# As Built Plans: ProjectWise Submittal Procedures for Jobs Let by E-Proposal

## Introduction

**Overview**

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:
- 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**

This document is to be used as a guide for submitting electronic As Built Plans into ProjectWise.

All Trunkline, Traffic and CPM plan and Log projects let via E-Proposal will follow this process.

An As Builts Form 250 need to be submitted for projects under both 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**

As Built Plan sheets must be completed by hand or CAD, converted to PDF and placed in ProjectWise in a timely manner.

*Do not submit hard copy As Built corrected sheets to Lansing!*

The following list contains the process steps used for submitting electronic As Corrected Final Mark-Up As Built Plan sets within ProjectWise.

Specific details are outlined in the following sections of this document.
1. Contact ProjectWise Support for folder 7 – As Builts setup
2. Review mark-ups for legibility and quality check
3. Follow required naming conventions
4. Add documents to As Builts folder
5. Fill out Form 250
6. Submit Form 250

**Contact ProjectWise Support if the Project Does Not have a 7 As Builts Folder**

If the project you are submitting As Builts for does not contain a 7 – As Builts folder, contact ProjectWise support to have them create a new 7 – As Builts folder for your project.

**Note**: *This new folder must be added by ProjectWise Support to assure proper settings and permissions for your submittal.*

Please e-mail the ProjectWise at mdot-projectwise@michigan.gov to make your request.

**Review As Built Plan Mark-Ups for Legibility**

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

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 size 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

*Note: Be sure that your As Built plan set is the full as let plan, with the marked-up sheets inserted into the correct page sequence. Also be sure to extract the original sheets that are being replaced by the marked-up sheets.*

| **As Builts File Requirements** | Depending on the age of the project you are submitting As Builts for, the Letting Plans may have been submitted at the PLANFULL size. |
|---|---|

As Builts must be submitted as a PLANHALF size. Therefore, the standard PLANHALF size of 11 x 17 is what will be accepted in the As Builts approval process.

 *PLANFULL plans will be deleted from the folder 6 --Letting Plans and Proposal after project closeout.*

**As Builts Naming Standards**

The naming format must follow the naming convention used in the Letting Plan stored in the folder 6 – Letting Plans and Proposal. Please use the following naming convention to name your As Builts:
- JobNumber_Plan Name_AsBuilts.pdf

Here are some examples of As Built names:
- 123456_PlanHalf_AsBuilts.pdf
- 123456_Proposal_AsBuilts.pdf
- 123456_Road_AsBuilts.pdf
- 123456_Bridge_AsBuilts.pdf

## Submitting Your As Builts to ProjectWise Support for Processing

**Select the As Built Interface**

Turning on the As Built interface in ProjectWise allows you to see all the necessary fields to fill out the Form 250.

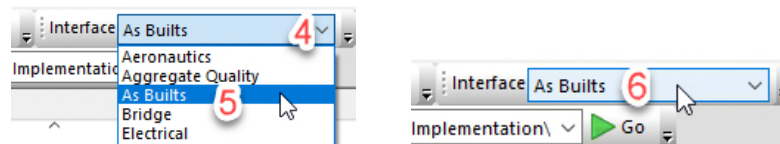Once you turn the Interface on the first time, you don't have to do it again.

Use the following procedure to turn on the As Built Interface in ProjectWise:
1. In ProjectWise, 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.
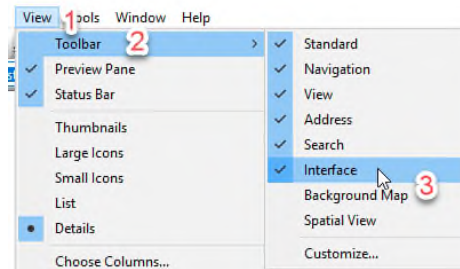
Now you will see a small Interface toolbar in the upper banner of your ProjectWise window.

4. On the **Interface** toolbar, use the pulldown to open the selection options
5. Scroll down to select the **As Builts** option.
6. Verify As Builts now shows in the Interface toolbar window.



**Note**: *Your As Built interface is now set. You should not have to do this step again in the future.*

---

**Select 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.

Once you turn the View on the first time, you don't have to do it again.

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

1. In ProjectWise, click on the **View** menu
2. Scroll down to **Toolbars**
3. Scroll over to **View**. Make sure Interface has a check mark to the left of it.
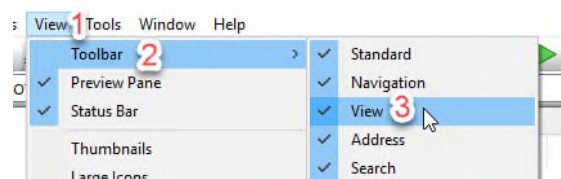


Now you will see a small View toolbar in the upper banner of your ProjectWise window.

4. On the **View** toolbar, use the pulldown to open the selections

4

5. Scroll down to select the **As Builts** option.
6. Verify As Builts now shows in the Interface toolbar window.
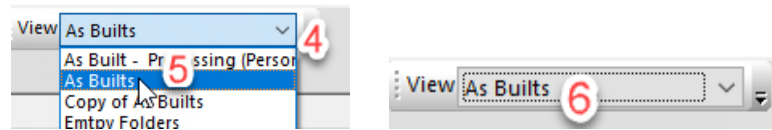


**Note**: *Your As Built view is now set. You should not have to do this step again in the future.*

---

**Deposit Your As Built Set into ProjectWise**

**Note**: *If you have no corrections to the original plan or log sheet, skip to the next section to fill out the Form 250.*

Be sure that your As Built plan set is the full as let plan, with the marked-up sheets inserted into the correct page sequence. Also be sure to extract the original sheets that are being replaced by the marked-up sheets.

