Submitting As Constructed Final Markup Plans for Jobs Let via E-Proposal

Summary: As Built Plans, also referred to as "As Constructed Final Plans" (ACFP), or "Marked Final Plans", are original awarded project plan sheets that have been updated to show changes, corrections and comments made during construction.

Accurate As Built Plans represent existing field conditions as the project was open to the public. The Michigan Department of Transportation (MDOT) and external customers depend on As Built information to:
- Plan accuracy for future builds/reconstructs
- Settle contract disputes
- Support future litigation
- Meet Freedom of Information Act (FOIA) requests

The corporate information contained in the As Built Plans will be used for decades. It is imperative that every Region, TSC, and consulting firm follow the given standards.

Purpose: After construction is complete, the MDOT Resident/Delivery Engineer's office is responsible for creating and placing marked As Built Plans in ProjectWise.

- 🔔 Design Consultants/Contractors are to deposit and submit their As Built deliverables within the **Job Number > Construction > Contractor In-Box** folder
- The MDOT office tech or another MDOT Staff member will move the as built from the Contractor In-Box to the As Built folder and prep them for submission.

An As Builts Form250 will need to be submitted for projects under the conditions of:

- Projects with no corrections to the original plan or log sheets
- Projects with corrections to the original plan or log sheets

Submission Process: The remaining content of this page is to be used as a guide for submitting electronic As Built Plans into ProjectWise. All Trunkline, Traffic, CPM plan and/or Proposal Log projects let via E-Proposal will follow this process.

- ⚠ Do not submit hard copy As Built corrected sheets to Lansing!
- 🔔 As Built Plan sheets must be completed by hand, CAD or PDF Commenting; converted to PDF; sheets replaced in the plan set; and deposited/submitted in ProjectWise in a timely manner.

Specific steps include:
1. Review Mark-Ups for Legibility and Quality Review
2. Following the As Built Standard Naming Conventions
3. Setting the As Built Interface
4. Setting the As Built View
5. Depositing the As Built Set into the As Built Folder
6. Filling Out the FORM250
7. Submitting FORM250

Review Mark-Ups for Legibility and Quality Check

Use the following checklist to review and ensure the mark-ups are of acceptable quality for submission.

Quality Check:	
Paper to PDF	• All corrections and comments placed on the plans must be in black. • Pencil or ink markings of any other color than black is not allowed.
Digital	• Using a color in a PDF markup tool is OK.
All Formats	• As Built correction sheets are sized and scaled to 11 x 17 • Clean plan sheets of excellent quality, legible electronic files • Plans are in electronic PDF format (converted from CAD or paper.) • CAD plans from Log jobs are in 8.5 x 11 format • All corrected sheets are included and ready for submission • Photos of plan sheets will not be accepted. The As Built file you are submitting should be a single PDF plan set file, with the original sheets replaced by the marked-up corrected sheets.

Following the As Built Standard Naming Conventions

The naming format must follow the naming convention used in the Letting Plan stored in the Job Number / 6 – Letting Plans and Proposal folder in ProjectWise.

⚠ Depending on the age of the project you are submitting As Builts for, the Letting Plans may have PLANFULL and/or PLANHALF sizes. In these cases, please make sure you are submitting 11x17 Planhalf sizes and using the PlanHalf naming convention.

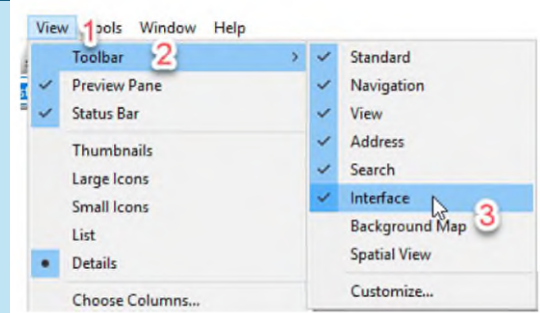| As Built Naming Convention	
Use the following standard naming convention of: JN_6 folder Plan Name_AsBuilts.pdf	Here are some examples of As Built names: 123456_Proposal_AsBuilts.pdf • 123456_Road_AsBuilts.pdf • 123456_Road_4_AsBuilts.pdf • 123456_Bridge_AsBuilts.pdf • 123456_Bridge2_AsBuilts.pdf • 123456_PlanHalf_AsBuilts.pdf

Setting the As Built Interface

Turning on the As Built interface in ProjectWise allows you to see all the necessary fields to fill out the Form250.

