

FREQUENTLY ASKED QUESTIONS

ODOT Guidelines for Electronic Deliverables

1. Do the guidelines apply to all plan submissions (i.e., Path 1 projects, low-level Path 2 projects, maintenance projects, etc.)?
Yes, the guidelines apply to all projects. If electronic files are created for a project, for any reason, it is required that they be submitted with the plan package. This includes PDP Path 1-5.
2. Will this document be referenced in the Location and Design Manual, Volume 3?
Yes.
3. Were users (i.e., Design Engineers, CADD Users Group, Office of Estimating, etc.) given the opportunity to comment on the development and implementation of the ODOT Guidelines for Electronic Deliverables document?
Yes. A draft copy of the document was released in December of 2017, and users were provided with an extended time period in which to comment on the document. A link to the final document is located on the CADD Services website.
4. Should the ODOT Guidelines for Electronic Deliverables document include information regarding the use of “True Type” fonts for all text?
This is out of scope for this document. The inclusion of True Type fonts in the PDF plan set will be addressed in the PDF Submission Procedure document available on the [Office of Contracts website](#).
5. Since these guidelines offer the use of Print Organizer, can it be required that the plan sets be bookmarked via the Print Organizer?
While Print Organizer is recommended, it is not required. The inclusion of bookmarks in the PDF plan set will be addressed in the PDF Submission Procedure document available on the [Office of Contracts website](#).
6. Can the final conformed PDF have sheet numbers in the PDF document labeled to match the plan’s page numbering?
This is out of scope for this document. This may be addressed in the PDF Submission Procedure document in a future update.
7. Can a standardized “grand-summary” database structure, which combines all sub-summaries into one place be created? Or at least provide all categories in one summary database (i.e., underdrains, drainage, guardrail, lighting, etc.).
The above information is available in a data-tab created by the GenSum file. See the [ODOT CADD Services You Tube channel](#) for more information. This is being reviewed for a future enhancement to the GENSUM spreadsheet.
8. If available for a project, are all supplemental data files required to be submitted (i.e., bridge design computations, hydraulic analysis, guardrail calculations, etc.), or only when they are required by the Scope of Services document?
Yes, submit all files created regardless if they are listed on the Scope of Services document.
9. Can I edit the PDF files without updating the CADD files?
No. The content of the plan set CADD files shall exactly match the content of any PDF files created. When addenda is required for projects, changes should be made in the DGN files and reprinted for submittal. No changes should be made in the PDF.

FREQUENTLY ASKED QUESTIONS

ODOT Guidelines for Electronic Deliverables

10. My project doesn't require the creation of certain surface files (i.e., proposed digital terrain models (DTM),). What should I do?

If a surface file is created then it is required. All proposed surfaces shall be submitted in LANDXML format, but for projects using Bentley GEOPAK and which cannot create LandXML files for proposed conditions, a "gen" file shall be submitted in place of the LandXML file. For information on how to generate a GEOPAK (.gen) file [click here](#).

11. What happens if files are missing from the Plan Package submission?

An email notification will be sent to the point of contact for the project (i.e., Project Manager) informing them of the missing files, and requesting that the files be submitted.

12. Do we need to document when files (i.e., supplemental engineering data files) are not submitted?

No. A written explanation is not required.

13. Can a project be rejected because a 3D model file is not submitted?

No. If files are not created as part of the project, they are not required.

If you submitted a comment or question that did not make the frequently asked questions then we will be contacting you individually through email.