (CA) Agency Record Drawing Documentation Form
- No Plans Document - Revised February 2021
- Record Drawing Inventory Transmittal Form
- Arizona Revised Statues ARS 32-152
- Memorandum replacing the terms "as-built drawing and/or "as-build drawing" to "Record Drawings"
- Construction Bulletin 09-04: Field Red-line Drawings/As-Built Plans
- Dictionary of Standardized Work Tasks
- ADOT Project Resource Office

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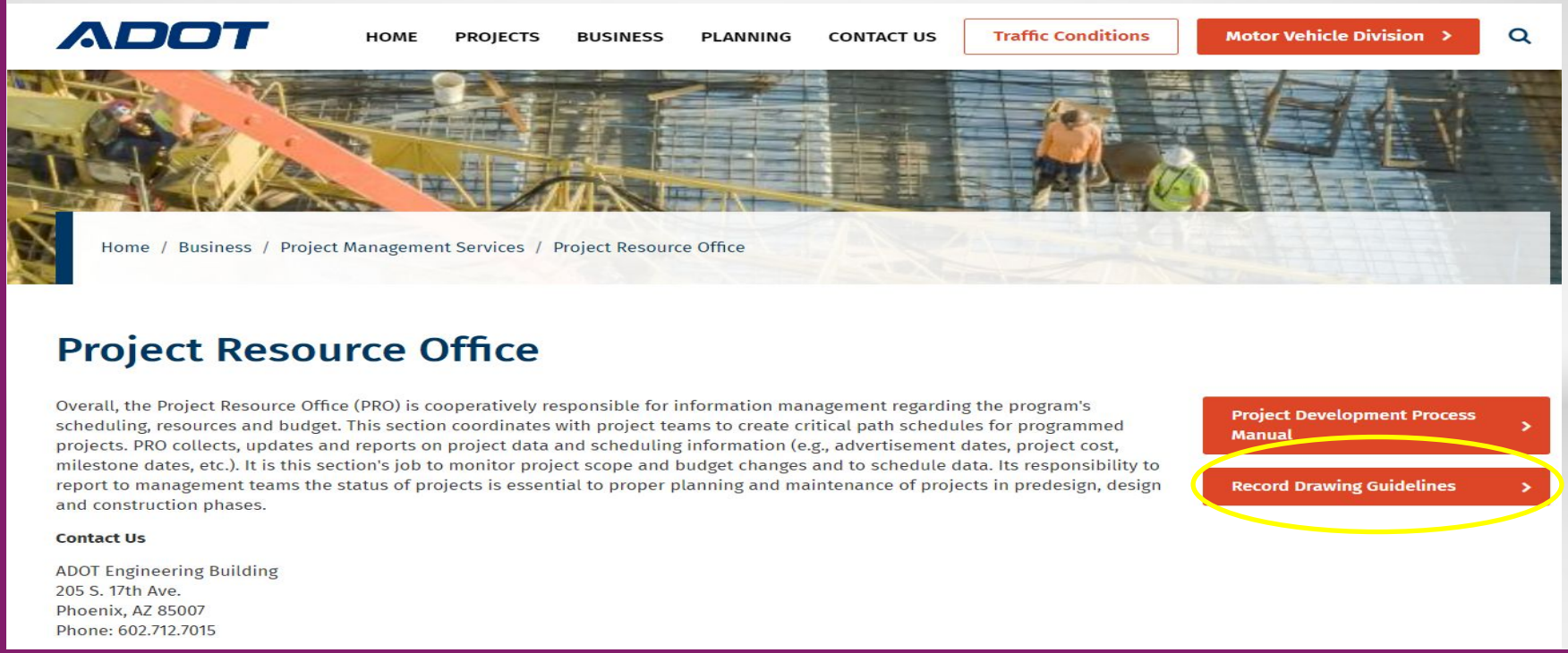
Record Drawings

Located on the Project Resource Office Internet web site at:

https://azdot.gov/business/project-management-services/project-resource-office/record-drawing-guidelines



How are Record Drawings submitted?

- Record Drawings can be submitted several different ways.

  ADOT ShareFile – Consultant FTP – Email

NOTE: Record Drawings must be submitted as a complete set of Record Drawings. We do not accept partial record drawing submittals.

RecordDrawings@azdot.gov

(We no longer require CD's and a hard copy of the plans!)

Record Drawings

A *Record Drawing Project Submittal Form* is required with all submittals.

The forms are available on the Record Drawings web page.

Record Drawing Project Submittal Form

Project Info

Check List

RE Signature

RECORD DRAWING PROJECT SUBMITTAL FORM
ARIZONA DEPARTMENT OF TRANSPORTATION
Project Resource Office

This Record Drawing Project Submittal Form must be completed and submitted with all projects as part of the record drawings submittal process to ADOT.

Record Drawings shall be submitted electronically to: RecordDrawings@azdot.gov

SUBMITTAL DATE:_____

PROJECT NUMBER:_____ TRACS NUMBER:_____

ROUTE:_____ COUNTY:_____ MILEPOST:_____

PROJECT DESCRIPTION:_____

BELOW IS A CHECKLIST OF ITEMS THAT NEED TO BE ADDRESSED AS PART OF THE RECORD DRAWING SUBMITTAL PROCESS

☐ Are the Record Drawings being submitted as PDF/A?

☐ Were there any Addendums on this project?
- ☐ No.
- ☐ Yes, the addendums are included in the Record Drawings.

☐ Are all of the field red-lines shown on the plans, clouded and shown in red?

☐ Were there any Change Orders or Supplemental Agreements on this project that changed the plans?
- ☐ No.
- ☐ Yes, please list the Change Order(s) and sheet number (i.e. CO-4, sht. 25 of 185):_____

  _____

  _____

- ☐ Are the Change Orders identified and the Change Order number shown at the top right of the drawing in red, and the Change Order identified on the drawing by clouding and a triangle number?

☐ Has all of the information that the Contractor is required to provide been shown in red on the record drawings? (i.e. record drawing information for electrical items, pull box locations, etc.)

☐ Is the information in the "record drawing block" on the face sheet completed and show in red?
- ☐ Are the Construction Administrator's name and date and the Record Drawing Designer's name and date shown in red?
- ☐ Are the Construction Administrator and Record Drawing Designer designated as a PE?

☐ Do all of the drawings have the PE stamp and signature?

☐ Are the Record Drawing page numbers and dates shown on each sheet in red?

☐ Is the file size of each PDF/A file below < 100 MB?

☐ Is the PDF/A file unlocked and not password protected?

☐ Are the file names correct? (i.e. H123401C_vol1(pgs1to184of184)RecDwgs.pdf)

RECORD DRAWING CERTIFICATION

I HEARBY CERTIFY THAT THESE RECORD DRAWINGS WERE MADE UNDER MY SUPERVISION OR AS NOTED AND ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Construction Administrator (RE) (Signature Required) Registered Professional Engineer	Registration Number	Expiration Date

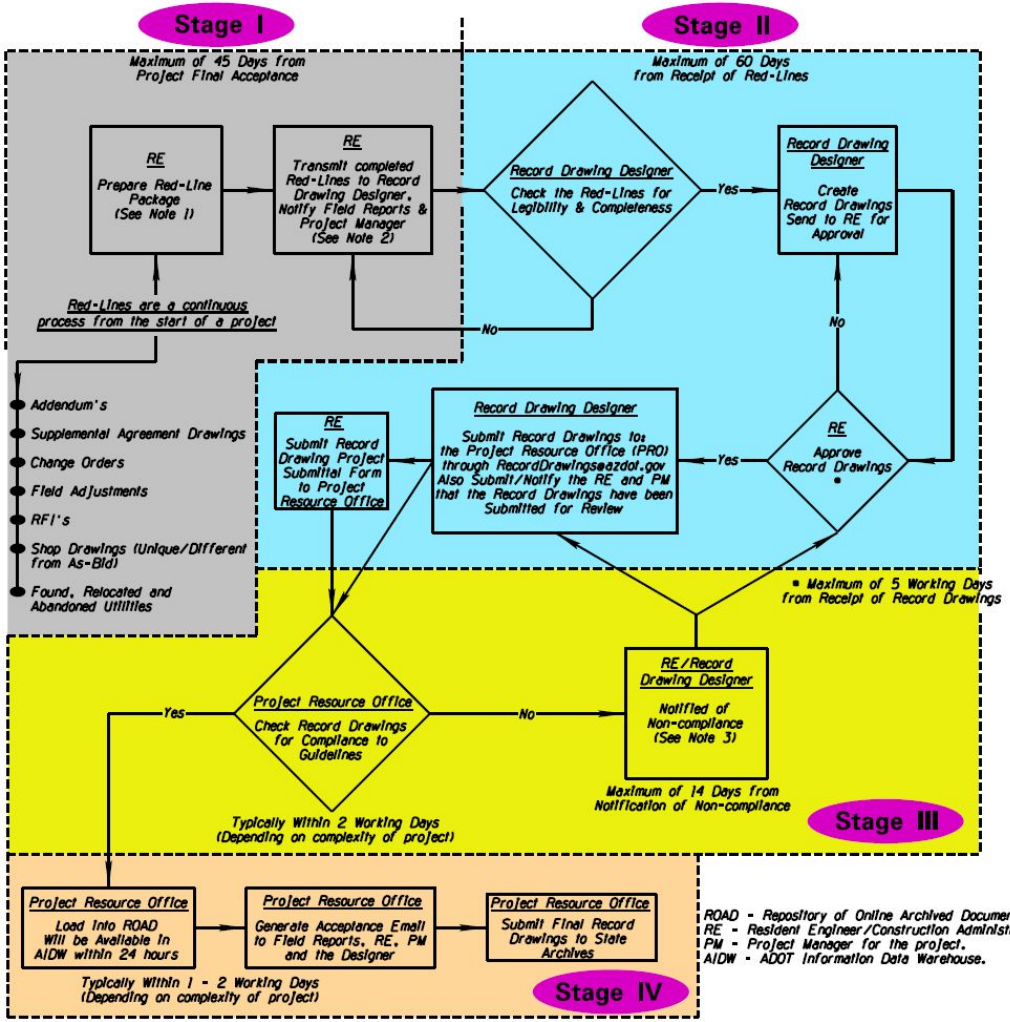
Rev. 8/2017

FLOWCHART

Red-Lines / Record Drawing Plans Flowchart

Red–Lines /Record Drawing Plans Flowchart

Rev. 10/2017



ROAD - Repository of Online Archived Documents.
RE - Resident Engineer/Construction Administrator.
PM - Project Manager for the project.
AIDW - ADOT Information Data Warehouse.

ADOT

Questions on Record Drawings?

