

MDOT Supporting Documents Naming Convention for Submittals

Document	Document Template Name	Example Document Names
General		
Capacity Analysis Memo	<i>Project #_Capacity Analysis.pdf</i>	141565_Capacity_Analysis.pdf
Certification and Acceptance Form	<i>Project #_Form #_acronym.pdf</i>	141565_265_CA.pdf
Crash Analysis and Safety Review Memo	<i>Project #_ Safety Review.pdf</i>	141565_ Safety Review.pdf
Design Exceptions	<i>Project #_Route #_Control Section _DE_Element(Multiple DE # for same element).pdf (Road)</i>	141565_175_DE_34020_HA(1).pdf
	<i>Project #_Structure #_Control Section_DE_Element.pdf (Single Bridge)</i>	141565_S04_34020_DE_VC.pdf
	<i>Project #_ Multiple Bridge_DE_Element.pdf (Multiple Bridges with the same information)</i>	141565_ Multiple Bridge_DE_VC.pdf
Design Plan Submittal Form	<i>Project #_Form #_acronym.pdf</i>	141365_0303_DPS.pdf
Environmental Certification	<i>Project #_Form #_ Environmental Cert.pdf</i>	141565_2002_ Environmental Cert.pdf
Exception Risk Analysis – Special Provision Form	<i>Project #_Form #_acronym.pdf</i>	141565_2908_ERA-SP.pdf
Exception Risk Analysis Form	<i>Project #_Form #_acronym.pdf</i>	141565_2912_ERA.pdf
Guardrail Worksheets	<i>Project #_Guardrail Worksheet.pdf</i>	141565_Guardrail Worksheet.pdf
Special Provisions, Notice to Bidders and Supplemental Specifications Checklist	<i>Project #_acronym Cecklist.pdf</i>	141565_FUSP Checklist.pdf, 141565_SS Checklist.pdf
Right of Way Certification	<i>Project #_ ROW Cert.pdf</i>	141565_ ROW Cert.pdf
Transport		
Cost Summary by Proposal Report	<i>Project #_ Cost Summary.pdf</i>	114565_ Cost Summary.pdf
Duplicate Items and Prices Check Report	<i>Project #_ Duplicate Items.pdf</i>	114565_ Duplicate Items.pdf
Lump Sum Worksheets	<i>Project #_Structure #_Form #_ LS Worksheet.pdf</i>	141565_S04_2911_LS Worksheet.pdf
Total Pay Item Quantities with Decimals Report	<i>Project #_ Decimals.pdf</i>	141565_Decimals.pdf
Cost Estimate	<i>Project #_ Cost Estimate.pdf</i>	141585_Cost Estimate.pdf
Cost Estimate Data File	<i>Project #_ Cost Estimate.xml</i>	141585_Cost Estimate.xml