# Autodesk Construction Cloud (ACC) Guide-Plan & Contract Original, Addenda, and Revisions-Civil Infrastructure (Private and Public Projects)

**Timing**-This guide must start prior to beginning plan routing for stamps in Adobe Sign or En Admin begins work on contract

**If no stamps are needed for a revision (nearly all revisions), you can simply skip straight to uploading files and publishing to sheets in step 5 without first submitting anything to en Admin.**

## Table of Contents

Detailed explanation of modifications based on type of plan issuance.
More common situations highlighted in yellow:

| | Stamps Required | No Stamps Required |
|---|---|---|
| Original -Public | This guide exactly as shown | **PM:** For 2, Uncheck box for requiring adobe sign stamps.  Still Submit Form.  Skip 5 and 6<br>**EN Admin:** For 3 and 4, skip plans work.  Proceed to publishing to Bid Express and other external activities. |
| Original -Private | **En Admin: 7** Exclude Bid Express | |
| Addenda -Public | | **PM:** For 2, Uncheck box for requiring adobe sign stamps.  Still Submit Form.  Immediately proceed to 5, version set name is *Add #*.<br>**EN Admin:** For 3 and 4, skip plans work.  Proceed to Bid Express and other external activities.  Skip 6. |
| Revision -Public or Private | | **PM:** Skip 1, 2.  Immediately proceed to 5, version set name is *Rev #*.<br>**En Admin:** Skip 3 and 4. You will only do 7.  You will have two links in the email in 7: one to the RevAll set and 1 to the RevOnly |

# 1. Project Manager: Build-Files Upload Initial Project Documents

Instead of emailing information and attachments to En Admin, you will upload files and fill out forms.

Upload the initial bid document files to the *Setup > Preliminary Issuance Documents* folder structure. Select the folder.  In main window, drag and drop from local computer's file explorer. Click Done and continue working while file is processing.
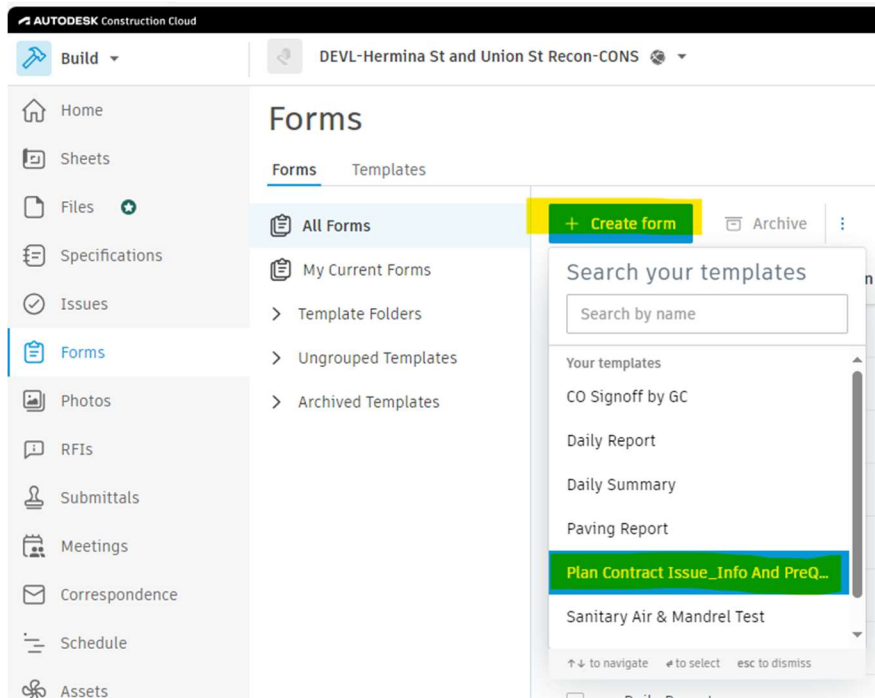
See screenshot for example of frequently uploaded files
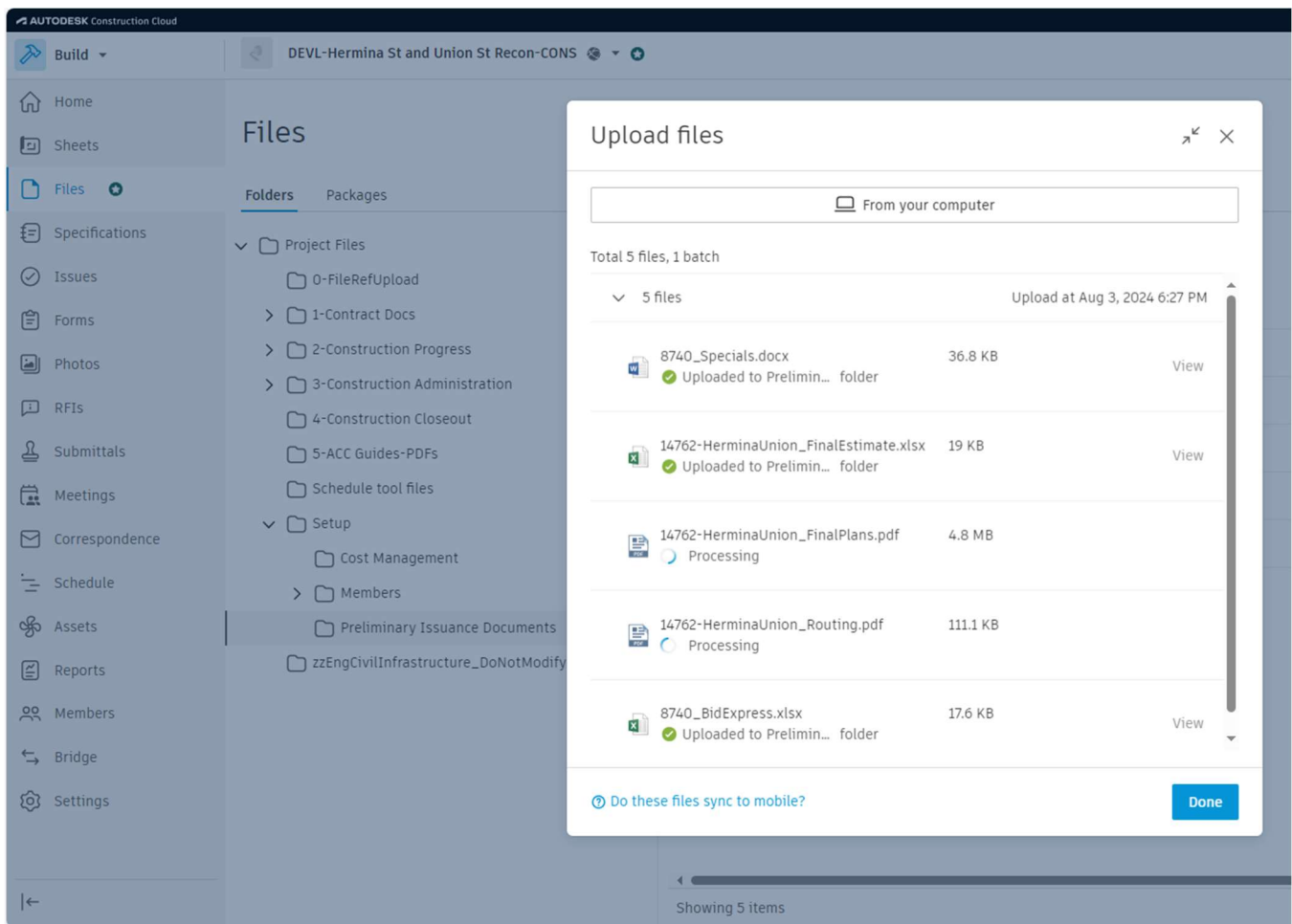
## 2. Project Manager: Fill out Plan Contract Issue_Info And PreQual form

