

# Plan Turn-In

**Design Manual**  
**Chapter 1**  
**General Information**

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This section provides guidance for Methods Turn-in and Contracts Turn-in. The Office of Contracts maintains a list of critical dates for future lettings. The list includes dates for Contracts Turn-in and can be found at <http://www.iowadot.gov/contracts/lettings/CRITDATE.pdf>.

Critical dates for the Office of Design include:

- Methods Turn-In: 5 weeks prior to the Contracts Turn-In.
- Contracts Turn-In: first Tuesday of the 2<sup>nd</sup> calendar month prior to the letting.
- Last day to submit plan changes: 2 weeks after Contracts Turn-in.
- Last day to turn in changes to e-files: 2 weeks after last day to submit plan changes.
- Last day to request an addendum: first Tuesday in the same calendar month as the letting.

### **Quick Tips:**

- If Developmental Specifications or Special Provisions (see Sections [120A-2](#) and [120A-3](#)) will be included with the project, add this in the [Project Scheduling System](#).
- Prior to plan turn-in, create color plans according to Section [21E-4](#), and create pdf files according to Sections [21E-1](#).
- All color plan section PDF's **must** have a “\_C” as a suffix to the pdf file name, indicating a color section.

## Methods Turn-In

The time period following the Methods Turn-In date provides field staff with an opportunity to familiarize themselves with the plans and offer comments or request changes within the allowed time period. Plans should be approximately 90% complete and must be submitted at least 5 weeks prior to the Contracts Turn-In date.

Prior to following this procedure, PDF files must be created according to Sections [21E-1](#) and [21E-4](#).

The steps necessary for the Methods Turn-In are as follows:

- If not present in the project directory structure, create a folder for storing the PDF files as they are created. This folder should be named and located as shown below:

**PWMain\Documents\Projects\Project\_Directory\Design\**(Section#) (if it exists)\\_(Parent#)\_WorkType\Design Events\DM5

(See Section [20B-44](#) for information on Project Directory Folder Structure)

(See Section [1B-1](#) for information on the [Contract ID Number](#).)

(See Section [20B-81](#) for information on the Project Directory “\_(###)” Letting Folders and “D” Event Folders.)

After all PDF files have been created, they are to be appropriately merged into multi-page PDF file(s) and named as shown below:

**DM5\_CRRRPPP\_Plan.pdf**

After the multi-page PDFs are created, delete the single page PDF files.

- For projects involving a Pollution Prevention Plan (PPP), complete the [Public Notice and Notice of Intent Forms](#) (see Section [10D-1](#)) and email them to the [Earthwork Engineer](#) in the Office of

Construction. Include a copy in the Docs folder within the project folder. Those within the DOT should use the Enhanced Public Notice and Notice of Intent Forms. Those outside of the DOT may use either the .doc or .pdf versions of the Notice of Intent and Public Notice forms. If a project is located in an Outstanding Iowa Waters (OIW) watershed, and individual NPDES permit is required, see Section [10D-1](#).

**Note:** If the “Connect to www...” dialog displays, (as shown at the right), while attempting to access any of the documents listed above or below, it may be necessary to click the “Cancel” button twice to continue.



If Developmental Specifications or Special Provisions (see Sections [120A-2](#) and [120A-3](#)) will be included with the project, add this in the [Project Scheduling System \(PSS\)](#). Place a copy of the Special Provisions in the SP\_Turn-In folder located at **W:\Highway\ Specifications\Special Provisions\SP\_Turn-In\** and send a note to the [Assistant Specifications Engineer](#) the SP has been placed in the folder. For those outside the DOT, submit a copy of the Special Provisions to the DOT Project Contact Representative.

- Send an email to the reviewers of the plan informing them of the location of the electronic plans and plan turn-in documents. Use the [DM-5](#) Electronic Submittal shell letter as a guideline.

## Contracts Turn-In

The Contracts Turn-In initiates some of the last steps in the process of preparing a project for letting. During the time period immediately following the Contracts Turn-In, the Office of Contracts uses the completed plans to perform such tasks as developing cost estimates and producing bidding documents.

The steps necessary for the Contracts Turn-In are as follows:

- If not present in the project directory structure, create a folder for storing the PDF files as they are created. This folder should be named and located as shown below:

**PWMain\Documents\Projects\Project\_Directory\Design\**(Section#) (if it exists)\\_(Paren#)\_WorkType\Design Events\D6thru9\ Contract ID #-\_Complete\_Current\_Plan\_(PDFs)

(See Section [20B-44](#) for information on Project Directory Folder Structure)

(See Section [1B-1](#) for information on the [Contract ID Number](#))

(See Section [20B-81](#) for information on the Project Directory “\_(###)” Letting Folders and “D” Event Folders.)

