



## TRANSPORTATION CABINET


Frankfort, Kentucky 40622  
www.transportation.ky.gov/

**Steven L. Beshear**  
Governor

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Secretary

### PROJECT DEVELOPMENT MEMORANDUM NO. 1-2014

**TO:** Chief District Engineers  
Design Engineers  
Active Consultants

**FROM:** Gary Valentine, P.E.   
Executive Director  
Office of Project Development

**DATE:** October 8, 2014

**SUBJECT:** Policy for Electronically Signed and Sealed Contract Plans

The Transportation Cabinet continues to strive to make technological advances to create more efficient, economical and environmentally friendly Highway Plan sets. As a result, this memorandum establishes a change in policy for the format of the "Final Contract Plans" PDF file.

Currently, the PDF plan sets are to be created with a bookmark for each sheet in the PDF file. That bookmark is to have a name that matches the MicroStation design file name from which the sheet was created.

Effective with the release of this memo, all Final Contract Plan PDF's are to be created and submitted with the bookmark names as shown in the latest CADD Standards Policy, pages 13 and 14. The CADD Standards Policy can be found at:

<http://transportation.ky.gov/CADD-Standards/Pages/default.aspx>

This change will increase the speed and efficiency of submitting and publishing the plan sets to the ePlan Room for letting.

Any questions regarding this memorandum should be directed to the Division of Highway Design.

GV:WGS



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