



SC Obtaining Electronic Project Plan Files

Revision and Approval

Revision	Date	Nature of Changes	Approved By
1	08-31-2023	Revised	Richard Foley
0	12-05-2017	Original Issue	Steve Altman

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for obtaining electronic project plan files from the project designer. It is important to note that the signatures, seal information, names, and plan sheet border will be removed from the project plan drawings prior to release. The released electronic project plan files will not be considered as project plan sheets. Final as-built corrections must be prepared on the project plan sheets.

Electronic project plan files should only be requested for drafting purposes to prepare Change Orders, value engineering change proposals, as-built corrections, and any other construction support operations (e.g., falsework layout, 4-scale, etc.). Requests to use electronic project plan details for other reasons than stated above will only be approved on a case-by-case basis.

Process Inputs

1. Contract approval.
2. Contract administration document needs.
3. Contractor request for electronic project files.

Procedure

1. Review the *Project Delivery Processes and Procedures Manual*, [PDPP 4.1.5](#), *Release of Electronic Plans*, for information on the release of electronic in-house project plan files.
2. Confirm with the Structure Project Engineer or Design Oversight Engineer for externally funded projects the software type required to edit the electronic project plan files and verify your computer is equipped with it. Contact HQ-IT to install software if necessary. If electronic project plan files are requested by the Contractor, advise them of the type of electronic project plan files that will be released.
3. Submit a written request to the:
 - a. Bridge Design Office Chief per guidance in PDPP 4.5.1, *Release of Electronic Plans*, for in-house project plans.
 - b. Design Oversight Engineer for externally funded projects and provide the following information:
 - i. Your name
 - ii. Office address
 - iii. Phone number
 - iv. Email address
 - v. Project Identification or Contract Number
 - vi. Reason for requesting the electronic project plan files
 - vii. Bridge Number(s)
 - viii. Project Plan Drawing Sheet Name
 - ix. Project Plan Drawing Sheet Number.

Process Outputs

1. Electronic project plan files.

Attachments

None