Next, we need to supply standard information for En Admin

Navigate to Build > Forms. Click *Create Form*.  Select *Plan Contract Issue_Info And PreQual*

Fill out the information on the form.  Note that there is a combination of text entry, formatting with $, %, dropdowns and checkboxes.

**Page 1 (for both Public and Private but Private requires less information)**

Required before posting to bid express or routing plans for stamps in Adobe Sign

| | |
|---|---|
| Issuance Type: | Original ▾ |
| Engineer's Estimate: | $1,070,928.03 |
| SBE Goal: | 8.0% |
| Aldermanic District(s): | 6 |
| Description/Limits: | Hermina St (N Marquette St to Clyde Gallagher Ave)<br>Union St (N Marquette St to Clyde Gallagher Ave)<br>Bike-Pedestrian Bridge over Starkweather Creek, Connecting Starkweather Path to Hermina St, east of Creek. |

City Engineer Signature Required: ☑

Generate title sheet stamps in Adobe Sign: ☑

If checked, fill out table:

| Stamp Discipline (Select or type one) | Email of Professional Engineer (Type it in) |
|---|---|
| Street ▾ | acantion@cityofmadison.com |
| Street Geometrics ▾ | |
| Pavement Markings ▾ | |
| Traffic Control ▾ | |
| Electrical ▾ | |
| Storm Sewer ▾ | jschmidt@cityofmadison.com |
| Sanitary Sewer ▾ | mmoder@cityofmadison.com |
| Water ▾ | |

v

**Page 2 (Public projects only)**

## Bidders for this Contract(s) must be Pre-Qualified for at least one of the following type(s) of construction denoted by an ☒

### Building Demolition
- 101 ☐ Asbestos Removal
- 120 ☐ House Mover
- 110 ☐ Building Demolition

### Street, Utility and Site Construction
- 201 ☐ Asphalt Paving
- 205 ☐ Blasting
- 210 ☐ Boring/Pipe Jacking
- 215 ☐ Concrete Paving
- 220 ☐ Con. Sidewalk/Curb & Gutter/Misc. Flat Work
- 221 ☐ Concrete Bases and Other Concrete Work
- 222 ☐ Concrete Removal
- 225 ☐ Dredging
- 230 ☐ Fencing
- 235 ☐ Fiber Optic Cable/Conduit Installation
- 240 ☐ Grading and Earthwork
- 241 ☐ Horizontal Saw Cutting of Sidewalk
- 242 ☐ Hydro Excavating
- 243 ☐ Infrared Seamless Patching
- 245 ☐ Landscaping, Maintenance
- 246 ☐ Ecological Restoration
- 250 ☐ Landscaping, Site and Street
- 251 ☐ Parking Ramp Maintenance
- 252 ☐ Pavement Marking
- 255 ☐ Pavement Sealcoating and Crack Sealing
- 260 ☐ Petroleum Above/Below Ground Storage Tank Removal/Installation
- 262 ☐ Playground Installer

- 265 ☐ Retaining Walls, Precast Modular Units
- 270 ☐ Retaining Walls, Reinforced Concrete
- 275 ☒ Sanitary, Storm Sewer and Water Main Construction
- 276 ☐ Sawcutting
- 280 ☐ Sewer Lateral Drain Cleaning/Internal TV Insp.
- 285 ☐ Sewer Lining
- 290 ☐ Sewer Pipe Bursting
- 295 ☐ Soil Borings
- 300 ☐ Soil Nailing
- 305 ☐ Storm & Sanitary Sewer Laterals & Water Svc.
- 310 ☒ Street Construction
- 315 ☐ Street Lighting
- 318 ☐ Tennis Court Resurfacing
- 320 ☐ Traffic Signals
- 325 ☐ Traffic Signing & Marking
- 332 ☐ Tree pruning/removal
- 333 ☐ Tree, pesticide treatment of
- 335 ☐ Trucking
- 340 ☐ Utility Transmission Lines including Natural Gas, Electrical & Communications
- 399 ☐ Other

