STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
REAL ESTATE AND CONSTRUCTION SERVICES

Building Design and Construction
450 Columbus Boulevard
Hartford, Connecticut 06103

Trimble Unity Construct (TUC) Guidance Manual Volume VIII

TUC User Guide – Volume VIII – Revisions and Additions

Section 11: Formal Contract Approval – Step 11.C.05 – Contract Negotiation (addition) – notification to PM to initiate contract negotiations prior to OLAPP collection of credential and insurance documentation.

Section 12: HazMat Project Intak Request – Update to entire process – instructions updated, field additions/revisions.

Section 15: Design Review Submittal - The process now allows the PM to automatically send an OSBI/OSFM Application uploaded to OSBI. The process also updates the *CT High Performance Building Standards / DAS Sustainable Construction Policy* section at the Submit and Initiator Revise steps, including a new field to upload a "Sustainable Construction Narrative" and instructions indicating when it is required. Later in the workflow, based on responses to process questions, the Sustainable Construction Narrative may be sent to OPM and DEEP.

Section 15C: 7320 Supplemental Instructions - Updates the available workflow actions at the GC/CMR step.

Section 20: Request for Information - Updated to reflect the replacement of the "Contractor Commitment Change (Chg)" process with the "Potential Change Order (PCO)" process. Also, the CA Comments and CA Supporting Documents fields were eliminated. CA comments can still be included in the Comments tab.

Section 21: Proposal Requests - Updated to reflect changes to the "Potential Change Order (PCO)" process and the replacement of the "Contractor Commitment Change (Chg)" process with the "Potential Change Order (PCO)" process.

Section 22: Construction Change Directive (CCDs) - Updated to reflect changes to the "Potential Change Order (PCO)" process and the replacement of the "Contractor Commitment Change (Chg)" process with the "Potential Change Order (PCO)" process.

Section 23: COPs - Updated to reflect changes to the "Potential Change Order (PCO)" process and the replacement of the "Contractor Commitment Change (Chg)" process with the "Potential Change Order (PCO)" process.

Section 24: Change Orders - Updated to reflect changes to the "7360 Change Order (7360)" process and the replacement of the "Contractor Commitment Change (Chg)" process with the "7360 Change Order (7360)" process.

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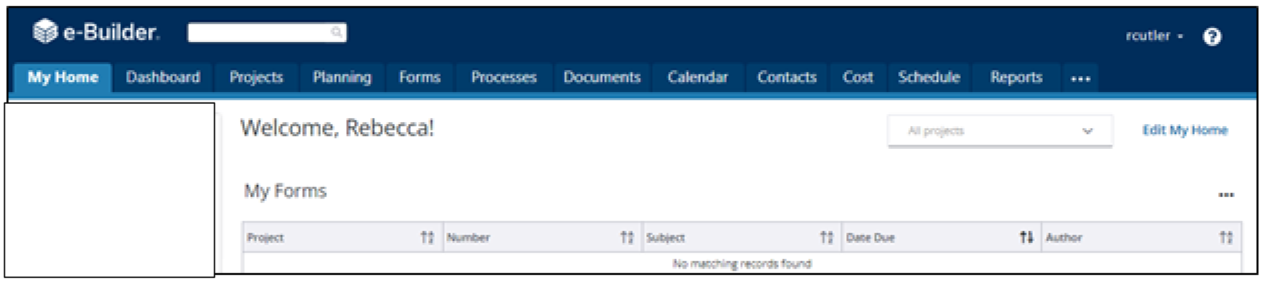
PART I: PROJECT SET-UP		

PART I:
PROJECT SET UP

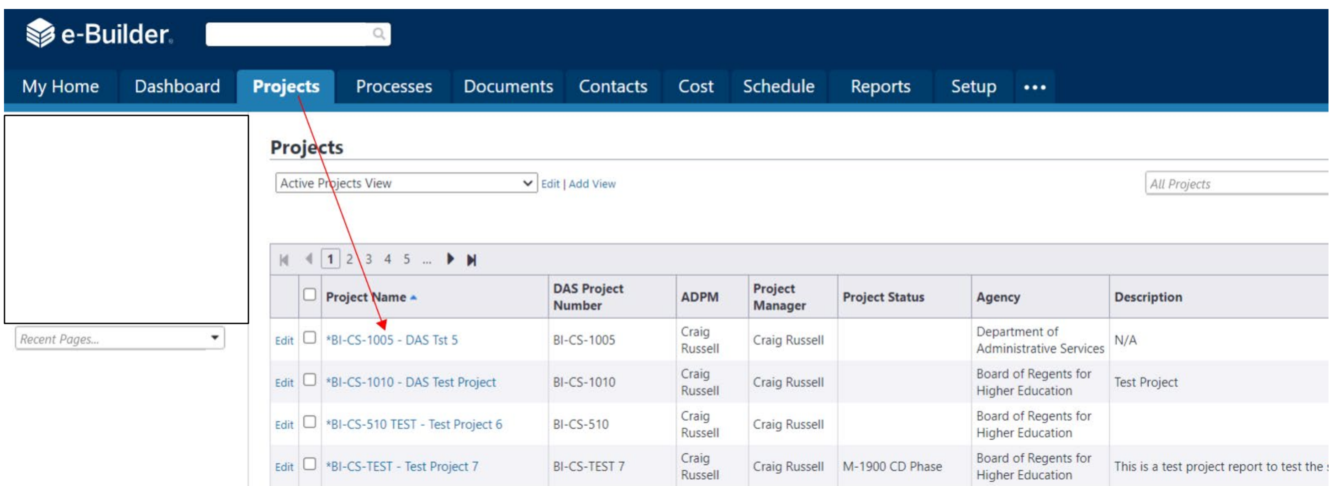
Section 1: Basic User Navigation

1.01 Accessing the project

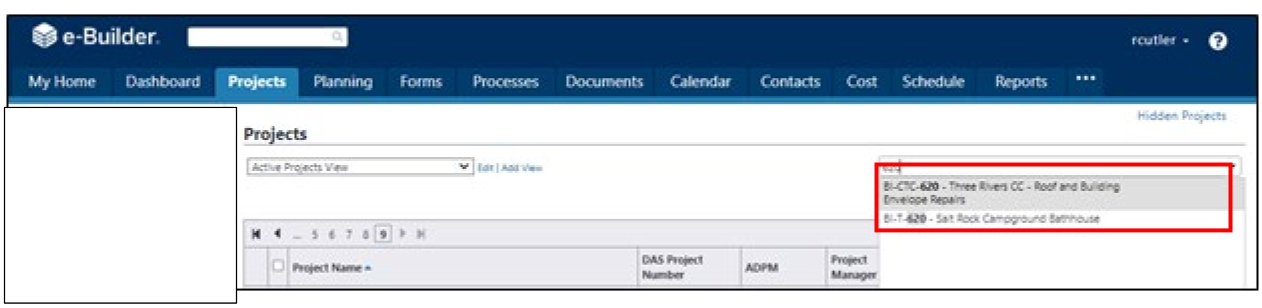
Log in to TUC: https://gov.e-builder.net.



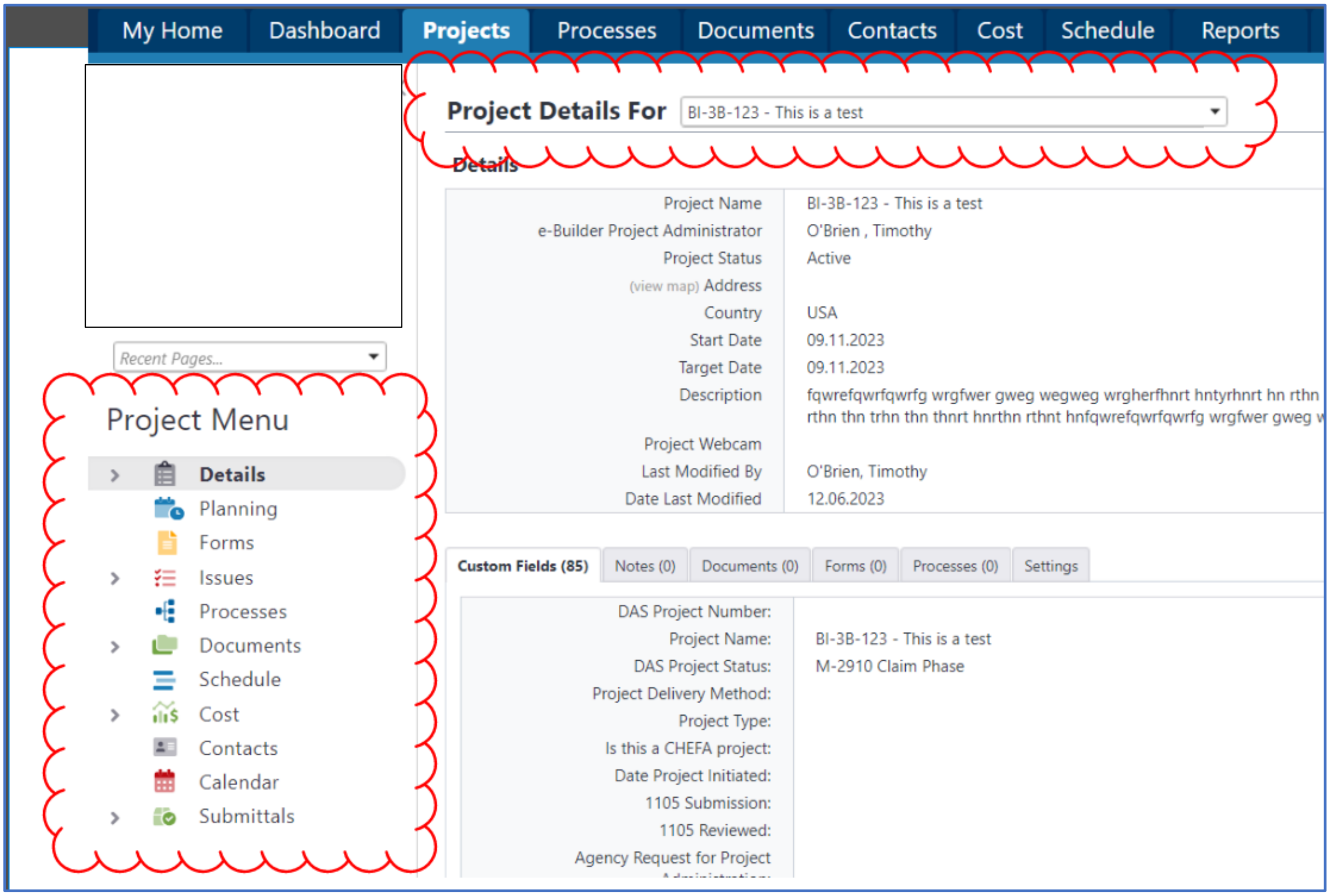
Find the project you wish to access in the list, as shown below, and click on the Project Name to open the project;



or you can search for your project by entering the project number into the “All projects” dropdown list, or by looking for it under the list by clicking dropdown arrow from the “All projects” dropdown list.

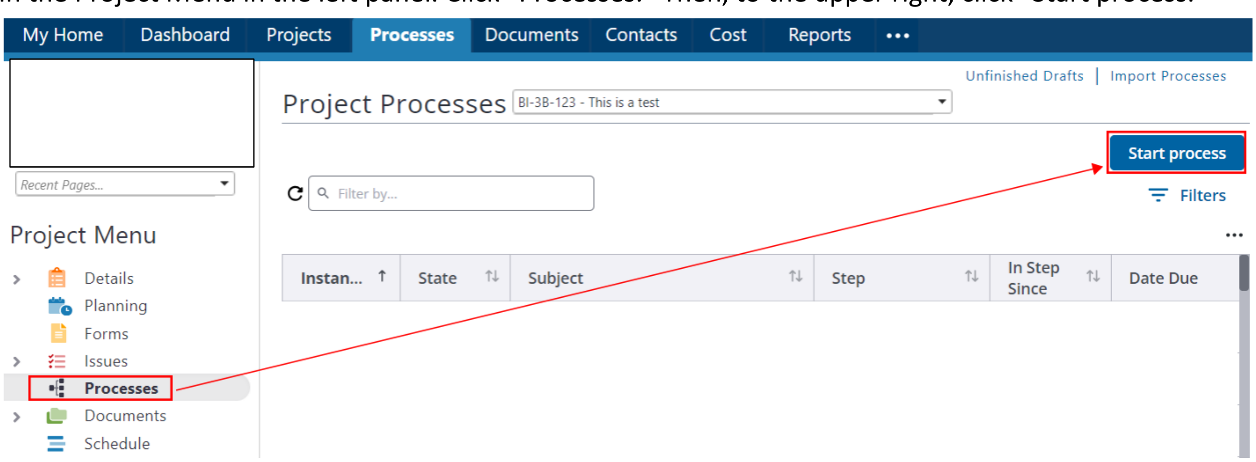


Either option will bring up the “Project Details” page. The “Project Details” page has a Project Menu with links for the modules related to that specific project.



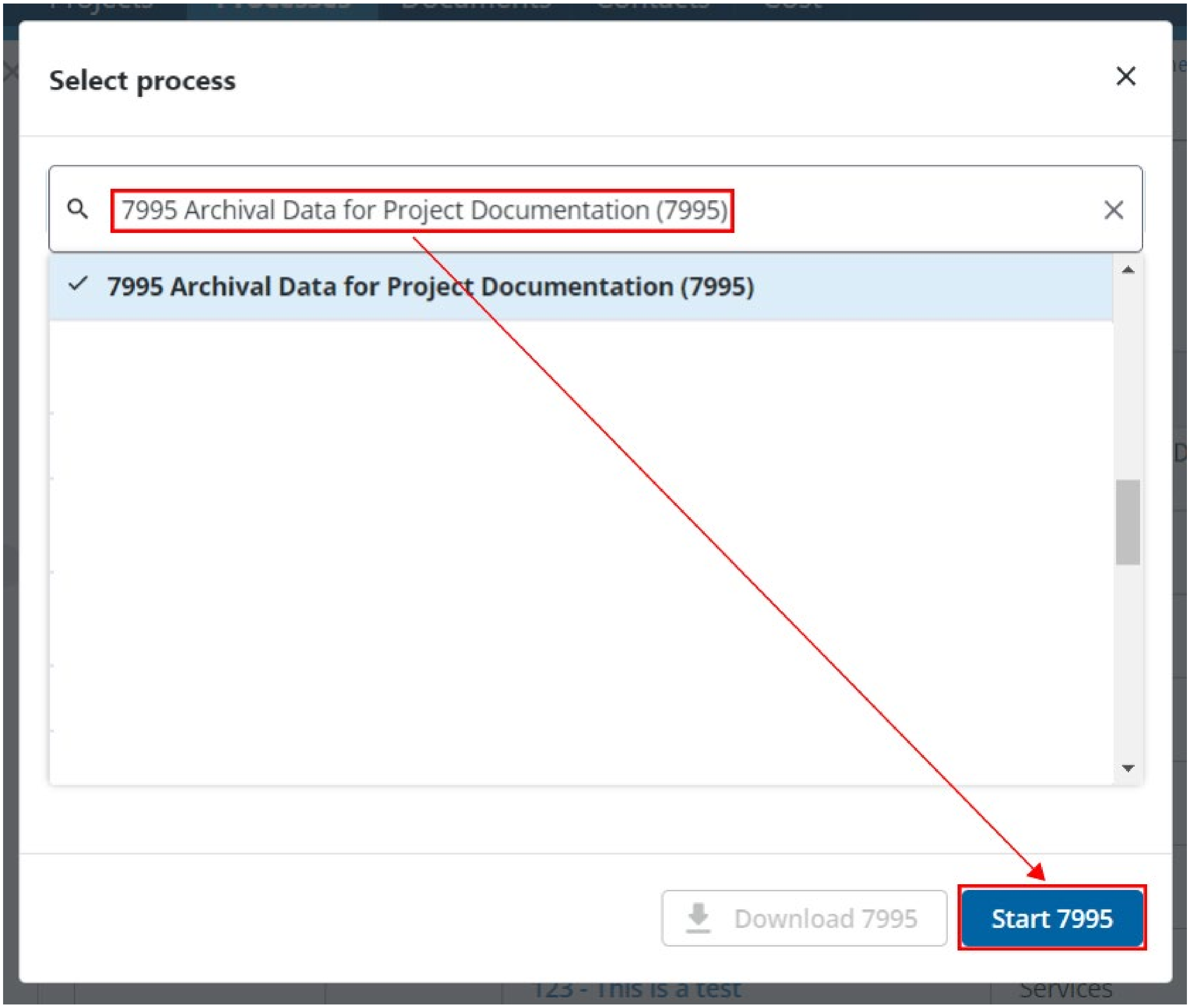
1.02 Navigating to the Project Processes Module and Initiating a Process Instance

In the Project Menu in the left panel. Click “Processes.” Then, to the upper right, click “Start process.”



In the "Select process" pop up window, search for and select the name of the Process type needed. Then click the blue button in the lower right that says "Start [process prefix]".

See more details on how to use the Processes module, starting at Section 7.



Section 2: Project User Access

2.01 For DAS Project Managers:

When a DAS Project Manager is assigned to a project in TUC, the Project Manager may contact Construction Support Services (Tim O'Brien in Teams or at timothy.o'brien@ct.gov) to gain access to the project in TUC.

2.02 For Agency Users:

Agency PMs may contact Construction Support Services (Tim O'Brien in Teams or at timothy.o'brien@ct.gov) to gain access to a project in TUC for themselves, or for other agency staff. For each user, please provide the following information:

1. Name
2. Department
3. Email address
4. Project numbers, if only certain projects, or all in a department prefix.
5. Role: Agency PM, Agency Signatory or review only.

2.03 For Consultants and Contractors

Requests for user access to a project for consultant staff, contractors or any other outside user should come from the DAS Project Manager or from the CA assigned to the project, if the DAS Project Manager has delegated the CA with that responsibility. These requests for access may be made to Construction Support Services (Tim O'Brien in Teams or at timothy.o'brien@ct.gov). Please provide the following information for each user:

1. Name
2. Company
3. Email address
4. Project number or numbers
5. Role on project, such as A/E, A/E subconsultant, CA, GC, CMR or other.

Please specify if the users will only need access to submit Invoices/Payment Applications, otherwise the user will be in workflows and get workflow notifications.

Section 3: (Reserved for future use)

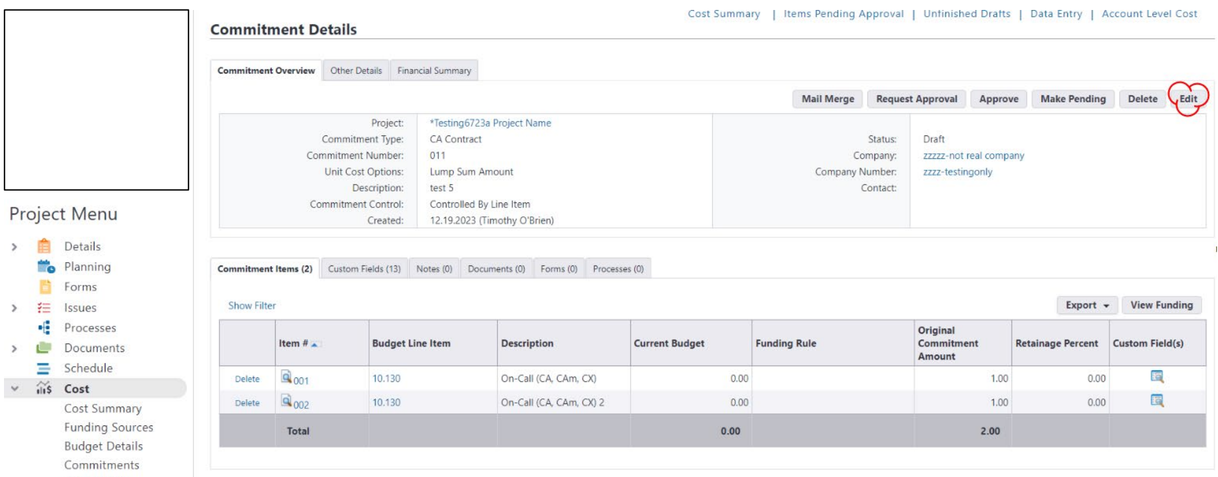
3.01 Coming Soon

Section 4: Add Funding Sources

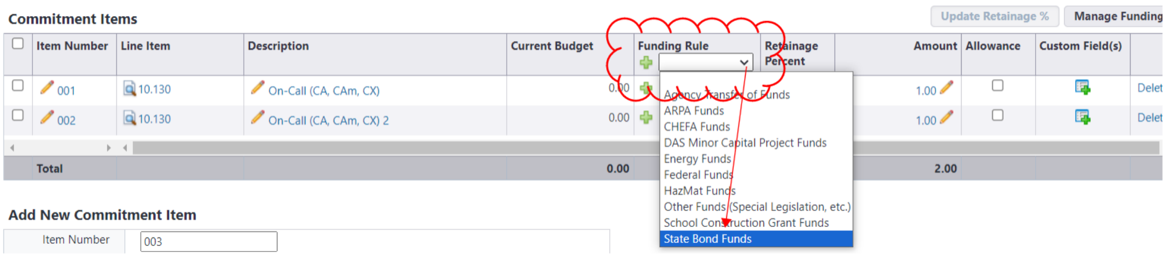
4.01 Accessing the Project

Follow the instructions provided in Section 1 to Access the Project.

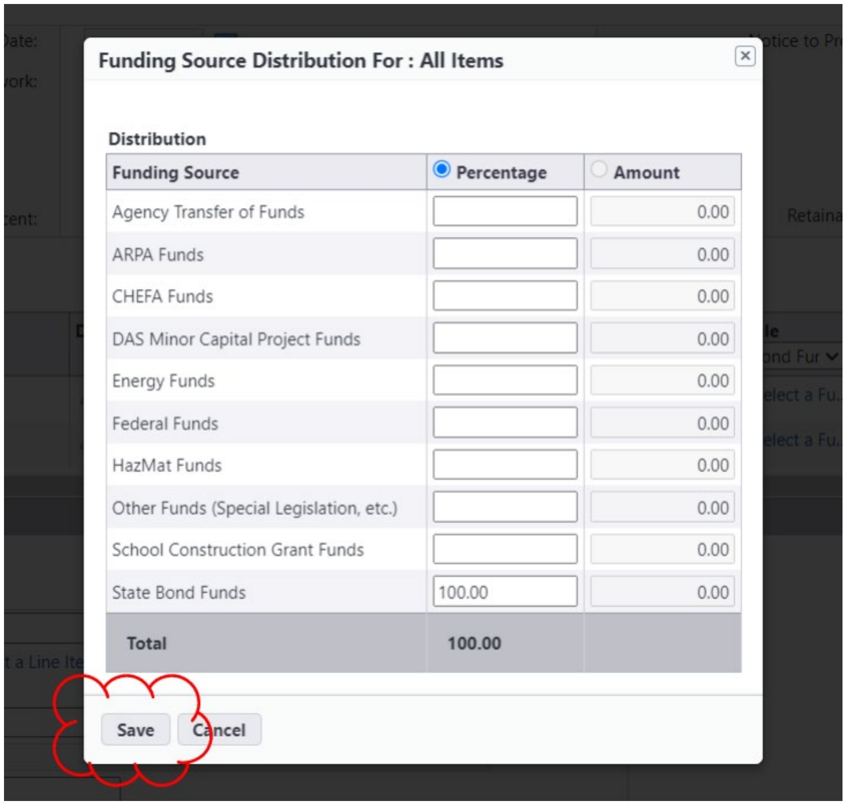
Under the "Project Menu", click "Cost" and then click "Commitment" to navigate to the Commitment record. Click "Edit" after opening the "Commitment Details" page.



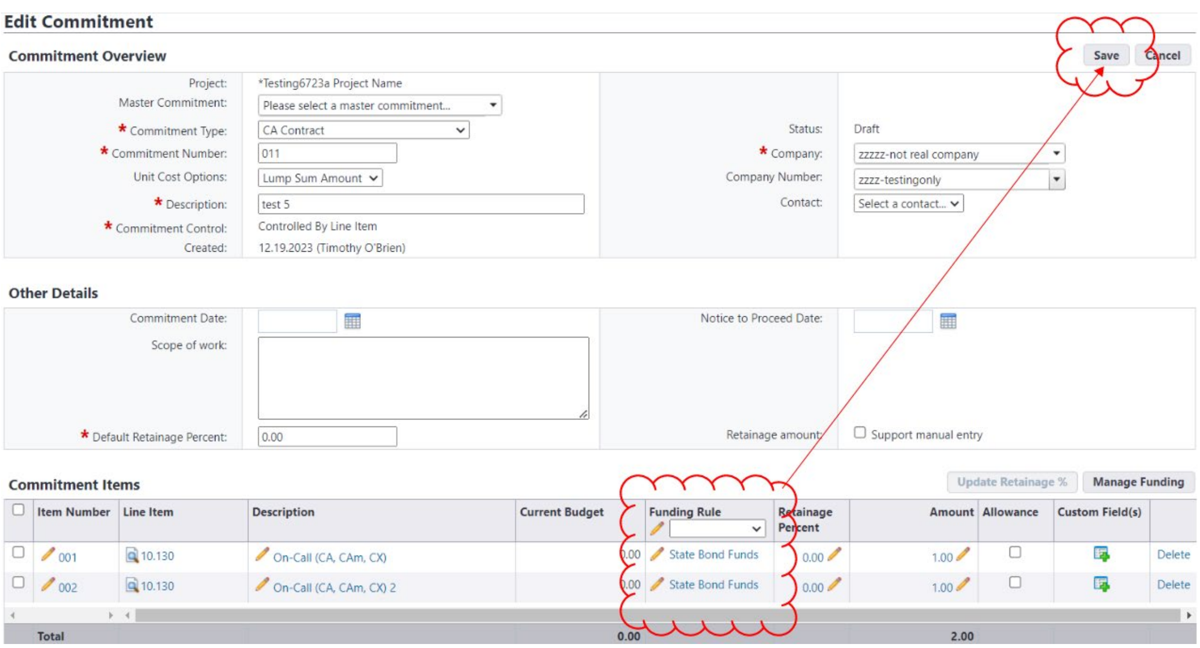
Click on the pull-down menu in the "Funding Rule" column and then select the most appropriate funding source.



After selecting the appropriate funding source, click “Save.”



Note that the “Funding Rule” has been changed for all of the lines. Click “Save” to complete.



Section 5: Edit Budget Details

The Budget tool in TUC is used to track money that has been allocated or otherwise made available for commitment and expenditure on a project. The Budget tool is not for the entry of the whole 1105 project budget unless funding has been allocated for the entire project. The following instructions concern making changes to the Budget in TUC so that it reflects the money that has actually been allocated to a project.

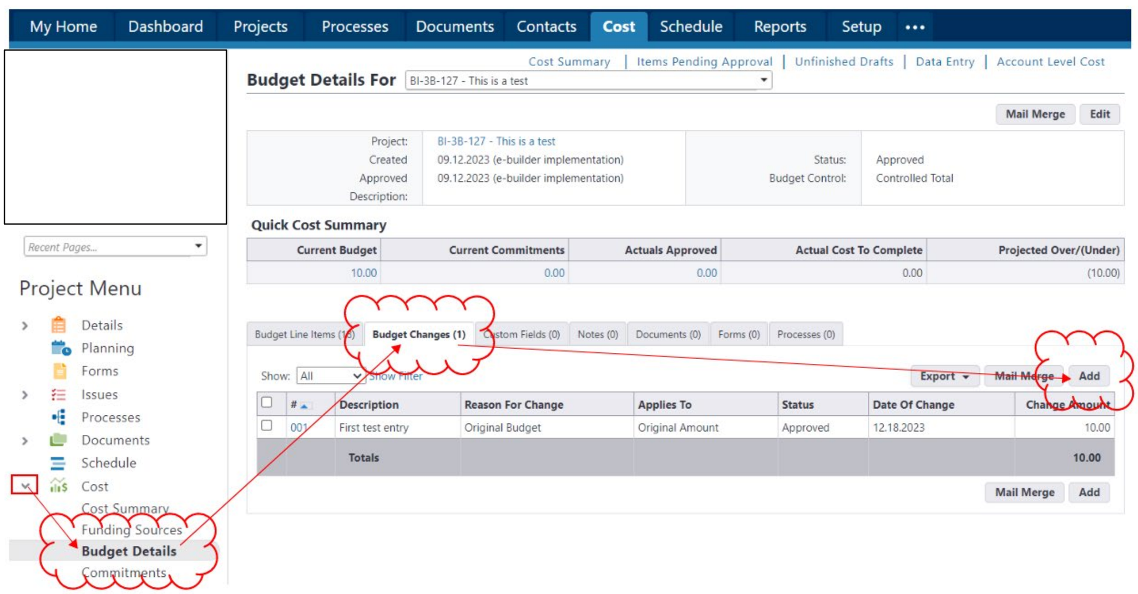
5.01 Accessing the project

Follow the instructions provided in Section 1 to Access the Project.

5.02 Creating a new Budget Change entry

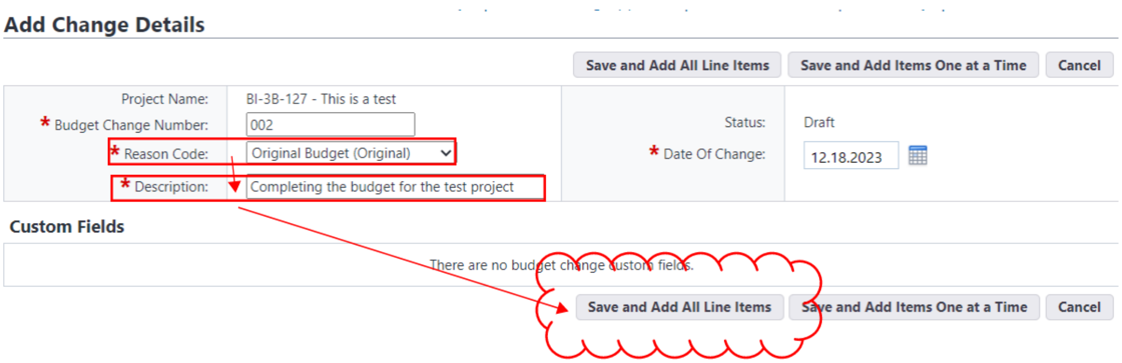
After accessing the project, under the Project Menu:

1. Click the arrow next to "Cost" to open the Cost options.
2. Then click on "Budget Details". That will open show the current project allocated Budget.
3. Then Click on the "Budget Changes" tab. Previously entered budget changes will be listed.
4. To start a new Budget Change entry, click "Add."

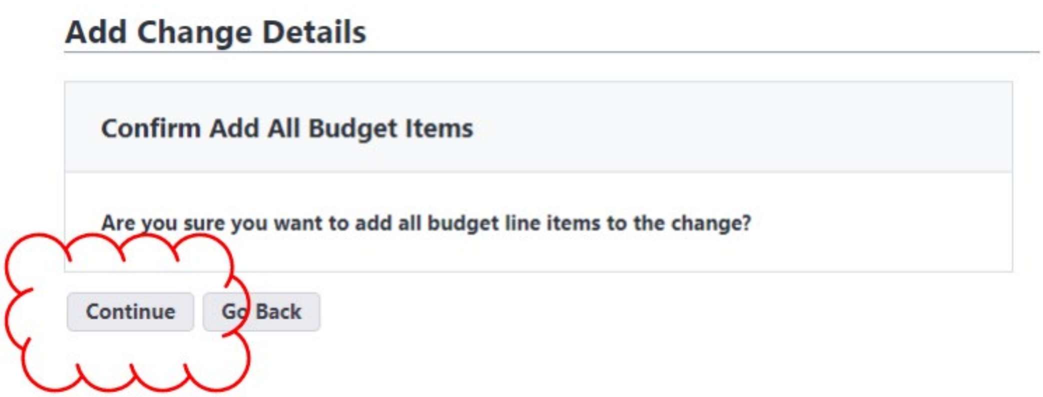


A new screen will open entitled “Add Change Details”. Complete the following:

1. Select a reason code, such as “Original Budget”. “(Original)” at the end of it means that the reason code will make this change show up in the budget as original costs.
2. Enter a Description.
3. Select “Save and Add All Line Items”.

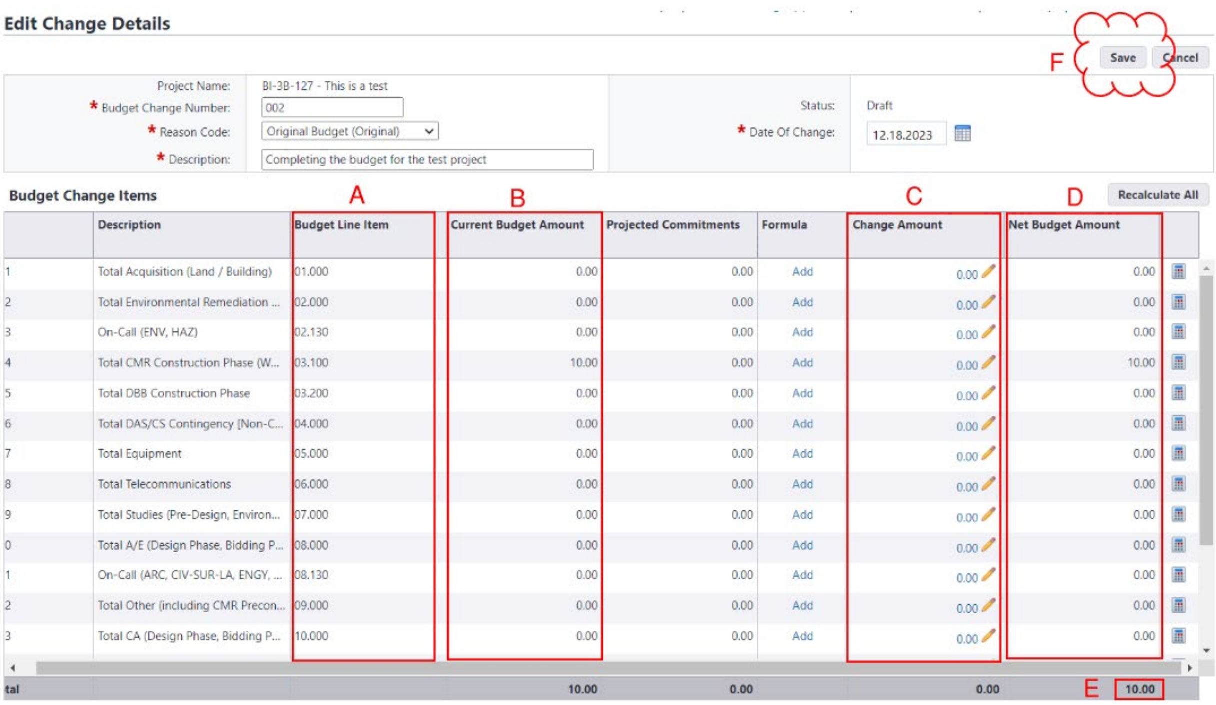


On the next screen, click, “Continue.”



The “Edit Change Details” screen will open. Then enter the changes:

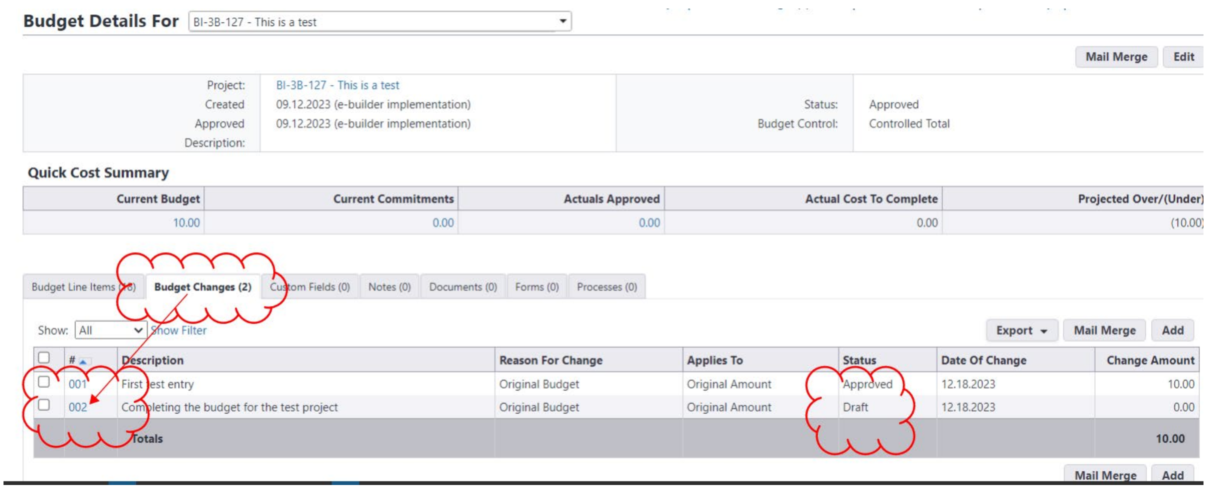
A This column has the Cost Codes for each line in the Budget.
B This column has the current Budget amount for each Cost Code.
C This is the column where the changes being made are entered. Click on the “0.00” or the “pencil” button in the line item you want to edit. Enter the change amount for that Cost Code, which can be either a positive number, for an addition, or a negative number, for a reduction.
D The Net Budget Amount for each Cost Code will calculate automatically. The Net Budget Amount is equal to the Current Budget Amount (B), plus (or minus for negative numbers) the Change Amount (C).
E The value at the bottom of the Net Budget Amount column should reflect the total amount currently allocated to the project.
F When the entry is complete, click “Save.”



5.03 Navigating back to a draft budget change

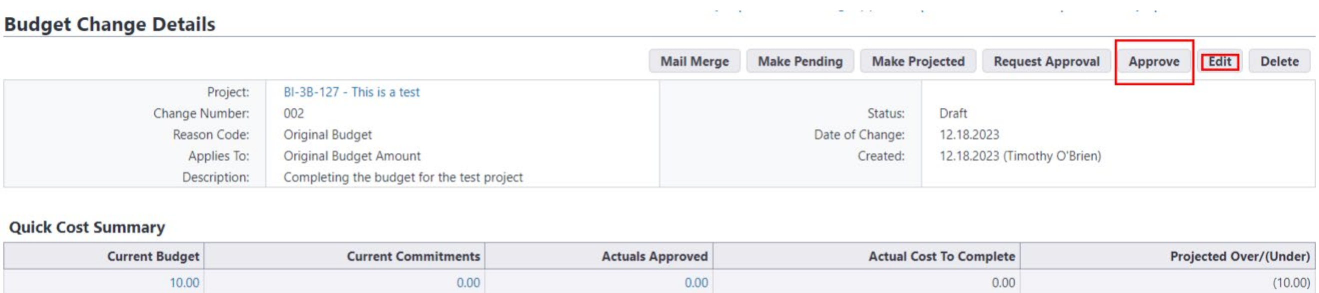
To access a previously saved budget change entry:

1. Follow the instructions in 5.1 & 5.2, steps 1-3 to navigate to the Budget Details/Budget Changes tab.
2. Click on the item # of the draft change to reopen the draft.

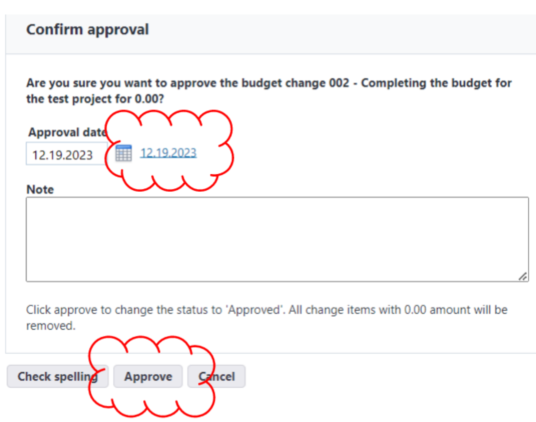


5.04 Approving a budget change

A budget change can be approved by clicking "Approve". Alternatively, the "Edit" button can be clicked to re-open the draft for further changes.

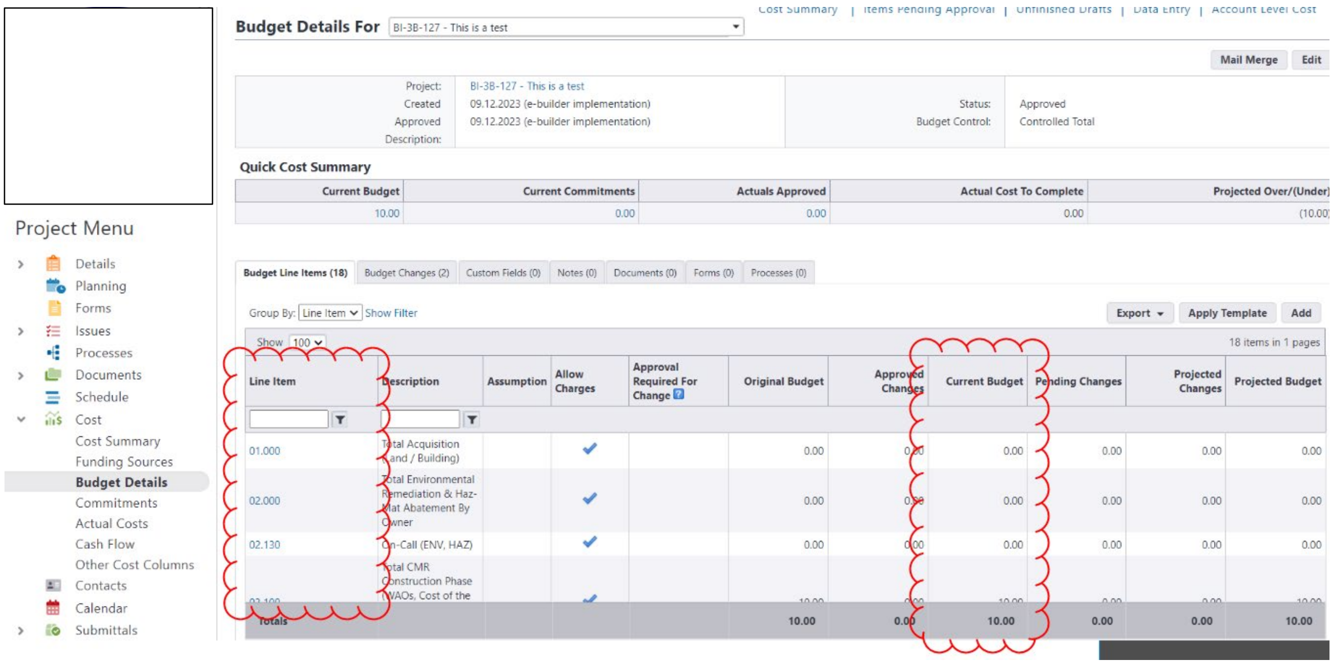


If "Approve" was selected, the approval confirmation screen will appear. Click or enter the approval date. Comments may be entered under "Note," but are not required. Click "Approve".



5.05 Budget should reflect all approved changes.

The project budget should now appear updated, based on the sum of the initial budget and all of the Budget Change entries. The budget is broken down by cost code in the "Line Item" column and the "Current Budget" column should reflect the updated current project budget. The number at the bottom of the "Current Budget" column should be the total money allocated to the project, as updated by the Budget Changes made.



Section 5A: Tracking DAS Fees

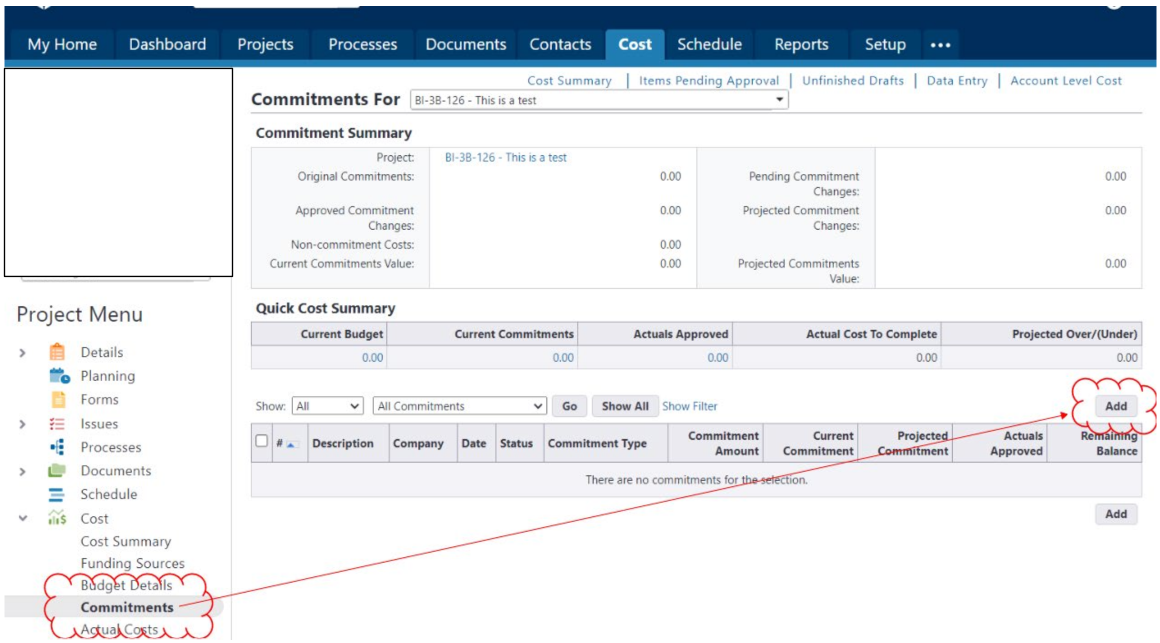
5A.01 Accessing the project

Follow the instructions provided in Section 1 to Access the Project.

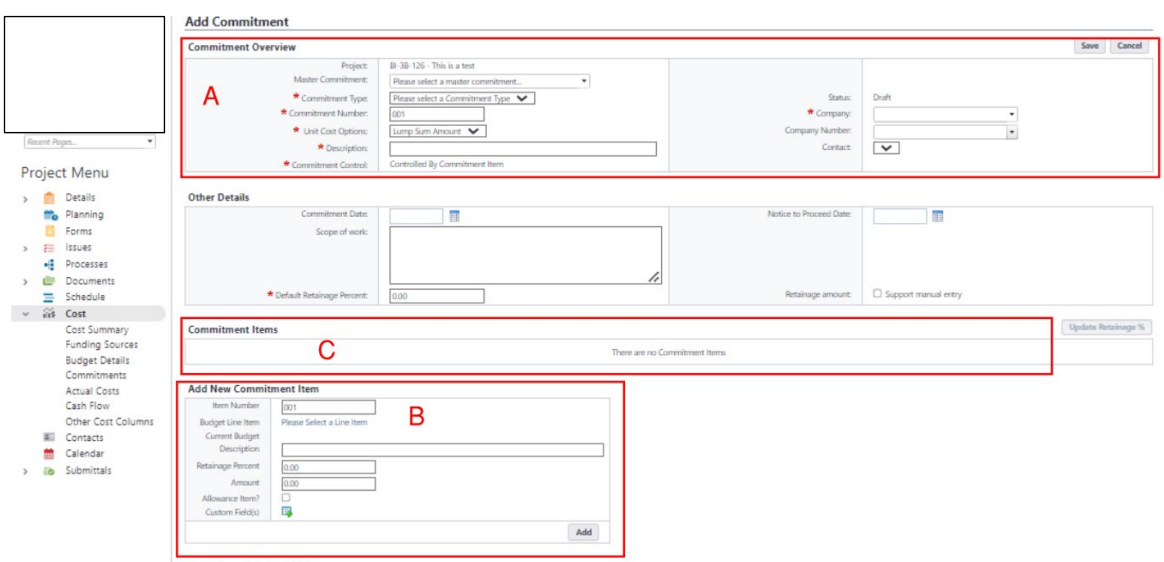
5A.02 Creating a Commitment Record for DAS Fees

The following applies if the project does not already have a Commitment record for DAS fees.

1. After opening the project record, select “Commitments” under the “Project Menu” and then click on “Commitments”. If no commitment appears for DAS fees, click, “Add.”

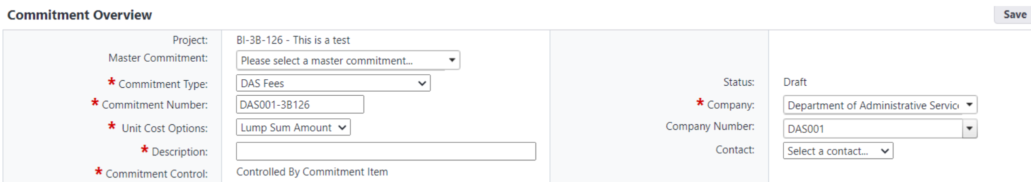


2. That brings up the draft Commitment form. This description will concern three different parts of that form (labeled A, B and C, below):



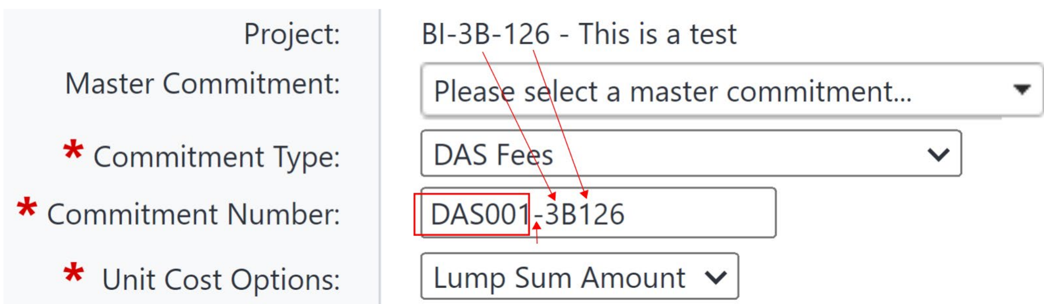
A. Add Commitment

A.1. In the “Commitment Type” field, select, “DAS Fees.”



A.2. In the “Company” field, type “Department of Administrative Services”. Note that the Company Number will populate automatically as “DAS001”.

A.3. Enter the Commitment Number, using the following format. Starting with “DAS001” (the “company number”), then type one dash. Then, excluding the “BI”, “CF”, etc. and all other dashes, enter the project number as shown.

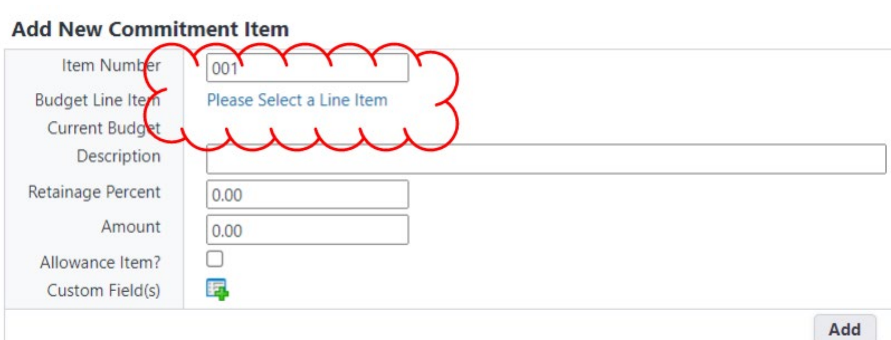


A.4. In the “Description” field, type a prose description, such as, “DAS Fees on project 3B-126.” The “Unit Cost Options” field should not be changed.

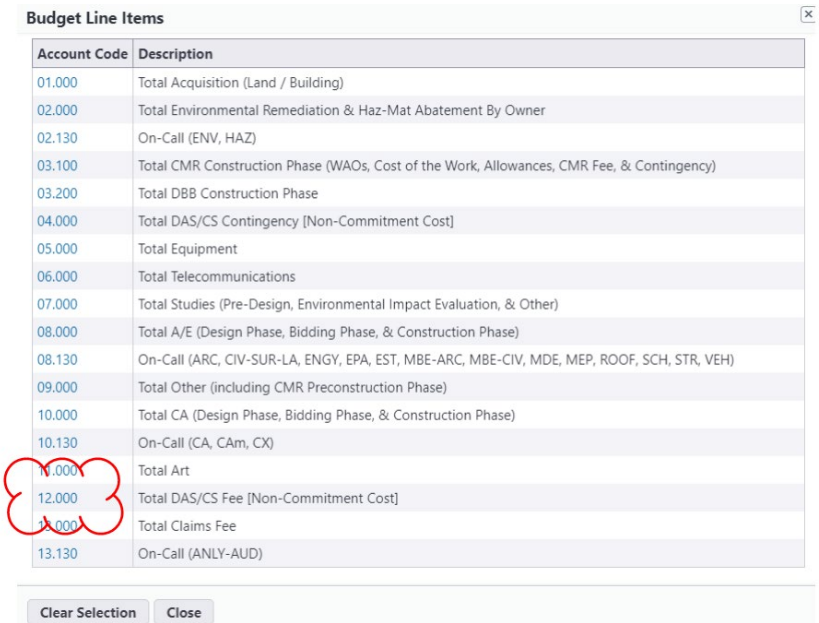
B. Add New Commitment Item

Under the “Add New Commitment Item” section:

B.1. Click on “Please Select a Line Item”. This is where the Cost Code is selected.



B.2. Click on Cost Code 12.000.

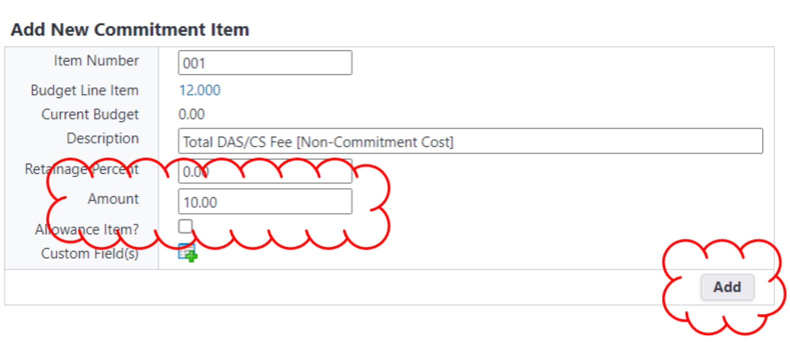


Budget Line Items

Account Code	Description
01.000	Total Acquisition (Land / Building)
02.000	Total Environmental Remediation & Haz-Mat Abatement By Owner
02.130	On-Call (ENV, HAZ)
03.100	Total CMR Construction Phase (WAOs, Cost of the Work, Allowances, CMR Fee, & Contingency)
03.200	Total DBB Construction Phase
04.000	Total DAS/CS Contingency [Non-Commitment Cost]
05.000	Total Equipment
06.000	Total Telecommunications
07.000	Total Studies (Pre-Design, Environmental Impact Evaluation, & Other)
08.000	Total A/E (Design Phase, Bidding Phase, & Construction Phase)
08.130	On-Call (ARC, CIV-SUR-LA, ENGY, EPA, EST, MBE-ARC, MBE-CIV, MDE, MEP, ROOF, SCH, STR, VEH)
09.000	Total Other (including CMR Preconstruction Phase)
10.000	Total CA (Design Phase, Bidding Phase, & Construction Phase)
10.130	On-Call (CA, CAm, CX)
11.000	Total Art
12.000	Total DAS/CS Fee [Non-Commitment Cost]
13.000	Total Claims Fee
13.130	On-Call (ANLY-AUD)

Clear Selection Close

B.3. Enter the Amount to be committed to DAS fees, at least initially, and then click “Add”.



