**MODULE 6: PROJECT MANAGEMENT TOOLS AND RESOURCES** 



### Presented by:

**Lynn Sugiyama Project Resource Office** 



# PROJECT DELIVERY ACADEMY MODULE 6: PROJECT MANAGEMENT TOOLS AND RESOURCES

### Topics:



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





**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."



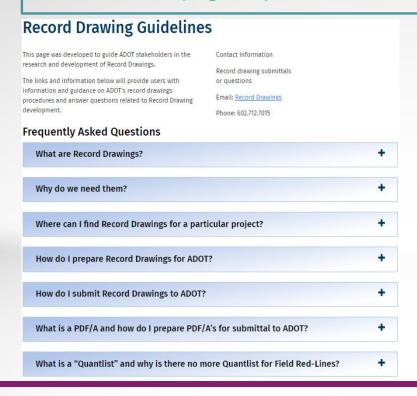


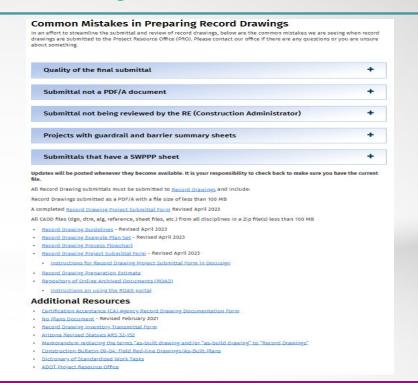
DISORGANIZED!



### **Record Drawings**

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







### **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

Home / Business / Project Management Services / Project Resource Office / Record Drawing Guidelines

## **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





# PROJECT DELIVERY ACADEMY Record Drawings

### **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 <u>do not</u> accept partial record drawing submittals.

### RecordDrawings@azdot.gov

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



# PROJECT DELIVERY ACADEMY Record Drawings

A <u>Record Drawing Project Submittal Form</u> is required with all submittals.

The forms are available on the Record Drawings web page.



### 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

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

SUBMITTAL DATE:

submission process to ADOT.

PROJECT NUMBER:

ADOT PROJECT NUMBER: MILEPOST:

COUNTY: PROJECT DESCRIPTION

#### BELOW IS A LIST OF ITEMS THAT NEED TO BE CHECKED AS PART OF THE RECORD DRAWING SUBMITTAL PROCESS

All As-Bid sheets are included.

If required all Bridge Working Drawings are included.

Record Drawings are being submitted as a PDF/A.

If required Part 2 of the SWPPP sheet has been filled in or "X'd" out (if Part 2 was not used) and if there is one on the project. Were

there any Addendums on this project? (See Appendix G in the Record Drawing Guidelines - PDF page 49)

Yes, the addendum numbers

are included in the Record Drawings.

All of the field red-lines shown on the plans are clouded and shown in red.

Were there any Change Orders or Supplemental Agreements on this project that changed the plans?

Yes, please list the Change Order(s) number (i.e. CO-4, LOA-1):

All utility work (gas, water, CAP, electric, communications, irrigation, railroad, etc.) that was moved, added, or abandoned as part of the project are shown on the record drawings.

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

All of the information in the "record drawing block" on the face sheet is completed and shown in red.

The Construction Administrator's name and date, and the Record Drawing Designer's name and date are shown in red.

The Construction Administrator and Record Drawing Designer are designated as a PE.

All of the drawings have the PE stamp and signature.

All of the Record Drawing sheet numbers and dates are shown on each sheet in red.

The file size of each PDF/A file is below < 100 MB.

The PDF/A file is unlocked and not password protected.

The file name(s) are correct (i.e. H123401C vol1(pgs1to18of18)RecDwgs-2016.pdf)

The Environmental EPIC\_Sheet 1F - Has been completed with the Project Resident Engineer name and signature.

If no EPIC Sheet 1F is required please provide reason:

Supplemental documentation with Environmental Planning division was submitted.

