



### **Providing Electronic Files to Non-Department Entities**

It is the intent of the SCDOT to cooperate fully with all those with whom we do business. There are recognized shortcomings when the Department tries to provide electronic files to others in a format that is not native to the Department's operation. In light of the possible incomplete or errant electronic information that may be shared with other business affiliates, the Department will provide electronic information to non-Department entities only in the format the Department used to create the requested data. In the fullest degree of cooperation with the engineering community and the public, electronic vector files of plans, standards, specifications, or any other available electronic information may be provided through shared file sites, Internet and disks. Electronic files should only be provided with hard copies of the same information, unless the recipient has already obtained a hard copy of the information or the recipient obtains electronic raster images through shared files and/or the Internet. It is the responsibility of the recipient of the electronic files to verify the electronic files with the paper or raster copy. The paper or raster copy of all information provided shall be the governing document. The disclaimer shown below should be placed in every electronic document file prior to distribution.

#### **Disclaimer**

These electronic files were created by the South Carolina Department of Transportation (SCDOT) for the sole purpose of creating a set of plans for project development at the site shown. SCDOT believes that the information contained herein is reliable and generally accurate for the purpose intended. However, since physical conditions may vary and can change over time, SCDOT makes no performance guarantees, expressed or implied warranties and assumes no obligation or liability for the reliability or accuracy of the information contained herein; or for the accuracy of the information translated by the Department's software for use with end users' software. The paper copy of the electronic information, if available, shall govern over the electronic stored copy. Only the paper copy of the information may be used to determine errors and omissions in the documents. SCDOT assumes no liability for hardware or software damage that may result from the use of the electronic files provided on disk, tape or by electronic transfer due to unknown viruses that may reside on the electronic media when transferred to the end user.

Requesting copies of electronic files may incur costs if research, file manipulation and/or storage media is required. There is a cost for copies of paper documents. Delivery of electronic and hard copy files and plans to other government entities and public utilities is at no cost to those groups as long as sharing these files are deemed in the best interest of the Department. Files to be used to generate profit or to complete work for private interests will be charged the established rate. If the shared files are given to a Consultant in order to perform work at the request of the Department, there is no cost for the electronic or hard copy files and plans.

Electronic information is provided as employee time and availability permits. When large amounts of time are needed to gather data, a deposit from the requestor may be required.



Summary of Details

- 1) CADD drawing files are only provided in MicroStation Format.
- 2) Files are provided to Consultants working on projects in conjunction with SCDOT projects.
- 3) Files are provided to Cities, Counties, other government entities and utility companies at no charge when deemed in the best interest of the Department.
- 4) Files are provided to the Prime Contractor, if requested, only after they are awarded a project at no charge.
- 5) **Files are provided during letting “FOR INFORMATION ONLY” on a “trial” case by case basis to all prospective bidders via the Extranet – beginning with select projects in the November 2019 letting.**
- 6) Files are provided to Property Owners, before letting, if the project impacts their property and authorized by the project manager at no charge.
- 7) Files are available to anyone after the project is let and awarded. (Fee Based)
- 8) Files are noted and labeled “Preliminary” if the project hasn’t been let to contract.
- 9) Disclaimer is placed in electronic files directory or placed in the correspondence delivered to requestor except when provided to Consultants for a Department project.
- 10) Requestor should have a paper copy or raster image of the plan sheets being requested. (Fee Based on number of sheets)
- 11) Requestor can subscribe to SCDOT Plans Online system to access plans. (Fee Based)

**Hard Copy Plan Prices**

No Research -- \$1.00 per full size (22"x36") and \$0.50 per half size (12"x18") black and white

Research Required --\$1.75 per full size (22"x36") and \$1.25 per half size (12"x18") black and white

**Contact for Hard Copy Plan Sheets and/or access to SCDOT Plans Online System:**

Attention: Mark Lorick, Room G-23  
 South Carolina Department of Transportation  
 Plans Storage Office  
 Post Office Box 191  
 Columbia, South Carolina 29202-0191  
 Email: [planstorage@scdot.org](mailto:planstorage@scdot.org)  
 Telephone: (803) 737-7236

**Electronic File Transfer Prices**

Research and Transfer Fee -- \$30.00 per hour -- \$15.00 Minimum

SCDOT Plans Online System -- \$60.00 yearly

**Contact for Electronic Cadd Files:**

Jeff Brown	<a href="mailto:brownrj@scdot.org">brownrj@scdot.org</a>	803-737-6873
Iris Neal	<a href="mailto:nealif@scdot.org">nealif@scdot.org</a>	803-737-9964

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