```
9999999998
  BRFinal
    CALCS
    CC-RRRS-PPP Review
    Design Event
      CC-RRRS-PPP
        Standards
      CC-RRRS-PPP_eFiles_(Bridge)
      CC-RRRS-PPP_eFiles_(Road)
      CC-RRRS-PPP_X_SEC
    DOCS
    Sketches
    Support
    XYZ-CORP
      CALCS
      Design Event
        CC-RRRS-PPP Submittal
          CC-RRRS-PPP_eFiles_(Bridge)
          CC-RRRS-PPP_eFiles_(Road)
          CC-RRRS-PPP_X_SEC
          Standards
        CC-RRRS-PPP_Addendum_2050-01-01
        CC-RRRS-PPP_Complete_Current_Plan_(PDFs)
        CC-RRRS-PPP_Contracts_2050-01-01_Changes
        CC-RRRS-PPP_Contracts_2050-01-01_Initial_Turn-In
        CC-RRRS-PPP_Revision_2050-01-01
      DOCS
      Support
    Saved Searches
  BRPrelim
    B1_Submittal
    B2_Submittal
    Concept_Submittal
    DOT
      CALCS
      DOCS
      Support
    Permits_Regulatory
    RIDB
    XYZ-CORP
    Saved Searches
```

The default folder structure for projects includes two root folders for bridge related projects. BRFinal for final design of a project and BRPrelim for the preliminary design, hydraulics and permit related documentation.

For Preliminary Design:

--BRPrelim

Limit the root folder BRPrelim to deliverables with working/support files under the subfolders.   The BRPrelim folder should contain the STR file(s).

Example files:

    STR_99003038_DOT_Z04.dgn   DOT STR file deliverable.
    STR_99003038_ XYZ-CORP_Z04.dgn   Consultant STR file deliverable (XYZ-CORP = consultant).

--B1_Submittal (B1 Event, use as required.) This is used for Bridges and Structures Layout for bridge final design. **B1** event, pdf/doc deliverables (TSL/Easement limits drawings, etc.)

Example files:

    TSL_99_0115.pdf   TSL/Situation Plan.
    TSL_99_0215.pdf   TSL/Situation Plan.
    EASE_Limits.pdf

--B2_Submittal (B2 Event, use as required.) This is used for drainage design and miscellaneous layout sent to the Office of Design. **B2** event, pdf/doc deliverables (Culvert, repair plan drawings, etc.)

Example files:

    990215.pdf   Repair design plan.
    P_99_208+00.pdf   Pipe culvert plat plan.
    PrelimSchedule_99003038.xlsx   Pipe schedule.

--Concept_Submittal (Use as required.) Concept pdf/doc deliverables (Concept statement/drawings, etc.) for non-B0 project concept development. These are for projects initiated outside of the Office of Bridges & Structures.

--DOT Store file used to manage referenced information attached to the Structures/TSL sheet models.

Example file:

    REF_99003038_DOT.dgn   DOT REF file.

    --CALCS Store project related calculations.

    --DOCS Store project related documentation and communication.

    --Support Suggested use for files that do not belong in other folders.

--Permits_Regulatory (Use as required.) Store all permits and permit applications in PDF format. (IaDNR FP- SL, Record of Coordination, Levees, CG, etc.). Applications supporting documents should be stored in Docs subfolder.

~~**RIDB** (Use as required.) Store information for Riverine Infrastructure Database.~~

~~**XYZ-CORP** (Consultant folder added when the consultant is assigned the project.) Consultant named sub folder for storage of managed referenced information and project text file.~~

~~Example files:~~

> ~~REF_99003038_ XYZ-CORP.dgn   Consultant REF file.~~
> ~~Manifest_ XYZ-CORP.txt   Optional but recommended file for listing deliverables.~~

For ~~further~~ explanation of **BRPrelim** folder structure and files see **Preliminary Bridge – Electronic Deliverable**s ~~Format~~ document. (http**s**://iowadot.gov/bridge/automation-tools/microstation-documentation)

For Final Design:

--BRFinal

Limit the root folder BRFinal to deliverables with working/support files under the subfolders. The BRFinal folder should contain the BRG file(s). This should also include any copy of referenced files or raster images that are being used in the CADD file, unless those referenced files or images are linked to their appropriate location in ProjectWise. (Verify all links are established and valid.)

Example file:

> BRG_99003038.dgn   BRG file deliverable.

--**Sec01**, **Sec02**, **Sec03** etc.

These folders are sometimes added for larger projects.

--**CALCS** Subfolder **CC-RRRS-PPP**. Store project related calculations.

--**CC-RRRS-PPP Review** (Contract ID review folder added by designer to turn in files for review.) Store project plan for review before turn in for letting and related comments. All review versions of plans are stored here with the date appended to each version included in the file name CC-RRRS-PPP_MM-DD-YYYY (ex. *99-0034-038_01-23-2018*).

Example files:

> *99-0034-038_01-23-2018.pdf*   Plan for review (with date).
> *99-0034-038_01-23-2018_Comments.pdf*   Plan with comments related to review of the project.
> *99-0034-038_01-23-2018_CADD_Comments.pdf*   Plan with CADD comments related to review of the project.

--**Design Event** (Change folder name to either **B3** or **B4**.) **B3** event, is used for Final Bridge Plans to the Office of Contracts. **B4** event, is used for Final Bridge Plans to the Office of Design.

--CC-RRRS-PPP (Contract ID folder added by designer to finalize turn in of project to Contracts.) Store project plan for letting including addendums and all subsequent plan revisions if applicable.