#### RECORD DRAWING CERTIFICATION

I HEREBY CERTIFY THAT THESE RECORD DRAWINGS WERE MADE UNDER MY SUPERVISION OR AS NOTED AND

Construction Administrator (RE, RLS) (Signature Required)

Registration Number

Expiration Date

Printed Name

**Record Drawing Project Submittal Form** 

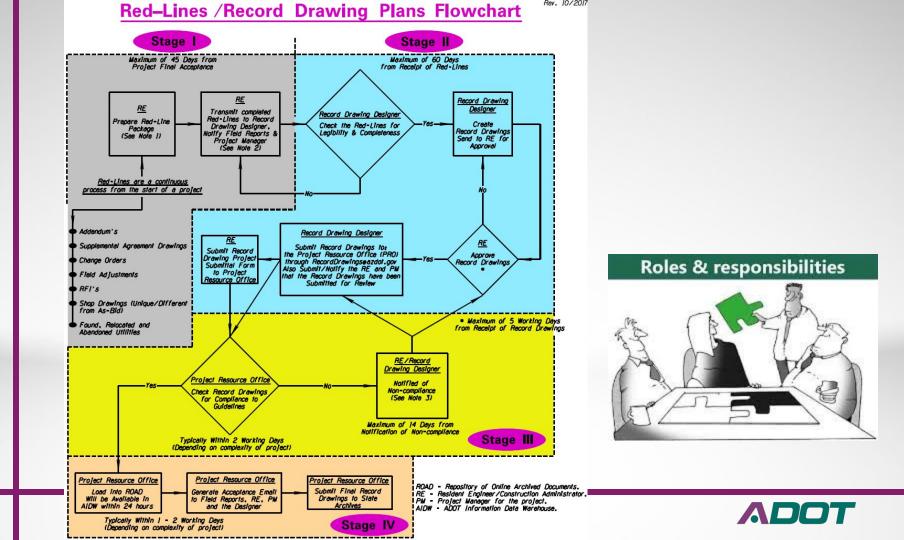


PROJECT DELIVERY ACADEMY Record Drawings

## **FLOWCHART**

Red-Lines / Record Drawing Plans Flowchart





PROJECT DELIVERY ACADEMY Record Drawings

## Questions on Record Drawings?

Contact Info: <u>RecordDrawings@azdot.gov</u>



**MODULE 6: PROJECT MANAGEMENT TOOLS AND RESOURCES** 

- Record Drawings
- ROAD Portal





Repository of Online Archived Documents





**Engineering Records** 

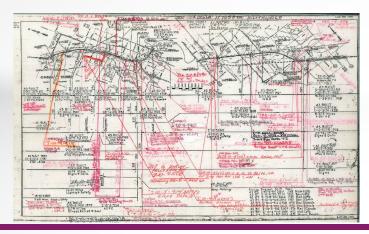




~ 10,000+ project files

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

~ ADOT started receiving plans as PDF documents







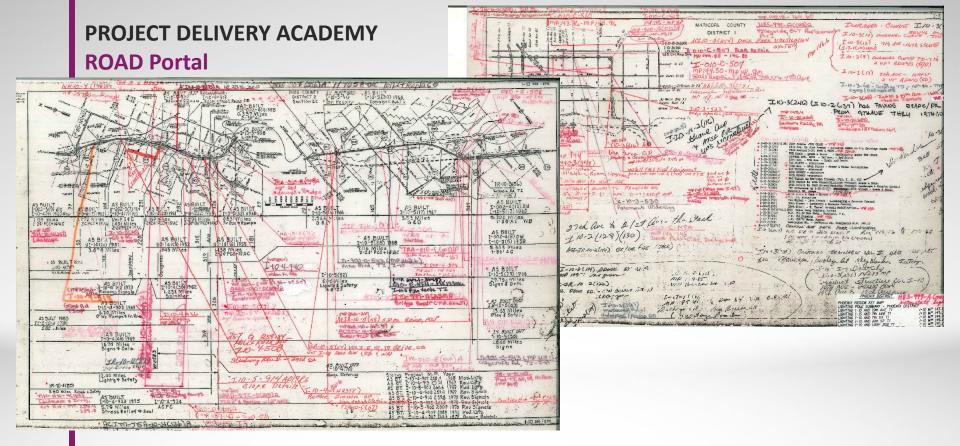
~ All of the project files in Engineering Records were scanned to PDF

