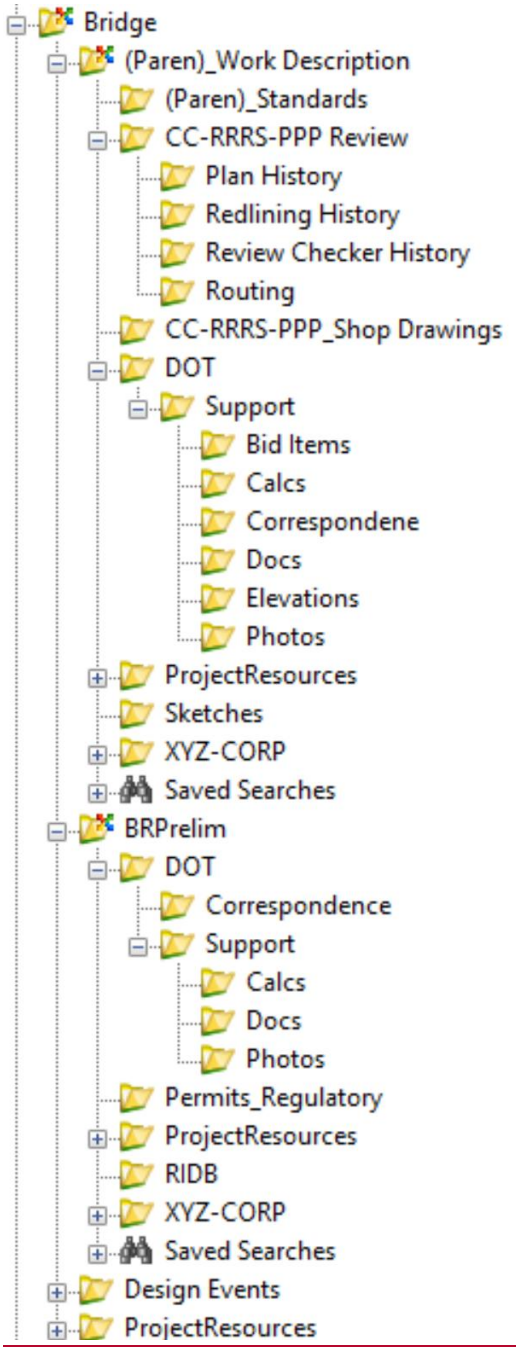
CONNECT Bridge Project Folder Structure in ProjectWise

For CONNECT projects the default folder structure for projects includes one root folder for bridge related projects. Subfolders for files specific to (Paren)_Work Description for final design of a project and BRPrelim for the preliminary design, hydraulics and permit related documentation are provided.



Limit the root folder Bridge to the development of models and the files to be used by other designers to reference with other files stored under the appropriate subfolders.

Both (Paren)_Work Description and BRPrelim contain subfolders for use by internal staff (DOT) or consultants (XYZ-CORP). Both areas have the Support subfolder structure to be used for storing bid items, calculations, documentation, elevations, and photos. Refer to Consultant ProjectWise CONNECT Bridge Project Folder Structure for additional information.

CC-RRRS-PPP is the Project Control Number (PCN) format used for some subfolder names. The Project Control Number (PCN) contains a 2-digit county, 3-digit route, single digit federal control section number, and 3-digit paren number of the specific project.

The explanations of the specific use of the subfolders are provided below.

Bridge

- Store the project overview and 3D model files for bridges, pipes, culverts, and berms related to the project in this main root folder. Other designers should reference from the structure overview file of all the structures in the project.
    - The **3D model** of every file will be stored in this folder at all stages of development. This is a single source model. The 3D model files will be created, kept and actively worked on in this folder at all times during all stages of development. The Prelim Designer and Final Designer will use this same file accordingly. If needed, this file will only be copied for archive purposes and stored elsewhere.
    - For staged projects, the complete structure shall be modeled, with linework and dimensions separating the individual stages.
    - The file(s) necessary to sheet the design and the PDF files at each stage of development (Concept, B01 etc.) may be created from the 3D model and will be stored in the appropriate subfolders.

(Paren)_Work Description

- Contains the final design detail files developed. Specific workflows, and tools used, will dictate what software application is used to create the plan sheet files (ORD or ProStructures). ProStructures files for modeling of rebar and steel components should be created and developed in this subfolder. The dgn file(s) necessary to sheet the final design plan set are also stored here. The County/City map pdf that is used on the Map Sheet Model in the plan set is stored here.
- A folder named with the paren number and work code for the specific project will be added for each project stored in the same Project Directory.