### Bridge Construction
- 501 ☐ Bridge Construction and/or Repair

When form is completely filled out, click blue *Submit* button.  **Important: this email signals to EnAdmin that all your Form information and documents in *Preliminary Issuance Documents* are complete.  Do not send until you are sure.**

When completing an addendum or revision where special instructions are needed, please add as a comment or to description:

Forms

## Plan Contract Issue_Info And PreQual

**Form Details**

Form date
Sep 6, 2024

ID
#4

Location
–

Description
ADDENDUM #3 - ADD JIM'S SIGNATURE TO UNSIGNED ADDENDUM WORD DOCUMENT.

MAKE SURE TO GRAB ALL ADDENDUM #3 FILES (PLANS, SPECS, ESTIMATE, ROUTING FORM) FROM 'PRELIMINARY ISSUANCE DOCUMENTS FOLDER'.

STAMPS REQUIRED ON TITLE SHEET SINCE THE PROJECT LOCATION WAS MODIFIED ON THE TITLE SHEED IN CADED IN CAD.

Due date
–

Submitted by
Eric Cefalu

⊖  ⊕    ⬇ Download PDF

# Standard Infor
# Required befor
# plans for stam

**Issuance Ty**

**Engineer's Estima**

**SBE Go**

**Aldermanic District(**

**Description/Limi**

## 3. En Admin: Build-Files Prepare Contract and plans

You will receive an email with a link to the Form containing important project information and the folder containing documents. Follow links to get information and documents. Enter data into external systems as needed. Compile contract as needed in *Preliminary Issuance Documents* folder

Follow link to Form for project information:



Follow link to *Preliminary Issuance Documents* folder for project documents. Route plans for stamps as needed.



**Important: complete all external activities before proceeding to next step**

## 4. En Admin: Copy files to folders.

Upload the final bid document files to the Project Files > 1-Contract Docs folder structure. Select a folder.  In main window, drag and drop from local computer's file explorer or click blue *Upload files* button.  Click Done and continue working while file is processing.
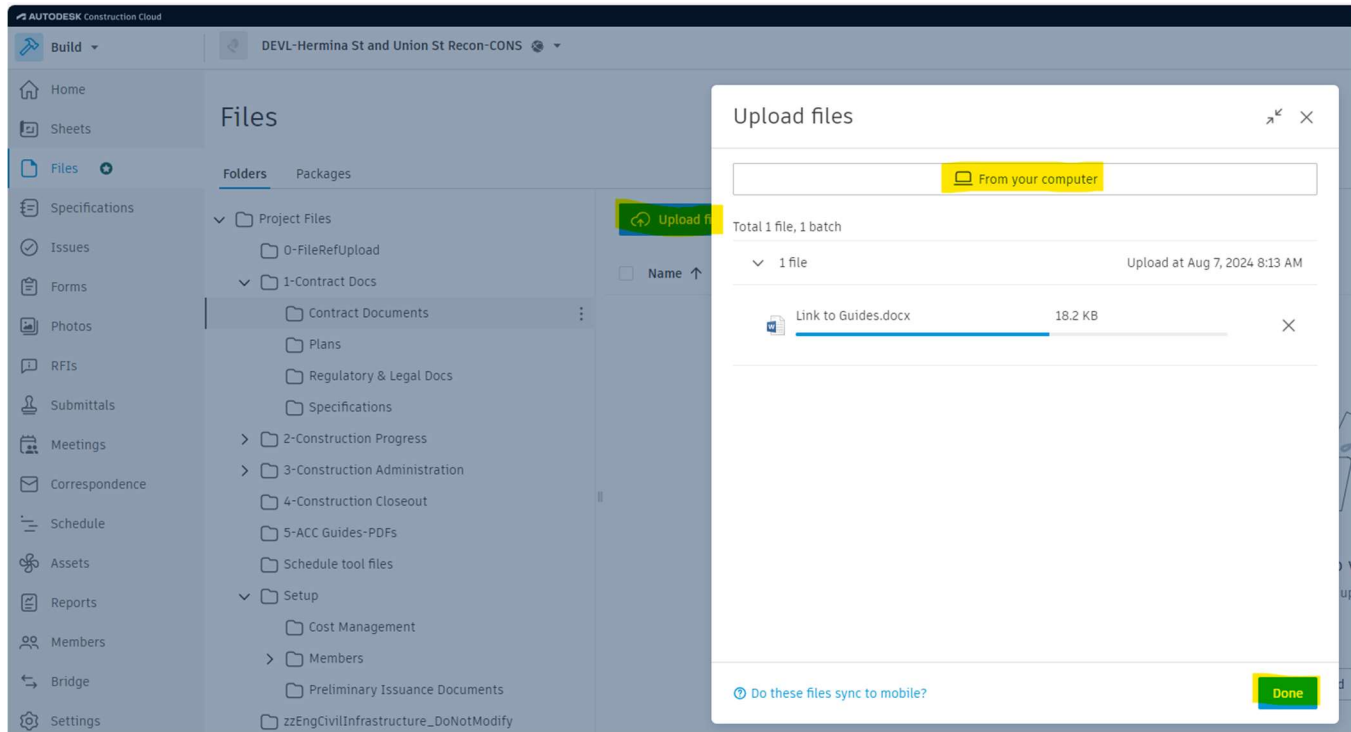


Upload files from bid express to named folders before uploading to bid express

1-Contract Docs > Contract Documents:

- Contract

1-Contract Docs > Regulatory and Legal Docs:

- Any applicable documents, permits

1-Contract Docs > Specifications

- Anything that doesn't go in another folder, for example, borings.

