

## **ProjectWise Standard Project Folder Structure Policy**

This document contains the policy and procedures for utilizing the ProjectWise folder structure established for all highway projects. A copy of the latest version of this policy is available on the Highway Design website with the website version being the most up to date policy available. Any and all changes to this policy will be immediately reflected on the website.

### **Introduction**

The following Standard Folder Structure Policy has been established to ensure the most efficient and predictable location for all preconstruction data for all highway projects. The intent of the policy is to allow for expanded collaboration on projects statewide so that all users of the project data may have instantaneous and updated access to all project files.

This policy mandates the proper use of the Standard Folder Structure as this structure can only be fully utilized if all contributors to a project comply with the policy. Users of this data will come to expect that appropriate data from other divisions will be readily available when they need to access it, and they will also have the expectation that the data residing in the structure will be the most up to date version available.

As this is the first formal attempt at a standardized folder structure that is official policy, we recognize that there will need to be adjustments to the structure in the future. All requests for changes in the structure should be emailed to the CADD Comments email address with the change request and detailed justification for the change request. Once received, a committee will review the change requests and either implement the change in policy, or deny the change. Any denial of change will be sent back to the requestor along with justification of the denial. If a change request is accepted, this will be written in the policy on the website as well as listed in the change request approval section on the Standard Folder Structure web page.

### **Project Format**

All preconstruction projects will reside within its appropriate district in the following directory within ProjectWise. This location shall be **-Documents**

**-Projects**

**-District ##.**

For purposes of consistency, each SYP project will be created by the Technical Support Branch of the Division of Highway Design and will be ready for use with the appropriate subfolders, security, storage areas, etc. Additionally an appropriate description for the folder will be generated as well. The project creation in Projectwise will occur as soon as an item number for that project is generated by Program Management.

**Names and descriptions of project folders in Projectwise shall not be changed. It is imperative that naming conventions remain consistent for all projects. Any changes in naming conventions will be corrected by the Technical Support Branch.**

There are no requirements on individual file naming conventions other than the specifications of the CADD Standards 2.0 policy as noted in Project Development Memorandum No. 1-2004. However it is crucial that intuitive file naming conventions be utilized within the standard folder structure.

### **Non SYP Projects - Projects without Item Number**

Any project that does not have an item number associated with it shall be named by the Technical Support Branch at the request of the Project Manager. As there is not automated means to notify the Technical Support Branch of these projects like there is with the SYP projects, a simple request from the Project Manager is the best method available at this time.

## **Consultant Access**

Currently, access to Projectwise for consultants is not activated. Once the Standard Folder Structure is in use and problematic issues are corrected, consultant access will be available for submittal purposes. Until then, all consultant submittals should be on CD or DVD and shall conform to the Standard Folder Structure defined by this policy in conjunction with the CADD Standards 2.0 policy.

## **Projects in Process**

It is understood that if a project is at a certain level of completion that it would be inefficient to convert that project folder structure to the new Standard Folder Structure. So as a guideline, all projects that are currently at Phase 1 design or an earlier level of completion must be converted to the Standard Folder Structure. Projects that are in Phase II design or later are not required to be converted to the new Standard Folder Structure. However, if the project manager decides that projects currently in Phase II be converted, then that is acceptable.

## **Closed Projects**

Completed and/or closed projects will remain online in Projectwise, but will be moved to an archival area within Projectwise. It will be the project manager's responsibility to inform the Technical Support Branch when a project is closed so that the project may be moved to the archival location. Once a project is archived, it will be available to everyone on a "read-only" basis, but can be viewed at any time for historical reference.

## **Backups**

All data in Projectwise is backed up on a daily basis. Therefore, as long as project data resides in Projectwise, it will be backed up. However, Projectwise users must understand that if they have a file checked out for several days, and if they have not done an "Update Server Copy", then the data that is being backed up will be the server copy only, not the checked out copy. COT no longer will back up individual workstations and it must be understood by the user that in order to have a proper daily backup of their data, they must either check their files in daily, or do an "Update Server Copy" daily on all checked out files.

## **Support**

Projectwise is administered by the Technical Support Branch in the Division of Highway Design. Any request for Projectwise or any issues that should arise with Projectwise and the Standard Folder Structure should be directed to the Technical Support Branch at 502-564-3280 or by emailing any of the employees in the Technical Support Branch. Do not send Projectwise requests to the IT request log.

## **Standard Project Folder Structure in ProjectWise**

Outlined below is the folder structure along with general guidance as to what files will be stored in which directory. Throughout the life of the project, all preconstruction files will be placed in the appropriate directory as outlined in this document.