Depending on the age of the project, the As Builts set will be deposited into one of two folders:

1. New Projects: You will deposit the As Built set in the new folder format at **7 - As Builts and Plan Revisions / As Builts** folder.
2. Older Projects: You will deposit them into the old folder formet at: **7 – As Builts**.
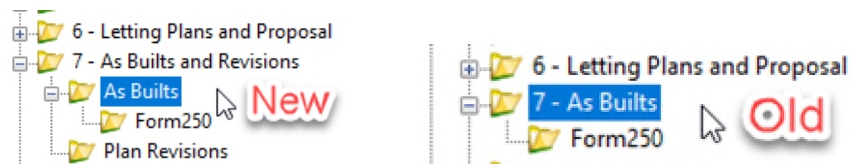


Use the following steps to deposit your As Built set into the appropriate As Built folder.

1. In ProjectWise, navigate to the desired job number
2. Scroll down to **As Builts** folder
3. Highlight the appropriate As Built folder where the files are to be deposited. (See graphics above for guidance.)
4. In Windows Explorer, navigate to where you have your As Built set stored.
5. Highlight the file
6. Right click and hold on the file
7. Now drag and drop the file into white space in the ProjectWise document pane.

The file should now be deposited into the appropriate As Built folder in ProjectWise.

**Fill Out the Form 250**

Now that you have successfully deposited your As Builts set, it is time to fill out the Form 250.

**Note**: *The Form 250 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 Form 250 with the appropriate information needed for submit your As Builts.

1. Be sure your As Built interface is selected. Refer to the *Selecting the As Built Interface* section for additional details.
2. In ProjectWise, open the **Form 250** folder.
3. Highlight the **Form 250** file in documents pane.
4. Press the space bar to open the Properties window.
5. In the **Form 250\*** window, select the **Attributes** tab
6. In the **Attributes** window fill out the following fields:



**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.

**Design Unit** – use the pulldown to select the appropriate design unit.

**Document Type**: Use the pulldown to select **As Built**.

**As Built Submitter**: Use the pulldown to select the appropriate As Built submitter. If you are not finding them on the list, you can type it in the box when the pulldown is closed. Also be sure to let ProjectWise Support know to add the missing submitter to the pulldown list.

**Changes to Original Plans and/or Log Sheets** – Use the pulldown to select either No changes to the originals plan or log sheets, or the No corrections to the original plan set or log sheet.

**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.

7. Click **Save**.
8. Click **Close**.

---

**Submit Form 250**

Now that the Form 250 has been filled out with the appropriate information, the next step is to submit the Form 250 for processing.

Use the following procedure to submit the Form 250.

1. In ProjectWise, highlight the **Form 250**
2. Right click
3. Scroll down to **Change State**
4. Scroll over the **Next**.
5. In the **Comments** window, enter any comments you'd like to have retained in the ProjectWise audit trail for the Form 250.
6. Click **OK**.
7. Upon clicking OK, an automated email should pop-up. Press **Send**. The form is now submitted.

**Note**: *The state of the FORM 250 is also updated in ProjectWise. You should see that it is no longer in Pending and is now in Submitted.*

| File Name | State | Job No |
|-----------|-------|--------|
| FORM250 | As-Built Plans Submitted | 33333 |

---

# Processing Review and Approval

**Administrator Review and Approval Process**

The As Builts ProjectWise administrator receives the submission notice and then conducts a thorough review of the submitted As Builts. The review and approval include the following items:

As Builts submitted with sheet corrections
1. Mark-up legibility verification
2. PDF page numbering verification
3. Page size and scale verification
4. As Buits file naming verification
5. Adding "As Constructed" stamp
6. Removing securities making file read-only
7. Moving Form 250 into 7 – As Builts folder
8. Removing Form 250 folder from Job Number folder structure

As Builts submitted with no corrections to the original plan set
1. Create the "See Me" file in the 7 – As Builts folder
2. Move Form 250 into 7 – As Builts folder
3. Remove Form 250 folder from Job Number folder structure

**Note**: *Upon approval, the files now become the official recorded As Builts plans on file.*

**Approval Notice**

When the As Builts ProjectWise administrator approves the submitted As Built submission, an electronic notification is sent to the submitter acknowledging the As Builts have been approved.

No further action is required from the submitter.

**Rejection Notice**

If the As Builts ProjectWise administrator finds something with the plans that do not meet the standard criteria, an electronic rejection notification is sent to the submitter with the items that need addressing for approval.

The administrator will also move the state of the Form 250 back to "pending".

Once the items have been addressed, the submitter can re-submit the Form 250 for approval.

# As Built Contact Information

**Questions?**    For questions or issues regarding As Built Plans submissions contact:

- Janis Grooters, As Builts ProjectWise Administrator
- GrootersJ1@michigan.gov
- 517-230-6787

For general ProjectWise questions or issues, send an e-mail to the ProjectWise resource at:

- MDOT-ProjectWise@michigan.gov