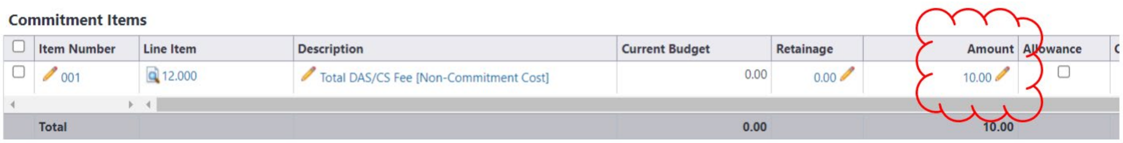
Add New Commitment Item

Item Number	001
Budget Line Item	12.000
Current Budget	0.00
Description	Total DAS/CS Fee [Non-Commitment Cost]
Retainage Percent	0.00
Amount	10.00
Allowance Item?	
Custom Field(s)	

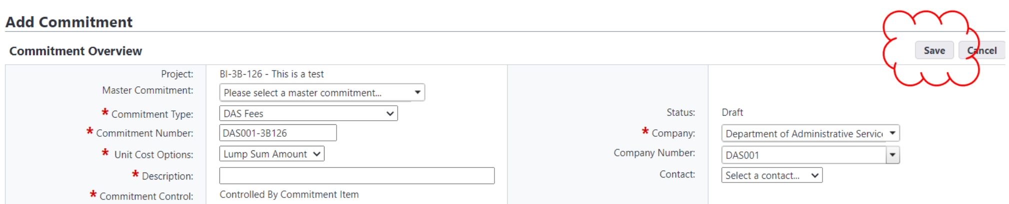
Add

C. Commitment Items

Under the “Commitment Items” section, confirm that the information is correct. Any fields with a pencil next to them can be opened for editing by clicking on the “pencil”. For example, to edit the Amount, click on the pencil next to that number, change the number and click in any blank area of the form to allow it to update.

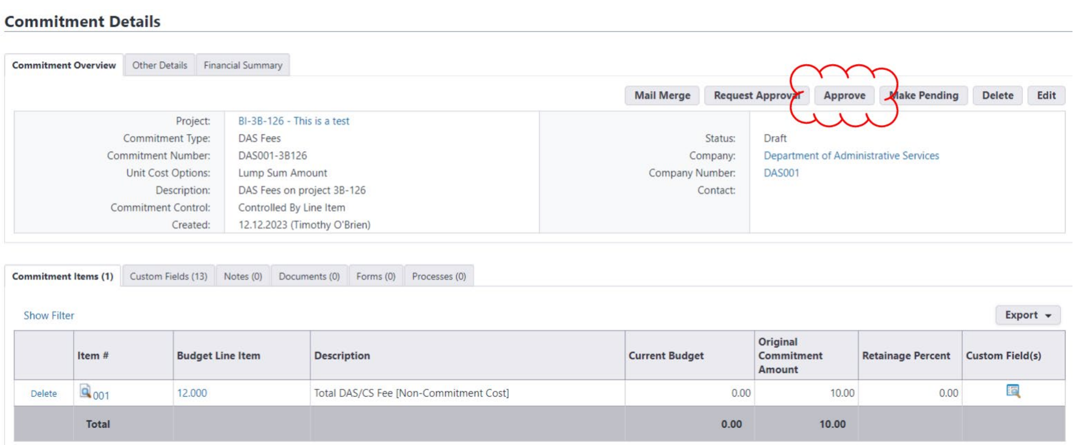


C.1. If the information is correct, click “Save.”



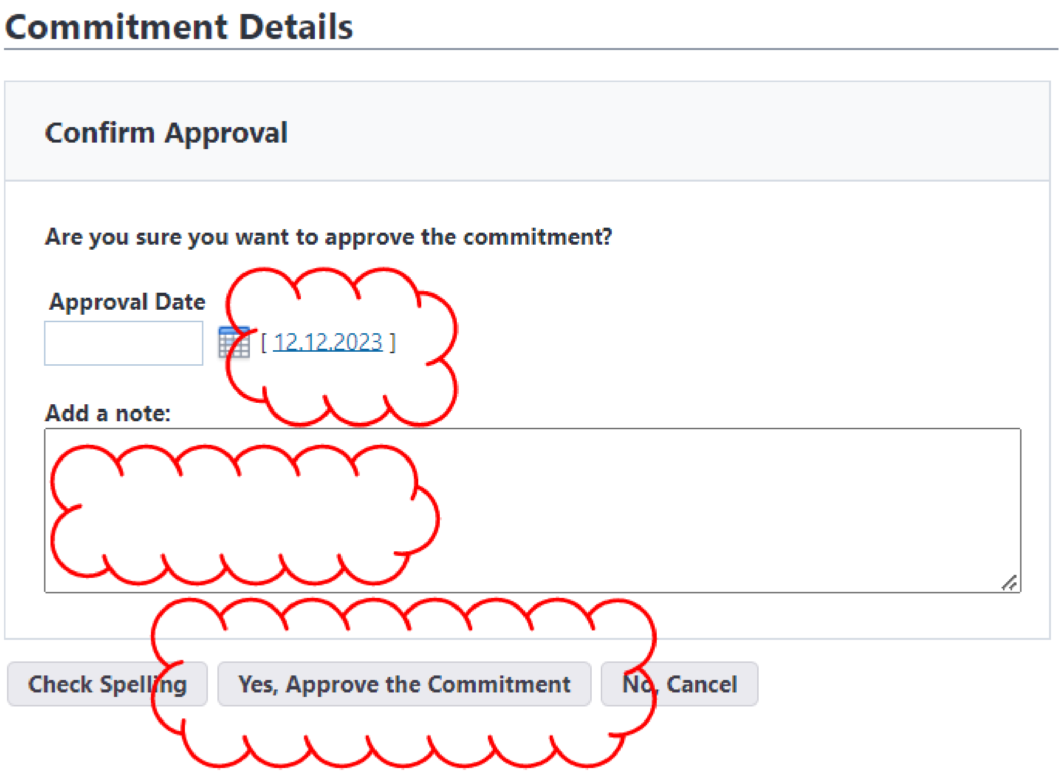
C.2. Saving the draft commitment leads to a pre-approval summary screen. Before the commitment can be used, it must be approved, which Project Managers can do.

a. To approve the DAS fees commitment, click, “Approve.”



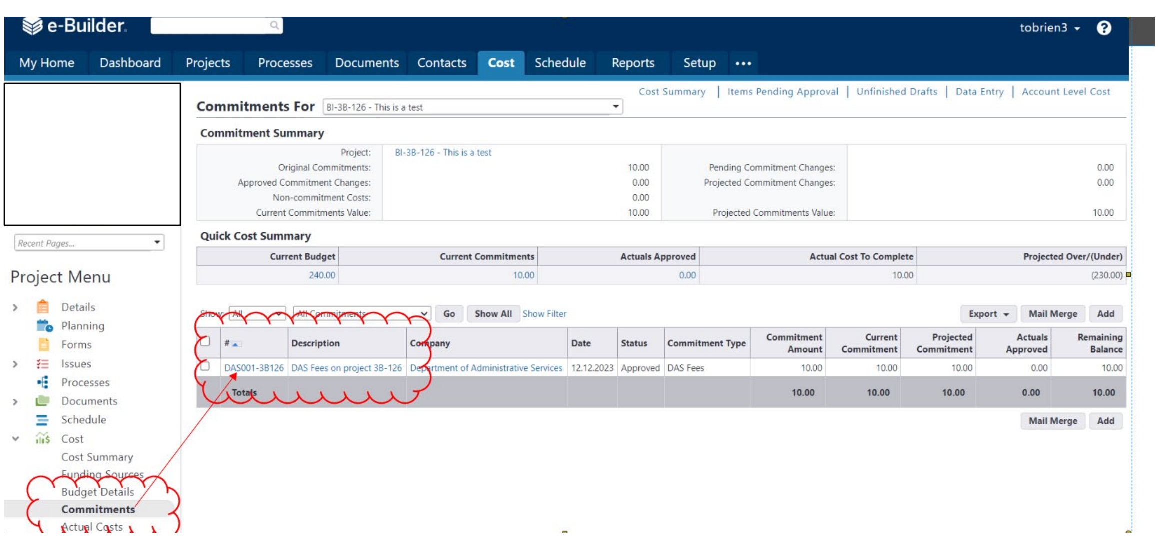
b. In the next screen, click on the date hyperlink to populate an approval date or enter an “Approval Date.” Enter a note, if applicable.

Then either click “Yes, Approve the Commitment” to approve or “No, cancel” to return back to the screen with the commitment as a draft.

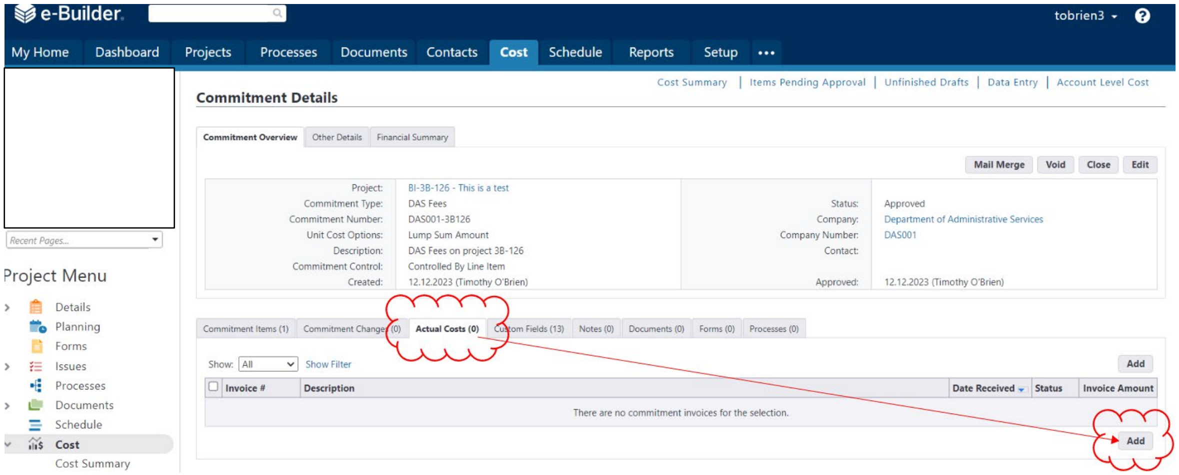


5A.03 Entering DAS Fees Actual Costs

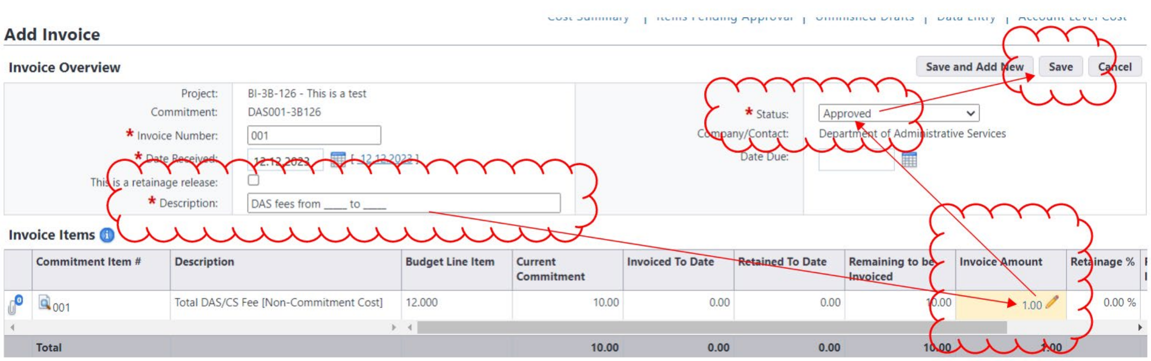
1. Under Costs > Commitments, click on the commitment number of the DAS fees commitment.



2. Click on the “Actual Costs” tab and then click on the “Add” button.



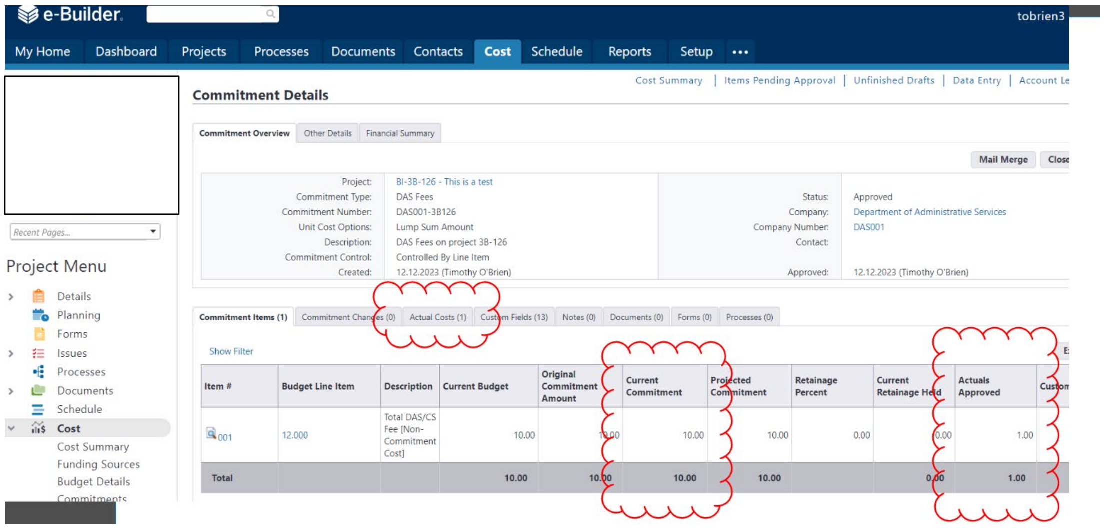
3. Enter a description of the actuals record in the “Description” field. Under “Invoice Amount,” enter the amount of new DAS fees to record, then toggle “Status” to Approved” and then click “Save”.



4. In the next screen, click on the date hyperlink to populate an “Approval Date” or enter an “Approval Date.” Then click “Yes, Approve the Invoice” to approve or click “No, cancel” to return to the draft screen.

5. [Deprecated step.]

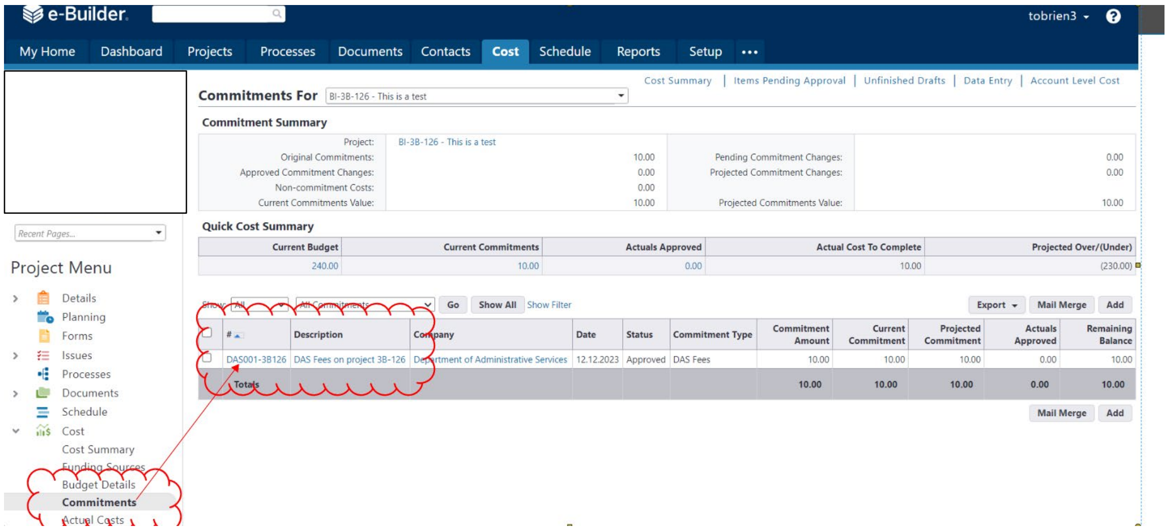
6. The Commitment Details page shows information about the commitment record, including the Current Commitment amount, the Actuals Approved and has a tab to show the Actual Costs entries against that commitment.



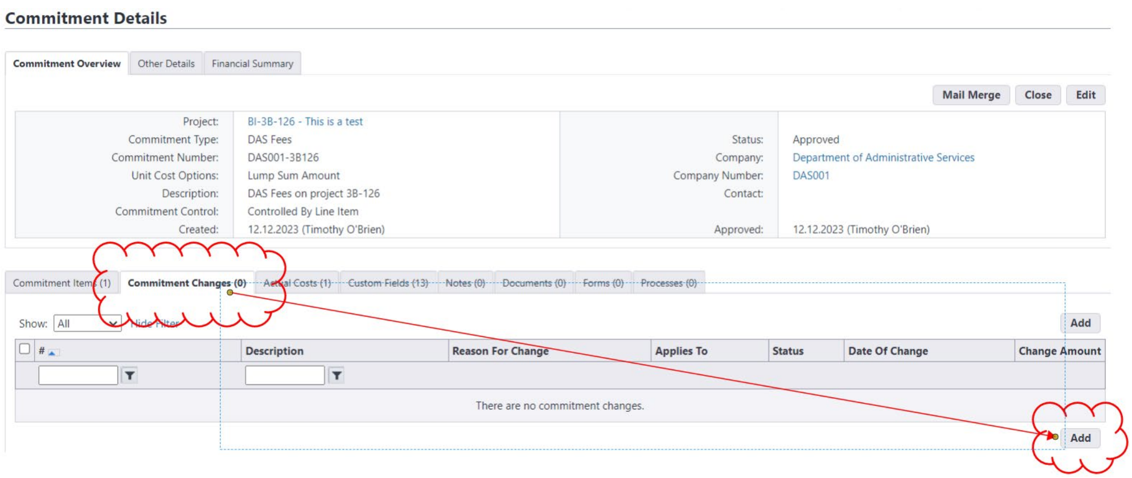
5A.04 Manually Entering a Commitment Change

To manually change a commitment amount for the DAS fees commitment on a project, proceed as follows:

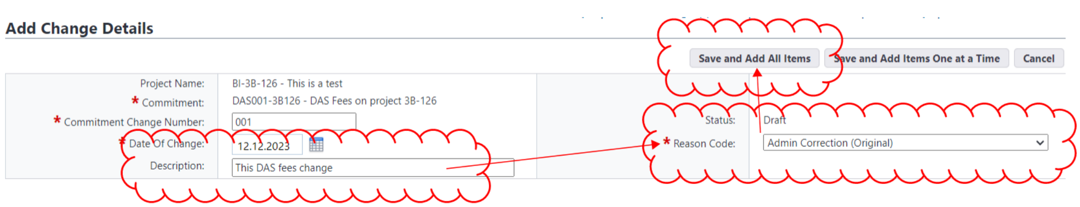
1. Under Costs > Commitments, click on the commitment number of the DAS fees commitment.



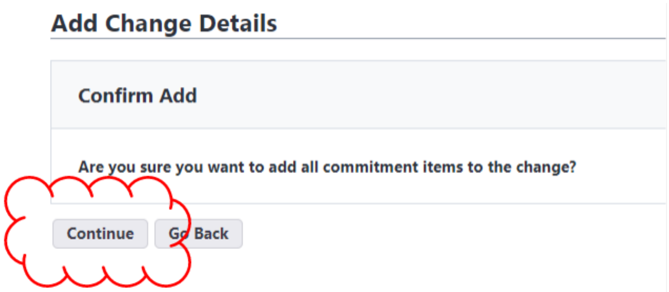
2. That leads to the "Commitment Details" screen. On that screen, under the "Commitment Changes" tab, click "Add."



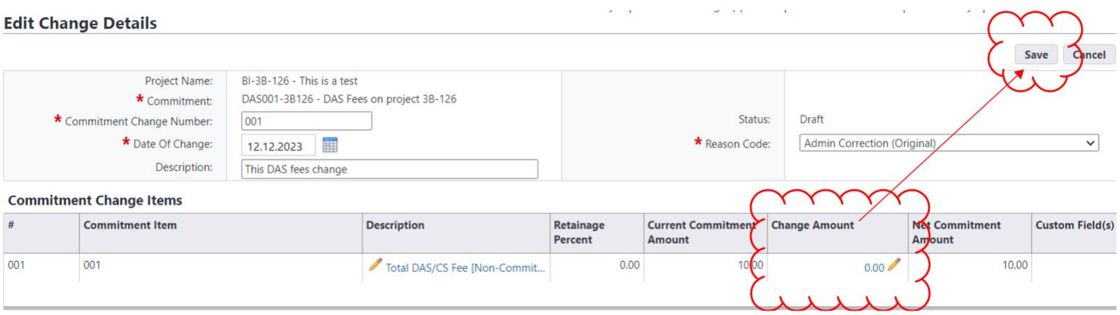
3. On the "Add Change Details" page, enter a Description, select the correct change "Reason Code" and click "Save and Add All Items."



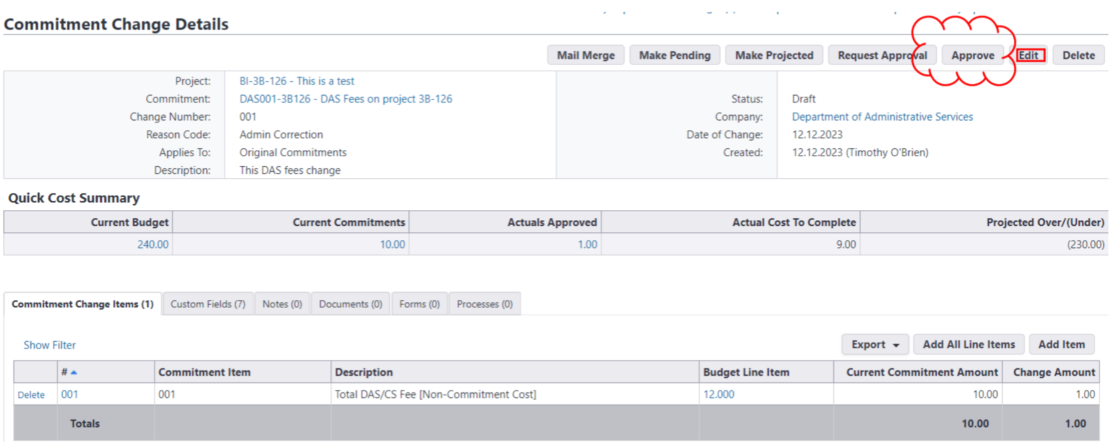
4. On the next screen, click “Continue.”



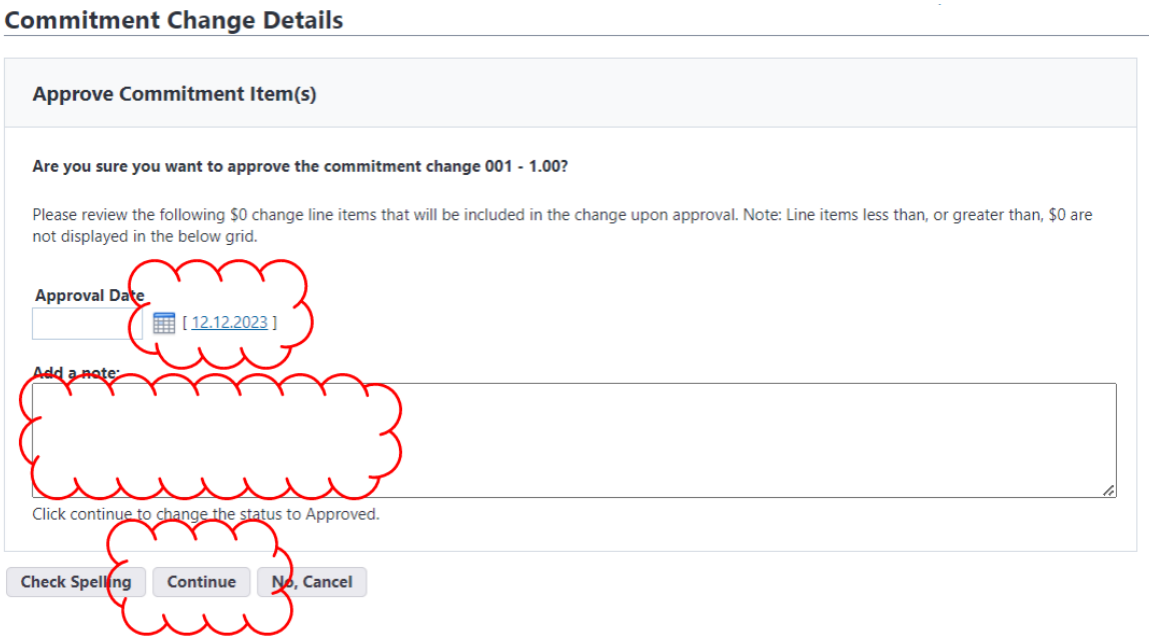
5. Under “Change Amount,” enter a positive or negative number for the “Change Amount” and click “Save.”



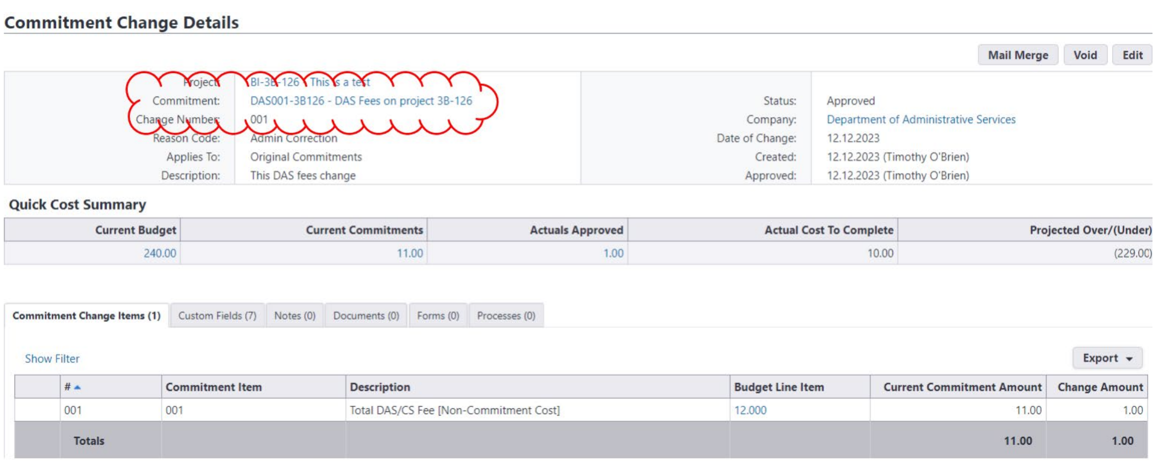
6. To approve the commitment change, click “Approve.” Click “Edit” to return to the draft commitment change for further editing.



7. If approved, click on the date hyperlink to populate an "Approval Date" or enter an "Approval Date." Enter a note, if applicable, and click "Continue" to approve, or "No, cancel" to return to the commitment change as a draft.



8. If "Continue", the Commitment Change Details page will open, which is the record of that commitment change. To return to the commitment, itself, click on the commitment number next to label for "Commitment."



Section 5B: PM Creation of Other Commitments

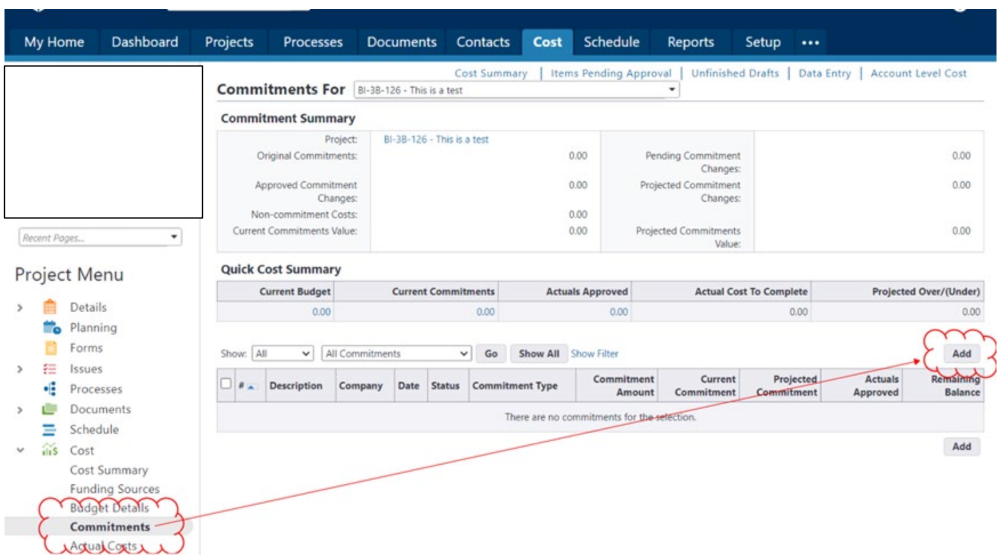
Generally, commitments are by Construction Support Services as part of established procedures. There are some circumstances, such as for purchase orders or when the commitment was approved prior to the migration into TUC, when a commitment record may need to be entered manually. PMs are encouraged to contact Construction Support Services before doing this in order to avoid the creation of conflicting records. Additionally, Construction Support Services is available to assist project managers in performing this function, should the need arise. Below are instructions for how to create a commitment.

5B.01 Accessing the project

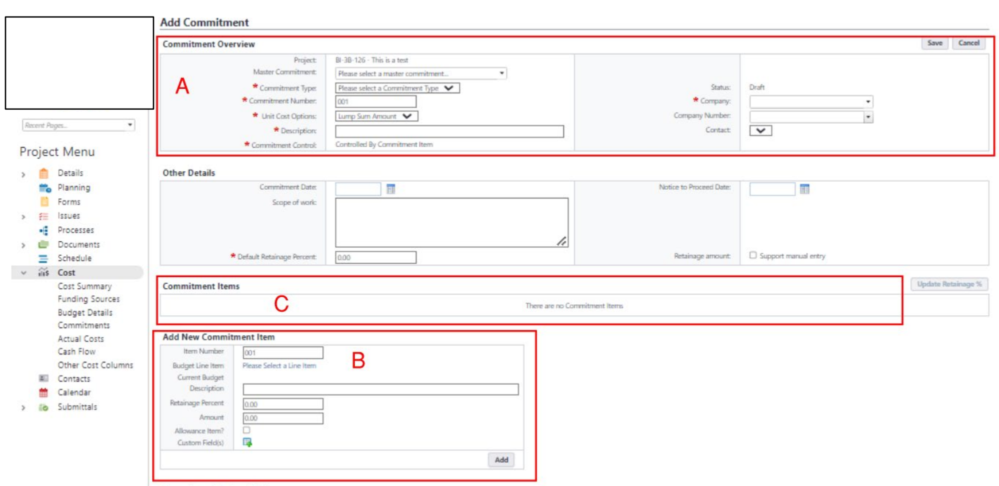
Follow the instructions provided in Section 1 to Access the Project.

5B.02 Creating a Commitment Record

1. After opening the project record, click "Cost", under the "Project Menu", then click "Commitments". To add a new commitment, click, "Add."

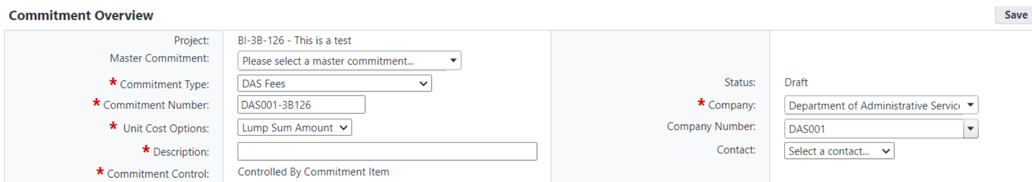


2. That brings up the draft Commitment form. This description will concern three different parts of that form (labeled A, B and C, below):



A. Add Commitment

A.1. Enter the “Commitment Type” field. Where appropriate for older commitments not already in TUC, ensure that “CMR GMPA” is selected for CMR GMPA commitments, and that “Prime Contractor Contract” is selected for DBB GC commitments. The other options are for consultants and other commitments.



A.2. In the “Company” field, start to type the name of the company until you see it in the drop-down menu that appears, and click on the correct company name. Note that the Company Number will populate automatically. If the company does not appear on the list, contact Construction Support Services.

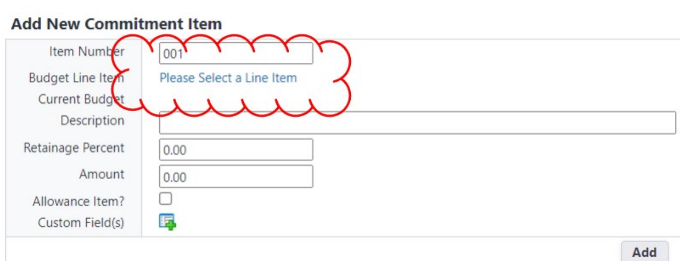
A.3. Delete the value that auto populated into the Commitment Number field and enter a new value, using the following format. Start with the five-digit “company number”, then type one dash and then type a unique indicator for this particular commitment, such a “01”. So, the format will be 00000-00.

A.4. In the “Description” field, type a prose description, such as, “DAS Fees on project 3B-126.” The “Unit Cost Options” field should not be changed.

B. Add New Commitment Item

Under the “Add New Commitment Item” section:

B.1. Click on “Please Select a Line Item”. This is where the Cost Code is selected.

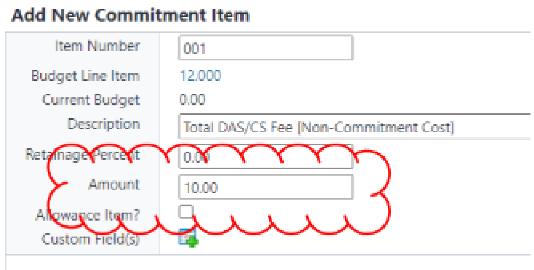


B.2. Click on the applicable Cost Code.

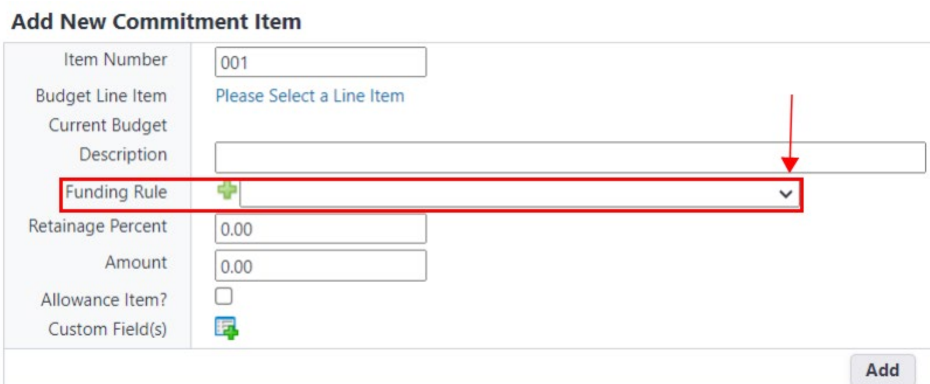

Budget Line Items

Account Code	Description
01.000	Total Acquisition (Land / Building)
02.000	Total Environmental Remediation & Haz-Mat Abatement By Owner
02.130	On-Call (ENV, HAZ)
03.100	Total CMR Construction Phase (WAOs, Cost of the Work, Allowances, CMR Fee, & Contingency)
03.200	Total DBB Construction Phase
04.000	Total DAS/CS Contingency [Non-Commitment Cost]
05.000	Total Equipment
06.000	Total Telecommunications
07.000	Total Studies (Pre-Design, Environmental Impact Evaluation, & Other)
08.000	Total A/E (Design Phase, Bidding Phase, & Construction Phase)
08.130	On-Call (ARC, CIV-SUR-LA, ENGY, EPA, EST, MBE-ARC, MBE-CIV, MDE, MEP, ROOF, SCH, STR, VEH)
09.000	Total Other (including CMR Preconstruction Phase)
10.000	Total CA (Design Phase, Bidding Phase, & Construction Phase)
10.130	On-Call (CA, CAm, CX)
11.000	Total Art
12.000	Total DAS/CS Fee [Non-Commitment Cost]
13.000	Total Claims Fee
13.130	On-Call (ANLY-AUD)

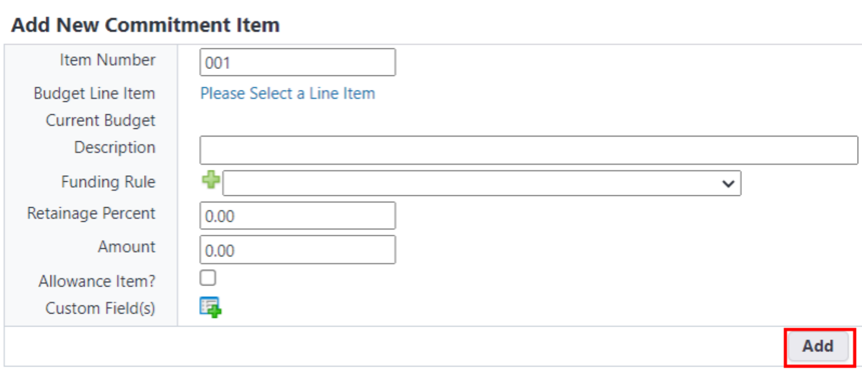
B.3. Enter the Amount to be committed.



B.4. If the “Funding Rule” option appears, click on the arrow next to this and select the correct funding source, such as “State Bond Funds”.



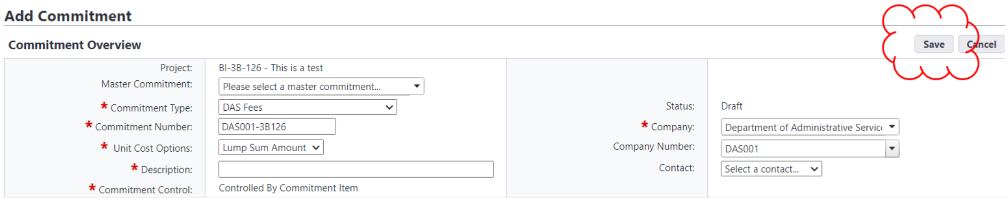
B.5. Click add to cause the entered information to appear in the Commitment Items section of the form.



C. Commitment Items

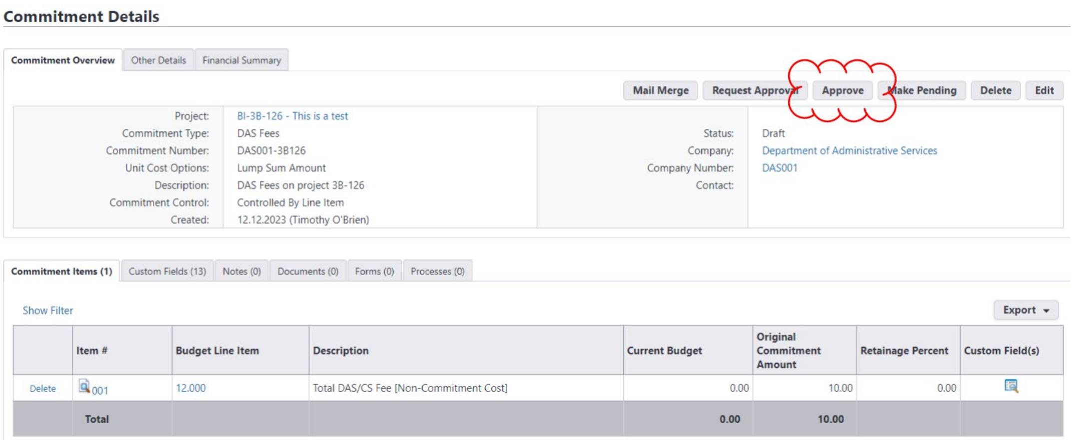
Under the “Commitment Items” section, confirm that the information is correct. Any fields with a pencil next to them can be opened for editing by clicking on the “pencil”. For example, to edit the Amount, click on the pencil next to that number, change the number and click in any blank area of the form to allow it to update.

C.1. If the information is correct, click "Save."

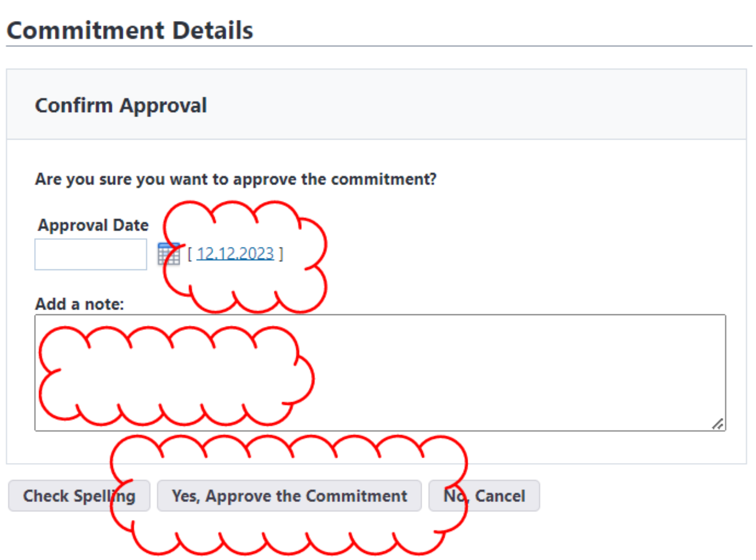


C.2. Saving the draft commitment leads to a pre-approval summary screen. Before the commitment can be used, it must be approved, which Project Managers can do.

a. To approve the DAS fees commitment, click, "Approve."



b. In the next screen, click on the date hyperlink to populate an approval date or enter an "Approval Date." Enter a note, if applicable. Then either click "Yes, Approve the Commitment" to approve or "No, cancel" to return back to the screen with the commitment as a draft.



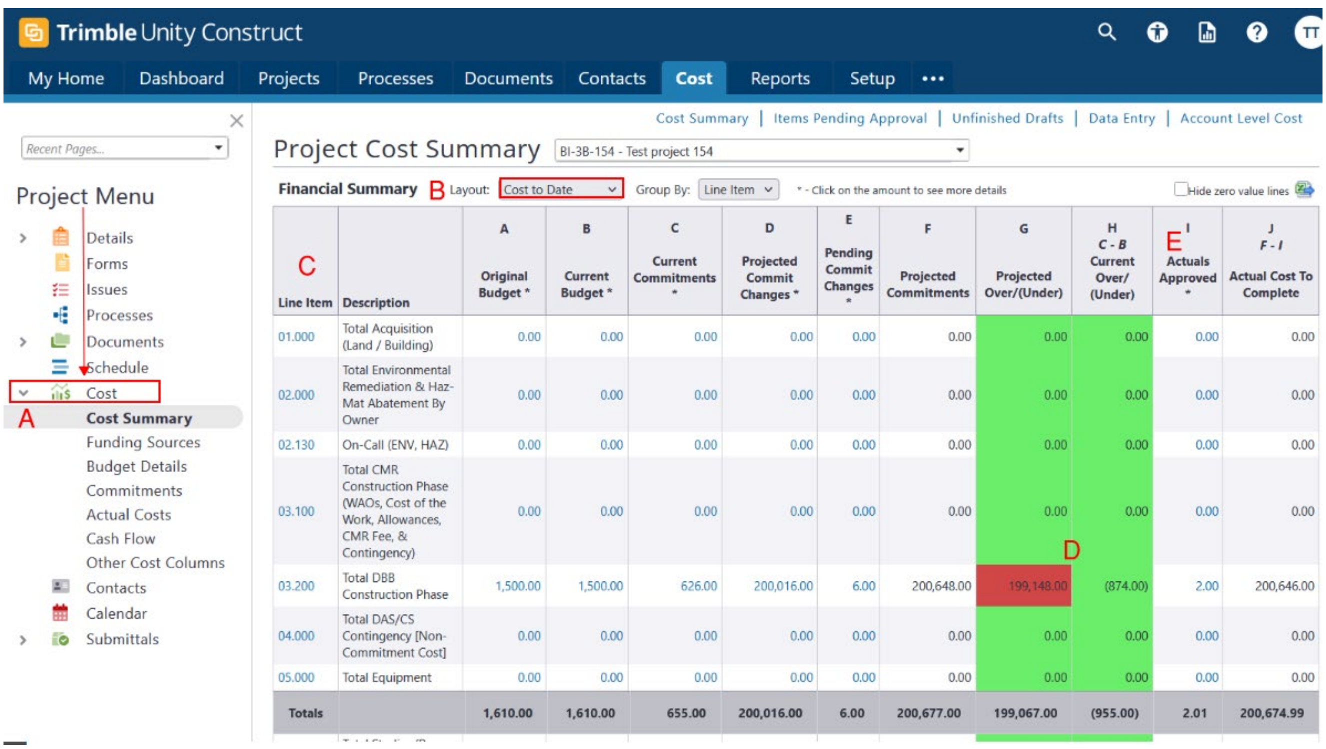
Section 5C: Cost To Date Report

5C.01 Navigate to project

Navigate to the project, as described in Sec 1.01.

5C.02 Cost to Date report

A. From the Project Menu, click “Cost”. This will default to the “Cost Summary”.
B. Make sure that the “Layout” pull-down menu is set to “Cost to Date”.
C. Note that each row in the “Line Item” column refers to a cost code.
D. The “Projected Over/(Under)” and “Current Over/(Under)” columns will have a red background if the projected or current commitments, respectively, are over budget for the cost code in question. Otherwise, the background will be green. Note that the Trimble shows over budget as a positive number and under budget as a negative number (or $0), which is the opposite of PMWeb.
E. Note that the term “Actuals” is often used in Trimble to refer to invoices or other realized costs.



Section 6: Project Manager Monthly Reports

6.01 Accessing the project

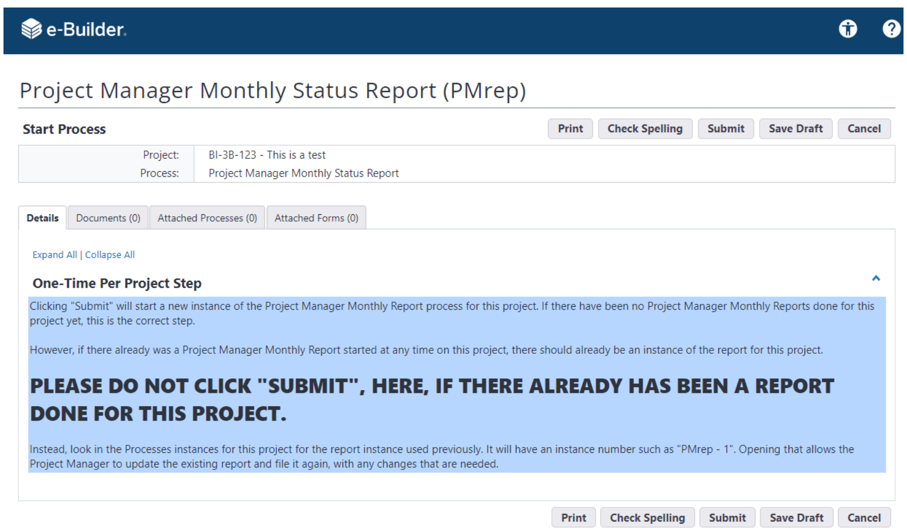
Follow the instructions provided in Section 1 to access the project.

6.02 Starting the Project Manager Monthly Status Report process (One time per project).

Note: The Project Manager Monthly Status Report process only requires one process instance per project. Proceed to Step 6.02 for the first monthly report submission. For each subsequent report submission, begin at Step 6.03.

If there is not a "Project Manager Monthly Status Report (PMrep)" process instance in the project already, use the instructions in Step 1.02 to initiate a new PMrep process instance.

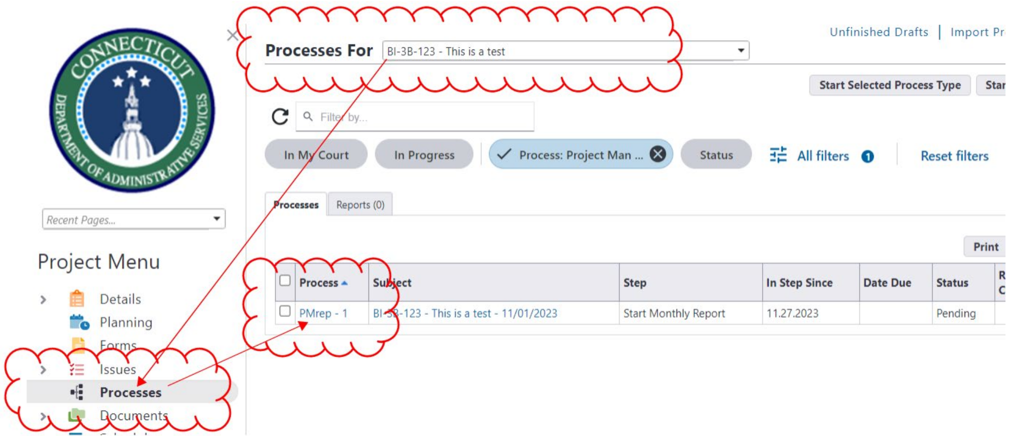
Click Submit, then proceed to Section 6.03.



Note: If you do not see all of your projects, contact Tim O'Brien to gain access to them in TUC.

6.03 The Start/Refresh Monthly Report step.

Within the project's record, go to the Processes module in the Project Menu, then click on the Process number (probably "PMrep - 1") to re-open the process instance.



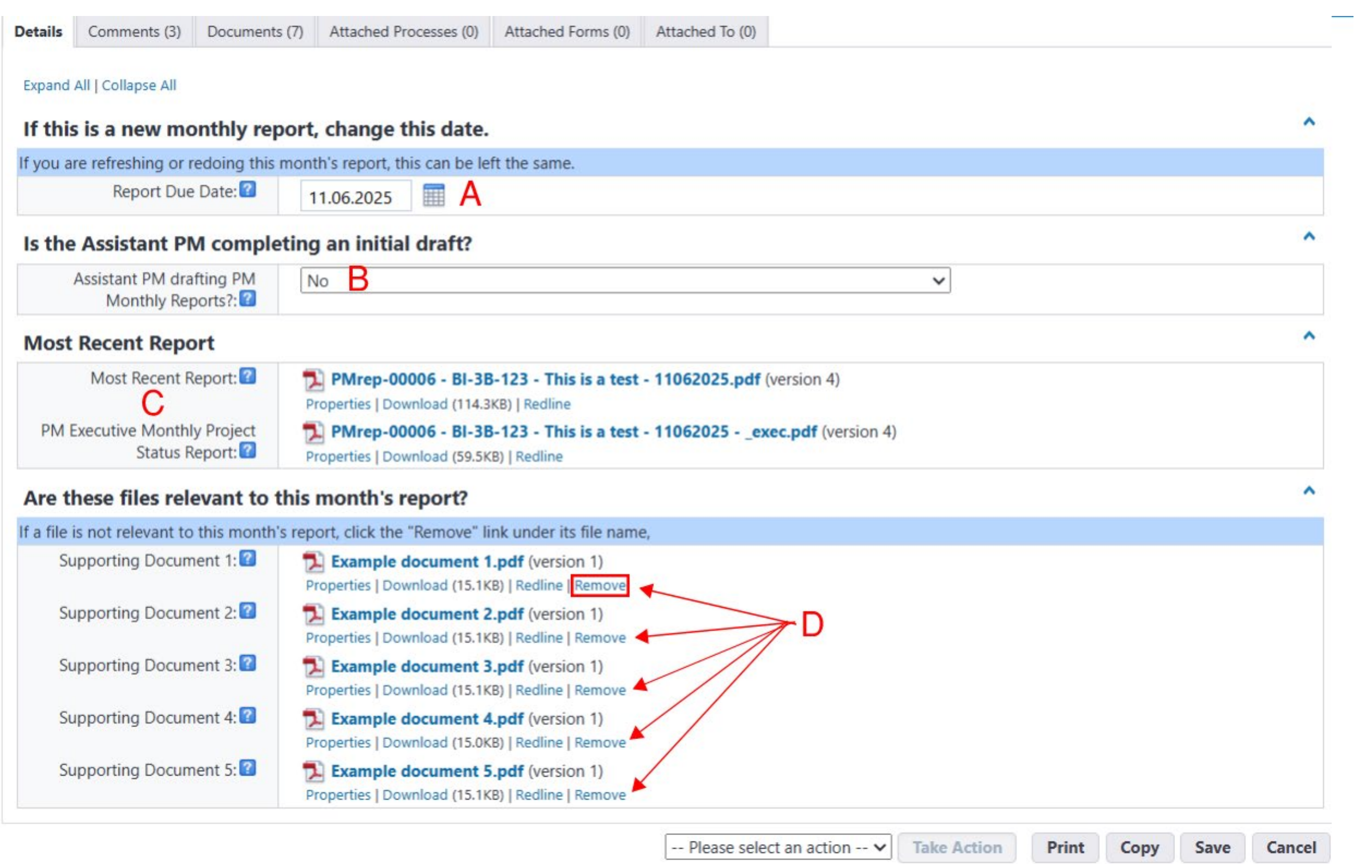
Next:

A. Enter the due date of the current report.

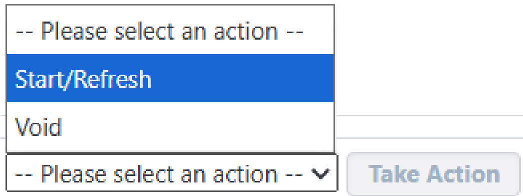
B. If an initial draft of the report is to be created by an Assistant Project Manager assigned to the project, toggle "Assistant PM drafting PM Monthly Reports?" to "Yes" or confirm that it is already "Yes". There is to be no draft created by an Assistant Project Manager, ensure that this is toggled to "No".

C. Note that copies of the PDF versions of the report are available at this step.

D. Remove any of the attached files are no longer relevant to the monthly report by clicking the "Remove" link below the attached file(s).



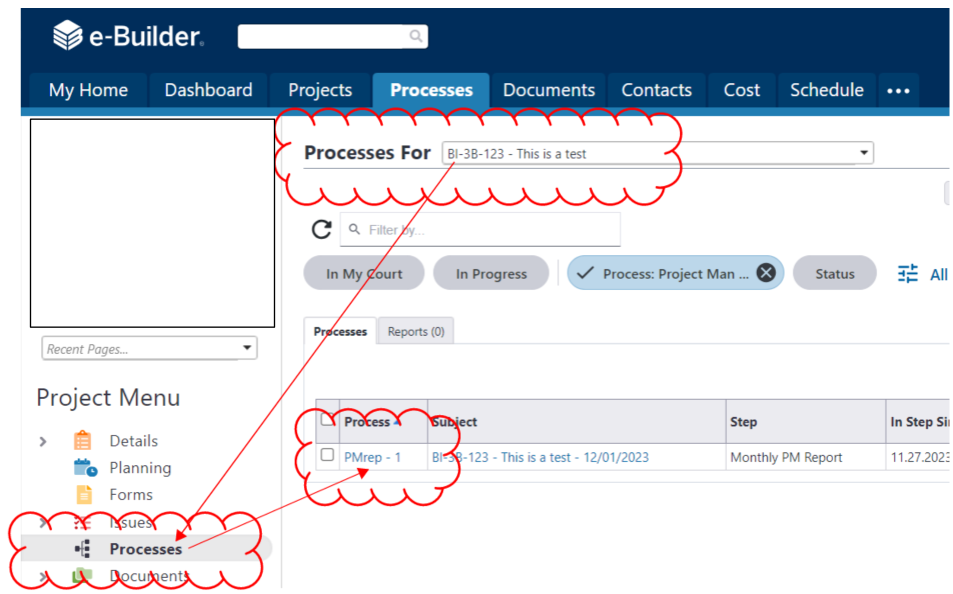
Then select “Start/Refresh”. (“Void” is also available, if there is another instance of the Project Manager Monthly Report that you are working with, and you wish to close this one.) When “Take Action” is clicked, the process instance will close again. If “Start/Refresh” was selected, proceed to Sec. 6.04.