### **Projects**

```
|----District #  
|----Project Item No. – County – Route Description  
|----\$Funding  
|----Milestones & Submittals  
|----Construction  
|----Contract Plans and Proposal
```

- Contract Plan Set
  - Roadway
  - Structural Design
  - Traffic
    - Lighting
    - Signals
    - Signs
  - Utilities
- Miscellaneous
- Proposal
- Supplemental
  - Blueprint Scans
- [Drainage](#)
  - Advanced Submittal
    - Structure Files
  - Final Submittal
  - Preliminary Submittal
- [Environmental](#)
  - Archaeology
  - Biology
  - Historic
  - NEPA-Environmental Document
  - Noise
  - Permits - Water Quality Certification
  - UST-HAZMAT
- [Geotechnical](#)
- [Pavement Design](#)
- [Planning](#)
  - Air Quality Conformity
  - Bypass Roadbed Disposition
  - Highway Classification
  - Traffic Counts
  - Traffic Sensor Installation
- [Program Management](#)
- [Program Performance](#)
  - Professional Services
  - Value Engineering
- [Project Documents](#)
- [Project E-Mails & Correspondence](#)
- [Right of Way](#)
  - (Current) Deed Descriptions
  - (Current) ROW Plan Set
  - Memorandum of Understanding
  - Source Deeds (PDF only)
  - Title Report
- [Working Folders](#)
  - [Construction Working Folder](#)
  - [Environmental Working Folder](#)
    - Air Quality
    - Archaeology
    - Biology
    - Historic
    - NEPA-Environmental Document
    - Noise
    - Permits - Water Quality Certification

- |----Socioeconomic
- |----UST-HAZMAT
- |----[\*\*Geotechnical Working Folder\*\*](#)
- |----[\*\*Highway Design Working Folder\*\*](#)
  - |----Drainage Working Files
  - |----Phase I Design Working Files
    - |----InRoads Files
    - |----Preliminary Estimates
  - |----Phase II Design Working Files
    - |----InRoads Files
    - |----Preliminary Estimates
  - |----Plan Processing Mark-ups
  - |----Project Photos
  - |----Project Working Documents
  - |----Public Involvement
  - |----ROW Working Files
    - |----Revision #
  - |----Survey Data
    - |----Base Mapping (Original)
    - |----Survey Pick-ups
- |----[\*\*Pavement Design Working Folder\*\*](#)
- |----[\*\*Planning Working Folder\*\*](#)
  - |----Bypass Roadbed Disposition
  - |----GIS
    - |----Maps
    - |----Working Files
  - |----Highway Classification
  - |----HIS
  - |----Studies
  - |----Traffic Counts
  - |----Traffic Forecasts
  - |----Traffic Sensor Installation
- |----[\*\*Signing Working Folder\*\*](#)
- |----[\*\*Structural Design Working Folder\*\*](#)
- |----[\*\*Traffic Operations Working Folder\*\*](#)
  - |----Documentation
  - |----ITS
  - |----Lighting
    - |----Documentation
  - |----Signal
    - |----Documentation
- |----[\*\*Utility and Rail Working Folder\*\*](#)
  - |----General Project Documents
    - |----Contact List
    - |----Estimates
    - |----Funding Requests
    - |----Impact Notes
  - |----Rail Projects
    - |----Job Name
      - |----Agreements
        - |---- Estimates
        - |---- Plans
        - |---- Special Provisions
      - |---- Change Order Forms
      - |---- Contact List
      - |---- External Audits

- |----- Funding Request
- |----- Progress Reports
- |----- Project Photos
- |----Utility Company
  - |----Utility Company Name
  - |----Agreements
    - |----Estimates
    - |----Relocation Plans
    - |----Special Provisions
  - |----As-Built Plans
  - |----Authorizations to Proceed
  - |----Change Orders
  - |----Correspondence
  - |---- Estimates
  - |---- External Audits
  - |---- Progress Reports
  - |---- Project Photos
  - |---- Survey Requests
  - |---- Utility Relocation

**Item Number -> \$Funding**

- **Current Phase Information** - Phase, fund code, current estimated cost, scheduled fiscal year, status of phase funding, authorization date and authorization amount. (**Data source = Oracle Pre-Con System**)
- **Online TC-10** - All approved project authorization documents (TC10) associated with project. (**Data source = Project Authorization System – PAS**)
- **Map It!** - GIS generated map illustrating approximated location of SYP project. (Data source = KYTC ARCIMS)
- **EMARS FINANCIAL** - Current EMARS fiscal information including current budget, expended total, encumbered amount, un-obligated (remaining budget) and detailed expenditure information. (**Data source = EMARS**)
- **CONSTRUCTION INFO** - Project location information including route and county. Construction start date. Type of work. Name of the contractor the project was let to and the date awarded. The contract amount as well as percentage complete based on total expenditures. Contact name and number for information concerning the project. Construction PCN number. SYP item number. (**Data source =TRANSPORT**)

**Item Number -> Milestones & Submittals**

No information should be placed in this level of the folder structure.

