

CITY OF OLATHE DIGITAL SUBMITTAL INSTRUCTIONS

I. Purpose

All public improvement projects within the City of Olathe require digital copies of the “Approved for Construction” drawings and “Construction Record Drawings” per Design Criteria - Requirements for Public Improvement Plan Preparation – DC6. Please refer to this document for a detailed outline of the process.

II. Submittals and Labeling

Prior to the release of the project for construction (Notice to Proceed), digital copies of the *Approved for Construction Drawings* shall be received. Prior to the project completion certificate (PCC) being issued the digital *Construction Record Drawings* shall be submitted with the hard copy prints.

Digital *Construction Record Drawings* shall also be submitted on compact disk (CD) and shall be labeled with the name of the project and City project number.

Each digital file shall be labeled with the City project number and sheet number. Example File Name: “15500_01.dwg” or “15500.pdf”.

Digital copies (CAD and PDF) shall be provided along with the hard copy of record drawings and shall match the hard copy prints. If a change in the hard copy prints is requested then the digital drawings shall be revised and resubmitted to ensure that all changes are reflected in both mediums.

In the case of an incomplete submission the digital copies may be returned for correction and sent back with comments.

III. Digital Files and Data to be Submitted

A. Submission Types and General Definitions

1. **Approved for Construction Drawings-**For projects of all types the City of Olathe only requires a digital copy of the CAD file used to generate the drawing. No attributes are being requested for these submittals.
2. **Construction Record Drawings-** Street and Street Light projects require a digital copy of the CAD file used to generate the drawings.

Sanitary Sewer, Storm Sewer, and Water projects require a digital copy of the CAD file used to generate the approved as-built plans *including specific attribute blocks and the completed Microsoft Excel spreadsheets.*

These attribute blocks may be downloaded at the following location under the Digital Drawings Submission section-
<http://www.olatheks.org/PublicWorks/Forms>

B. General Specifications

1. All submitted drawings must be either spatially referenced to NAD 83 State Plane Kansas North FIPS 1501 or contain current parcels, plat, and survey base point information.
2. All drawings shall be submitted either in .dwg or .dxf format.
3. One multi-page PDF scanned image of all project sheets shall also be provided. Images shall be scanned at minimum of 300 dots per inch (dpi).

C. Water and Sanitary/Storm Sewer Attribute Blocks

General Layout Drawing must contain the required attribute blocks. All attribute blocks must be filled.

Attribute Block Field

ID- A unique ID for the feature. All features in the project should have a non-duplicated ID. The same ID should be used in the spreadsheets to retain a connection between the row in the dataset and the feature in the CAD document.

Point features (valves, manholes, etc) may use their unique plan reference (example- MH A-3) or their stationing as their unique ID. The ID block should be snapped to the center of each point.

Line segments should be identified based upon their callout sections separated by the word "to" (example- 000.0to100.0). In the instance of duplicate stationing for separate line sections, the following example should be applied.

Line ID Example-

Line 1 and Line 2 share common stationing-

- a. Line 1 ID = (000.0to100.0_1)
- b. Line 2 ID = (000.0to100.0_2)

The ID block should always be snapped to the approximate center point of the line. The City of Olathe does not require attribute documentation of any kind for bends in the line.

D. Water and Sewer Data Table Requirements

Microsoft Excel spreadsheet templates are available for use with the Digital As-Built Submission process. These spreadsheets are maintained in Microsoft Office Excel. Full completion of all requested fields is required.

Data Entry

1. All requested fields must be filled out. In the case of an exception or issue with acquiring the data please contact the City of Olathe OMS Digital As-Built Submission contact (listed at bottom of document).
2. Do not include symbols denoting units of measurement for numerical values.

3. The Field Length column displays the maximum character length for each field. In the format, a field with a length displaying X, Y has a maximum character limit of X and requires a precision (decimal places) of Y.

Requested Data Fields

Included below is a list and explanation of all required data

Table Name	Field Name	Field Type	Field Length	Description
WTLINES				
	ID	Character	50	Unique ID number.
	Length	Numeric	8, 2	Length of pipe in feet.
	Diameter	Numeric	4, 0	Diameter of pipe in inches.
WTPOINTS				
	ID	Character	50	Unique ID number.
	Valve Size	Numeric	4, 0	Diameter of valve
	Elevation	Numeric	6, 2	Top of pipe elevation at feature insertion point.
SSPOINTS				
	ID	Character	50	Unique ID number.
	Rim Elevation	Numeric	6,2	Rim elevation in decimal feet
	Diameter	Numeric	3	Diameter of manhole in inches.
SSLINES				
	ID	Character	50	Unique ID number.
	Upstream Invert Elevation	Numeric	6,2	Upstream invert elevation recorded in feet
	Downstream Invert Elevation	Numeric	6,2	Downstream invert elevation recorded in feet
	Diameter	Numeric	2	Diameter of pipe in inches.
	Length	Numeric	8, 2	Length of pipe in feet.
	Slope	Numeric	8,5	Slope of pipe entered as percentage. Example: 1.00

SWPOINTS				
	ID	Character	50	Unique ID number.
	NODETYPE	Character	50	Type of Point. Example: Stormwater Structure, Stormwater Outfall
	STRUCTURETYPE	Character	50	Type of Structure. Example: Curb Inlet, End Section
SWLINES				
	ID	Character	50	Unique ID number.
	CODE	Character	8	Type of segment. Example: Pipe, Box Culvert
	NO OF BARRELS	Numeric	8	Number of barrels for a segment.
	LENGTH	Numeric	8	Length of pipe in feet. Value needs to be rounded to the nearest foot. Do not include foot symbol in the file attribute.
	DIMENSION 1	Numeric	8	Diameter or Width of pipe in inches. Do not include inch symbol in file attribute.
	DIMENSION 2	Numeric	8	Height of pipe in inches. Do not include inch symbol in file attribute
	SLOPE	Numeric	8,2	Slope of pipe entered as percentage. Enter as decimal with 2 places.
	MATERIAL	Character	8	Pipe material. Example: CMP, HDPP, etc.

IV. FTP Connection Information

All digital submissions shall be placed on the City of Olathe FTP site and an email notification shall be sent to public works and reviewing department when submitted.

Detailed instructions for connecting to the City of Olathe FTP Site may be found on the City website (<http://www.olatheks.org/PublicWorks/Forms>) under the Digital Drawing Submissions category.

All information will be placed in the directory titled “Digital Submissions” under the pertinent folder (Water, Sewer, Street, Storm). Users submitting information will place all materials in a folder named after the project number. If one does not exist then one will be created by the submitting party.

V. Digital Submission Contacts

Storm Sewer, Streets, and Street Lights – Public Works

Name- Lu Kellar

E-Mail- lkellar@olatheks.org

Phone- 913-971-8774

Water and Sanitary Sewer Projects – Olathe Municipal Services

Name- Tanner Nickelson

E-Mail- tnickelson@olatheks.org

Phone- 913-971-9063

VI. Questions/Technical Support

In the instance of a technical error, question, or discrepancy in the process please contact Tanner Nickelson with Olathe Municipal Services. Free training related to this process may be requested and scheduled through this contact.