Within this folder, create the following folder:

*Contract ID*

Create the following multi-page PDF files:

*Contract ID\_C.pdf* (for any plans that contain any color plan sheets)

or

*Contract ID.pdf* (for any plan sets that are 100% grayscale)

Plans, with or without color sheets, are placed in the *Contract ID* folder.

- The electronic files supplied by the Office of Design must be located in a separate Design Event (D6 thru 9) sub-folder named *Contract ID\_eFiles\_(DataFiles)*.

**Note:** See Section [20B-71](#) for information on the Electronic Files Supplied by the Office of Design. Pay particular attention to the List of Required Files for Final Turn-in of Electronic Files topic.

- Create a folder (named using the Contract ID Number) in any location, and when finished move it to the following location:

**W:\Highway\Contracts\PlanTurnIn\**

Copy the multi-page file(s) listed above to that folder.



All color plan section PDFs **must** have a “\_C” as a suffix to the pdf file name (indicating a color section).

- If there are Efiles for the project, export a copy of the “Contract ID\_eFiles\_(DataFiles)” folder created above, and all its contents, to an accessible location. When finished move it to the following location:

**W:\Highway\Contracts\PlanTurnIn\**

- Ensure that the bid items in PSS are up to date (see Section [20J-82](#)).
- Fill out all required information in PSS, including the project estimate.
- Create a PDF of the final cost estimate. Name it: Contract ID\_Bureau\_Estimate.pdf. The bureau in charge of the estimate should place it in the following location under the letting date for the project:

W:\Highway\Contracts\CostEstimates\Letting date yymmdd.

For example, 78-0803-509\_Design\_Estimate.pdf, let in the December 17<sup>th</sup>, 2019, letting would go in the W:\Highway\Contracts\CostEstimates\191217 folder.

- Send a plan submittal email documenting the plan turn-in. Use the [D6-D9](#) Electronic Submittal shell letter as a guideline.

Attach any other special documentation, including Public Interest Findings (see Section [1C-7](#)) and Special Provisions.

If the project was not previously submitted for a Methods Turn-in, send an email to the plan reviewers to provide the location of the electronic plans. Use the [DM-5](#) Electronic Submittal shell letter as a guideline.

For information regarding plan changes after the Contracts Turn-in date, see Sections [1H-2](#) and [20B-81](#).

# Chronology of Changes to Design Manual Section:

## 001H-001 Plan Turn-In

2/9/2021	Revised Added in information to page 3 related to where to place Efiles.
10/29/2020	Revised Added guidance for including cost estimates with plan turn-in.
8/30/2018	Revised Not producing separate X sections for plan turn-in.
6/28/2018	Revised Revised first paragraph on page 1. Methods Turn-in dates are no longer in CRITDATE.pdf.
1/7/2016	Revised Add information that for contracts turn-in, create a folder in W:\Highway\Contracts\PlanTurnIn\ named using the contract i.d. number. Rerouted links to shell letters - links weren't working.
7/2/2015	Revised Removed Plan Turn-in checklist. Updated folder locations to ProjectWise. Deleted information related to creating the index.dat file. Added link to Section 10D-1 for stormwater permitting
9/13/2012	Revised Correct links to stormwater permit forms
11/30/2011	Revised Updated section to be consistent with 20B-44. For Methods Turn-In: Removed reference to copy the multi-page PDF folder(s) to the Methods Turn-in folder. Removed requirement to email Design Services personnel the Plan Turn-in Documents (In D2 Shell Letter). For Contracts Turn-In: Removed requirement to email Design Services personnel and Proposal Engineer (In D6-9 Shell Letter). Removed requirement to store the Contract ID_X-SEC.pdf file in a folder separate from the ContractID_C.pdf file. Updated link from 100B-8 to 1C-7.
7/29/2011	Revised Revised "Letting Folder" statement to include "Event Folders".
3/23/2011	Revised Updated to include procedure for electronic files for contracts turn-in.
8/31/2010	Revised Clarified Plan Turnin Documents by specifying "Plan Turn-in Checklist" is on Sheet 1 and "review Plan Distribution List" is on Sheet 2.
6/15/2010	Revised Updating to meet new color plan turn in procedure