**Item Number -> Milestones & Submittals -> Construction**

This folder is for the storage of As-Built plans.

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals**

Refer to CADD Standards documentation under “Deliver Folder Structure”. This entire folder structure has been outlined in the CADD Standards v2.0 and is current policy as per Project Development Memorandum No. 1-2004.

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set**

No information should be placed in this level of the folder structure.

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals ->Contract Plan Set -> Roadway**

The Roadway directory shall contain MicroStation 2D design files, each representing a single sheet in the final plan set. Cross sections are the only exception to the single sheet per design file. The design file containing the cross sections will reside in the Roadway directory. Each design file shall be self-contained, with no reference files. The Roadway directory will also contain an index file to index all Roadway sheets (see Index File section for description). The Roadway index file shall be named “Index\_R.txt”. To obtain additional information concerning roadway plan development, please see the Division of Highway Design Guidance Manual.

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set-> Structural Design**

The Structures directory shall contain subdirectories for each structure within the project. Each subdirectory will be named for the five-digit drawing number representing the structure. Below is an example of this directory structure where 12345 and 67890 represent the five digit drawing numbers. Each Structure subdirectory shall contain MicroStation 2D design files, each representing a single sheet in the final plan set. Each design file shall be self-contained, with no reference files. The Structure directory will also contain an index file to index all Structure sheets (see Index File section for description). The Structure index file shall be named “Index\_S.txt”. To obtain additional information concerning structure plan development, please see the Bridge Design Guidance Manual.

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set -> Traffic**

The Traffic directory shall contain subdirectories for Lighting, Signals, and Signs. As required for the project, each Traffic subdirectory shall contain MicroStation 2D design files corresponding to the appropriate discipline (Lighting, Signals, or Signs). These design files shall represent a single sheet in the final plan set. Each design file shall be self-contained, with no reference files. The Traffic directory will also contain an index file to index all Traffic sheets (see Index File section for description). The Traffic index file shall be named "Index\_T.txt".

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set -> Traffic -> Lighting**

See notes from: Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set -> Traffic

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set -> Traffic -> Signals**

See notes from: Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set -> Traffic

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set -> Traffic -> Signs**

See notes from: Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set -> Traffic

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set->Utilities**

The Utilities directory shall contain Utility Relocation Sheets. The Utility Relocation Sheets shall represent utility work that will occur during construction of the roadway. The Utilities directory will also contain an index file to index all Utilities sheets (see Index File section for description). The Utilities index file shall be named "Index\_U.txt".

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Miscellaneous**

The "Miscellaneous" directory shall contain any documentation, correspondence, or special information relating to the project including the final estimate. Project documentation will include submittal forms, "Approved" Design Executive Summaries (DES), environmental checklist, the final XML estimate file from Trns•port Estimator, a PDF of said final estimate, an InRoads' superelevation report on the final alignment(s), spreadsheet with the earthwork calculations (if available), project construction schedule (fixed completion date or maximum work days), permit/water quality certification (if required), final production-hour worksheet (for consultant projects) and any other documentation the Project Manager deems pertinent.

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Proposal**

The "Proposal" directory shall contain any documentation, correspondence, or special information relating to the project's proposal. Proposal documentation will include the CAP report (even when there are no entries in the CAP), utility impact notes, special provisions for protection of railroad interest, project specific special notes or specifications, etc. This directory is also reserved for the eventual inclusion of the electronic proposal document currently distributed by the Division of Contract Procurement.

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Supplemental**

The "Supplemental" directory will contain files other than those that represent the Contract Plans and Proposal. There shall be an overt distinction between the files that represent the contract plans and supplemental files. Supplemental files are given for **informational purposes only** and they shall include the files listed in **Design Memo 18B-05**.

**Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Supplemental -> Blueprint Scans**

This folder shall contain scanned TIFF files of the Contract Plan Set.

**Item Number -> Milestones & Submittals -> Drainage**

The drainage folder may contain up to 3 subfolders, the Advance Submittal, Preliminary Submittal and Final Submittal. Sometimes a submittal may be a combination of the Preliminary and Advance Submittal subfolders such as one that may be developed for a bridge replacement. In those situations, an appropriate name such as Preliminary - Advance Submittal shall be assigned to the folder name.

**Item Number -> Milestones & Submittals -> Drainage -> Advanced Submittal**

The Advance Submittal shall contain drainage design data in PDF format as described in Design Memorandum 03-06. All drainage source data shall be included in a structured folder format file named "Source data.zip" and shall contain additional files for use by the Division of Structure Design. It is recommended that these additional files be included in a zip file named "Structure Files.zip". The files for structure design review shall include the following files in DGN and PDF format: Roadway plan sheets, Roadway profile sheets, Roadway typical sheets, Structure layout sheet, Cross sections (applicable only in special situations such as a retaining wall).