(Paren)_Standards

- Contains the Bridge Bureau Standards CADD worksheet files used in final design plan detail files.

CC-RRRS-PPP Review

- The review folder is used to store iterations of PDF versions of the project plans and redlines during plan development to turn in files for plan review routing before turn-in for letting.
- Rename the folder to reflect the Project Control Number (PCN).
- Utilize the following subfolders for purposes outlined below.
- ~~Store one set of 100% review plans with date included in the file name. Do not override or store multiple sets in the Review folder.~~
  - ~~99-0034-038_review_01-23-2021.pdf~~

Plan History

- The plan history folder is for the PDF files of modified plan sets primarily completed by the Design Technician.
- Store all revised versions of the plans. These plan sets are intended to be archived versions of the plan set with the latest date being the most current.
- Include the initials of the reviewer and date in the file name.
  - 99-0034-038_DAW_01-23-2021.pdf

Redlining History

- The redlining history folder is for the PDF files reviewed by the designer and meant for redlines and comments to be used for adjustments to the project plans and/or CAD files.
- Store all reviewed versions of the plans with the comments and markups.
- Include the initials of the reviewer and date in the redlined PDF file name.
  - 99-0034-038_AMJ_01-23-2021.pdf

Review Checker History

- The review checker history folder is for the PDF files reviewed by the checker and meant for redlines and comments to be considered by the designer for making project plan or CAD files changes.
- Store all reviewed versions of the plans with the comments and markups.
- Include the initials of the reviewer and date in the redlined PDF file name.
  - 99-0034-038_CJY_01-23-2021.pdf

Routing

- The routing history folder is for the PDF files and Specifications sent for peer review by other Bureaus and the corresponding DOT District.
- If there are signed standards included with the project, those shall be placed in the routing folder.
- The PDF shall be permanently stored in this location for review and not overwritten.
- Include the Project Control Number (PCN) and date in the PDF file name.
  - 99-0034-038_review_01-30-2021.pdf

- Example folder contents:
  - 99-0034-038_Review_01-30-2021.pdf
  - 99-0034-038_H40_Standard.pdf
  - 99-0034-038_DS-15001.pdf

CC-RRRS-PPP_Shop Drawings

- The shop drawing folder is used to store the final shop drawings.
- Rename the folder to reflect the Project Control Number (PCN).

DOT

Support

- Store files that support the design process that do not fall into the specific categories of the subfolders or create additional subfolders as appropriate.

Bid Items

- Store bid item quantities and estimate reference notes. Excel files used for table insertions into the CADD file for bid items.
- Include the Project Control Number (PCN)), County, Design Number and Date in the file name of the Excel file.
  - 99-0034-038_Wright 118_BidItemsandReferenceNotes_01-23-2021.xlxs

Calcs

- Store related calculation files.

Correspondence

- Store project related communication and e-mails.

Docs

- Store project related documentation, communication, ~~e-mails,~~ and information not considered to be calculations.
- Store original structure as-builts or project plans.

Elevations

- Store plan elevation tables.
- Excel files used for table insertions into the CADD file for elevations.
- Include the Project Control Number (PCN)), County, Design Number and Date in the file name of the Excel file.
  - 99-0034-038_Wright 118_Elevations_01-23-2021.xlxs

Photos

- Store photos obtained related to the development of the design.

ProjectResources

- The ProjectResources portion of the folder structure is intended for storage of project specific WorkSets files used with the CONNECT applications.
- The sheet indexing file IaDOT_WS.dgnws stored under WorkSets subfolder is used to provide sheet numbering and property values for the sheet models created under the (Paren)_Work Code folder.

Sketches

- Store CADD file and PDF files developed for inspection sketches. The sketches are used by bridge maintenance personnel for inspections.

XYZ-CORP

- Refer to Consultant ProjectWise CONNECT Bridge Project Folder Structure for additional information.

BRPrelim

- Contains the files developed at the preliminary design stage. The models files completed at this stage are under the Bridge folder.
- Optional, a backup copy of the models completed at the Event Dates of B01 & B02 could be stored here. Add a prefix of "B1 or B2 Backup" to the original file name.
  - B1 Backup - OBM_52380453_DOT_0425_600531_Z10.dgn

DOT

Correspondence

- Store project related communication and e-mails.

Support

- Store files that support the preliminary design process that do not fall into the specific categories of the subfolders or create additional subfolders as appropriate.

Calcs

- Store related hydraulic calculation files.

Docs

- Store project related documentation, communication, e-mails, and information not considered to be calculations. This may include a pdf version of the completed checklist and OpenBridge Modeler input report spreadsheet and screenshots.

Photos

- Store photos obtained related to the preliminary development of the design.

