

WYOMING DEPARTMENT OF TRANSPORTATION
ROAD DESIGN MEMORANDUM #6
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Issued by: Project Development, WYDOT, Cheyenne

GENERAL TOPIC: CONTRACT DEVELOPMENT
SUBJECT: SEARCHABLE PDF FILES

General

In order to provide a consistent PDF version of the project plans and bid documents for use in bidding and construction, follow the procedure listed below.

If you have any questions regarding these procedures, contact Check Squad or Contracts & Estimates (C&E) Program.

Development of Searchable PDF Files for PS&E

1. Plan Sheets and Other Documents
 - a. Do not scan sheets into PDF. Print sheets directly into a PDF file from Microstation, Word, etc. Powerpoint summary sheets, when exported, are searchable. If summary sheets are created using images from Excel into Microstation, the PDF version of the sheet will require opening the file in Adobe and running the OCR recognition tool to make them searchable.
 - b. Programs involved with the project are to place completed PDF files in the PSE_PDF_Set folder for the project by the activity due date or **5 business days** prior to the Shelf date, whichever comes first, to allow Project Development time to compile the PS&E package by the PS&E due date. Notify the Project Development Design Team Leader when the files have been placed in the PSE_PDF_Set folder.
 - i. If there is a combined project in the letting schedule, the first project number within the combined projects is the primary project number. Place all of the necessary plan sheets, special provisions, etc. in the primary project folder.

ii. File names include program name, project number and sheet number(s) as they appear on the index on the Title page. Do not use the “&” character in the file names. Underscore character or spaces are permitted in the file names.

- ProjDev_DR23431_1-3.pdf
- ProjDev DR23431 T1-T4.pdf
- Traf DR23431 TR1-TR3.pdf
- Bridge_DR23431_B1-B26.pdf
- Const_P313008_SP-200GA.pdf
- Bridge 0901091 SP-500BB.pdf
- DR23431 Xsections.pdf
- DR23431 Pitlayout.pdf
- DR23431_Earthwork.pdf
- DR23431_SoilProfile.pdf

c. Project Development (PD) makes available the professional seal sheet in the _PSE_PDF_Set for electronic seals.

d. To update a file in the _PSE_PDF_Set folder, delete the original file and replace it with the new file. Do not maintain multiple versions in the _PSE_PDF_Set folder.

2. Combined PDF Files

a. PD assembles the combined PS&E plan set as shown on the plan title sheet index using the same naming convention previously mentioned:

- DR23431_PSE_Plans 05-10-2021.pdf

Place the PS&E plan file, cross sections, earthwork, mass haul diagram, and soils profile in the CE\Correspondence folder using the Windows Copy / Paste commands in Windows Explorer.

Notify by email C&E and the Check Squad that the files have been placed in the correspondence folder.

b. Check Squad assembles the proposal, index and royalty spreadsheet using the naming convention previously mentioned:

- 0901091 proposal.pdf
- 0901091 index.pdf
- 0901091 royalties and striping worksheet.pdf

Place the proposal, index, and royalty worksheet files in the CE\Correspondence folder using the Windows Copy / Paste commands in Windows Explorer.

3. Post PS&E changes and Addenda
 - a. For Post PS&E change, notify C&E and Check Squad a change is needed. The changes are made and resubmitted using the previous steps.
 - b. For addenda, follow the Road Design Memorandum 07-11.