**Item Number -> Milestones & Submittals -> Drainage -> Advance Submittal -> Structure Files**

This folder is for supplemental bridge layout drawings.

**Item Number -> Milestones & Submittals -> Drainage -> Final Submittal**

The Final Submittal shall contain drainage design data in PDF format as described in Design Memorandum 03-06. All drainage source data shall be included in a structured folder format file named "Source data.zip".

**Item Number -> Milestones & Submittals -> Drainage -> Preliminary Submittal**

The Preliminary Submittal shall contain drainage design data in PDF format as described in Design Memorandum 03-06. All drainage source data shall be included in a structured folder format file named "Source data.zip".

**Item Number -> Milestones & Submittals -> Environmental**

No information should be placed in this level of the folder structure.

**Item Number -> Milestones & Submittals -> Environmental -> Archaeology**

This folder is for the storage of the final Archeological Study document(s).

**Item Number -> Milestones & Submittals -> Environmental -> Biology**

This folder is for the storage of the final Biological Study document(s).

**Item Number -> Milestones & Submittals -> Environmental -> Historic**

This folder is for the storage of the final Historical Preservation document(s).

**Item Number -> Milestones & Submittals -> Environmental -> NEPA-Environmental Document**

This folder is for the storage of the final NEPA document (CE, FONSI, EA, etc.).

**Item Number -> Milestones & Submittals -> Environmental -> Noise**

This folder is for the storage of the final Noise Abatement Study document(s).

**Item Number -> Milestones & Submittals -> Environmental -> Permits -Water Quality Certification**

This folder is for the storage of the final Permit-Water Quality Certification document(s).

**Item Number -> Milestones & Submittals -> Environmental -> UST-HAZMAT**

This folder is for the storage of the final UST-HAZMAT Study document(s).

**Item Number -> Milestones & Submittals -> Geotechnical**

This folder is for the storage of any Geotechnical DGN files that are to be added to the Roadway Plan Set. It is also for storing the final Geotechnical report (PDF) for any and all applicable structures and/or conditions.

**Item Number -> Milestones & Submittals -> Pavement Design**

This folder shall contain a PDF of the final Pavement Design Folder (including signed TC61-29 form and signed Type Selection Summary).

**Item Number -> Milestones & Submittals -> Planning**

No information should be placed in this level of the folder structure.

**Item Number -> Milestones & Submittals -> Planning -> Air Quality Conformity**

This folder is for the storage of PDFs of project Air Quality documents, including PM2.5 checklists and associated documentation.

**Item Number -> Milestones & Submittals -> Planning -> Bypass Roadbed Disposition**

This folder is for the storage of finalized documents related to the disposition of bypassed roadbeds prior to the conclusion of construction, such as letters offering properties to local governmental entity or property owner, resolutions of acceptance (or acceptance only after maintenance), right of way plans, prior deeds of conveyance and/or ingress/egress agreements.

**Item Number -> Milestones & Submittals -> Planning -> Highway Classification**

This folder is for the storage of finalized documents relating to District or other entity recommendations as to the future operation and classification within the State Primary Road System of Functional Classification.

**Item Number -> Milestones & Submittals -> Planning -> Traffic Counts**

This folder is for the storage of finalized documents that relate to requested historical Traffic Counts, Class Counts and Special Counts, which include Volume, Class, Manual Class and Manual Turning Movement Counts for Highway Design and Maintenance Projects.

**Item Number -> Milestones & Submittals -> Planning -> Traffic Sensor Installation**

This folder is for the storage of finalized documents for sensor installation, including Loops and Piezos Drawings, General Notes, Special Notes, Standard Details and Cost Estimates for Highway Design and Maintenance Contracts.

**Item Number -> Milestones & Submittals -> Program Management**

This folder is for storing documents that will be used by the Division of Program Management. These will include the **Project Scoping Summary** (TC61-6), the **Design Funds Documentation Summary** (Highway Design manual Exhibit 200-05), the **Funding Request Form**, the **Projected Expenditures Form** and the **Design Phase Funding Certification Form**.

**Item Number -> Milestones & Submittals -> Program Performance**

No information should be placed in this level of the folder structure.

**Item Number -> Milestones & Submittals -> Program Performance -> Professional Services**

This folder would contain Agreement, As-Negotiated Hours, Contract Agreements, Contract Modifications, Notice to Proceed Scope and Final Schedule.

**Item Number -> Milestones & Submittals -> Program Performance -> Value Engineering**

This folder would contain the final engineering report from our value engineering consultant. This report will be in PDF format.

