NCDOT LOCATION AND SURVEYS UNIT - FILE NAMING CONVENTION LIST

This list is provided so that L&S deliverables will be consistent and recognizable by the filenames and placed in the correct "TOPIC" as we transition to SharePoint for project management. *Revisions* in this version include - NEW SharePoint "SP Topic" Column, Right of Way Plan Sheets and Consultant Submittal sections.

L&S Field Office will place CADD and DATA files in SharePoint as listed in the Topic Column shown below.

CADD and Data Files:	Name	Example (April 15, 2018)	File Type	SP Topic
Baseline Text	*tip#*_ls_baseline.txt	u2005_ls_baseline.txt	Text	Survey Control
Control Coordinates	*tip#*_ls_control.txt	u2005_ls_control.txt	Text	Survey Control
Deed/Plat Book	*tip#*_ls_deedbook.pdf	u2005 _ls_deedbook.pdf	PDF	Property & R/W
DTM (Photo & LS)	*tip#*_ls_dtm.dgn	u2005ab_ls_dtm.dgn	3d design file	Final DTM/TIN
EDM Calibration Report	*tip#*_ls_edm.rpt	u2005_ls_edm.rpt	Text	Quality Control
Final Survey	*tip#*_ls_ncdot_fs.dgn	u2005_ncdot_fs.dgn	2d design file	Final Survey
GNSS Calibration Report	*tip#*_ls_gnsscalib.pdf	u2005_ls_gnsscalib.pdf	PDF	Survey Control
GPK	*tip#*_ls_gpk.gpk	u2005_ls_gpk.gpk	Binary DB	Survey Control
Local Coordinates	*tip#*_ls_local.txt	u2005_ls_local.txt	Text	Survey Control
Panel Control	*tip#*_ls_pan_*date*.txt	u2005_ls_pan_180415.txt	Text	Survey Control
Project Review Checklist	*tip#*_prc.xlsm	u2005_prc.xlsm	XLSM	Quality Control
PRC - Connection Check	*tip#*_ls_cc.xlsx	u2005 _ls_cc.xlsx	XLSX	Quality Control
PRC - Position Check	*tip#_ls_pc.xlsx*	u2005 _ls_pc.xlsx	XLSX	Quality Control
PropCon Data Base	*tip#_ls_poc.mdb*	u2005_ls_poc.mdb	Database	Property & R/W
SUE - Graphics	*tip#*_ls_sue_*date.dgn*	u2005_ls_sue_180415.dgn	2d - PEF only	Utility Data
SUE - Test Hole rpt	*tip#*_th_*date*.pdf	u2005_th_180415.pdf	PDF	Utility Data
Survey Report	*tip#*_ls_sr.pdf	u2005_ls_sr.pdf	PDF	Ref Information
TIN (Photo & LS)	*tip#*_ls_tin.tin	u2005ab_ls_tin.tin	Binary	Final DTM/TIN
Transmittal	*tip#*_ls_transmittal.pdf	u2005 _ls_transmittal.pdf	Text	DOT Transmittals
Vertical Clearance Report	*tip#*_ls_vertclearance.txt	u2005 _ls_vertclearance.txt	Text	Survey Control
WGS84 Coordinates	*tip#*_ls_wgs84.txt	u2005_ls_wgs84.txt	Text	Survey Control

Right of Way Plan Sheets

* All previous Survey Control sheets are now RW sheets and named as follows.

RW (Title Sheet)	*tip#*_ls_rw01.dgn	u2005_ls rw01.dgn	2d design file	Prop - R/W
RW (C - Series)	*tip#*_ls_rw02c-#.dgn	u2005_ls_rw02c-1.dgn	2d design file	Prop - R/W
RW (D - Series)	*tip#*_ls_rw02d-#.dgn	u2005_ls_rw02d-1.dgn	2d design file	Prop - R/W
RW (E - Series)	*tip#*_ls_rw03e-#.dgn	u2005_ls_rw03e-1.dgn	2d design file	Prop - R/W
RW (Plan Sheets)	*tip#*_ls_rw0#.dgn	u2005_ls_rw04.dgn	2d design file	Prop - R/W

* PDFs will retain the same names with a prefix of (150_###_) added and the file extension changed to .pdf

  150 - Right of Way Plan Sheet Series
  ### - Page number spacing for possible additional sheets. (001, 003, 006, 009, etc.)