~ 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)







Strip Maps from Engineering Records (I-10 Phoenix)



### **Project Resource Office**

Overall, the Project Resource Office (PRO) is cooperatively responsible for information management regarding the program's scheduling, resources and budget. This section coordinates with project teams to create critical path schedules for programmed projects. PRO collects, updates and reports on project data and scheduling information (e.g., advertisement dates, project cost, milestone dates, etc.). It is this section's job to monitor project scope and budget changes and to schedule data. Its responsibility to report to management teams the status of projects is essential to proper planning and maintenance of projects in predesign, design and construction phases.

#### Contact Us

ADOT Engineering Building 205 S. 17th Ave.

Phoenix, AZ 85007

Phone: 602,712,7015



Project Development Process Manual

Record Drawing Guidelines

ROAD Portal

Link to the ROAD portal

Located on the ADOT web page:

www.road.azdot.gov





#### ADOT Terms of Use

Although the data found using the Arizona Department of Transportation Record Drawings access system has been produced and processed from sources believed to be reliable, no warranty expressed or implied is made regarding accuracy, adequacy, completeness, legality, reliability or usefulness of any information. This disclaimer applies to both isolated and aggregate uses of the information. The Arizona Department of Transportation provides this information on an "AS IS" basis. All warranties of any kind, express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, freedom from contamination by computer viruses and non-infringement of proprietary rights are disclaimed. Changes may be periodically added to the information herein; these changes may or may not be incorporated in any new version of the publication. If the user has obtained information from a source other than the Arizona Department of Transportation Record Drawing website, the user must be aware that electronic data can be altered subsequent to original distribution. Data can also quickly become out-of-date. It is recommended that the user pay careful attention to the contents of any metadata associated with a file, and that the originator of the data or information be contacted with any questions regarding appropriate use. If the user finds any errors or omissions, we encourage the user to report them to the Arizona Department of Transportation Project Resource Office using the contact information that is available under Contact Us.

The accompanying CADD files are supplied as a matter of courtesy and are in no way to be taken as appurtenant to, associated with or as a replacement of copies of the officially sealed documents. CADD files that are made available are not considered to be the final project documents. The files may not be updated and should not be relied upon for complete accuracy. The user should do his or her own research to make a determination of accuracy. The data contained in these CADD files was used to prepare and represent the final as-bid plans. ADOT signed and sealed documents shall be deemed to be correct and superior to these electronic files. Any request for ADOT records is submitted through ADOT public records form located at: www.azdot.gov/media.

Any user of the Arizona Department of Transportation Record Drawings data portal agrees to all of the above disclaimers and waives all claims against, and shall defend and hold harmless, the Arizona Department of Transportation, its agents, appointees, elected officials, and employees with regard to any claims or other issues or matters related to the use or the contents obtained from the data portal.







Repository of Online Archived Documents

Map Search

Record Drawings Search +

Other Tools -

About

Contact Us



#### Public Engineering Records Search

Record Drawings Portal is designed for easy manageability and accessibility of the ADOT Record Drawings. The Project Resource Office (PRO) manages the information available on this site.

The Project Resource Office (PRO) for Development solidifies the final record drawing process. Record drawings demonstrate how the contractor built the project and what changes were made during the construction process. Record drawings are based on the original as bid plans, with field observations, design changes. and red line corrections transcribed onto the final record drawing. Record drawings are approved and finalized by the Resident Engineer, Project Design Engineer, ADOT Construction Group, Field Reports, and appropriate district office. PRO receives the final record drawing documentation and after a thorough review, archives the final file with the Arizona Information Data Warehouse, ADOT Engineering Records, and ADOT Field Reports.

PRO is cooperatively responsible for the information management regarding scheduling, resources, and budget. PRO coordinates with project management teams to create schedules for underway construction projects. PRO collects, updates, and reports on project data and scheduling information such as advertisement dates, project cost, and milestone dates.

#### Frequently Asked Questions

#### What projects can I find in the ROAD Portal?

State and Local Projects Administered by ADOT will be in the ROAD Portal. Please be advised that not all Local Projects are administered by ADOT; please contact the Local Entity directly if unable to locate a Record Drawing.