**Item Number -> Milestones & Submittals -> Project Documents**

This folder is for the storage of any finalized documents that do not have another designated location listed in this guide. This may include, but is not limited to, a signed **Maintenance of Traffic signature sheet** (8 1/2" x 11"), **Right of Way Plan Submittal form** (TC61-12), **Production-Hour Worksheet** (TC61-4), **Pre-Design Conference Minutes**, **Engineering Services Pay Estimate** (TC61-408P & 408F), Consultant Monthly Report, **Consultant Performance Evaluation form** (TC61-8), **Preliminary Cost Estimate** (Highway Design manual Exhibit 200-03) and the Requisition **For Aerial and Photographic Work form** (TC61-1). Any other pertinent project documentation may also be stored in this location.

**Item Number -> Milestones & Submittals -> Project E-Mails & Correspondence**

This folder is for the storage of critical project e-mails and any other correspondence pertinent to the project. This may include letters to property owners or legislators, etc.

**Item Number -> Milestones & Submittals -> Right of Way**

No information should be placed in this level of the folder structure.

**Item Number -> Milestones & Submittals -> Right of Way -> (Current) Deed Descriptions**

This folder is for storage of the most current ROW Deed Descriptions. Any revisions should be merged into the original document and updated here in a combined document.

**Item Number -> Milestones & Submittals -> Right of Way -> (Current) ROW Plan Set**

This folder is for the most current set of ROW Plans (MicroStation DGN files) and any IPlot Organizer files associated with them as well as PDF Format, if applicable. All revisions should be incorporated into this plan set so that it stands as the most current.

**Item Number -> Milestones & Submittals -> Right of Way -> Memorandum of Understanding**

This folder is for storage of the final signed copy of the Memorandum of Understanding(s) in PDF format.

**Item Number -> Milestones & Submittals -> Right of Way -> Source Deeds (PDF only)**

This folder is for the storage of copies of source deeds and plats that have been scanned into PDF format.

**Item Number -> Milestones & Submittals -> Right of Way -> Title Report**

This folder is for the storage of the final signed copy of the Title Report(s) in PDF Format.

**Item Number -> Working Folders**

No information should be placed in this level of the folder structure.

**Item Number -> Working Folders -> Construction Working Folder**

This folder is for design files related to As-Built plans.

**Item Number -> Working Folders -> Environmental Working Folder**

No information should be placed in this level of the folder structure.

**Item Number -> Working Folders -> Environmental Working Folder -> Air Quality**

This folder is for the storage of air quality base studies, PM2.5 analyses and other documents related specifically to Division for Air Quality approvals or air quality analyses.

**Item Number -> Working Folders -> Environmental Working Folder -> Archaeology**

This folder is for the storage of archaeological reports (Phase I, II, III, etc.), Memoranda of Agreement and consultation letters with resource agencies, Native American Tribes, etc. Also, other documentation related to completion of the Section 106 process.

**Item Number -> Working Folders -> Environmental Working Folder -> Biology**

This folder is for the storage of Ecological Base Studies, Habitat Assessments/No Effect Findings, Biological Assessments, Biological Opinions, wetland delineations and resource agency correspondence.

**Item Number -> Working Folders -> Environmental Working Folder -> Historic**

This folder is for the storage of Area of Potential Effect (APE) definition, Eligibility and Effect reports for above-ground cultural resources, Consulting Party correspondence, resource agency correspondence, Memoranda of Agreement, mitigation reports including state level documentation and other documentation related to completion of the Section 106 process.

**Item Number -> Working Folders -> Environmental Working Folder -> NEPA-Environmental Document**

This folder is for the storage of NEPA project documentation including Categorical Exclusions, Environmental Assessments (EA), Findings of No Significant Impact (FONSI) and Environmental Impact Statements. It may also include supporting documentation such as Section 4(f) statements, Red Flag Summaries, Environmental Overviews, Environmental Footprints, State Level Analysis, etc.

**Item Number -> Working Folders -> Environmental Working Folder -> Noise**

This folder is for the storage of base studies, noise impact analyses, documentation of mitigation selection, etc.

**Item Number -> Working Folders -> Environmental Working Folder -> Permits -Water Quality Certification**

This folder is for the storage of 404 US Army Corps Permits, 401 Division of Water, Water Quality certifications and Tennessee Valley Authority permits.

**Item Number -> Working Folders -> Environmental Working Folder -> Socioeconomic**

This folder is for the storage of base studies, Conceptual Stage Relocation Report, economic growth studies, secondary and cumulative effects analyses and Section 6(f) Land and Water Conservation Fund Act documentation.

**Item Number -> Working Folders -> Environmental Working Folder -> UST-HAZMAT**

This folder is for the storage of base studies, Phase I and Phase II Environmental Site Assessment studies, Corrective Action Reports, Asbestos Containing Materials (ACM) Reports and Abatement Reports.

**Item Number -> Working Folders -> Geotechnical Working Folder**

This folder is for Geotechnical sheets for the roadway plan set.

