PROJECT DELIVERY ACADEMY
MODULE 6: CONSTRUCTION CLOSEOUT AND MAINTENANCE

Project Resource
OFFICE

ADOT

Presented by:

Philip Schaffer

Project Resource Office

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Topics:

- Record Drawings (PKA As-Builts)

- ROAD Portal

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

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"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 Drawing Guidelines

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 Drawings must now be submitted in PDF/A format to Record Drawings.

- Record Drawing Project Submittal Form Revised June 2019.
- Record Drawing Guidelines - Revised June 2019
- 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

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Record Drawings

Located on the Project Resource Office Internet web site at:
www.azdot.gov/business/ManagementServices/ProjectResourceOffice/record-drawing-guidelines

Project Management Services

Project Resource Office

Overview	Active Project List: Project Managers Report	Scheduling Tools and Documentation
Websignon (PEP, E2C2, SURF, etc.)	Historical Bid Unit Price Lookup - E2C2	PRB and PPAC Calendars
Record Drawings Guidelines	ROAD - Repository of Online Archived Documents	

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

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!)

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)   Registration Number   Expiration Date
    (Signature Required)
Registered Professional Engineer
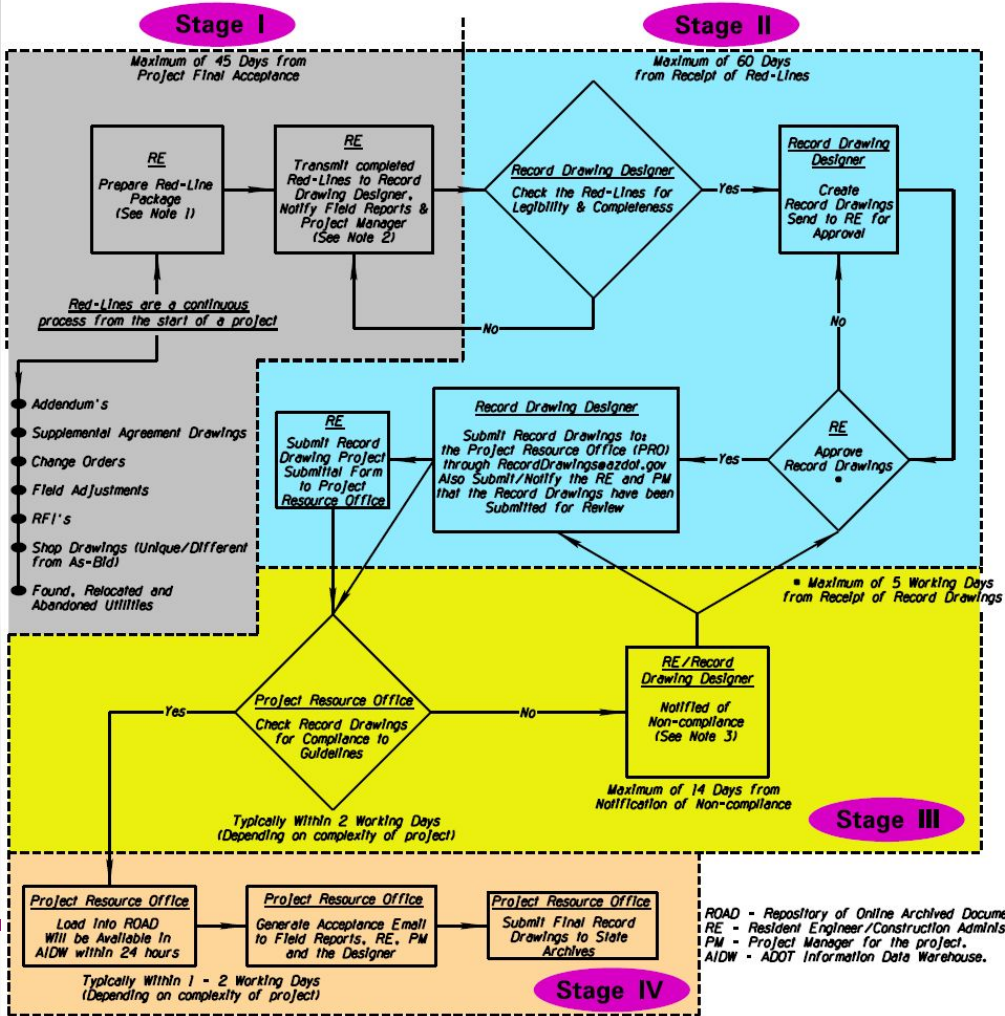
Rev. 8/2017

