March 15, 2004

INSTRUCTIONAL BULLETIN NO. 2004-9

SUBJECT: Design Field Review Plans to Project Web
EFFECTIVE DATE: March 8, 2004
SUPERSEDES: None
RE: Engineering Reproduction Job Ticket (Attached)

The Design Field Review (DFR) plans produced by Road Design will be made available to users of the Department's intranet through Project Web. Access to the plans will be from Project Viewer only. Updates to the DFR plans will not be made. The DFR plans represent that phase of project development when the plans are reviewed in the field to verify that its design meets the project scope. After the DFR, the plans are to be scanned again showing all recommendations. Both, the "before" and "after" DFR plans will be published on project viewer.

As plans are made for the Project Development Team to meet and review the project design in the field, the final DFR plans are taken by the Design Group to Engineering Reproduction Services (ERS) for printing. The Design Group Coordinator will ensure that ERS is advised that the plans are to be scanned and are the DFR plans to be published through Project Web. The Design Group Coordinators or their representatives will be responsible for informing the ERS staff which DFR plans they are. Both, the "before" and "after", DFR plans will be taken to the ERS for scanning and printing. The Engineering Reproduction Job Ticket should be filled out as shown on the attached example. After placing "DFR" put in parentheses the letter "B" for Before and "A" for After. Add the PIN next to the File Number.

If changes are necessary to the "before" DFR plans, the Design Group should provide only the changed or additional sheets to ERS with instructions on how to modify the original set of DFR plans. "After" DFR plans will be scanned only once with no future changes.

Engineering Reproduction Services will scan the "before" and "after" DFR plans to file during the printing process. Both "before" and "after" plans will be scanned as a CALS file (black and white). ERS will advise CADD Support when the DFR plans are available for linking to Project Web through Project Viewer. A unique icon for each, the "before" and "after" DFR plans, will be located on the task bar on Project Viewer in order to access the DFR plans.

If more than one DFR is held, then only the latest DFR plans will be published. ERS will overwrite the previously scanned DFR plans with each subsequent set of DFR plans.

Those projects that are currently beyond the DFR stage will not have their DFR plans scanned and placed on Project Web. The names of all individuals that are invited to attend the DFR will be placed on the DFR plans Title Sheet in the appropriate location by the Design Group prior to the DFR and prior to having the plans scanned for printing and publishing.   Since the "after" DFR plans will be scanned in black and white, the Design Group or whoever records the changes on the official DFR plans are requested to boldly circle the changes to bring attention to those areas of the DFR plans. The DFR Title Sheet will not need to use the circles to highlight the information placed on the sheet during the DFR.

Approved: _____

E. S. Eargle
Road Design Engineer

ESE:afg

Attachment

cc:
Mark C. Lester, Prog. Dev. West   CRM East
Rocque Kneece, Prog. Dev. East   CRM West
Doug McClure, Bridge Design Engr.   Al Barwick, CRM Manager
Clem Watson, Director of CRM Operations   Jim Frick, Contract Document Facilitator
Charles K. Smoak, Hydraulic Engineer

ENGINEERING REPRODUCTION JOB TICKET

File or Subject ___*File # / PIN*___ Date _____ 20 _____

No. of Pages *All*___ No. of Copies ___*No. Needed*___Total Prints *All*_____

Sheet Nos._____ No. of Copies _____ Total Prints_____

_____ *DFR (B. or A)* _____ *Scan* _____

Media Bond	(Yes) Sort No	(Yes) Bind No

Size:(50%, 100%, 150%, 200%, 400%) Specify if Other: _____

— *Note size* —

Requested By: *– Your Name –* Department *Road Design*

NOTE: PLEASE FILL OUT COMPLETELY