**Item Number -> Working Folders -> Highway Design Working Folder**

This folder contains several subfolders that will house the majority of data related to a project. The subfolders further organize the data into a more predictable fashion. Additional subfolders are permitted.

**Item Number -> Working Folders -> Highway Design Working Folder -> Drainage Working Files**

This location is for the designer's use when doing drainage calculations, areas, etc. This is not intended to be a location for drainage submittals of any kind. There is an alternate location designated for that purpose. Files that may be included here are the Drainage Manuscript design file, HEC-RAS files (archival only), HYDRAIN text files and any files that will be compiled for use in the PDF submittal of the Drainage Folder. Additional subfolders are permitted.

**Item Number -> Working Folders -> Highway Design Working Folder -> Phase 1 Design Working Files**

This folder is for design files related to phase 1 design. These would include the Proposed Manuscript design file, scratch files for quantities, sheets for plotting "working" plan sets, etc. Additional subfolders are permitted.

**Item Number -> Working Folders -> Highway Design Working Folder -> Phase 1 Design Working Files -> InRoads Files**

This folder is for InRoads files such as ALG, DTM, TML/ITL, RWL/IRD, etc. for Phase I Design.

**Item Number -> Working Folders -> Highway Design Working Folder -> Phase 1 Design Working Files -> Preliminary Estimates**

This is the location for any “working” estimates as the project advances through Phase 1 Design.

**Item Number -> Working Folders -> Highway Design Working Folder -> Phase 2 Design Working Files**

This folder is for design files related to phase 2 design. These are similar to what is stored in the Phase 1 Design folder, except information on alternates that are not carried forward into Phase 2 Design can be removed and “cleaned up” from the design files to eliminate clutter and confusion.

**Item Number -> Working Folders -> Highway Design Working Folder -> Phase 2 Design Working Files -> InRoads Files**

This folder is for InRoads files such as ALG, DTM, TML/ITL, RWL/IRD, etc. for Phase 2 Design. These are copies of the files used for Phase 1 that are carried through to Phase 2 and edited to reflect the chosen alternate.

**Item Number -> Working Folders -> Highway Design Working Folder -> Phase 2 Design Working Files -> Preliminary Estimates**

This is the location for any “working” estimates as the project advances through Phase 2 Design.

**Item Number -> Working Folders -> Highway Design Working Folder -> Plan Processing Mark-ups**

This folder is for placement of .PDF files which are copies of the marked up plan set. Plan Processing places the .PDF files in the Mark-ups folder upon completion of the review of the check prints. The designer then makes corrections to the plan set in the Phase 2 Design Working Files.

**Item Number -> Working Folders -> Highway Design Working Folder -> Project Working Documents**

This folder is for the storage of any working documents that do not have another designated location listed in this guide. This may include, but is not limited to, a signed **Maintenance of Traffic signature sheet** (8 ½" x 11"), **Draft Design Executive Summaries**, **Right of Way Plan Submittal form** (TC61-12), **Production-Hour Worksheet** (TC61-4), **Pre-Design Conference Minutes**, **Engineering Services Pay Estimate** (TC61-408P & 408F), Consultant Monthly Report, **Consultant Performance Evaluation form** (TC61-8), **Preliminary Cost Estimate** (Highway Design manual Exhibit 200-03) and the Requisition **For Aerial and Photographic Work form** (TC61-1). Any other pertinent project documentation may also be stored in this location.

**Item Number -> Working Folders -> Highway Design Working Folder -> Project Photos**

This folder is for Photographs and/or video files related to the project. Additional folders may be created under this folder to further organize types of photos and time frames taken.

**Item Number -> Working Folders -> Highway Design Working Folder -> Public Involvement**

This folder is for the storage of files specific to public involvement, such as public meetings or hearings. This could be specific exhibits for each meeting, copies of the advertisement, copies of the Meeting/Hearing Summary, etc. Additional subfolders are encouraged to organize information in a logical manner, i.e. by meeting type and date.

**Item Number -> Working Folders -> Highway Design Working Folder -> ROW Working Files**

Scratch folder for creating ROW plans. Any necessary file for completing this task may be placed here, i.e. the ROW Manuscript design file, files for creating parcels in MicroStation, archived ROW sheets after revision, etc.

**Item Number -> Working Folders -> Highway Design Working Folder -> ROW Working Files****-> Revision #**

This folder is for Right of Way Revision related to the project. Additional subfolders are encouraged to be created under ROW Working Files to further organize multiple revisions on the project.

**Item Number -> Working Folders -> Highway Design Working Folder -> Survey Data**

No information should be placed in this level of the folder structure.