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FLOWCHART

Red-Lines / Record Drawing Plans Flowchart

Red–Lines /Record Drawing Plans Flowchart

Rev. 10/2017

Stage I **Stage II**

Maximum of 45 Days from Project Final Acceptance

Maximum of 60 Days from Receipt of Red-Lines

RE
Prepare Red-Line Package
(See Note 1)

RE
Transmit completed Red-Lines to Record Drawing Designer. Notify Field Reports & Project Manager (See Note 2)

Record Drawing Designer
Check the Red-Lines for Legibility & Completeness

Yes →

Record Drawing Designer
Create Record Drawings Send to RE for Approval

Red-Lines are a continuous process from the start of a project

No

No

- Addendum's
- Supplemental Agreement Drawings
- Change Orders
- Field Adjustments
- RFI's
- Shop Drawings (Unique/Different from As-Bid)
- Found, Relocated and Abandoned Utilities

RE
Submit Record Drawing Project Submittal Form to Project Resource Office

Record Drawing Designer
Submit Record Drawings to: the Project Resource Office (PRO) through RecordDrawings@azdot.gov Also Submit/Notify the RE and PM that the Record Drawings have been Submitted for Review

Yes →

RE
Approve Record Drawings
•

• Maximum of 5 Working Days from Receipt of Record Drawings

Project Resource Office
Check Record Drawings for Compliance to Guidelines

Yes

No →

RE/Record Drawing Designer
Notified of Non-compliance
(See Note 3)

Maximum of 14 Days from Notification of Non-compliance

Stage III

Typically Within 2 Working Days (Depending on complexity of project)

Project Resource Office
Load Into ROAD Will be Available In AIDW within 24 hours

Project Resource Office
Generate Acceptance Email to Field Reports, RE, PM and the Designer

Project Resource Office
Submit Final Record Drawings to State Archives

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

Typically Within 1 - 2 Working Days (Depending on complexity of project)

Stage IV

Roles & responsibilities

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Questions on Record Drawings?