**Important:  Lastly, upload stamped plans.  This signals to Project manager that all documents have been uploaded and are ready for their review.**

1-Contract Docs > Plans:

- Original Issuance plans, the unlocked version after completing Adobe Sign for stamps
- **Give a good file name, such as *8745-HerminaUnionRecon_Orig_0.pdf***

## 5. Project Manager: Publish to Sheets

> **For Public/Private Revisions or Private Original Issuances:** Check the *Members* module to ensure that any external users who need plans are on the project. **Only project members and the standard utility notice list will receive plan notifications.**

> **If no stamps are needed:** En Admin will not have uploaded PDFs and you can simply proceed to publishing by first uploading to *Project Files > 1-Constract Docs > Plans*. **Only include sheets that have changed, so Revised Only and not Revised All**

Upon stamped plans being uploaded to 1-Contract Docs > Plans folder, you will receive an email with a link to it. Follow link.
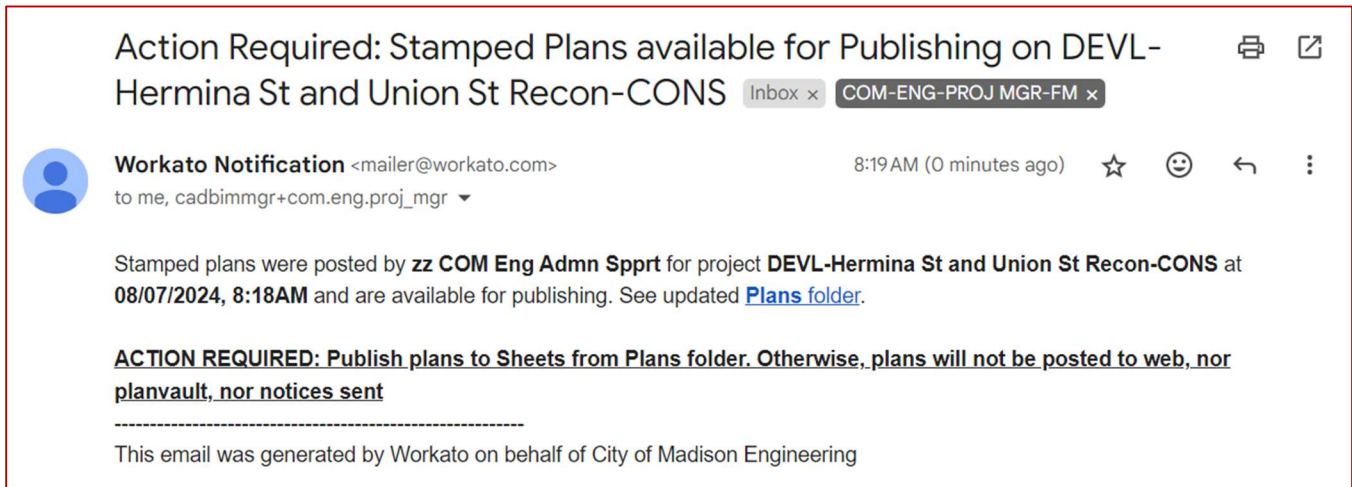


> Important: If previous original, addenda, or revisions are missing, **do not attempt to fix yourself**. Contact John Sapp and Lisa Stevens (jsapp@cityofmadison.com lstevens@cityofmadison.com )

Check the box next to the Plans. Click the publish dropdown icon, select "Publish to Build Sheets".
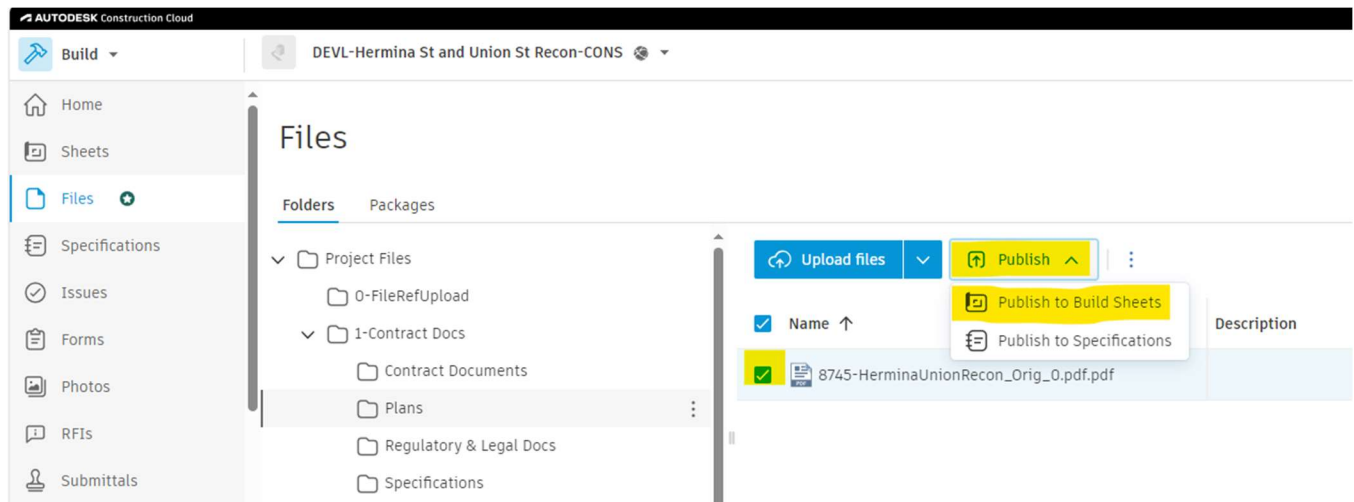


> Important: **Always publish from Files, never directly upload to Sheets.** The Original, Addendum or Revision plan PDF should always be first uploaded to *Project Files > 1-Constract Docs > Plans*

This will take you to the Publish Sheets screen.  Create a new version set with the name **"Orig"** and select and Issuance Date.  Typically this is the date the City Engineer signed the Cover sheet.