**Item Number -> Working Folders -> Highway Design Working Folder -> Survey Data -> Base mapping (Original)**

This is the location for the original, ordered survey and the associated data files delivered to the Cabinet from the consultant or the In-House survey crew, such as the Existing Manuscript design file, data collector file, FWD or ICS file, etc. These files are to be READ-ONLY and stay in their original form. All edits and file-mergers shall be created in a different file and stored in the **Phase 1 or 2 Design Working Files** folder as the working topo manuscript file.

**Item Number -> Working Folders -> Highway Design Working Folder -> Survey Data -> Survey Pick-Ups**

This is the location for additional survey at later times to complete the Existing Manuscript design file and existing dtm file. Additional subfolders are encouraged to organize information in a logical manner, i.e. by survey date. This folder would also hold data collector files, FWD/ICS files, etc., delivered by the surveyor.

**Item Number -> Working Folders -> Pavement Design Working Folder**

This folder shall contain the documents needed for compiling a final Pavement Design Folder. This includes the following information:

- 1) Pavement Design Spreadsheet, which includes worksheets such as the folder cover, the Initial and Life Cycle Cost Analysis, the Type Selection Summary and Unit Bid Costs.
- 2) TC61-29 (Pavement Design form).
- 3) Special Notes and Special Provisions (relating to pavement).
- 4) Pavement Typical Section.

**Item Number -> Working Folders -> Planning Working Folder**

No information should be placed in this level of the folder structure.

**Item Number -> Working Folders -> Planning Working Folder -> Bypass Roadbed Disposition**

This folder is for the storage of working documents related to the disposition of bypassed roadbeds prior to the conclusion of construction, such as letters offering properties to local governmental entity or property owner, resolutions of acceptance (or acceptance only after maintenance), right of way plans, prior deeds of conveyance and/or ingress/egress agreements.

**Item Number -> Working Folders -> Planning Working Folder -> GIS**

This folder is for the storage of working files such as the ArcMap document, shapefiles and all other GIS information and files associated with changes to the transportation network.

**Item Number -> Working Folders -> Planning Working Folder -> GIS -> Maps**

This folder is for the storage of finished GIS project maps for the purpose of conveying and retrieving project specific information through a graphic map representation.

**Item Number -> Working Folders -> Planning Working Folder -> GIS -> Working Files**

This folder is for the storage of design files copied from the Division of Highway Design's folders for the purpose of transforming and shifting to true GIS projection locations.

**Item Number -> Working Folders -> Planning Working Folder -> Highway Classification**

This folder is for the storage of working documents relating to District or other entity recommendations as to the future operation and classification within the State Primary Road System of Functional Classification.

**Item Number -> Working Folders -> Planning Working Folder -> HIS**

This folder is for the storage of pertinent information for the purpose of conveying updates to the Highway Information System (HIS). This may include mile points and location of roadway characteristic information, tables of asset information to change within HIS and/or reports to convey present roadway information within HIS.

**Item Number -> Working Folders -> Planning Working Folder -> Studies**

This folder is for the storage of any planning studies conducted in association with this project.

**Item Number -> Working Folders -> Planning Working Folder -> Traffic Counts**

This folder is for the storage of working documents related to requested historical Traffic Counts, Class Counts and Special Counts, which include Volume, Class, Manual Class and Manual Turning Movement Counts for Highway Design and Maintenance Projects.

**Item Number -> Working Folders -> Planning Working Folder -> Traffic Forecasts**

This folder is for the storage of working documents in PDF form of all traffic forecasts done for that particular project. We will store forecasts that do not have a project assigned to it in the Central office folder.

**Item Number -> Working Folders -> Planning Working Folder -> Traffic Sensor Installation**

This folder is for the storage of working documents for sensor installation, including Loops and Piezos Drawings, General Notes, Special Notes, Standard Details and Cost Estimates for Highway Design and Maintenance Contracts.

**Item Number -> Working Folders -> Signing Working Folder**

This location is for the scratch files that the designer uses during his/her design process. These are files that may or may not be needed by anyone else, but it is a "scratch pad" so to speak for designers to use.

**Item Number -> Working Folders -> Structural Design Working Folder**

The following files will be contained in the Bridges folder, with examples and explanations given below.

25999.dgn  
25999\_BridgePlan.dgn  
25999\_17.ips  
25999\_24.ips  
25999\_36.ips

For example purposes, 25999 represent the structure drawing number. Each structure is assigned an unique 5 digit drawing number, which is also cast in the structure in the field.

1. 25999.dgn would contain the complete set of drawings for the individual structure.
2. 25999\_BridgePlan.dgn would contain the plan view of the substructure units for reference into the Roadway Plan sheet containing the structure. This is placed at the coordinates and orientation of the roadway plan sheet.
3. 25999\_17.ips would be the plot file that could be used in InterPlot to print all sheets of the bridge plan set on 11 x 17 media.