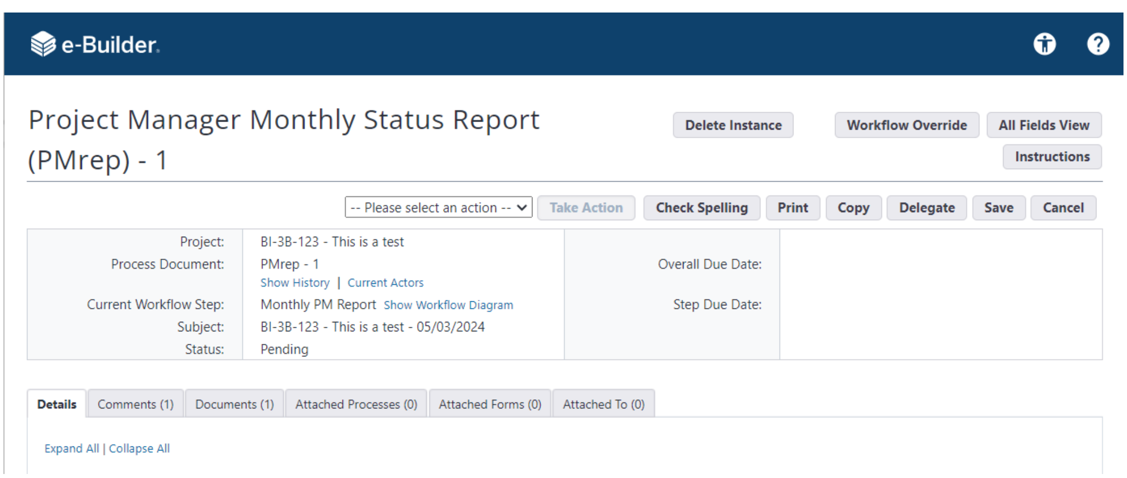


6.04 Completing the monthly report form

Note that the instructions here (6.04) apply to both the “Assistant PM draft” and “Monthly PM Report” workflow steps.

Again, open the process instance for what should be the one instance of the “Project Manager Monthly Status Report (PMrep)” process.

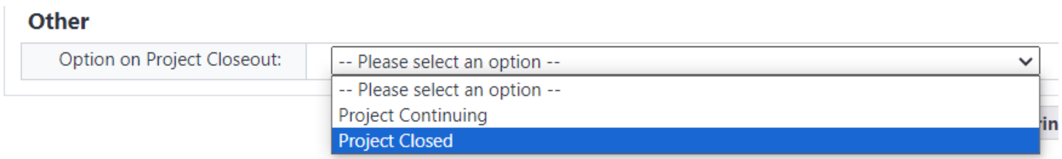




Complete the monthly update form. Instructions for most fields to be completed or updated are available by hovering over the “?” icon next to the field name. Since changes are periodically made in the information needed for different fields, it is a good idea to check these instructions each time.

Note: If a monthly report was completed in the previous month for the subject project, the information from that month’s report will still be included in the current report form, except if there were any manual updates to the project details during that month, i.e. project status or budget information updates, those updates should have refreshed and be included in the updated information.

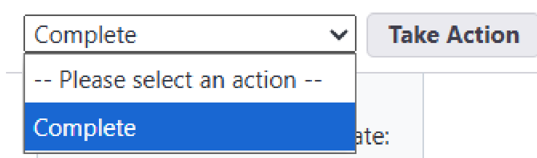
If the report is final at the time that the project is closing, select “Project Closed” next to “Option on Project Closeout”. Note that this will permanently close this Monthly Project Manager Report instance.



If the user is unable to complete the report in one sitting, the PM can click the “**Save**” button to save a draft of the report. The PM can regain access to complete the draft report by returning to, and re-opening, the process instance.

6.04A Assistant PM completing a draft monthly report form

If an Assistant PM is doing a draft of the Report and has completed the draft, only the “Complete” workflow action is available. Click “Take Action” to complete the draft.



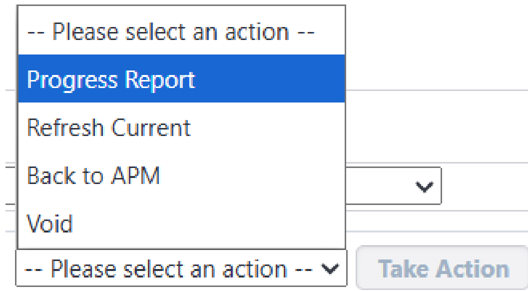
A notification will go to the primary PM, who will be able to review and approve it or send it back to the Assistant PM for further action. If the Assistant PM receives the Report back, check the “Comments” tab for any comments made by the primary PM.

6.04B PM or Associate PM completing the monthly report form

Upon completion of the monthly report, workflow actions that are available are:

Progress Report. This action completes the Report and submits it to the ADPM. If the “Option on Project Closeout” field is set to “Project Continuing” the workflow will return to the “Start or Refresh Monthly Report” step, to await the next month’s Report or a redraft of the current month’s Report. If the “Start or Refresh Monthly Report” is set to “Project Closed”, the workflow will close.
Refresh Current. This action is used to refresh project financial calculations before the Report is submitted.

Back to APM. This action allows the primary PM to send a draft created by an Assistant PM back to the Assistant PM. The user will be prompted to leave a comment before completing this action.
Void is also available to permanently close this process instance, which can be used if there is another instance of the Project Manager Monthly Report that the PM is working with and the PM wishes to close the present one.

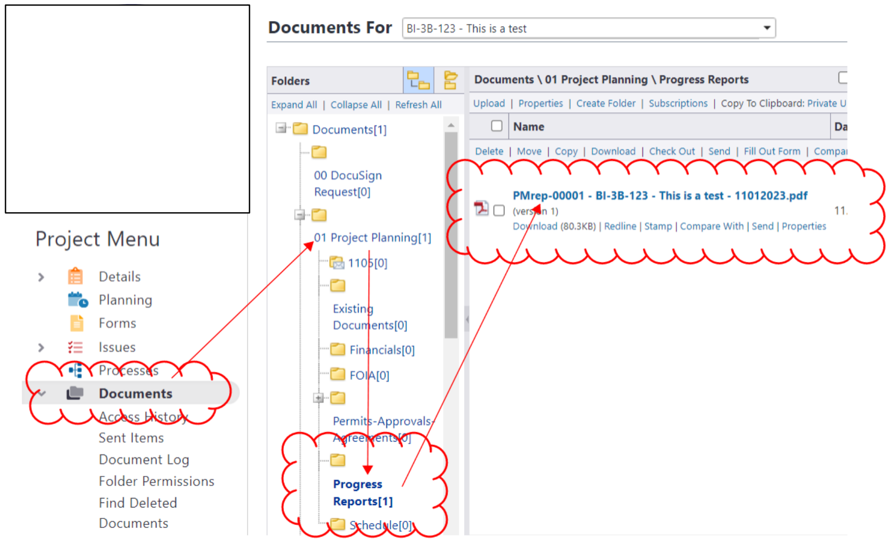


The "**Refresh Current**" option initiates a "refresh cycle" before the current Report is submitted. This has the effect of:

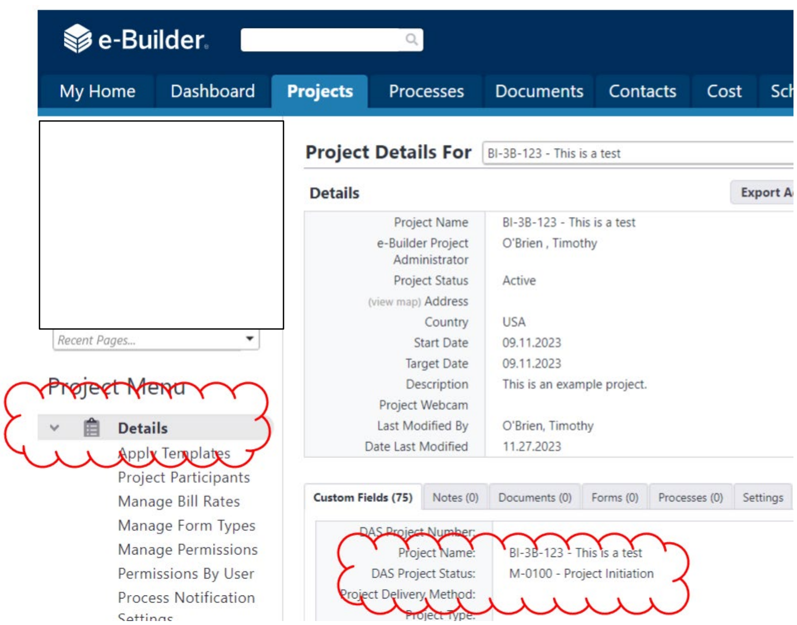
1. Sending the workflow back a step, from the "Monthly PM Report" step, where the PM report form is filled out, to the "Start or Refresh Monthly Report" step.
2. Refer, here to Section 6.03. When the PM re-opens the process instance from the Processes module in the project, it will be in the "Start or Refresh Monthly Report" step. When the PM takes the "Start/Refresh" Action, the workflow will recalculate calculated fields and refresh certain other fields. The process instance will close again.
3. Refer to section 6.04. When the PM or Assistant re-opens it in the Processes module for the project, the instance will be in either the "Assistant PM draft" or "Monthly PM Report" step, with all of the report fields updated. This "refresh cycle" can be performed as many times as the PM requires.

When the "**Progress Report**" workflow action is taken, the ADPM and PM on the project should receive an email notification with a PDF of the report attached.

This file should also appear in the project's Documents module in TUC, in the 01 Project Planning > Progress Reports folder. Note that the number at the end of the file name indicates the due date of this report.



In the project's Details page, certain, but not all, fields will be updated from what was entered into the monthly report, such as DAS Project Status, Total Project Cost and Construction Budget.



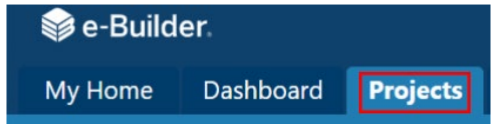
PART II:

PROCESSES

Section 7: Process Filter

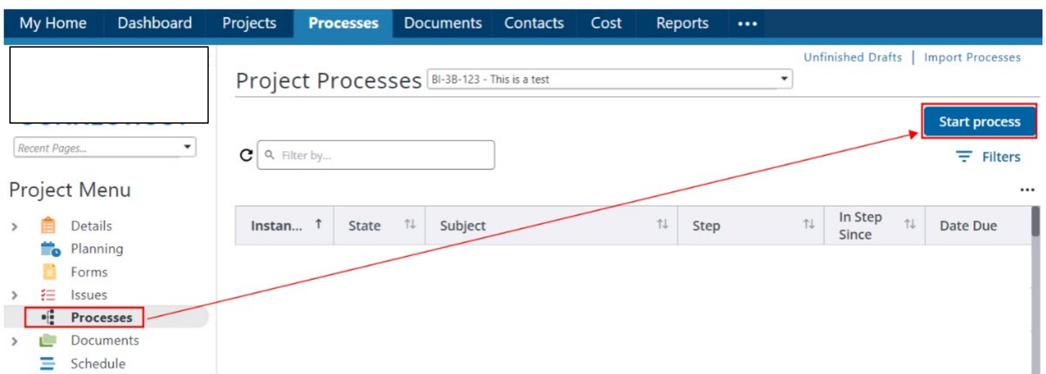
7.01 Navigating to the Project Processes Module and Initiating Process Instances

Log in to TUC: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects":

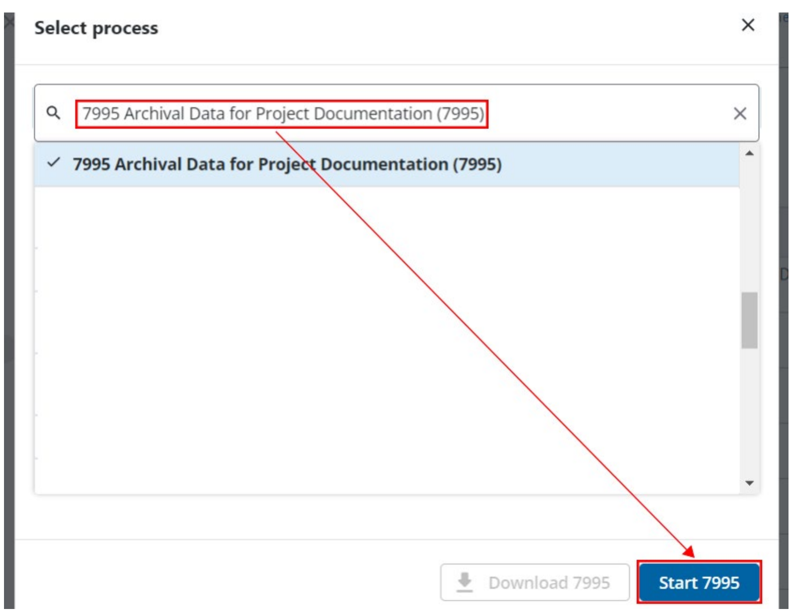


In the list that appears, click on the name of the project you would like to access:

The Project Menu will appear in the left panel. Click "Processes." Then, click "Start process."



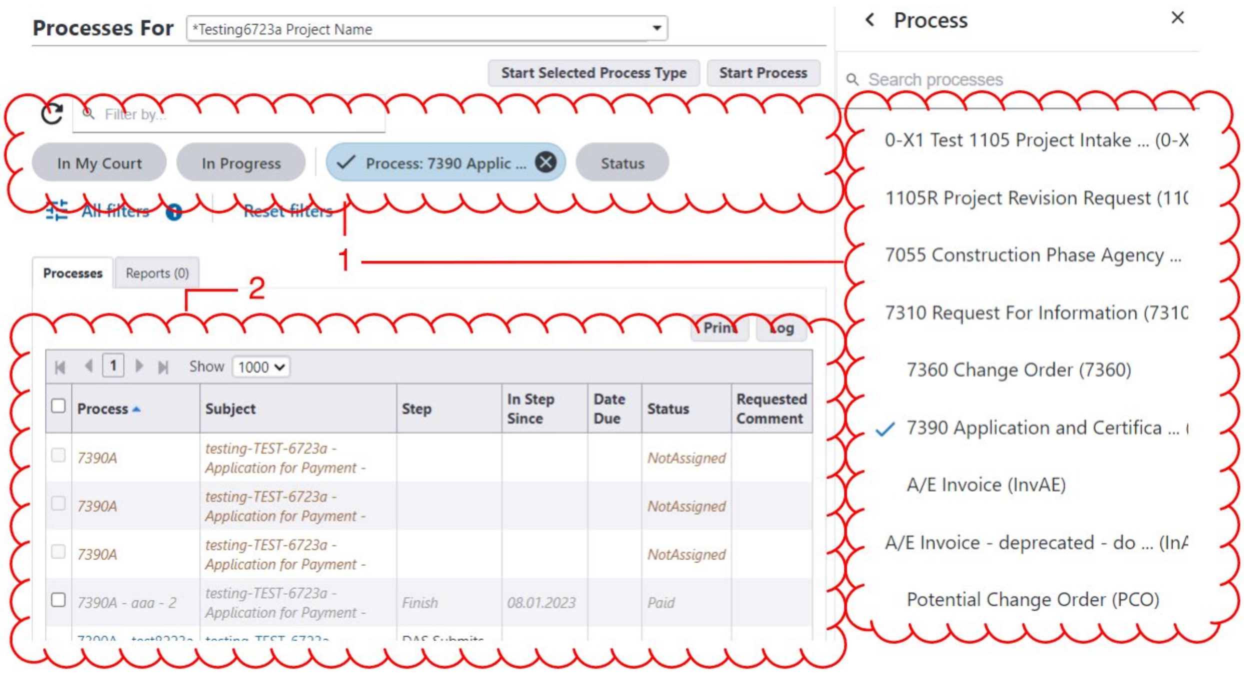
In the "Select process" pop up window, search for and select the name of the Process type needed. Then click the blue button in the lower right that says "Start [process prefix]".



7.02 Using the Processes Filter

"Filter Processes" can be found under the "Processes" tab in TUC. "Filter Processes" allows the user to locate and list certain process instances, including whether process instances are in the user's court, the type of process, and the status and step of the process instance.

1. Change the Process filter settings to find the process instances you are looking for. For example, users may filter for process instances of a specific Type of Process. Selecting All Processes will show all instances, regardless of whose ball-in-court the instances are in. Draft, Open or Finished status can be selected, as well.
2. The filtered list appears here. Click on the instance you wish to open. A pop-up will open. That is the process instance.

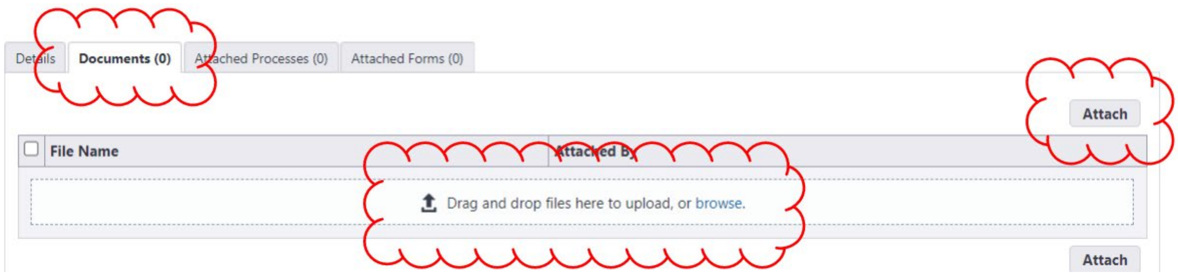


Section 7A: File Attachments in Processes Instances

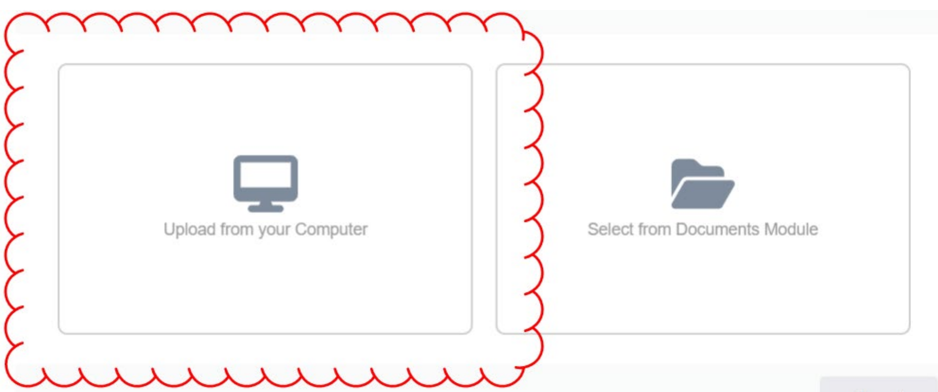
7A.01 Uploading File Attachments in the Documents Tab of Processes Instances

Note: In the case of many Processes types, the files that are merged together into the official documentation are entirely from "file fields" attached to the Details page of the Process instance. (See step 7A.02, below.) In these cases, documents can still be uploaded into the Documents tab so that those documents are in the Process instance but not in the final official document. In the case of other Processes types, the Documents tab is where the official documentation is uploaded. See the instructions for the particular Processes type to determine which is the case or ask Construction Support Services.

To upload a file attachment in the Documents tab of a Processes instance, first open the Processes instance. Then click on the "Documents" tab header to open the tab. Upload documents to the Documents tab by either using the "drag-and-drop" feature or by clicking the "Attach" button.



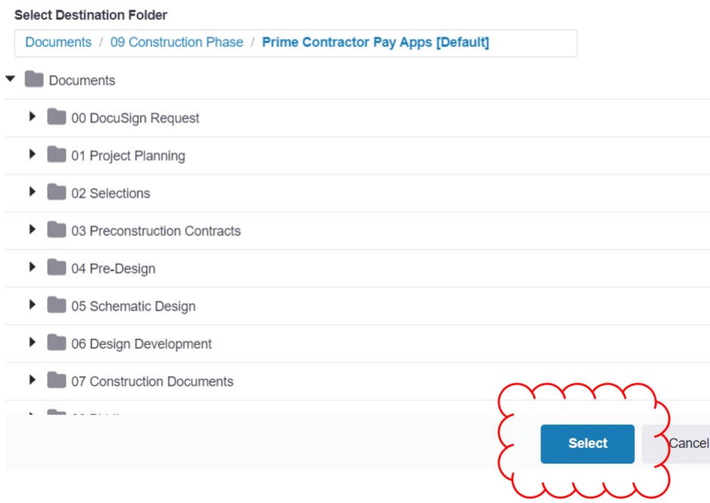
If the "Attach" button is clicked, a pop-up will appear. Click the "Upload from your Computer" button to locate a locally stored document.



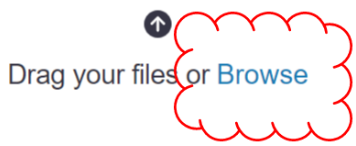
The user may then be brought to a screen to select the project Documents folder where the uploaded file will be placed, in addition to being linked to the Processes instance.

At the top of this screen there may be a default folder, in blue text, with the path to that folder, followed by "[Default]". If this is the case, and the user wishes to upload into the default folder, click "Select" to use this pre-selected default folder.

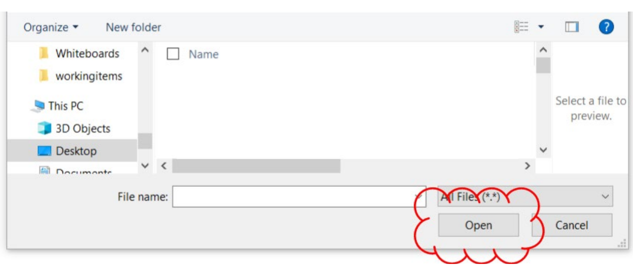
If there is no default folder, or the user wishes to select a different folder, the user may click the arrows to the left of the folders to locate nested folders within other folders. When the user locates the desired folder, the user clicks on it. The user then clicks "Select" to use the selected folder.



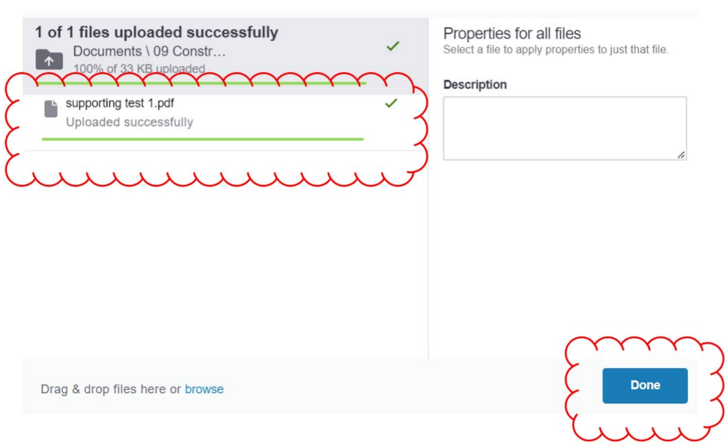
Then click "Browse".



Then the user selects the file(s) they wish to upload and click "Open".



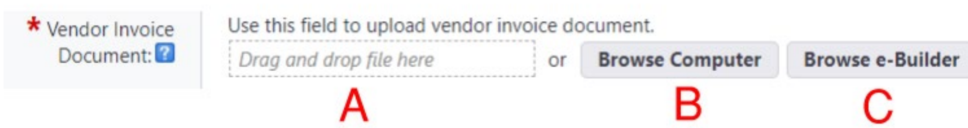
If this worked properly, the user should see a green line under where the file name is, as shown, and a check mark. Then click "Done."



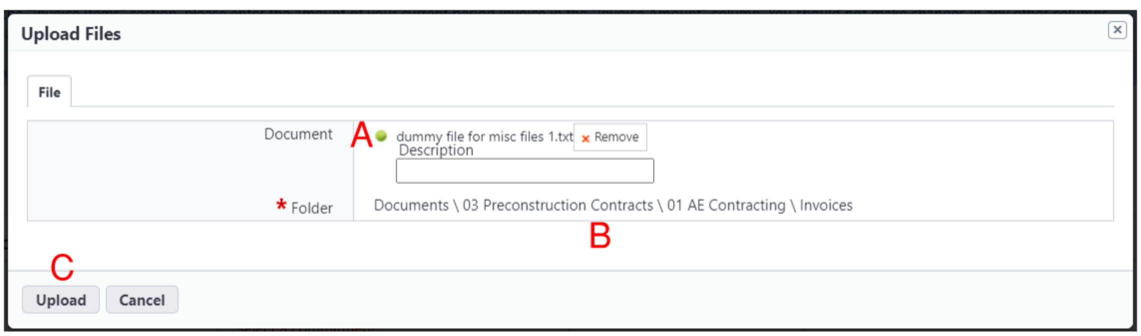
The uploaded document should then appear in the Documents tab of the Processes instance. Also note the number in parentheses next to the “Documents” tab title, indicating the number of files linked to the Processes instance.

7A.02 Uploading File Attachments into Processes Instance File Fields

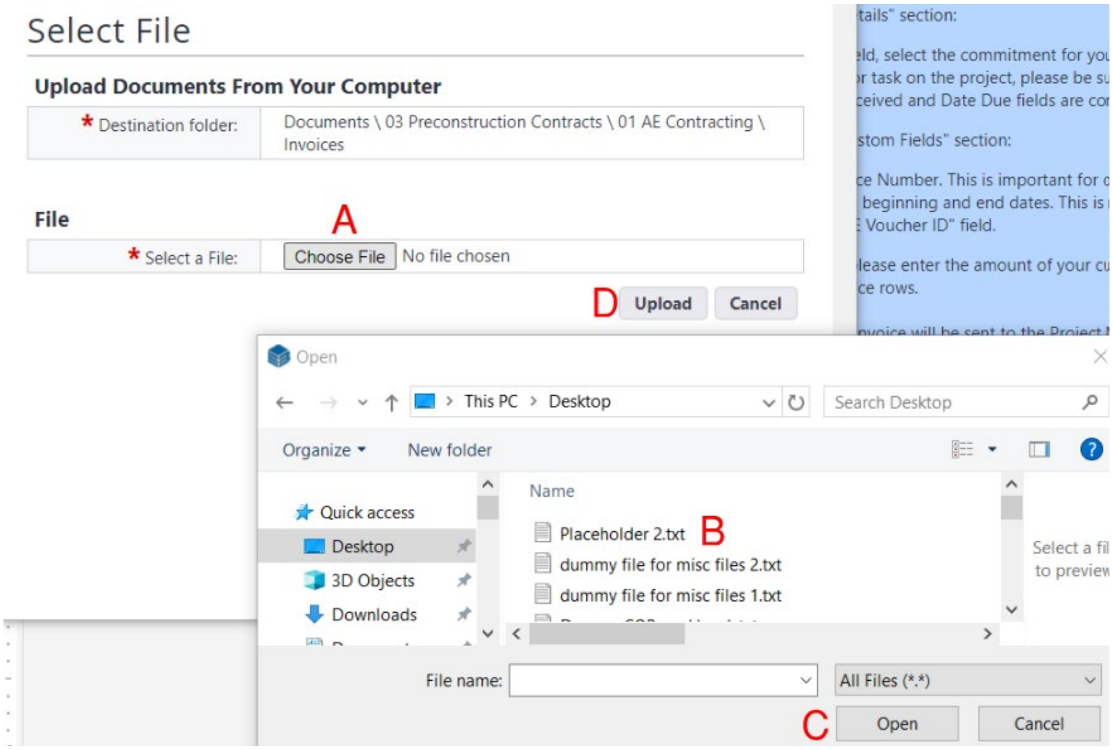
To upload a file attachment into “file fields” in the main Details tab of a Processes instance, first open the Processes instance. A file field appears as part of the main form of the Process in the Details tab. The file field, when it is available to the use to upload, will appear with three options for uploading: (A) a drag-and-drop block, (B) a “Browse Computer” button to upload from the user’s computer or network and (C) a “Browse TUC" button to allow the user to locate the file in the project’s TUC Documents folders.



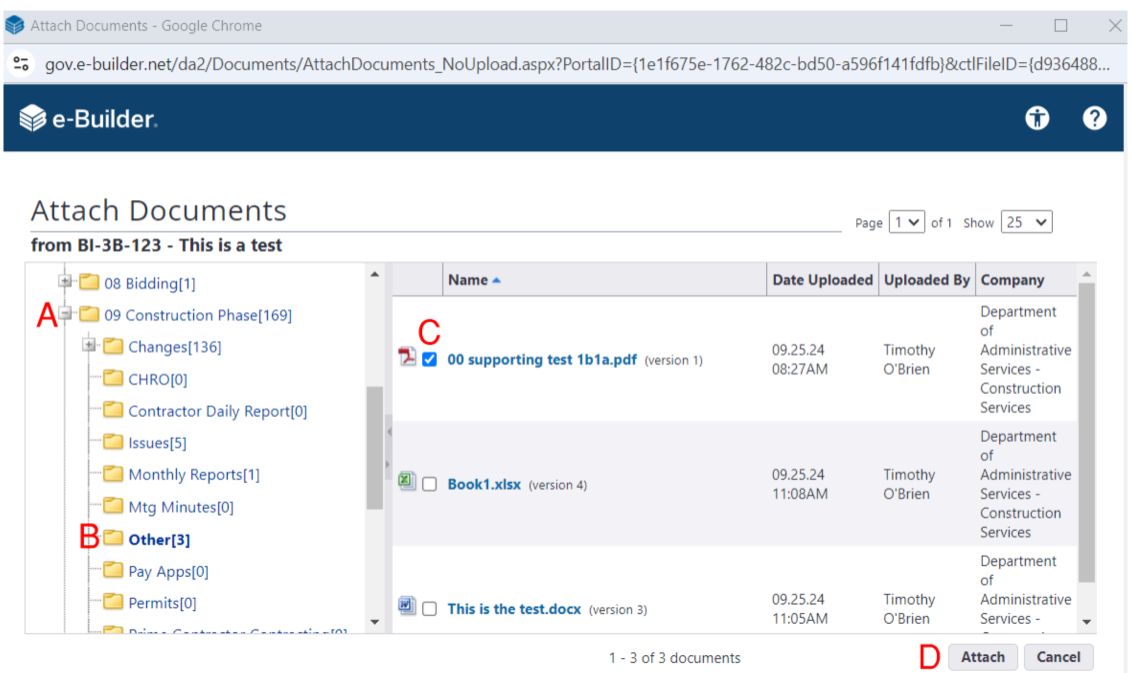
When the user **drags and drops** a file in the block that says, “Drag and drop file here”, an “Upload Files” dialogue box will appear. If successful, (A) there should be a green dot next to the filename. Also note that, (B) the location into which the file was uploaded in the project’s Documents folders appears. To complete the upload, click “Upload”.



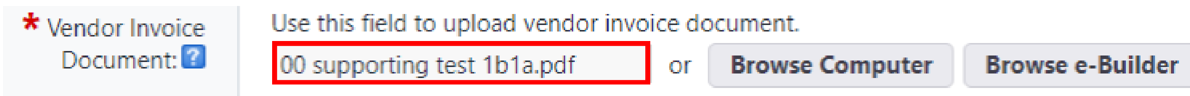
When the "**Browse Computer**" button is used, a pop-up window will appear. (A) Click the "Choose file" button. (B) Select the file to upload. (C) Click "Open". (D) Click "Upload" to complete the upload.



When the "**Select from Documents Module**" button is used, a pop-up window will appear. (A) Click the "+" buttons to open file folders to navigate to the folder in the project's TUC files where the needed file is located. (B) Click on the name of the file folder where the needed file is located. (C) Click the check box next to the needed file. (D) Click "Attach" to complete the upload.



After a file is uploaded the filename will appear in text form in what was the drag-and-drop block.



After the Process instance has been submitted or advanced further in the Process workflow, or after the user has clicked "Save Draft" in the Process instance, the filename will change to a link. Clicking on this link opens a file viewer, allowing users to see the file.

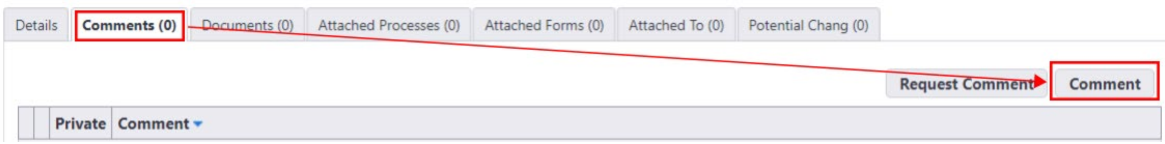
Users who are able to upload into a file field in a Process step also have the option to remove the previously uploaded file by clicking "Remove" under the filename. This clears the file from the field and allows another file to be uploaded.

Section 7B: Comments in Processes Instances

7B.01 Manually placing comments in process instances.

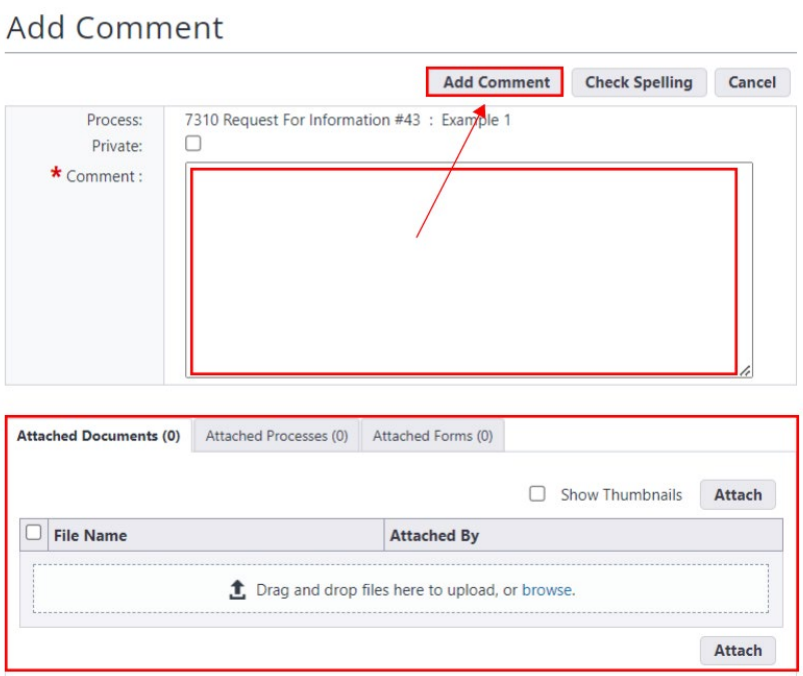
Comments appear in the Comments tab of a process instance for a number of reasons. Some Processes steps are set up to allow or require comments when users take certain actions. In other cases, the TUC, system, itself places a comment in the Comments tab.

In addition to this, users may manually add comments. To do this, go to the Comments tab of the Processes instance, then click “Comment”.

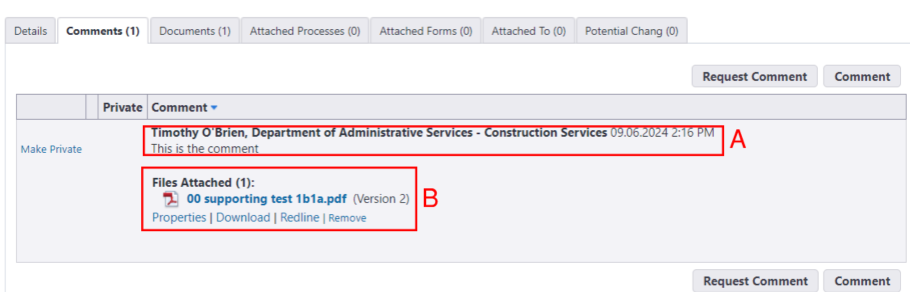


The user may then type in the “Comment” box and click “Add Comment” to complete the comment.

Also note that there are options for uploading files with the comment. If using this, the user may be prompted to select the project Documents folder where the file will be placed.

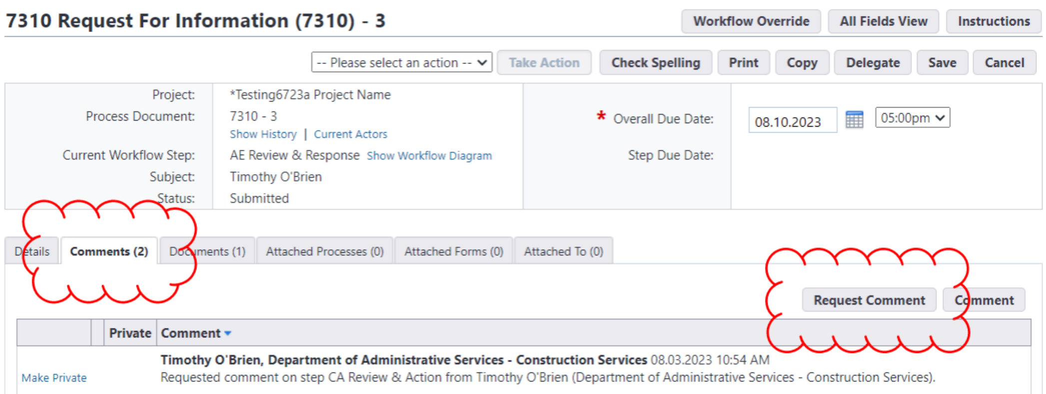


When the comment pop-up closes, (A) the user’s comment will appear in the Comments tab and (B), if the user uploaded a file with the comment, that will appear in the Comments tab, as well.



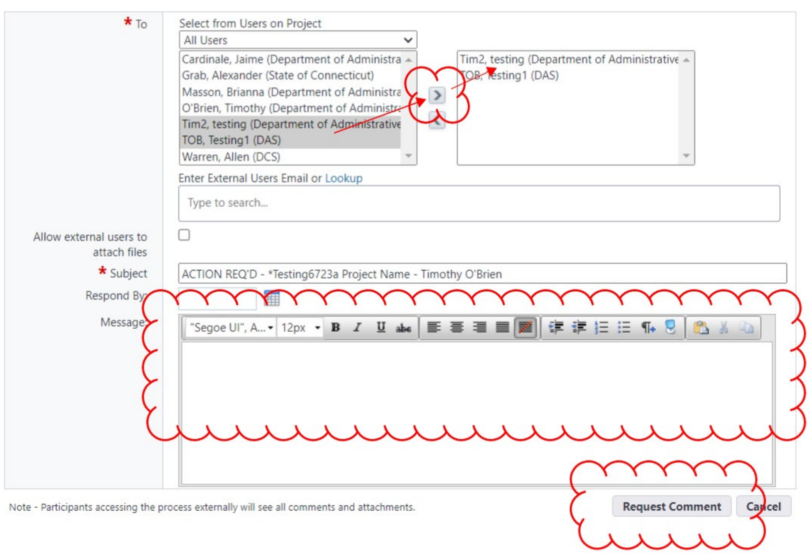
7B.02 Requesting comments.

Users may prompt other users to leave a comment in a Processes instance. To do this, click the “Request Comment” button.



After clicking the “Request Comment” button, a pop-up will appear that allows the requesting user to select the user(s) from whom they are requesting a comment in the “To” field by selecting their names and pressing the arrow button to move them to the right panel. The “Message” field allows the requesting user to ask a question of the user from whom they are requesting a comment. Also note that there is a “Allow external user to attach files” toggle available.

Then the “Request Comment” button sends the comment request in the form of an e-mail notification.



Both the question asked, and the response will appear in the Comments tab of the Process instance.

Section 7C: Processes Notification E-Mails

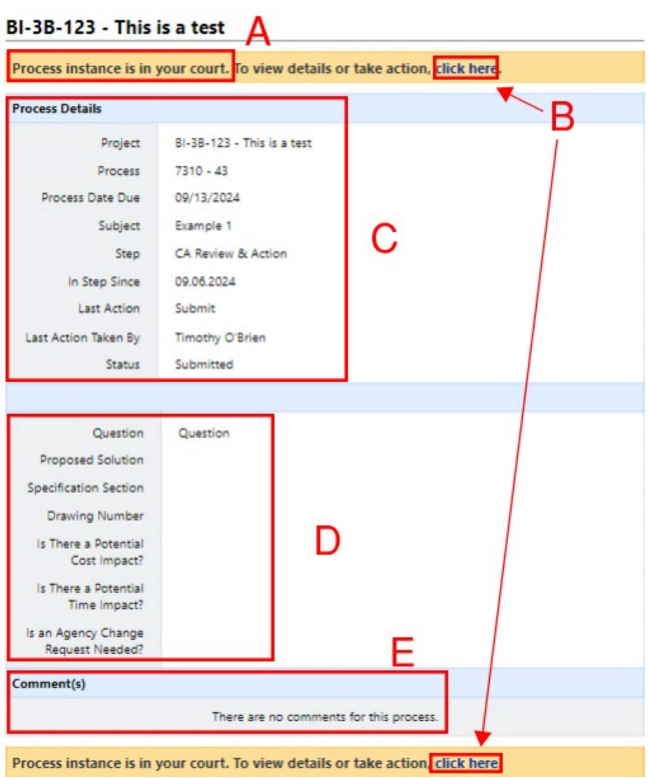
7C.01 Notification E-Mails from Processes Instances.

The workflows of Processes instances generate e-mail notifications to users when workflow actions are taken. Users may receive e-mail notifications when the step at which the workflow has reached provides that their user role on the project is to take action. Users also might receive notifications, for example, as carbon copy notifications, in which they are informed but need not take action.

When a Processes instance workflow has reached a step at which the user to take action, that user is a "Current Actor" at that workflow step. In this case, the notification not only informs the user about the Processes instance and its status but also allows the user to access the Processes instance.

When the user is a "Current Actor", the notification will look similar to the following:

A. A brief description of the notification.
B. "Click here" links at the top and bottom of the notification. Clicking on either of these links should bring the user to the Processes instance to which the notification refers. If the user is already logged into TUC, the instance should open automatically. If the user is not logged into TUC when clicking the "Click here" link, the user should be prompted to log into TUC, after which the Processes instance should open.
C. Information about the project, the Processes type and instance number, due date, subject, the current workflow step and other workflow information.
D. Depending on the Processes type, there may be field information from the Processes instance that may inform the user about the instance from the notification itself.
E. If there are comments on the Processes instance, they should also appear in the e-mail notification.



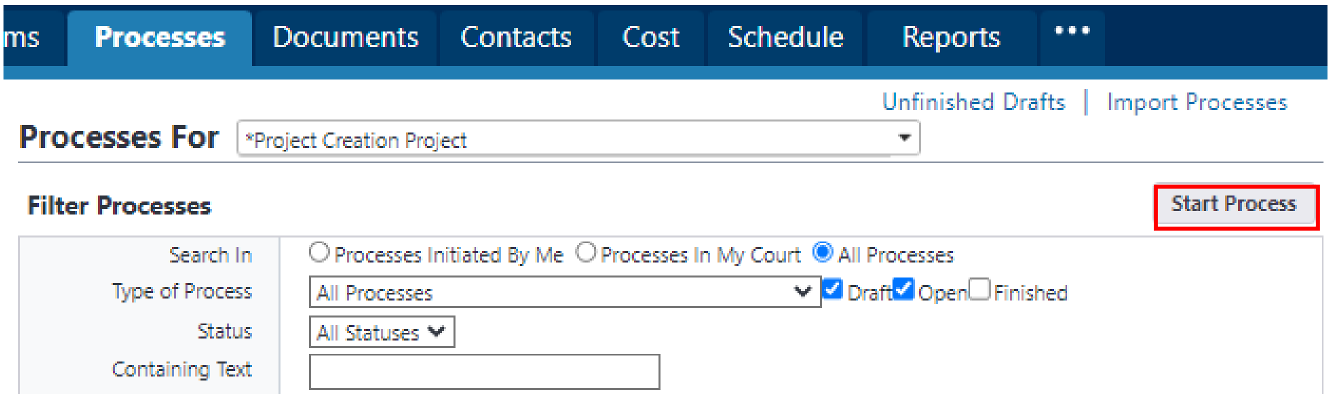
Section 8: 1105 Project Intake Request

8.01 Accessing the Process

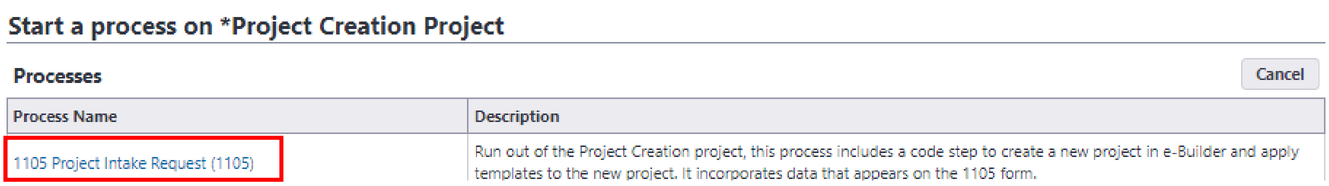
Log in to TUC. On your homepage, go to the "Processes" tab and select the "*Project Creation Project" from the "All Projects" dropdown list.

8.02 Capital Project Initiation Submission (Process Initiator)

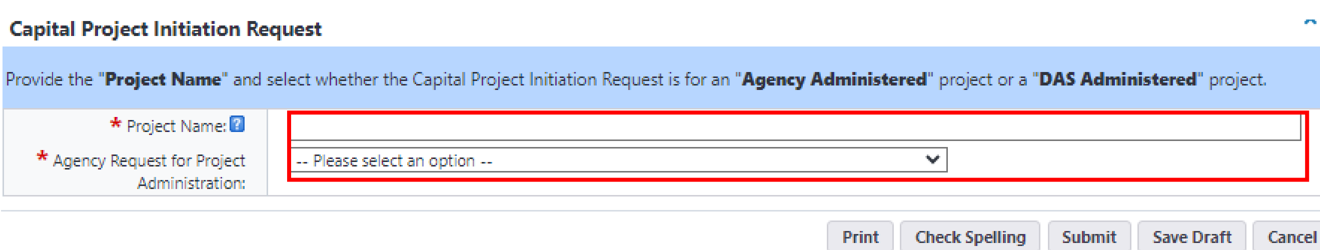
Click the "**Start Process**" button.



Click on the link entitled "**1105 Project Intake Request (1105)**".



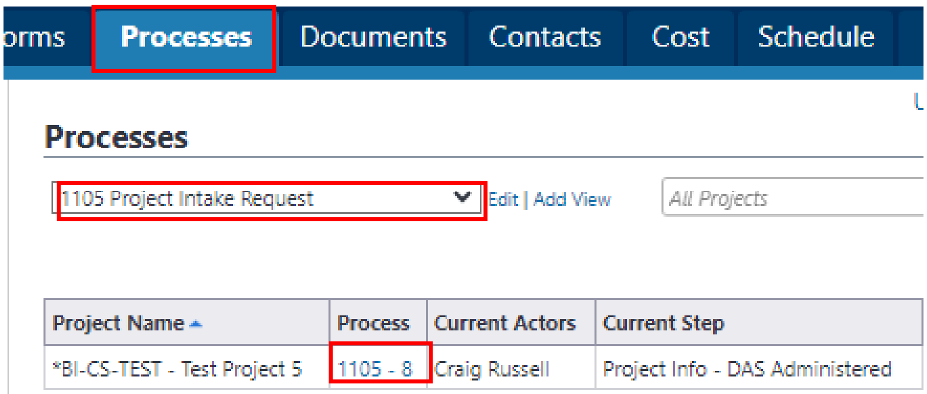
Provide the "Project Name" and select from the "Agency Request for Project Administration" dropdown list whether the project will be administered by "DAS/CS" or "Agency Administered". Upon completion, click the "Submit" button to start the process.



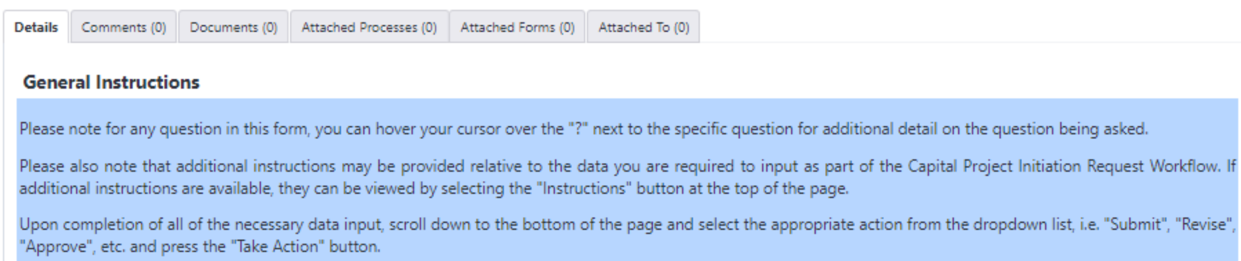
Depending upon how the project administration question was answered, the Process Initiator will be directed to fill out the required portion of Form 1105 – Capital Project Initiation Request.

To access the newly created Form 1105, click on the "Processes" tab again to reset the landing page.

Select “1105 Project Intake Request” from the view dropdown list and click on the link in the “Process” column for the subject project.



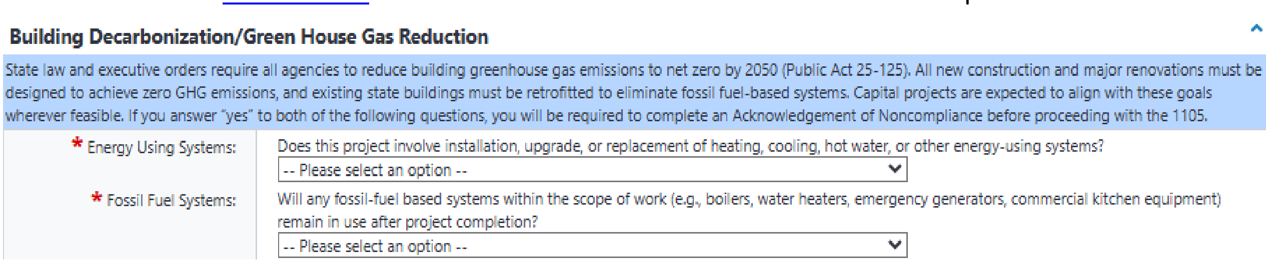
Review the “General Instructions” and complete Form 1105 in its entirety.



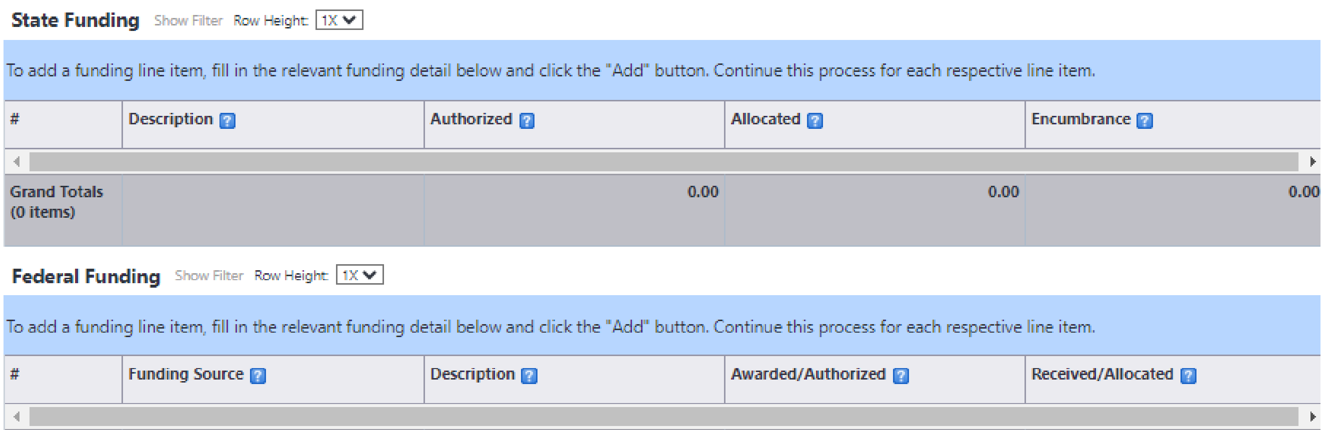
Helpful Hints for completing Form 1105

The “Agency PM” is to be selected from a dropdown list of Agency PM’s. If the Agency PM is not listed, please contact Craig Russell by email at craig.russell@ct.gov and request that the name be added.

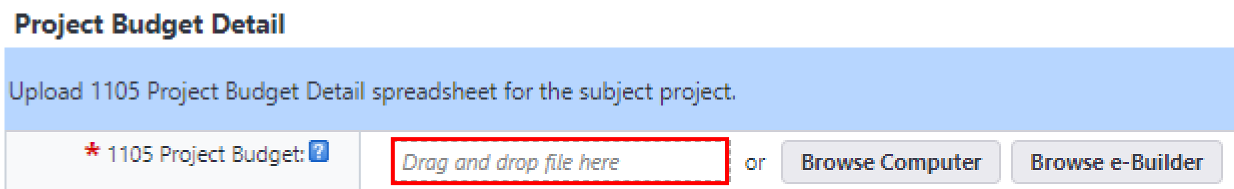
State Law and executive orders require all agencies to reduce building greenhouse gas emissions to net zero by 2050. If the Agency answers “Yes” to both questions in the “Building Decarbonization/Green House Reduction” section of the 1105, it will be required to complete “Form 3110 – Building Decarbonization & GHG Reduction - Acknowledgement of Compliance” before the subject 1105 can be fully executed. If applicable, Form 3110 will automatically be initiated at a later step in the 1105 process. Please refer to Section 8.14 of this User Guide for instructions on how to compete Form 3110.



State/Federal/Other Funding - When completing these sections, be sure to hover over the “?” next to the respective field for an explanation of what is to be provided in that field. For each line item, you will need to provide a “Description”, amount “Awarded/Authorized”, and amount “Received/Allocated”. For State Bond Funds, you will also need to provide the “Encumbrance”, which is total amount reserved from the amount allocated by the State Bond Commission for the specific project in which the Client Agency is submitting a Capital Project Initiation Request. The “Funding Source” will need to be provided if the source is not State Bond Funds. After filling in the required fields, click the “Add” button. This step will need to be repeated for each line item.

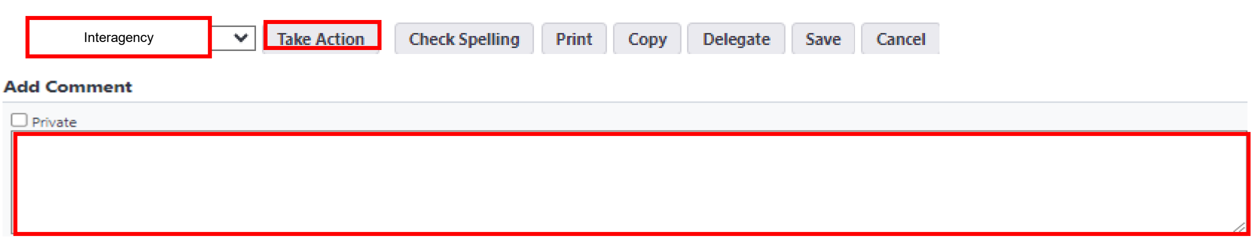


Project Budget Detail – The 1105 Project Budget Detail spreadsheet will need to be downloaded from the DAS/CS Portal and filled out separately from the TUC 1105 Project Intake Process. Upon completion, the project budget should be saved and dragged and dropped into the “1105 Project Budget” field.