If an Addendum, begin with "Add" followed by which addendum it is (for example Add 1).  If a Revision, begin with "Rev" followed by which revision it is (for example, Rev 4)

Click Next to sheet numbers.  Click Continue at the Markups not included pop up screen.

Scroll through the list to verify sheet numbers.  **The first sheet must be overwritten to COVER by manually typing.**   In addition to manual entry, select sheets via checkboxes and then Draw sheet number area as needed.

Overwrite as needed.  Click [icon] icon. Draw a big box around sheet title but do not include project number. You want to draw box as big as possible to account for slight misalignments but not pick up extraneous text.

Click *Next to titles and tags.*  Need to populate titles but not tags

Review sheet titles.  You can save for later if you have more to do, or go *Back to sheet numbers*.  ACC can automatically detect text on sheets if it is in a standard location on each once you identify the location for a batch of sheets.  Click box at top to select all sheets
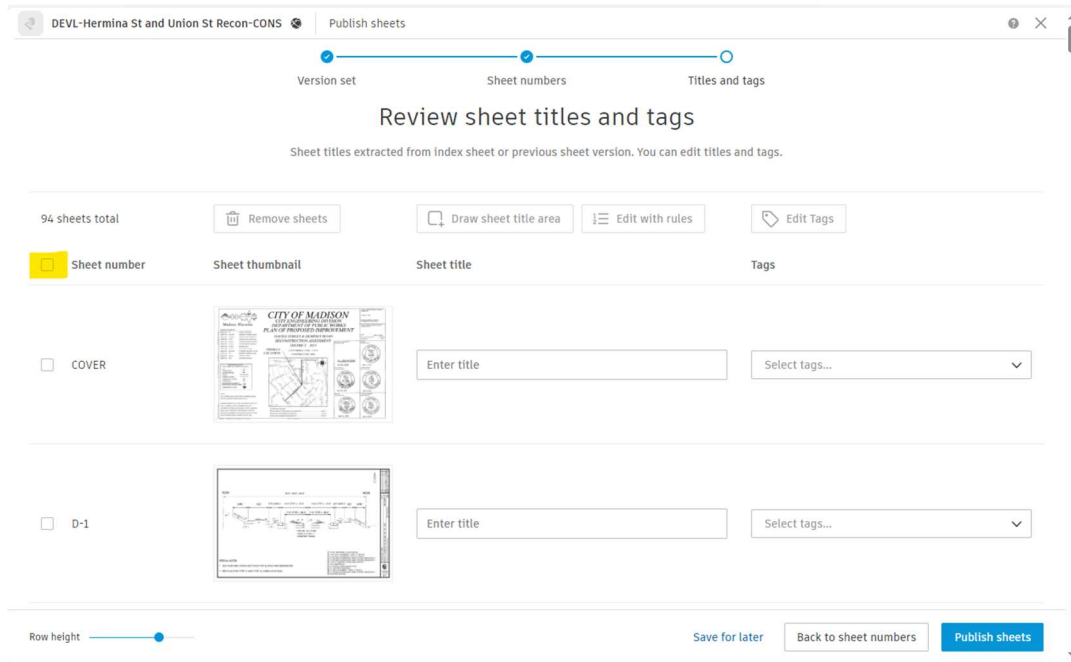