Contact Info: *RecordDrawings@azdot.gov*

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- Record Drawings

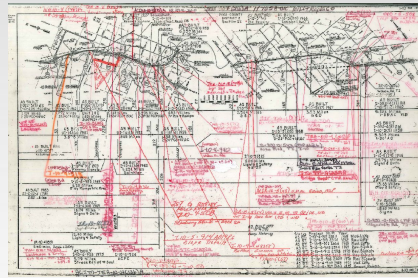- ***ROAD Portal***

PROJECT DELIVERY ACADEMY
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
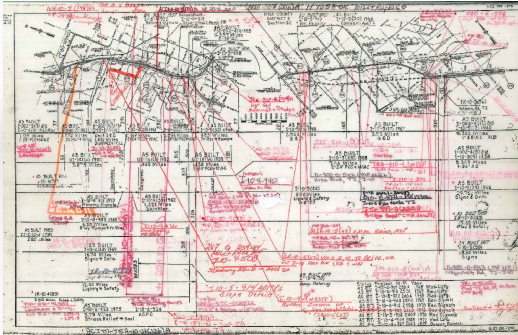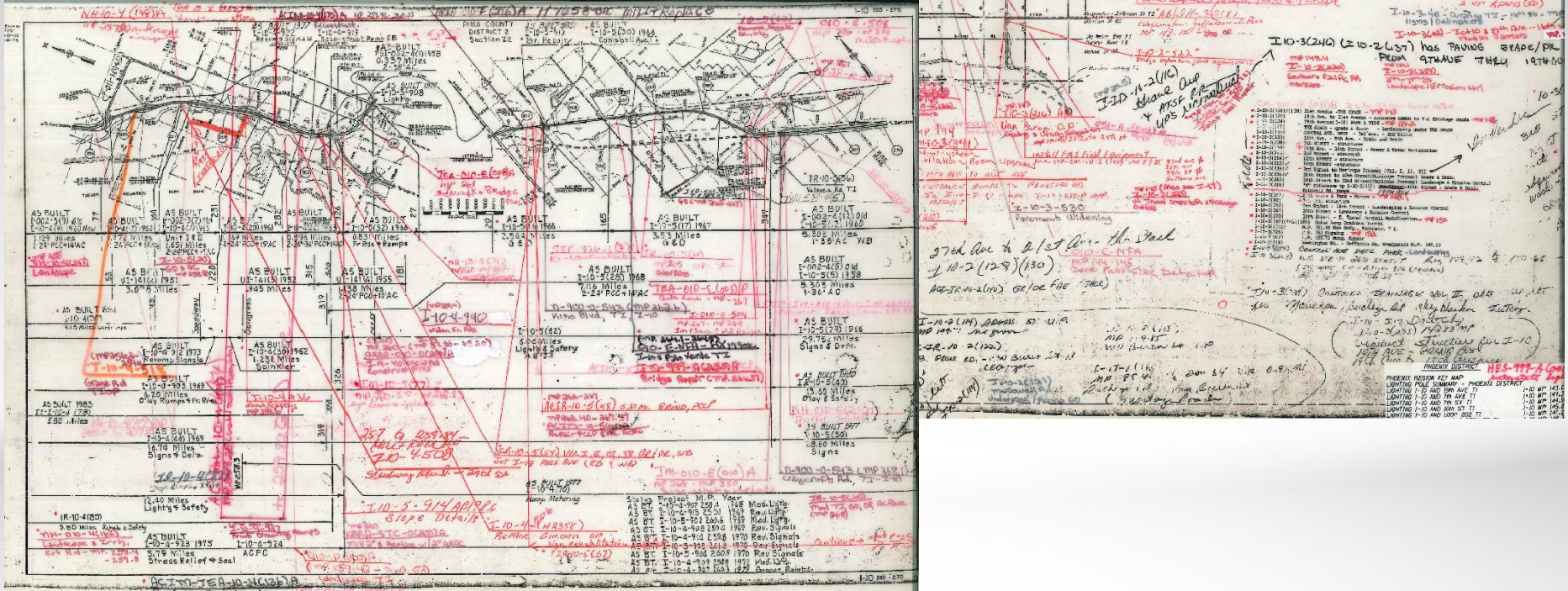
PROJECT DELIVERY ACADEMY
ROAD Portal

~ 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 5% of the files either were not scanned or were not uploaded (we are working to get these uploaded)

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Strip Maps from Engineering Records (I-10 Phoenix)

Link to the ROAD portal

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

https://road.azdot.gov/

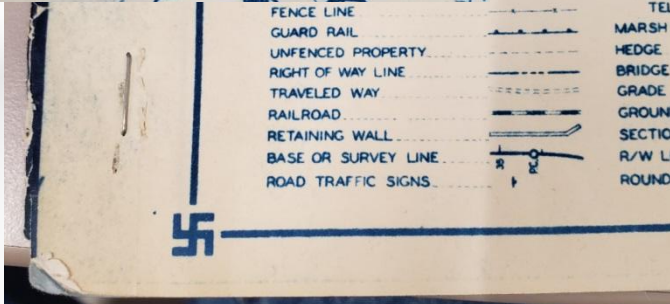# Questions on the ROAD Portal?

Contact Info: *RecordDrawings@azdot.gov*

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Specialist

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ROAD Portal

WWII ended September 2, 1945

Engineering Records