Permits_Regulatory

- Store documentation for permits related to the design. Permit documentation related to the B5 through B11 events should be stored in this folder.

ProjectResources

- The ProjectResources portion of the folder structure is intended for storage of project specific WorkSets files used with the CONNECT applications.
- The sheet indexing file IaDOT_WS.dgnws stored under WorkSets subfolder is used to provide sheet numbering and property values for the sheet models created under the BRPrelim folder.

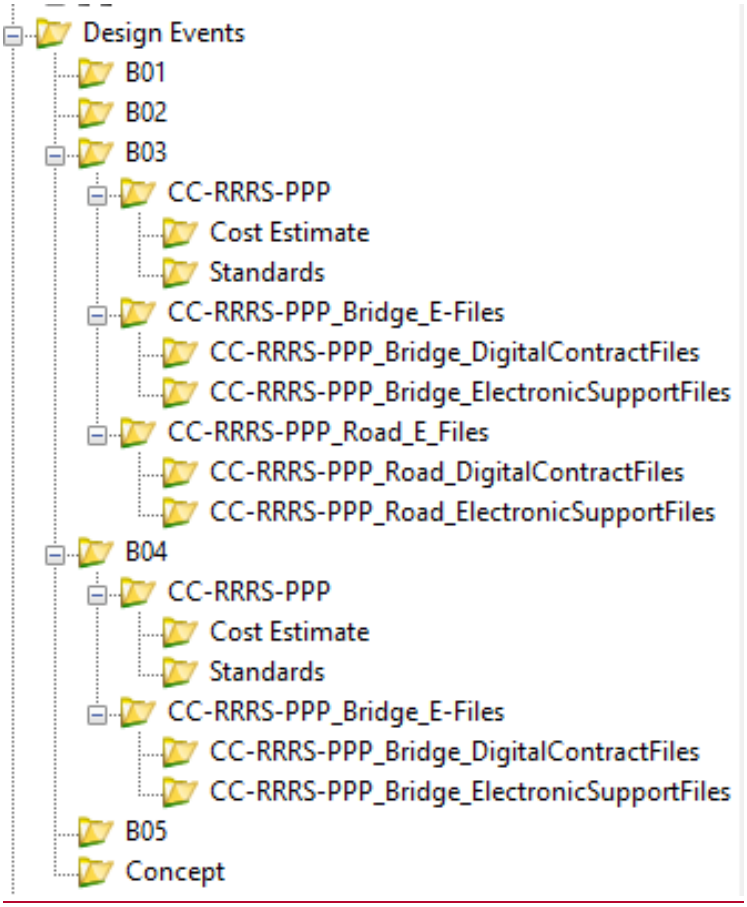
RIDB

- Store the files for the data required at each site for the Riverine Infrastructure Database (RIDB). Refer to the Riverine Infrastructure Database portion of the Bridges and Structures Bureau website (https://iowadot.gov/bridge/).

XYZ-CORP

- Refer to Consultant ProjectWise CONNECT Bridge Project Folder Structure for additional information.

The Design Events portion of the folder structure is intended for final deliverable submittals only. This is used by designers to finalize submittals and organize files for turn in.



Design Events

B01 - Used for Preliminary Design submittal to Final Design.

- PDF of B01 Deliverable
- Copy of B01 Completion Email
- ASCII Input file(s) used to create the 3D culvert model
- .xml files for proposed bridge grading.
    - Include the directional location, County, and Design Number of the specific project.
        - Grading_Surface_NS_77_425.xml

B02 - Used for Preliminary Design submittal to the Design Bureau.

- PDF of B02 Deliverable
- ASCII Input file(s) used to create the 3D proposed pipes model
- PDF of Culvert Schedule Sheet from the database

B03 - Used for Final Bridge Plans submittal to the Contracts Bureau.

CC- RRRS-PPP

- Project Control Number (PCN) folder renamed to finalize turn in of project.
- Store project plans (PDF of B03 deliverable) for letting including addendums and all subsequent plan revisions, if applicable.
- Store specifications (DS and SP) that are included in the B03 project documents to Contracts.
- Copy of B03 Completion Email (if applicable)

Cost Estimate

- Store cost estimate file.

Standards

- Store signed standards used for the project.

CC- RRRS-PPP_Bridge_E-Files~~eFiles_(Bridge)~~

- Project Control Number (PCN) folder renamed to finalize turn in of project.

CC- RRRS-PPP_Bridge_DigitalContractFiles

- Digital Contract Files are provided for automated construction processes.
- Store files that will be used for a model as the legal deliverable projects.

