



## Design-Build File Naming Conventions

When uploading files to ProjectWise, all files must be named consistently. By using these naming conventions, SCDOT can maintain a uniform file structure in ProjectWise across all Design-Build Projects.

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## Design-Build File Naming Conventions

**A Note on Bridge Packages** - Bridge package files require unique naming conventions for Design Preparation Submittals, Design Submittals, and RFC Submittals. Those variations are listed below.

**Design Preparation Submittals** - The Submittal Number shall be a 3-digit number (001-999). Document Number shall be a 3-digit number (001-999). Each original file in a submittal shall have a unique Document Number. Revisions to a file shall have the same Document Number but are denoted with a revision number as detailed below. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: Prep\_Submittal#.Document#\_PROJECTID\_DocumentName  
*Example: Prep\_001.005\_P038115\_RoadwayPlans*

**Bridge Package Design Preparations Submittals** shall use the Contract ID and Bridge Route Number in place of the Project ID in the file name. The Project ID shall be referenced inside the document.

- Format: Prep\_Submittal#.Document#\_CONTRACTID\_ROUTE#\_DocumentName  
*Example: Prep\_001.001\_1162220\_S56\_RoadwayPlans*

**Revisions** to a file shall be denoted with an underscore "R" and the revision number (\_R#) after the Document Number. The same applies for Bridge Packages.

- Format: Prep\_SubmittalNumber.DocumentNumber\_R#\_PROJECTID\_DocumentName  
*Example: Prep\_001.005\_R1\_P038115\_RoadwayPlans*

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**Statement of Qualifications (SOQs)** - shall be submitted in accordance with RFQ Section 5.1.1 with the naming convention below:

- Format: PROJECTID\_Contractor-Designer\_SOQ\_YYYYMMDD  
*Example: P038111\_Crowder-P&P\_SOQ\_20210401*

**Bridge Package Statement of Qualifications** shall use the Contract ID in place of the Project ID in the file name. The Project ID shall be referenced inside the document.

- Format: CONTRACTID\_Contractor-Designer\_SOQ\_YYYYMMDD  
*Example: 1162220\_Crowder-P&P\_SOQ\_20210401*



## Design-Build File Naming Conventions

**Questions** - The Design-Build Team (Contractor-Designer) name may be abbreviated but shall include all names of a joint venture if applicable. Phases of the procurement include Request for Qualifications (RFQ, RFQ1, RFQ2, etc.), Industry Review (IR, IR1, IR2, etc.), and Final (Final, Final1, Final2, etc.). Type describes the nature of the questions being submitted, either Non-Confidential (NCQ) or Confidential (CQ).

- Format: PROJECTID\_Contractor-Designer\_PHASE\_TYPE\_YYYYMMDD  
*Example: P029208\_AW-ICE\_IR\_NCQ\_20210401*

**Bridge Package Questions** shall use the Contract ID in place of the Project ID in the file name. The Project ID shall be referenced inside the document.

- Format: CONTRACTID\_Contractor-Designer\_PHASE\_TYPE\_YYYYMMDD  
*Example: 1162220\_AW-ICE\_IR\_NCQ\_20210401*

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**Alternative Technical Concepts (ATCs)** - Proposer shall input the required attributes for ATCs when uploading to ProjectWise which will automatically create an approved file name for each document.

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**Technical Proposals** - shall be submitted in accordance with RFP Section 4.3 with the naming convention below:

- Format: PROJECTID\_Contractor-Designer\_TECHPROP\_YYYYMMDD  
*Example: P038111\_UIG-KCI\_TECHPROP\_20210401*

**Bridge Package Technical Proposals** shall use the Contract ID in place of the Project ID in the file name. The Project ID shall be referenced inside the document.

- Format: CONTRACTID\_Contractor-Designer\_TECHPROP\_YYYYMMDD  
*Example: 1162220\_UIG-KCI\_TECHPROP\_20210401*

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**REDACTED Technical Proposals** - shall be submitted in accordance with RFP Section 4.3 with the naming convention below:

- Format: PROJECTID\_Contractor-Designer\_TECHPROP\_YYYYMMDD-REDACTED  
*Example: P038111\_UIG-KCI\_TECHPROP\_20210401-REDACTED*

**Bridge Package REDACTED Technical Proposals** shall use the Contract ID in place of the Project ID in the file name. The Project ID shall be referenced inside the document.

