

**IOWA DEPARTMENT OF TRANSPORTATION**

To Office Bridges and Structures Date June 1, 2010  
Attention All Employees Ref No. 521.1  
From Gary Novey  
Office Bridges and Structures  
Subject Cadd Memo M0185 (PDF Plan Submittals)

This Cadd Memo supersedes Cadd Memo M0182 issued on May 1, 2010.

The following information applies to a change in the process for submitting Final PDF Plans. This new process shall start with the July 6 turn-in for the September 2010 letting.

Bridge plans with a Bridge Title Sheet are submitted as one PDF file including the Soil Information sheet/s (.SPS) and the Road Plans. The final PDF file sent to Contracts should be finished with all the sections of the plan in the correct printing order.

The printing system is being modified to provide a blank side when needed as the sheets switch from a color section to a black & white section and vice-versa.

The Bridge office should receive 1 – PDF file for the Road Design portion of Bridge Plans. If there are Cross Section sheets, these will be a separate PDF file. The PDF file naming convention will be as follows:

- Road Design PDF plans that include both color and black & white sheets will be named with a “\_c” after the plan name (example: 77235180\_c.pdf).
- Road Design PDF plans containing only black & white sheets will be named (example: 77235180.pdf).
- Road Design Cross Section PDF plans will be named with a “\_X-SEC” after the plan name (example: 77235180\_X-SEC.pdf).

A link to the current specifications for plan submittal to the Office of Contracts is located at: <http://www.iowadot.gov/projectdev/index.html>

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