Contact Info: *RecordDrawings@azdot.gov*

PROJECT DELIVERY ACADEMY

MODULE 6: PROJECT MANAGEMENT TOOLS AND RESOURCES

- Record Drawings
- ***ROAD Portal***

PROJECT DELIVERY ACADEMY

ROAD Portal

ADOT

PROJECT DELIVERY ACADEMY

ROAD Portal

Engineering Records

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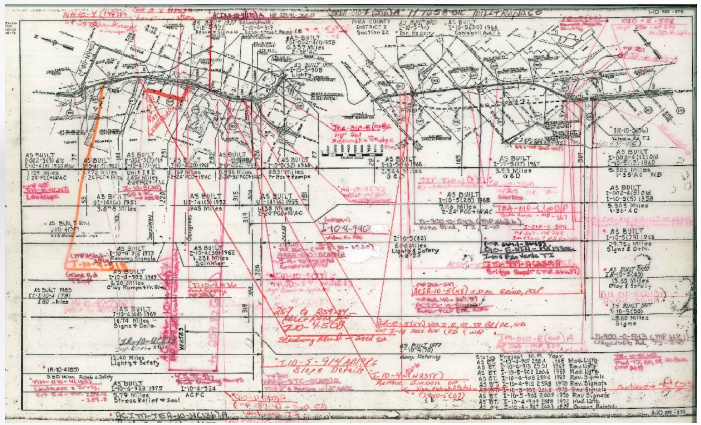
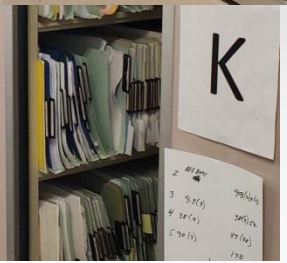
ROAD Portal

~ 9,500+ project files

~ The number of files in Engineering Records was exceeding our storage capabilities

~ ADOT started receiving plans as PDF documents





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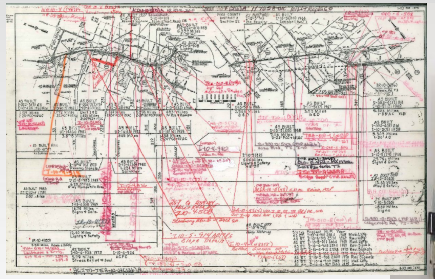
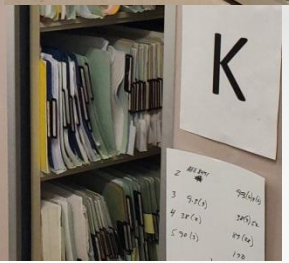
ROAD Portal

~ All of the project files in Engineering Records were scanned to PDF

~ The scanned documents were uploaded to the ROAD portal and made available to everyone

~ During our QC process we are finding that around 3% of the files either were not scanned or were not uploaded (we are working to get these uploaded)





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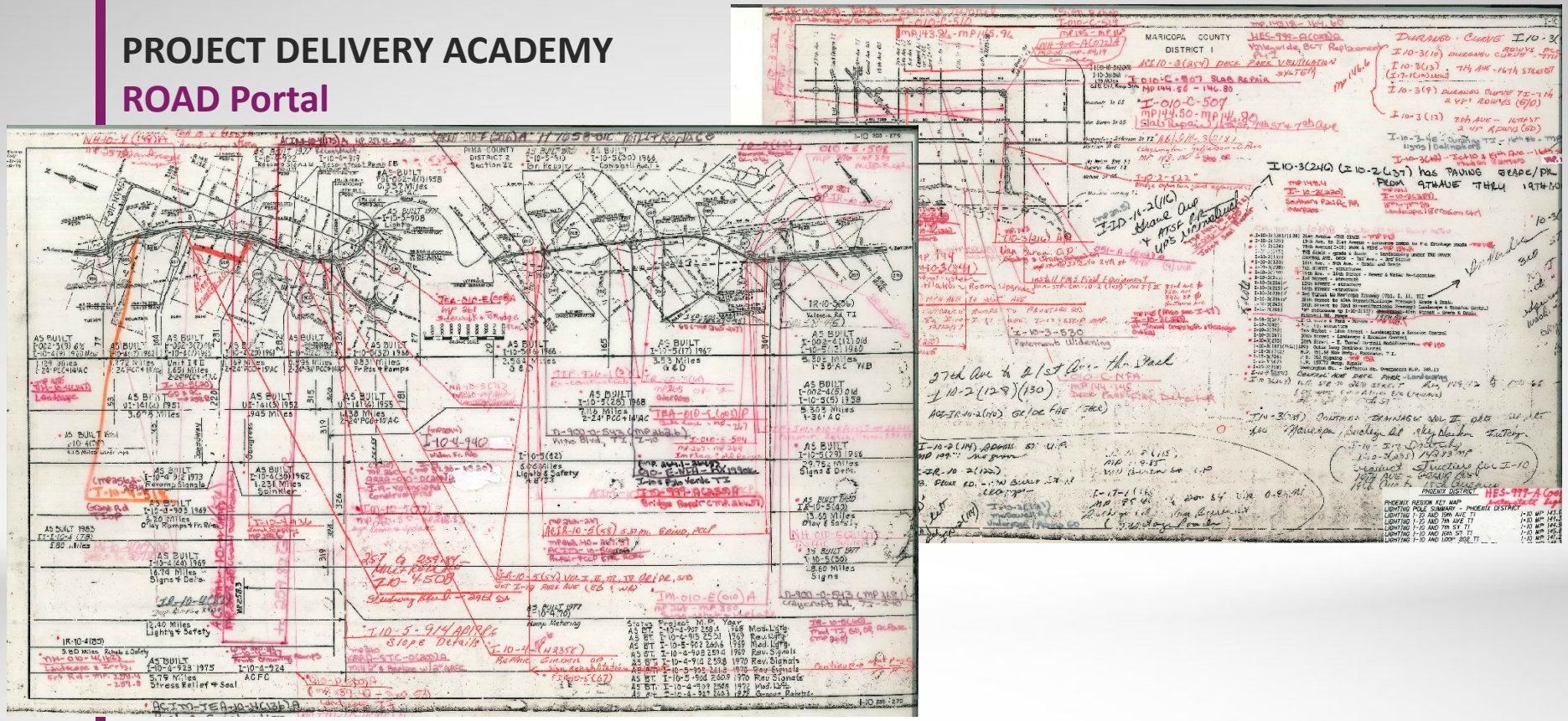
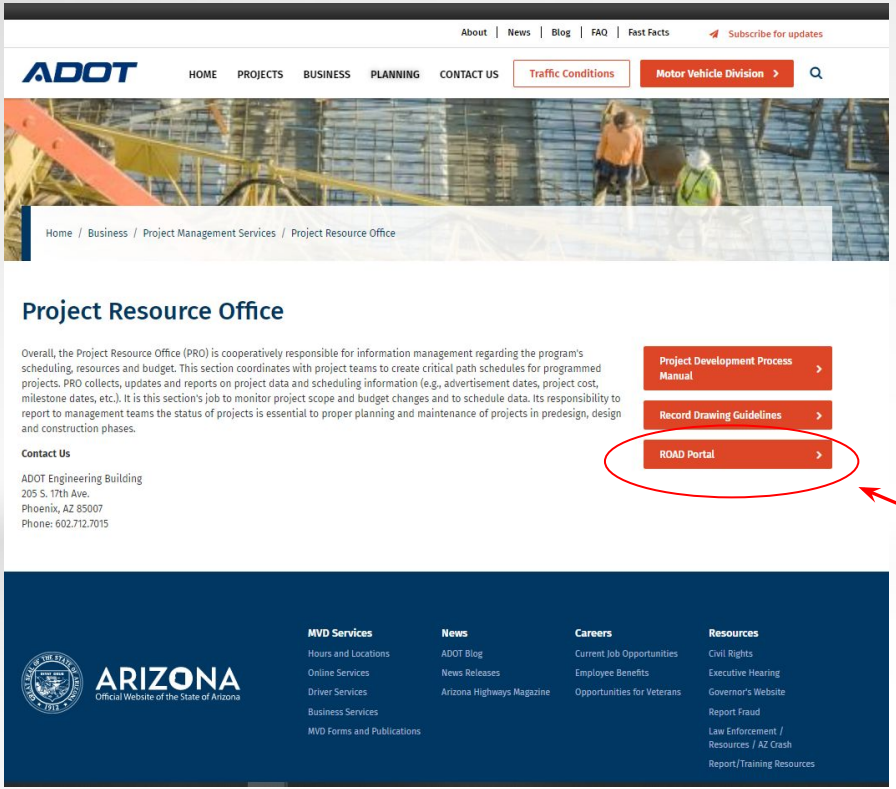
ROAD Portal



Strip Maps from Engineering Records (I-10 Phoenix)