#### Where can I locate Right of Way plans and surveys?

The following link is where you can find the Right of Way plans and surveys for interstate highways, state routes and U.S highways. Click to

#### What do I do if I cannot find what I am looking for, or the document is not correct?

Please contact the PRO Office at 602.712.7015 or recorddrawings@azdot.gov.

#### What is a project / Tracs number?

The project numbers are utilized by ADOT to give each project a unique identifier Ex: H798601C

#### What is a federal number?

The federal number is a unique identifier that signifies the route, milepost or in our historical projects the station and section. Ex: I-8-1(70) or TEA-S95-A(201)T

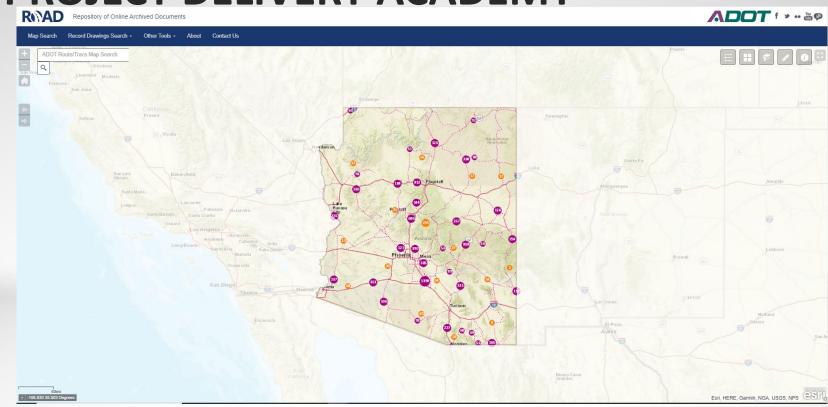
#### What does Areawide Selection Mean?

Some projects touch multiple routes, interstates or locations and such will have a 999 for Statewide, 888 for MAG Region and 777 for PAG region.

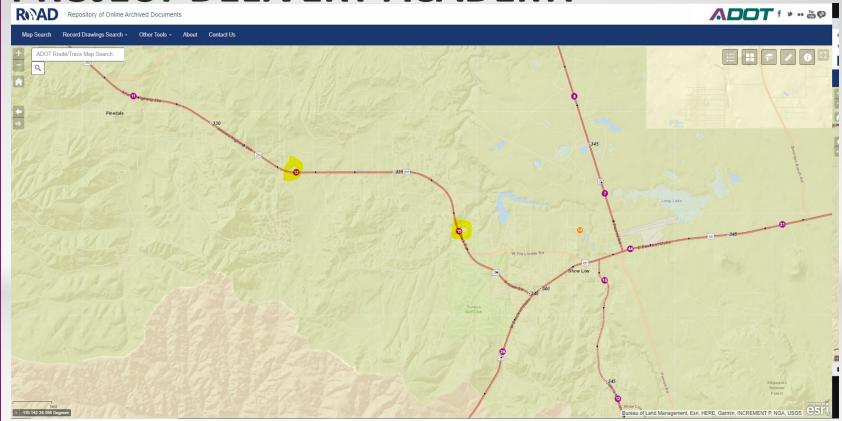
#### Are there instructions available on using the ROAD portal?