Uncheck sheets that don't conform, typically the COVER or sewer schedules.  Select *Draw sheet title area*
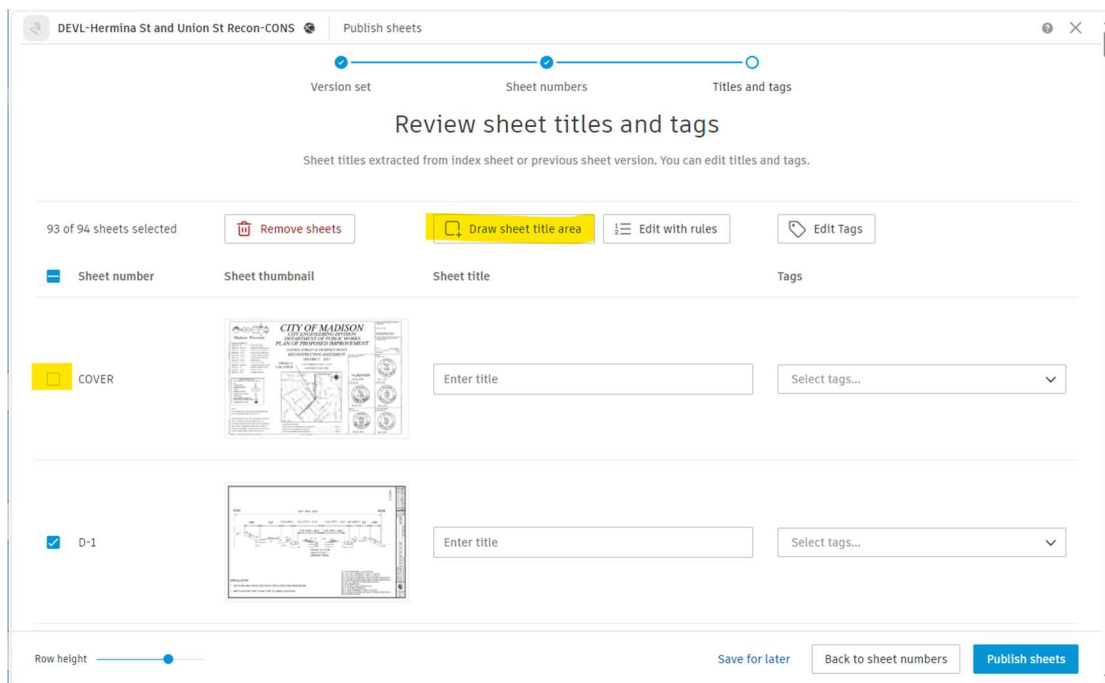
Similarly as with sheet numbers, draw a big box around sheet title using [icon].  Select *Vertical up* option.  Select *Save*
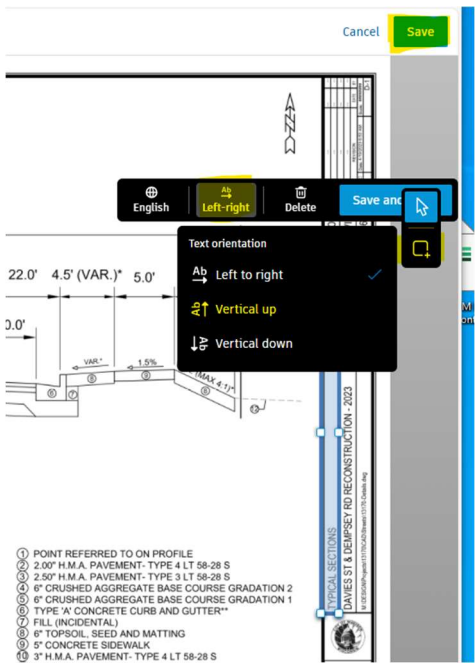


You may have to select other sheets that are slightly misaligned as a different batch to redraw box.  Or manually type depending on which is most efficient

If you are finished, click *Publish sheets*.  **Important: this notifies everyone on the project team in the next 30 minutes so it is best to have sheets setup properly to avoid confusion.**

Double check sheets.  You are able to make corrections after publishing as needed.  There is a 30 minute delay between publishing and notifications for you to make any edits.  See screenshot below for procedure to modify sheet number or title.  Be sure to save.  **Important: complete fixes within 30 minutes so that website, bid express and plan vault are all correct.**
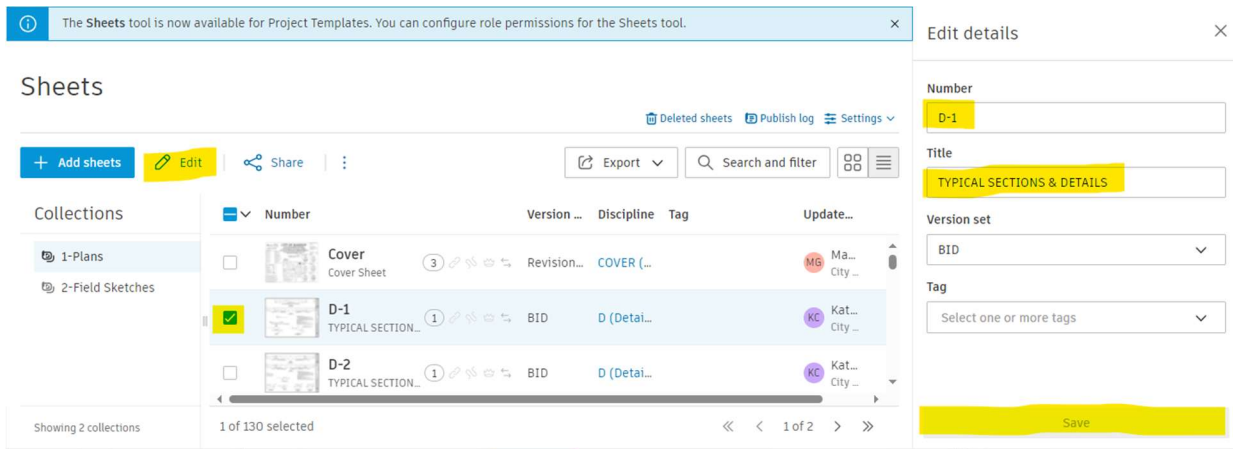


**Important:** if there is a serious error, deleting the version within 30 minutes will ensure that no mass email to 190+ recipients or to en admin goes out.  You will receive a different email at the 30 minute mark confirming the aborted notification.  Proceed to publish plans correctly after deleting bad version.

# 6.  Project Manager: Set up scale for all P and U sheets

Next, need to calibrate document scales for all P and U sheets.  This will all be done by the same project manager that published to sheets.  If there is a sheet P-1, click the thumbnail for P-1.  If no P sheets, click the thumbnail for U-1