PROJECT DELIVERY ACADEMY

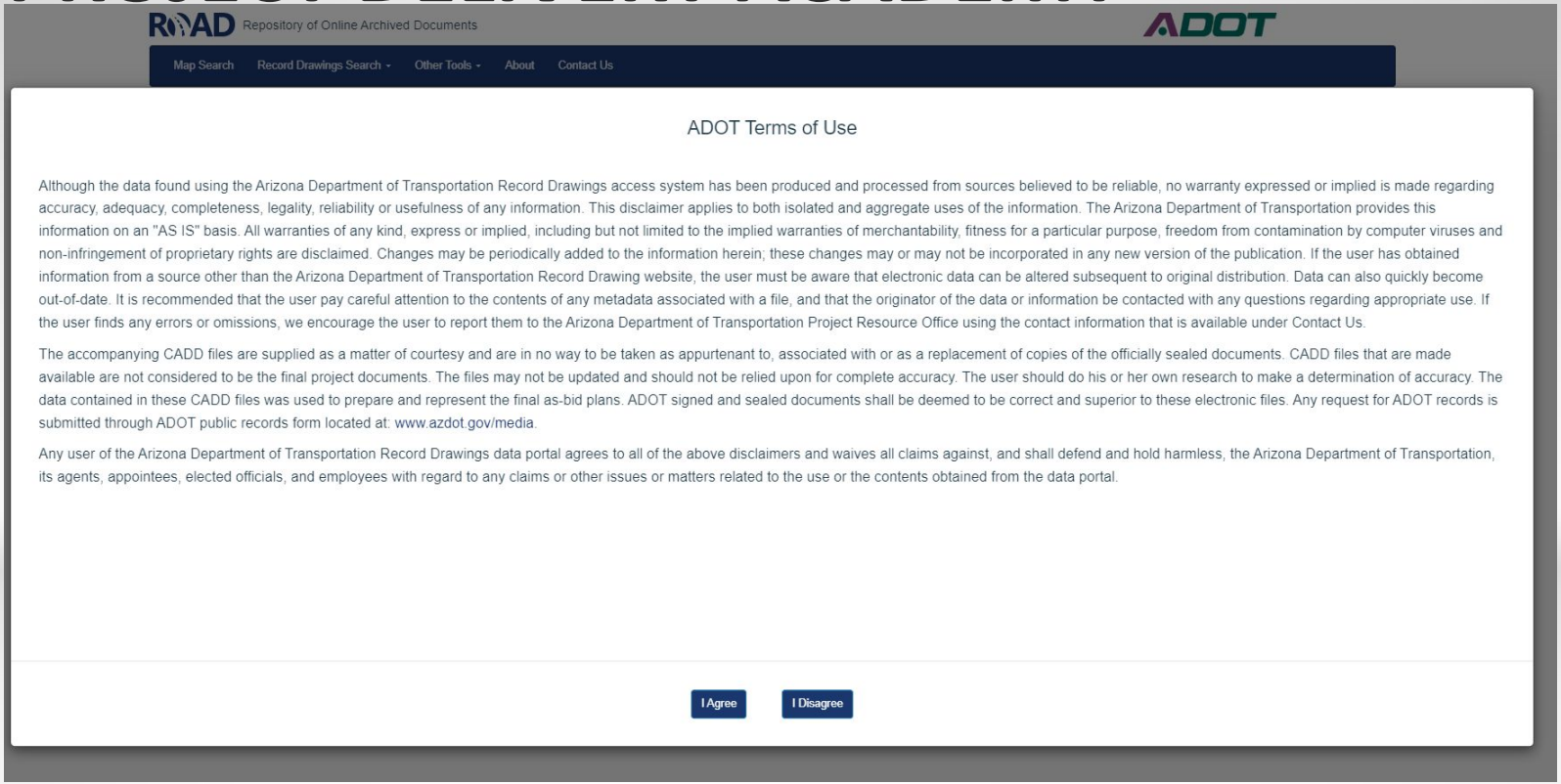
ROAD Portal



Link to the ROAD portal

Located on the ADOT web page:
www.road.azdot.gov

PROJECT DELIVERY ACADEMY



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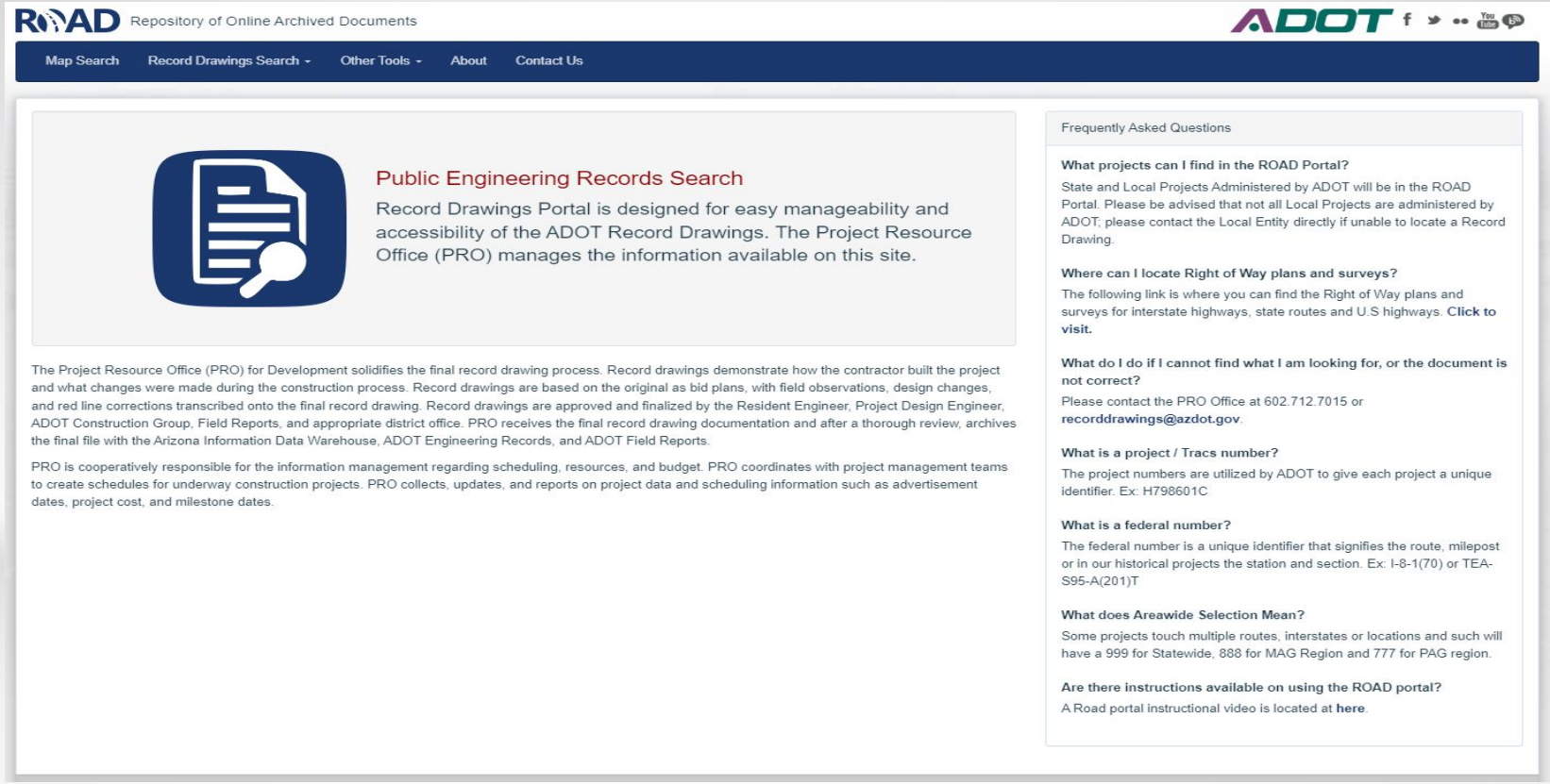

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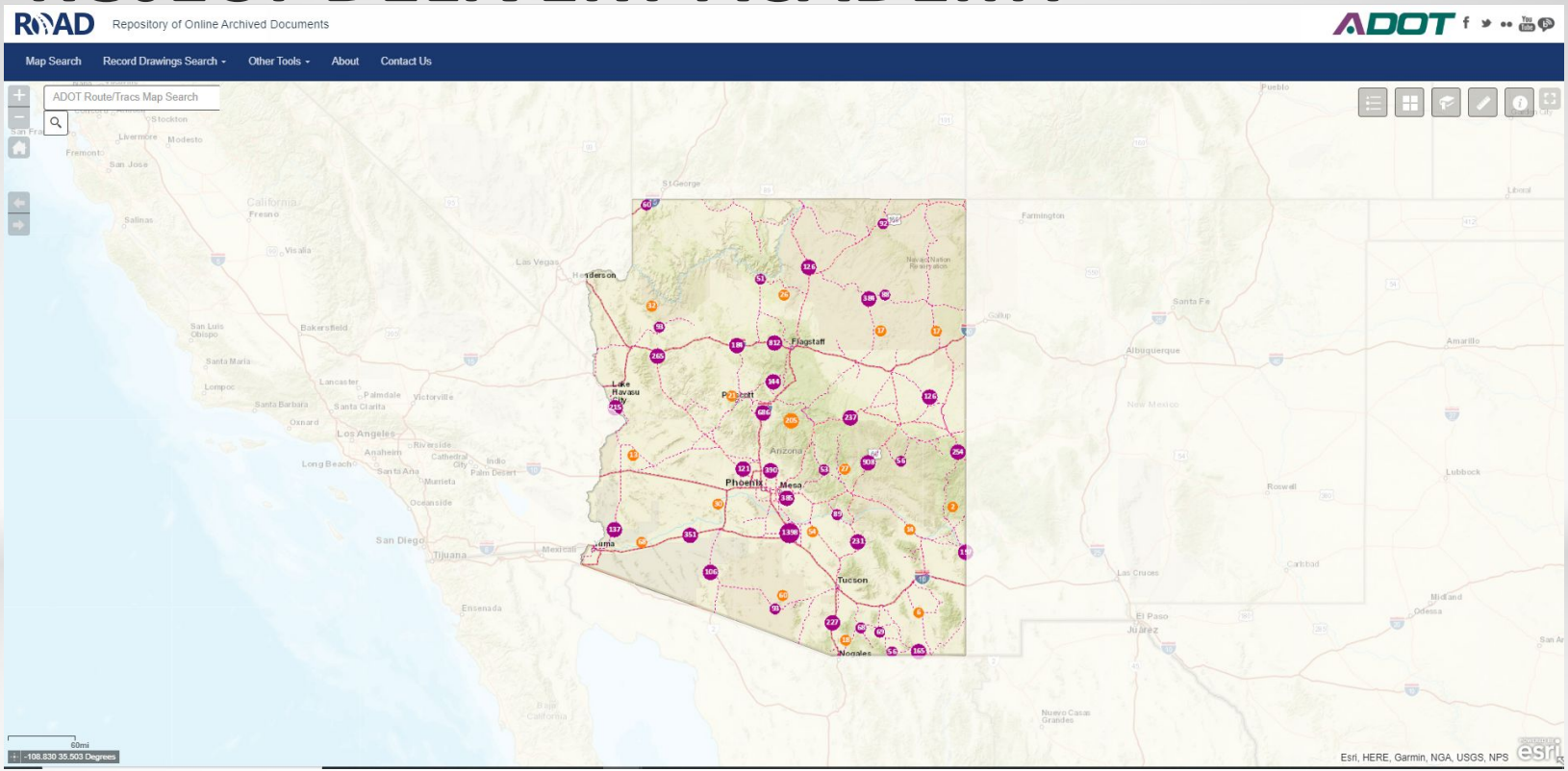