Upon completion of the draft Form 1105, scroll down to the bottom of the page, read the instructions for the section entitled “Interagency Review”, and then select either “Interagency” or “Submit” from the dropdown list next to the “Take Action” button. “Interagency” would be selected if there are any individuals within your Agency that need to review or provide data input into the subject 1105 prior to submitting the 1105 to DAS/RECS. Otherwise select “Submit” and click the “Take Action” button.

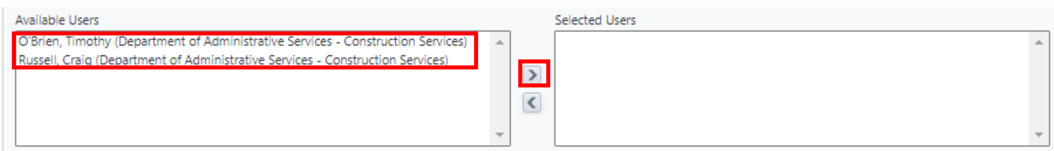
After clicking “Take Action”, you will receive a prompt to provide a comment. If “Interagency” was selected, use the “Comment” section to provide the reviewer with direction to help them complete their review of the subject 1105 submission. If “Submit” was selected you have the option to provide a comment, but it is not required.



If you selected “Interagency”, you will also be required to either select an individual with an active TUC account from the list of “Available Users” to send the 1105 submission to for review or input the email address of an outside user that does not have an account in TUC to allow them the ability to review and comment on the 1105 submission.

- Please note that only one (1) user at a time can be selected to review, comment, and if applicable, edit the revised submission. Repeat this process for each individual reviewer until all revisions are complete.
- Please also note that only those individuals with TUC accounts will have the ability to edit the draft 1105 submission in TUC. Individuals without TUC accounts will only have the ability to view the 1105 submission and provide comments, under the “Comments” tab, regarding the submission. Any proposed revisions recommended by the outside user would have to be input by the individual that initiated the 1105 process.

To add an actor to the next step in the process, find the name of the actor from the list of “Available Users”, click on their name to select the person, then click on the “>” to move that person into the “Selected Users” column.



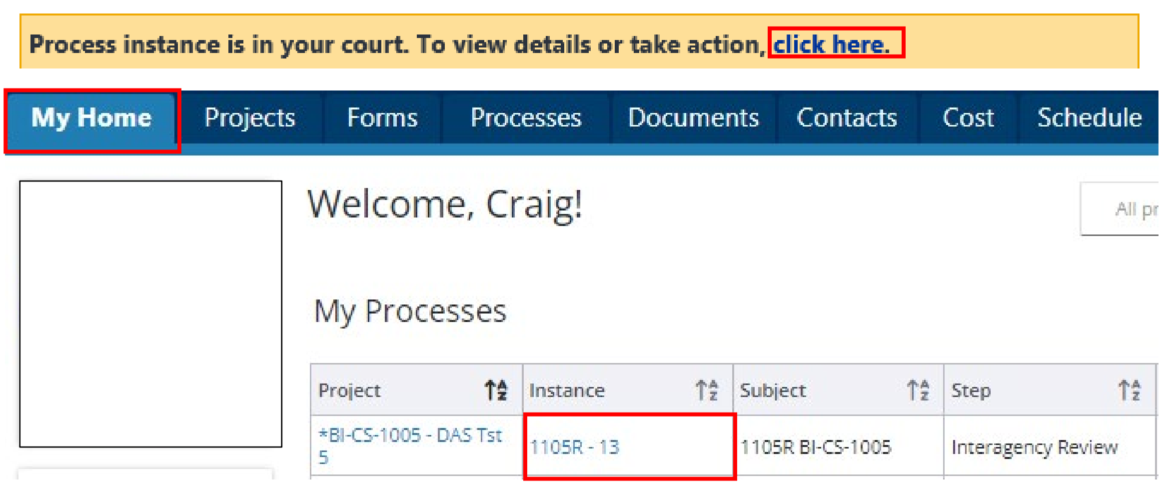
Upon completion, click the applicable button to proceed to the next step in the process, which will either be “Submit” (no interagency review) or “Interagency” (interagency review).

If there is an individual from your agency that should be granted access to Interagency Review and is not included in the list of actors, please contact Tim O’Brien by email at Timothy.O’Brien@ct.gov and request that the name be added.

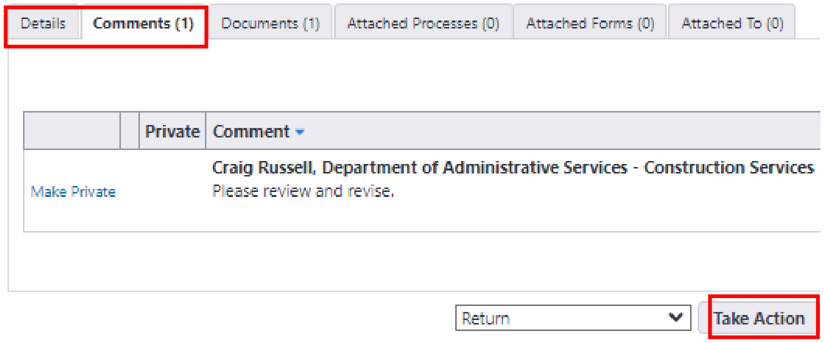
8.03 Interagency Review (Interagency Reviewer)

The Interagency Reviewer will receive an email from TUC as notification that the Capital Project Initiation Request is ready for them to review.

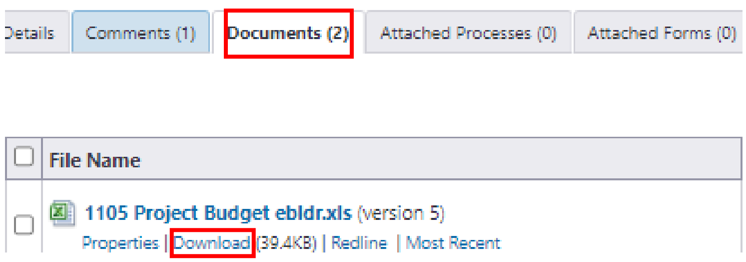
To access the Capital Project Initiation Request for revision, either click on the email link or log into TUC, if you have an active TUC account, select the “**My Home**” tab and **click on the “Instance” column link** for the subject project **under “My Processes”**.



After opening the process instance, click on the "Comments" tab to review comments provided by previous actors. Then return to the "Details" tab to review and, if applicable, edit the submission.



If the 1105 Project Budget Detail requires revision, click the "Documents" tab, and then click the "Download" link beneath the project budget to download the project budget to an accessible file to upload back into TUC.



After completing edits to the project budget detail, save your changes, and then drag and drop the edited document back into the "Documents" tab in TUC. The latest version of the project budget edits will have the highest version number.

Upon completion of the review, scroll down to the bottom of the page and click "Take Action" to return the 1105 to the process initiator.

8.04 ADPM Assignment (CSS)

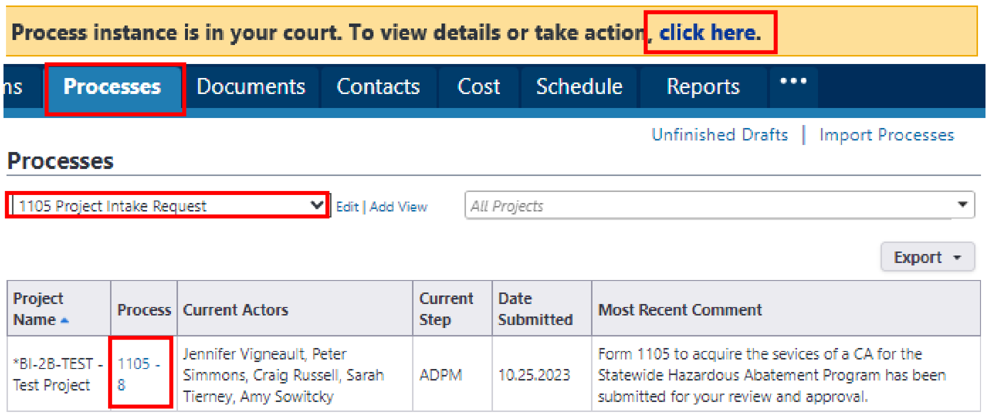
CSS will receive an email from TUC as notification that the Capital Project Initiation Request has been submitted for ADPM Assignment.

After accessing the 1105 submission, CSS will scroll down to the bottom of the page and complete the Section entitled "Project Assignment". Upon completion, click "Submit". After clicking submit, a prompt will open for CSS to select the appropriate ADPM for review. Once selected, click "Submit".

8.05 Capital Project Initiation Request Review (ADPM)

The ADPM assigned to the Agency will receive an email from TUC as notification that the Capital Project Initiation Request has been submitted for them to take action.

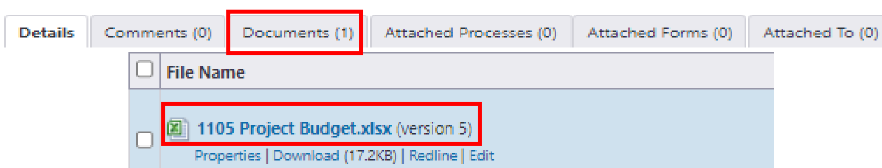
To access Form 1105 for review and approval, the ADPM can either click on the link provided in the email or log into TUC, click on the "**Processes**" tab, select the "**1105 Project Intake Request**" view from the dropdown list, and click on the link in the "**Process**" column for the subject project.



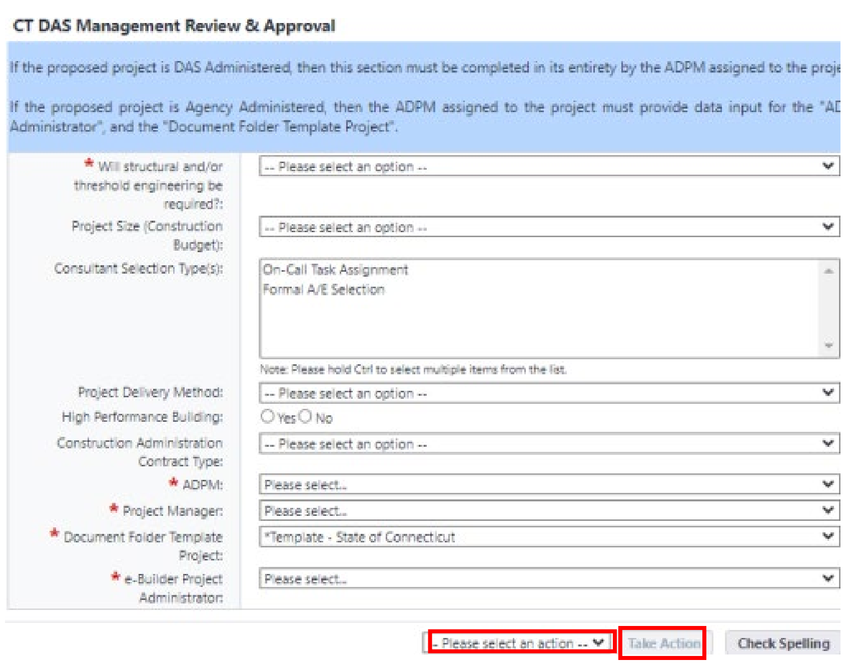
The ADPM can review the 1105 submission in its entirety under the "Details" tab.

To see any comments provided by previous actors in the process regarding the Capital Project Initiation Request submission, the ADPM can click on the "Comments" tab to review those comments.

To see the "1105 Project Budget Details", the ADPM can click on the "Documents" tab and then double click the "1105 Project Budget.xlsx" to open the budget for review.



Upon completion of the Capital Project Initiation Request review, scroll down to the bottom of the page and complete the section entitled "CT DAS Management Review and Approval".

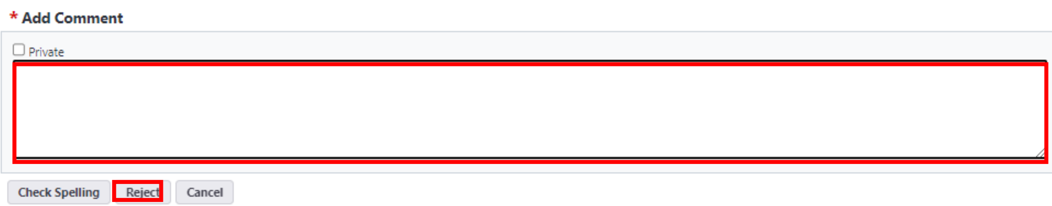


Then select one of the following from the dropdown list at the bottom of the page next to the "Take Action" button:

- "Revise" if the project requires the User Agency to revise the 1105 for resubmission.
- "Approve" if the content of the 1105 is approved and ready for the Agency Authorized Signatory and the Deputy Commissioner for review and approval.

Note: If the ADPM answered the "Consultant "Selection Type(s)" question as "Formal A/E Selection", then the 1105 will automatically be forwarded to the Chief Architect for review prior to being forwarded to the Agency Authorized Signatory and the Deputy Commissioner for review and approval.

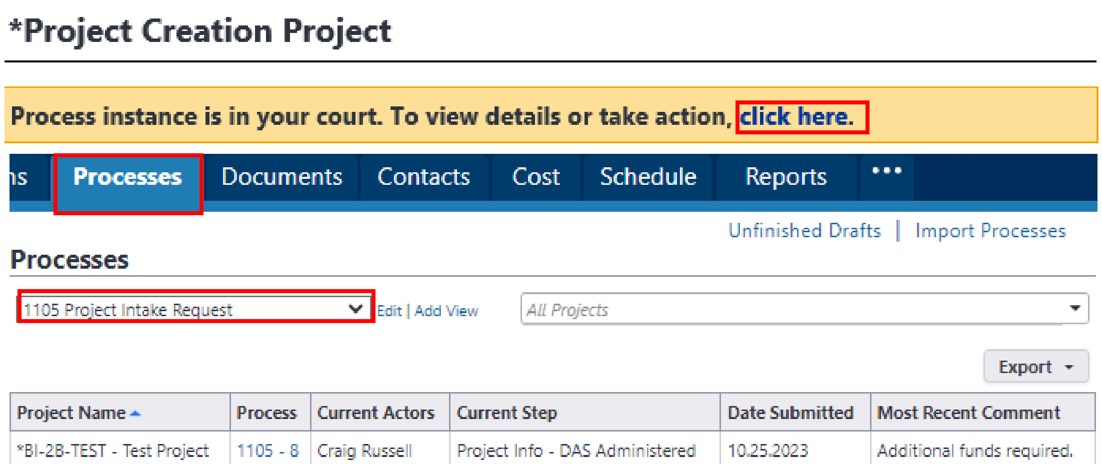
Once you have made your selection from the dropdown list, click the "Take Action" button. After selecting the "Take Action" button, a comment prompt will appear, where you can provide a reason for your selection, if applicable. After providing a comment click the appropriate button (Revise or Approve) to move the 1105 to the next step in the process.



8.06 Capital Project Initiation Request Revision (Process Initiator)

If the Capital Project Initiation Request requires revision, the Process Initiator will receive an email notification from TUC that the Capital Project Initiation Request has been returned for revision.

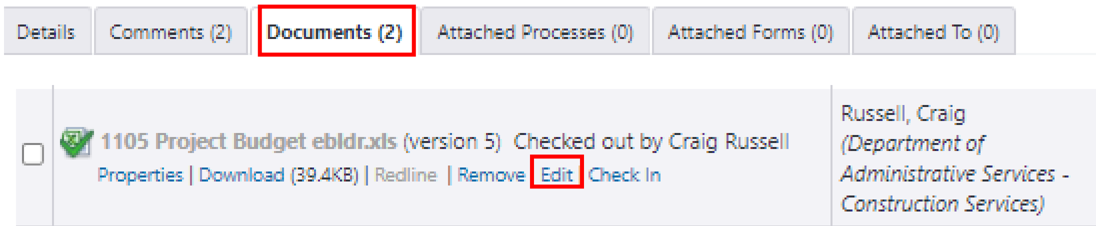
To access Form 1105 for review and revision, the Process Initiator can either click on the link provided in the email or log into [TUC](), click on the "Processes" tab, select the "1105 Project Intake Request" view from the dropdown list, and click on the link in the "Process" column for the subject project.



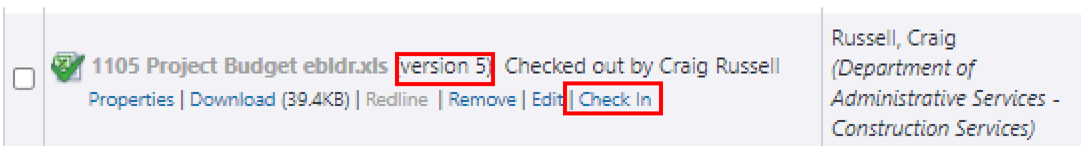
Click on the "Comments" tab to review any comments provided regarding the Capital Project Initiation Request submission.

If the Capital Project Initiation Request itself requires revision, click on the "Details" tab and make the required revisions within the Capital Project Initiation Request for resubmission.

If the 1105 Project Budget Detail requires revision, click the “Documents” tab, and then click the “Edit” link beneath the project budget to open the link, and then click “OK” when prompted.

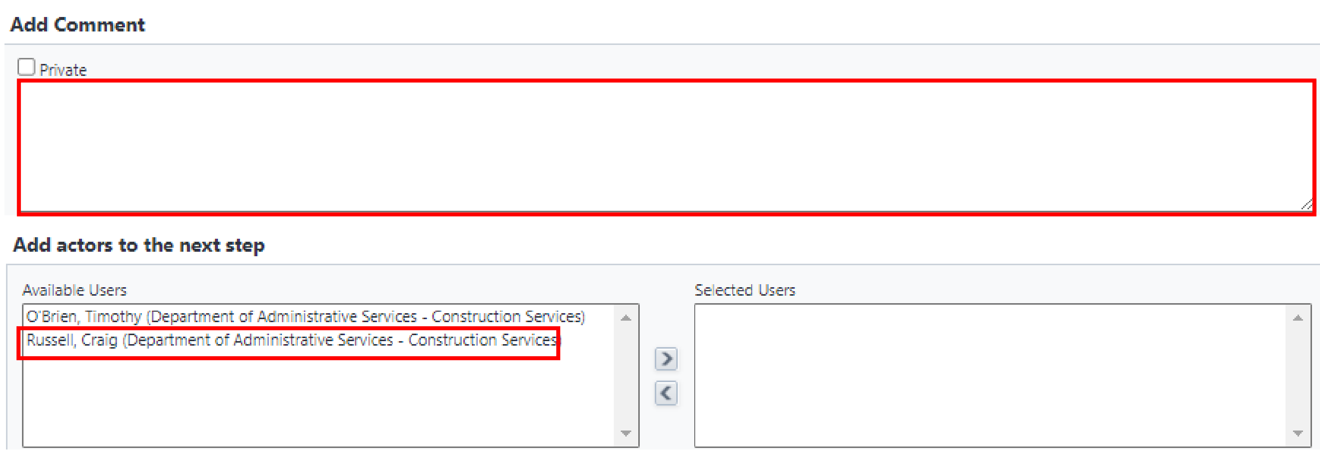


Make the necessary edits to the project budget, save the changes when you have completed the edit and close the document. Return to the “Documents” tab in the 1105 process instance and click on the “Check In” link to upload your edits to the Documents tab. Each time the document is edited and checked in; the “Version” of the document will change. The latest version of the project budget edits will have the highest version number.



After all revisions have been made, scroll down to the bottom of the page, select “Submit” from the dropdown list next to the “Take Action” button and click “Take Action” to send the revised 1105 back to DAS/CS for further review and processing.

After clicking the “Take Action” button, the Process Initiator will receive a prompt to provide a comment to the ADPM regarding the revisions made. After providing a comment, the Process Initiator should select Craig Russell from the list under “Add actors to the next step” and click the “>” to add him to the “Available Users” column and click “Submit”.

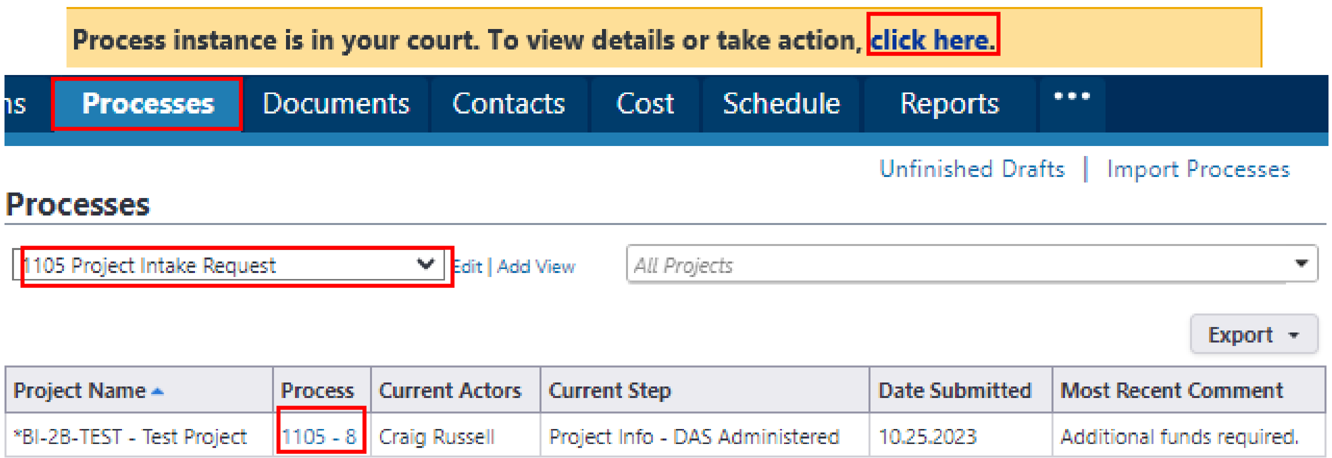


Repeat Steps 8.4 – 8.6 until such time that the ADPM approves the Capital Project Initiation Request submission.

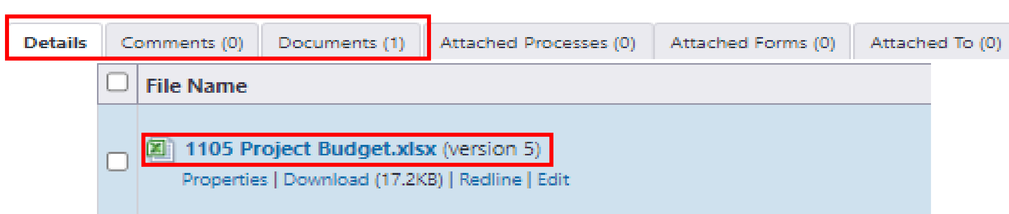
8.07 Capital Project Initiation Request Review (Chief Architect)

If the ADPM answered the “Consultant Selection Type(s)” question as “Formal A/E Selection”, then the Chief Architect will receive an email from TUC as notification that the Capital Project Initiation Request has been “Approved” by the ADPM and is ready for the Chief Architect to review.

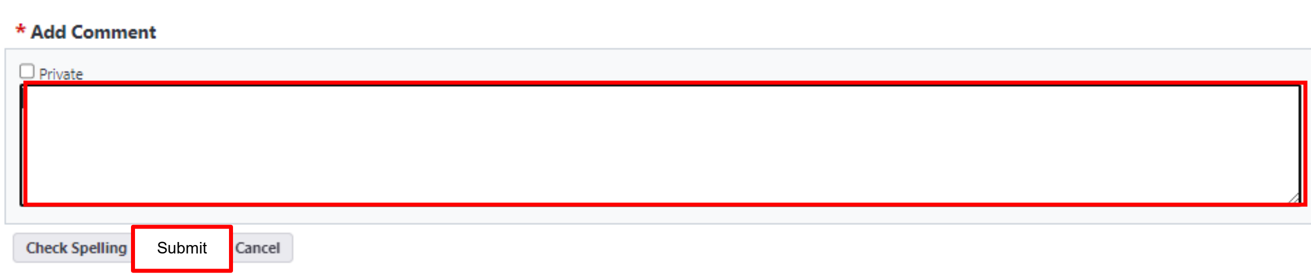
To access Form 1105 for review and revision, the Process Initiator can either click on the link provided in the email or log into TUC, click on the “Processes” tab, select the “1105 Project Intake Request” view from the dropdown list, and click on the link in the “Process” column for the subject project.



To review the 1105 submission in its entirety, click on the “Details” tab. To see any comments provided by previous actors in the process regarding the Capital Project Initiation Request submission, click on the “Comments” tab to review those comments. To see the “1105 Project Budget Details”, click on the “Documents” tab and then double click the “1105 Project Budget.xlsx” to open the budget for review.



Upon completion of the Capital Project Initiation Request review, scroll down to the bottom of the page and either select “Return” from the dropdown list, next to the “Take Action” button, to return the submission to the ADPM, or select “Submit” to forward the submission for the selection of the Agency Authorized Signatory and then click “Take Action”. After clicking the "Take Action", you will be prompted to provide a comment, where you can provide detail regarding your review of the 1105 submission. Once you have added a comment, click the applicable button - “Return” or “Submit” button.



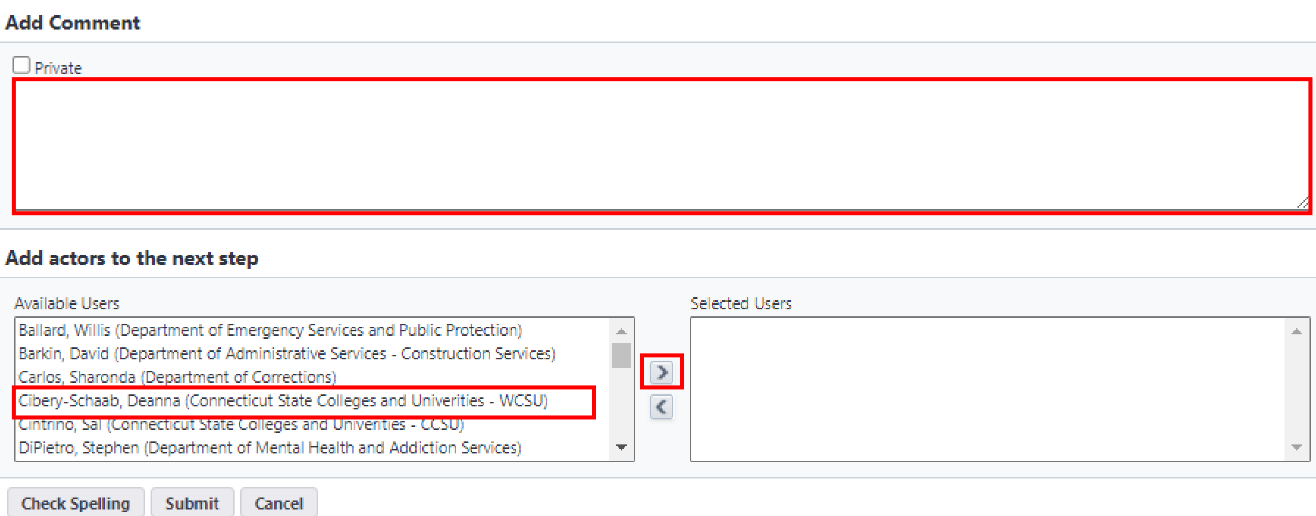
8.08 Authorized Signatory Selection (Process Initiator)

The Process Initiator will receive an email from TUC as notification that the Capital Project Initiation Request has been submitted for them to take action.

To access the Capital Project Initiation Request for revision, either click on the email link or log into TUC, select the “My Home” tab and click on the “Instance” column link for the subject project under “My Processes”.

After opening the link to the 1105 submission, scroll down to the bottom of the page and click the “Take Action” button.

After clicking the “Take Action” button, a prompt will appear to add a comment, if applicable, for the Agency Authorized Signatory to review for sign off. After providing a comment, the Process Initiator should select their Agency Authorized Authority from the list of Authorized Signatories under “Add actors to the next step”. Click the “>” to add the signatory to the “Selected Users” column from the “Available Users” column and click “Submit” to send the revised 1105 to the Authorized Signatory for signature.

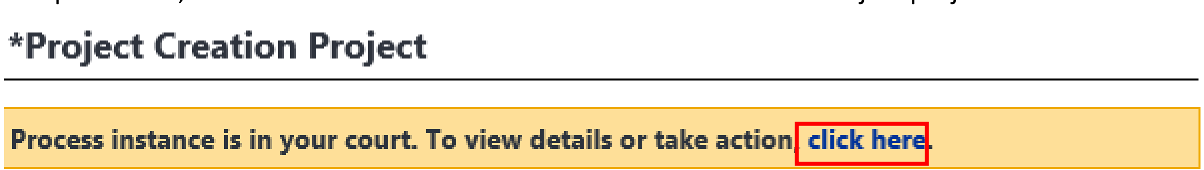


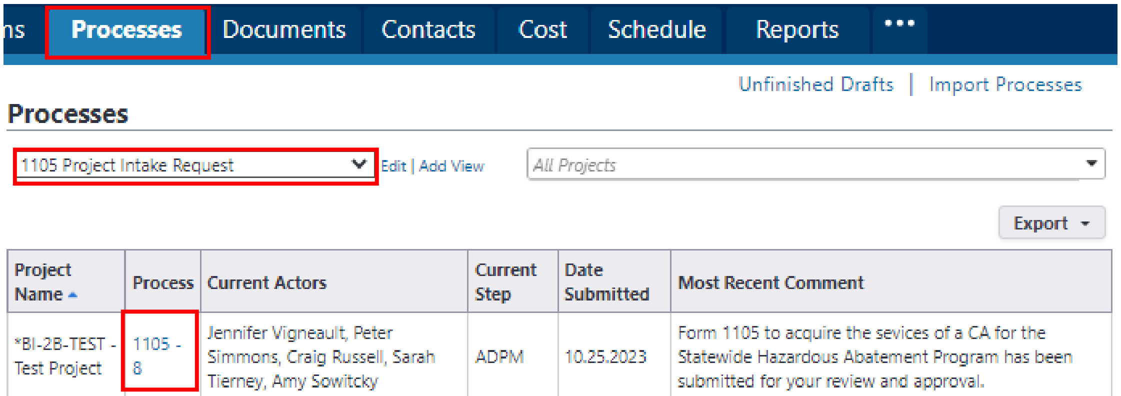
If your Agency Authorized Signatory is not listed, please contact please contact Tim O’Brien by email at Timothy.O’Brien@ct.gov and request that the name be added.

8.09 Capital Project Initiation Sign Off (Agency Authorized Signatory)

The Agency Authorized Signatory (AAS) will receive an email from TUC as notification that the Capital Project Initiation Request has been submitted for them to take action.

To access Form 1105 for review and approval, the AAS can either click on the link provided in the email or log into TUC, click on the “**Processes**” tab, select the “**1105 Project Intake Request**” view from the dropdown list, and click on the link in the “**Process**” column for the subject project.

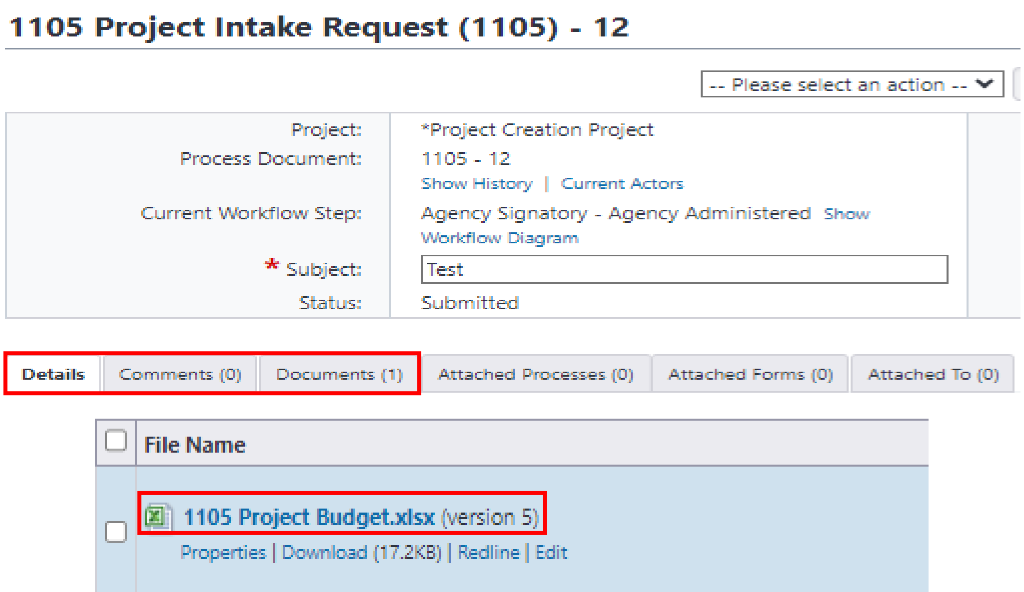




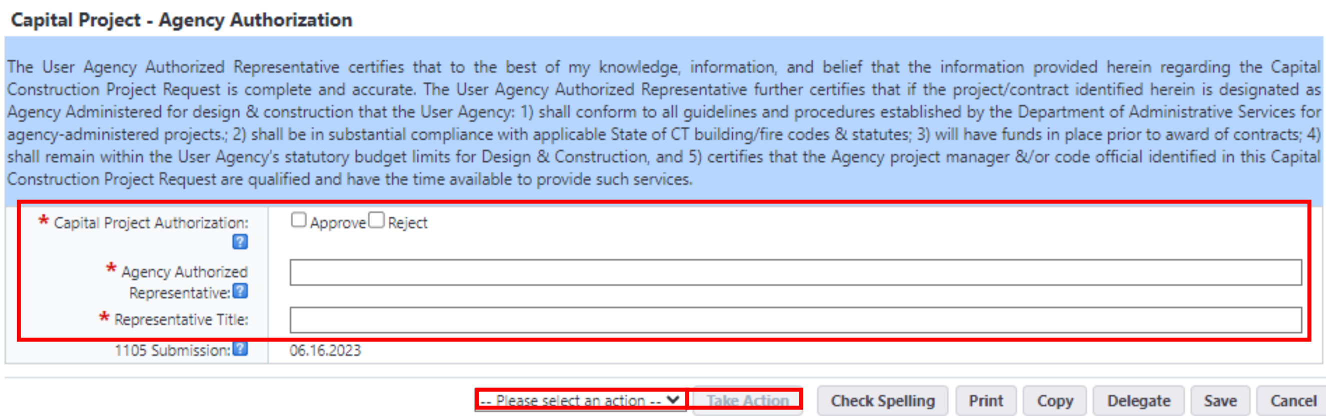
The AAS can review the 1105 submission in its entirety under the "Details" tab.

To see any comments provided by previous actors in the process regarding the Capital Project Initiation Request submission, the AAS can click on the "Comments" tab to review those comments.

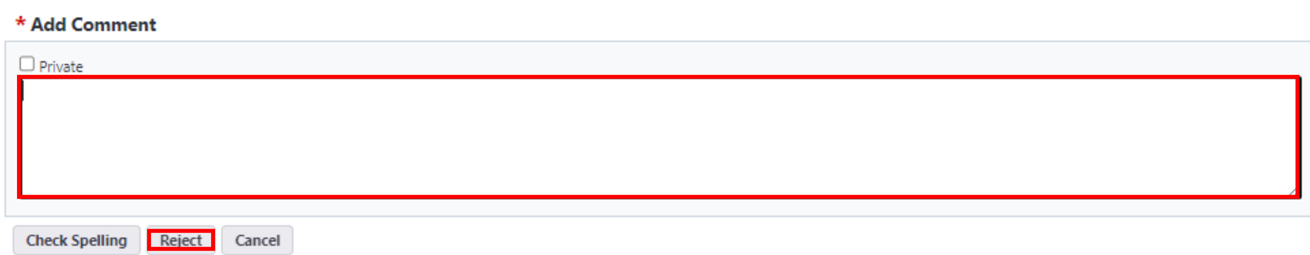
To see the "1105 Project Budget Details", the AAS can click on the "Documents" tab and then double click the "1105 Project Budget.xlsx" to open the budget for review.



Upon completion of the Capital Project Initiation Request review, the AAS should return to the “Details” tab and scroll down to the bottom of the page to complete the section entitled “Capital Project – Agency Authorization”. The AAS will select either “Approve” or “Reject” the Capital Project Authorization and provide his/her name and title as the Agency Authorized Authority. Upon completion, the AAS will either select “Approve” or “Reject” from the dropdown list next to the “Take Action” button and click “Take Action”.



- **If “Reject”** was selected, the AAS will be given a **prompt to provide a comment** to the Process Initiator regarding the reason for rejection and/or instructions for revision and resubmission. After providing a comment, click “**Reject**” to return the 1105 submission to the Process Initiator for revision and resubmission.



- If “Approve” was selected, the 1105 will be submitted to DAS/CS for submission to the DAS/CS Deputy Commissioner for review and approval.

8.10 Capital Project Initiation Request Review (CSS)

If the Agency Signatory chose “Approve”, CSS will receive an email from TUC as notification that the Capital Project Initiation Request has been submitted for them to take action.

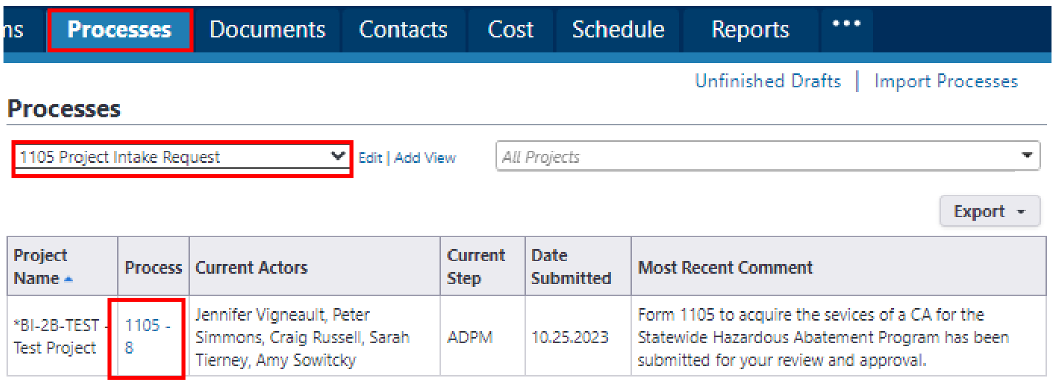
No additional review is necessary at this point. Scroll down to the bottom of the page and select “Submit” from the dropdown list next to the “Take Action” button and click “Take Action” to send the 1105 submission to the Deputy Commissioner for review and signature.

After clicking the “Take Action” button, you will receive a prompt to provide a comment to the Deputy Commissioner. Click on the instructions tab at the top of the page for draft language to include as part of the comment to the Deputy Commissioner. Click “Submit” to forward the 1105 to the Deputy Commissioner for signature.

8.11 Capital Project Initiation Request Review (Chief Architect/DC)

The Chief Architect/Deputy Commissioner (Chief Architect/DC) will receive an email from TUC as notification that the Capital Project Initiation Request has been submitted for them to take action.

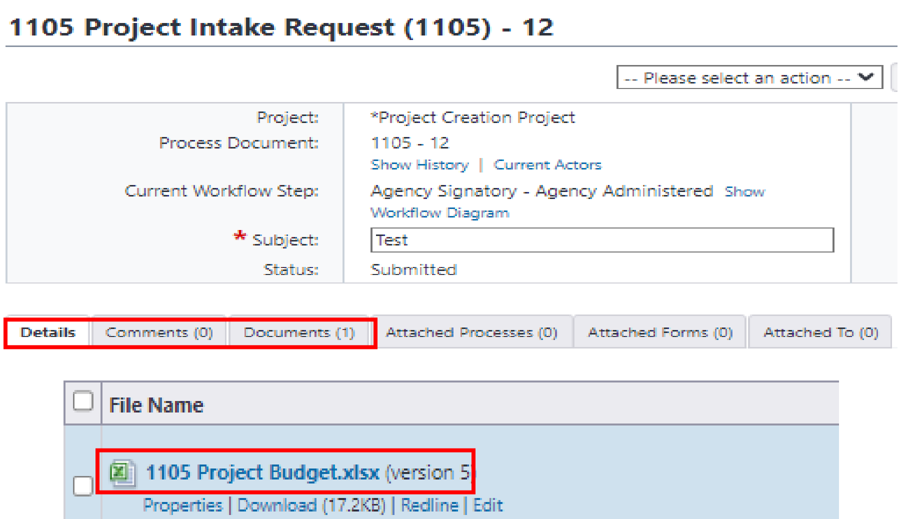
To access Form 1105 for review and approval, the Chief Architect/DC can either click on the link provided in the email or log into TUC, click on the "**Processes**" tab, select the "**1105 Project Intake Request**" view from the dropdown list, and click on the link in the "**Process**" column for the subject project.



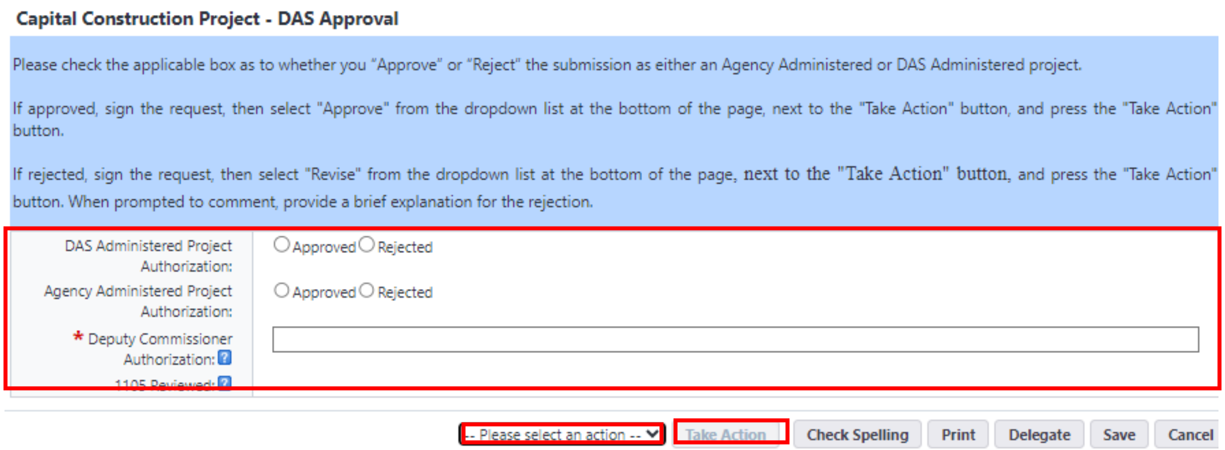
The Chief Architect/DC can review the 1105 submission in its entirety under the "Details" tab.

To review comments provided by previous actors regarding the Capital Project Initiation Request submission, click on the "Comments" tab.

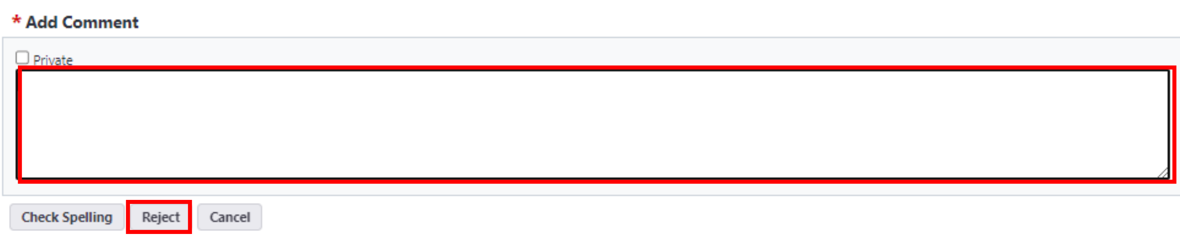
To see the "1105 Project Budget Details", the click on the "Documents" tab and then double click the "1105 Project Budget.xlsx" to open the budget to review.



Upon completion of the Capital Project Initiation Request review, scroll down to the bottom of the page and read the instructions for and complete the section entitled “Capital Construction Project – DAS Approval”, then select either “Approve”, “Revise” or “Reject” from the dropdown list at the bottom of the page next to the “Take Action” button and click “Take Action”.



- If “Revise” was selected, a comment prompt will appear to provide direction to the ADPM on what is required to complete your review. After adding your comment, click “Revise” to return the submission to the ADPM to contact the Client Agency to discuss proposed revisions.



8.12 Capital Project Initiation Request Project Number Assignment (CSS)

CSS will receive an email from TUC as notification that the Capital Project Initiation Request has been submitted for them to take action.

To access Form 1105 for review and approval, CSS can either click on the link provided in the email or log into TUC, click on the “Processes” tab, select the “1105 Project Intake Request” view from the dropdown list, and click on the link in the “Process” column for the subject project.

CSS shall complete and submit Form 1115 – Capital Project Number Request to Financial Administrative Services (FAS) to assign a number to the project through normal means, outside of TUC.

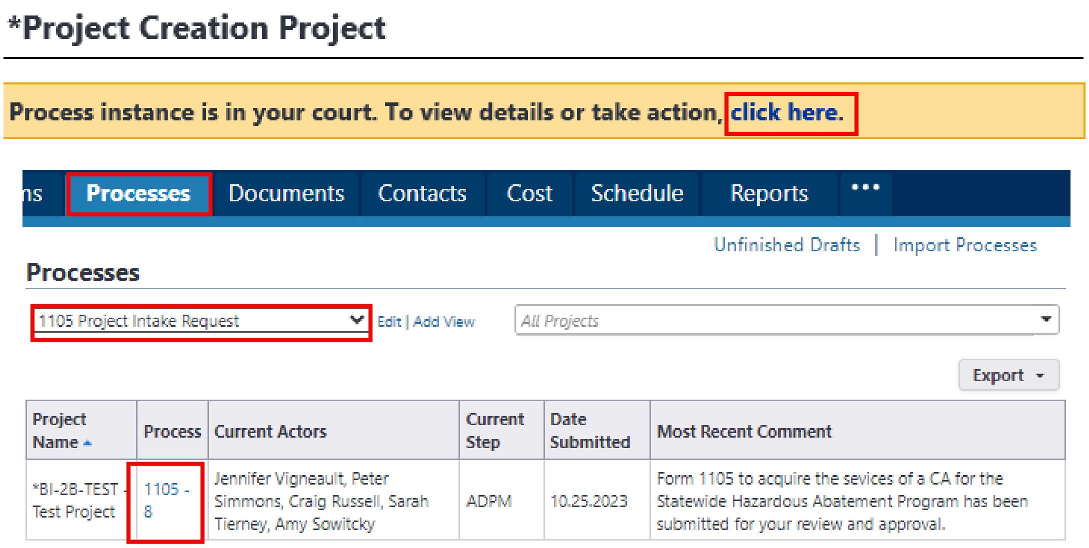
Upon receipt of the project number assignment, CSS will log back into TUC, select the “My Home” tab and click on the “Instance” column link for *Project Creation Project under “My Processes”.

CSS will complete the sections entitled “Project Number” and “Project Budget Detail” and upload a copy of the executed Form 1115 to the respective field in TUC. CSS will then scroll down to the bottom of the page, select “Submit” from the dropdown list next to the “Take Action” button and click “Take Action”.

8.13 Capital Project Initiation Request CEPA Review (Environmental Services)

The Environmental Analyst (EA) will receive an email from TUC as notification that the Capital Project Initiation Request has been submitted for them to take action.

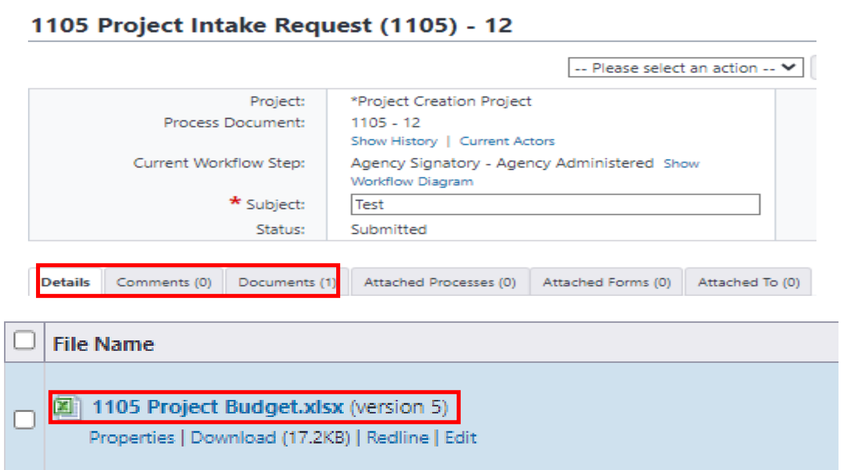
To access Form 1105 for review and approval, the EA can either click on the link provided in the email or log into TUC, click on the "**Processes**" tab, select the "**1105 Project Intake Request**" view from the dropdown list, and click on the link in the "**Process**" column for the subject project.



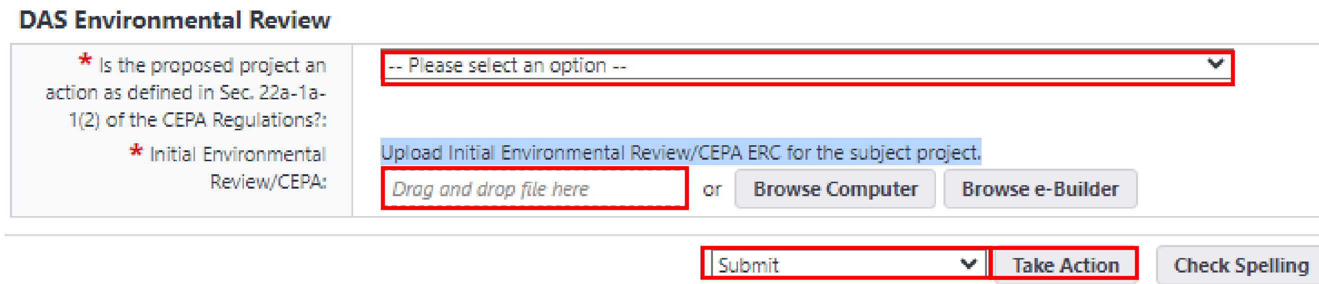
The EA can review the 1105 submission in its entirety under the "Details" tab.

To see any comments provided by previous actors in the process regarding the Capital Project Initiation Request submission, the EA can click on the "Comments" tab to review those comments.

To see the "1105 Project Budget Details", the EA can click on the "Documents" tab and then double click the "1105 Project Budget.xlsx" to open the budget for review.



Upon completion of the Capital Project Initiation Request review, scroll down to the bottom of the page and complete the section entitled “DAS Environment Review” and upload a copy of the Initial Environmental Review to the respective field in TUC. Upon completion, select “Submit” from the dropdown list next to the “Take Action” button and click “Take Action”.

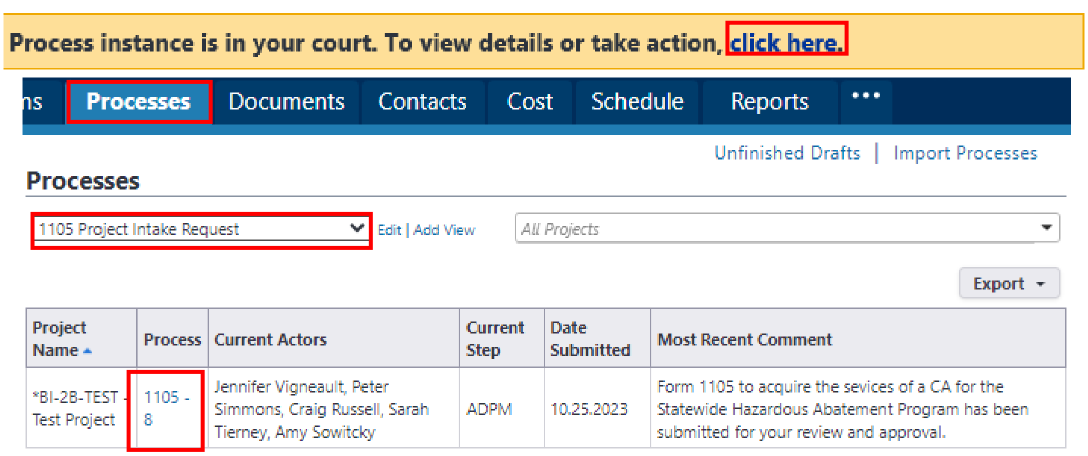


The 1105 Project Intake Process is now complete. A copy of the executed Form 1105 will be distributed, via email through TUC, to all process participants and to the subject project file folder.

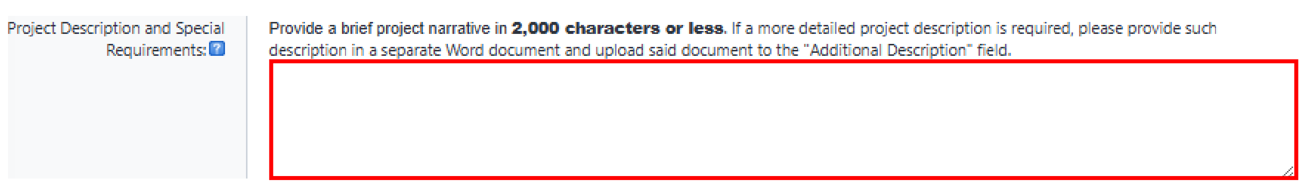
8.14 Form 3110 - Building Decarbonization & GHG Reduction Acknowledgement of Noncompliance (Process Initiator)

The Process Initiator will receive an email from TUC as notification that they are required to complete Form 3110 – Building Decarbonization & GHG Reduction Acknowledgement of Noncompliance as part of the Capital Project Initiation Request process for the subject Project.

To access the process instance either click on the link provided in the email or log into TUC, click on the “**Processes**” tab, select the “**1105 Project Intake Request**” view from the dropdown list, and click on the link in the “**Process**” column for the subject project.



Review the “General Instructions” and the “Bldg Decarbonization & GHG Reduction Requirements” and, if applicable, revise the “Project Description and Special Requirements” field in the “Project Information” section.



Then, complete the remaining sections for the continued use of fossil fuel based systems.

Fossil Fuel Based Systems Remaining After Upgrade

List and describe all building systems in the proposed project that will continue to rely on fossil fuels (e.g., boilers, water heaters, emergency generators) after project completion.

* Fossil Fuel Remaining:

Reasons for Continued Use of Fossil Fuel

Clearly describe the rationale for the continued use of fossil fuel. Reasons may include, but are not limited to:

- Partial decarbonization due to: Funding or economic limitations, Project scope limitations, Other clearly defined factors
- Operational limitations (e.g., high-security or healthcare facilities)
- Grid or utility infrastructure constraints
- Urgent health or safety concerns
- Planned decommissioning or surplus of facility

* Fossil Fuel Reasons:

Justification for Continued Use of Fossil-Fuel

Provide a thorough justification including:

- An explanation of why the proposed design is preferable despite non-alignment with statutory and executive order GHG reduction requirements.
- Lifecycle cost and GHG emissions comparisons between the compliant (electrified, low-carbon, or zero-carbon) alternative and the proposed design.
- Any additional supporting technical, budgetary, or schedule constraints that support the decision.

* Fossil Fuel Justification:

Upon completion, scroll down to the bottom of the page and click the “Take Action” button.