In the vertical tool bar on the right side of the screen, click the [ruler icon] ruler icon.  Then click the calibers [icon] icon
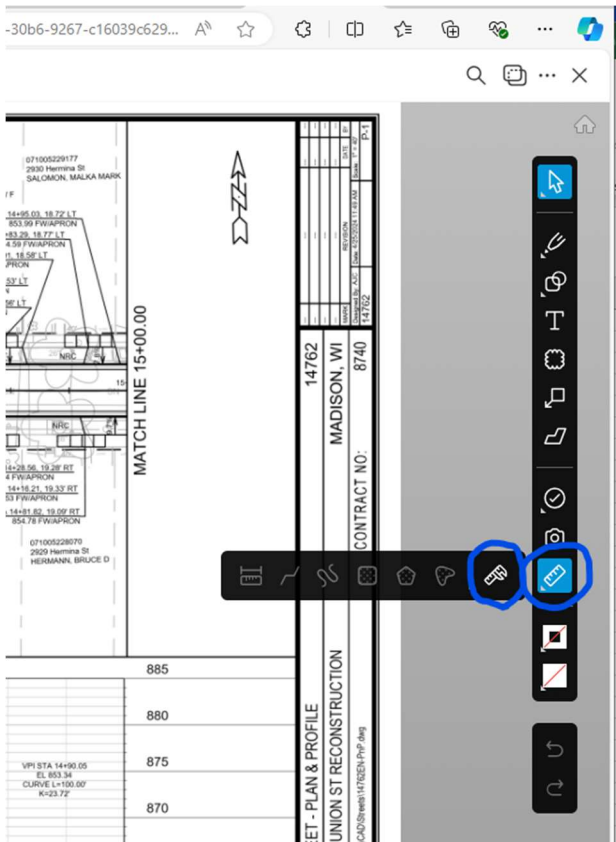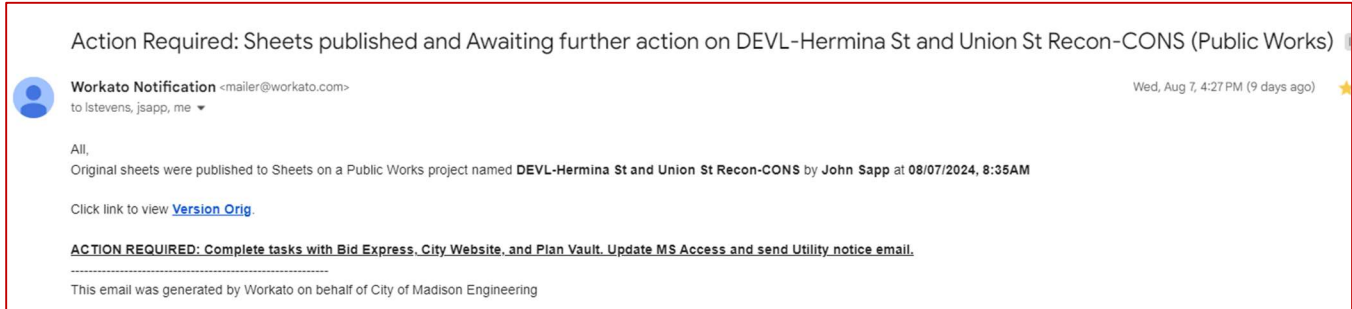


Select the settings shown.  Click *Create & Publish* to save.
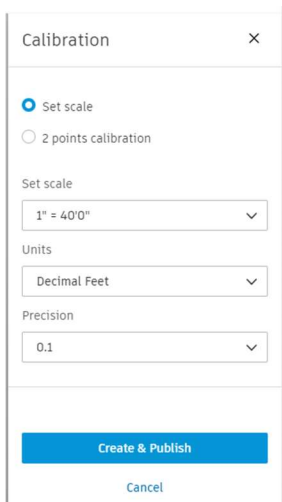


**Repeat calibrate document scale steps for all remaining P and U sheets.**

# 7.  En Admin: Export Sheets and post to Bid Express, City Website, Plan Vault. Update MS Access and send Utility notice

You will receive an email at a 30 minute delay from the sheet being Published in Sheets.  Follow the link in the email



Select the drop-down arrow above the Cover sheet and click *Select all sheets in collection.* Confirm that all sheets are selected.
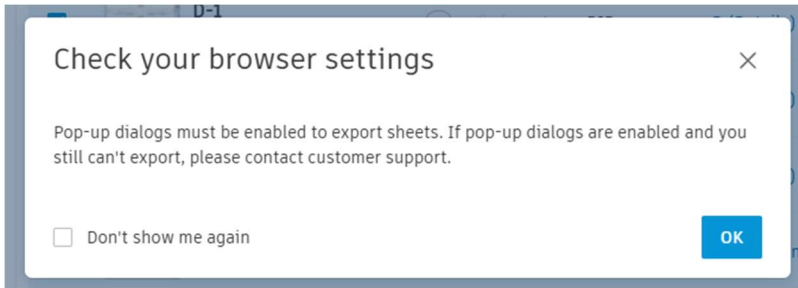
**Important: only the first 100 sheets will be selected if you check the box to select all.**

