

# CONSULTANT – FALCON ACCESS and MANAGEMENT

## FALCON Access

Under many circumstances, a consultant performing design services for VDOT will need access to “**Current Drawings**”, “**Plan File Room**”, “**Design**”, and “**E-Plans**” database environments (see Figure 1).

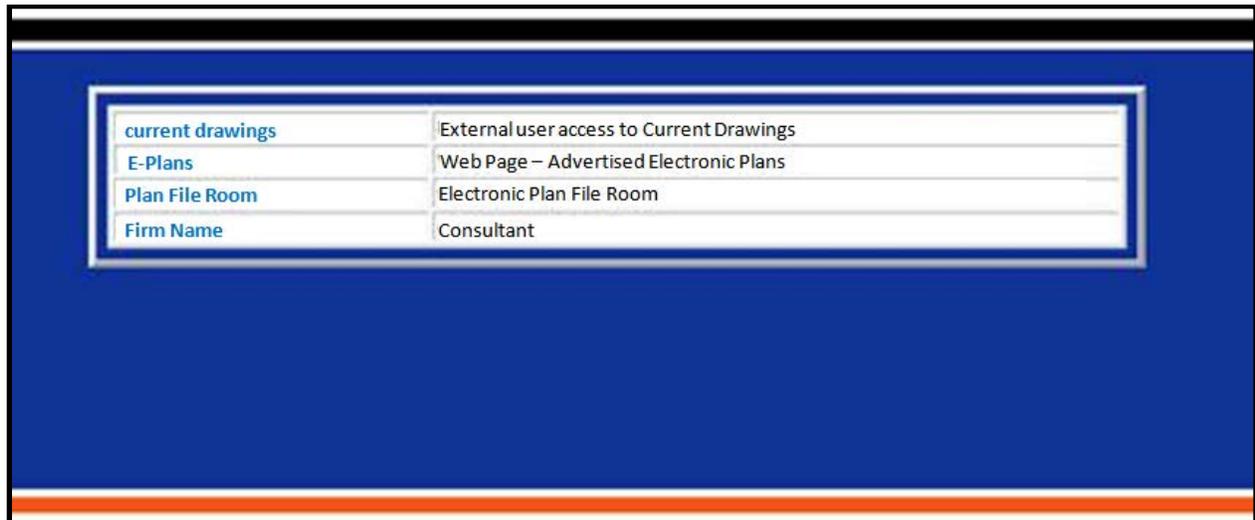


Figure 1. Main Menu

For access to the “**Design**” database environment, the consultant should complete LD-894 with the appropriate information. The Database Environment should be listed as “Central Office, Consultant” and the Division of Folder should list all the folders for which the consultant will be responsible (see Figure 2). In addition, when requesting access to the “Design” database environment for the first time, the consultant shall request a sub-folder be created to store PDFs for the divisions in which this consultant will be responsible. Please refer to “Sub-section of Folder” field in Figure 2 for the note to include when requesting a new PDF folder.

Database Environment	Central Office, Consultant
Division of Folder	[Depends on the discipline (Road, Drainage, Survey, etc...)]
Sub-section of Folder	Please create a folder labeled PDF for each of the divisions listed above

Figure 2. Database Environment, Consultant Design

For access to the “**Current Drawing**” database environment, the consultant should complete LD-894 with the appropriate information. The Database Environment should be listed as “Current Drawing” and “All” should be placed in the Division of Folder so that the consultant has access to the most recent drawings from each discipline (see Figure 3). This also allows the consultant to check and ensure the latest drawings developed by this consultant are available.

Database Environment	Current Drawings
Division of Folder	All
Sub-section of Folder	

Figure 3. Database Environment, Consultant Current Drawing

In order for the consultant to have access to the PDFs under the **Plan File Room (Completed Plans)**, which is typically Right of Way and Advertisement Submission, the consultant needs to completed , the LD-894 with the appropriate information. The Database Environment should be listed as “Plan File Room (Completed Plans)” and “All” should be placed in the Division of Folder so that the consultant has access to the latest drawings, including revisions, from each discipline (see Figure 4Figure 3). This also allows the consultant to check and ensure the drawings with the latest revisions are available.

