

## **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.

**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 20190401

**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 Industry Review (IR1, IR2, etc.) and 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\_IR2\_NCQ\_20190401

**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.

**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 20190401

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

**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.

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



## **Design-Build File Naming Conventions**

**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