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State of Vermont

*Agency of Transportation*  
CADD Steering Committee  
CADD Technical Committee

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**Distribution: AOT CADD Users, CADD Help Distribution List, Consultant CADD Users**

**Approval Date: January 1, 2014**

**Subject: Consultant Submittal of Project Design Files**

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On February 7<sup>th</sup> of 2013 the CADD Technical Committee reached a decision to make the following recommendation to the CADD Steering Committee, to be forwarded on for agency wide standard practice.

- All projects shall require applicable milestone step submittals, e.g., Conceptual, Preliminary, Final, Pre-Contract and Contract Plans. Submittals from consultants shall include all applicable MicroStation and InRoads files for each milestone step submittal as part of the project deliverables. Project deliverables shall be stored in the project's "Consultants" folder on the AOTCADD server (M: drive) per consultant CADD Management folder structure guidelines. These applicable files shall include all MicroStation files directly used in the production of the step submittal plan set, as well as all InRoads files used to create elements of the design that are directly used in the production of the step submittal plan set. These files shall conform to standards set forth in the most recent revision of the *Vermont Agency of Transportation CADD Standards and Procedure*.

Locally managed projects that do not involve the Vermont State Highway System or a Town Highway bridge, do not require adherence to VTrans CADD standards and shall be excluded from this directive.

This requirement is made in an effort to ensure that VTrans possesses all necessary files to reproduce and utilize plan sets and their individual component elements. The agency's ability to store and archive data in an organized, standardized, and functional way is critical to our ability to maintain valuable CADD data.

The requirement to have milestone submittals and reviews of design data e.g., MicroStation and InRoads files is critical to our ability to maintain CADD Standards. Project data that goes unchecked throughout the project development process can fall out of standard compliance, causing problems for design support staff who are expecting to find data stored per VTrans CADD standards. Generally if projects start off in compliance it is relatively easy to keep them in compliance, however, projects that start off out of compliance and go unchecked through several milestones submittals often reach a point where getting them into compliance is costly but necessary to maintain interoperability. The archiving of these files also allows VTrans the ability to reproduce and utilize consultant drawings to meet agency needs in many different scenarios.