Use the following procedure to turn on the As Built Interface in ProjectWise:

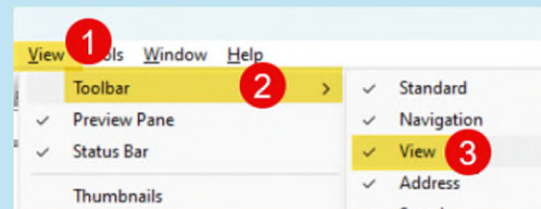| **In ProjectWise Explorer:**	
1. Click on the **View** menu 2. Scroll down to **Toolbars** 3. Scroll over to **Interface**. Make sure Interface has a check mark to the left of it.	
Now you will see a small Interface toolbar in the upper banner of your ProjectWise window. 4. On the **Interface** toolbar, use the pulldown to open the selection options 5. Select the **As Builts** option. 6. Verify **As Builts** now shows in the Interface toolbar window. The As Built interface is now set. You should not have to do this step again in the future.	

Setting the As Built View

Turning on the As Built view in ProjectWise allows you to see all the some of the Form 250 fields as column headers in the ProjectWise document windowpane.

Use the following procedure to turn on the As Built Interface in ProjectWise:
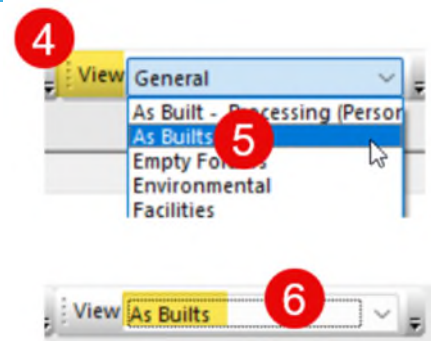
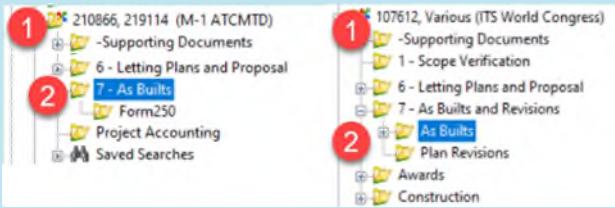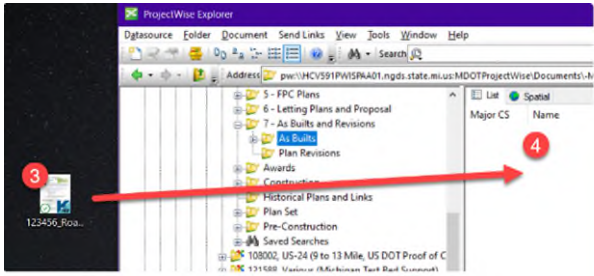| **In ProjectWise Explorer:**	
1. Click on the **View** menu 2. Select **Toolbars** 3. Select **View**. Make sure View has a check mark to the left of it.	
Now you will see a small View toolbar in the upper banner of your ProjectWise window. 4. On the **View** toolbar, use the pulldown to open the selections 5. Select the **As Builts** option. 6. Verify **As Builts** now shows in the Interface toolbar window. The As Built view is now set. You should not have to do this step again in the future.	

Depositing the As Built Set into the As Builts Folder

- If you have no corrections to the original plan or log sheet, skip to the next section to Filling Out the FORM250.
- ⚠️ Be sure that your As Built plan set is the full as let plan, with the corrected marked-up plan sheets replacing the original as let sheets.

Use the following steps to deposit your As Built set into the appropriate As Built folder.
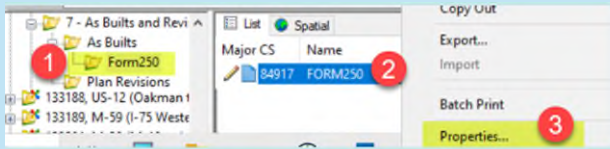
In ProjectWise Explorer:	
Depending on the age of the project and the folder structure, the As Builts set will be deposited into one of two folders: 1. **Navigate** to the desired job number 2. **Highlight** the **7 - As Builts** folder OR • **Open** the **7 - As Builts and Revisions** folder and **highlight** the **7 - As Builts** folder	
3. **Navigate** to the where the updated As Built plan set is stored. 4. **Click** and **Drag** the file into the documents pane of the **As Built** folder The file should now be deposited into the appropriate As Built folder in ProjectWise.	

Filling Out the FORM250

Now that you have successfully deposited your As Builts set, it is time to fill out the Form250.

⚠️ The Form250 in ProjectWise is not a true document. It is not a PDF or Word document. It is ProjectWise's version of an electronic fillable form. You cannot open the form by double clicking it.

Use the following procedure to fill out the Form250 with the appropriate information needed for submit your As Builts.