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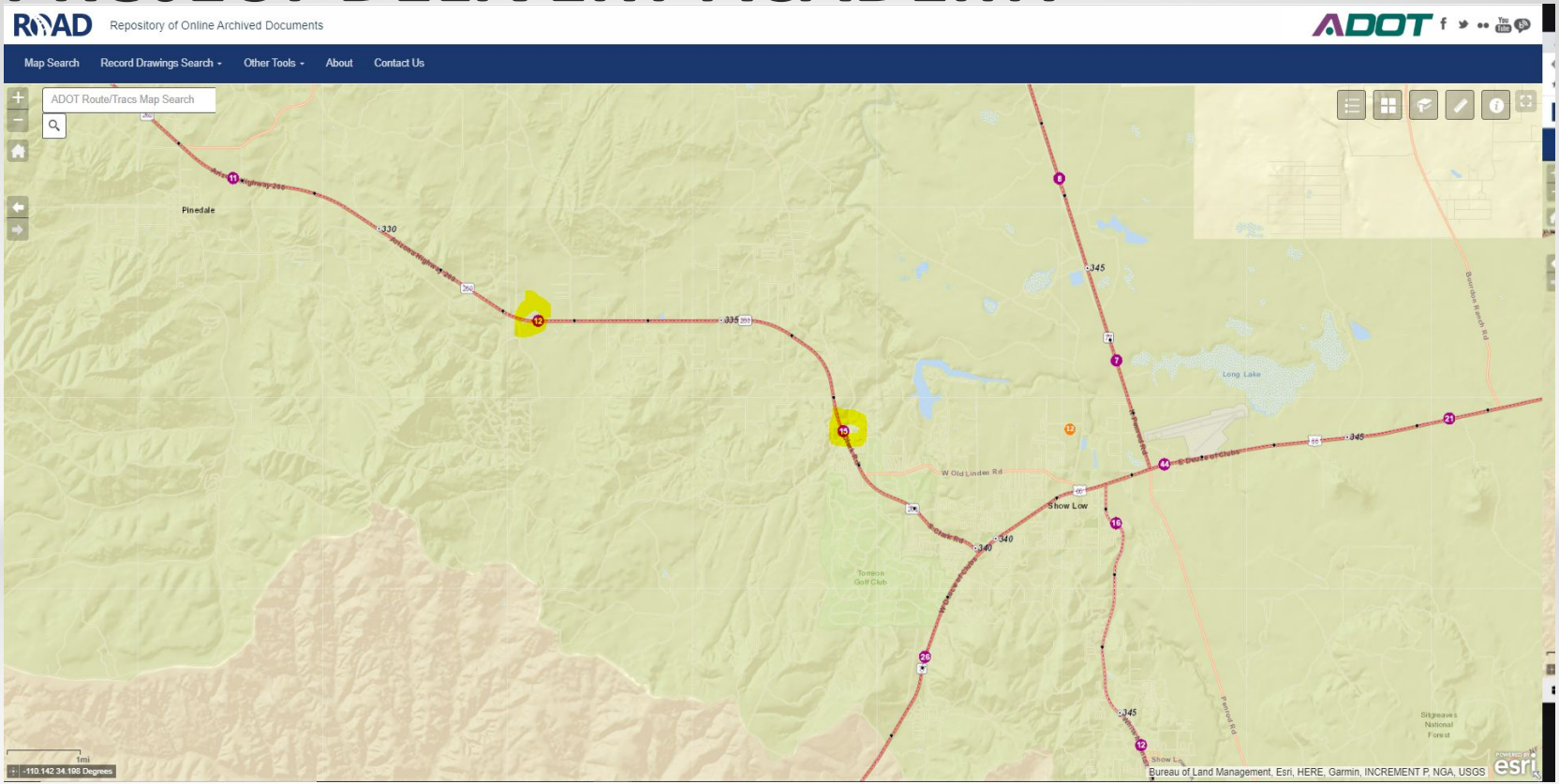

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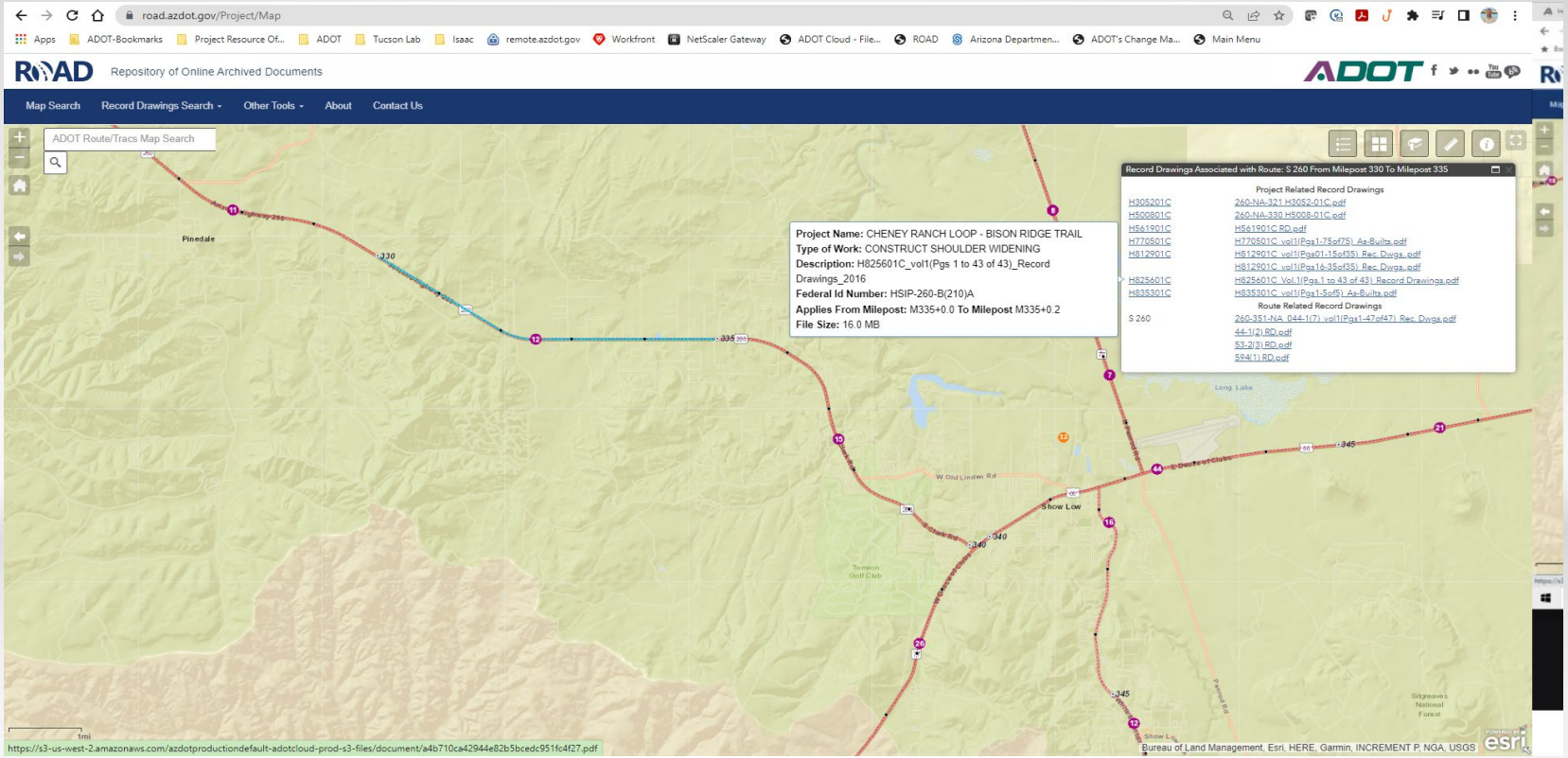

PROJECT DELIVERY ACADEMY

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REDUCED SIZE
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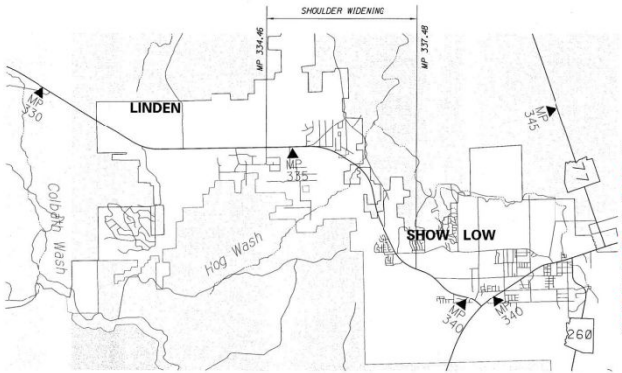
STATE OF ARIZONA
DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION

PROJECT PLANS

ADOT

STATE HIGHWAY
PAYSON–SHOW LOW HIGHWAY
SR 260



Constructed by:
Meadow Valley Contractors, Inc.
Construction Company
November 7, 2016
Completion Date

Red-Lines by:
Elaine Leavens-Cooke, P.E./ADOT
Construction Administrator Name & Company
November 7, 2016
Completion Date

Record Drawings by:
Siva Sivakumar, P.E.
Kimley-Horn and Associates, Inc.
Record Drawings Designer Name & Company
November 28, 2016
Completion Date

CHENEY RANCH LOOP–BISON RIDGE TRAIL
PROJECT NO. 260 NA 334 H8256 01 C
FEDERAL AID NO. HSIP–260–B(210)T

ARIZONA DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION
DALLAS HAMMIT, P.E., STATE ENGINEER

REC. DWGS. DATA 11/28/16 1 OF 43

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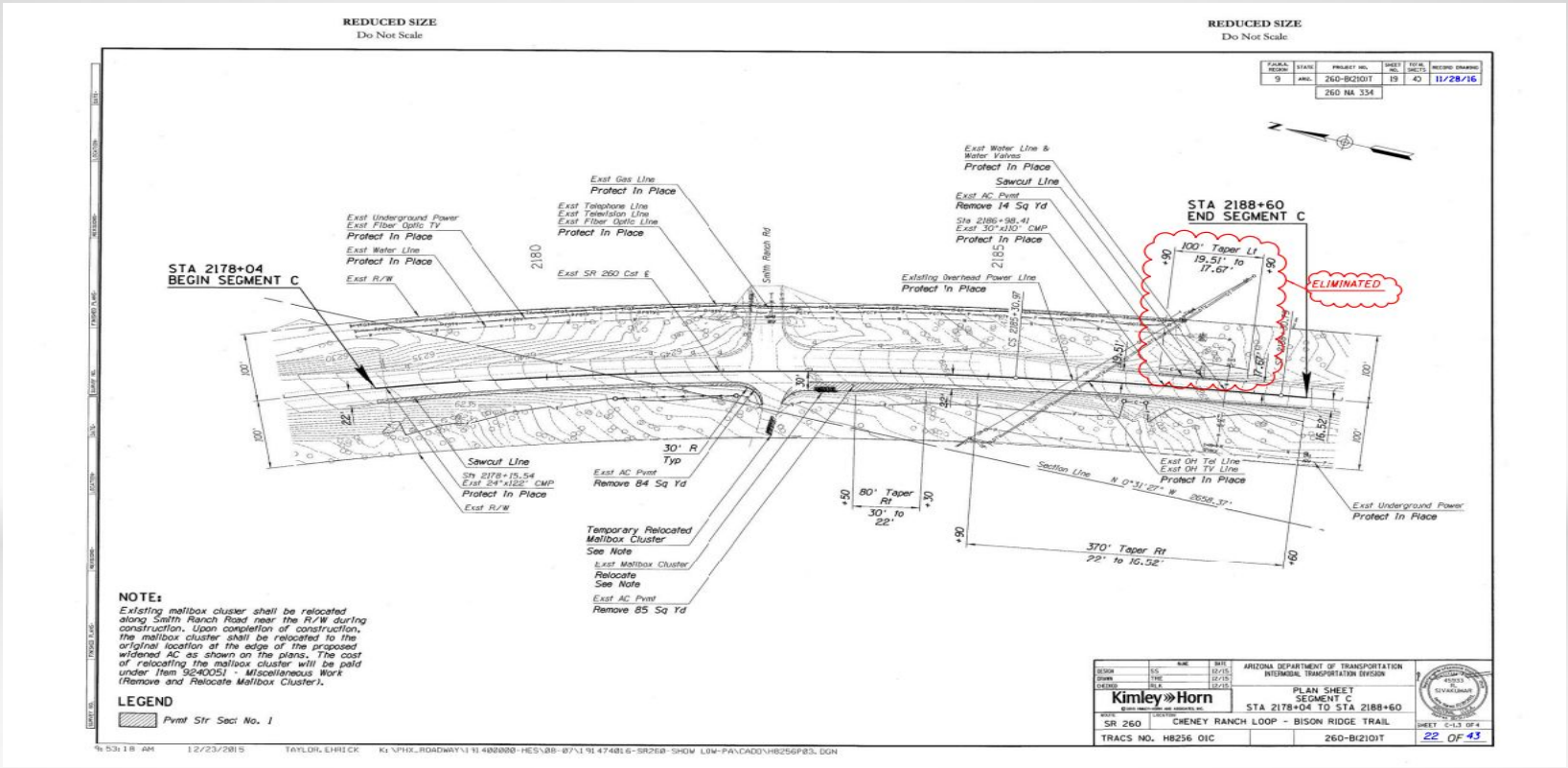