CC- RRRS-PPP Bridge_ElectronicSupportFiles

- Electronic Support Files are provided prior to letting and are for information only.
- Store data files for construction including information for staking layout, beams and deck.
- Add the design number with four digits to the end of each file name if multiple designs are part of the same project.
  - 99-0034-038_PPC Beam Data Spreadsheet_1217.xlsx

C- RRRS-PPP_Road_E-Files

- Project Control Number (PCN) folder renamed to finalize turn in of project.

CC- RRRS-PPP_Road_DigitalContractFiles

- Project Control Number (PCN) folder renamed to finalize turn in of project.
- Digital Contract Files are provided for automated construction processes.
- Store files that will be used for a model as the legal deliverable projects.

CC- RRRS-PPP Road_ElectronicSupportFiles

- Project Control Number (PCN) folder renamed to finalize turn in of project.
- Electronic Support Files are provided prior to letting and are for information only.
- Store files received for the road design portion of the project.

B04 - Used for Final Bridge Plans submittal to the Design Bureau.

CC- RRRS-PPP

- Project Control Number (PCN) folder renamed to finalize turn in of project.
- Store project plans (PDF of B04 deliverable) for letting including addendums and all subsequent plan revisions, if applicable.
- Store specifications (DS and SP) that are included in the project documents to Contracts.
- Copy of B04 Completion Email (if applicable)

Cost Estimate

- Store cost estimate file.

Standards

- Store signed standards used for the project.

CC- RRRS-PPP_Bridge_E-Files~~oFiles_(Bridge)~~

- Project Control Number (PCN) folder renamed to finalize turn in of project.

CC- RRRS-PPP_Bridge_DigitalContractFiles

- Digital Contract Files are provided for automated construction processes.
- Store files that will be used for a model as the legal deliverable projects.

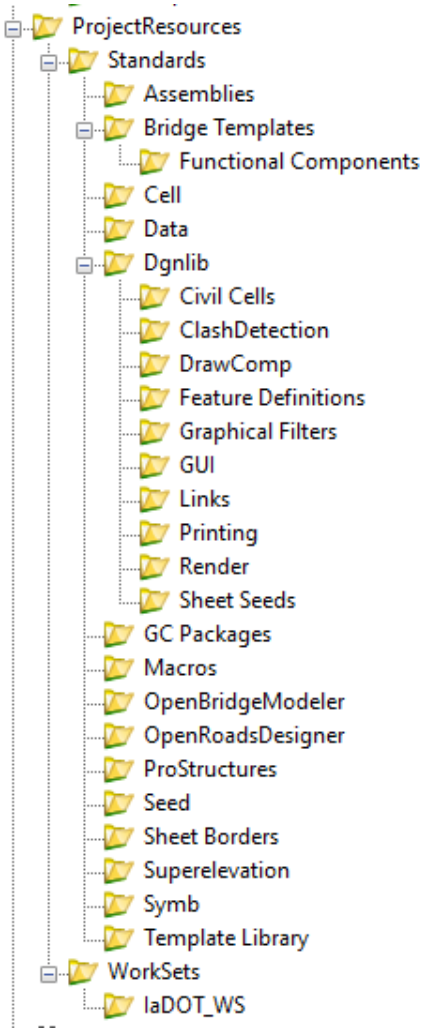
CC- RRRS-PPP Bridge_ElectronicSupportFiles

- Electronic Support Files are provided prior to letting and are for information only.
- Store data files for construction including existing plans and information for staking layout, beams and deck.
- Add the design number with four digits to the end of each file name if multiple designs are part of the same project.
  - 99-0034-038_PPC Beam Data Spreadsheet_1217.xlsx

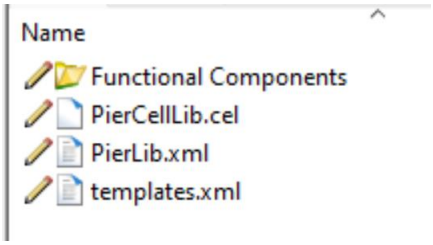
B05 - Used for storing approved Section 408 document.

Concept - Used for storing the final concept for project in Preliminary Design.

The ProjectResources portion of the folder structure is intended for storage of project specific WorkSets files used with the CONNECT applications.



The Bridge Template subfolder will contain template files that can be used to store project specific versions of the templates used.



Refer to CONNECT Standard Templates for additional information on templates available and possible project specific usage.

The sheet indexing file IaDOT_WS.dgnws stored under WorkSets subfolder is used to provide sheet numbering and property values for the sheet models created for files stored under Bridge.

Additional information will be provided as we expand use of the project WorkSets.