A Road portal instructional video is located at here

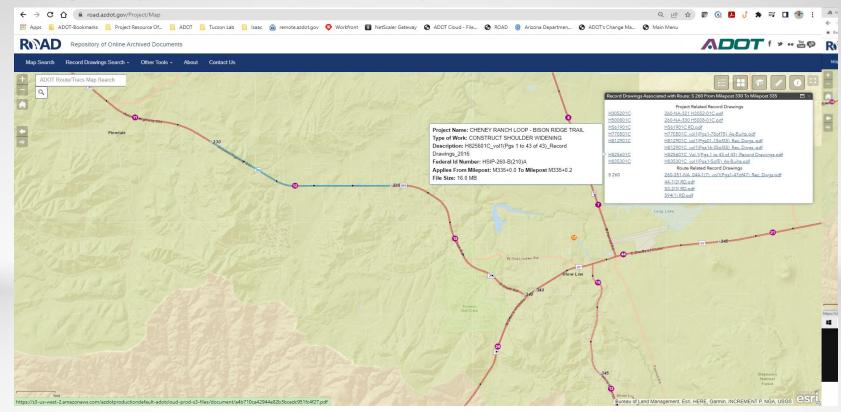




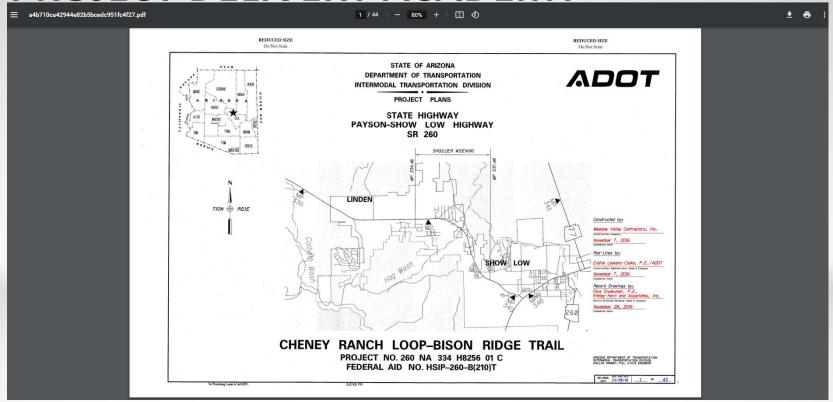




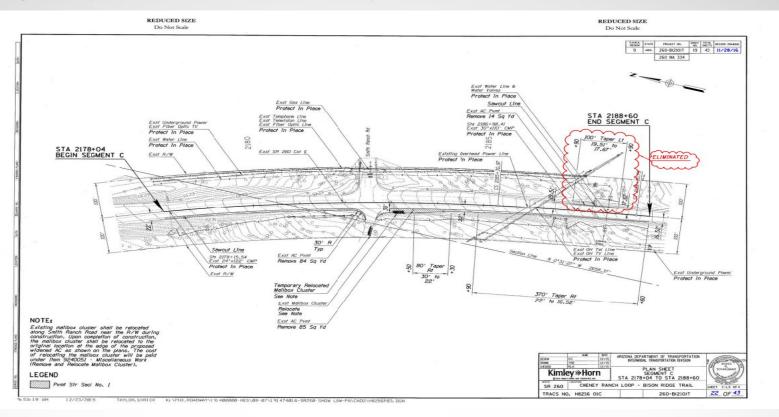




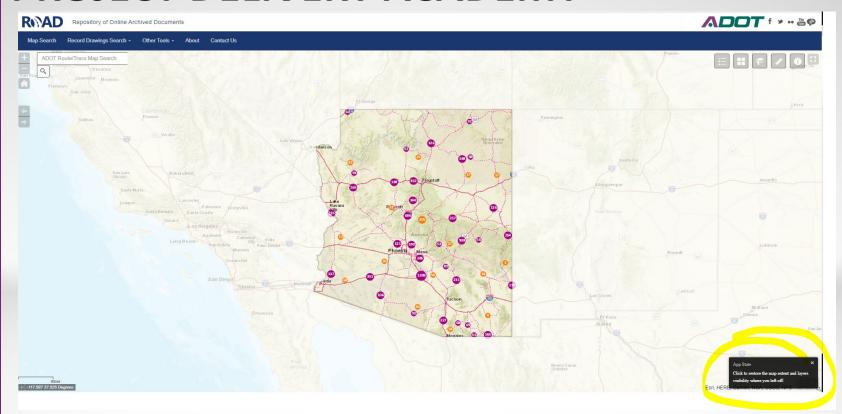




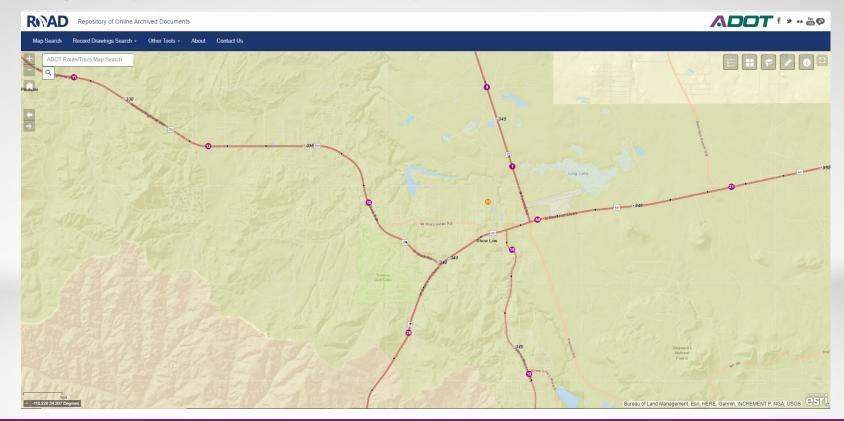




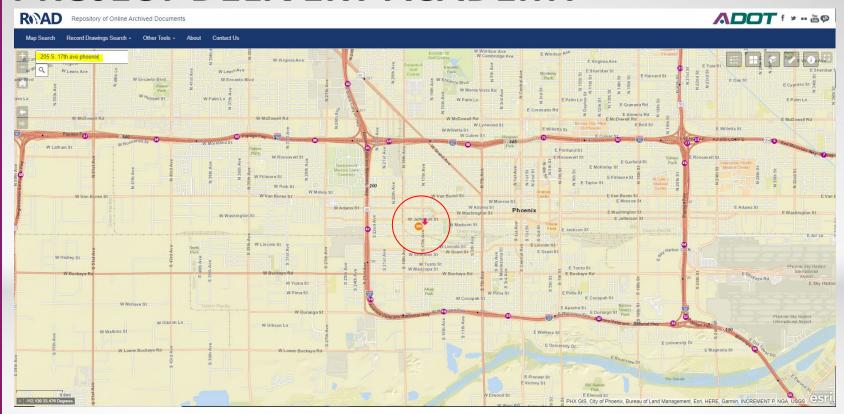




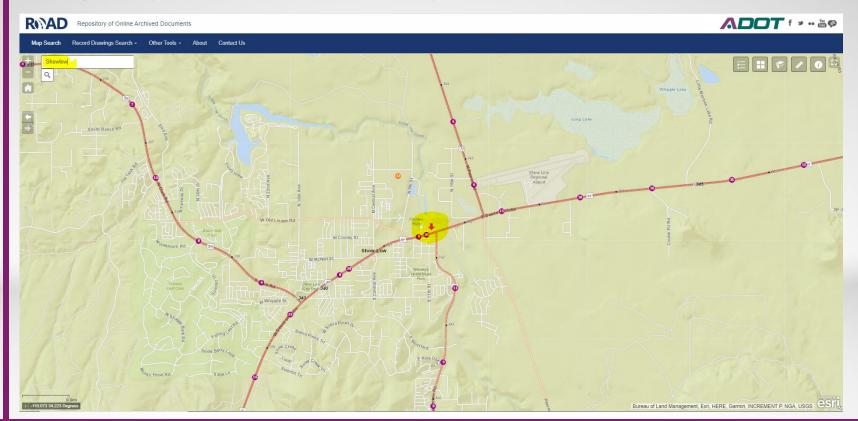