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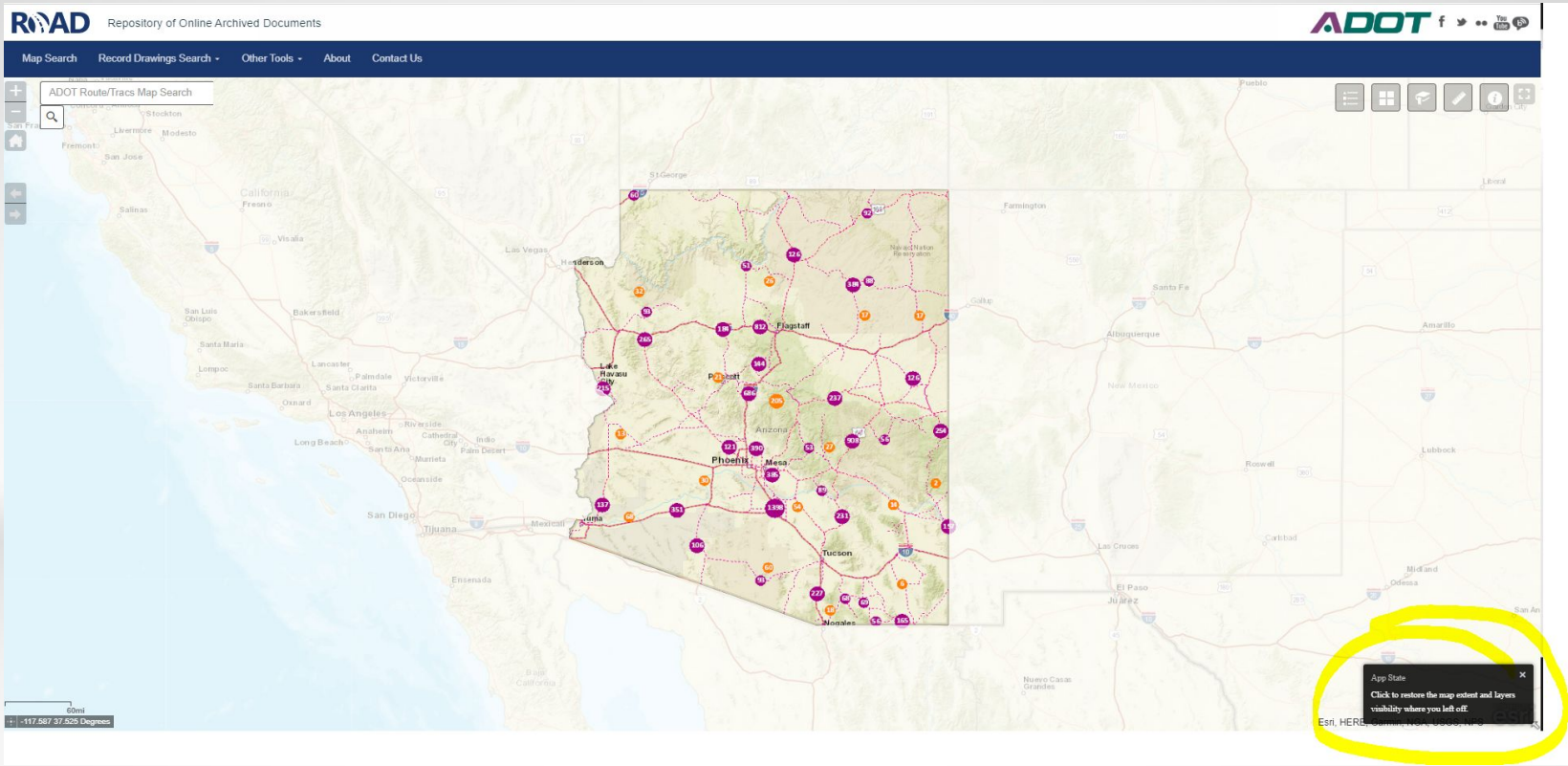

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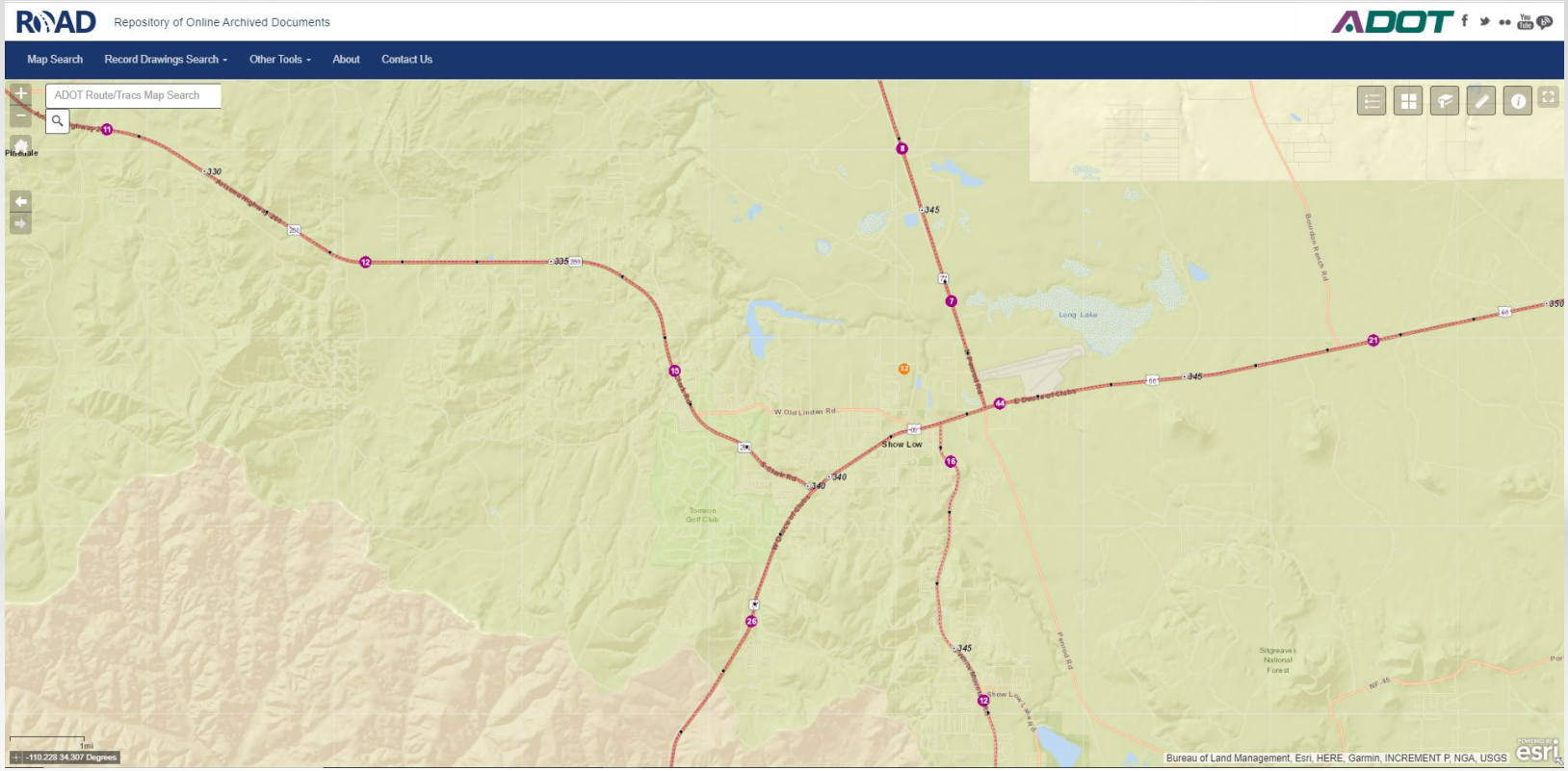

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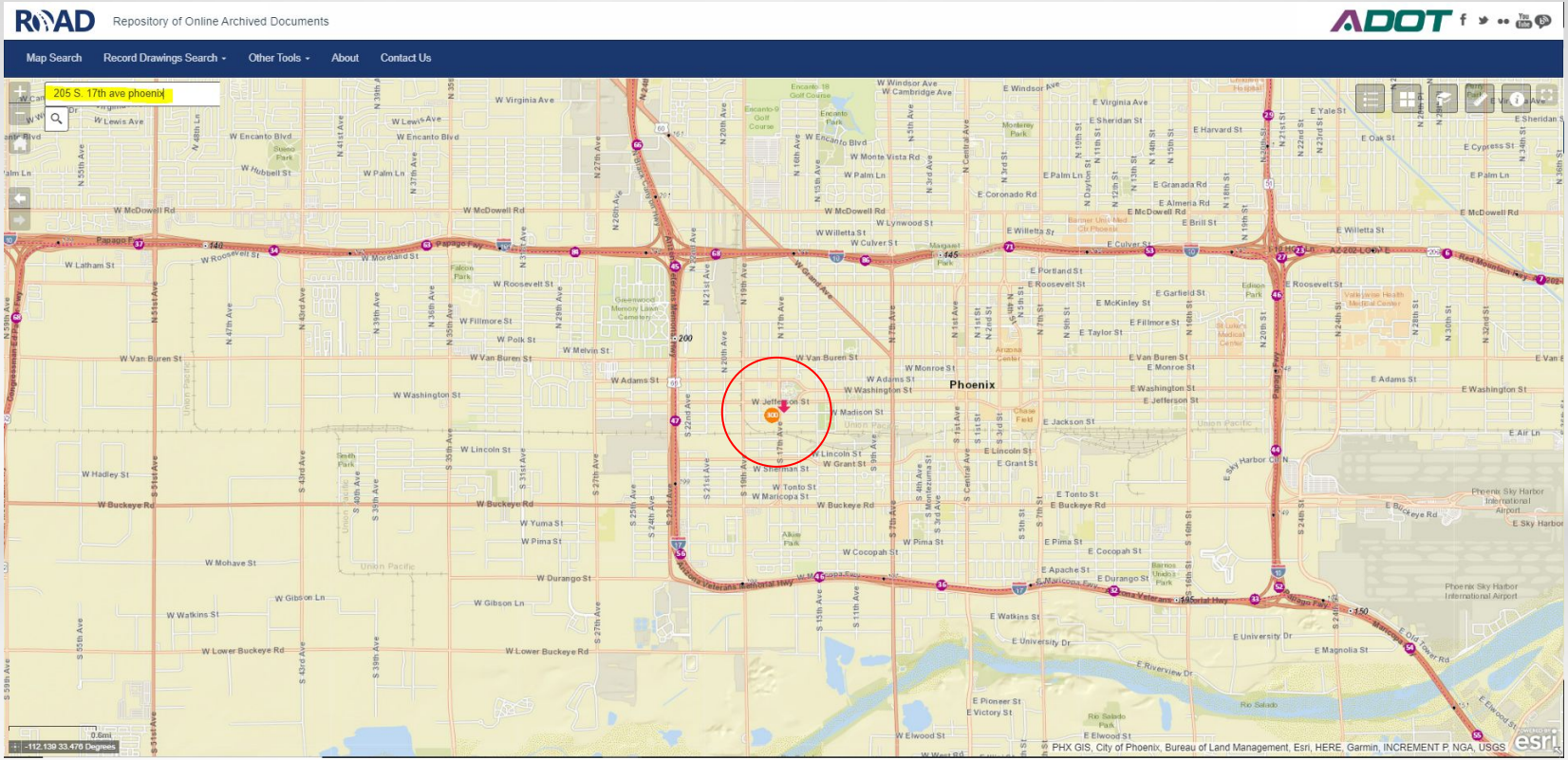

