

# Project Delivery GUIDELINES<sub>v24.2</sub>

## Used in parallel with Project Delivery Checklist

**Attention: Please note the following items that will immediately return the project to the submitter:**

- Incorrect Naming Convention
- Extra Characters ( , ) , \_ , \* , etc. within the digital document name
- Digital document QC does not match Index of Sheets for the project
- Missing JP number on plan sheets
- Place holder sheets are present
- Missing signatures/date on Title or Pay Quantity sheets
- PSE and PSE Documentation sheets not in the correct state
- Correct PSE supporting documentation not present

**Note: Please refer to the Half-Size, Small Plans, and ROW Clearance Contract acronyms to the right of the task on the checklist. There is a key on the checklist for the acronyms.**

### 1.05 Title Sheet

- Project Number must be located along with the Project's basic information such as
  - Project Type
  - County
  - Highway Number
  - Job Piece
  - Control Sections
- Signature(s) and Date must present, return project if missing.
- Project Number must be located within the title block, at the lower right corner
- Both locations must match

### 1.18 Standard Specifications

- 2009 Projects must have a Federal Highway date of January 4<sup>th</sup>, 2010
- 2019 Projects must have a Federal Highway date of December 18<sup>th</sup>, 2019

### 1.19 Index of Sheets: Naming Convention

- Alpha numerical order and,
- Conforms to ODOT's approved naming convention
  - [https://www.odot.org/wp\\_projectwise/sheet-naming-convention/](https://www.odot.org/wp_projectwise/sheet-naming-convention/)
  - Return project if incorrect

### 1.20 Index of Sheets: Digital Q/C

- All plan sheets are in the correct state "OSD Review Pending" and,
- Has no parenthesis, quotes, apostrophes, underscores, etc. within title of digital document and,
- Compare ProjectWise Sheet count versus Title Sheet Index of Sheets
- Return project if incorrect

### 1.21 Standards: Categories separated

- Major categories listed below must be split into their own identifiable columns
  - Bridge
  - Roadway
  - Traffic

- 1.22 Standards: 2019 Standards called out
  - Roadway is approved to use 2019 Standards
- 1.24 Standards: Obsolete called out separately
  - Obsolete Standards and Standards that have a design year that is different than the design year shown on the plans, must be listed in their own column "Obsolete"
- 1.25 Standards: Located in ProjectWise
  - Download all standards from ODOT's website and place into ProjectWise
  
- 2.1 Docs: Required Docs Present
  - Estimate
  - Special Provisions
  - OE Submittal Letter
  - If docs are not located, and in the correct state, return project
  
- 3.3 Title block: JP Number
  - JP Number on all plan sheets is the same as the title sheet
- 3.4 Place holder sheets not present
  - Place holder sheets are not allowed during submission of the project
  - Return Project if place holder sheets are found
- 3.4a No milestone documentation on final documents.
  - No plan in hand, 30%-90% or final field meeting documentation shall be present on final sheets.
  - No Final stamps listed anywhere on the plan sheets.
- 3.5 11x17 Plan Submissions
  - Need to be in Landscape Orientation
- 3.6 8 ½ x 11 Plan Submissions
  - Need to be in Portrait Orientation
  
- 4.1 Corrections Needed
  - Change all states to allow resources to make changes to the plan sheets
  - Notate Checklist with begin and end dates
  - Notate SmartSheet (checkbox C)
  - Notify the submitter of record
    - Reference SmartSheet information
- 4.2 Project Final Delivery
  - Project has been converted to new delivery folder-set
  - Full file created and delivered into the .../deliverables/Construction Plans folder
  - If the project is to be delivered with errors
    - Notate SmartSheet (checkbox WE)
  - Pricing
    - Emergency and 8 ½ x 11 Plans are no charge
    - Subtotal = Sheet Count x \$1.50 (excluding x-sections)
    - Tax = Current Tax rate
    - Total = Subtotal + Tax
    - Place pricing information into ProjectWise Attributes
  - Notify the Office Engineer of final delivery
    - [jngoka@odot.org](mailto:jngoka@odot.org)

- Use standard email format
- Include if the project is being delivered with errors
- Notate and resolve SmartSheet