

CAD PROCEDURES FOR AWARD SETS

1. At contract award any amendments that were done by narrative or write-in change during the solicitation period shall be incorporated on the drawing sheets.
2. A contract number shall be placed in the title block and border of each drawing.
3. The Contract number shall be placed on the cover sheet on the right border and below the solicitation number inside the border.
4. Except in the case of posting write-in changes, all amendment deltas/triangles, clouds, and descriptions shall remain on the drawings as they appeared after the last amendment. No changes will be made to the drawings at contract award except for insertion of the contract number and incorporation of write-in amendments.
5. When posting write-in changes to a drawing, remove any previous clouds and cloud the write-in change and insert appropriate deltas in the cloud and in the title block. The alpha character used in the delta should match the amendment number of the write-in change. Post the change to the title block using the appropriate amendment number matching the number under which the write-in was issued.
6. The following shall be submitted:
 - Two Compact Disks with the following information on each:
 - a) cal files in a separate directory
 - b) CADD files in a separate directory
 - c) Specsintact files in a separate directory
 - d) pdf specification files in a separate directory
 - e) Excel spreadsheet listing all plan sheets with column headings for full cal file name including “.cal” extension, sheet number, sequence number, sheet title, and CADD file name.
 - Half size prints on bond plotted from cal files