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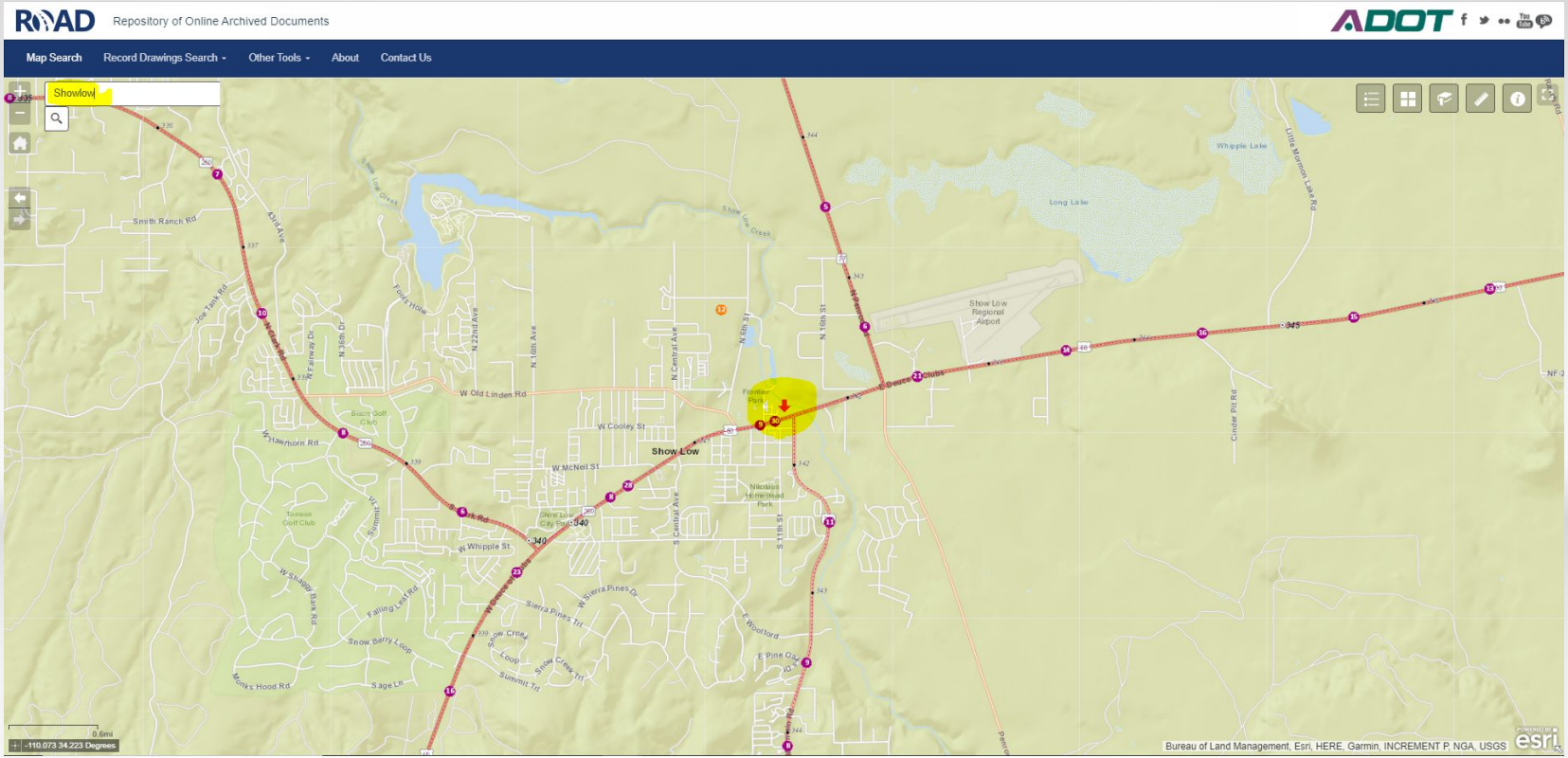

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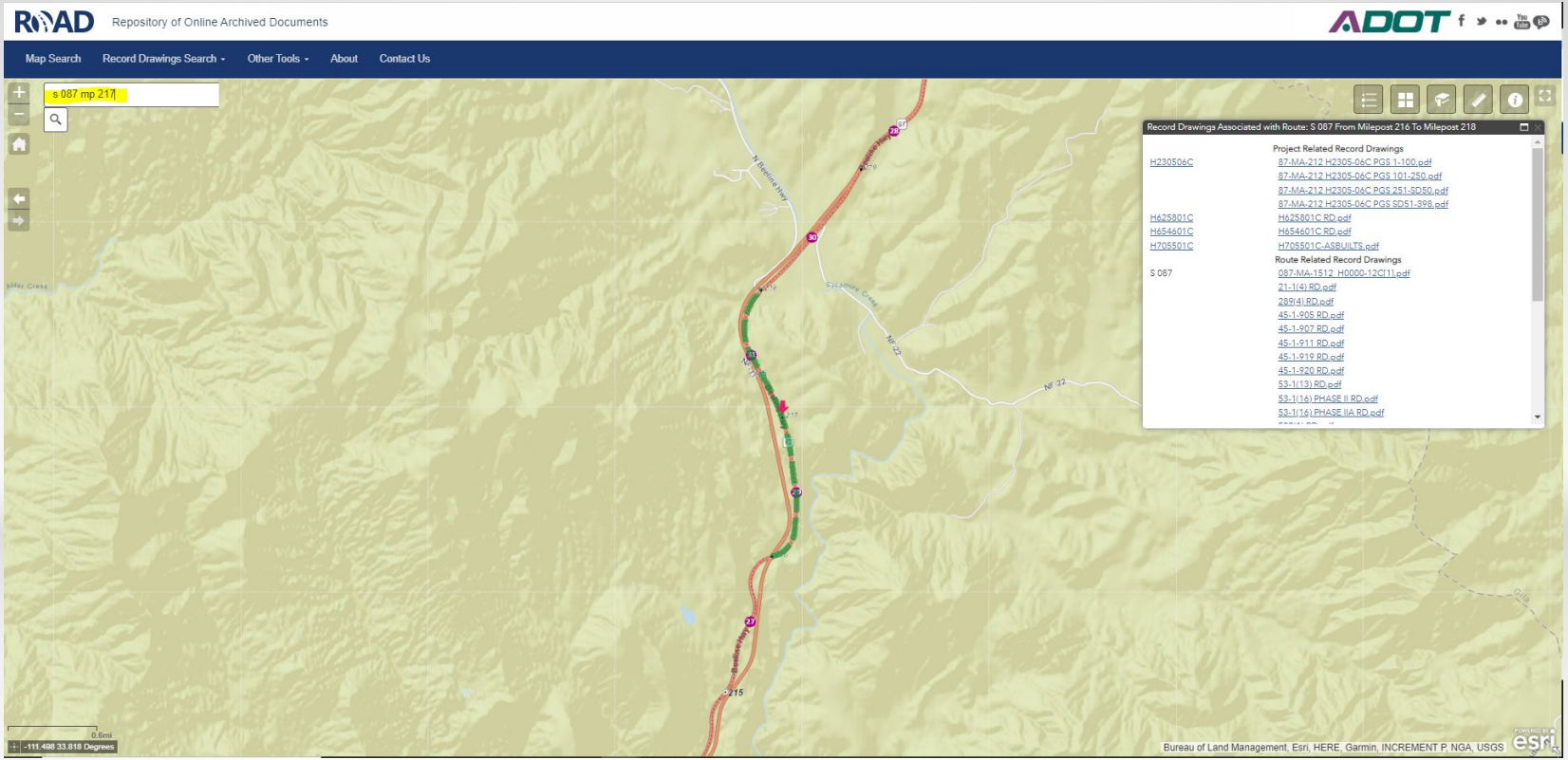

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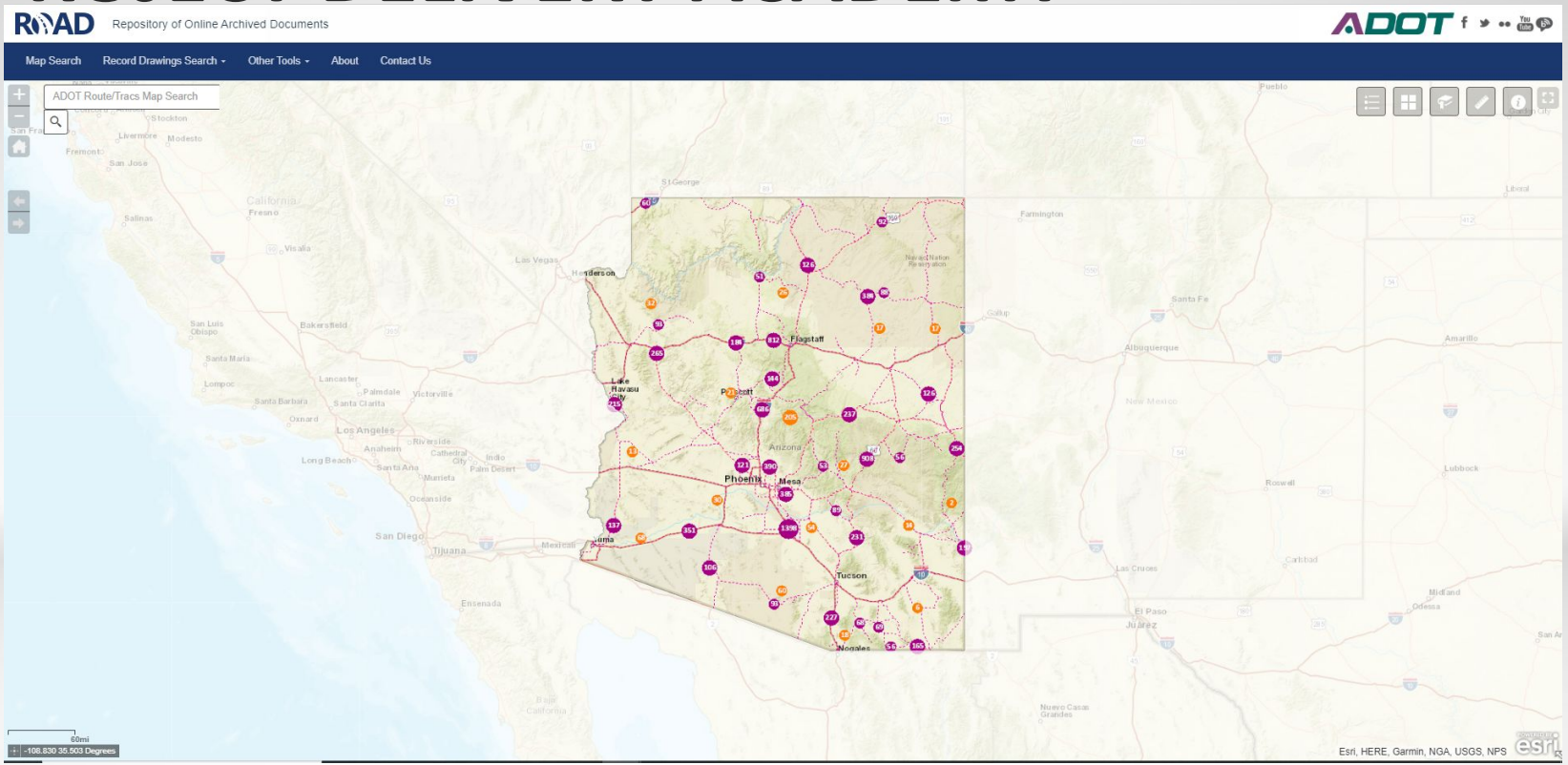

