



SUBJECT As Constructed Plans	FINAL NUMBER TSB08-01(B)	EFFECTIVE DATE 06/01/2008	VALIDATION DATE 08/28/2013	SUPERSEDES or RESCINDS
	WEB LINK(S) http://www.oregon.gov/ODOT/HWY/TECHSERV/Pages/technicalguidance.aspx			
TOPIC/PROGRAM Contract Plan Development Guide and Construction Manual	APPROVED SIGNATURE Original signed by: Catherine M. Nelson, P.E. Technical Services Manager/Chief Engineer			

PURPOSE

As Constructed Plans reflect changes made to the Contract Plans during the construction of a highway projects. They are important to archive and retain the improvements made to highway facilities as a part of construction projects. This information is used by the next Modernization or Preservation project so that baseline information is available to begin the design of the next project. As Constructed Plans are also used for safety projects and maintenance repairs or improvements.

The process for the preparation and distribution of As Constructed Plans is documented in the:

- Contract Plan Development Guide
- Bridge Design and Drafting Manual
- Construction Manual
- Maps and Plans Center Procedures

Most of these procedures were in place prior to the re-organization of the Highway Division in 2004 and they do not reflect the current organization structure or project delivery process.

As Constructed Plans are not being prepared and distributed in a consistent manner. The purpose of this Technical Bulletin is to establish a uniform and consistent process for preparing and distributing As Constructed Plans.

Another purpose of this Technical Bulletin is to prepare and distribute As Constructed Plans to support Asset Management activities – update data inventories to reflect changes made by project construction so that corporate data can be kept current and accurate.

GUIDANCE

The Contract Plan Development Guide will document the preparation process, the drafting requirements, and the proper distribution list of As Constructed Plans. An outline of the procedures is listed below.

As Constructed Plans Procedures

Project Manager

- Project Manager marks up paper copies of the Contract Plans with As Constructed information.
- Project Manager sends the marked up paper As Constructed Plans to the Region Tech Center Manager.

Region Technical Center

- Region Tech Centers reviews the marked up paper As Constructed Plans.
- Region Tech Center prepares the As Constructed mylar Bridge Sheets and sends them to the Bridge Section.
- Region Tech Center sends the marked up paper As Constructed Plans to the Maps and Plans Center.

Maps and Plans Center

- Maps and Plans Center scans the marked up paper As Constructed Plans in color and archives the PDF files into FileNet.
- Maps and Plans center sends a notice to the Project Manager's office, the District Office, the Construction Office, and the Transportation Data Section that the As Constructed Plans are available in FileNet.
- Maps and Plans Center archives the original marked up paper copies of the As Constructed Plans.

Notes:

- Bridge sheets follow the As Constructed procedures in the Bridge Design and Drafting Manual.
- Any Agency, Division and/or Consultant performing construction management on projects on or connecting to ODOT facilities are to submit marked up As-Constructed plans to the Region Tech Center.
- Design-Build projects submit As Constructed mylars with PE Stamp and the MicroStation files.
- Region Tech Centers receiving revised MicroStation files of As Constructed Plans should archive the files following the procedures listed at the Engineering Applications web site: <http://intranet.odot.state.or.us/iseast/archives/>

DEFINITIONS

D Sized Mylars –	22" X 34" Mylar Prints
EAST –	Engineering Automation Steering Team
FileNet –	Document Management software
OBDP –	Oregon Bridge Delivery Partners
PONTIS BMS –	Bridge Management System software.
Project Manager –	Individual in responsible charge of project construction management.

BACKGROUND/REFERENCE

As Constructed Plans reflect changes made to the Contract Plans during the construction of a highway projects. They are important to archive and retain the improvements made to highway facilities as a part of construction projects. This information is used by the next project so that baseline information is available to begin the design of the next Modernization or Preservation project. As Constructed Plans are also used for safety projects and maintenance repairs or improvements.

As Constructed Plans are not being prepared and distributed in a consistent manner. This results in As Constructed Plans being done wrong, not given to the proper offices, or may be not done at all. This creates hardships for Project Develop and Maintenance activities.

At Roadway Leadership Team (RLT) meetings, it became apparent that As Constructed Plans were not being prepared and distributed in a consistent manner. On October 24, 2006 a subcommittee of RLT met to discuss the As Constructed Plans procedures. The subcommittee was comprised of:

Dave Polly	Contract Plan Development Guide, Roadway Engineering
Lloyd Bledsoe	Engineering Document Specialist, Maps and Plans Center
Geri Mikkola	Construction Manual, Construction Section
Heather King	Transportation Data Section
Laura Wipper	Asset Management, Region 2 Pilot
Carol Cartwright	Roadway Manager, Region 2
Mike Morris	Roadway Manager, Region 4
Jeff Silbernagel	Bridge Section
Dave Greenberg	Traffic Section
Kim Taylor	GeoEnvironmental Section
Gary Holeman	Engineering Automation
Steve Lindland	Roadway Engineering

The RLT subcommittee, RLT, and the Technical Leadership Team developed the process listed in the Guidance section of this Technical Bulletin.

EXPLANATION

The Construction Engineering EA may be used to fund the preparation of As Constructed Plans. This EA stay open until about 60 days past the 3rd notice. After this date, Region budgets will need to be used.

ACTION REQUIRED

Implement the procedures identified in this guidance.

SPECIAL INSTRUCTIONS

The Contract Plan Development Guide and the Construction Manual will need to be updated to reflect the guidance in this Technical Bulletin.

CONTACT INFORMATION

Title: Roadway Engineering Manager
Branch/Section: Traffic-Roadway Section
Phone: (503) 986-3557
E-mail: steven.r.lindland@odot.state.or.us