In ProjectWise Explorer:	
1. **Expand** the **As Built** Folder and **open** the **Form250** folder 2. **Highlight** the **FORM250** 3. **Right click** and **select Properties** You can also open the Properties window by highlighting the FORM250 and pressing the space bar.	

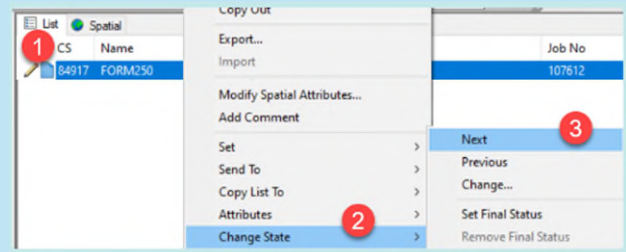|	
4. In the **FORM250** window, select the **Attributes** tab	

In the Attributes window fill out the following fields:
 	
5. **Job Number**: If the job number is not pre-populated for you, enter the job number (without the phase code) into the Job number field and then press the Tab button on your keyboard.
 This will autofill the letting information for a majority of the remaining fields.
    • This information is pulled from JobNet.
 	
6. **Design Unit** – use the pulldown to select the appropriate design unit.
7. **Document Type**: Use the pulldown to select **As Built**.
8. **As Built Submitter**: Enter your name in the text field
 	
9. **Changes to Original Plans and/or Log Sheets** – Use the pulldown to select:
    • No changes to the originals plan or log sheets
    • As constructed changes to the original plan set or log sheet.
 10. **If changes, list Letting Plans or Proposal pdf page numbers here**:
    • If you are submitting your Form 250 with changes, be sure to add the pdf page number for the corrected sheets.
    • If you are submitting the Form 250 with No corrections, leave this field blank.
 	
11. Click **Save**
12. Click **Close**	

Submitting the FORM250

Now that the Form250 has been filled out with the appropriate information, the next step is to submit the Form250 for processing.
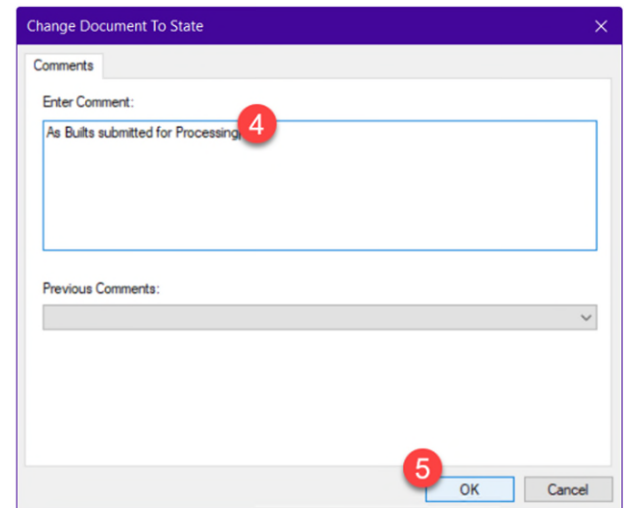
Use the following procedure to submit the Form250.

In ProjectWise Explorer:	
1. **Highlight** the **Form250** 2. **Right** click and select **Change State** 3. Select **Next**	
4. In the **Comments** window, enter any comments you'd like to have retained in the ProjectWise audit trail for the Form250. 5. Click **OK**.	
6. Optional - **Add** any additional recipients to the **TO** or **CC** fields 7. Optional - **Add** any additional comments to the **message** of the email 8. Click **Send**	
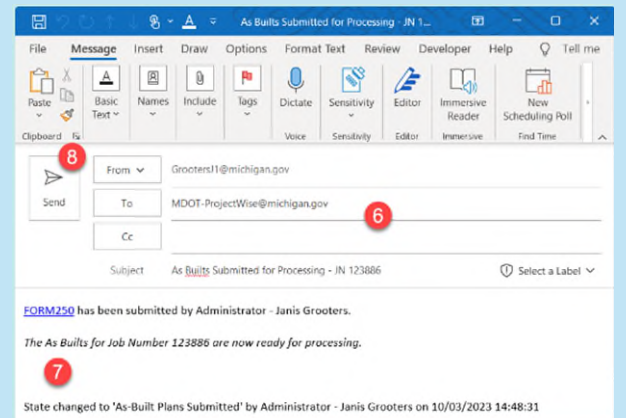
The As Builts are now submitted for processing. Once they have been processed, you will receive a confirmation email stating that they have been processed.

If you have any questions or issues regarding submitting As Builts, contact MDOT-ProjectWise@Michigan.gov for assistance.