

Appendix M

Digital Design Packages

M.1 Digital Design Packages

This appendix provides additional detail regarding content of packages, approximate delivery schedules, and links to additional resources and examples of roadway digital design data packages.

M.1.1 Digital Design Package Checklists

Figure M-1 is a schedule showing the approximate durations needed for developing the associated digital design packages. Additional descriptions of required content to be included in each of these submittals are provided in Part 1100.

The first checklist is the [eBIDS Handoff Package Checklist](#). This checklist summarizes the required content submitted to the ODOT Project Leader (PL) or Local Agency Liaison (LAL) no later than 1 week prior to the project advertisement milestone. The data provided to the ODOT PL or LAL is uploaded to eBIDS as a bid reference document prior to project advertisement to assist contractors in the bidding process. In order to provide a consistent set of data for bidders, a “How-to” guide on posting the roadway digital design eBIDS Handoff package has been developed. This document is available at the following link: [How to post a roadway digital design eBIDS bid reference package](#).

The second checklist is a Sample Roadway Construction Survey Handoff Deliverable Checklist. This checklist is developed in partnership with the assigned Construction Coordinator before the Construction Survey Handoff Package is prepared based on the specific needs of each project. The Construction Survey Handoff data is due to the assigned ODOT construction PM’s office 30 days after Bid Opening and generally coincides with Notice to Proceed for the Contractor. The provided data communicates the design information needed for the administration of the construction contract.

Figure M-0-1: APPROXIMATE DURATIONS - ROADWAY DIGITAL DESIGN DELIVERY SCHEDULE (TYPICAL)

ESTIMATED DURATION	Task	Minimum Duration to prepare Construction Survey Handoff package starting from Final Plans Distribution Milestone to Pre-Survey Meeting Milestone is 4 months	Minimum Duration to prepare eBIDS Handoff package starting from Final Plans Distribution Milestone to PL Delivery is 3 months
FINAL (PRE-MYLAR) PLANS DISTRIBUTION/ COMPLETION Milestone	Roadway Designer delivers Final (Pre-Mylar) plans, special provisions, and estimate for review/comment.		
2 Weeks	Roadway Designer prepares and submits Draft eBIDS Handoff Package* to ODOT Construction Coordinator for Review		
2 Weeks	Construction Coordinator Reviews Draft eBIDS Handoff package and provides comments to Roadway Designer		
2 Or More Months	Roadway Designer incorporates comments from Construction Coordinator into the eBIDS Handoff package		
1 Week	Roadway Designer provides final eBIDS Handoff package to the Project Leader no later than 1 week prior to Project Advertisement		
PROJECT ADVERTISEMENT Milestone	Project Leader uploads eBIDS Handoff package to eBIDS		
6-8 Weeks	Roadway Designer coordinates with Construction Coordinator and prepares Draft Construction Survey Handoff Package*.		
30 days after BID OPENING Milestone	Roadway Designer delivers Draft Construction Survey Handoff Package. (30 days after Bid Opening generally coincides with Notice to Proceed)		
10-30 Days	Roadway Designer and Construction Coordinator work together to revise/finalize Construction Survey Handoff package to be ready for Pre-Survey Meeting.		
PRE-SURVEY MEETING Milestone	Roadway Designer attends meeting to provide technical support to Construction Coordinator regarding the Construction Survey Handoff package.		

M.1.2 eBIDS File Name Restrictions

There are some restrictions on file names imposed by ODOT's web application platform.

1. You cannot use the following characters anywhere in a file name:
 - Tilde (~)
 - Number sign (#)
 - Percent (%)
 - Ampersand (&)
 - Asterisk (*)
 - Braces ({ or })
 - Backslash (\)
 - Colon (:)
 - Angle brackets(< or >)
 - Question mark (?)
 - Slash (/)
 - Pipe (|)
 - Quotation mark (' or ")
2. You cannot use the period character consecutively in the middle of a file name.
3. You cannot use the period character at the end of a file name.
4. You cannot start a file name by using the period character.
5. Filenames no longer than 28 characters plus the 3 character extension (total 31).
6. In addition, file names and folder names may not end with any of the following strings:
 - .files
 - _files
 - -Dateien
 - _fichiers
 - _bestanden
 - _file
 - _archivos
 - -filer
 - _tiedostot
 - _pliki
 - _soubory
 - _elemei
 - _ficheiros
 - _arquivos
 - _dosyalar
 - _datoteke
 - _fitxers
 - _failid
 - _fails
 - _bylos
 - _fajlovi
 - _fitxategiak