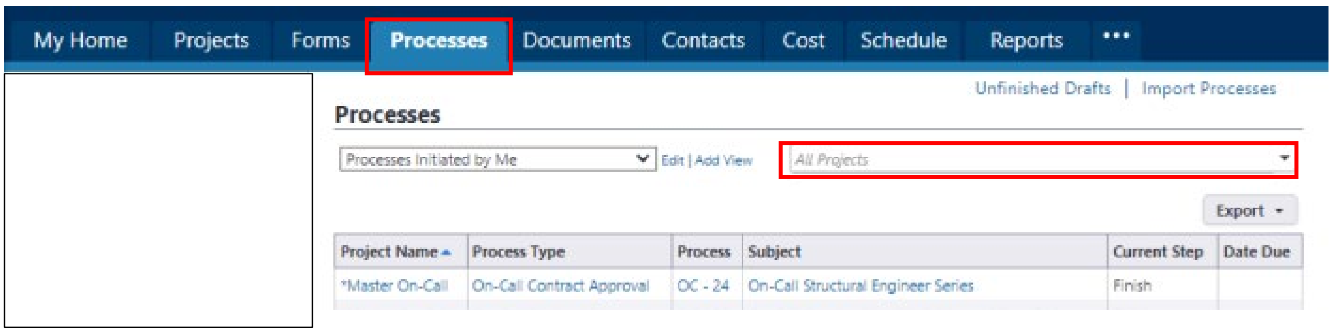
Note: If the Chief Architect has any questions, comments, or concerns regarding the submission, it will be returned to this step for re-submission. If Form 3110 has been returned for re-submission, please refer to the "Comments" tab for further instruction and proceed accordingly. If the Chief Architect accepts the responses provided, Form 3110 will be forwarded to your previously selected Authorized Signatory for signature.

Section 9: 1105R Project Revision Request

9.01 Accessing the Process

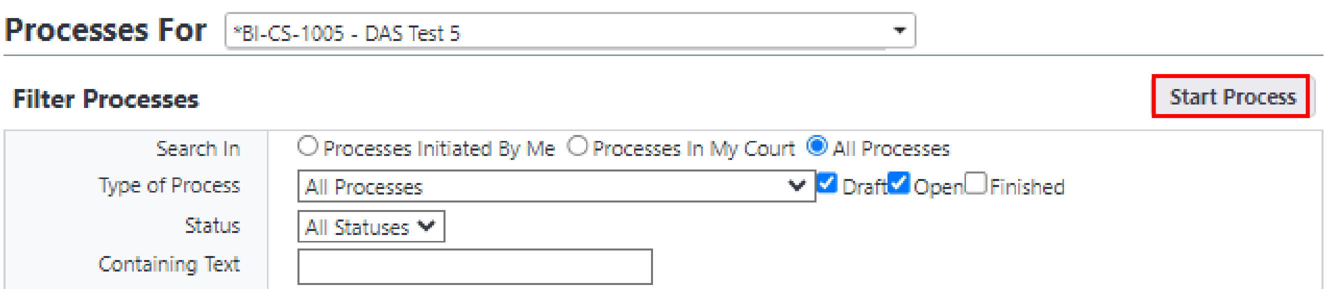
Log in to TUC: https://gov.e-builder.net

On your homepage, go to the "Processes" tab and select the subject project for which you wish to submit a revised 1105 from the "All Projects" dropdown list.

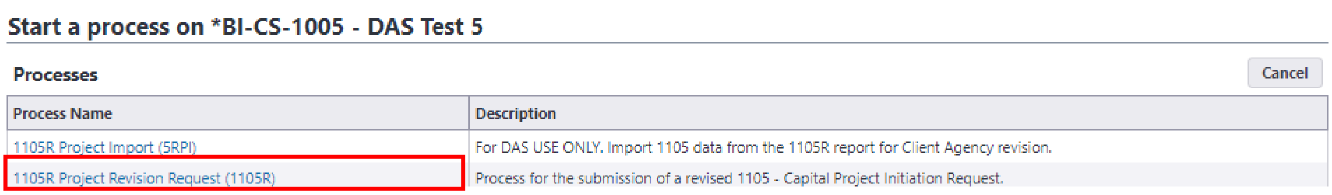


9.02 Project Revision Request Submission (Process Initiator)

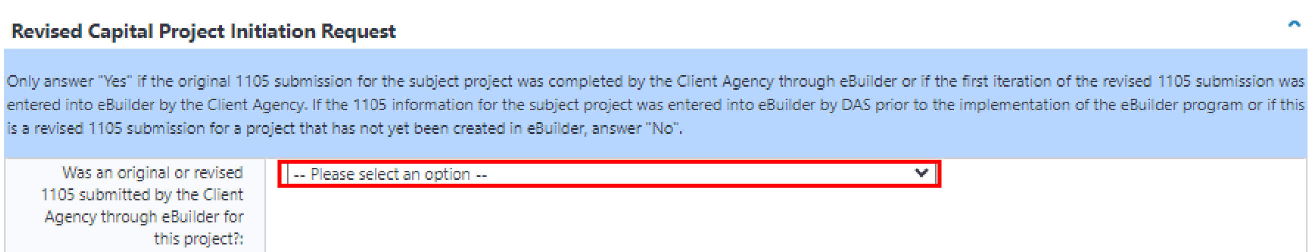
Click the "Start Process" button.



Click on the "1105R Project Revision Request" link to start the process.



Answer the question under the header "Revised Capital Project Initiation Request".



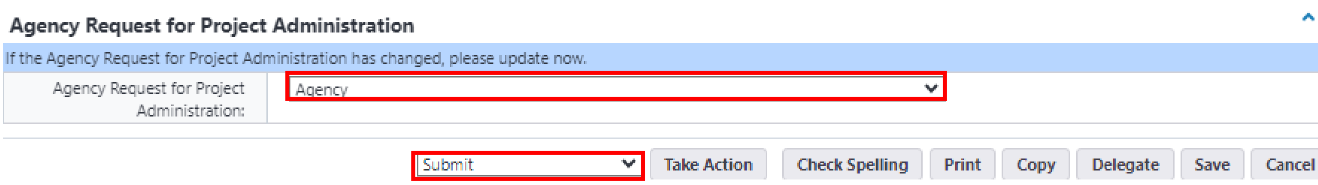
Only answer "Yes" if the original 1105 submission for the subject project was completed by the Client Agency through TUC or if the first iteration of the revised 1105 submission was entered into TUC by

the Client Agency using this process. This will notify DAS of the request; at which time DAS will import the original submission back into TUC and send it back to the Process Initiator for revision.

If the 1105 information for the subject project was not entered into TUC by the Client Agency, answer "No".

- Please note that if future revisions are required to this 1105 submission, the Client Agency can answer “Yes” to having the first iteration of the revised 1105 submission as being entered into TUC and DAS can import that submission back into TUC for the Client Agency to edit.

Answer the question under the header “Agency Request for Project Administration” and click the “Take Action button.



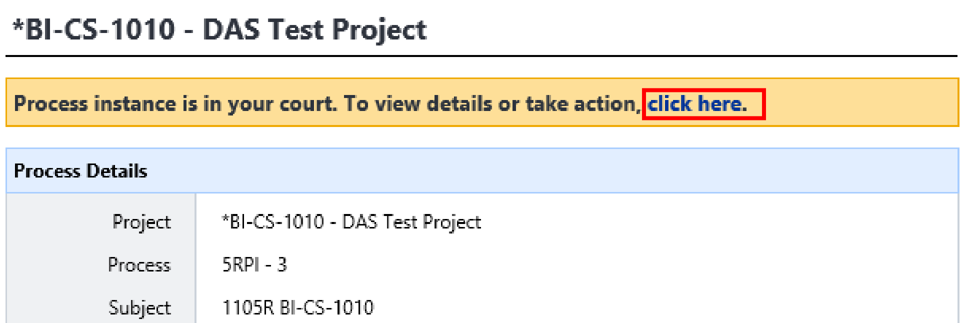
If the Agency answered “Yes” to the “Was an original or revised 1105 submitted by the Client Agency for this project,” the submission will be forwarded to Construction Support Services to initiate the “1105R Project Import Process”, at which time the original or revised 1105 that was entered into TUC will be imported back into TUC and forwarded to the Agency for revision and submission.

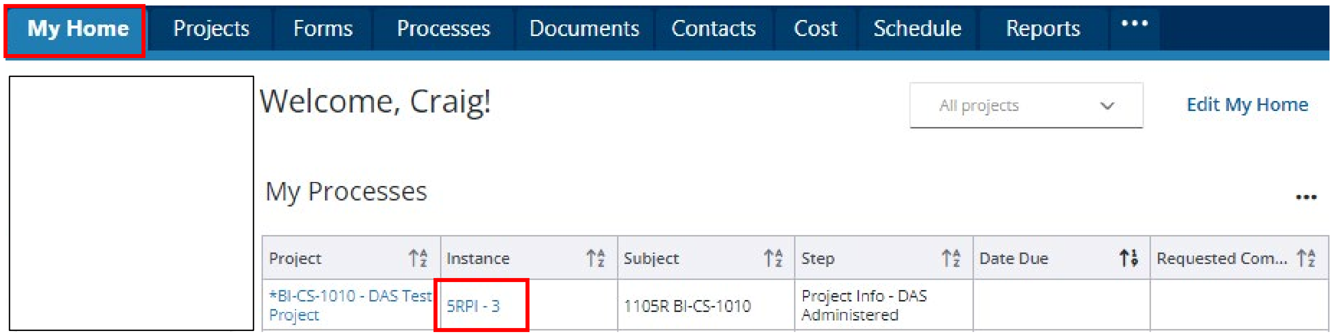
If the Agency answered “No” to the question, the request will be forwarded to the Process Initiator to complete the revised Capital Project Initiation Request.

9.03 Complete Revised Capital Project Initiation Request (Process Initiator)

The Process Initiator will receive an email from TUC as notification that the Capital Project Initiation Request is ready for them to prepare the revised 1105 for submission in TUC.

To access the Capital Project Initiation Request for revision, either click on the email link or log into TUC, select the “My Home” tab and click on the “Instance” column link for the subject project under “My Processes”.

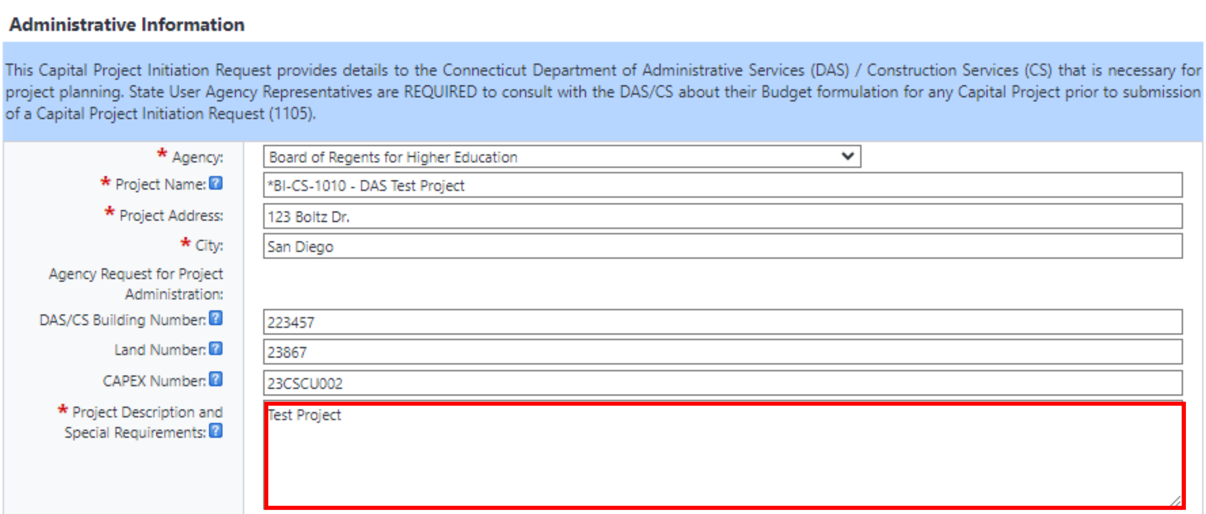




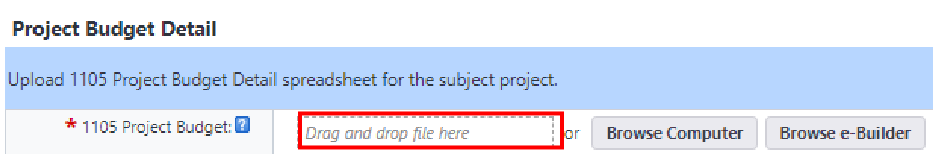
If the Client Agency answered "No" to the question "Was an original or revised 1105 submitted by the Client Agency through TUC", then either no data will be imported (the project does not exist in TUC), or if DAS/CS entered the data for the subject project into TUC prior to the release of the program to the Client Agency, then some data will be transferred into the revised 1105 submission, but that data will be primarily limited to Administrative information. The Client Agency will be responsible for completing the balance of the revised 1105 submission. To complete the revised 1105 submission, the Client Agency will follow the directions provided under "Section 8: 1105 Project Intake Request, Line 8.2 – Capital Project Initiation Submission" of this document and scroll down to "Helpful Hints for completing 1105" to begin the process for completing the revised 1105.

If the Client Agency answered "Yes" to the question "Was an original or revised 1105 submitted by the Client Agency through TUC", then the data import should be comprehensive. The Client Agency should review the data imported and revise the 1105 accordingly. At minimum, the Client Agency will be required to provide data input for the following fields and sections:

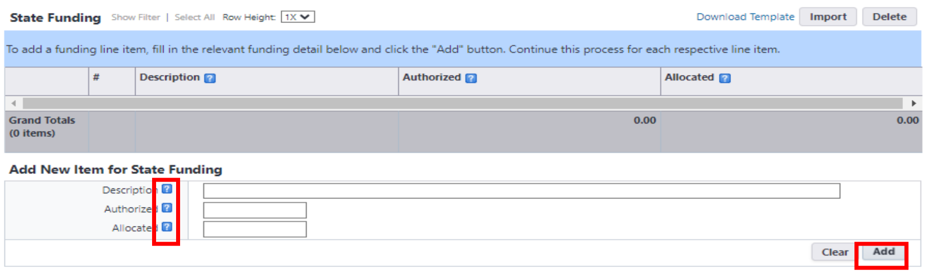
a. Within the **"Administrative Information"** section, revise the **"Project Description and Special Requirements"** field, if applicable.



b. Within the "Budget Details" section, upload a revised "1105 Project Budget"; and

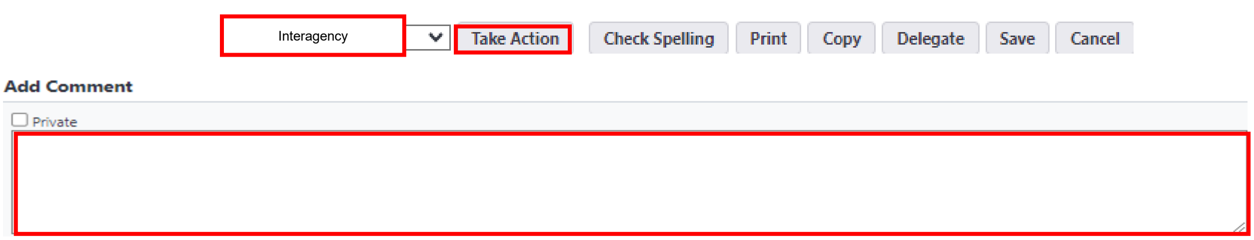


c. Complete the Financial Information section. Be sure to hover over the "?" next to the respective field for an explanation of what information is to be provided. For each line item, you will need to provide a "Description", amount "Awarded/Authorized", and amount "Received/Allocated". For State Bond Funds, you will need to provide "Encumbrance", the amount specifically authorized and/or allocated for the project with which the 1105 is being submitted, if the funding authorization is for more than one project. "Funding Source" will need to be provided if the source is not State Bond Funds. After filling in the required fields, click the "Add" button. This step will need to be repeated for each line item.



Upon completion of the draft Form 1105R, scroll down to the bottom of the page, read the instructions for the section entitled "Interagency Review", and then select either "Interagency" or "Submit" from the dropdown list next to the "Take Action" button. Select "Interagency" if there are any individuals within your Agency that need to review or provide data input into the subject 1105 prior to submitting the 1105 to DAS/RECS; otherwise select "Submit" and click "Take Action".

After selecting your option, you will receive a prompt to provide a comment for the next individual in the process slated to review the 1105 submission. If "Interagency" was selected, provide the reviewer with the required direction to help them complete their review in the comment section. If "Submit" was selected you have the option to provide a comment, but it is not required.

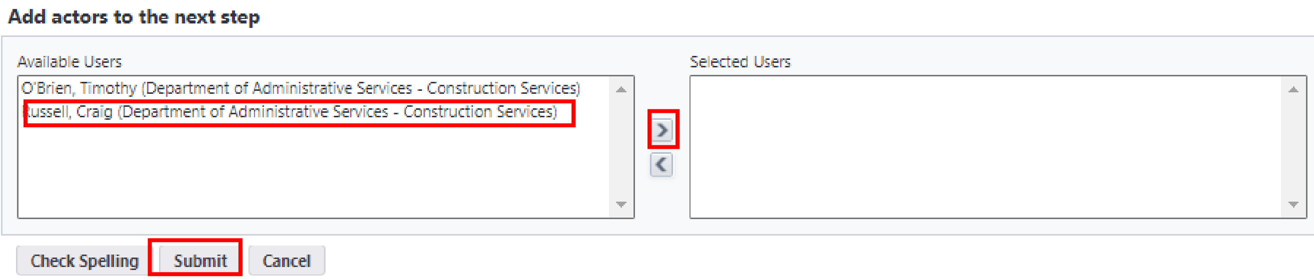


If you selected "Interagency", you will also be required to either select an individual with an active TUC account from the list of "Available Users" to send the 1105 submission to for review.

- Please note that only one (1) user at a time can be selected to review, comment, and if applicable, edit the revised submission. Repeat this process for each individual reviewer until all revisions are complete.

To add an actor to the next step in the process, find the name of the actor from the list of "Available Users", click on their name to select the person, then click on the ">" to move that person into the "Selected Users" column.

Upon completion, click the applicable button to proceed to the next step in the process, which will either be “Submit” (no interagency review) or “Interagency” (interagency review).



If there is an individual from your agency that should be granted access to Interagency Review and is not included in the list of actors, please contact Tim O’Brien by email at Timothy.O’Brien@ct.gov and request that the name be added.

9.04 Other Reviewers (Interagency/Outside Reviewer)

The balance of the “1105R Project Revision Request” process will be completed in the same format as the “1105 Project Intake Request” process, including Steps 8.03 – 8.11, and 8.13.

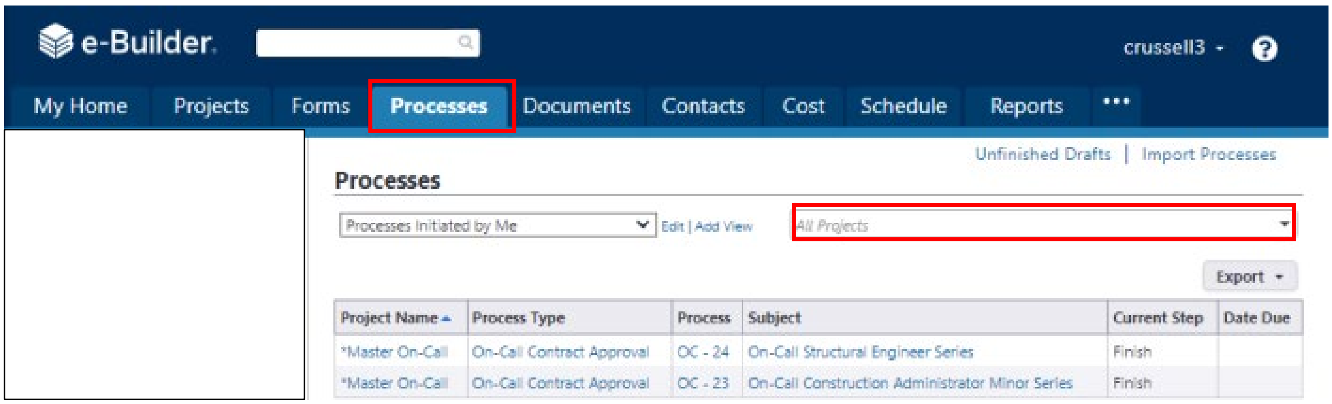
* Please note that process instances in the 1105 process begin with “1105” and process instances for the 1105R process begin with “1105R”.

Section 10: 1135 Task Letter

10.01 Accessing the Process

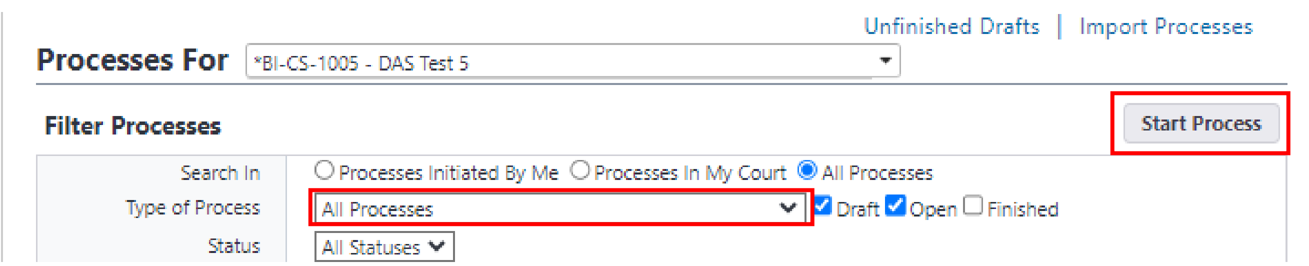
Log in to TUC: https://gov.e-builder.net.

On your homepage, go to the "Processes" tab and select the project for which you want to submit Form 1135 from the dropdown list.



10.02 On-Call Request (PM or CSS)

Select 1135 – Task Letter from the "All Processes" dropdown list and click "Start Process".



Follow the ***"General Instructions"*** and complete the ***"On-Call Selection Request"*** section and **upload the required documents, and only the required documents,** from the list below to the "**Documents**" tab based on the project administration and task assignment type.

DAS Administered Projects Task Assignments (PM):

- Form 1105 – Capital Construction Project Request (Fully Executed).
- Form 1135 - On-Call Selection Request (Draft - Word format).

Agency Administered Projects Task Assignments (CSS):

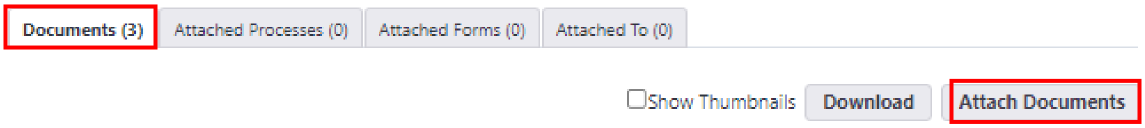
- Form 1105 – Capital Construction Project Request (Fully Executed).
- Form 1135 - On-Call Selection Request (Draft - Word format).

Supplemental Task Assignments (PM):

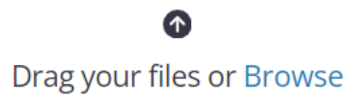
- Form 1105 – Capital Construction Project Request (Fully Executed).
- Form 1135 - On-Call Selection Request (Draft - Word format).

- Supplemental Task Justification Memo (If subject On-Call Contract is expired).
- A copy of all previously executed task letters.

To upload documents to the "Documents" tab, click the "Attach Documents" button.

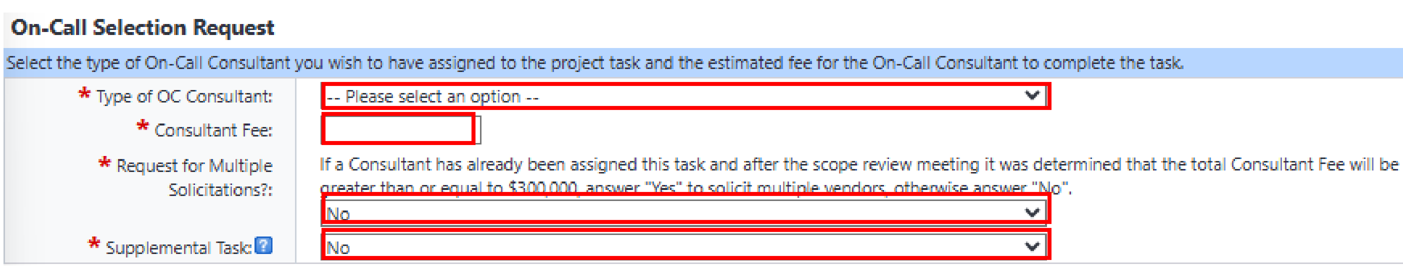


Next, click "Upload from your Computer" and either drag and drop your files into the space provided or browse your computer to search for the files you want to upload.



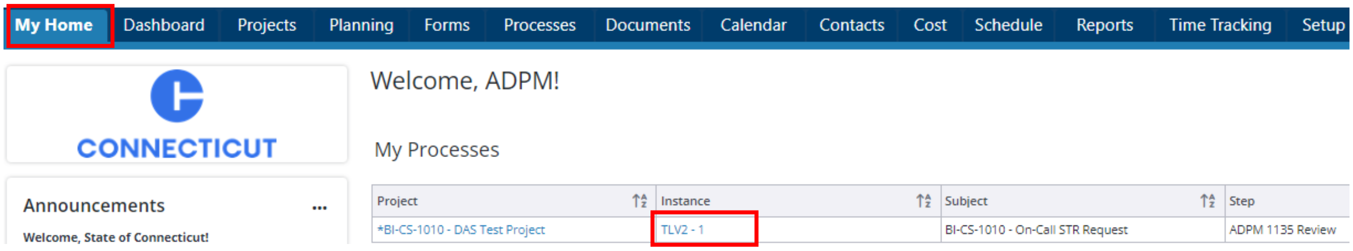
After uploading the required documents, return to the "Details" tab and complete the "On-Call Selection Request" section. Upon completion, click the "Take Action" button.

Note: Only answer "Yes" to the "Request for Multiple Solicitations" question if a Consultant was already assigned the task and after the scope review meeting, it was determined that the Consultant Fee is greater than or equal to $300,000, requiring the solicitation of multiple On-Call Consultants.

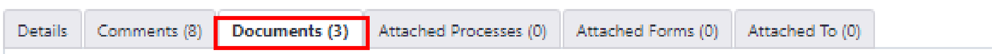


10.03 ADPM 1135 Review (ADPM)

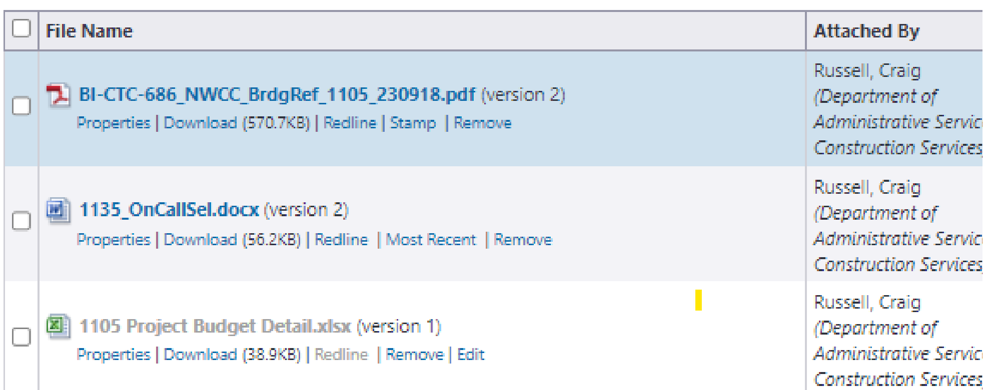
The ADPM will receive an email from TUC as notification of the request for an On-Call Assignment. To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After opening the process instance, review the “General Instructions” and then click on the “Documents” tab to review the 1135 submission.



Click on the link to any of the subject files to view those files.

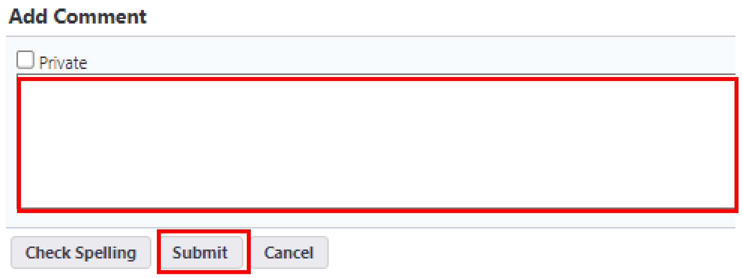


After completing your review, either select "Submit" from the dropdown list next to the "Take Action" button to forward the 1135 submission to the DPM and Chief Architect for review, or "Revise" to return the 1135 submission to the PM for revision and click the "Take Action" button. You will then be prompted to provide a comment.

If "Submit" was selected, utilize the comment section to provide applicable detail regarding any intricacies to the project that the DPM and Chief Architect should be made aware of, or if there is a specific consultant that is being requested for this project, please provide that information along with the reason why that specific consultant should be selected.

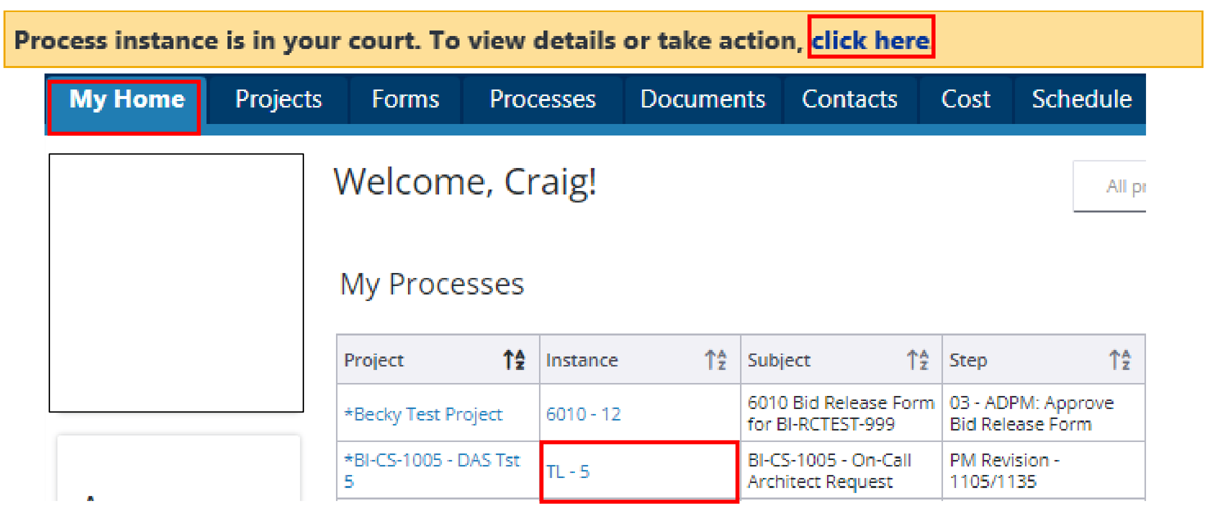
If "Revise" was selected, provide the PM with direction on the revisions required to process the submission for approval in the comment section.

After adding your comment, click the “Revise” or “Submit” button respectively.



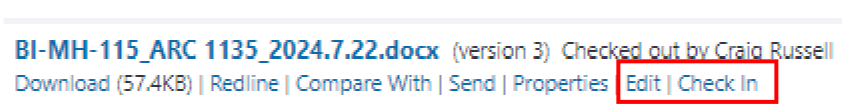
10.04 PM Revision – 1105/1135 (PM)

The PM will receive an email from TUC as notification that a revision is required to process the request. To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the link in the “Instance” column for the subject project under the “My Processes” section. The process “Step” will be entitled “PM Revision – 1105/1135”.

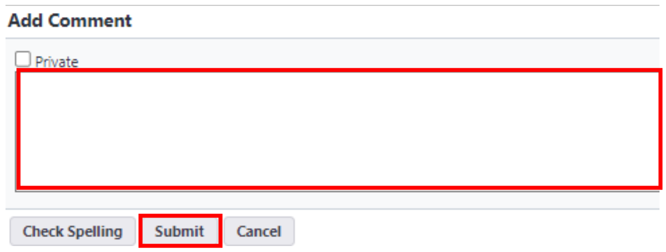


After opening the process instance, review the “General Instructions” under the “Details” tab, and any comments provided by the ADPM under the “Comments” tab.

If the ADPM requested revisions to the 1135 submission, click on the “Documents” tab to access the 1135. To open the 1135 for editing, click on the “edit” link below the subject 1135 and click “Ok” when prompted. After opening the 1135, make the necessary edits and save your file upon completion. Close the document and return to the “Documents” tab. Then, click the “Check In” link below the subject 1135 to upload your changes.

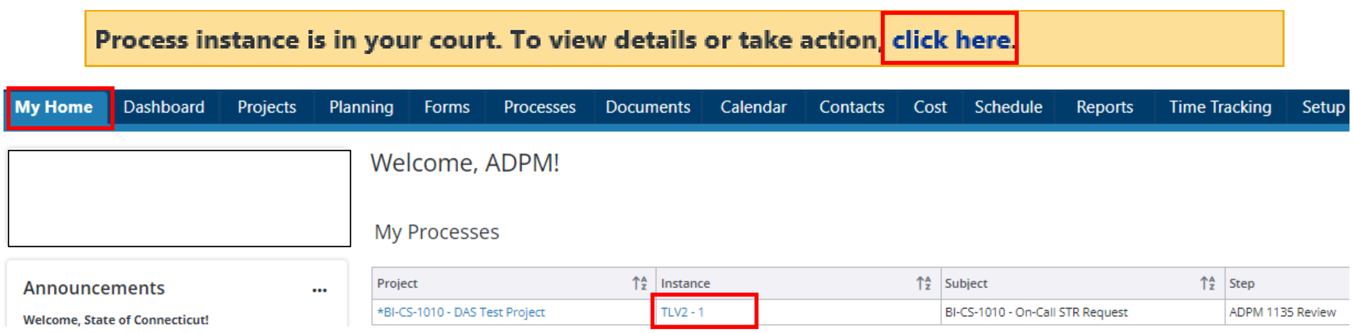


Upon completion, scroll down to the bottom of the page and click the "Take Action" button. You will then be prompted to provide a comment, where you can provide detail regarding the revised submission. After adding your comment, click the “Submit” button.

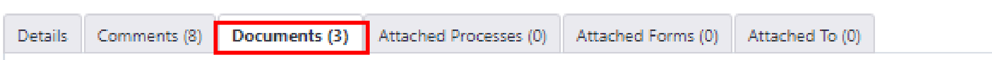


10.05 DPM/Chief Architect 1135 Review (DPM/Chief Architect)

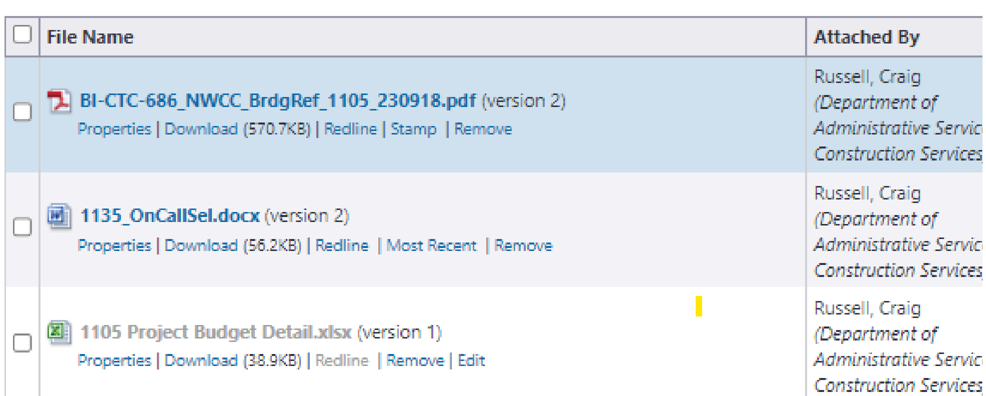
The DPM and Chief Architect will receive an email from TUC as notification of the request for an On-Call Assignment. To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



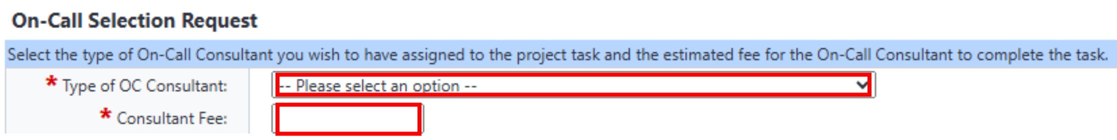
After opening the process instance, review the “General Instructions” and then click on the “Documents” tab to review the 1135 submission.



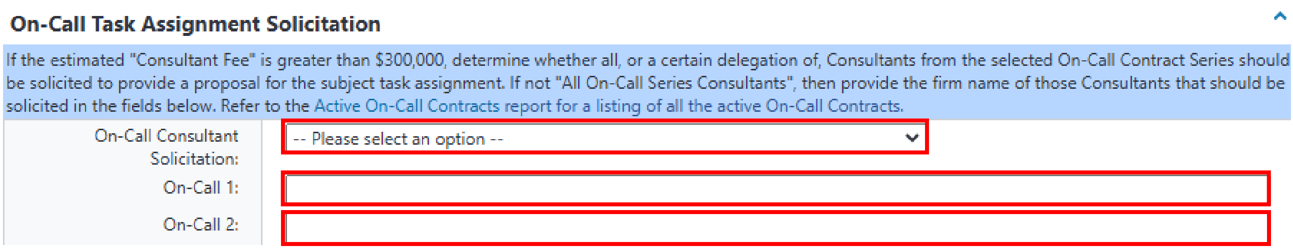
Click on the link to any of the subject files to view those files.



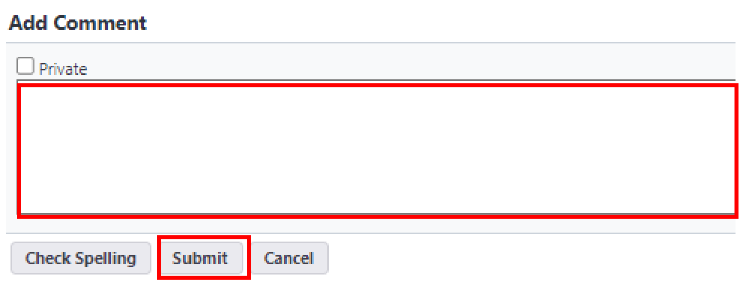
After completing your review of the documents, return to the "Details" tab and review the section entitled "On-Call Selection Request". If you agree with the "Type of On-Call Consultant" selected and the estimated "Consultant Fee", proceed to the "On-Call Task Assignment Solicitation" section. If you disagree with the "Type of On-Call Consultant" selected and/or the estimated "Consultant Fee", revise the subject field(s) accordingly and then proceed to the "On-Call Task Assignment Solicitation" section.



If the estimated "Consultant Fee" is greater than $300,000, determine whether all, or a certain delegation of, Consultants from the selected On-Call Contract Series should be solicited to provide a proposal for the subject task assignment. If not "All On-Call Series Consultants", then provide the firm name of those Consultants that should be solicited in the fields entitled “On-Call 1” through “On-Call 5”. Refer to the Active On-Call Contracts report for a listing of all the active On-Call Contracts.

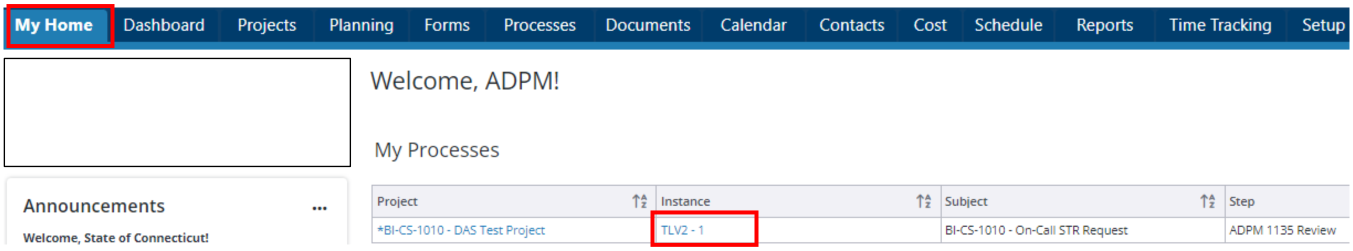


After all documents have been reviewed and all sections have been completed, scroll down to the bottom of the page and click the "Take Action", button. A prompt will appear after you click "Take Action" to allow you to provide a comment, if applicable, regarding changes made to the selection type and/or consultant fee.

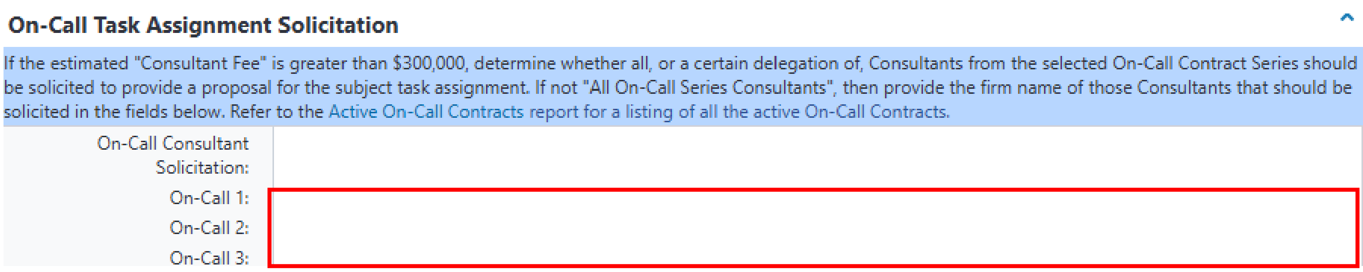


10.06 Solicit Multiple Vendors (PM)

If the estimated Consultant fee for the subject task assignment is estimated to be greater than or equal to $300,000, the PM will receive an email from TUC as notification to solicit proposals from multiple vendors in the selected On-Call Series for the subject task assignment. To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

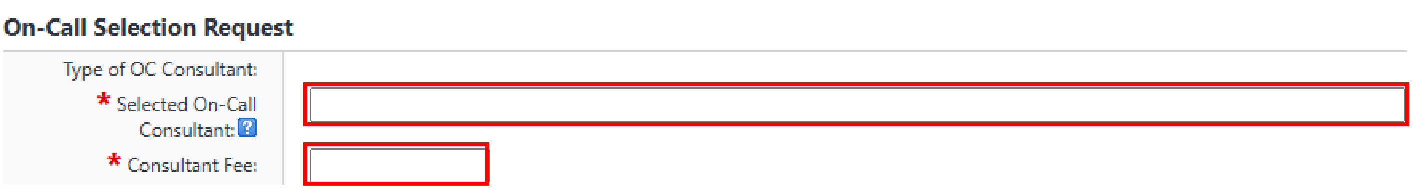


After opening the process instance, scroll down to the "On-Call Task Assignment Solicitation" section for the list of Consultants selected by the DPM and/or Chief Architect to be solicited for the subject On-Call task assignment.



Proceed with scheduling a scope review meeting with the Client Agency and all Consultants listed in the "On-Call Task Assignment Solicitation" section. Please note that the listed Consultants have the right to decline participation in the scope review meeting if they are unable to provide a proposal for the subject task assignment at this time. After the scope review meeting has been held, collect proposals from each of the Consultants that participated in the scope review meeting, on a date to be determined, and select the Consultant with the lowest responsible fee from the list of Consultants to be assigned to the task.

After the lowest responsible fee has been determined, return to the process instance, scroll down to the "On-Call Selection Request" section, and provide the name of the "Selected On-Call Consultant" and update the "Consultant Fee" to match the proposal. Upon completion, click the "Take Action" button.

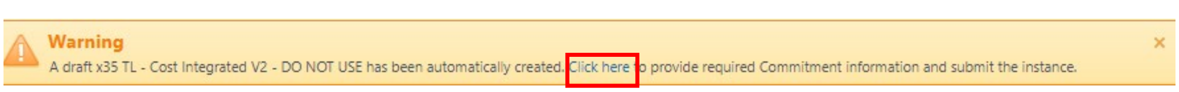


10.07 On-Call Assignment (CSS)

CSS will receive an email from TUC as notification of the request for an On-Call Assignment.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.

A Warning prompt will appear at the top of the page after the process instance is opened. DO NOT TAKE ACTION on this page. First, click on the "Comments" tab to review any relevant comments regarding the submission, then click the "Click here" link in the warning banner to edit the process instance.



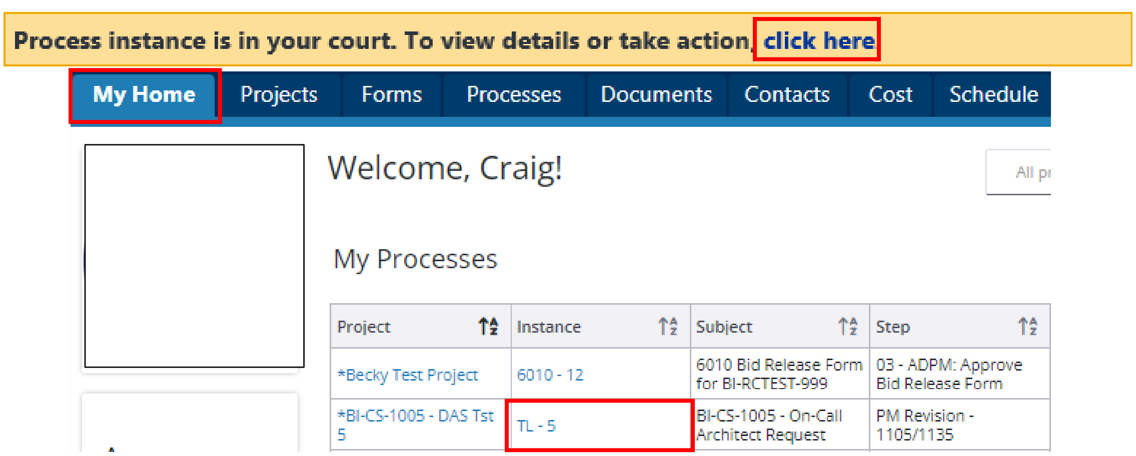
Prior to editing the process instance, return to the TUC homepage, click on the “Documents” tab. Scroll down the "12 Task Letters" file folder to access the draft Form 1135 submission documents. Review Form 1135 and assign an appropriate On-Call Consultant (refer to the “Reports” tab and open the “On-Call Contracts – Active” report to determine which On-Call Consultant to select), then download the 1135 to your desktop, complete the task assignment portion of the 1135 and save a signed copy of the 1135 as a pdf.

Once the assignment has been determined and Form 1135 has been completed with the assigned Consultant identified in Form 1135, return to the “12 Task Letters" file folder and rename the first unnamed file folder, with the provided naming protocol based on the task letter assignment, and move the 1105 and the executed 1135 into the "Drafts" subfolder. Then click on the "Properties" hyperlink for the "Drafts" file folder and copy the "Private Folder URL" link to be pasted in the "Task Letter - Draft" field in the Task Letter - Cost Integrated process instance. Repeat this step for the "Final" file folder to be pasted in the "Task Letter - Final" field in the process instance.

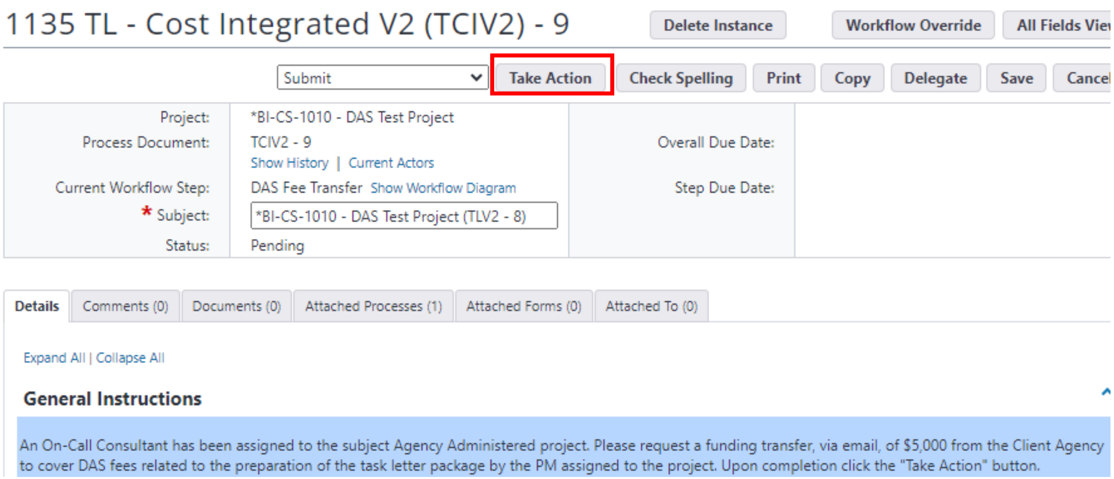
Return to the process instance and paste the links into the respective fields. Then complete the “on-Call Information”, "Commitment Details" and "Commitment Custom Fields" sections. In the "Commitment Custom Fields" section, data should be provided for the following fields: On-Call Request Received, On-Call Request Approved, Type of On-Call Consultant, Project Status Summary, Document Type, and Consultant/Contractor Name. Upon completion, click the "Take Action" button.

10.08 DAS Fee Transfer (DAS Admin)

If the On-Call Selection Request is for an Agency Administered Project, DAS Admin will receive an email from TUC as notification to request a funding transfer, via email, of $5,000 from the Client Agency to cover DAS fees related to the preparation of the task letter package. To take action on the subject process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the link in the “Instance” column for the subject project under the “My Processes” section. The process “Step” will be entitled “DAS Fee Transfer”.



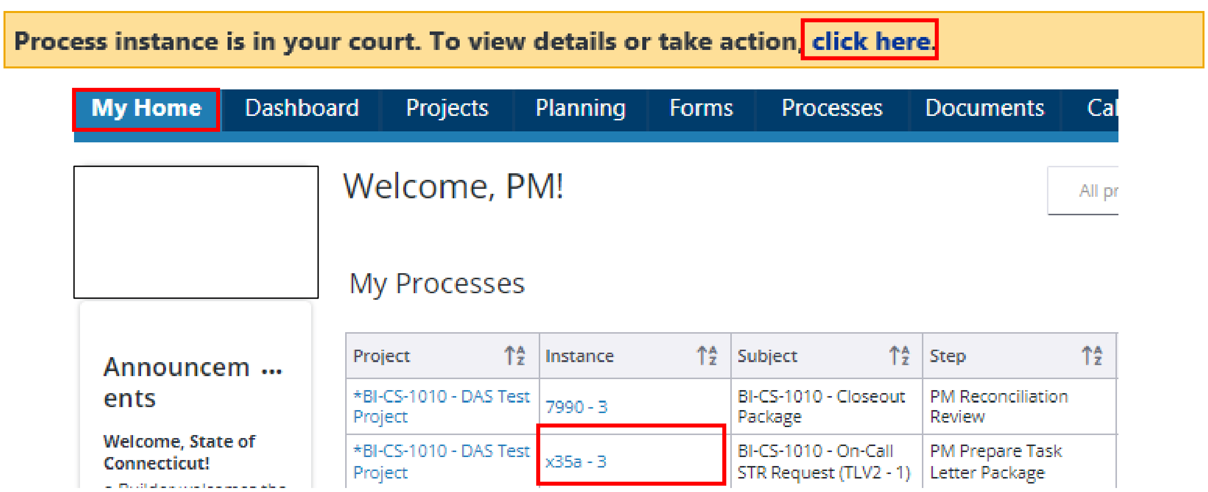
After opening the process instance, review the "General Instructions" under the "Details" tab and proceed in making the request for a funding transfer. Upon completion, click the "Take Action" button.



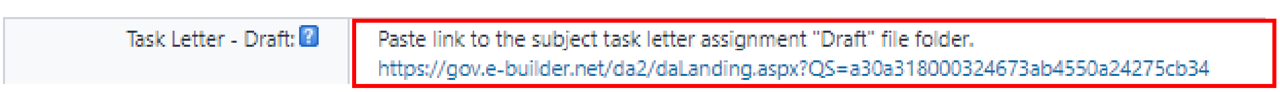
10.09 Prepare Task Letter Package (PM)

The PM will receive an email from TUC as notification that an On-Call Consultant has been assigned to the Project, and the PM can begin preparing the Task Letter Package for submission.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the link in the "Instance" column for the subject project under the "My Processes" section.

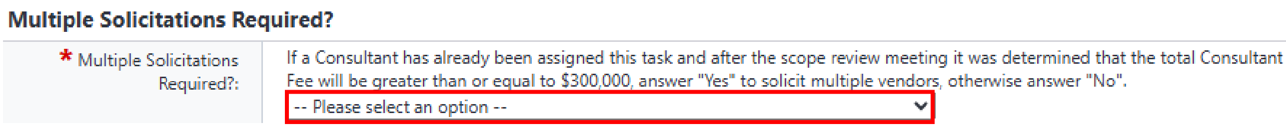


After opening the process instance, read the "General Instructions" and then click on the link in the "Task Letter – Draft" field, provided under the "Task Letter Submission Package" section, to open the file folder where you will be uploading your task letter submission package and where you can access the signed 1135 to view the On-Call Assignment.



Proceed with scheduling the scope review meeting with the Consultant and Client Agency and begin preparing the task letter package for submission.

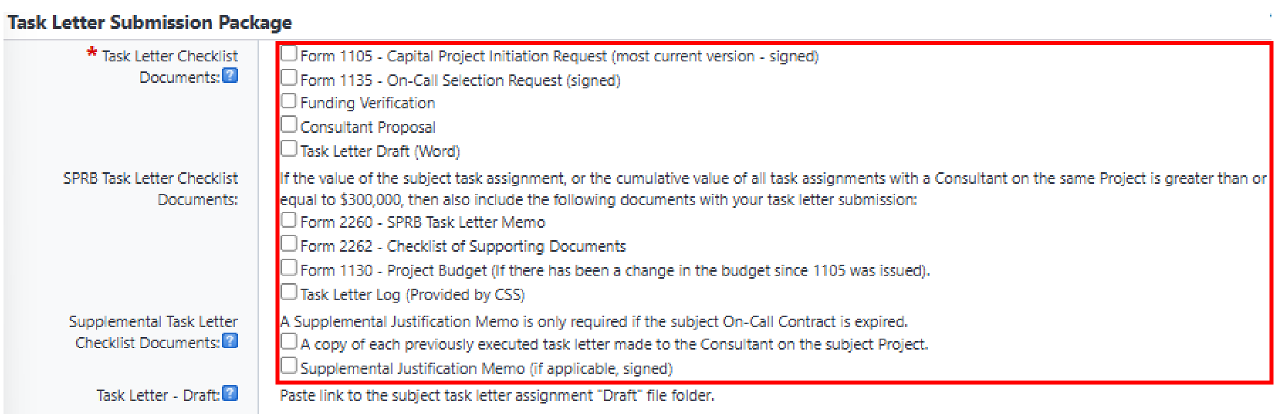
Note: If after the scope review meeting, the estimated Consultant fee to complete the task assignment is determined to be greater than $300,000, the PM will be required to solicit multiple proposals from a list of On-Call Consultants, selected by the DPM and/or Chief Architect, in the On-Call Contract series. To initiate the selection of multiple proposals, scroll to the "Multiple Solicitations Required" section and answer the related question. Next, select "Void" from the dropdown list next to the "Take Action" button and click "Take Action."