- Format: CONTRACTID\_Contractor-Designer\_TECHPROP\_YYYYMMDD-REDACTED  
*Example: 1162220\_UIG-KCI\_TECHPROP\_20210401-REDACTED*



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## Design-Build File Naming Conventions

**Design Submittals** - The Submittal Number shall be a 3-digit number (001-999). The Document Number shall be a 3-digit number (001-999). Each original file in a submittal shall have a unique Document Number. Revisions to a file shall have the same Document Number but are denoted with a revision number as detailed below. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: SubmittalNumber.DocumentNumber\_PROJECTID\_DocumentName  
*Example: 001.005\_P038115\_FinalRoadwayPlans*

**Bridge Package Design Submittals** shall use the Contract ID and Bridge Route Number in place of the Project ID in the file name. The Project ID shall be referenced inside the document.

- Format: Submittal#.Document#\_CONTRACTID\_ROUTE#\_DocumentName  
*Example: 001.001\_1162220\_S56\_RoadwayPlans*

**Revisions** to a file shall be denoted with an underscore "R" and the revision number (\_R#) after the Document Number. The same applies for Bridge Packages.

- Format: SubmittalNumber.DocumentNumber\_R#\_PROJECTID\_DocumentName  
*Example: 001.005\_R1\_P038115\_FinalRoadwayPlans*

**RFC Submittals** - The submittal number for RFC submittals shall be the same 3-digit number that was used for the Final Design Submittal in both the Submittal Number and Document Number. "RFC" should be inserted in place of the Revision number. Any Revisions after RFC will be denoted with a revision number as detailed below. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: SubmittalNumber.DocumentNumber\_RFC\_PROJECTID\_DocumentName  
*Example: 001.005\_RFC\_P038115\_FinalRoadwayPlans*

**Bridge Package RFC Submittals** shall use the Contract ID and Bridge Route Number in place of the Project ID in the file name. The Project ID shall be referenced inside the document.

- Format: Submittal#\_Document#\_RFC\_CONTRACTID\_ROUTE#\_DocumentName  
*Example: 001.001\_RFC\_1162220\_S56\_FinalRoadwayPlans*

**Revisions** to a file shall be denoted with an underscore "R" and the revision number (\_R#) after "RFC". The same applies for Bridge Packages.

- Format: SubmittalNumber.DocumentNumber\_R#\_PROJECTID\_DocumentName  
*Example: 001.005\_RFC\_R1\_P038115\_FinalRoadwayPlans*



## Design-Build File Naming Conventions

**Shop Drawings** - The Shop Drawing Number shall be a 3-digit number (001-999). Each Shop Drawing shall have a unique Shop Drawing Number. Revisions to a file shall have the same Shop Drawing Number but are denoted with a revision number as detailed below. The first Page in each Shop Drawing Submittal shall be a completed Transmittal Form and all supporting documentation shall be in the same PDF file. Revised Shop Drawing shall include edited sheets, additional sheets, and all original sheets that remain valid. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: SD-ShopDrawingNumber\_PROJECTID\_DocumentName  
*Example: SD-001\_P038115\_Bearing Pads*

**Bridge Package Shop Drawings** shall use the Contract ID and Bridge Route Number in place of the Project ID in the file name. The Project ID shall be referenced inside the document.

- Format: SD-ShopDrawingNumber\_R#\_CONTRACTID\_ROUTE#\_DocumentName  
*Example: SD-001\_R1\_1162220\_S56\_Bearing Pads*

**Revisions** to a file shall be denoted with an underscore “R” and the revision number (\_R#) after the Document Number. The same applies for Bridge Packages.

- Format: SD-ShopDrawingNumber\_R#\_PROJECTID\_DocumentName  
*Example: SD-001\_R1\_P038115\_Bearing Pads*

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**Contract Request (CR) Submittals – (RFI, DCN, FCN, CCR)** The CR Number shall be a 3-digit number (001-999). Each CR regardless of type shall have a unique CR Number. If a CR requires revision, it shall supersede all previous submittals and therefore must include all necessary attachments. A new CR form shall be submitted with the original identification number and applicable revision number (e.g. CR-001-R1). The first Page in each CR Submittal shall be the Transmittal Letter and all supporting documentation shall be in the same PDF file. Revised CR submittals shall include edited sheets, additional sheets, and all original sheets that remain valid. The Document Names shall be consistent throughout the project and clearly identify the file.

- Format: CR-CRNumber\_PROJECTID\_DocumentName  
*Example: CR-001\_P038115\_Deck Drains Modification*

**Bridge Package Contract Request (CR) Submittals** shall use the CONTRACT ID in place of the project ID in the file name. The Project ID shall be referenced inside the document.

- Format: CR-CRNumber\_R#\_CONTRACTID\_DocumentName  
*Example: CR-001\_R1\_1162220\_Deck Drains Modification*