
State of Vermont

Agency of Transportation
CADD Steering Committee
CADD Technical Committee

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

Approval Date: January 1, 2014

Subject: Storage of Portable Document Files (PDF) of Design Plans

On February 7th 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.

- PDF files of plan sets for each applicable milestone step submittal, e.g., conceptual, preliminary, final, pre-contract, and contract shall be stored in the owning section folder of the project directory on the AOTCADD server (M: drive). These files shall be geospatially referenced to the Vermont State Plane Grid, and shall be full size (22" x 34") sheets, plotted to scale. These files shall conform to standards set forth in *Section 7.2* of the most recent revision of the *Vermont Agency of Transportation CADD Standards and Procedure* manual. These files shall be created by Agency staff when the project is developed internally, and shall be required as a part of consultant's deliverable package for each milestone step submittal.

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.

The agencies' ability to store and archive project plan sets and data in an organized and standardized way is critical to our ability to maintain valuable construction project plan set data.

Conceptual, Preliminary, and Final Plan Sets are utilized in verifying CADD Standard plotting requirements and compliance, and as reference material during the design for Agency design support staff. This requirement is made to ensure that design support staff is able to find files necessary to their production process and work flow. This requirement will also eliminate the need to save paper plan sets in flat file drawers. An electronic version of the contract plan submittal set shall also be stored in the project folder on the AOTCADD server. The AOTCADD server is where all CADD related engineering design and drafting work is performed and is a key component in CADD Standards. It has been determined that designers, project engineers, and other involved sections need to have electronic versions of the current plan sets. Contract Plans in PDF format are regularly used during the construction period to review and make changes as needed for varying field conditions.