Database Environment	Plan File Room (Completed Plans)
Division of Folder	All
Sub-section of Folder	

Figure 4. Database Environment, Consultant Plan File Room

### **Management of PDFs**

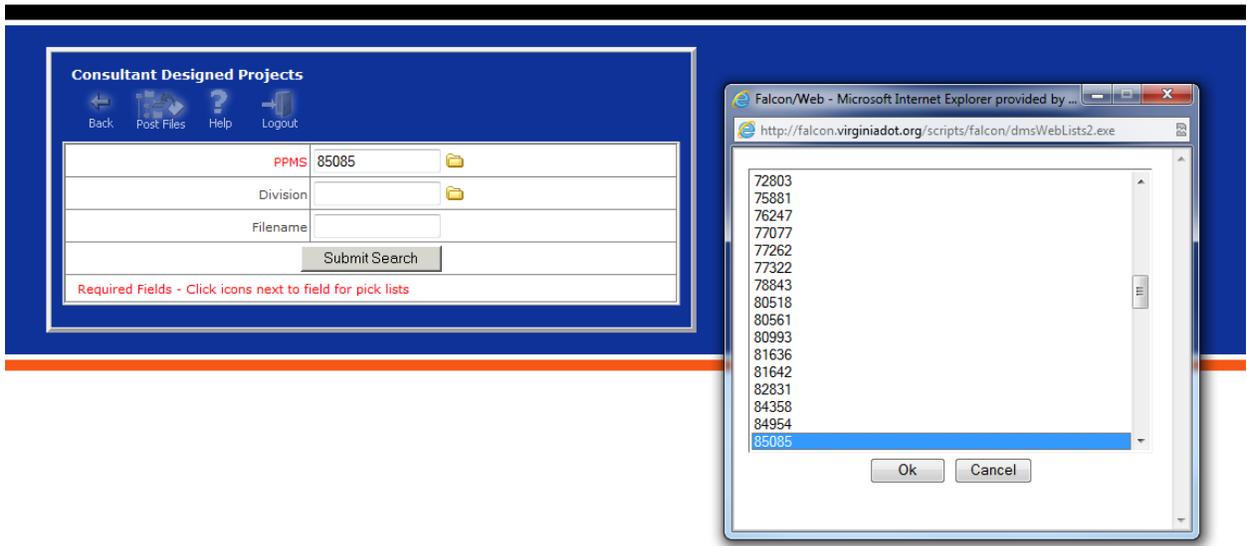
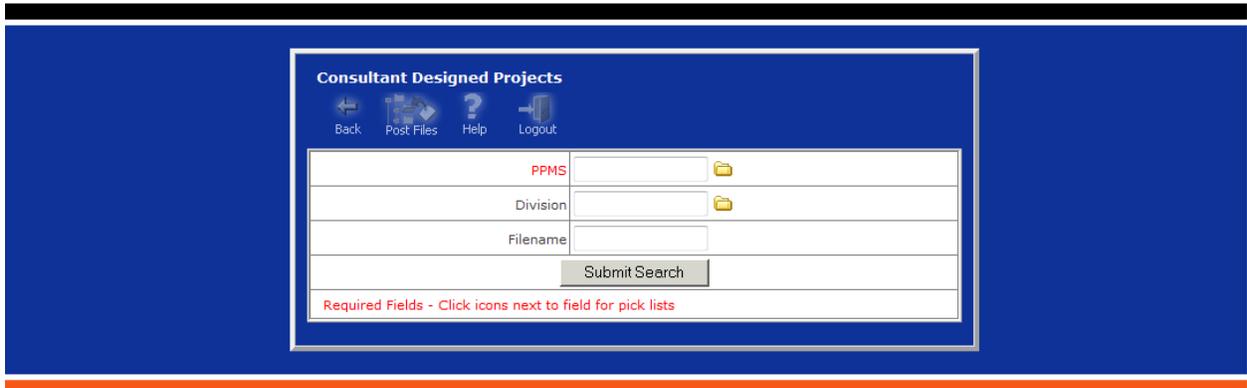
Each Division folder shall contain a PDF folder in which the consultant responsible for the division (discipline) has read/write/modify privileges within the PDF folder. The request for the creation of the PDF folder shall be submitted by the firm/person responsible for that division (discipline). Only the firm/person responsible for that division shall have read/write/modify privileges.

