



Connecticut DOT

Number: ED-2018-1

Office of Engineering

Date: January 8, 2018

## ENGINEERING DIRECTIVE

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Engineering Administrator

### Consolidating Contract Plan Discipline Subsets

This directive establishes a requirement to create/update Set Files for each project. Set Files combine and sort all the contract plan files (i.e., original-as-advertised, addenda, Design-Initiated Change Order Requests) and provide users with:

- A current comprehensive contract plan set composed of:
  - the latest/current version of a sheet, even though the sheet may have changed by addenda and/or change order,
  - superseded sheets (i.e., crossed out) and replacement sheets, sorted in the correct order,
- Time savings in accessing, searching, viewing and printing complete plans (i.e., open one file to see all contract plans),
- Efficient as-building of plans.

The lead design unit is required to:

- Create the Set File at the Design Completion Date (DCD) milestone,
- Update the Set File with the issuance of Addenda plans,
- Update the Set File when a Design-Initiated Construction Change Order Request includes plan revisions.

Set Files are created using the Bluebeam “Set” feature, which was developed by Bluebeam with guidance from the AEC Applications unit. Documentation of its use is detailed in the [Digital Project Development Manual](#) at the following locations:

- Section 4.15 - Creating and updating Set files,
- Appendix C - Details various procedures for using Set Files (e.g., printing, searching and creating unsigned PDF of all the plans).

This directive applies to all projects with DCDs after this date.