
AS-BUILT PLAN PREPARATION GUIDELINES

The Authority will provide MicroStation and PDF format conformed plans to the Resident Engineer before the Contractor's Notice to Proceed to be used for the preparation of As-Built Plans. The conformed plans include the advertised plans and any changes issued through Addenda. Throughout the contract, the Resident Engineer will also maintain plan changes in MicroStation and PDF format as issued through Changes of Plan.

Changes of Plan may include revised, replaced, eliminated or new plan sheets as described in the Capex & Specifications Design Guidelines.

1.1 PREPARATION OF AS-BUILTS

The Resident Engineer shall assemble the As-Built Plans by annotating the plan sheets as follows:

- Each plan sheet shall be labeled with "AS-BUILT" above the title box in ½" height text.
- Revisions shall be bubbled and the revision box shall be updated as "AS-BUILT".
- The term "AS-BUILT" and the date changes were made shall be shown in the revision box on all plan sheets.
- The As-Built Quantity Column of the Estimate of Quantities Table shall be completed.
- Items added via Change of Plan shall be added to the end of the table.
- Changes to the EOQ sheet shall be bubbled.

The Index of Sheets shall be annotated with additional plan sheets as added through Change of Plans.

- Bubbling changes is not required on the title page.
- The Title Page will include the following certification:

AS-BUILT	
I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THIS CONTRACT HAS BEEN CONSTRUCTED IN CONFORMITY WITH THE ORIGINAL PLANS, SPECIFICATIONS AND MODIFICATIONS, AS IDENTIFIED HEREIN AS-BUILT.	
_____ NAME OF RESIDENT ENGINEER LICENSE NUMBER FIRM NAME	_____ DATE

1.2 SUBMITTAL OF AS-BUILTS

The following shall be submitted:

- Annotated PDFs – Each sheet (signed by the Engineer) will be annotated with PDF markups. The PDF scan of the signed title sheet will be annotated with updates to the

index of sheets and the As-Built certification. Each sheet shall be submitted individually and numbered and named in accordance with the Authority's CADD Standards Manual.

- MicroStation Files – The PDF annotations will be drawn onto the MicroStation Files for all sheets except the title sheet. Each sheet shall be submitted individually and numbered and named in accordance with the Authority's CADD Standards.
- PDFs and MicroStation Files shall be submitted on media acceptable and in accordance with the Authority's CADD Standards Manual and Guidance for Electronic and Hard Copy Submittals.
- Full size Mylars of the As-Builts of Annotated PDFs shall be provided.

[NJTA CADD Standards Manual](#)

[CapEx & Specifications Design Guidelines](#)

REVISION SUMMARY

Revision	Date	Revised by	Summary
0	June 2024		Original document