



South Carolina
Department of Transportation

Design-Build File Naming Conventions

When uploading files to ProjectWise, it is critical that all files are named consistently. By using these naming conventions SCDOT can maintain a uniform file structure in ProjectWise across all Design-Build Projects.

Design Preparation Submittals - The Submittal Number shall be a 3 digit number (001-999). Document Number shall be a 3 digit number (001-999). Each original file in a submittal shall have a unique Document Number. Revisions to a file shall have the same Document Number but are denoted with a revision number as detailed below. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: Prep_SubmittalNumber.DocumentNumber_PROJECTID_DocumentName
Example: Prep_001.005_P038115_RoadwayPlans

Revisions to a file shall be denoted with an underscore "R" and the revision number (_R#) after the Document Number.

- Format: Prep_SubmittalNumber.DocumentNumber_R#_PROJECTID_DocumentName
Example: Prep_001.005_R1_P038115_RoadwayPlans

Statement of Qualifications (SOQs) - shall be submitted in accordance with RFQ Section 5.1.1 with the naming convention below:

- Format: PROJECTID_Contractor-Designer_SOQ_YYYYMMDD
Example: P038111_Crowder-P&P_SOQ_20210401

Questions - The Design-Build Team (Contractor-Designer) name may be abbreviated but shall include all names of a joint venture if applicable. Phases of the procurement include Request for Qualifications (RFQ, RFQ1, RFQ2, etc.), Industry Review (IR, IR1, IR2, etc.) and Final (Final, Final1, Final2, etc.). Type describes the nature of the questions being submitted, either Non-Confidential (NCQ) or Confidential (CQ).

- Format: PROJECTID_Contractor-Designer_PHASE_TYPE_YYYYMMDD
Example: P029208_AW-ICE_IR_NCQ_20210401

Alternative Technical Concepts (ATCs) - Proposer shall input the required attributes for ATCs when uploading to ProjectWise which will automatically create an approved file name for each document.



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Technical Proposals - shall be submitted in accordance with RFP Section 4.3 with the naming convention below:

- Format: PROJECTID_Contractor-Designer_TECHPROP_YYYYMMDD
Example: P038111_UIG-KCI_TECHPROP_20210401

REDACTED Technical Proposals - shall be submitted in accordance with RFP Section 4.3 with the naming convention below:

- Format: PROJECTID_Contractor-Designer_TECHPROP_YYYYMMDD-REDACTED
Example: P038111_UIG-KCI_TECHPROP_20210401-REDACTED

Design Submittals - The Submittal Number shall be a 3 digit number (001-999). Document Number shall be a 3 digit number (001-999). Each original file in a submittal shall have a unique Document Number. Revisions to a file shall have the same Document Number but are denoted with a revision number as detailed below. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: SubmittalNumber.DocumentNumber_PROJECTID_DocumentName
Example: 001.005_P038115_FinalRoadwayPlans

Revisions to a file shall be denoted with an underscore "R" and the revision number (_R#) after the Document Number.

- Format: SubmittalNumber.DocumentNumber_R#_PROJECTID_DocumentName
Example: 001.005_R1_P038115_FinalRoadwayPlans

RFC Submittals - The submittal number for RFC submittals shall be the same 3 digit number that was used for the Final Design Submittal in both Submittal Number and Document Number. "RFC" should be inserted in place of Revision number. Any Revisions after RFC will be denoted with a revision number as detailed below. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: SubmittalNumber.DocumentNumber_RFC_PROJECTID_DocumentName
Example: 001.005_RFC_P038115_FinalRoadwayPlans

Revisions to a file shall be denoted with an underscore "R" and the revision number (_R#) after "RFC".

- Format: SubmittalNumber.DocumentNumber_R#_PROJECTID_DocumentName
Example: 001.005_RFC_R1_P038115_FinalRoadwayPlans



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Shop Drawings - The Shop Drawing Number shall be a 3 digit number (001-999). Each Shop Drawing shall have a unique Shop Drawing Number. Revisions to a file shall have the same Shop Drawing Number but are denoted with a revision number as detailed below. The first Page in each Shop Drawing Submittal shall be a completed Transmittal Form and all supporting documentation shall be in the same PDF file. Revised Shop Drawing shall include edited sheets, additional sheets, and all original sheets which remain valid. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: SD-ShopDrawingNumber_PROJECTID_DocumentName
Example: SD-001_P038115_Bearing Pads

Revisions to a file shall be denoted with an underscore "R" and the revision number (_R#) after the Document Number.

- Format: SD-ShopDrawingNumber_R#_PROJECTID_DocumentName
Example: SD-001_R1_P038115_Bearing Pads

Contract Request (CR) Submittals – (RFI, DCN, FCN, CCR) The CR Number shall be a 3 digit number (001-999). Each CR regardless of type shall have a unique CR Number. If a CR requires revision, it shall supersede all previous submittals and therefore must include all necessary attachments. A new CR form shall be submitted with the original identification number and applicable revision number (e.g. CR-001-R1). The first Page in each CR Submittal shall be the Transmittal Letter and all supporting documentation shall be in the same PDF file. Revised CR submittals shall include edited sheets, additional sheets, and all original sheets which remain valid. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: CR-CRNumber_PROJECTID_DocumentName
Example: CR-001_P038115_Deck Drains Modification
Revisions to a file shall be denoted with an underscore "R" and the revision number (_R#) after the Document Number.
- Format: CR-CRNumber_R#_PROJECTID_DocumentName
Example: CR-001_R1_P038115_Deck Drains Modification