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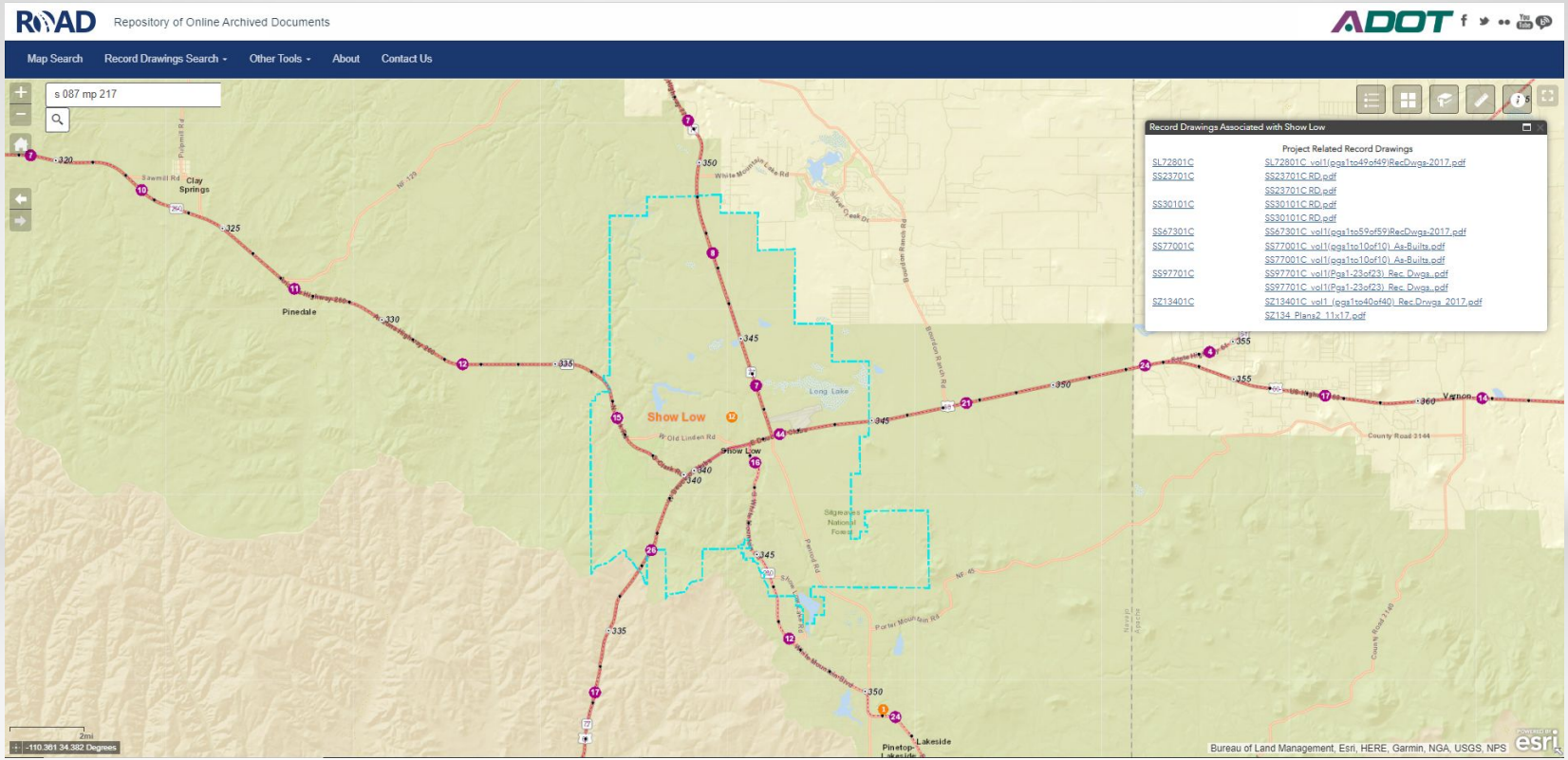

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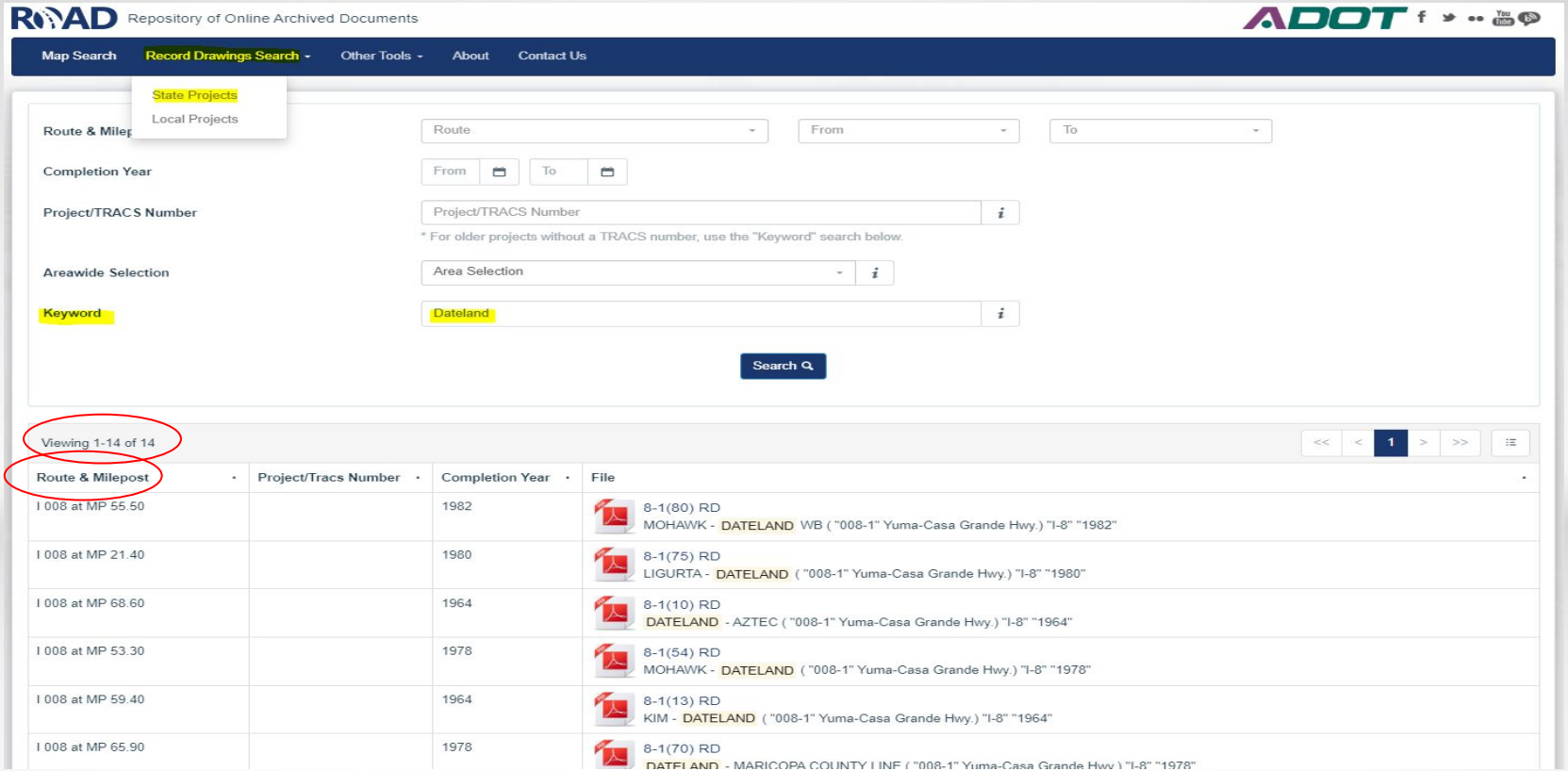