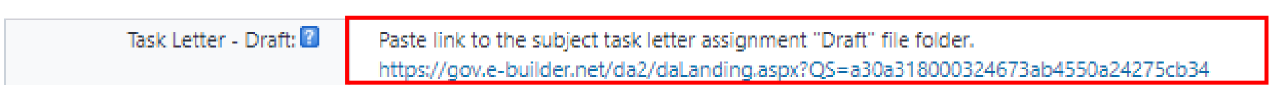
This will cancel the current task assignment and notify CSS to initiate a new On-Call Assignment/Task Letter process instance, so that the DPM and Chief Architect can provide a list of On-Call Consultants, in addition to the original selection, to solicit for the subject task assignment from which the On-Call Consultant with the lowest responsible fee will be selected to execute the task assignment.

If the task assignment does not require multiple proposals, no further action is required until the task letter package is complete.

After you have prepared the task letter submission package, return to the process instance, complete the “Task Letter Submission Package” section by checking off each the applicable documents being submitted, based on task letter submission type.

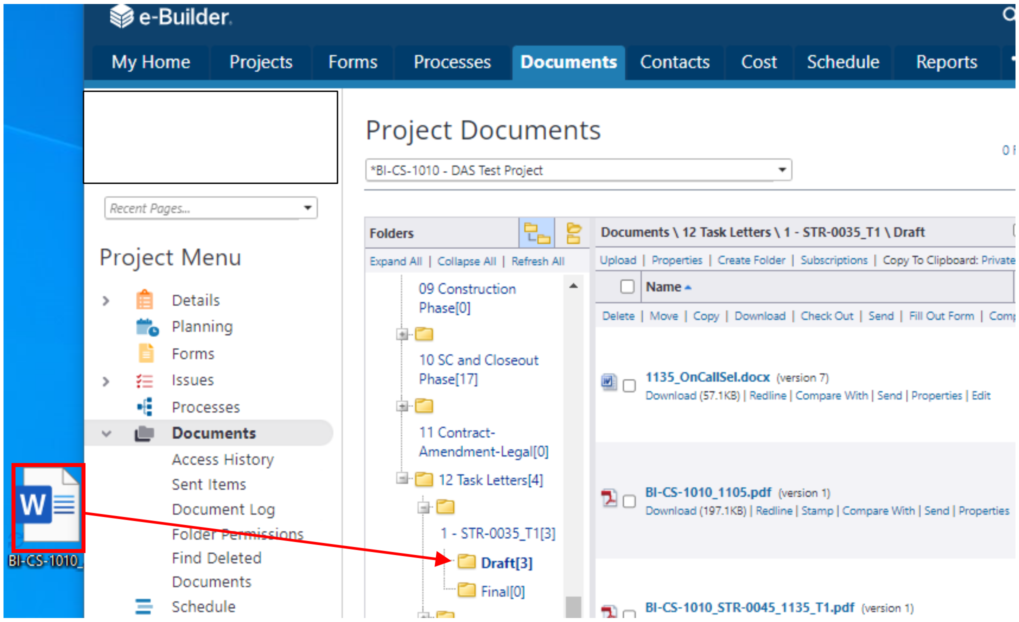


Then, click on the link in the “Task Letter – Draft” field to open the Consultant’s On-Call Task Letter file folder to upload the task letter package into TUC.

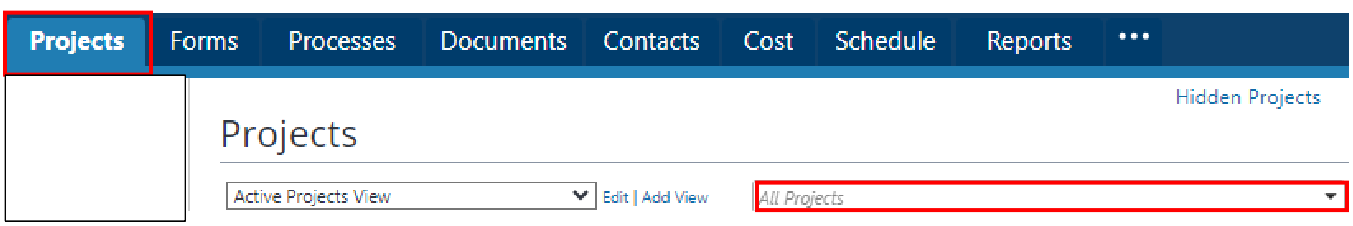


Upload the task letter submission package by dragging and dropping the required documents into the subject Consultant's On-Call Task Letter file folder.

Note: Include all of the required documents and only the required documents, in the specified file format, for upload and submission to CSS and/or legal for review.

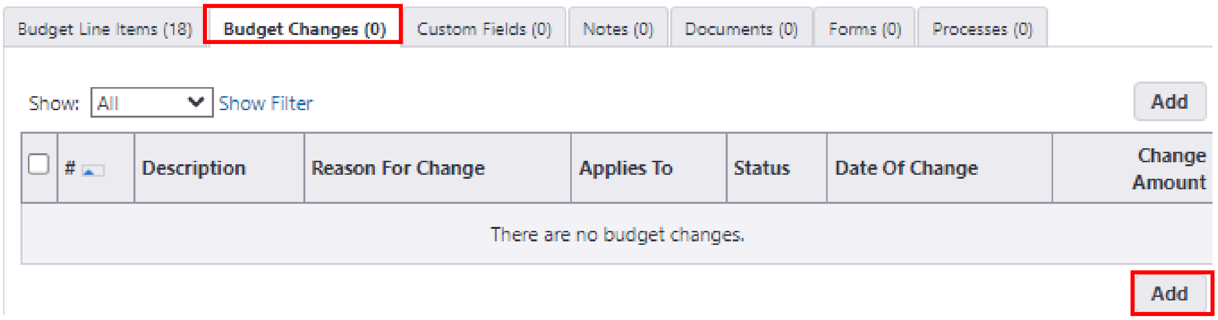


After the required documents have been uploaded, return to TUC to enter the line item detail for the pending task letter commitment into the project budget. To enter the pending task letter commitment into the project budget, first click on the "Projects" tab, then select your project from the "Active Projects" dropdown list.

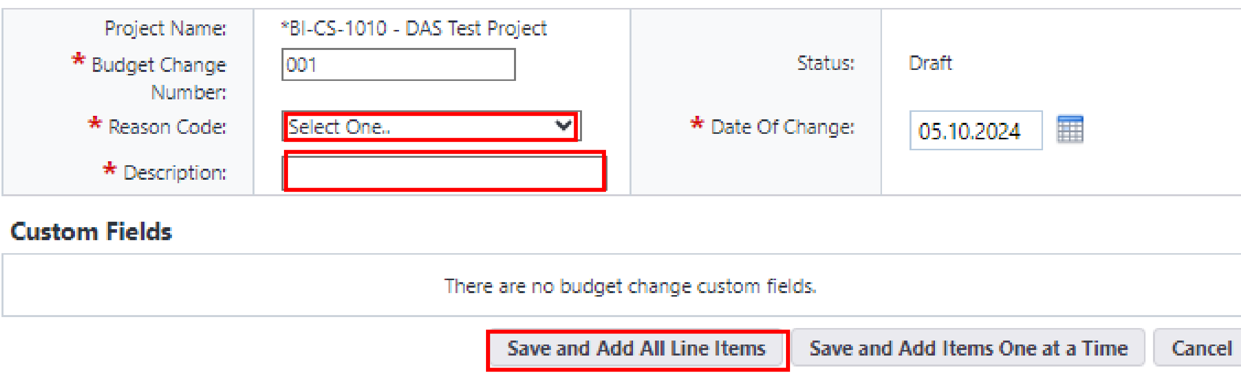


Click "Cost" under the Project Menu, and then click on "Budget Details".

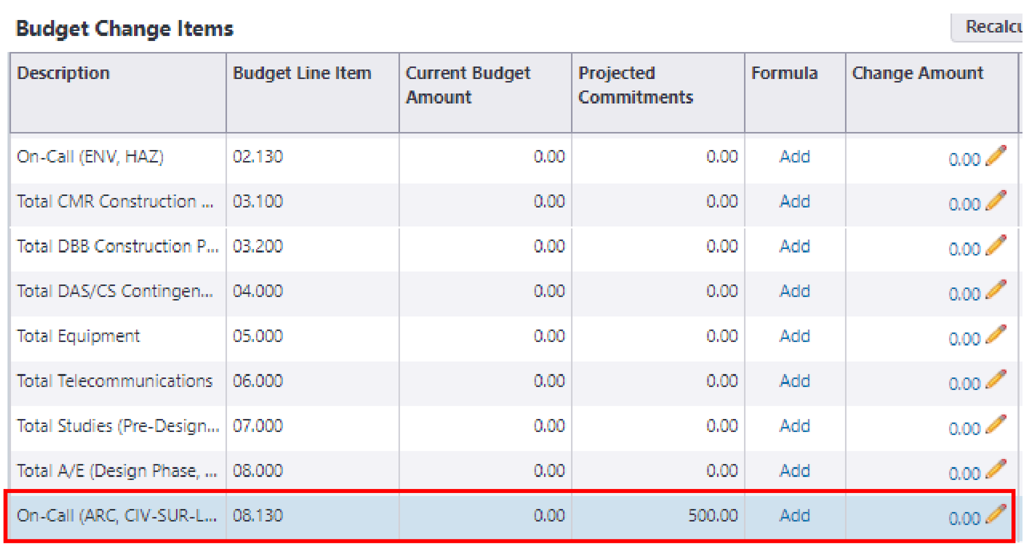
Click on the “Budget Changes” tab and then click “Add”.



Provide data input in the required fields and click the “Save and Add All Line Items” button. A prompt will appear asking: “Are you sure you want to add all budget line items to the change?”. Click “Continue”.

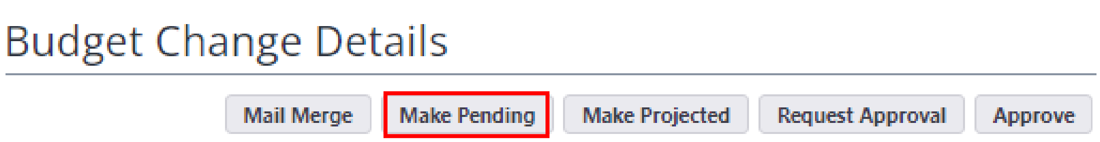


Input the total value of the On-Call Consultant Fee in the “Change Amount” column for the appropriate On-Call line item (2.130, 7.0, 8.130, 10.130, or 13.130) and click the “Save” button.

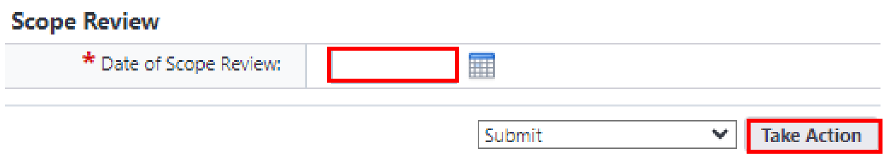

Budget Change Items

Description	Budget Line Item	Current Budget Amount	Projected Commitments	Formula	Change Amount
On-Call (ENV, HAZ)	02.130	0.00	0.00	Add	0.00
Total CMR Construction ...	03.100	0.00	0.00	Add	0.00
Total DBB Construction P...	03.200	0.00	0.00	Add	0.00
Total DAS/CS Contingen...	04.000	0.00	0.00	Add	0.00
Total Equipment	05.000	0.00	0.00	Add	0.00
Total Telecommunications	06.000	0.00	0.00	Add	0.00
Total Studies (Pre-Design...	07.000	0.00	0.00	Add	0.00
Total A/E (Design Phase, ...	08.000	0.00	0.00	Add	0.00
On-Call (ARC, CIV-SUR-L...	08.130	0.00	500.00	Add	0.00

Then, click the “Make Pending” button.



Then, return to the process instance and input the date of the scope review. Upon completion, click the "Take Action" button.



Note: The total value of the budget change and the subject task commitment will be approved once the task letter is executed and stamped "Commission". After the task letter is executed, the PM should proceed to Section 17 to enter the Scheduled of Values (SOV) for the subject task assignment and/or Section 17A to enter the SOV for the Consultant Contingency, if applicable.

10.10 Support Services Review (CSS)

CSS will receive an email from TUC as notification that the Task Letter Package has been submitted for review.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.

After opening the process instance, click on the link in the "Task Letter – Draft" field to view the Task Letter Package submission.

If the value of the task letter, or if a supplemental task the cumulative value of all task letters, is less than $100,000, or in the case of CSCU or the Judicial Branch the value of the task letter or cumulative value of all task letters is less than $300,000, CSS shall conduct the initial review of said task letter for completeness, compliance with the project scope and compliance with the subject On-Call Contract.

If there are any proposed revisions to the subject task letter, those changes shall be incorporated using track changes in the task letter from the subject file folder. After completing its review of the draft task letter, CSS will return to the process instance, complete the "Task Letter Value" Section and update the "Project Status Summary".

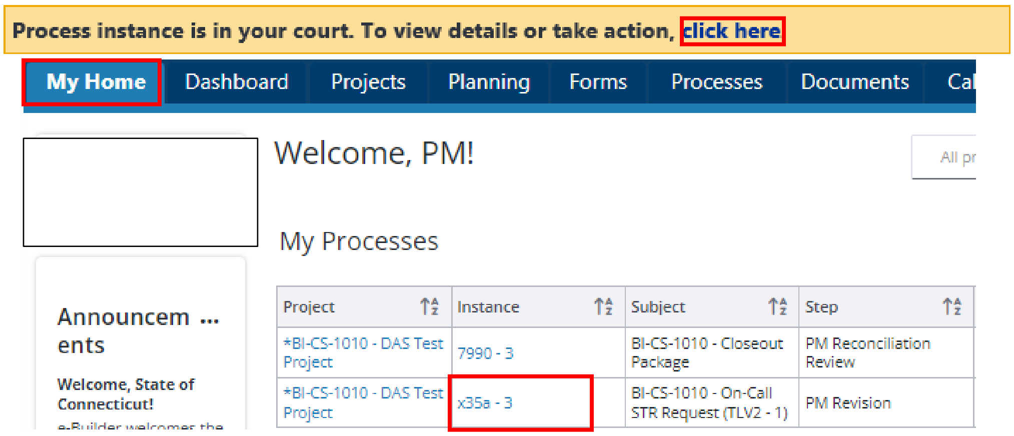
If the value of the task letter, or if a supplemental task the cumulative value of all task letters, is greater than $100,000, or in the case of CSCU or the Judicial Branch the value of the task letter or the cumulative value of all task letters is greater than or equal to $300,000, CSS shall forward the task letter package to the ADPM to conduct the initial review of said task letter. Prior to forwarding the task letter package to the ADPM, CSS shall complete the "Task Letter Value" Section and update the "Project Status Summary".

After the task letter value has been determined and, if applicable, the review completed, CSS will either select "Revise" from the drop-down list, next to the "Take Action" button, to return the task letter package to the PM for revision or select "Submit" to forward the task letter package to the ADPM for review. After taking action, CSS will be prompted to provide a comment regarding the proposed revisions for the PM or a comment regarding the type of review the ADPM is to conduct prior to submitting the package to Legal.

10.11 Task Letter Revision (PM)

If "Revise" was selected in the previous or consequent step, the task letter package is returned to the PM. The PM will receive an email notification from TUC that the task letter package has been returned, and the task letter package will also appear in TUC under “My Processes” within the “My Home” tab in TUC.

The PM can either click on the email link to connect to the subject process instance in TUC, or the PM can access the process instance by logging into TUC, selecting the “My Home” tab, and clicking on the link in the “Instance” column for the subject project from the “My Processes” section.

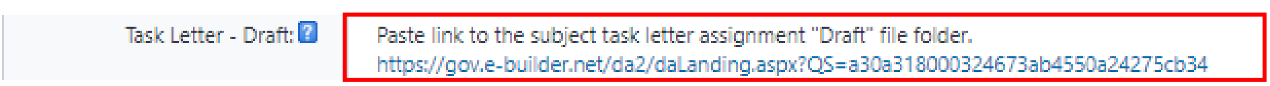


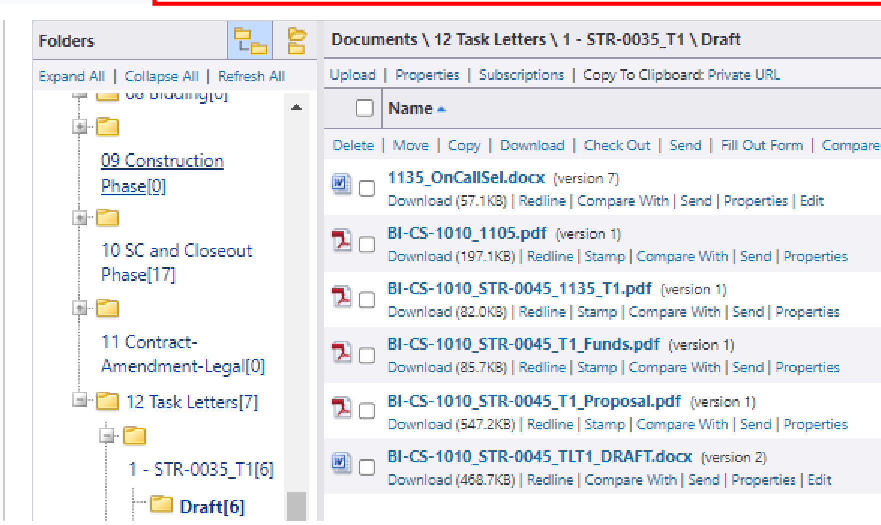
After opening the process instance, review the “Comments” tab for additional information regarding proposed revisions.

After reviewing the comments, return to the “Details” tab.

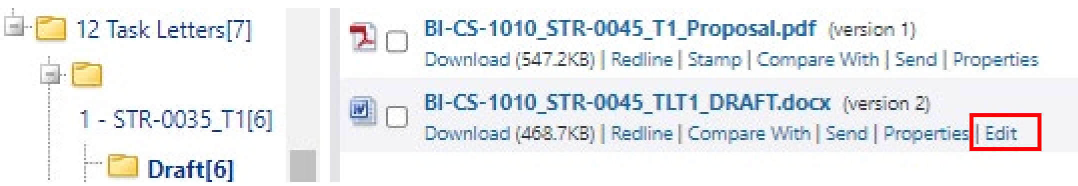
If the task letter package was submitted for SPRB review and the attorney assigned to the project reviewed the task letter package outside of TUC, direction will have been provided under the “Comments” tab for the location of the task letter submission package and direction to complete the proposed changes for resubmission.

If the task letter package was reviewed in TUC, scroll down to the “Task Letter Submission Package” section, right click on the link provided in the “Task Letter - Draft” field, and select “Open Link in New Tab” to open the subject Project On-Call Task Letter file folder.

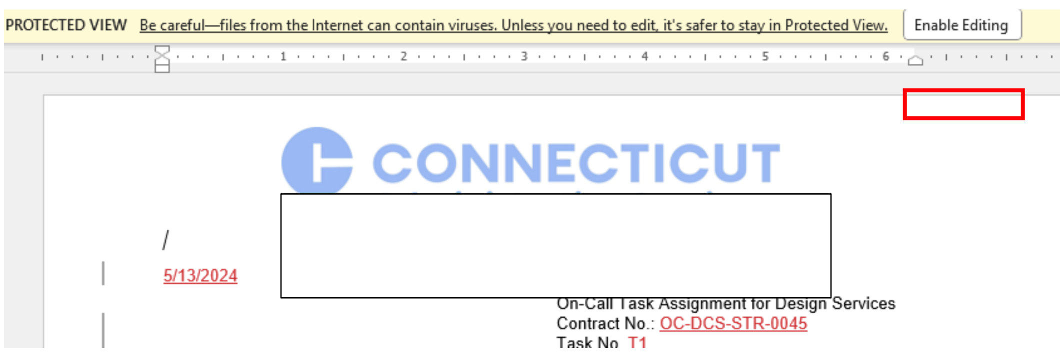


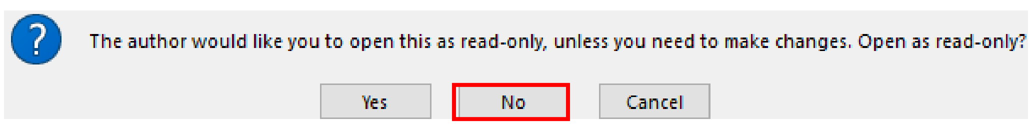


Find the revised draft task letter and click the “Edit” link to check out the draft task letter and open it in Word to review the proposed edits.



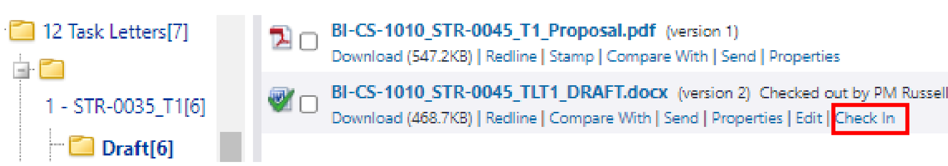
After opening the task letter, click the “Enable Editing” button and click “No” when the prompt appears.



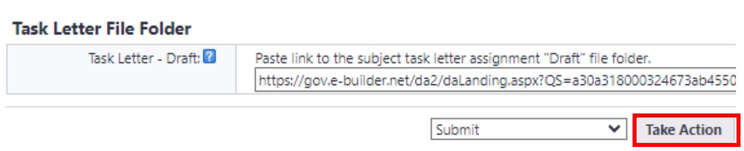


Review the proposed revisions, determine if they are acceptable and, if applicable, provide additional revisions (with Track Changes enabled) and/or a response to any comments in the subject task letter. After completing the review and incorporating any revisions, save and close the document.

Next, return to the “Documents” tab and find the revised draft task letter, click the “Check In” link below the draft task letter to save your revisions and click “OK” when prompted. If any additional documentation is required to complete the task letter package submission, upload it now by following the steps provided in Section 10.06 above.

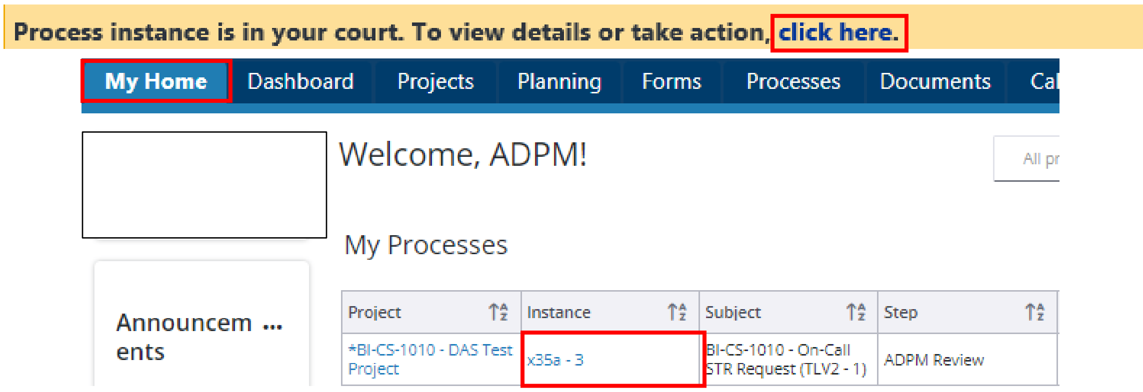


After all revisions have been incorporated, either within or outside of TUC, return to the “Details” tab for the process instance and click “Take Action” to resubmit the task letter package. A prompt will appear after clicking “Take Action” to allow you to comment on the revised submission. Click “Submit” after adding the comment.

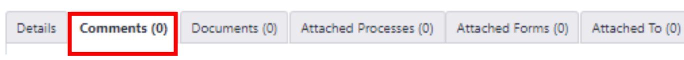


10.12 ADPM Review (ADPM)

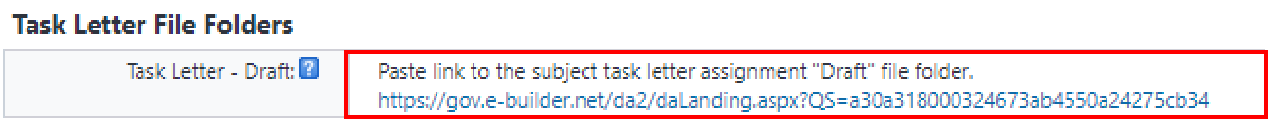
The ADPM will receive an email from TUC as notification that the task letter package has been forwarded to their attention to take action. To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

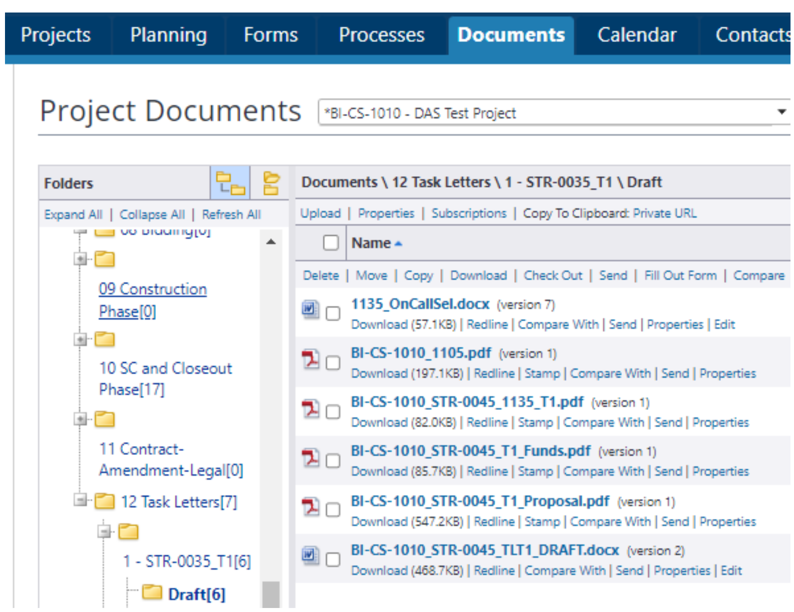


After opening the process instance, select the “Comments” tab to review comments from previous Actors regarding the task letter submission and to get direction on the type of task letter review that is to be conducted.

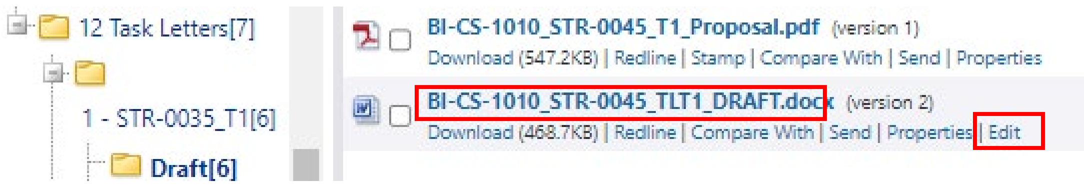


Then, return to the “Details” tab and right click on the link provided in the “Task Letter - Draft” field, and select “Open Link in New Tab” to open the subject Project On-Call Task Letter file folder.

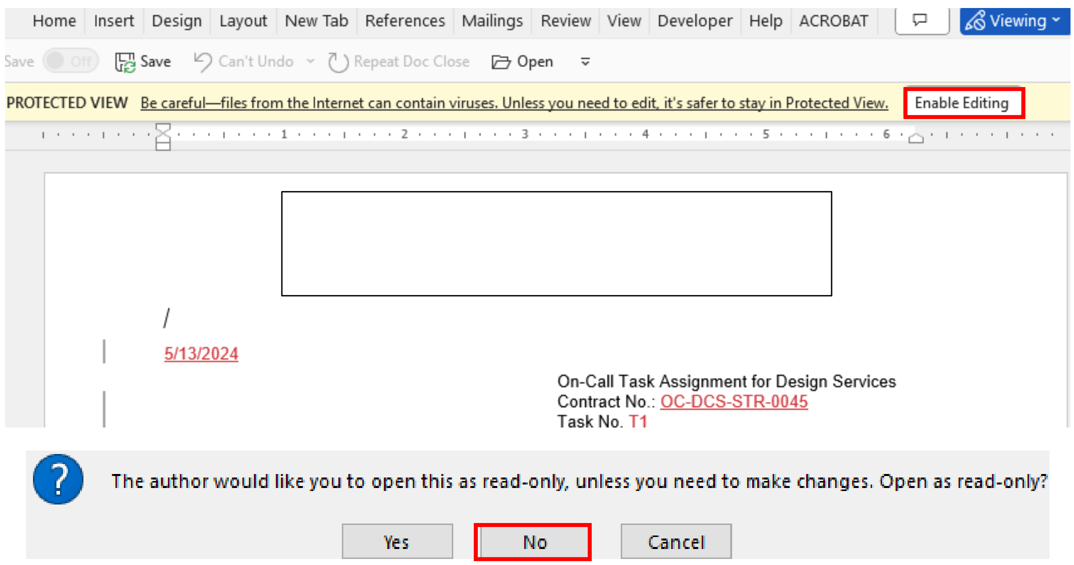




Click on the link to any of the documents within the task letter folder to view those documents. To open the draft task letter for review and editing, click the “Edit” link under the draft task letter.

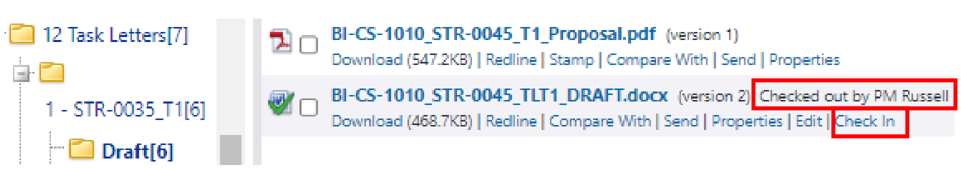


The task letter will open in Word. After opening the document, click the “Enable Editing” button and click “No” when the prompt appears.

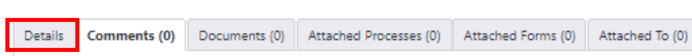


Review the task letter for completeness, compliance with the project scope and compliance with the subject On-Call Contract. If the task letter requires any revision, input those revisions using “Track Changes”. Upon completion of your review, click “Save” to save the document.

Return to the “Documents” tab and find the draft task letter again. Note that the draft task letter has been “Checked out by… (you)”. To complete the process of saving and/or accepting any proposed changes to the revised draft task letter, click the “Check In” link, then click “OK” when the following prompt appears: “A new version of the following file was created during this check in.”

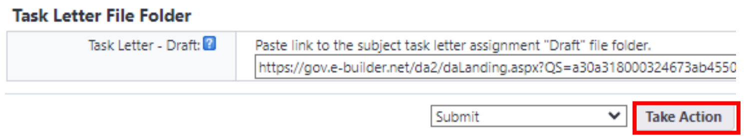


Upon completion of the check in, return to the “Details” tab.



Scroll down the bottom of the page and either select "Revise" from the dropdown list next to the "Take Action" button, if there are proposed revisions to the task letter, or if there are no revisions and/or the proposed revisions have been accepted, select “Submit” from the dropdown list and click the “Take

Action" button. After clicking "Take Action", a prompt will appear to provide a comment, which should be used to provide a brief summary of the proposed changes and/or to provide direction to the next Actor in the process.

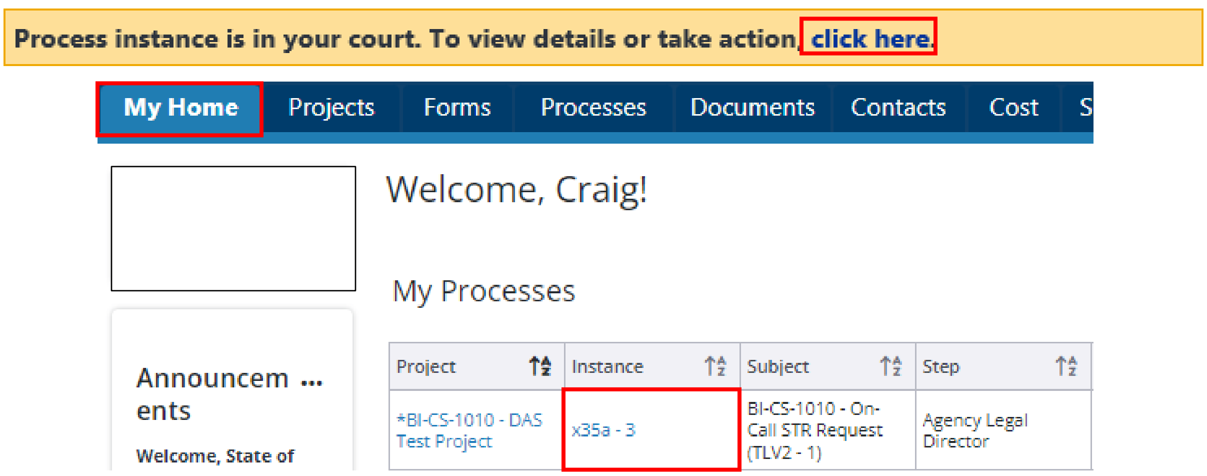


10.13 Legal Director Review/Legal Assignment (Legal Director)

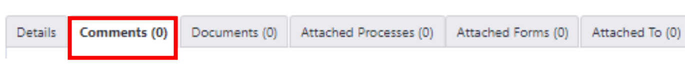
If the cumulative value of all task letters is less than $100,000:

The Legal Director will receive an email from TUC as notification that the task letter package has been submitted for their review and signature.

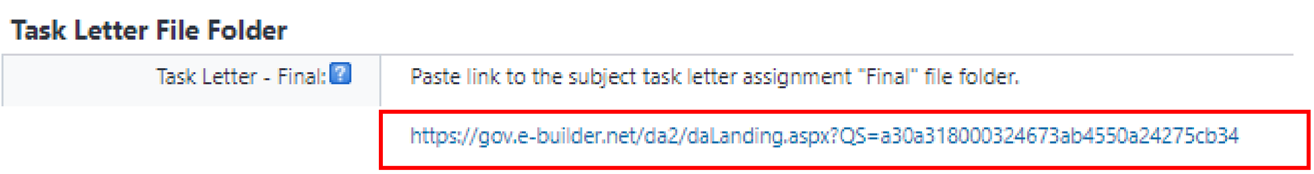
To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.

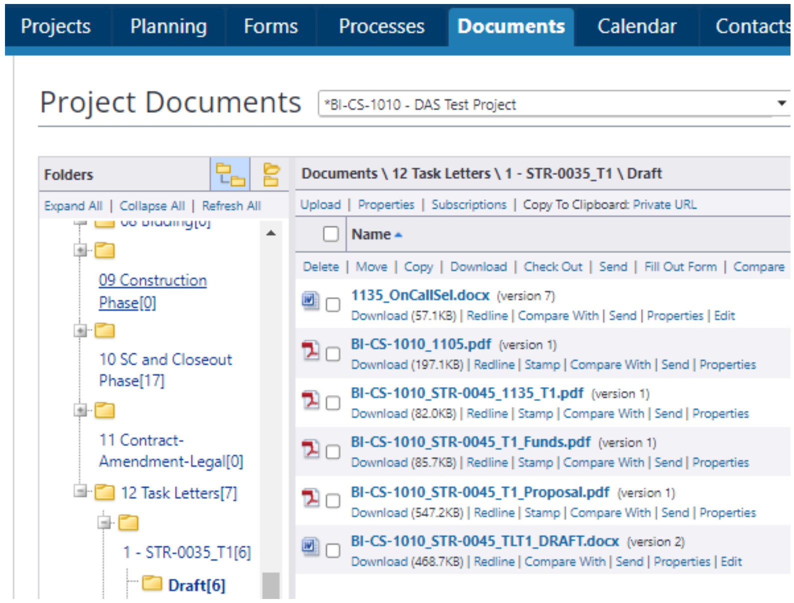


After opening the process instance, select the "Comments" tab to review comments from previous Actors regarding the task letter submission.



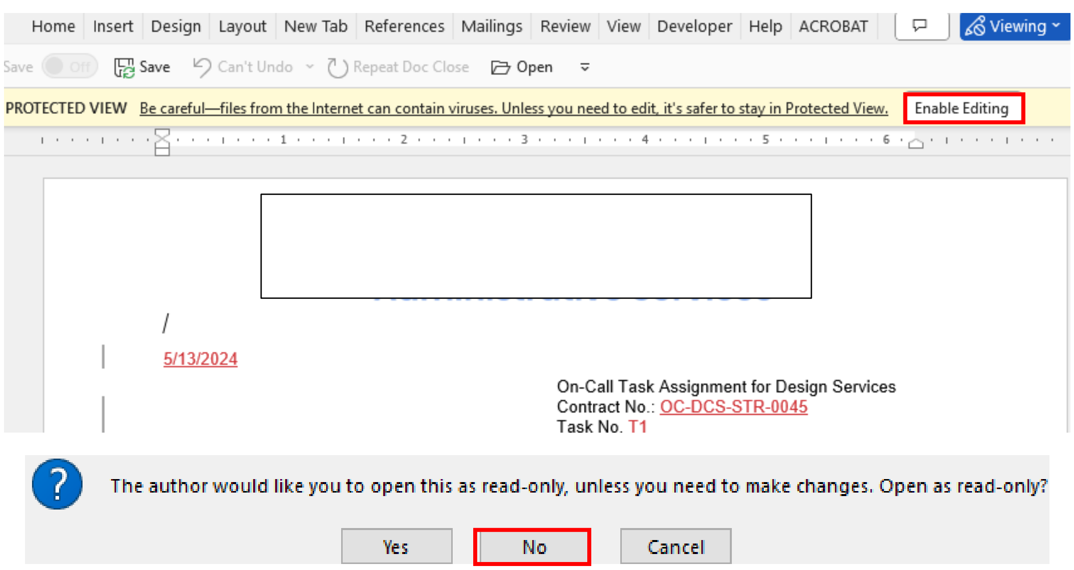
Then, return to the "Details" tab and right click on the link provided in the "Task Letter - Final" field, and select "Open Link in New Tab" to open the subject Project On-Call Task Letter file folder.





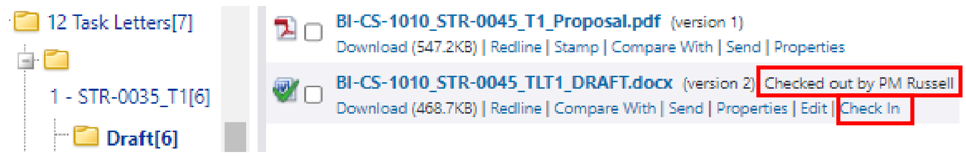
Click on the link to any of the documents within the task letter folder to view those documents. To check out the final version of the draft task letter and open it in Word for review and editing, click the "Edit" link under the draft task letter.

After opening the document, click the "Enable Editing" button and click "No" when the prompt appears.

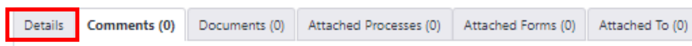


Review the task letter for completeness, compliance with the project scope and compliance with the subject On-Call Contract. If the task letter requires any revision, input those revisions using "Track Changes". Upon completion of your review, click "Save" to save the document.

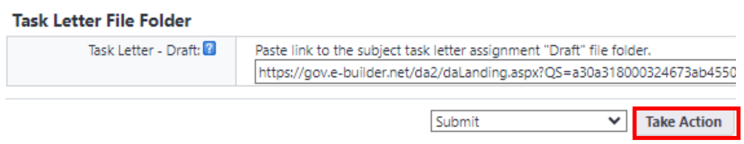
Return to the "Documents" tab and find the draft task letter again. Note that the draft task letter has been "Checked out by… (you)". To complete the process of saving and/or accepting any proposed changes to the revised draft task letter, click the “Check In” link, then click “OK” when the following prompt appears: “A new version of the following file was created during this check in.”



Upon completion of the check in, return to the “Details” tab in the process instance.



Scroll down the bottom of the page and either select "Revise" from the dropdown list next to the "Take Action" button, if there are additional revisions that need to be incorporated into the subject task letter, or if there are no revisions and/or the proposed revisions have been accepted, select “Submit” from the dropdown list and click the “Take Action” button. After clicking “Take Action”, a prompt will appear to provide a comment, which should be used to provide a brief summary of the proposed changes and/or to provide direction to the next Actor in the process.

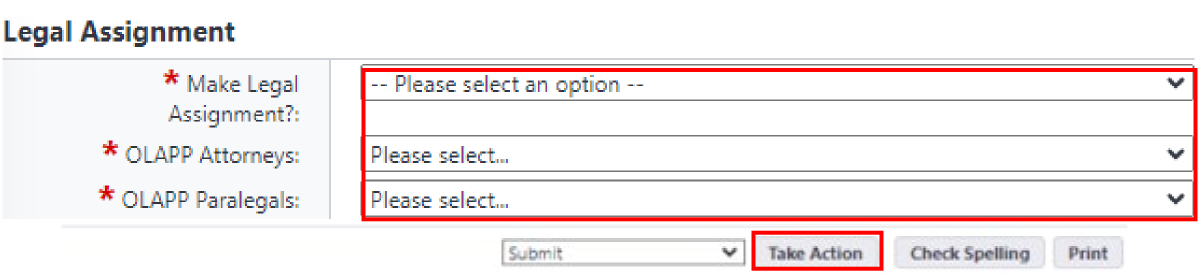


If the cumulative value of all task letters is greater than or equal to $100,000:

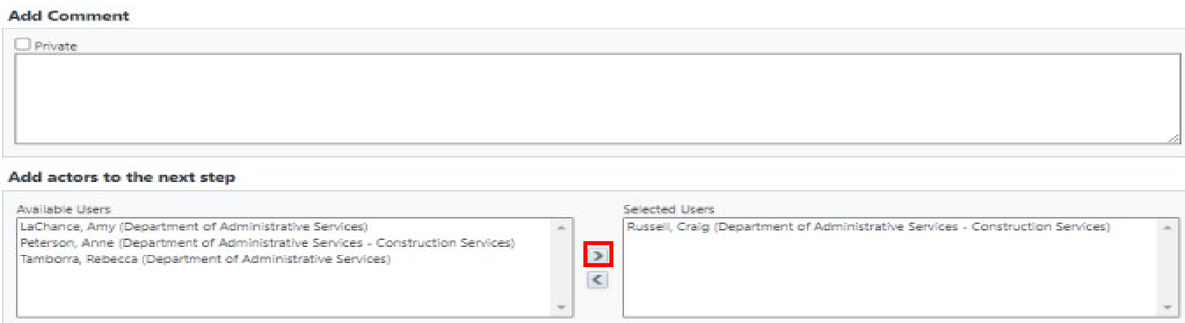
The Legal Director will receive an email from TUC as notification that the task letter package has been submitted for Legal review and, if applicable, SPRB review.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

After opening the process instance, scroll down to the “Legal Assignment” section and answer the “Make Legal Assignment?” question by selecting “Yes” from the dropdown list. Next, Select the Attorney and Paralegal that you want to assign to the project from the subject field dropdown list (this step does not complete the assignment, but rather makes it so the assigned Attorney and Paralegal are visible contacts throughout the remainder of the process). After answering the questions, scroll down to the bottom of the page and click the “Take Action” button.



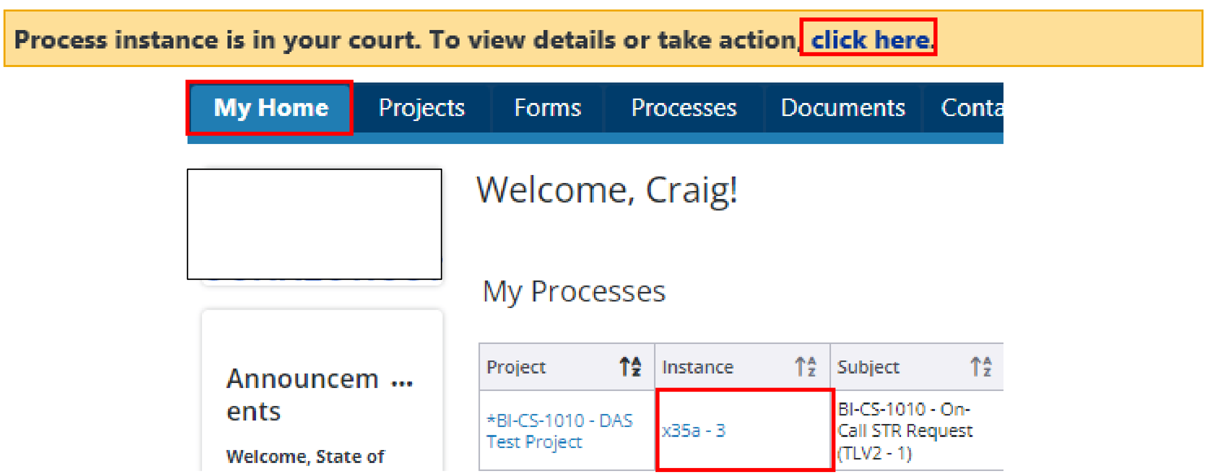
After the “Take Action” button has been clicked, a prompt will be displayed where you can add a comment and formally select the Paralegal to send the task letter package to start the Legal review process of the task letter package outside of TUC. To assign the Paralegal, select said Paralegal from the "Add actors to the next step" column and then click on the ">" to move the Paralegal from the "Available Users" to the "Selected Users" column. After adding a comment and selecting the Paralegal, click "Submit".



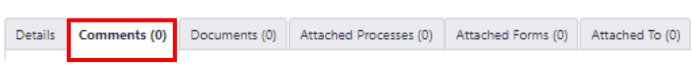
10.14 OLAPP Task Letter Review – SPRB / Non-SPRB (OLAPP – Paralegals)

The Paralegal assigned to the project will receive an email from TUC as notification that a draft task letter package has been prepared for Legal review.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.

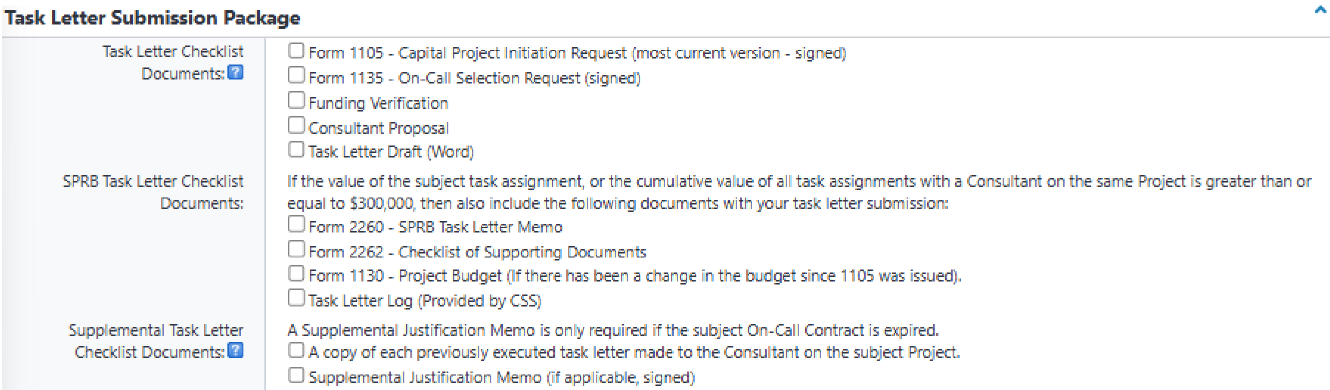


After opening the process instance, select the "Comments" tab to review comments from previous Actors regarding the task letter submission.



Then, return to the "Details" tab, scroll down to the "Task Letter Submission Package" section and make note of the documents that are checked off as being submitted for review:

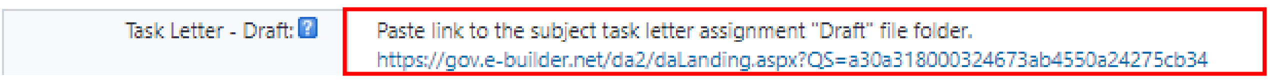
Non-SPRB – Task Letter Checklist Documents
SPRB – Task Letter Checklist Documents + SPRB Task Letter Checklist Documents
Supplemental Task Letter – Include Supplemental Checklist Documents with Non-SPRB or SPRB

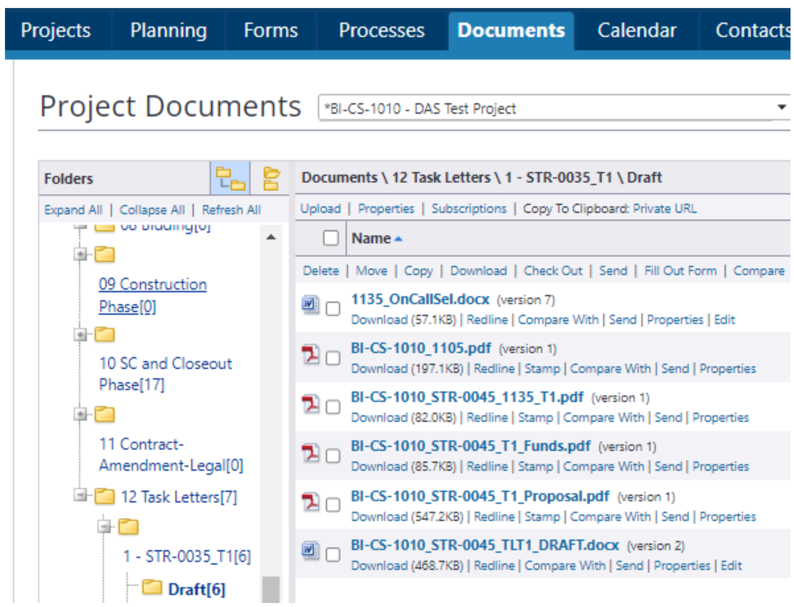


Task Letter Submission Package

Task Letter Checklist Documents:	☐ Form 1105 - Capital Project Initiation Request (most current version - signed) ☐ Form 1135 - On-Call Selection Request (signed) ☐ Funding Verification ☐ Consultant Proposal ☐ Task Letter Draft (Word)
SPRB Task Letter Checklist Documents:	If the value of the subject task assignment, or the cumulative value of all task assignments with a Consultant on the same Project is greater than or equal to $300,000, then also include the following documents with your task letter submission: ☐ Form 2260 - SPRB Task Letter Memo ☐ Form 2262 - Checklist of Supporting Documents ☐ Form 1130 - Project Budget (If there has been a change in the budget since 1105 was issued). ☐ Task Letter Log (Provided by CSS)
Supplemental Task Letter Checklist Documents:	A Supplemental Justification Memo is only required if the subject On-Call Contract is expired. ☐ A copy of each previously executed task letter made to the Consultant on the subject Project. ☐ Supplemental Justification Memo (if applicable, signed)

To view the documents submitted by the PM, click on the link provided in the “Task Letter - Draft” field, to open the subject Project On-Call Task Letter file folder.

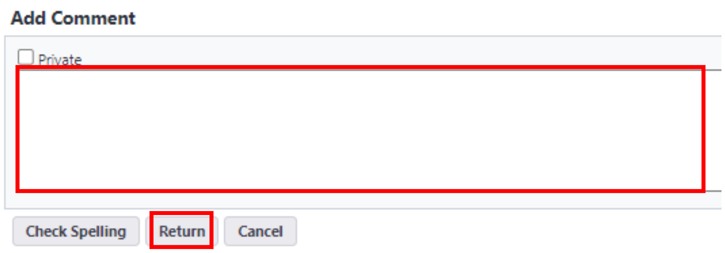




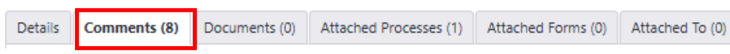
Click on the link to any of the documents within the task letter folder to view those documents. Ensure that all of the documents that were checked off as being submitted are complete and have been uploaded to the “Draft” file folder.

After completing your review, if it is discovered that any of the required documents are missing from the submission package, return the process instance to the PM for re-submission by scrolling to the bottom of the page, selecting “Revise” from the dropdown menu next to the “Take Action” button, and clicking “Take Action.”

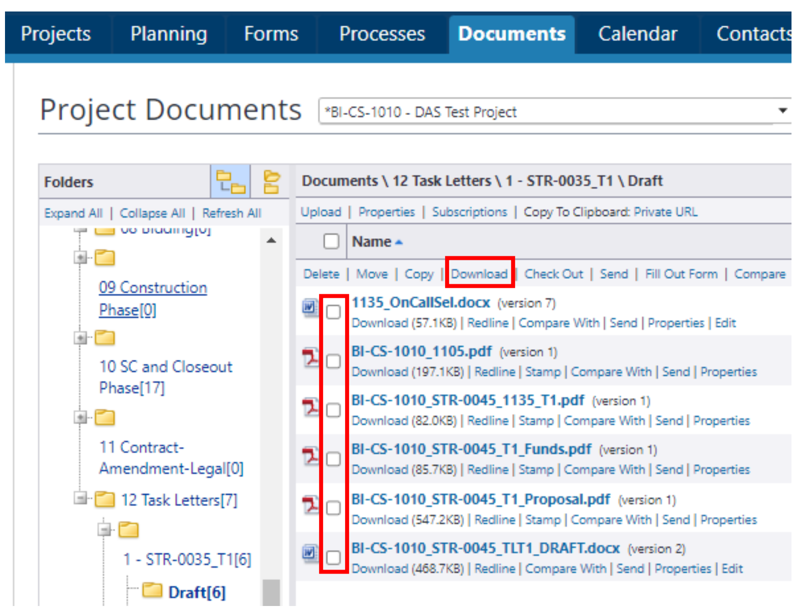
After clicking “Take Action”, a prompt will appear for you to add a comment. In the “Comment” Section, provide instruction on the requirements to complete the submission package and click the “Revise”.



Note: If the process instance is sent back to the PM for re-submission, please note that when the PM re-submits, it will be returned to this process instance. If the process instance has been returned for re-submission, refer to the “Comments” tab after opening the process instance for any comments from previous actors regarding the revised submission and proceed accordingly through the process.



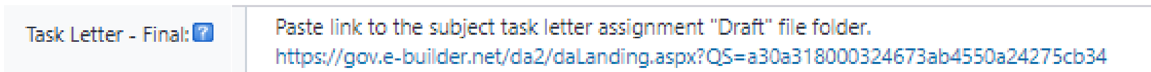
If the package is complete, download the Task Letter Package from the “Drafts” subfolder in TUC to a local folder for the Attorney to review. To download the documents to a local folder, select each of the documents you wish to download, click the download link, and follow the instructions provided to choose the location to download the documents.



Then, notify the Attorney that the Task Letter Package is ready for their review. The Attorney shall conduct its review and edits with the Project PM and Legal Director using the methods established outside of TUC for Task Letter review.

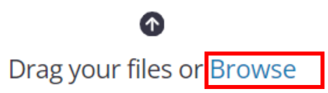
Upon completion of their review, the Attorney will notify the Paralegal that the draft task letter package has been finalized and approved for processing through DocuSign (non-SPRB), or to be processed for submission to SPRB for review and approval.

Once the draft Task Letter Package has been finalized and approved, return to the process instance and click on the link provided in the "Task Letter - Final" field to open the subject Project On-Call Task Letter file folder.



Upload a copy of the finalized Task Letter Package to the "Final" folder by clicking the "browse" link.

After clicking "browse", you can either drag and drop the documents into the space provided or click on the "Browse" link to search for the applicable files on your computer for upload.