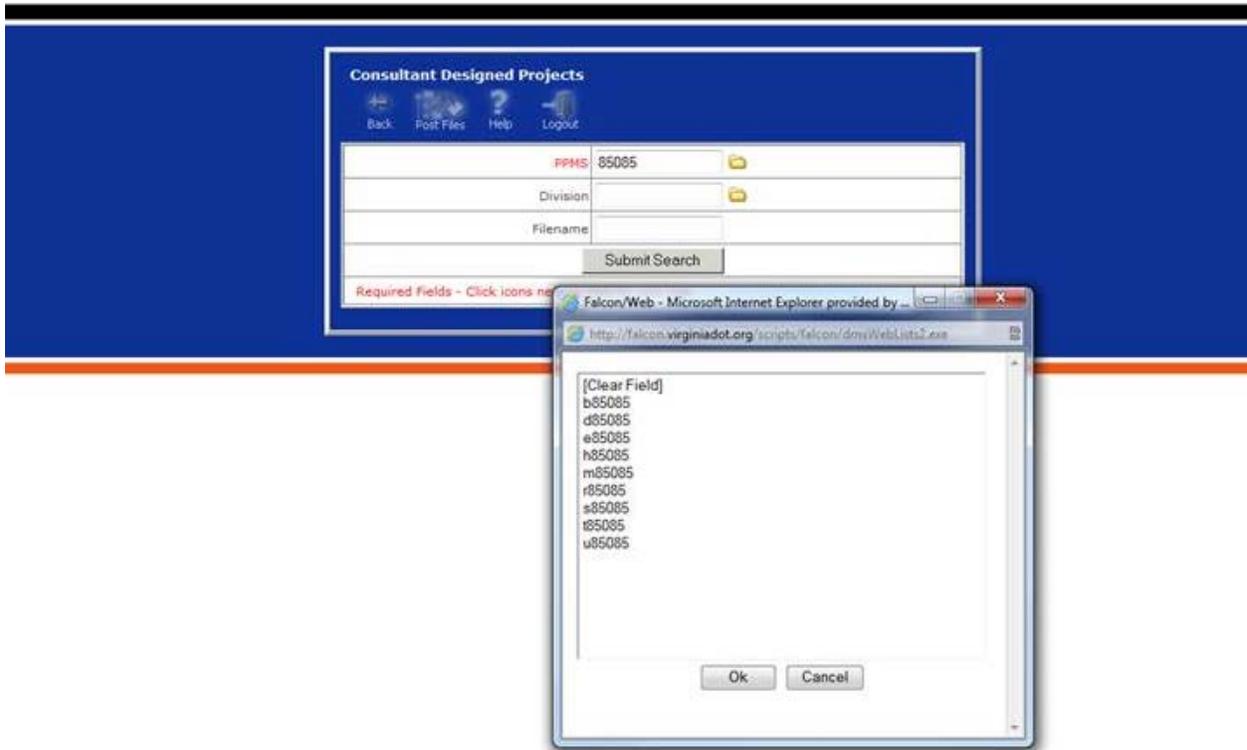
Once a consultant has generated PDFs of the plan sheets, the consultant shall place the PDFs in the applicable sub-folder(s) labeled PDF. After placing the PDFs in the sub-folder, the consultant shall send an email to CADD Support requesting the PDF files be copied to the appropriate database environment and sub-environment if applicable, as follows:

- i. **Current Drawings** – PDFs placed in this database environment are visible to VDOT Intranet through iPM and to external users through FALCON/Websuite with access to “current drawings”. All requests to place PDFs in this database environment shall copy the VDOT PM.
- ii. **Plan File Room (Complete Plans), Right of Way** – PDFs placed in this database environment and division representing the final Right of Way plan set used to begin the acquisition of right of way. If revisions occur to the plans after the acquisition of right of way has been initiated, then the revision(s) shall be placed in this database environment and division as well. All requests to place PDFs in this database environment shall copy the VDOT PM, the VDOT District RW Team Member, and the VDOT District Environmental Team Member. Regardless of impacts to right of way, changes in design shall be conveyed to the Right of Way Team Member as soon as possible because such changes may impact negotiations.

