Purpose:

The purpose of this Standard Operating Procedure is to ensure that all Bid Documents (Drawings and Specifications) are organized and maintained in a consistent manner.

Procedure:

1) Once digital versions of the bid documents have been received, each file shall be re-named as necessary.
   A) Plan sheets shall include three-digit numbers followed by the drawing sheet. The three-digit number is necessary to keep drawing sheets in the correct order (numerical in lieu of alphabetical).
   B) Sheet descriptions are helpful, but not required.
      i. Example: 015-A1.0
      ii. Example: 015-A1.0 – Floor Plan
   C) EXCEPTION: Large projects with plan sets containing a large number of plan sheets may be separated into folders with the following procedures:
      i. Folders need to be numbered and named so that each set is in the correct order. Example: 01 General, 02 Civil, 03 Landscape, 04 Architectural, etc.
      ii. Sheets within the folder shall be in order. For example, do not combine General and Architectural in the same folder and allow the "A" sheets to be ahead of the "G" sheets. In this case, use separate folders.

2) The bid documents shall be saved on the "P" drive in the Drawings and Specifications folder within each project folder.

3) Folders within the Drawings and Specifications folder include 00 PRELIM PHASE, 10 BID PHASE, 20 CONSTRUCTION PHASE, and 30 CLOSEOUT PHASE.
   A) 00 PRELIM PHASE:
      i. If we are not involved in any preconstruction work, delete this folder.
      ii. Within this folder, create a new folder with each issuance of documents including the date (ex. 10 Conceptual – 23.3.29, 15 Schematic Design 23.4.18, etc.)

   B) 10 BID PHASE: Includes 00 Bid Set and 10 Addenda
      i. 00 Bid Set:
         1) Drawings are included in this folder, and the Specifications (Project Manual) shall be included in a separate folder.
         2) This folder should contain only the most current set.

      ii. 10 Addenda: If/when an addendum is received:
         1) Revised drawing sheets shall be re-named with the same name as given to the sheet they are replacing. If the addendum includes additional sheets you may need to add a letter to

keep the same number sequence (ex. 012 A100 – Floor Plan original set, then 012a A101 – Enlarged Floor Plan added sheet).

2) Add a folder within the "10 Addenda" folder based on the addenda number, including the date (ex. 01 Addendum No 1 – 23.3.29)
3) Add a folder within the "10 Addenda" folder based on the addenda number, including the date (ex. 01 Addendum No 1 – 23.3.29)
4) Within each addenda folder, there shall also be a folder for the drawings voided by the addendum (ex. "Voided by Addendum No. 1"). Remove the voided sheets from the "00 Bid Set" folder and place them in this folder.
5) Copy the new drawings and insert them in the "Bid Set." The purpose of this is so the Bid Set folder includes the most current set of documents.

C) 20 CONSTRUCTION PHASE: If awarded the project for construction…

i. At the completion of the preconstruction phase the final Bid Set shall be copied and then saved in this folder.
ii. Make the 00 PRELIM PHASE and 10 BID PHASE folders "read only."

D) 30 CLOSOUT PHASE: Not applicable to the preconstruction phase.