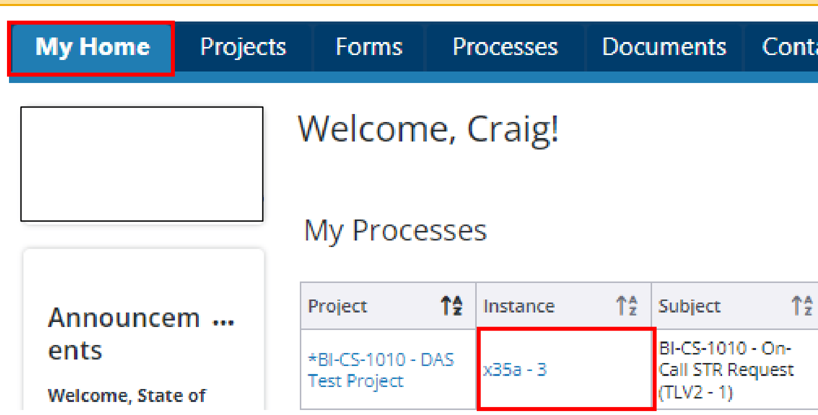


After the documents have been uploaded, return to the process instance, scroll down to the bottom of the page and select "Submit" from the dropdown list and click the "Take Action" button to either submit the process instance to CSS to process the Task Letter through DocuSign (non-SPRB) or to submit the process instance Legal to prepare the Task Letter Package for SPRB review (SPRB).

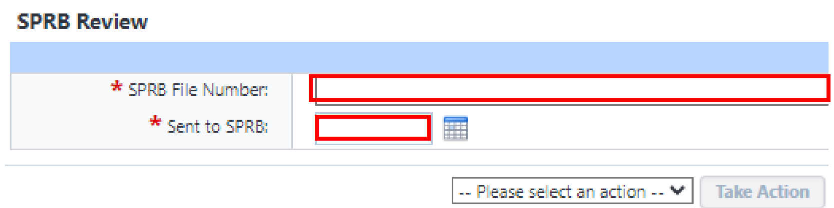
10.15 SPRB Review (OLAPP - Paralegals)

The OLAPP Paralegal assigned to the project will receive an email from TUC as notification that the task letter package is ready for SPRB review. The Paralegal should prepare the Task Letter Package for submission to SPRB using the methods that are currently in place outside of TUC for such review. Once the Task Letter Package has been submitted to SPRB, the Paralegal should open the process instance in TUC to enter the SPRB submission details and submit the process instance to the SPRB Hold Step.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



Scroll down to the "SPRB Review" section and provide the "SPRB File Number" and the date "Sent to SPRB". Then select "Submit" from the dropdown menu and click "Take Action".



10.16 Process Task Letter through DocuSign (CSS)

CSS will receive an email from TUC as notification that the task letter package has been forwarded to take action and will appear under "My Home" tab in the "My Processes" section in TUC to take action.

If the task letter submission package was submitted to SPRB for review and approval, CSS will scroll down to the bottom of the page and click the "Take Action" button. If the task letter submission package did not require SPRB approval, CSS will access the project file folder, download the final version of the task letter and process the task letter through DocuSign. Upon completion, click the "Take Action" button.

10.17 Task Letter Executed (CSS)

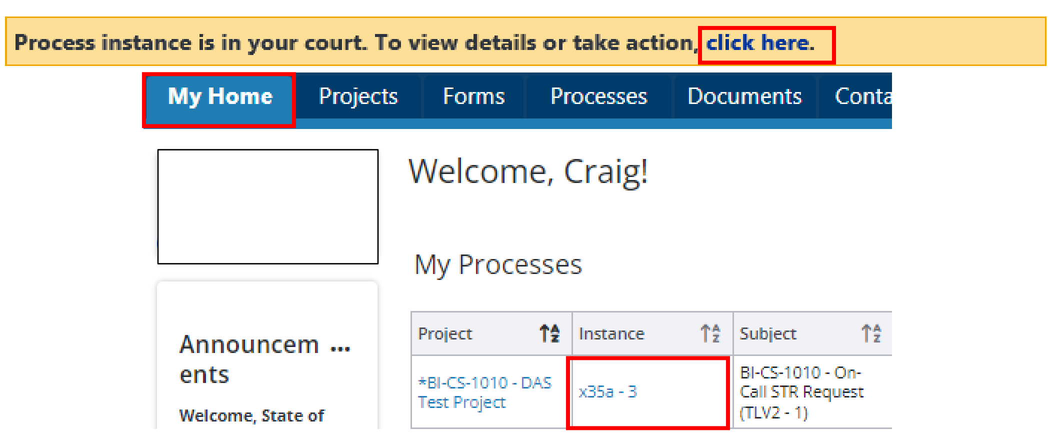
CSS will receive an email from TUC as notification that the task letter was processed through DocuSign.

CSS will access the process instance, complete the "Task Letter Executed" section of TUC, upload a copy the executed task letter to the "Task Letter Executed" field for placement in the project file (Pre-Construction/On-Call Task Letters), and provide data input in the "Commitment Custom Fields" section, including Date of Final Approval, Date TL Signed by Consultant, Date Contract Executed, SPRB File No. (if applicable), Date Sent to SPRB (if applicable), and Date Approved by SPRB (if applicable). Select "Submit" to complete the task letter process.

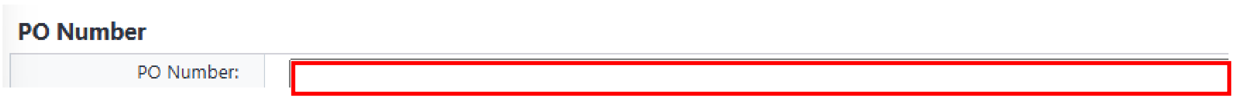
10.18 PO Request (PM)

If a DAS Administered Project, the PM assigned to the project will receive an email from TUC as notification to submit a request to the Business Office for a PO for the subject task letter.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



Proceed in requesting a PO from the Business Office for the subject task letter, using methods that are currently in place outside of Trimble. After obtaining the PO Number, enter the PO Number in the space provided in the “PO Number” section. Upon completion, click the “Take Action” button.

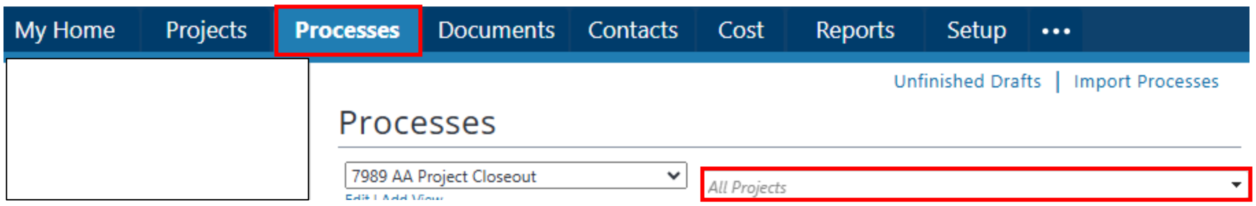


Section 11: Contract and Amendment Process

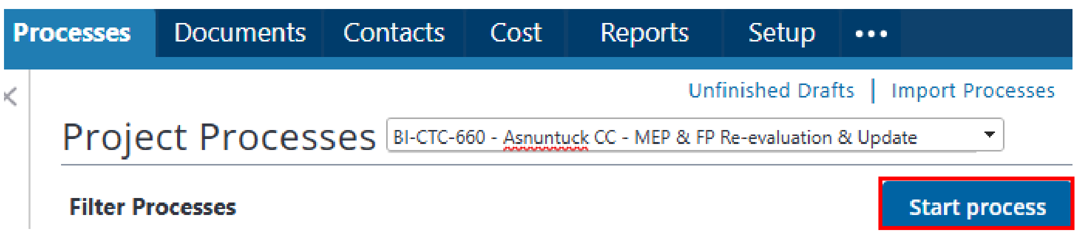
11.01 Accessing the Process (OLAPP QBS Unit or PM)

Log in to TUC: https://gov.e-builder.net.

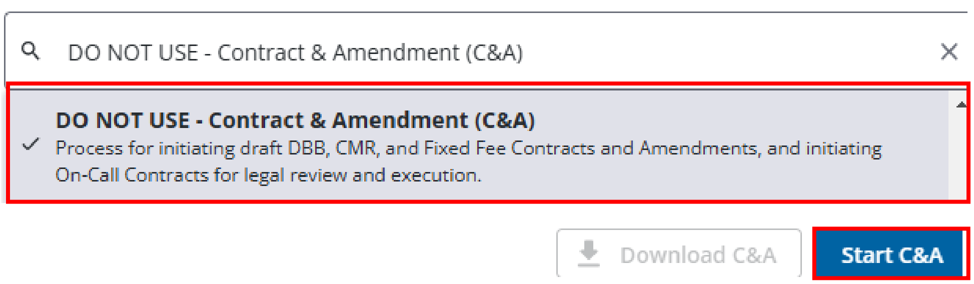
On your homepage, go to the “Processes” tab and select the subject project for which you wish to draft a Contract or Amendment from the from the “All Projects” dropdown list. If the Contract or Amendment to be drafted is an On-Call, select “*Master On-Call” from the “All Projects” dropdown list.



Next, click the “Start Process” button.

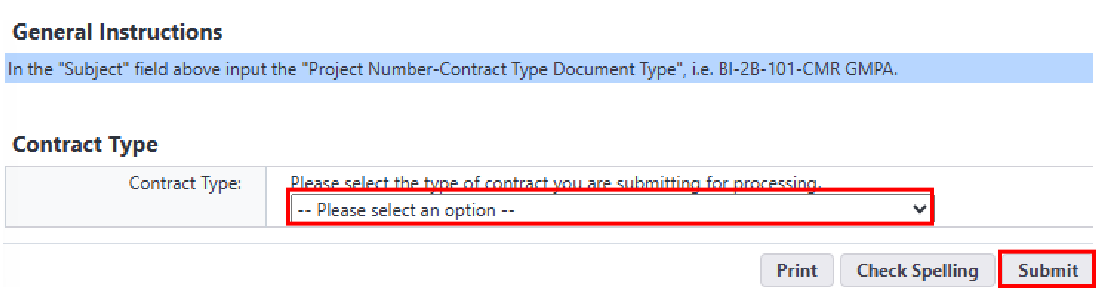


Next, select “Contract & Amendment (C&A)” from the “Select Process” dropdown list and click “Start C&A”.



11.02 Selecting the Contract Type (OLAPP QBS Unit or PM)

After clicking “Start C&A”, follow the “General Instructions” and select the type of Contract (CMR, On-Call, Formal) being submitted for approval from the “Contract Type” dropdown list and click the “Submit” button.

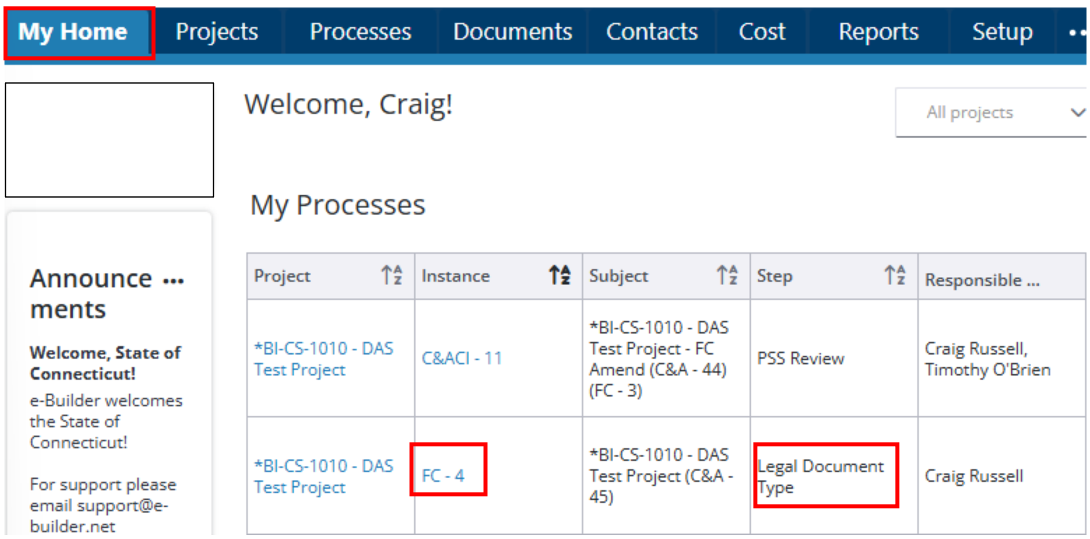


If the Contract Type selected was On-Call Contract, proceed to [Section 11A – On-Call Contract Approval].

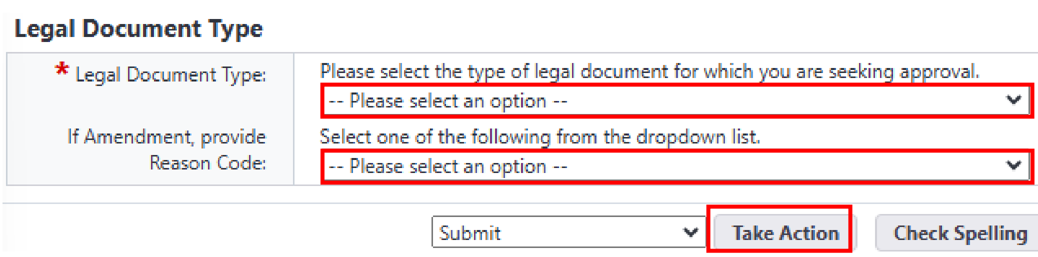
If the Contract Type selected was CMR or Formal, proceed to Step 11.03 below.

11.03 Selecting the Document Type – CMR or Formal (OLAPP QBS Unit or PM)

After clicking “Submit”, return to the “My Home” tab. Under “My Processes”, click the new process instance link on the Project for which a new Contract is being drafted. For Formal and CMR Contracts, the “Step” name is “Legal Document Type”.



After opening the process instance, select the type of document (Contract, Amendment, WAO) being submitted for approval from the “Legal Document Type” dropdown list and if the document type is an “Amendment”, provide the reason code for the amendment. Upon completion, click the “Take Action” button.



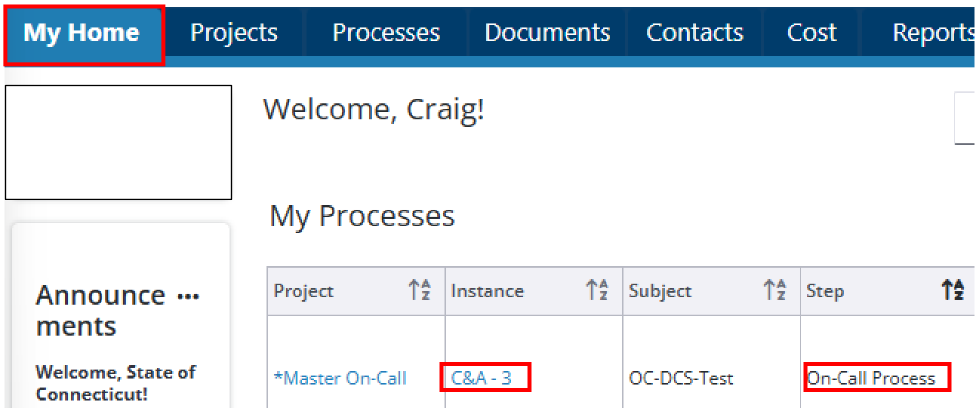
If the Contract Type selected was CMR, proceed to [Section 11B – Construction Manager at Risk Contract Approval].

If the Contract Type selected was Formal, proceed to [Section 11C – Formal Contract Approval].

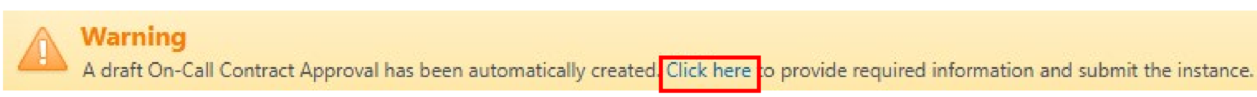
Section 11A: On-Call Contract Approval

11A.01 On-Call Contract Series Selection/Recommendation (OLAPP QBS Unit)

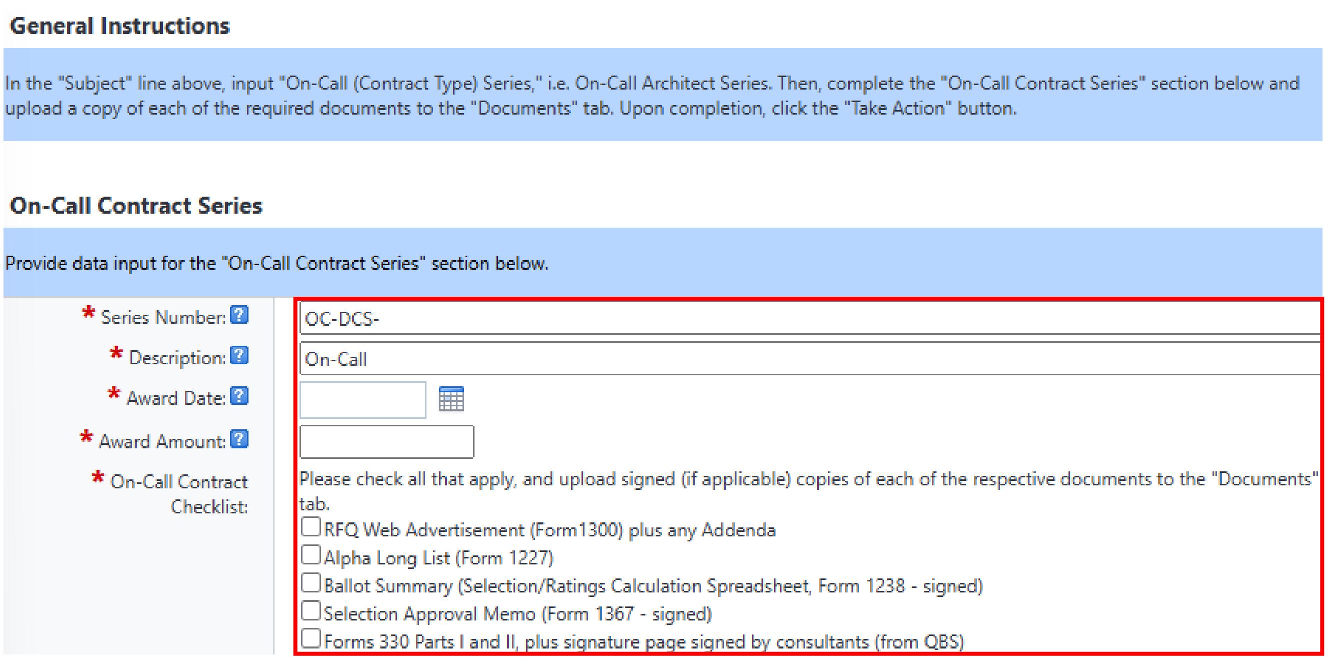
After clicking "Submit", return to the "My Home" tab. Under "My Processes", click the process instance link for the new "On-Call Contact Series" that is being drafted. The "Step" name is "On-Call Process".



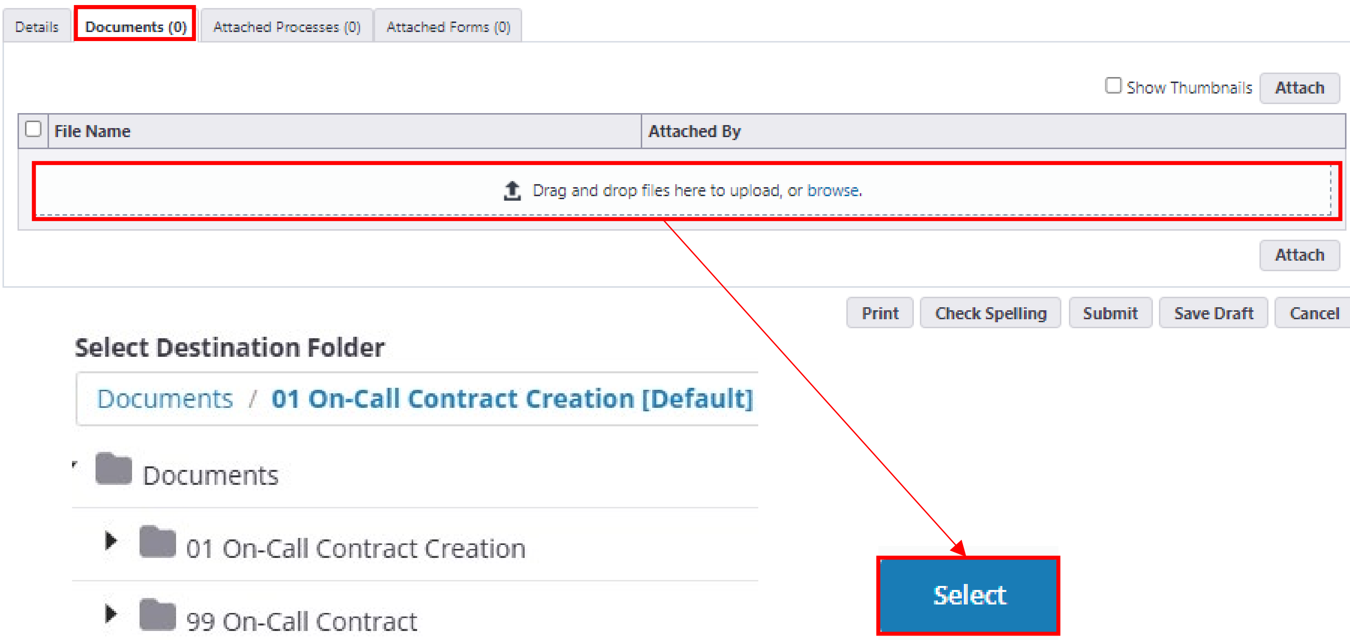
When the process instance has been opened, the following "Warning" prompt will appear. Click on the "Click Here" link in the warning prompt to open the "On-Call Contract Approval" process.



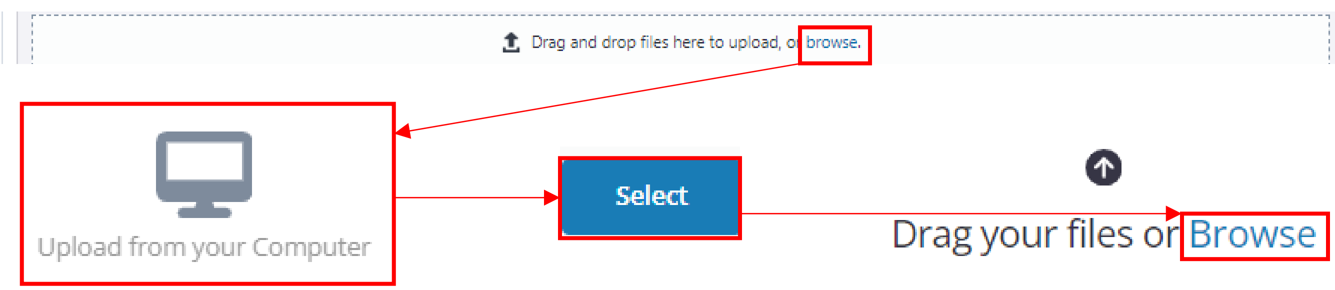
Review the "General Instructions" and complete the data input for the "On-Call Contract Series" section.



Upon completion, click on the "Documents" tab and upload a copy of each of the "On-Call Contract Checklist" items to the "Documents" tab. This can be done by dragging and dropping the subject documents into the space provided and clicking the “Select” button when prompted to upload the documents to the default “On-Call Contract Creation” file folder, or…



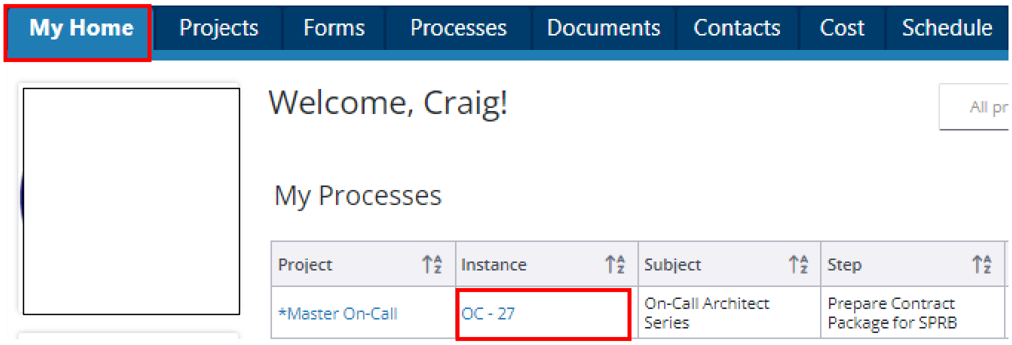
…by clicking the “browse” link and selecting “Upload from your Computer”. Next, click the “Select” button and then click the “Browse” link to conduct a search for the applicable files on your computer to select for upload to the default file folder.



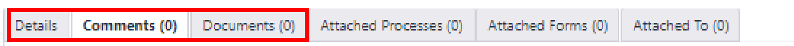
After all of the documents have been uploaded, click the “Submit” button.

Note: If OLAPP Administrative Support or Legal requires additional documentation and/or information regarding the subject On-Call Contract Series submission, the process instance will be returned to the QBS Unit for re-submission. The OLAPP QBS Unit will receive notification of the return, via email from TUC, that additional documentation and/or information is required.

To access the process instance either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

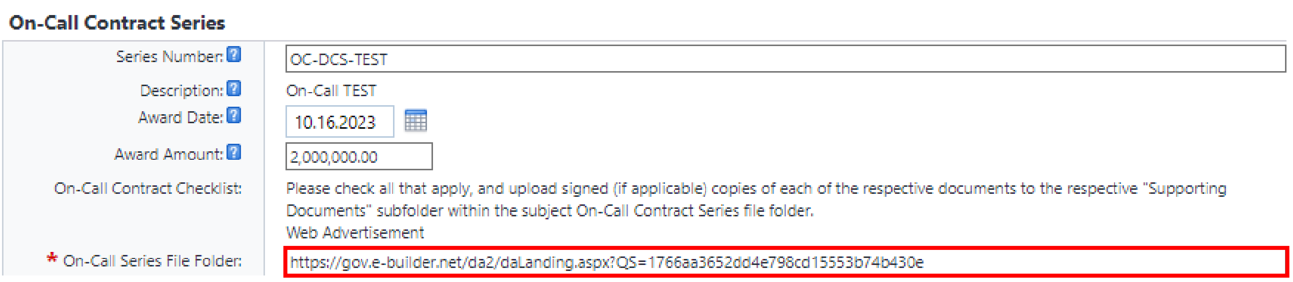


Click on the “Comments” tab to see what additional information or documentation is required.

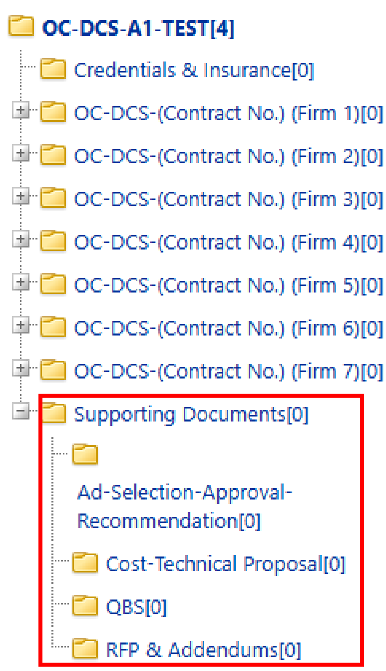


If additional documentation is required from OLAPP Admin, upload said documentation to the “Documents” tab.

If additional documentation is required from Legal, return to the “Details” tab, right click on the link in the "On-Call Series File Folder" field and select “Open link in new tab” to access the On-Call Contract Series file folder.

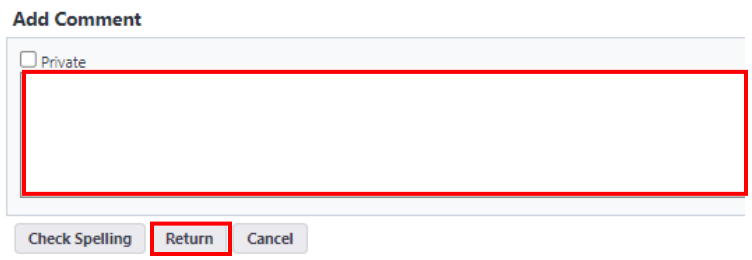


Then, open the subject On-Call Series file folder and upload the respective supporting documents to the “Supporting Documents” subfolder using the same methods described earlier in this section.



After all documentation has been uploaded, return to the “Details” tab in the subject On-Call Series process instance, scroll down to the bottom of the page and press the "Take Action" button.

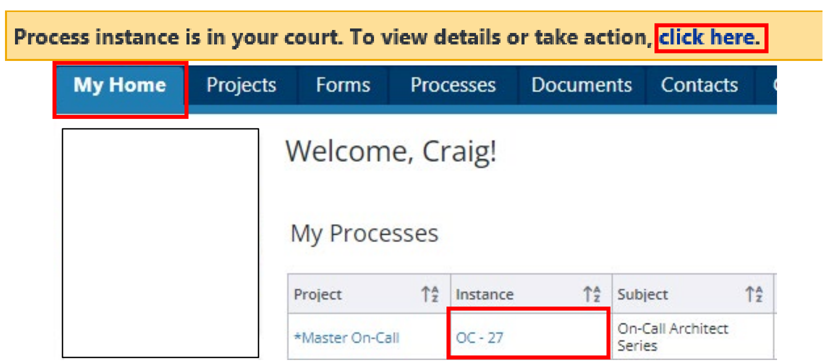
After clicking “Take Action”, a prompt will appear to provide a comment regarding the request for additional documentation and/or information. After providing the comment, click the “Return” button.



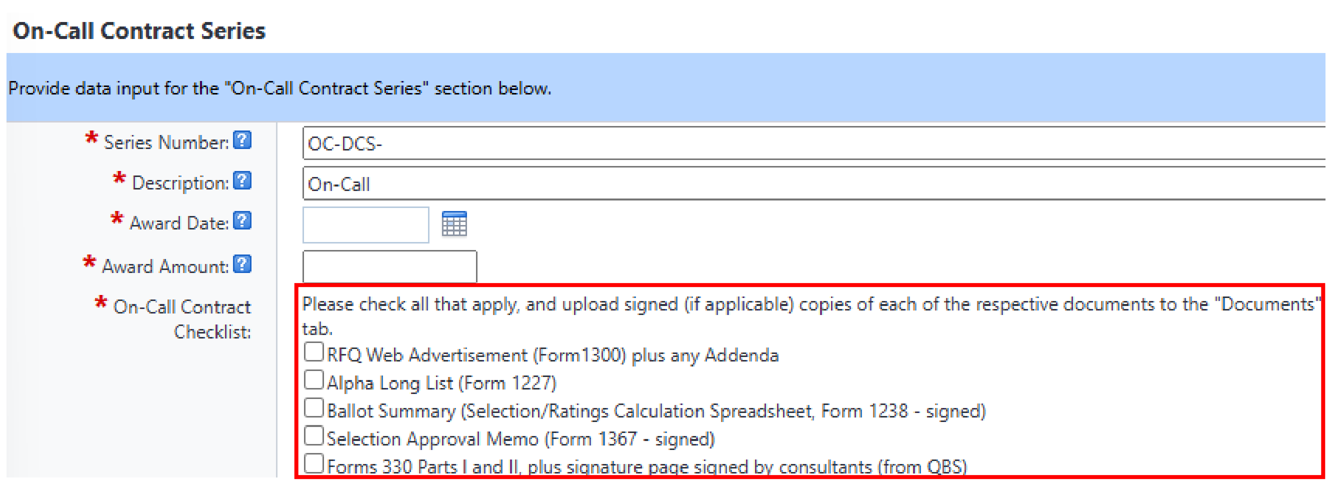
11A.02 Recommendation Review (OLAPP Admin)

The OLAPP Administrative Support will receive an email from TUC as notification that the QBS Unit has submitted documentation to initiate the drafting of an On-Call Series of Contracts.

To access the process instance, either click on the link provided in the email notification or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After opening the process instance, scroll down to the “On-Call Contract Series” section and refer to the “On-Call Contract Checklist" for a list of the documents submitted.

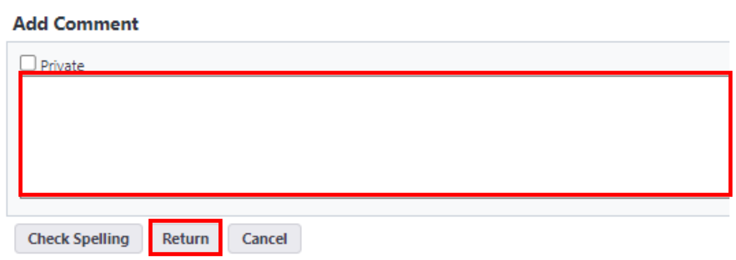


To view the documents submitted, click on the “Documents” tab.

If any of the required documents are missing or if additional information is needed to initiate the draft Contract, return to the “Details” tab, scroll down to the bottom of the page and select "Return" from the dropdown list next to the "Take Action" button and click "Take Action" to return the process instance to the QBS Unit for resubmission.

If the submission package is complete, select "Submit" from the dropdown list next to the "Take Action" button and click "Take Action" to forward the process instance to the next step in the process.

After clicking “Take Action”, a comment prompt will appear to add instructions for the next Actor regarding the submission package. Upon completion, click either “Submit or “Return” respectively.

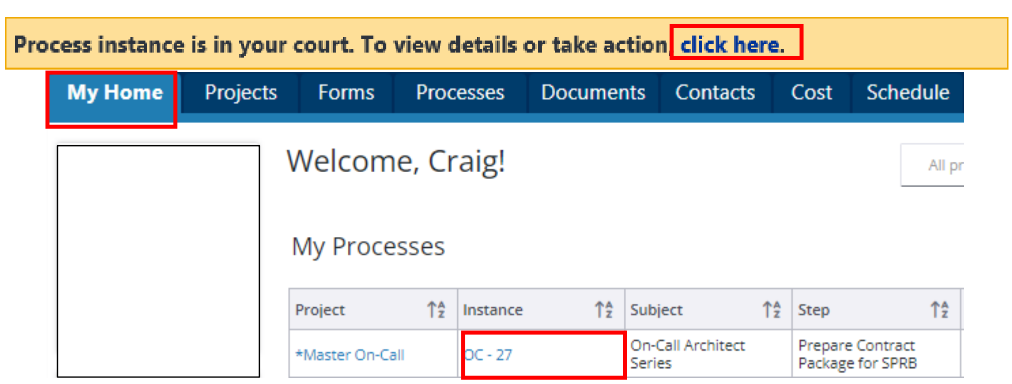


Note: If the process instance is sent back to OLAPP QBS Unit for re-submission, please note that when the QBS Unit re-submits, it will be returned to this step. If the process instance has been returned for re-submission, refer to the “Comments” tab after opening the process instance for any comments from previous actors regarding the revised submission and proceed accordingly through the process.

11A.03 Folder Creation (CSS)

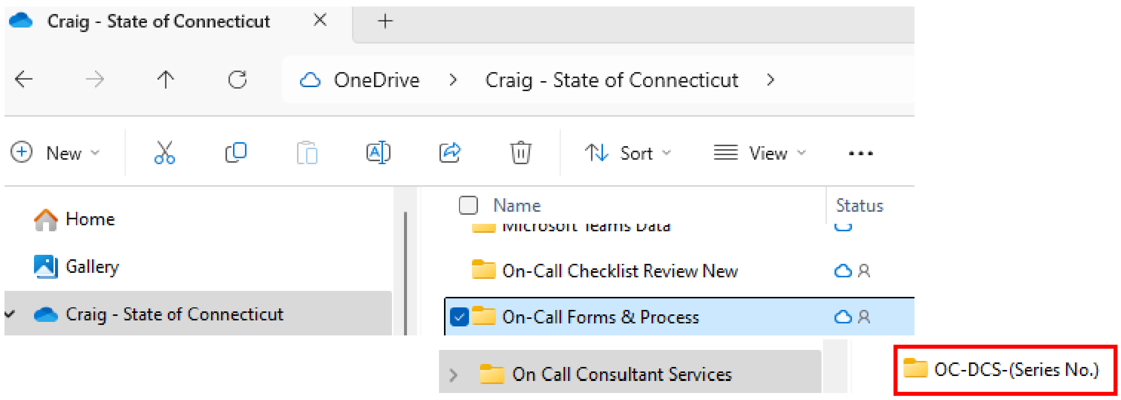
CSS will receive an email from TUC as notification that DAS Procurement has submitted an On-Call Contract Selection package to initiate the drafting of contracts for the subject On-Call Contract Series.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

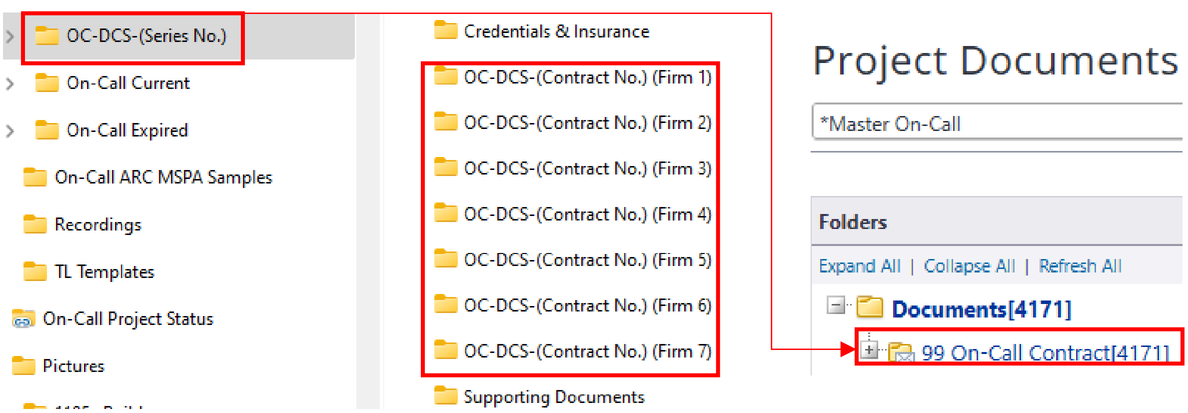


Refer to the "On-Call Contract Checklist" field in the “On-Call Contract Series” section for a list of the documents submitted and make note of the new On-Call Contract Series Number.

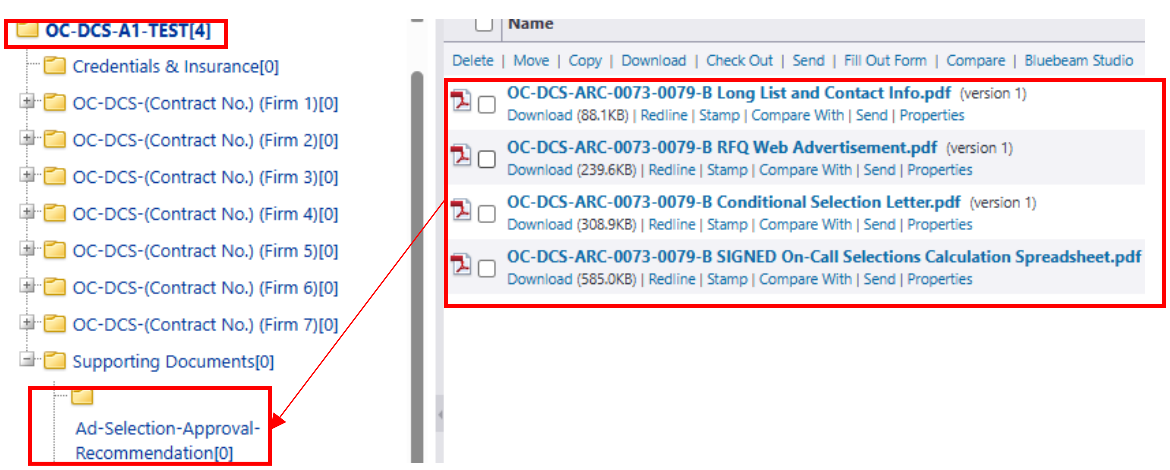
Next, prepare the file folder structure for the subject On-Call Series on the One Drive. To access the file folder structure template, select the "On-Call Forms and Process/On-Call Consultant Services" file folder on the One Drive and search for the file folder entitled "OC-DCS-(Series No.)". Make a copy of said folder and rename it to the new On-Call Contract Series number.



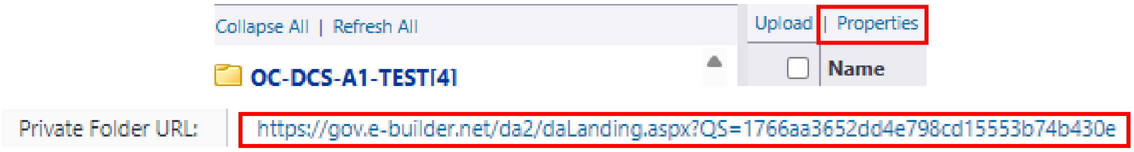
Rename each of the individual On-Call Contract subfolders in accordance with the instructions. Upon completion, drag and drop the new file folder structure into the "99 On-Call Contract" file folder.



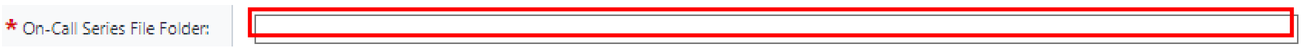
Then, move all the documents that were uploaded to the "99 On-Call Contract" file folder to the applicable "Supporting Documents" subfolder within the newly created On-Call Series file folder.



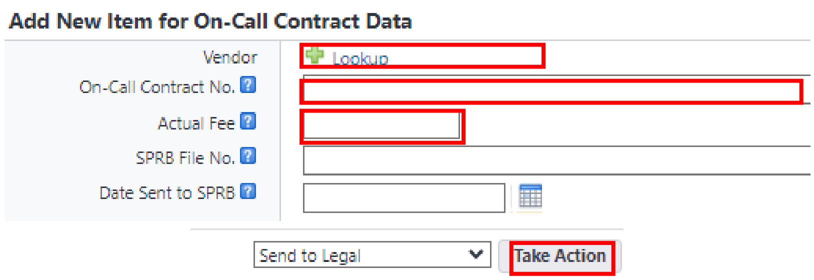
After completing the move, click on the newly named On-Call Series file folder, then click on the "Properties" link, and copy the "Private URL File" link that is displayed.



Return to the "Details" tab in the subject On-Call Series process instance and paste the link in the "On-Call Contract Series File Folder" field.



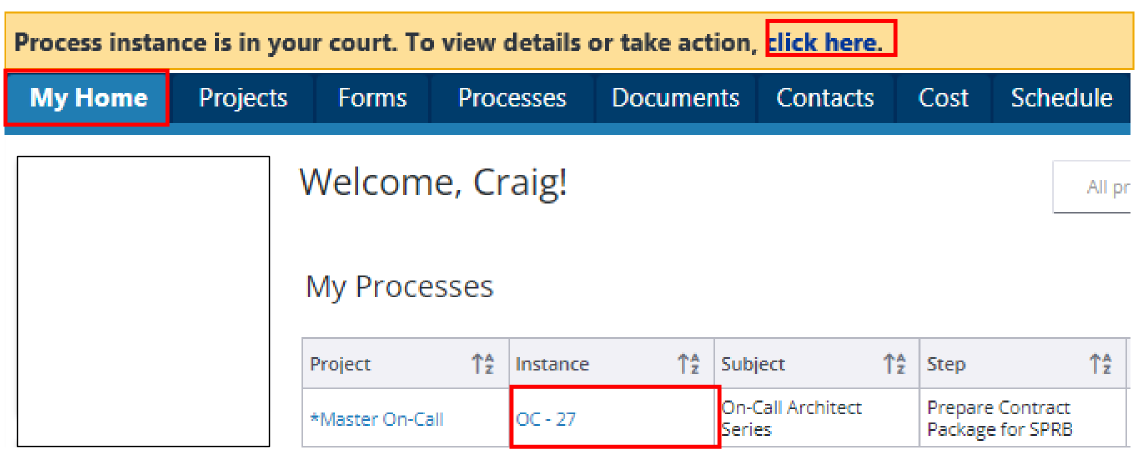
Then, complete the "On-Call Contract Data" section for each of the selected Vendors by filling out the respective fields highlighted in the section instructions and clicking the "Add" button. Repeat this process for each Vendor. Upon completion, click the "Take Action" button.



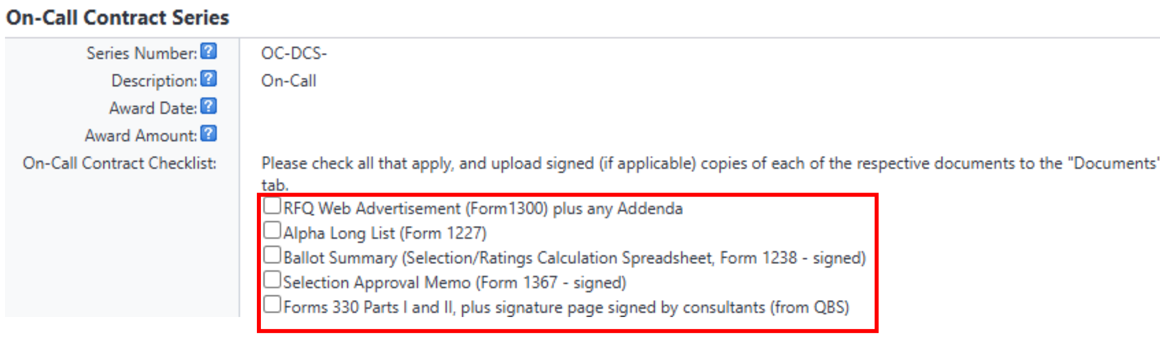
11A.03 Legal Assignment (Legal Director)

The Legal Director will receive an email from TUC as notification that DAS Procurement has submitted the required documents to initiate the drafting of a new On-Call Contract Series.

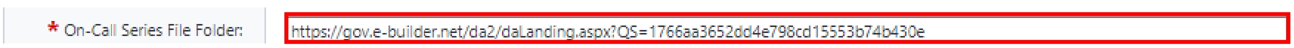
To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



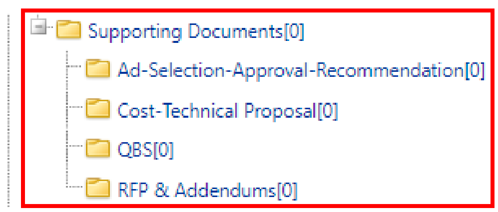
Refer to the "On-Call Contract Checklist" field in the "On-Call Contract Series" section for a list of the documents submitted.



Click on the link in the "On-Call Series File Folder" field to open the On-Call Contract Series file folder.

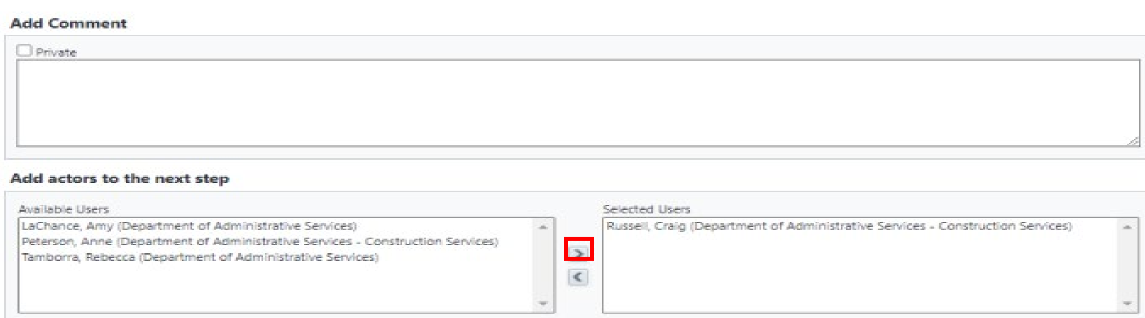


Next, click on the "Supporting Documents" file folder, and then select the applicable subfolder to view the respective "On-Call Contract Checklist" documents.



Upon completion of your review, return to the "details" tab and complete the "Legal Assignment" section. Then, scroll down to the bottom of the page, and click the "Take Action" button.

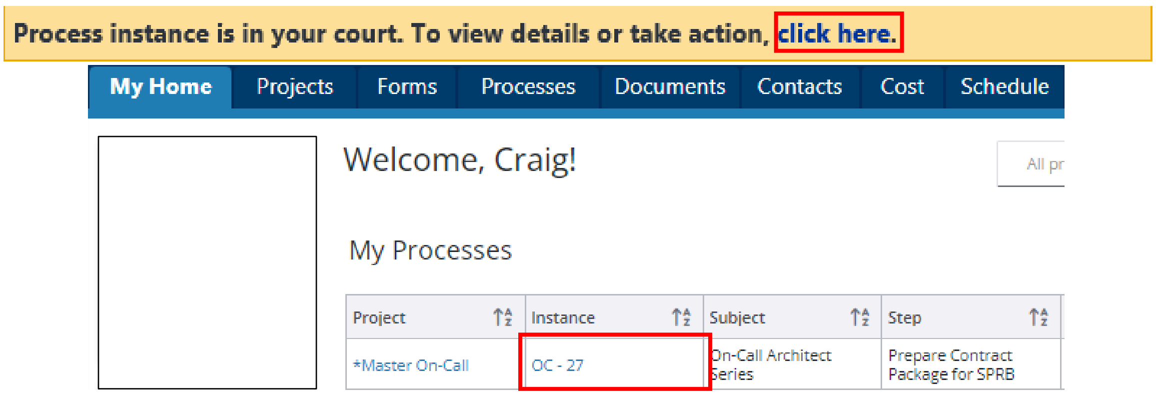
After the "Take Action" button has been clicked, a prompt will be displayed to provide a comment, and a list of Attorney's and Paralegals will be visible to select from to forward the assignment. To select an Attorney or Paralegal, click on the name of the Attorney and/or Paralegal, and then click the ">" to move the Attorney and Paralegal from the "Available Users" to the "Selected Users" section. Upon completion, click "Submit" to forward the assignment.



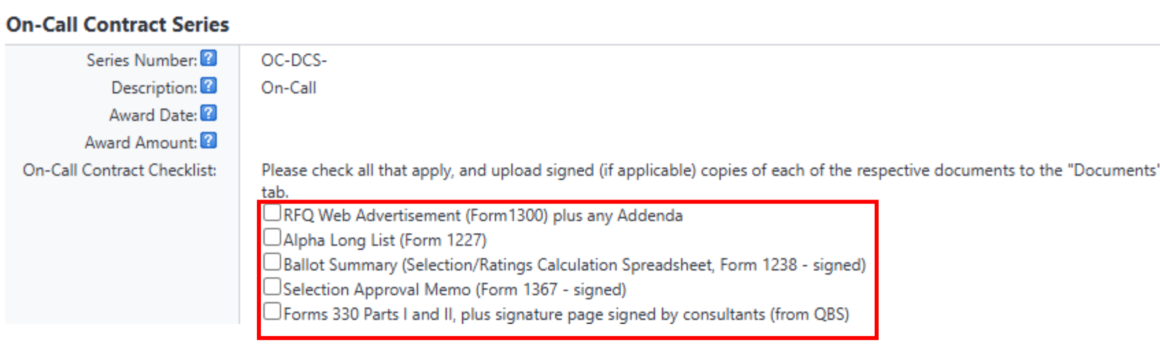
11A.04 Draft Contract/Credential Review (Paralegal and/or Attorney)

The Attorney and Paralegal assigned to draft the subject On-Call Contract Series will receive an email from TUC as notification that the required documents have been submitted by DAS Procurement to initiate the drafting of a new On-Call Contract Series.

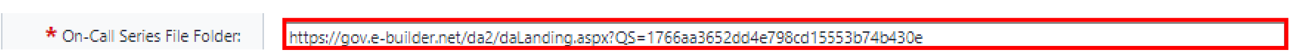
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



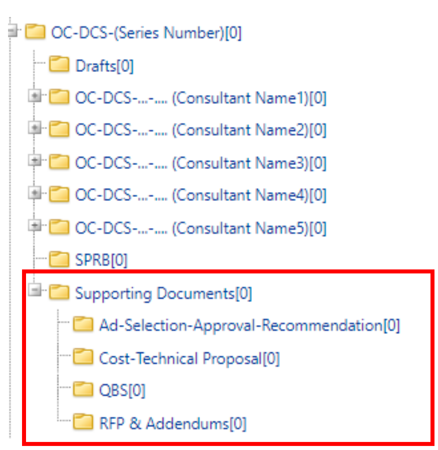
Refer to the "On-Call Contract Checklist" field in the “On-Call Contract Series” section for a list of the documents submitted.



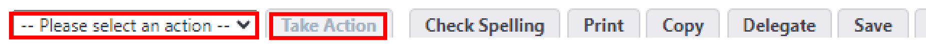
To access the On-Call Contract Series file folder, click on the link in the "On-Call Series File Folder" field.



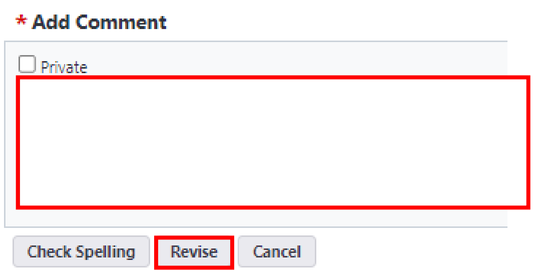
After opening the subject On-Call Series file folder, click on the "Supporting Documents" subfolder, and then click on the applicable sub-subfolders to view the "On-Call Contract Checklist" documents.



If additional documentation or information is required by OLAPP QBS Unit to initiate the drafting of said contract series, return to the “Details” tab of the process instance, scroll down to the bottom of the page and select "Revise" from the dropdown list next to the "Take Action" button and click the "Take Action" button.



A prompt will appear to add a comment on the request of additional documentation. After adding the comment, click the “Revise” button.

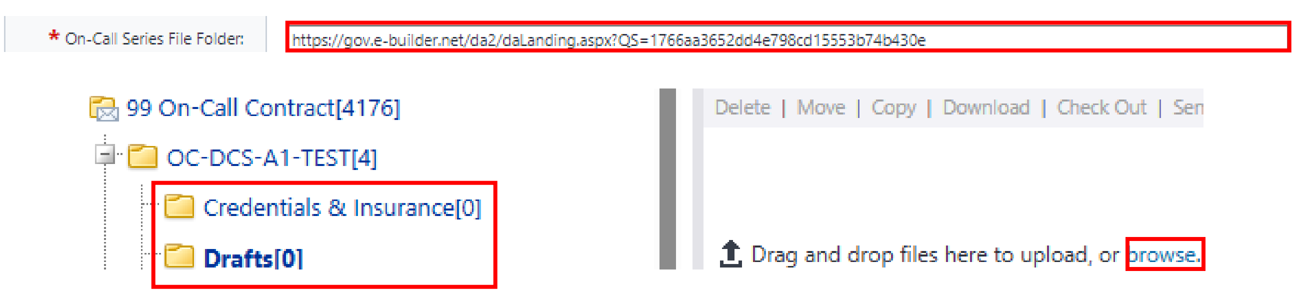


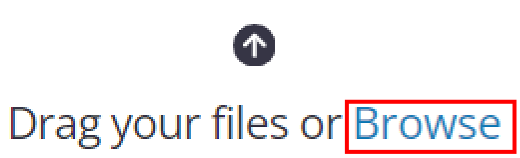
If the submission from OLAPP QBS Unit is complete, the selected Consultants will have fourteen (14) days from the "Date Legal Received" to submit the necessary Credentials and Insurance documentation to Legal to complete the their respective On-Call Contract.