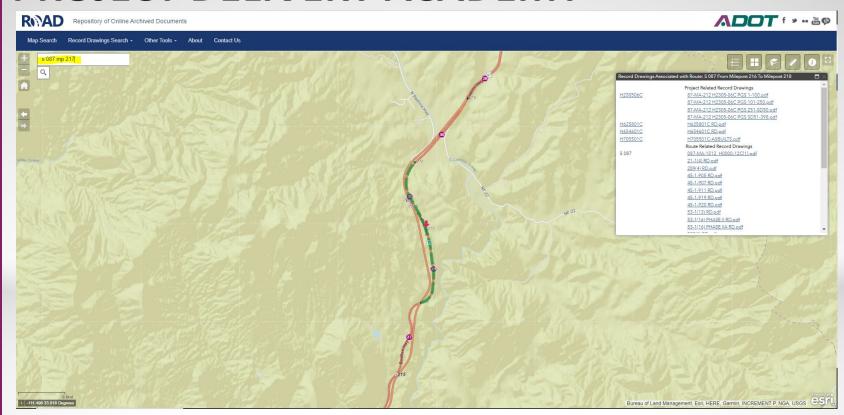




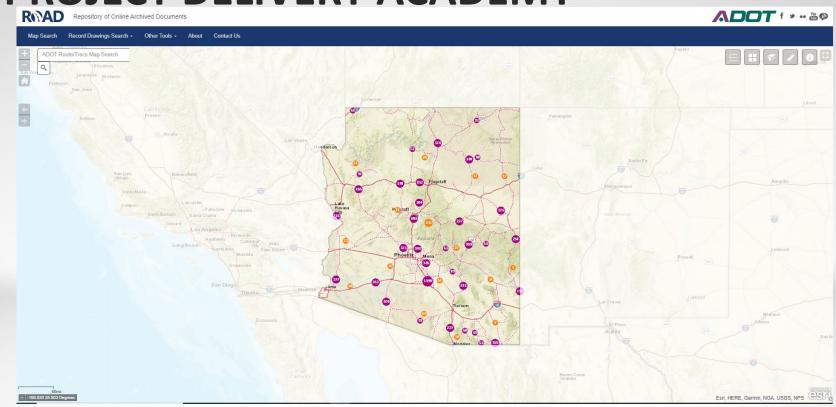




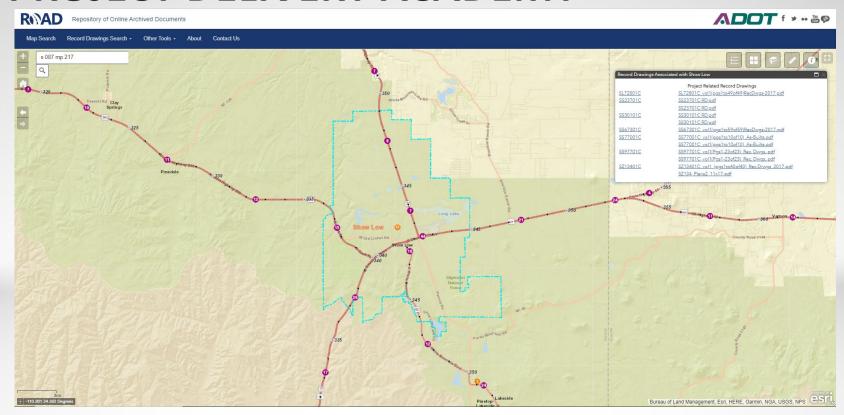




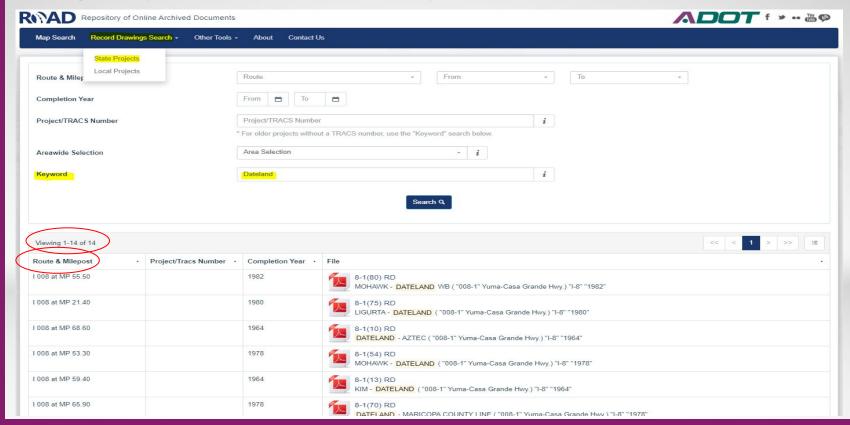




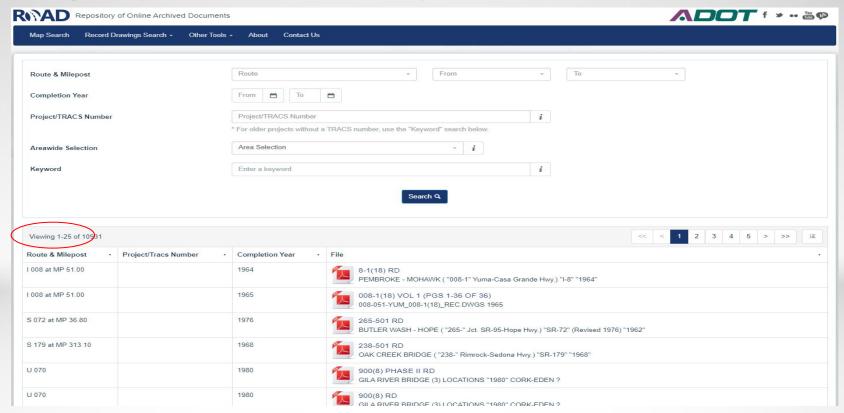




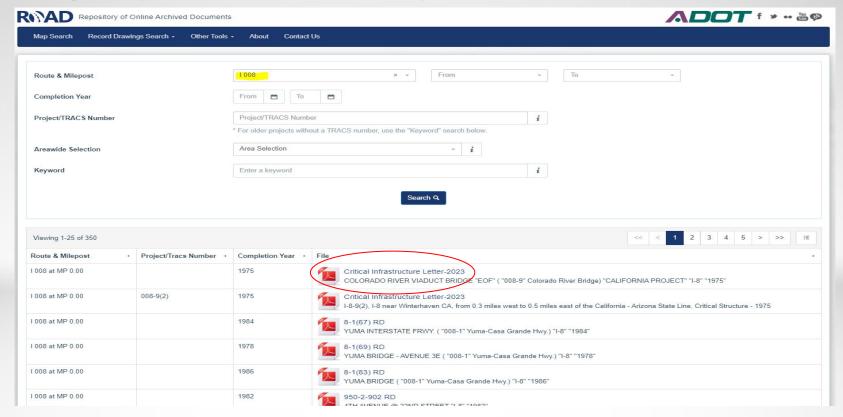
















Our True North: Safely Home

Infrastructure Delivery and Operations