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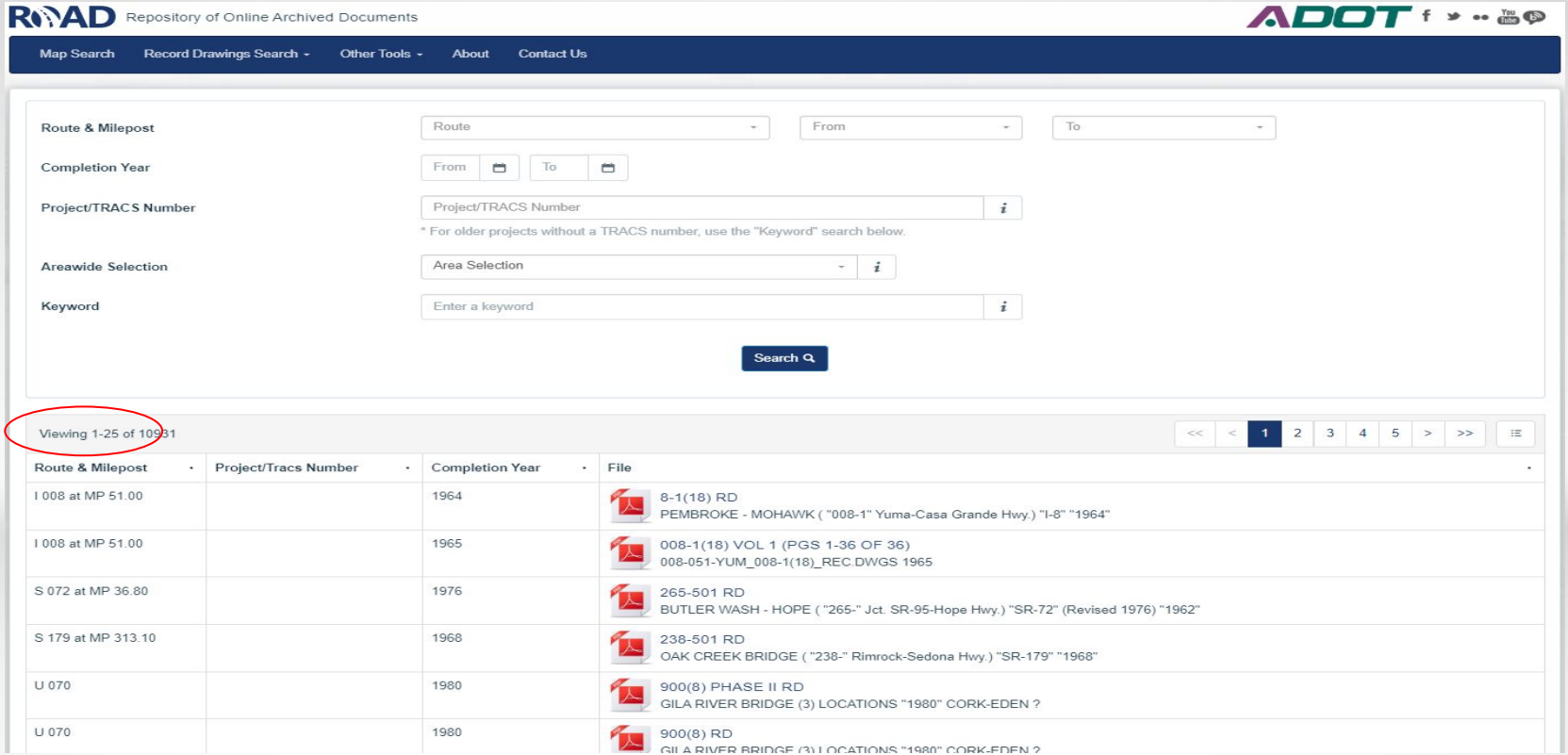

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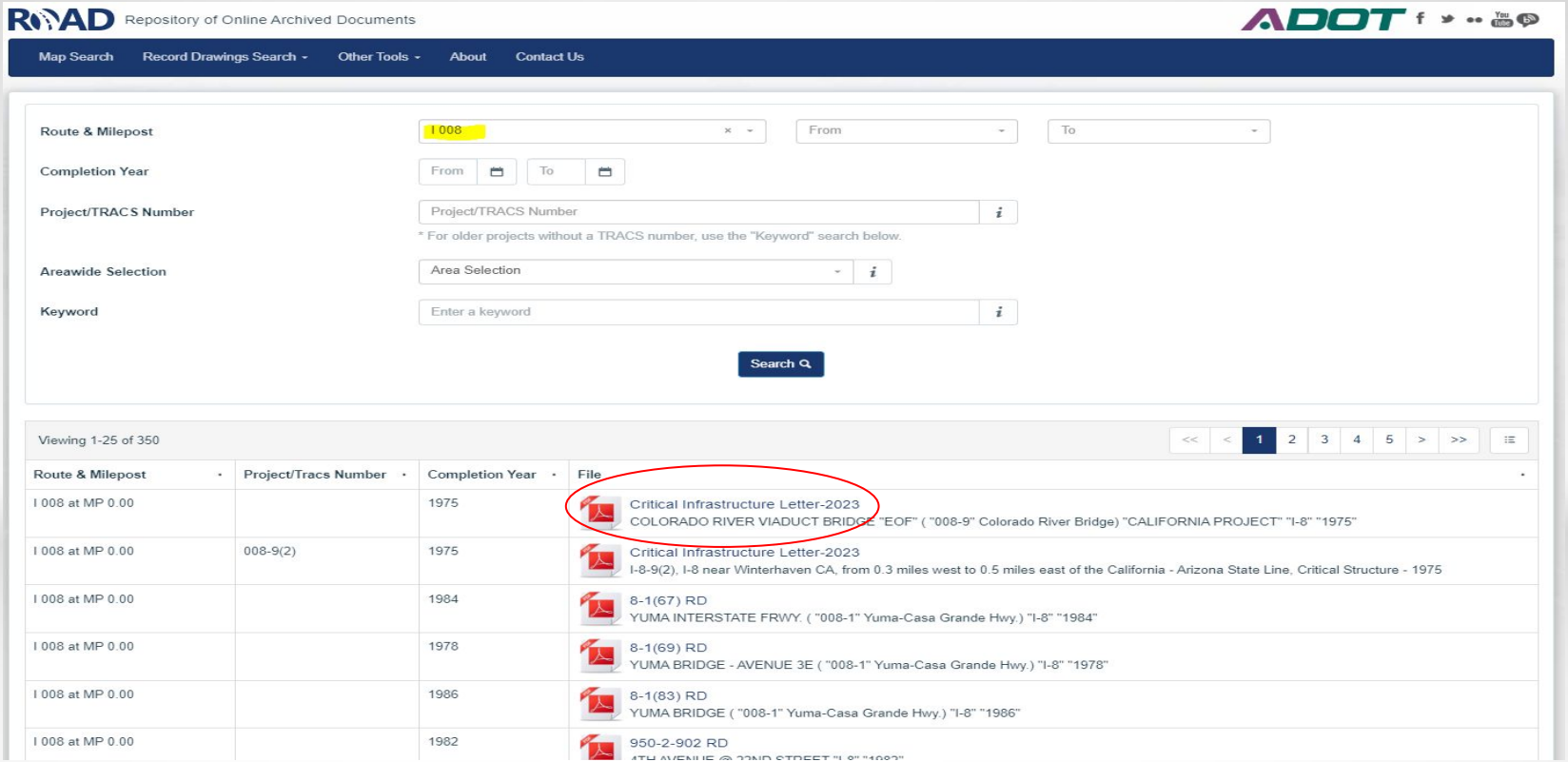

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PROJECT DELIVERY ACADEMY

ADOT

Our True North: *Safely Home*

Infrastructure Delivery and Operations

Katie Hobbs, Governor
Jennifer Toth, Director
Gregory Byres, Deputy Director/State Engineer
Steve Boschen, Division Director

NOTIFICATION

This record drawing has been designated as critical infrastructure and protected by the critical infrastructure act of 2002 (6 USC 673) and therefore confidential and exempt from disclosure.

Pursuant to ARS 41-1801 to 41-1803(G), ADOT may not disclose this critical infrastructure record drawing to the public.

Thank you.

For ADOT public records, please submit requests at: https://www.azdot.gov/media. ADOT Office of Risk Management responds to public record requests in compliance with ARS 39-121.

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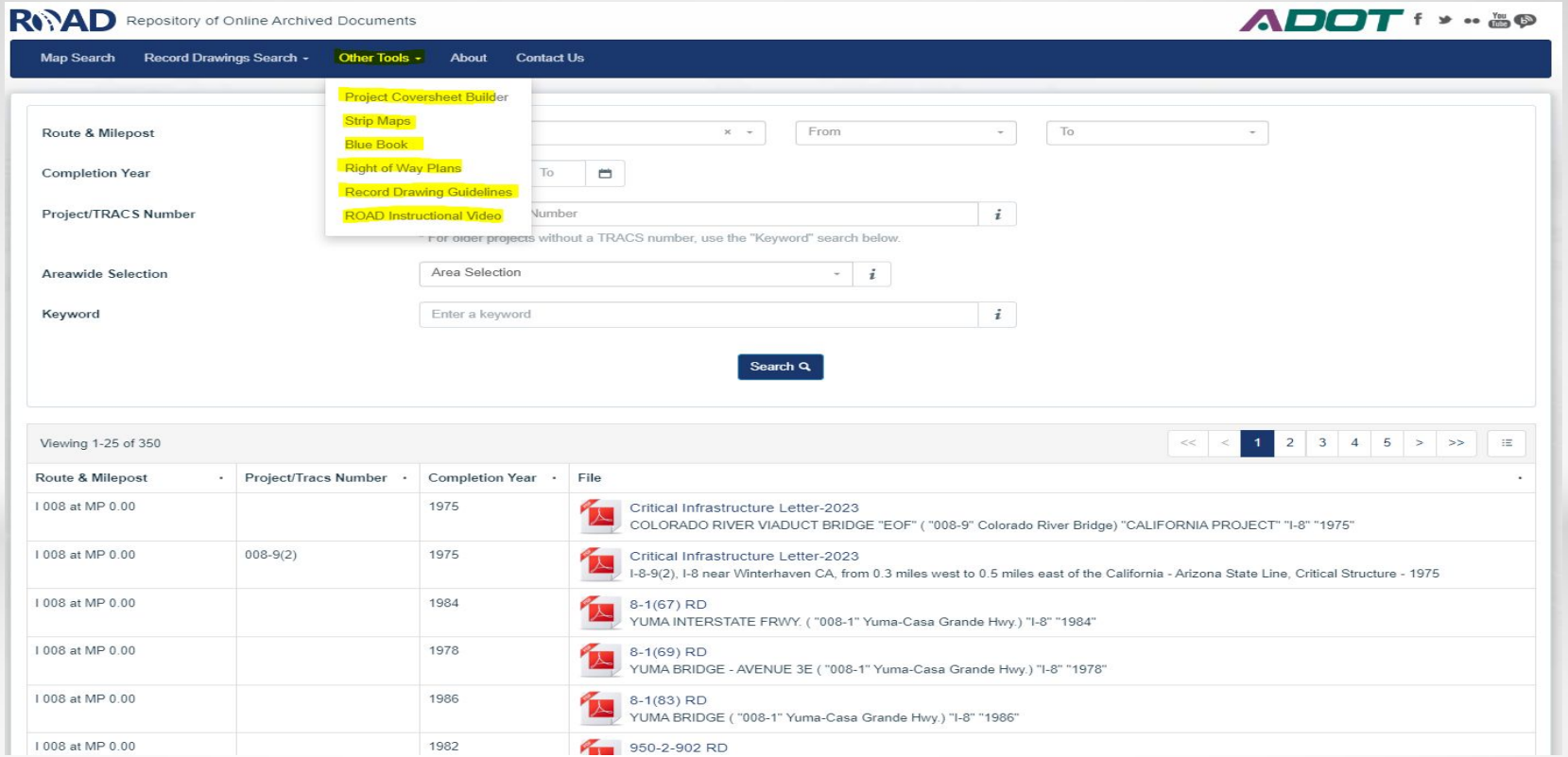
PROJECT DELIVERY ACADEMY



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PROJECT DELIVERY ACADEMY

ROAD Portal

ROAD Repository of Online Archived Documents

https://road.azdot.gov/

Questions on the ROAD Portal?

Contact Info: RecordDrawings@azdot.gov

Presented by:

Isaac Canez
Transportation Engineering Specialist

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205 S 17th Avenue
Phoenix, AZ 85007
602-712-7019
lcanez@azdot.gov