- iii. **Plan File Room (Complete Plans), Bridge Plans** – PDFs placed in this database environment and division representing the final bridge plans being submitted to Schedule and Contract for eventual advertisement. All requests to place PDFs in this database environment shall copy the VDOT PM and VDOT District S&B Representative. Regardless as to whether a design change results in an impact to right of way, the changes in design shall be conveyed to the Right of Way Team Member as soon as possible because such changes may impact negotiations.
  
- iv. **Plan File Room (Complete Plans), Road Plans** – PDFs placed in this database environment and division representing the final road plans being submitted to Schedule and Contract for eventual advertisement. All requests to place PDFs in this database environment shall copy the VDOT PM and all VDOT Team Members. Regardless as to whether a design change results in an impact to right of way, the changes in design shall be conveyed to the Right of Way Team Member as soon as possible because such changes may impact negotiations.

# CONSULTANT DESIGN – FALCON





Click to view document. Click to view document's properties. [Set View Preferences for Tif files](#)

Back Select All Delete Copy Out CheckOut User Logout **Search Results: 1-300 (363 matches)**

Options	Filename	Description	Availability	PPMS#	Division	Last Modify Date
	0650-044-314 c501_03.tif		On Server	85085	current drawings	8/19/2010
	0650-044-314 c501_04.tif		On Server	85085	current drawings	8/19/2010
	0650-044-314 c501_05.tif		On Server	85085	current drawings	8/19/2010
	0650-044-314 c501_06.tif		On Server	85085	current drawings	8/19/2010
	0650-044-314 c501_08.tif		On Server	85085	current drawings	8/19/2010
	0650-044-933 c-501_x.dgn	cross section sheets submitted for upload onto the website	On Server	85085	85085	10/23/2013
	d816362001.dgn	entrance profile sheet	On Server	85085	d85085	11/8/2013
	d8508501.dgn	imperial title sheet[]	On Server	85085	d85085	10/30/2013
	d8508501a.dgn	index of sheets[]	On Server	85085	d85085	10/29/2013
	d8508501b.dgn	preliminary right of way data sheet[]	On Server	85085	d85085	11/8/2013
	d8508501c.dgn	right of way revision data sheet[]	On Server	85085	d85085	11/6/2013
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	d8508501e.dgn	Rte 650 construction alignment data sheet[]	On Server	85085	d85085	10/29/2013
	d8508501f.dgn	Rte 650 construction alignment CONN. Data Sheet	On Server	85085	d85085	10/29/2013
	d8508501g.dgn	Utility underground data sheet	On Server	85085	d85085	10/29/2013
	d8508501h.dgn	'98 cadd level structure sheet[]	On Server	85085	d85085	10/29/2013
	d8508501i(1).dgn	suggested sequence of construction and maintenance of traffic sheet[]	On Server	85085	d85085	11/7/2013
	d8508501j.dgn		On Server	85085	d85085	11/8/2013
	d8508501k.dgn	stream flow hydrograph sheet	On Server	85085	d85085	10/29/2013
	d8508502.dgn	General Notes	On Server	85085	d85085	10/29/2013
	d8508502a.dgn	Typical Section Sheet	On Server	85085	d85085	11/6/2013
	d8508502b.dgn	drainage and incidental summary sheet[]	On Server	85085	d85085	10/29/2013
	d8508502c.dgn	pavement summary sheet[]	On Server	85085	d85085	10/29/2013
	d8508502d.dgn	hydrologic data sheet[]	On Server	85085	d85085	10/29/2013
	d8508502e.dgn	roadside development sheet[]	On Server	85085	d85085	10/29/2013
	d8508502f.dgn	erosion control summary sheet[]	On Server	85085	d85085	10/29/2013

CONSULTANT PLAN FILE ROOM – FALCON