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

#### NOTIFICATION

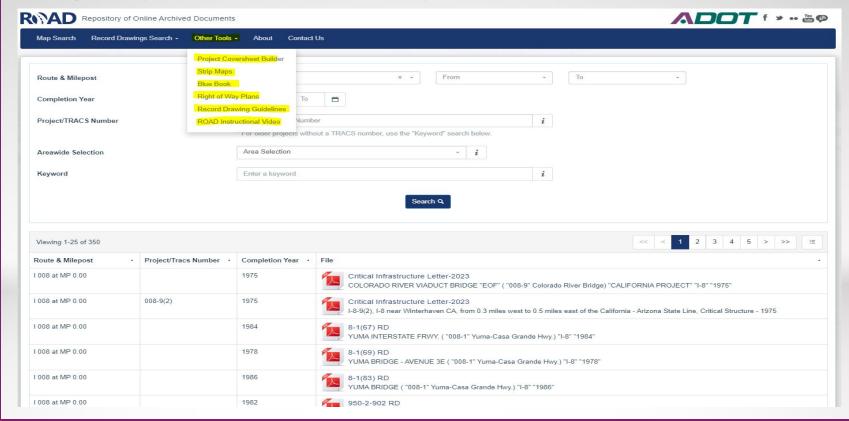
This record drawing has been designated as critical infrastructure and protected by the critical infrastructure act of 2002 (6 USC 673) and therefore confidential and exempt from disclosure.

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: <a href="https://www.azdot.qov/media">https://www.azdot.qov/media</a>. ADOT Office of Risk Management responds to public record requests in compliance with ARS 39-121.









https://road.azdot.gov/



### Questions on the ROAD Portal?

Contact Info: RecordDrawings@azdot.gov

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