



Specifications for Electronic Plan Submittals to the Iowa Department of Transportation

Electronic plans submitted by consultants or local agencies to the Iowa Department of Transportation for letting by the Department shall conform to the following file specifications.

All electronic plans shall be submitted in Adobe Acrobat Portable Document Format (PDF). The Iowa DOT recommends submitting PDF files that are Version 1.4 or higher. This file version can be produced using the Adobe Acrobat Standard software, version 5.x or higher. However, earlier PDF file versions will be accepted. PDF files shall also conform to the following requirements:

1. Composition

- a. The resolution of the PDF file shall be exactly 600 dpi (dots per inch).
- b. The recommended color setting for PDF files shall be black and white. However, if color is necessary to allow a plan sheet to be more easily understood, then color PDF files may be submitted.
- c. Raster images will be allowed inside of PDF files, but they shall follow the same color requirements noted above. Raster images contained inside of a PDF file should use JPEG compression.
- d. If the plan set contains less than 10 cross-section sheets, the entire plan set shall be submitted as a single, multi-page PDF file. If the plan set contains 10 cross-section sheets or more, two PDF files shall be submitted: one containing just the cross sections, and one containing all the other plan sheets.
- e. Each page in the PDF file shall be sized for printing on 11"x17" paper using landscape orientation.

2. Naming Convention

- a. Each PDF file shall be named in using the contract I.D. number, which is derived from the Iowa DOT project number. For a plan that will involve multiple project numbers, contact the Iowa DOT administering office to determine which project number should be used to derive the Contract I.D. number.
- b. For projects let using a primary highway project number, the file name shall be CC-RRRS-PPP.pdf; for projects let using a non-primary highway project number, the file name shall be CC-XXXX-PPP.pdf, where:

CC = the two-digit county number

RRR = the three-digit route number

S = the federal control section number

XXXX = the four digit city control number or alpha-numeric county control number, and

PPP = the three-digit parenthesis number for the project

_C= the plan contains color plan sheets

Examples:

Primary project number IMX-35-3(167)129--02-77 would be "77-0353-167.pdf".

County project number FM-C085(93)--55-85 would be "85-C085-093.pdf".

City project number STP-U-0155(614)--70-85 would be "85-0155-614.pdf".

City project number STP-U-0155(614)--70-85 with color sheets would be "85-0155-614_C.pdf"

If the cross-sections are submitted as a separate file, the file shall be named according to the same convention, except that "_X-sec" shall be added to end of the file name. For example, the cross section file for NHS-30-2(105)-19--85 would be named "85-0302-105_X-sec.pdf".

Place each pdf into a folder named the same as the plan or cross section. Then submit the folder(s) to W:\Highway\Contracts\PlanTurnIn.

3. Submitting Electronic Plan changes

The Office of Contracts **accepts plan changes** ~~provides a two week change period following the turn in date~~ to allow for revisions to the plans. When changes are required ~~within the two week change period~~: Call or email the Office of Contracts as soon as possible to inform them of the proposed plan changes.

Draft the changes and create **a** new PDF files of ~~all the affected sheets~~ **the entire plan**. Prepare copies of the revised sheets **that change bid items** and highlight ALL changes. Highlighted copies can be prepared electronically.

~~If there are few PDF files, submit the revised sheets as single PDF pages. The Office of Contracts will incorporate them into the multi page PDF of the entire project. If there are many PDF files, incorporate the revised sheets into the original multi page PDF that was submitted at Contracts Turn In and submit the new multi page PDF to the Office of Contracts.~~

Submit the revised ~~sheets~~ **plan** and highlighted change sheets by placing them in the correct Contract ID folder under W:\Highway\Contracts\PlanTurnIn\PlanChanges.

For Local Systems/Systems Planning/Other Office projects designed by consultants:

Submit the revised ~~sheets~~ **plan** and highlighted change sheets via e-mail to the Contracts Estimator responsible for the project.