Notes

1) Panel Control and all SUE related files will continue to include date in the filename.

2) Continue to send a separate SUE file with date. L&S PEF will run the Counter Program.

3) Using SharePoint "Version Comments" to document revisions replaces need for "history.xls" file.

Special Circumstances

Refer below in the event that Consultant Delivearables need to be split into individual tasks.
E.g. - A consutlatnt (PEF) is contracted to survey ONLY "property" would send in a PRL file.

Files:	Name	Example	File Type	SP Topic
Baseline Graphics	*tip#*_ls_bln.dgn	u2005_ls_bln.dgn	2d design file	Con Submittals
Existing Alignment	*tip#*_ls_eln.dgn	u2005_ls_eln.dgn	2d design file	Con Submittals
Property Data	*tip#*_ls_prl.dgn	u2005_ls_prl.dgn	2d design file	Con Submittals
Hydraulics Data	*tip#*_ls_hyl.dgn	u2005_ls_hyl.dgn	2d design file	Con Submittals
Wetland (LS)	*tip#*_ls_wll.dgn	u2005_ls_wll.dgn	2d design file	Con Submittals
Utility Data	*tip#*_ls_utl.dgn	u2005_ls_utl.dgn	2d design file	Con Submittals
DTL (LS data only)	*tip#*_ls_dtl.dgn	u2005ab_ls_dtl.dgn	3d design file	Con Submittals
TNL (LS data only)	*tip#*_ls_tnl.tin	u2005ab_ls_tnl.tin	Binary	Con Submittals

File Descriptions

File ID	Explanation:
baseline	Baseline Control Text File
bln	Baseline Graphics
control	Baseline Control Referenced to Design Alignment
ccr	Coordinate Comparison Report
dtl	3D DTM containing only L&S data
dtm	3D DTM containing Photogrammetry & L&S data
edm	EDM Calibration Report
eln	Existing Road Alignment
final survey	Final Survey Graphics File
gnsscalib	GNSS Site Calibration Report
gpk	GeoPak (Points, Lines, Curves, Chains, etc.)
hyl	Hydraulics Data by L&S
local	Site Calibration – Localized Coordinates
pan	Photo Control Text File for Aerial Panels
poc	Property Owner Contact Info
prl	Property Line Information by L&S
psd	Property Survey / Condemnation
sr	Survey Report
sue	Utilities by Subsurface U/G Engr (includes Test Holes)
tin	Binary Triangles's for DTM's (Photog. & L&S data)
tnl	Binary Triangles's for DTM's containing only L&S data
utl	Utilities by L&S
wgs84	Site Calibration – Latitude / Longitude
wll	Wetland file by L&S

L&S PEF Workflow (Field)

Email Subject Line	tip#_type_firm	u2005ab_con_esp	---
Request (req)	tip#_type_req	u2005ab_con_req.xls	XLS
Final Estimate (EST/TAM)	tip#_type_firmest	u2005ab_con_espest.xls	XLS
Evaluation	tip#_type_firmevl	u2005ab_con_espevl.xls	XLS
Signed Approved Scoping Minutes	tip#_type_firm_SASM	u2005ab-con-esp-SASM.pdf	PDF
Signed Approved ManHours (Mark-Ups)	tip#_type_firm_SAMH	u2005ab-con-esp-SAMH.pdf	PDF

Emailed EST(TAM) eliminates the need to place the EST at S:\New_PEF_Requests\Finalized_PEF_Requests

DocuSign eliminates the need to place the eval at S:\New_PEF_Requests\Finalized_PEF_Requests\Evaluations

2 Signatures required on the SASM (1 Consultant Representative and 1 Field Office Representative)

1 Signature required on the SAMH (1 Field Office Representative)

2-3 character Survey Types: CON = Conventional   SUE = Subsurface Utility Engineering
MS = Mobile Scanner   TS = Terrestrial Scanner   HS = Hydrographic Surveys
Adding the date to the filename is acceptable.