Example:

> *99-0034-038_C.pdf*   Final plan for letting.

> **--Standards**   Subfolder to store standards used for the project.

> Example file:

>> *99-0034-038_Standards*   Standards used for plans (include standard number).

> **--Addendum**   Subfolder to store addendum sheets. (Create as needed.)

> Example files:

>> *99-0034-038_Addendum_04-01-2018*   Plan addendum (with date).

> **--Revisions**   Subfolder to store plan revisions. (Create as needed.)

> Example files:

>> *99-0034-038_Rev1_05-12-2018*   1st Plan revision.
>> *99-0034-038_Rev2_06-01-2018*   2nd Plan revision.

--99-0034-038_eFiles_(Bridge) Subfolder to store standards used for the project and data files for construction.

Example files:

> *99-0034-038_Existing Plans_Design_1234.pdf* (Include design number.)
> *99-0034-038_PPC Beam Data Spreadsheet.xlsx*
> *99-0034-038_Top of Deck Elevations Spreadsheet.xlsx*
> *99-0034-038_Bridge Deck Grade Adjustment Spreadsheet.xlsx*
> *99-0034-038_PPC Beam Data Spreadsheet.xlsx*
> *99-0034-038_Bridge Staking Data.csv*

> (Add the design number (DDDD) to the end of each file name if multiple designs are part of the same project. Example "99-0034-038_PPC Beam Data Spreadsheet_1217.xlsx" or "99-0034-038_Bridge Staking Data_1217.csv".)

--99-0034-038_eFiles_(Road) Subfolder to store standards used for the project and data files for construction. See Office of Design Manual for list of eFiles (data files) needed for projects.

~~**--99-0031-999_X-SEC** Subfolder to store cross sections for the project.~~

Example file:

> 99-0034-038_X-SEC.pdf

--DOCS Subfolder **CC-RRRS-PPP**. Store project related documentation, communication, emails, information not considered to be calculations, etc.

Example file:

 99-0034-038_QC_QA.pdf Quality Control (QC) and Quality Assurance (QA) documents.

--Sketches Subfolder CC-RRRS-PPP. Store CADD file and pdf's developed for inspection sketches. The sketches are used by bridge maintenance for inspections.

Example file:

> FHWA_054371.dgn

--Support Suggested use for files that do not belong in other folders. May be used as a miscellaneous working area.

Contract ID

Number used to identify projects by the Office of Contracts. Contract ID is derived from the Project Number. An example is shown below:

Project Number: IM-234-5(678)9--13-11
Contract ID: 11-2345-678 ←

> Contract ID as listed in the default folder label when created in ProjectWise would look like CC-RRRS-PPP. There would be one for REVIEW and one for Contracts letting (minus the "REVIEW").

11	2-digit county number
234	3-digit route number
5	single-digit federal control section number
678	3-digit paren number representing a chronological sequence of the assignment of

projects on a given route and control section.

Note: All portions of the Contract ID must contain the appropriate number of significant digits. Include
0s preceding the numbers as needed. For example, the route number for Highway 20 is 020.

For Consultants and Bridge Office Consultant Coordination Section:

--XYZ-CORP (As needed, the consultant folder is added when a consultant is assigned the project.) Consultant named sub folder for storage of their design files when appropriate. This subfolder is only created when consultants are developing design projects in the same project directory. If needed, there will be a folder for each consultant.

--*CALCS* Subfolder **CC-RRRS-PPP**. Store project related calculations.

--*Design Event* (Change folder name to either ***B3*** or ***B4.***) **B3** event, is used for Final Bridge Plans to the Office of Contracts. **B4** event, is used for Final Bridge Plans to the Office of Design.

> **--*CC-RRRS-PPP Submittal***
> > **--*CC-RRRS-PPP_eFiles_(Bridge)***
> > **--*CC-RRRS-PPP_eFiles_(Road)*** (Depending on consultant permissions, this folder may be created within the XYZCRP folder or under the Design Events "D4" folder.)
> > ~~**--*CC-RRRS-PPP_X_SEC***~~
> > **--*Standards***
> **--*CC-RRRS-PPP Addendum_2050-01-01***
> **--*CC-RRRS-PPP_Complete_Current_Plan_(PDFs)***
> **--*CC-RRRS-PPP_Contracts_2050-01-01_Changes*** (Create as needed.)
> **--*CC-RRRS-PPP_Contracts_2050-01-01_Initial_Turn-In***
> **--*CC-RRRS-PPP Revision_2050-01-01***

--*DOCS* Subfolder **CC-RRRS-PPP**. Store project related documentation, communication, emails, information not considered to be calculations, etc.

Example file:

99-0034-038_Design Criteria Form.pdf	Design Criteria documents, final version.
99-0034-038_QC_QA.pdf	Quality Control (QC) and Quality Assurance (QA) documents.
99-0034-038_InterviewMinutes.pdf	Minutes from QC/QA interview.

--*Support* Suggested use for files that do not belong in other folders. May be used as a miscellaneous working area.

Description column in ProjectWise. For each file in ProjectWise there is a description column, in that column enter the design number and consultant name if applicable.
Example:

Name	Application	Description	File Name
52080354.brg	MicroStation	Design 1517 Stage 1 - Ramps F & G HNTB	52080354.brg
52080355.brg	MicroStation	Designs 120, 320, 420 HDR Inc.	52080355.brg

(The name of the CADD file in the above example is showing the old format for bridge CADD files, the new format would be BRG_52080354.dgn .)