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## **GUIDANCE FOR ELECTRONIC AND HARD COPY SUBMITTALS**

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The purpose of this document is to outline the appropriate format and procedures for submitting documents to the Authority’s Engineering and Operations Departments. This guide covers electronic data related to current Authority document media as required in current published procedures and manuals.

### **1.1. FILE FORMATS**

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Acceptable file formats for deliverables include, but are not limited to, the following:

<b>Format</b>	<b>Deliverable</b>
Microsoft Word	Lists, letters, reports
Microsoft Excel	Lists, calculations, forms
Microsoft PowerPoint	Presentations, displays
Microsoft Visio	Workflows, organization charts, process diagrams
Microsoft Project, Oracle Primavera P6	Schedules
Microsoft Publisher	Desktop publishing
Calculations (Various)	Calculations as specified by program
MicroStation (.SHT)	Contract plan sheets
MicroStation	CADD reference and resource files
Geographic Data (Various)	Graphic data files
Image Files (JPEG, PNG, TIFF)	Images
Video Files (MP4)	Videos
Portable Document Format (PDF)	All deliverables including plans

1. PDF is the required format for letters, reports and plans unless otherwise specified.
  - a. PDF – 220 dpi standard (default setting for Microsoft Office suite programs: Word, Excel, PowerPoint).
  - b. PDF/A compliant only if using unique font. It is not necessary for standard fonts such as Courier, Arial, Times New Roman.
  - c. PDFs shall be flattened for initial submissions that are subject to review. Subsequent comments and comment response annotations in PDF do not need to be flattened for submissions.
  - d. If printing to PDF from other applications, use 600 dpi.
  - e. Reports and plans shall be combined into one document. If the file is larger than 250 MB, it can be broken up into multiple volumes or parts.
2. Zipped files shall not be submitted unless requested by the Authority’s Project Manager or as specified herein or in other manuals such as the CapEx & Specifications Design Guidelines.
3. If a naming convention is not specified, at a minimum, files shall be appropriately named with facets to distinguish Contract or Order for Professional Services number, Submittal, and date.

Do not use spaces or special characters. A suggested convention is:

OPS\_Contract\_Submittal\_Date\_Description

For example: A3584\_A200.100\_PHASE-C\_2023-01-01\_PLANS

4. All formal submittals shall include a transmittal letter or submittal checklist that includes all files transmitted.

## 1.2. TRANSMITTAL VEHICLES AND METHODS

Transmittal vehicles include:

Type	Description
Electronic	File transfer protocol (FTP), SharePoint sites, CapEx.
Hard Copy	As specified in the scope or solicitation documents and as requested by the Authority's Project Manager. Typically requested for complex reports or plans.

1. Electronic transmittal is the preferred transmittal vehicle.
2. Hard Copy submittals will only be required as requested by the Authority's Project Manager.

Transmittal methods include:

Type	Description
Authority FTP (Kiteworks)	Authority's private content network secure FTP used for the transmittal and sharing of documents.
Authority SharePoint	Authority's team collaboration tool used to work collaboratively on working files. Some program specific sites are on the Authority's SharePoint instance.
CapEx Upload	Currently required for all contracts and used for Phase D Advertisement Submission.
Mail, FedEx, Courier	Used for Hard Copy submittals.

1. Authority FTP (Kiteworks) and SharePoint are the preferred transmittal method for formal deliverables. The method is as determined by the Authority's Project Manager.

## 1.3. PHASE DELIVERABLES

The "Major Milestone Submission Checklist" for each phase shall be completed by the designer and concurred by the Authority Project Manager prior to each major milestone submission. These checklists will indicate how many hard copies are required, if any.

They are found at <https://www.njta.gov/business-hub/professional-services/supplemental-links/> under "Checklists".

### 1.3.1. PHASE D

Phase D electronic deliverables shall be sent to the Authority's Project Manager via Authority FTP (Kiteworks) or Authority Sharepoint.

In addition, the Phase D Advertisement Packet shall be uploaded to CapEx in a single ZIP file named “[Contract No.] Phase D Advertisement Packet”, e.g. “T100.100 Phase D Advertisement Packet”. Within the ZIP file, the following requirements are specific to this submission:

1. The Signed Plans shall be a multi-page PDF. The plans may be digitally stamped with a signature, or a scan of the original signed plans. The resolution of the plan set shall be a minimum of 600 dpi.
2. The Supplementary Specifications per the “CapEx & Specifications Design Guidelines.”
3. The Engineer’s Estimate per the “CapEx & Specifications Design Guidelines.”
4. All Reference Drawings and/or Reference Material listed in Supplementary Specification Subsection 102.04 shall be submitted according to these guidelines:
  - a. All files shall be compressed into a single ZIP file and named: “[Contract No.]\_Reference.zip”, e.g. “T100.100\_Reference.zip”.
  - b. If the files were provided by the Authority, the filenames shall not be altered. They should otherwise follow the file naming convention provided for in the CADD Standards Manual.
  - c. Within the ZIP file, the files may be organized into folders labeled with their corresponding Location (i.e., Str. No.).

### 1.3.2. ALL OTHER PHASES

All other phase electronic deliverables shall be sent to the Authority’s Project Manager via Authority FTP (Kiteworks) or Authority Sharepoint.

## REVISION SUMMARY

Revision	Date	Revised by	Summary
0	June 2024		Original document
1	Jan 2026	DCA2026PM-02	Removed physical media deliverables; clarified electronic delivery instructions.