4. 25999\_24.ips would be the plot file that could be used in InterPlot to print all sheets of the bridge plan set on 24" roll media.
5. 25999\_36.ips would be the plot file that could be used in InterPlot to print all sheets of the bridge plan set on 36" roll media.

If an item number has more than one structure on the project, then under the Structural Design Working Folder would be subfolders called:

25999  
26000  
26001  
Etc.

With the above files under each folder.

**Item Number -> Working Folders -> Traffic Operations Working Folder**

No information should be placed in this level of the folder structure.

**Item Number -> Working Folders -> Traffic Operations Working Folder -> Documentation**

This folder is for other traffic documentation as needed.

**Item Number -> Working Folders -> Traffic Operations Working Folder -> ITS**

This folder will be use to house surveys, all details involved with project, esheets before going to final, one dgn that would have models of all the sheets, bridge design for trusses, sign design for posts, highway design for guardrail, ALG's and DTM's, and planning design for counting stations.

**Item Number -> Working Folders -> Traffic Operations Working Folder -> Lighting**

This folder will be use to house surveys, all details involved with project, esheets before going to final, one dgn that would have models of all the sheets, and ALG's and DTM's.

**Item Number -> Working Folders -> Traffic Operations Working Folder -> Lighting -> Documentation**

This folder will have estimates, wiring calculations, index\_t file, 8 X ½" specifications to put in proposal, traffic control, and documents about prebid meeting, Plan addendum and changes to proposal, and Q&A from prebid.

**Item Number -> Working Folders -> Traffic Operations Working Folder -> Signal**

This folder will be use to house surveys, striping plans, all details involved with project, esheets before going to final, one dgn that would have models of all the sheets, and ALG's and DTM's.

**Item Number -> Working Folders -> Traffic Operations Working Folder -> Signal -> Documentation**

This folder will have estimates, index\_t file, and Pole calculations.

**Item Number -> Working Folders -> Utility and Rail Working Folder**

No information should be placed in this level of the folder structure.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents**

This folder is for general documents that do not fit into any of the following subfolders.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Contact List**

This folder is for the storage of the utility company contact list for the project.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Estimates**

This folder is for the storage of the Class "D", "C", and "B" estimates.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Funding Request**

This folder is for the storage of the Funding Requests and Spending Plans.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Impact Notes**

This folder is for the storage of the Utility Impact Notes and any back-up data.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects**

No information should be placed in this level of the folder structure.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name**

No information should be placed in this level of the folder structure.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name -> Agreements**

This folder is for the storage of Agreements.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name -> Agreements -> Estimates**

This folder is for the storage of the Estimates.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name -> Agreements -> Plans**

This folder is for the storage of the Plans.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name -> Agreements -> Special Provisions**

This folder is for the storage of the Special Provisions.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name -> Change Order Forms**

This folder is for the storage of the Change Order Forms.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name -> Contact List**

This folder is for the storage of the Contact List.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name -> External Audits**

This folder is for the storage of the External Audits.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name -> Funding Requests**

This folder is for the storage of the Funding Requests.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name -> Progress Reports**

This folder is for the storage of the Progress Reports.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> General Project Documents -> Rail Projects -> Job Name -> Project Photos**

This folder is for the storage of the Project Photos.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company**  
No information should be placed in this level of the folder structure.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name**  
Each Utility Company on the project shall have its own folder at this level of the folder structure.  
Replace "Utility Company name" above with the specific name (LG&E, BellSouth, etc.). Miscellaneous documents that do not fit into the accompanying sub-folders can be placed at this level as well.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Agreements**

This folder is for contracts between KYTC and the utility company and any back-up data.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Agreements -> Estimates**

This folder is for the storage of the Estimates.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Agreements -> Relocation Plans**

This folder is for storage of digital relocation plans submitted by the utility company. These will be compiled into the "U"-series plans for inclusion in the Contract Plan Set.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Agreements -> Special Provisions**

This folder is for the storage of the Special Provisions.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> As-Built Plans**

This folder is for the storage of the As-Built Plans.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Authorizations to Proceed**

This folder is for the storage of the Authorization to Proceed including Federal, Central Office and District Office and/or Eligibility Date Letter.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Change Orders**

This folder is for change order requests and any back-up data.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Correspondence**

This folder is for correspondence.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Estimates**

This folder is for engineering and construction cost estimates for utility work.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> External Audits**

This folder is for the storage of the External Audits.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Progress Reports**

This folder is for the storage of the KYTC progress reports.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Project Photos**

This folder is for project photos specific to an individual utility.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Survey Requests**

This folder is for the storage of requests for staking and the results of the survey made by the utility company.

**Item Number -> Working Folders -> Utility and Rail Working Folder -> Utility Company Name -> Utility Relocation**

This folder is for the storage of the Notifications of Utility Relocation and/or Adjustment and Permit Numbers.