Next, click Export and select *Sheets*. In the panel on that opens on the right, uncheck *Select All.*
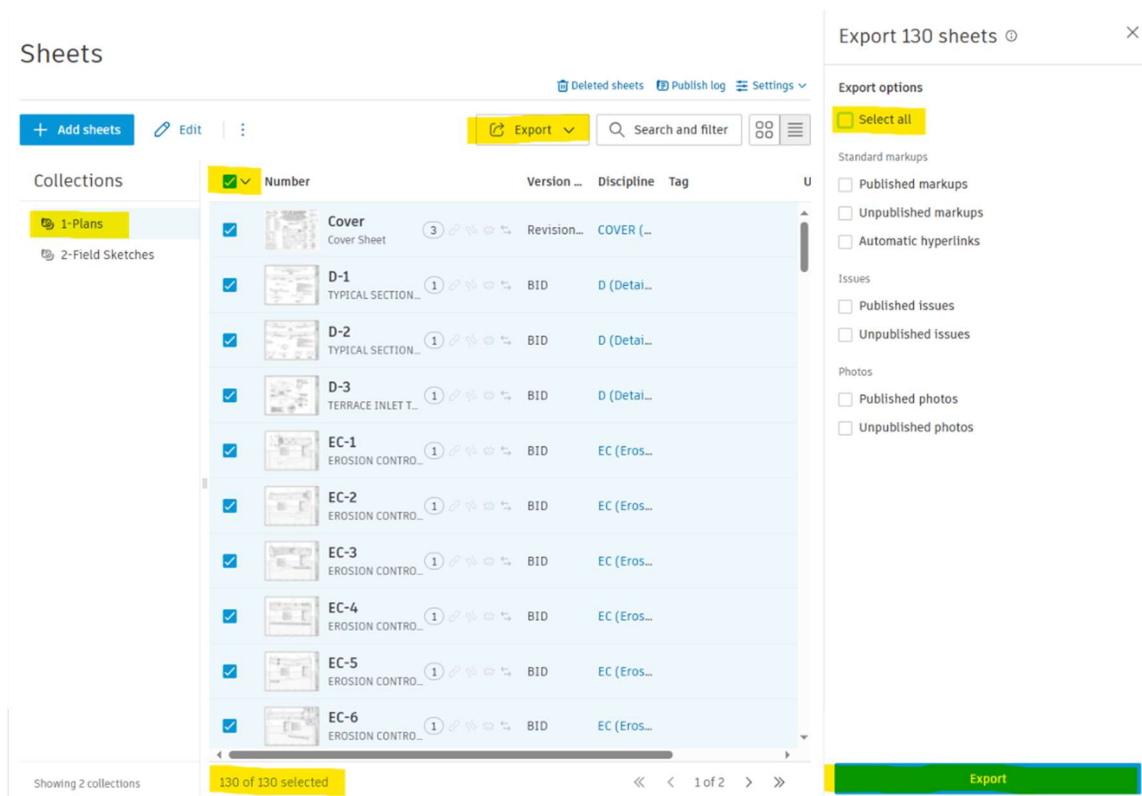


Click *Export*.

**Important: You must allow pop-ups form ACC to save your documents.** Click *OK* and the download will begin.



Save the file with the appropriate name. **Important: Names should indicate project title and version, and should follow a similar structure as:** *8745-HerminaUnionRecon_Orig_0.pdf*.

**IF THERE IS A REVISION OR AN ADDENDUM WITH SHEETS:**

The email will contain a second link. Please ignore it
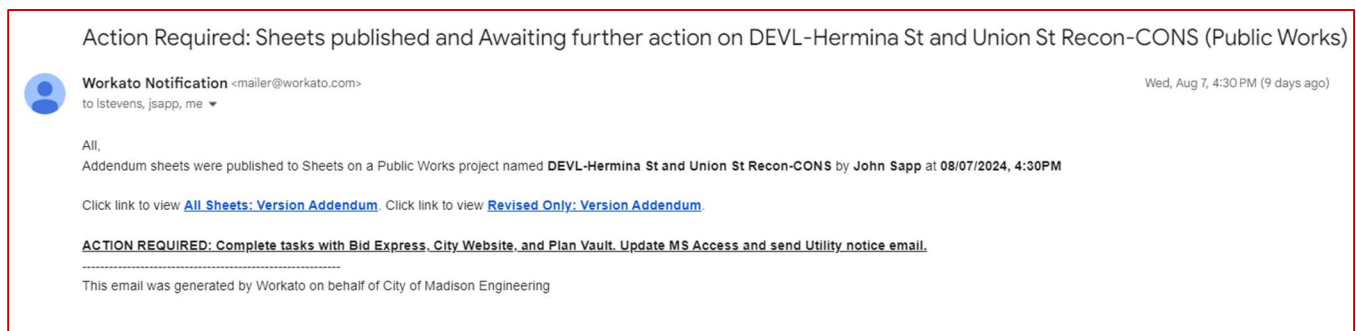


 The naming of the pdf should be, for example:

*8745-HerminaUnionRecon_Rev_1-all.pdf*

Important: Never use the date in file name.

# 8. Supplemental Information

2024 08-22 Notes

1.  It is critical that you never shift sheet views or renumber sheets.  If you delete a sheet, skip its number.  If you add a sheet, add a letter.  Lets says you have P-1, P-2, P-3.  To delete P-2 would leave you with P-1, P-3.  To add, you would have P-1, P-1A, P-2, P-3.  You can note these changes on sheet index.  This is not just how ACC handles versioning but also a construction best practice.
2.  Please check that ACC has all your projects with all the plans up to date in sheets.  Also, confirm it has all contractors or developer contacts on the project, otherwise, they will not receive plans.  We have now added all users to all projects and uploaded all sheets to the best of our abilities.
3.  If plans are missing from your project, do not update yourself.  Contact John Sapp and Lisa Stevens ([jsapp@cityofmadison.com](mailto:jsapp@cityofmadison.com), [lstevens@cityofmadison.com](mailto:lstevens@cityofmadison.com)) and we will fix.  We are able to fix in a way that does not trigger a mass email to all of engineering and outside contacts on a project.  These plan notification emails should not go out for plans that have already been issued.
4.  Name the version set for the first plan issuance "Orig".  Earlier, we used "Bid" but we no longer are supporting that.
5.  Version sets for Addendums must be called "Add ?" and Revisions "Rev ?" where ? is a number.  Failure to comply will result in no notifications getting sent out.

2024 09-16 Notes

1.  If you have made a big error after publishing sheets and you can't simply edit sheet titles or sheet numbers to fix, you can delete the version within 30 minutes.  As an example, publishing plans to the wrong project.  Simply go to Sheets > Settings > Versions and delete the most recent version.  Make sure you do not delete the wrong version as there is no way to recover versions besides publishing it again.  **Deleting within 30 minutes will prevent the mass email to 190+ recipients and you will instead receive notice just to you that the mass email was aborted.**
2.  Do not email documents to EN Admin outside of ACC.  Attempts to publish contracts or plans outside of ACC will be rejected.