L&S PEF Workflow (Consultant)

Partial Invoice	tip#_type_firm_%PI	u2005ab_con_esp_50%PI.pdf	PDF
Final Invoice	tip#_type_firm_FI	u2005ab_con_esp_FI.pdf	PDF
Cost Est Package	tip#_type_firm_CEP	u2005ab_con_esp_CEP.pdf	PDF
Email Subject Line	tip#_type_firm	u2005ab_con_esp	----

Cost Estimate Package includes: Cover Sheet, Estimate, Signature Page, RS-2 (SUE includes Man Hour Classification)

Invoices must include Signed DBE-IS and Certification Letter

Progress Reports should be sent to the Field Office on the 1st and 15th of each month

CONSULTANT SUBMITTALS - "NEW" Consultant (PEF) Transmittal Process and SharePoint Topic

* PEFs will now place requested deliverables together inside of a single "Document Set" under the Consultant Submittals topic on SharePoint.

* If an individual file inside of a document set is found to contain errors or omissions, the PEF should upload the revised file (same name) back to the "same" document set AND add revision comments to SharePoint at that time.

Files:	Name	Example	File Type	SP Topic
Document Set	tip#_type_firm_date	u2005_con_esp_180415	SharePoint	Con Submittals
Supplemental	tip#_type2_firm_date	u2005_con2_esp_180415	SharePoint	Con Submittals

2-3 character Survey Types: CON = Conventional   SUE = Subsurface Utility Engineering
MS = Mobile Scanner   TS = Terrestrial Scanner   HS = Hydrographic Surveys

L&S PSD Naming Convention (Field)

Property Survey(Legal)	psd#Lf_ls_psd_date.dgn	55506Lf_ls_psd_180101dgn	2d design file
PSD GPK(Legal)	psd#Lf_ls_gpk_date.gpk	55506Lf_ls_gpk_180101gpk	Binary(database)
Property Survey(RW)	psd#rwf_ls_psd_date.dgn	55506rwf_ls_psd_180101.dgn	2d design file
PSD GPK(RW)	psd#rwf_ls_gpk_date.gpk	55506rwf_ls_gpk_180101.gpk	Binary(database)
Revised PSD(Legal)	psd#LfR_ls_psd_date.dgn	55506LfR_ls_psd_180101.dgn	2d design file
Revised PSD(RW)	psd#rwfR_ls_psd_date.dgn	55506rwfR_ls_psd_180101.dgn	2d design file

*Capital L shown for clarity, since lowercase L looks like the number one.

*Capital "R" makes it easier for Central Office to keep up with revised files. Continue to include DATE in revised filename.

  *The _ls_psd located to the left of the "**.**" allows the correct version of NCMAP to be loaded.
  That version is titled NCMAP (PSD) and has additional features specific to a PSD drawing.

L&S PSD Naming Convention (PDC Group Internal)

Property Survey(Legal)	psd#L_ls_psd.dgn	55506L_ls_psd.dgn	2d design file
PSD GPK(Legal)	psd#L_ls_gpk.gpk	55506L_ls_gpk.gpk	Binary (data base)
PSD Text Description	psd#L_ls_psd_desc.txt	55506L_ls_psd_desc.txt	Text
Property Survey(RW)	psd#rw_ls_psd.dgn	55506rw_ls_psd.dgn	2d design file
PSD GPK(RW)	psd#rw_ls_gpk.gpk	55506rw_ls_gpk.gpk	Binary (data base)
PSD (RW)Text Description	psd#rw_ls_psd_desc.txt	55506rw_ls_psd_desc.txt	Text
Revised PSD(Legal)	psd#Lr_ls_psd.dgn	55506Lr_ls_psd.dgn	2d design file
Revised PSD(RW)	psd#rwr_ls_psd.dgn	55506rwr_ls_psd.dgn	2d design file
2nd Revision PSD(Legal)	psd#Lr2_ls_psd.dgn	55506Lr2_ls_psd.dgn	2d design file
2nd Revision PSD(RW)	psd#rwr2_ls_psd.dgn	55506rwr2_ls_psd.dgn	2d design file
Preliminary PSD (Legal)	psd#Lp_ls_psd.dgn	55506Lp_ls_psd.dgn	2d design file
Preliminary PSD (RW)	psd#rwp_ls_psd.dgn	55506rwp_ls_psd.dgn	2d design file

*Capital L shown for clarity, since lowercase L looks like the number one.