At this time the Paralegal and/or Attorney assigned to the On-Call Series should begin drafting the On-Call Series Contracts for each of the selected Consultants. Share draft Contracts with the respective On-Call Consultants, if applicable, and the Legal Director for review and editing, using the methods established outside of TUC for On-Call Contract review.

After the draft Contracts have been reviewed and approved by the Legal Director, and after the required Credential and Insurance documents have been collected, upload a copy of each draft Contract to the “Drafts” subfolder, and upload copies of the Credentials and Insurance documents to the respective subfolders with the same name, in the subject On-Call Series file folder.

To access said file folders, click on the link in the "On-Call Series File Folder" field. Then, click on the file folder that you want to upload the document to and click the “browse” link. After clicking the link, either drag and drop the document in the space provided or click “Browse” to search for the document on your computer and select the document for upload.



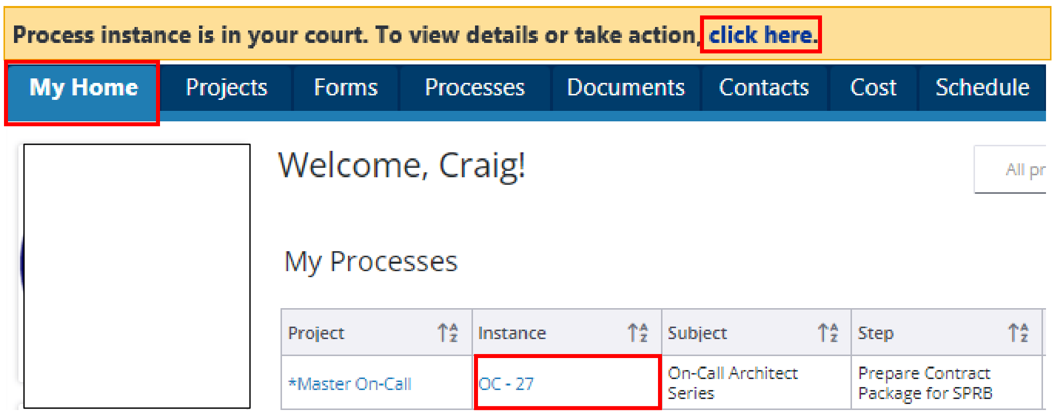


After the draft contracts have been completed and uploaded, and the required Credential & Insurance Documents have been collected and uploaded , return to the “Details” tab for this process instance, scroll down to the bottom of the screen and click the “Take Action” button to submit the On-Call Contract Series Contracts to the next step to prepare the Contracts for SPRB Review and Approval.

11A.05 Prepare On-Call Contract Packages for SPRB Review (Paralegal)

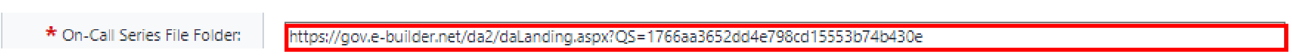
The Paralegal assigned to the subject On-Call Contract Series will receive an email from TUC as notification that the On-Call Contract Series Package should be prepared for SPRB Review.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

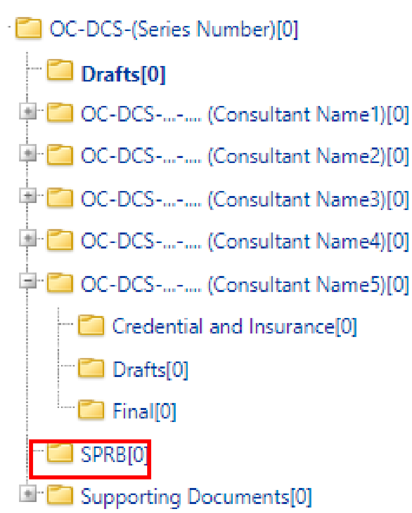


After opening the process instance, follow the instructions provided and complete the data input for the "On-Call SPRB Checklist" field, in the “On-Call Information” section, by checking off each of the documents from the list that are being submitted for SPRB Review. Then upload copies of each of the respective documents checked off to the subject On-Call Series "SPRB" file folder.

To upload the aforementioned documents, first click on the link in the "On-Call Series File Folder" field to open .

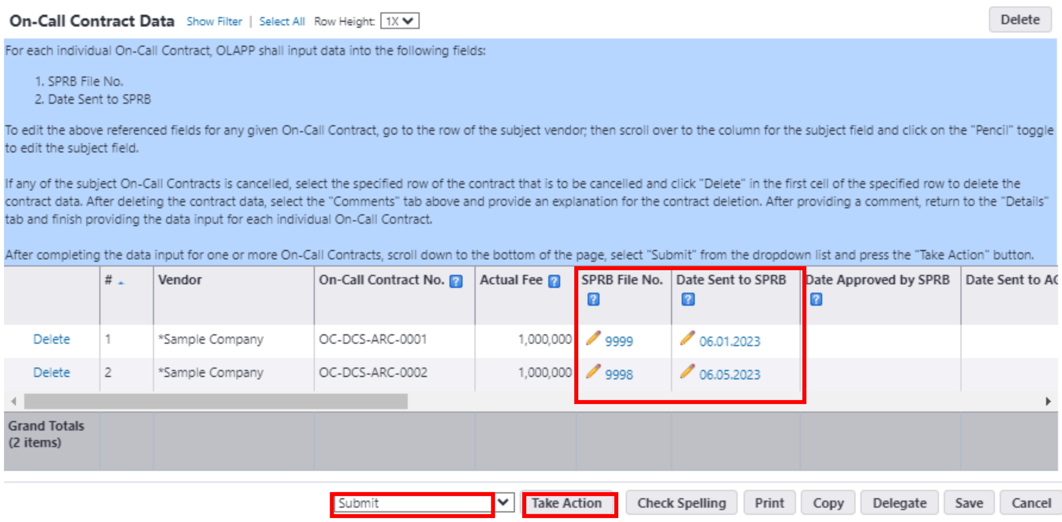


Then, select the “SPRB” subfolder and upload the required documents in the same way as described in [Section 11A.04](#).



Upon completion, return to the “Details” tab for the process instance and complete the section entitled “On-Call Contract Data” and provide data input for the “SPRB File No.” and “Date Sent to SPRB” fields for each of the respective On-Call Contracts.

To input data for the above referenced fields, go to the row of the respective vendor, then scroll over to the column for the subject field and click on the "Pencil" toggle ( ) to input the required data. After completing all of the data input, and after all of the required documents have been uploaded to the SPRB file folder, scroll down to the bottom of the page and click the “Take Action” button.

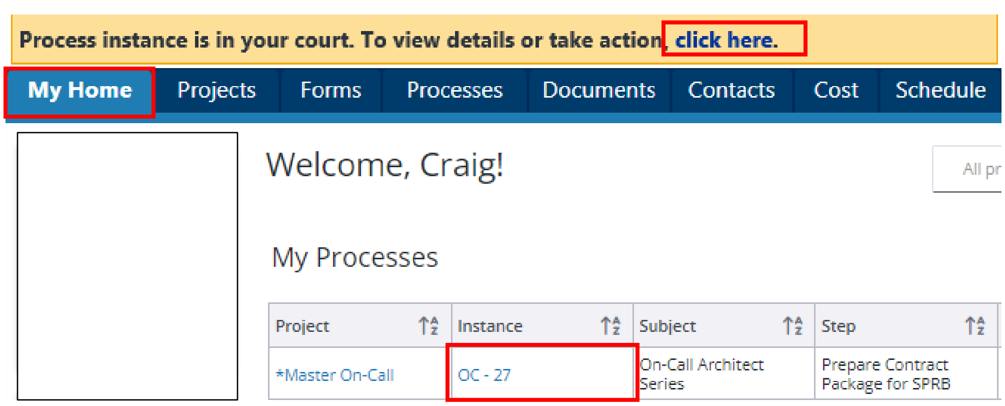


This will complete the On-Call Contract Approval Process for the Legal Department in TUC. The Legal Department should process the SPRB submission package using the methods that are currently in place, outside of TUC, for obtaining such approval. After SPRB has reviewed and approved any of the subject On-Call Contracts in the series, and after said Contract has been signed and executed, a copy of the Contract shall be sent to the Director of CSS to complete the data input related to each individual On-Call Contract and to upload a copy of said Contract to TUC to complete the process.

11A.06 SPRB Review – Hold Step/CSS Final Review – CSS

CSS will receive an email from TUC as notification that the On-Call Contract series has been submitted to SPRB for review. This will serve as a hold step until such time that the SPRB has reviewed and approved one or more of the subject Contracts in the On-Call Series.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



Upon receipt of one or more of the executed Contracts, CSS should open the process instance for the subject On-Call Series and provide data input for each field listed in the "On-Call Contract Data" section instructions for each of the On-Call Contracts that have been executed. A copy of the executed On-Call Contract should be uploaded to the "Documents" tab. When uploading the document, the file folder that is to be selected is the "Contracts" subfolder within the specific subject On-Call Contract file folder.

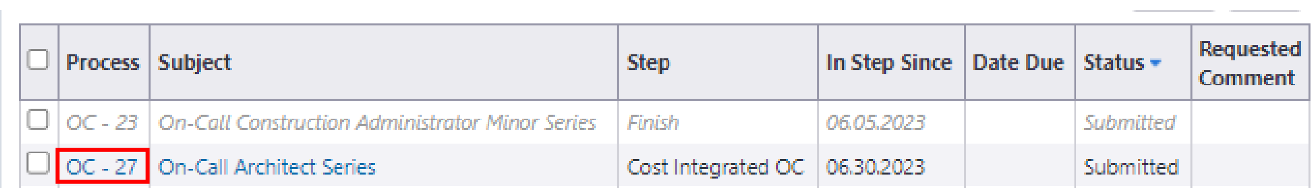
* To edit any of the fields in the "On-Call Contract Data" section, go to the row of the subject vendor and scroll over to the column for the subject field that is to be edited. For the "Document Uploaded" field, click on the dropdown list within the field to select your response. For all other fields, click on the "pencil" toggle under the respective column header to provide the necessary data input.

After entering the data for one or more On-Call Contracts, scroll down to the bottom of the page and select "Create OC" from the dropdown list and click the "Take Action" button to proceed to the "On-Call Contract Creation – Cost Integrated" process.

11A.07 On-Call Contract Creation – Cost Integrated (CSS)

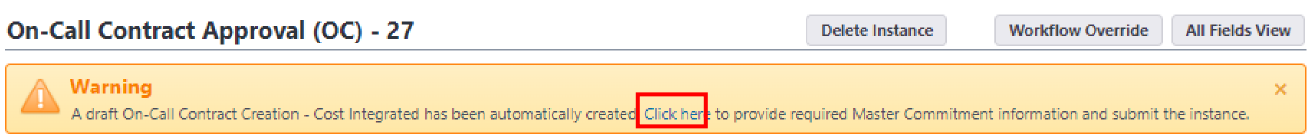
CSS will receive an email from TUC as notification that one or more of the On-Call Contracts in the contract series have been executed and is ready to be set up as a Master Commitment.

To access the On-Call Contract Creation – Cost Integrated process, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the link in the "Process" column for the "Subject" - "On-Call … Series" from the "My Processes" section.



	Process	Subject	Step	In Step Since	Date Due	Status	Requested Comment
	OC - 23	On-Call Construction Administrator Minor Series	Finish	06.05.2023		Submitted	
	OC - 27	On-Call Architect Series	Cost Integrated OC	06.30.2023		Submitted	

Upon opening the On-Call Contract Creation – Cost Integrated process, a warning prompt will appear. Select the "Click here" link in the prompt to proceed to the next step and create the Master Commitment.



In the section entitled "Master Commitment Overview" section, provide data input for the following fields:

1. Master Commitment Type: Select "On-Call Contract" from the dropdown list.
2. Company: Select the vendor from the dropdown list that is assigned to the On-Call Contract.
3. Contact: Select a contact for the subject company from the dropdown list.

In the "Add New Master Commitment Item" section, provide data input for the following fields:

1. Account Code: Click the " " toggle.

   Select one of the following from the "Category" dropdown list:

   a. 2.0 – Total Environmental & HazMat.
   b. 8.0 – Total A/E.
   c. 10.0 – Total CA.
   d. 13.0 – Total Claims.

Select one of the following from the “Code” dropdown list:

   a. 2.130 – Environmental On-Call Contract services
   b. 8.130 – A/E and all other On-Call Contract services.
   c. 10.130 – CA or Cx On-Call Contract services.
   d. 13.130 – ANLY-AUD On-Call Contract services.

2. Amount: Input the Award amount for the subject On-Call Contract.

Complete the “Master Commitment Custom Fields” section in its entirety for each individual on-call contract that has been executed. Each individual on-call contract will need to be submitted separately.

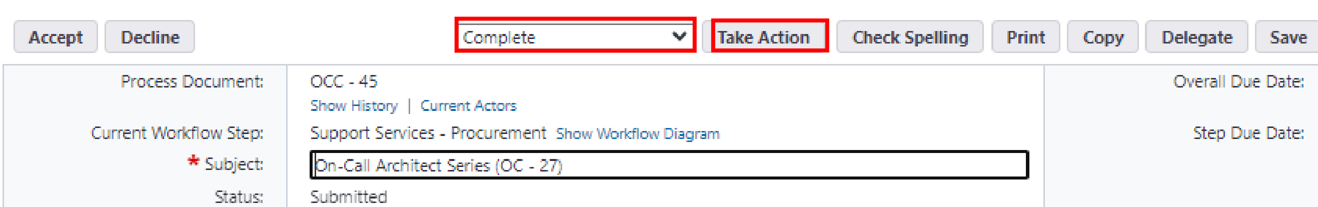
Helpful Hints for completing the “Master Commitment Custom Fields” section

1. Take a snip of the On-Call Contract Series data input prior to clicking the “Take Action” button. This will allow you to preserve the information for the data input for each individual Contract in the Cost Integrated process.

After entering the On-Call Contract data, scroll down to the bottom of the page and select "Submit" from the dropdown list and click the "Take Action" button.

Return to the “Processes” tab and click on the process instance link for the subject On-Call Contract Series.

Answer the “All Contracts Complete?” question under the “On-Call Contract Series” section. Respond “No” to the “All Contracts Complete?” question if there are any Contracts in the series have not yet been executed. Respond “Yes” only if all of the Contracts have been executed and the data input has been completed for each contract. Upon completion, click the “Take Action” button to return the process instance to Cost Integrated step to input the next executed On-Call Contract, or to complete the process if the data for all of the executed Contracts has been input.

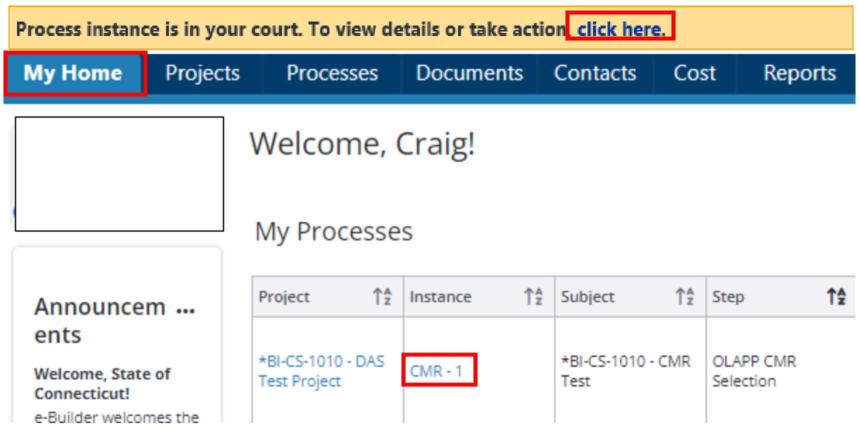


Section 11B: Construction Manager at Risk Contract Approval

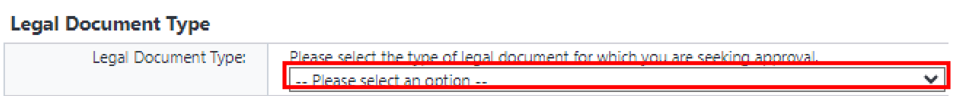
11B.01 CMR Legal Document Type (OLAPP QBS Unit – Pre-Con; PM – WAO/GMPA)

The person who initiated the Contract process instance will receive an email from TUC as notification to select the CMR legal document type.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



Next, select the "Legal Document Type" (Pre-Con, GMPA, WAO) from the dropdown list. Upon completion, click the "Take Action" button.

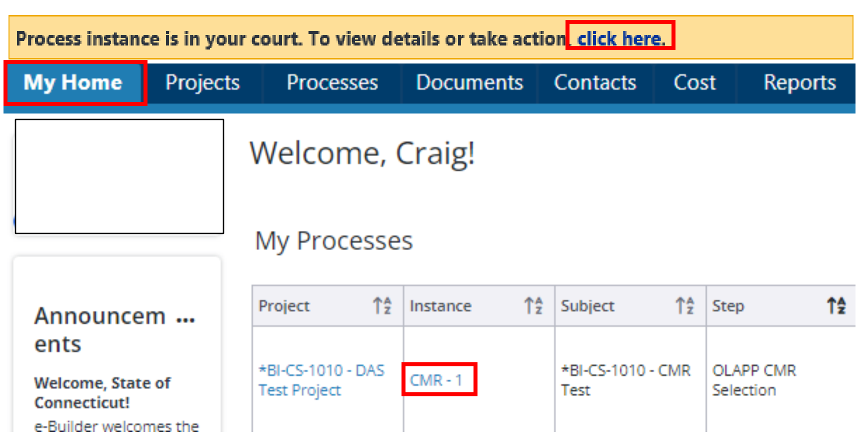


If Pre-Con was selected, proceed to 11B.02. If WAO or GMPA was selected, proceed to [11.B.13 - CMR Submittal – WAO/GMPA](#).

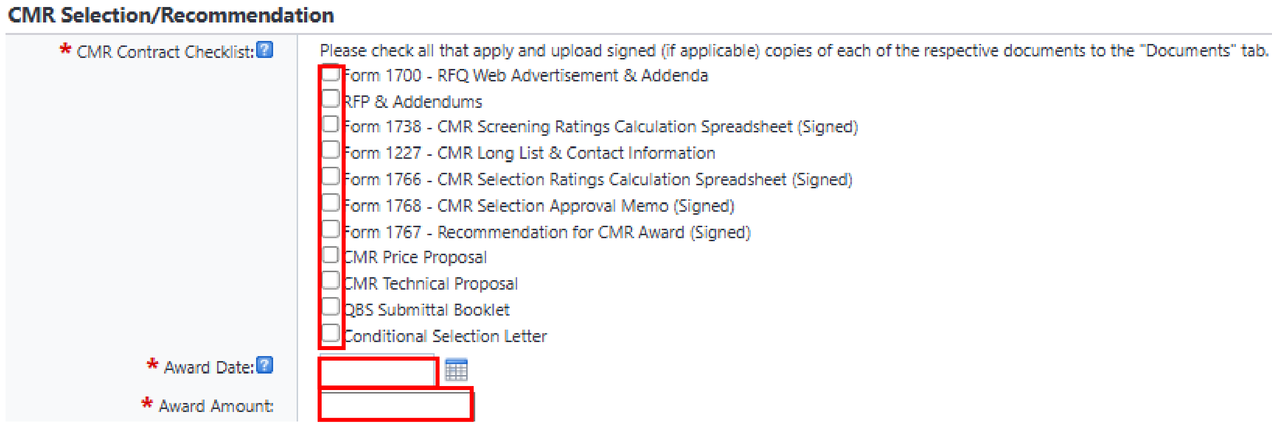
11B.02 Pre-Con Recommendation (OLAPP QBS Unit)

OLAPP QBS Unit will receive an email from TUC as notification to provide the CMR Contract Award information and corresponding "CMR Selection/Recommendation" documentation from the public bid to initiate the drafting of a Pre-Con Contract.

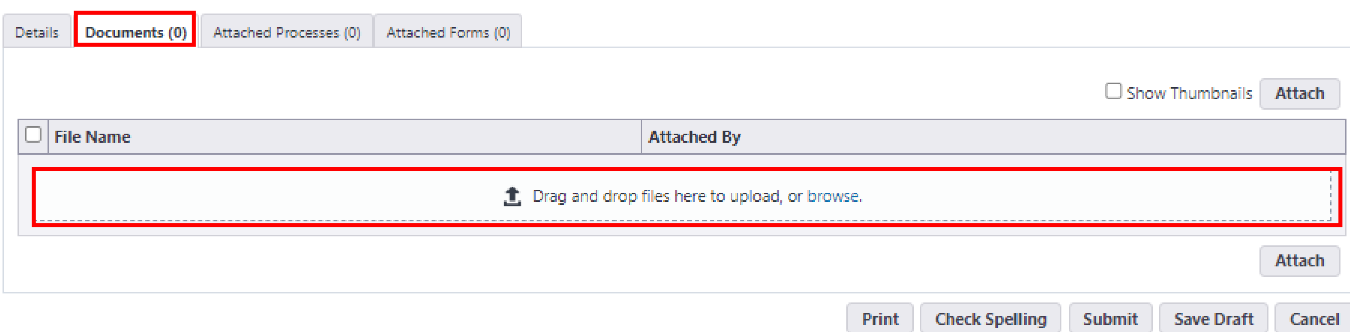
To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



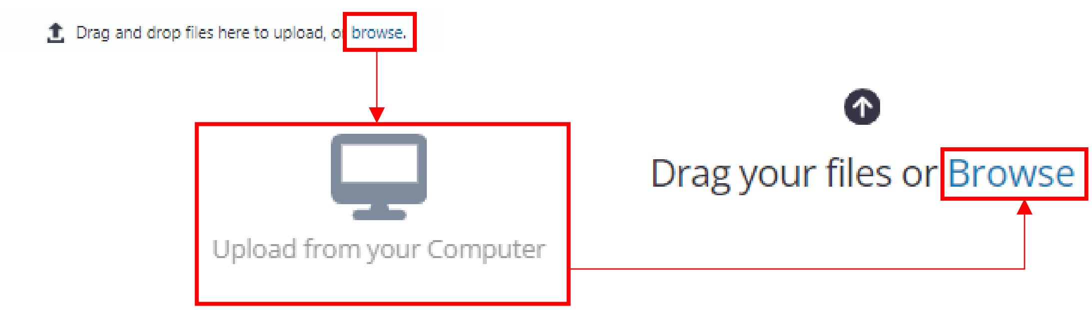
Next, follow the “General Instructions” and complete the “CMR Selection/Recommendation” section by checking off each applicable document collected to initiate the drafting of a CMR Pre-Con Contract in the “Consultant Selection Checklist” field and by providing the “Award Date” and “Award Amount” for the recommended CMR’s Contract.



Then, upload a copy of each of the documents collected to the "Documents" tab. You can upload documents by either dragging and dropping the documents in the space provided, or



…by clicking the “browse” link, selecting “Upload from your Computer”, and then clicking the “Browse” link to search for the applicable files on your computer to select for upload.



After all documents have been uploaded to the “Documents” tab, return to the “Details” tab. Then, scroll down to the bottom of the page click the “Take Action” button to forward the submission to the Legal Department for review and assignment.

Note: If the process instance submitted is determined to be incomplete, it will be returned to the QBS Unit for corrective action. Please refer to the "Comments" tab for further instructions from the OLAPP Admin or Legal on the requirements to complete the submission package.

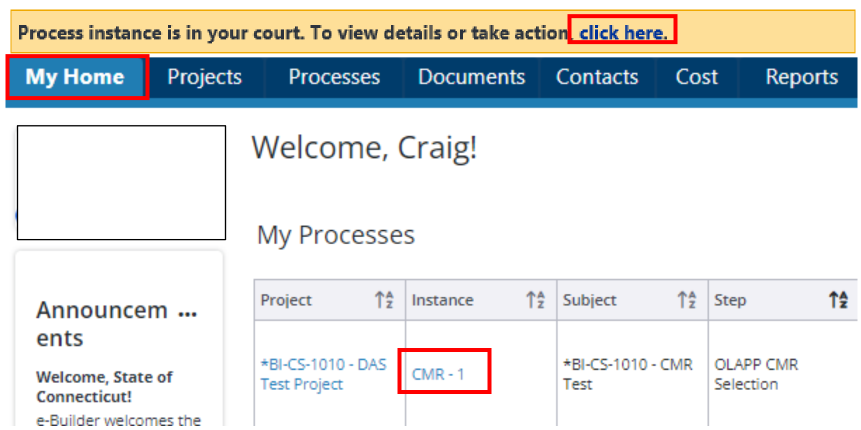
After taking corrective action and uploading any corresponding documents, scroll down and select “Re-Submit” from the dropdown list next to the “Take Action” button and click “Take Action”.

After clicking "Take Action", a prompt will appear that will allow you to add a comment regarding the re-submission. After adding a comment, click the "Re-Submit" button.

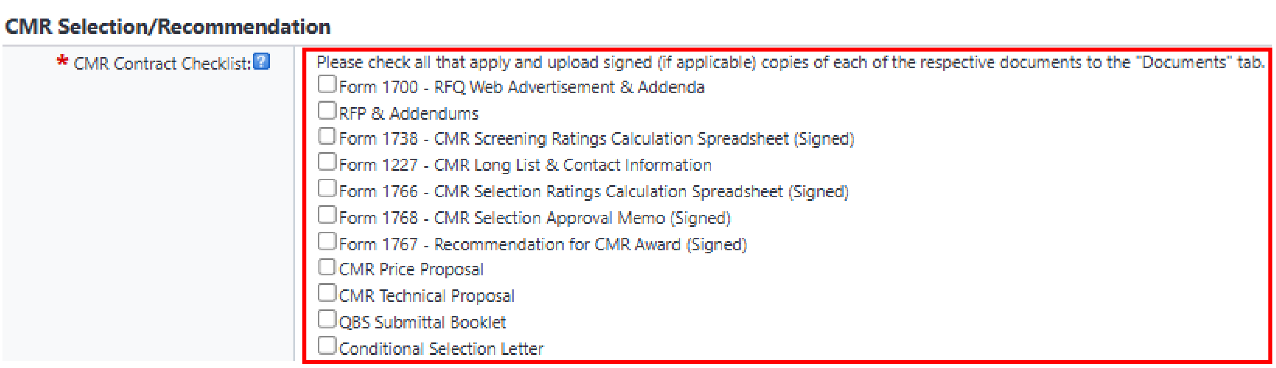
11B.03 Recommendation Review (OLAPP Admin)

The OLAPP Administrative Support will receive an email from TUC as notification that the QBS Unit has submitted documentation to initiate the drafting of a CMR Pre-Con Contract.

To access the process instance, either click on the link provided in the email notification or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



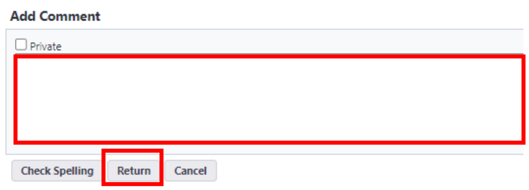
After opening the process instance, scroll down to the “CMR Selection/Recommendation” section and refer to the "CMR Contract Checklist" for a list of the documents submitted.



To view the documents submitted, click on the “Documents” tab.

If any of the required documents are missing or if additional information is needed to initiate the draft Contract, return to the “Details” tab, scroll down to the bottom of the page and select "Return" from the dropdown list next to the "Take Action" button and click "Take Action" to return the process instance to the QBS Unit for resubmission.

After clicking “Take Action”, a prompt will appear for you to add a comment to provide instructions for the next Actor in the workflow. If applicable, add a comment and click either the “Submit or “Return” button respectively to send the process instance to the next step in the process.



Note: If the process instance is sent back to OLAPP QBS Unit for re-submission, please note that when the QBS Unit re-submits, it will be returned to this process instance. If the process instance has been returned for re-submission, refer to the “Comments” tab after opening the process instance for any comments from previous actors regarding the revised submission and proceed accordingly through the process.

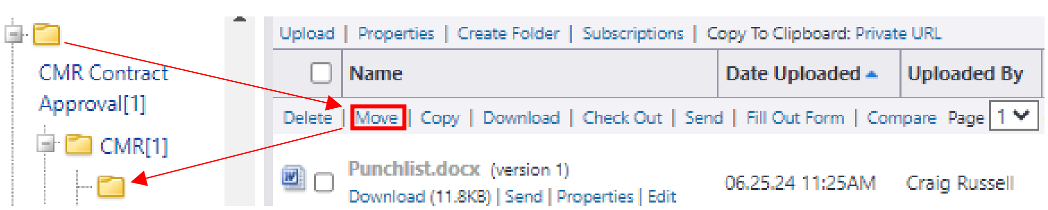
11B.04 Folder Creation – Pre-Con/WAO/GMPA (CSS)

CSS will receive an email from TUC as notification to create the file folder structure for the subject project Pre-Con/WAO/GMP Agreement.

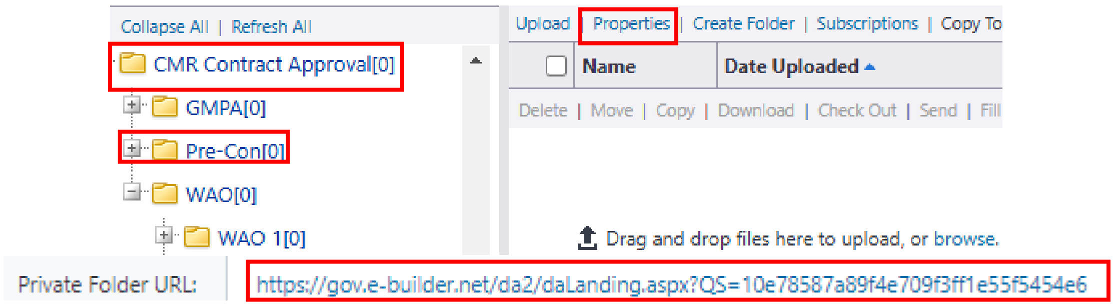
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section**.**

After opening the process instance, scroll down and complete the “CMR Information” section if it has not been filled in automatically. The information required to complete this section can be found in the documents uploaded to the “Documents” tab.

Next, open the subject project "Documents" tab and move the documents uploaded to the "CMR Contract Approval" file folder to the respective Pre-Con/GMPA/WAO file folder or subfolder.



After uploading the documents to the respective file folder(s), click on the "Properties" link for the respective document type file folder (Pre-Con, WAO, GMPA) and copy the "Private Folder URL" to paste in the "Contract/Amendment/WAO Approval" file folder field.



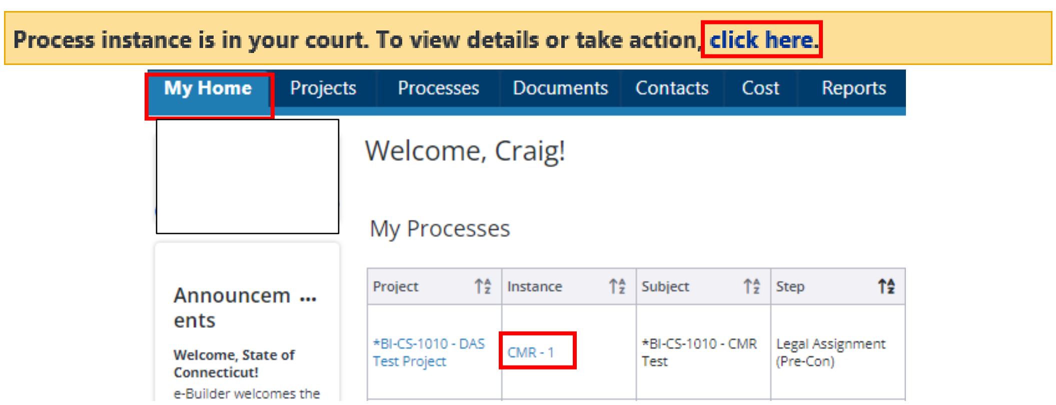
Then, return to the process instance and paste the link in the “Contract/Amendment/WAO File Folder” field. Upon completion, click the “Take Action” button.

CMR Pre-Construction Contract

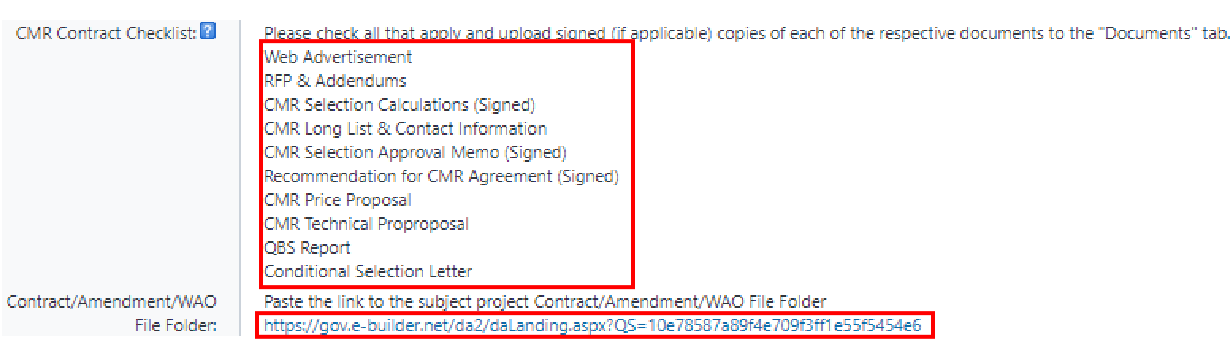
11B.05 Pre-Con Legal Assignment (Legal Director)

The Legal Director will receive an email from TUC as notification that the OLAPP Bid Unit has submitted documentation to initiate the drafting of a CMR Pre-Construction Contract.

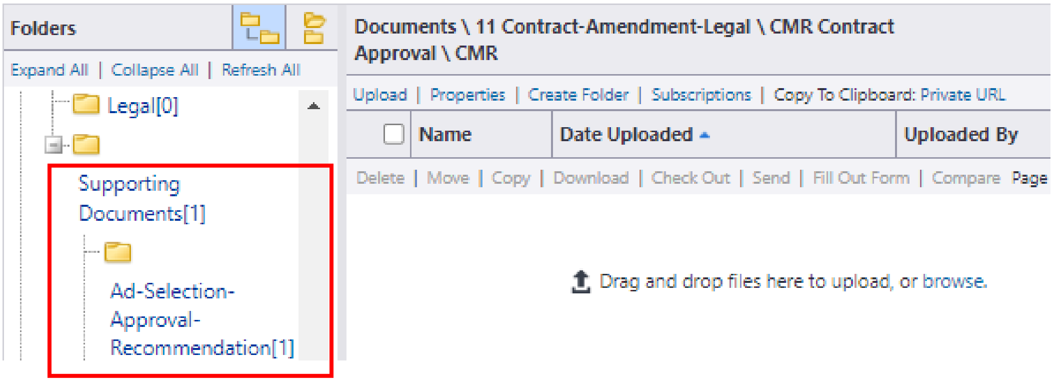
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



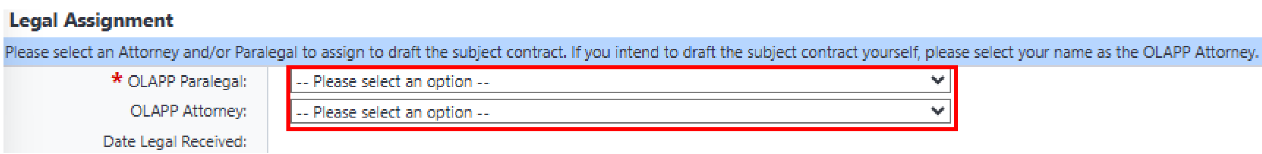
Follow the instructions provided in the “General Instructions” section. To view the documents that were checked off in the “CMR Contract Checklist” field, scroll down to the "Contract / Amendment / WAO File Folder" field and click on the link provided to open the subject project Pre-Con Contract file folder.



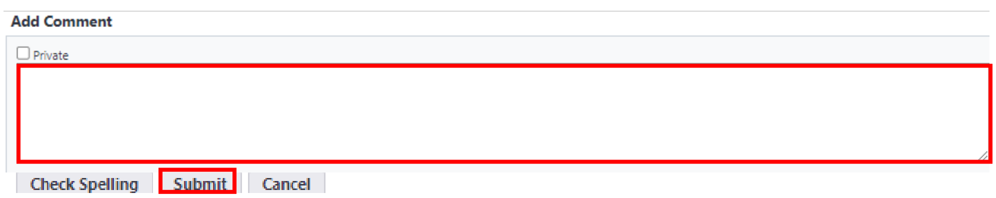
After opening the Pre-Con Contract Approval file folder, select the "Supporting Documents" subfolder and then select the appropriate subfolder within the “Supporting Documents” file folder to view the respective supporting documents submitted.



After you have completed your review of the document submission package, return to the process instance and scroll down to the section entitled "Legal Assignment". Select an "OLAPP Attorney" and an "OLAPP Paralegal" to assign to review the document submission package and thereafter draft the Pre-Con Contract. Upon completion, click the "Take Action" button.



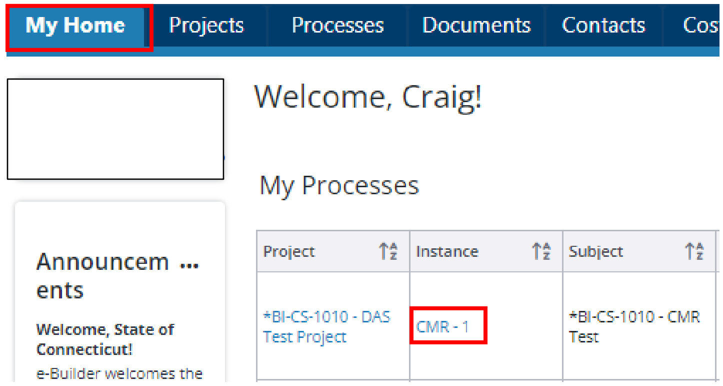
After clicking "Take Action", a prompt will appear that will allow you to add a comment regarding the contract selection submission package, if applicable. Upon completion, click the "Submit" button.



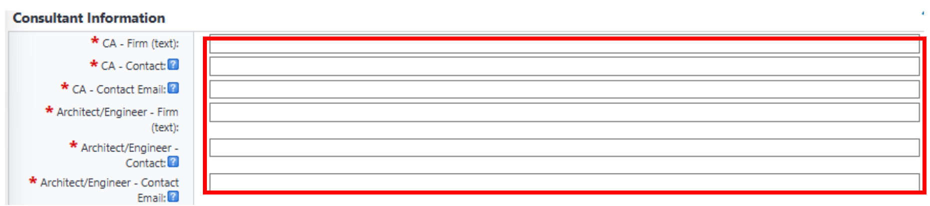
11B.06 Pre-Con Consultant Information (PM)

The PM assigned to the project will receive an email from TUC as notification that documentation has been submitted by the OLAPP Bid Unit to initiate the drafting of a CMR Pre-Construction Contract for the subject project. The PM will now need to input and/or confirm the A/E and CA contact information to process the Contract.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After opening the process instance, if the fields in the “Consultant Information” section have not been infilled automatically, the PM should provide data input for each of these fields. Upon completion, click the "Take Action" to forward the draft to CSS to assign those Consultants to those roles on the project.



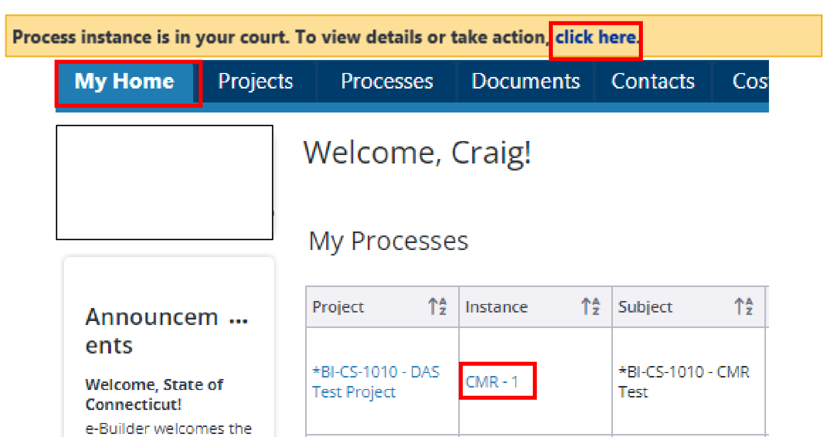
11B.07 Role Assignment (CSS)

CSS will receive an email notification from TUC to assign the roles of the CMR, OLAPP Attorney – CMR, and OLAPP Paralegal – CMR, and if applicable, the A/E and CA to the project. To assign project roles, CSS should use the same methods as outlined in Section 11C.05 Role Assignment for a GC.

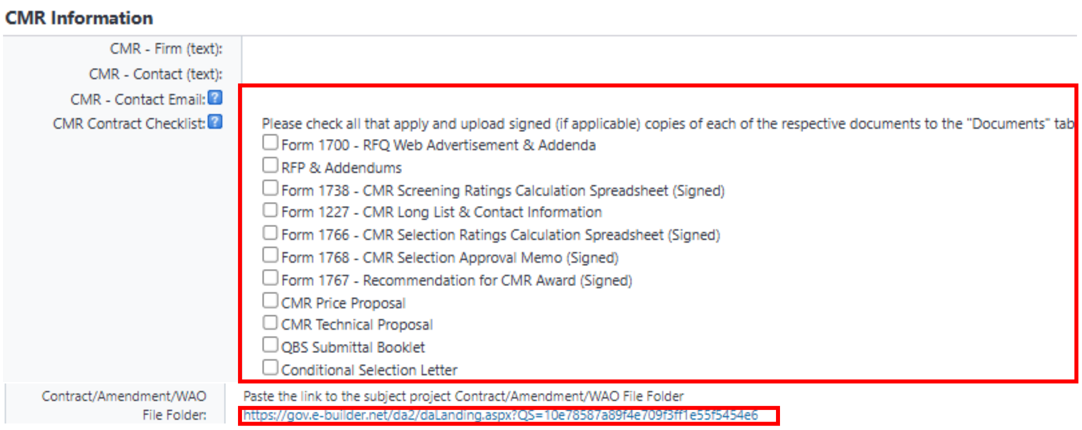
11B.08 Pre-Con Contract Checklist Review (Paralegal)

The Paralegal will receive an email from TUC as notification that documentation has been submitted by the OLAPP QBS Unit to initiate the drafting of a CMR Pre-Construction Contract for the subject project and the Legal Director has assigned you the responsibility of reviewing the submission package to ensure all documents are in order to begin drafting said agreement.

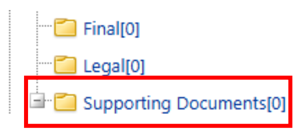
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



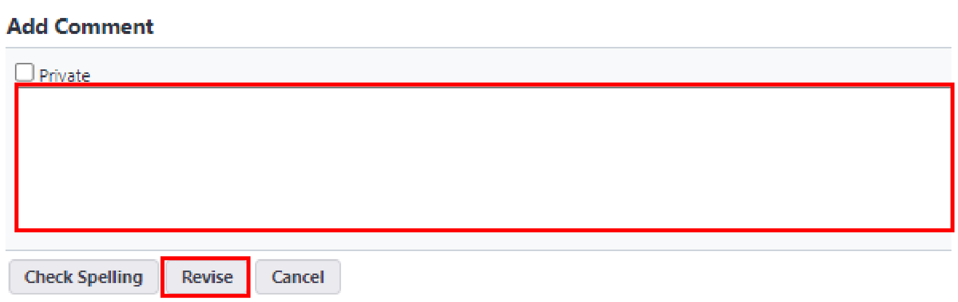
After opening the process instance, the Paralegal should scroll down to CMR Information section, review the “CMR Contract Checklist” field of documents submitted by OLAPP QBS Unit. To view the documents submitted, click on the link in the "Contract/Amendment/WAO File Folder" to open the subject project "Pre-Con" Contract file folder.



Then, select the "Supporting Documents" subfolder to view the supporting documents submitted.



After completing your review, if it is determined that the "CMR Contract Checklist" and or the documents submitted are insufficient, return to the process instance, scroll down to the bottom of the page and select "Revise" from the dropdown list next to the "Take Action" button and click "Take Action". This will return the process instance to the OLAPP QBS Unit for resubmission. After clicking "Take Action" a prompt will appear to provide instruction regarding the requirements to complete the submission. Click "Revise" after your comments have been added.

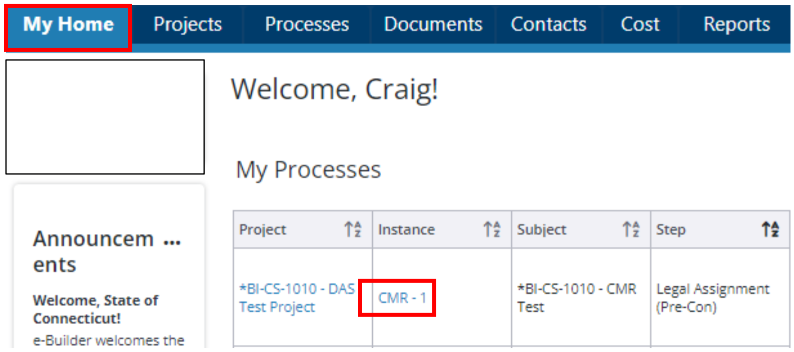


If it is determined that the "CMR Contract Checklist" and or the documents submitted are sufficient, return to the process instance, scroll down to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and click "Take Action" to proceed to drafting the Pre-Con Contract.

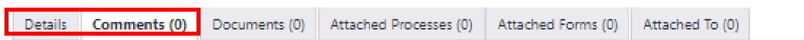
11B.09 Pre-Con Recommendation Revision (OLAPP QBS Unit)

The OLAPP QBS Unit will receive an email as notification that Legal has reviewed the recommendation submittal to initiate the drafting of a Pre-Con Contract and determined the submission requires additional documentation and/or information.

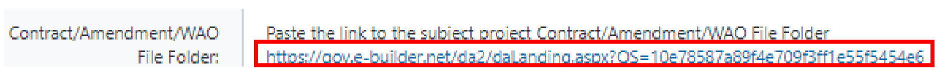
To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



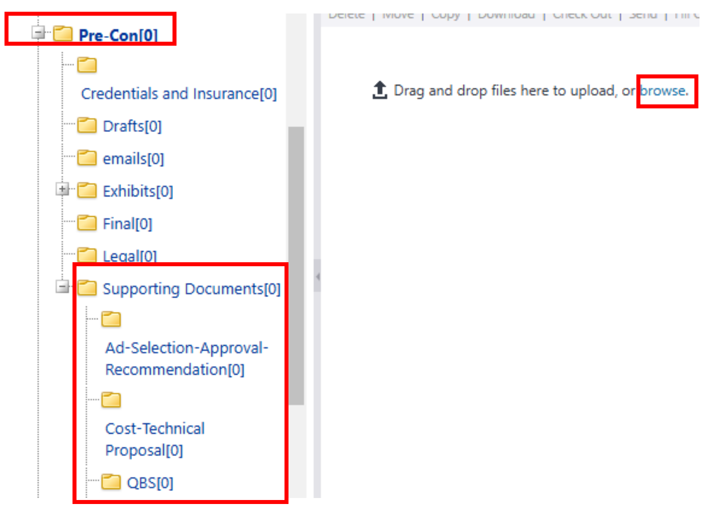
After opening the process instance, click on the “Comments” tab to see what additional information or documentation is required.



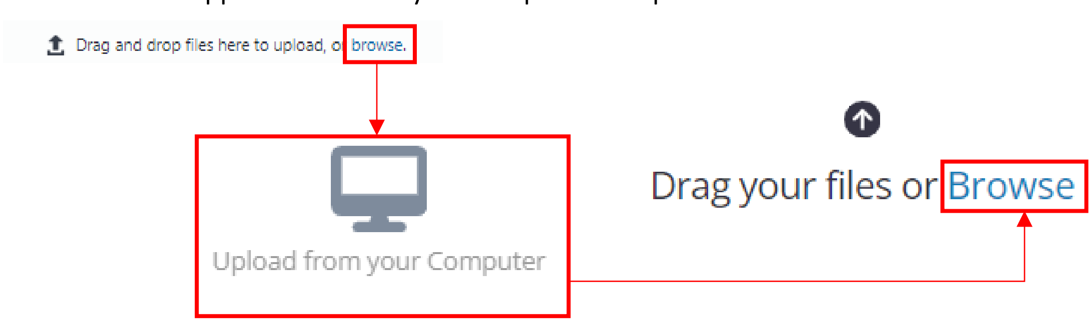
If additional documentation is required, return to the “Details” tab, scroll down to the "Contract / Amendment / WAO File Folder" field and click on the link provided to open the subject project CMR Contract Approval file folder structure.



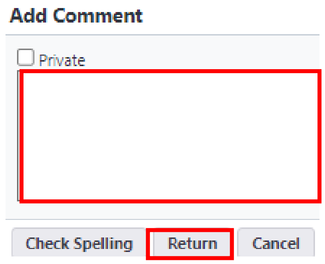
After opening the “Pre-Con” file folder, select the appropriate subfolder within the “Supporting Documents” folder to upload the missing documentation. You can upload documents by either dragging and dropping the documents in the space provided, or by clicking the “browse” link to search for the applicable files on your computer for upload.



If “browse” was clicked, select “Upload from your Computer”, then click the “Browse” link to begin a search for the applicable files on your computer for upload.



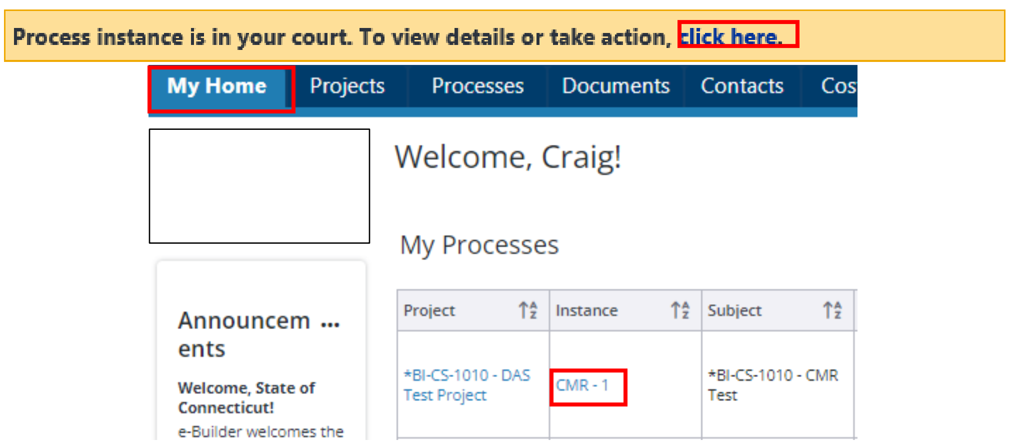
After all documents have been uploaded to the appropriate “Supporting Documents” subfolder, return to the process instance and click the “Take Action” button to return the submission to Legal. After clicking “Take Action”, a prompt will appear to allow you to provide comments regarding the revised submission. Click “Return” after adding your comments.



11B.10 Pre-Con Draft Contract/Credential Review (Paralegal)

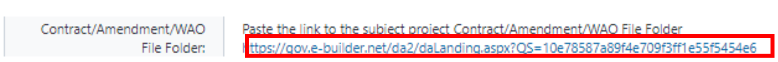
The Attorney and Paralegal assigned to the project will receive an email from TUC as notification that the required documents have been submitted to initiate the drafting of a CMR Pre-Con Contract for the subject project, and the Paralegal has been assigned the responsibility to initiate the drafting of the Pre-Con Contract and to collect the required documents CMR Credential.

To access the process instance, either click on the link provided in the email notification or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

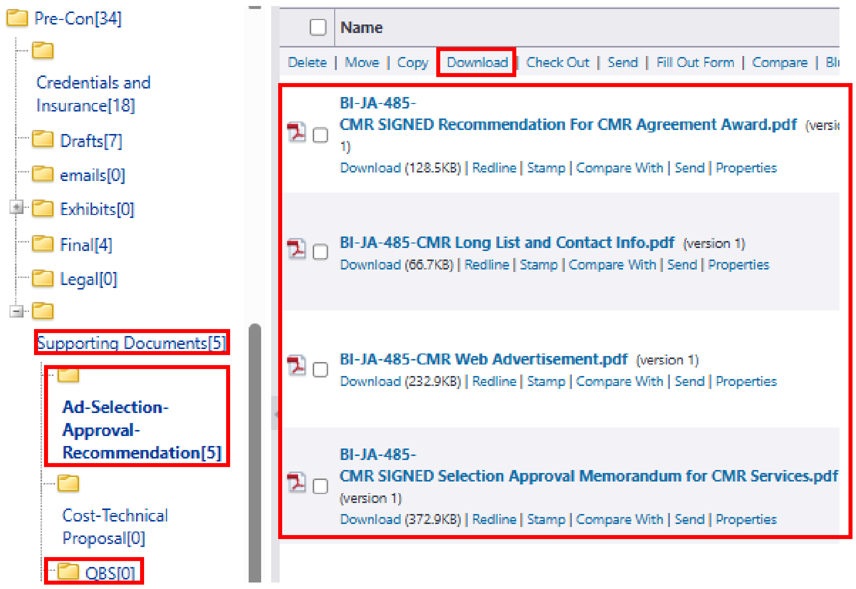


To initiate the drafting of the Pre-Con Contract, the Paralegal assigned to the Project should begin by downloading the CMR Contract Checklist Documents from TUC to a local folder and notify the Attorney once the download is complete. The Attorney shall then begin preparing and distribute the draft Pre-Con Contract to the project PM and ADPM for review, and then to the CMR and, if applicable, to the A/E, CA and Legal Director for review. All draft reviews and revisions shall be obtained using the existing processes currently utilized outside of TUC.

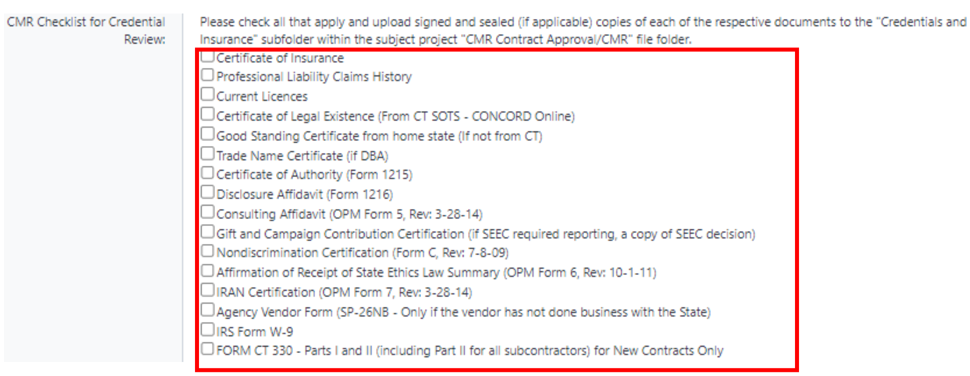
To download the CMR Contract Checklist Documents, click the link in Contract/Amendment/WAO File Folder field, in the CMR Information section to open the Pre-Con Contract file folder.



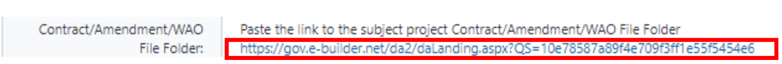
Then, open the Supporting Documents/Ad-Selection-Approval-Recommendation or other respective subfolder, select the documents to download to the local file folder and click the **Download** link to download said documents.



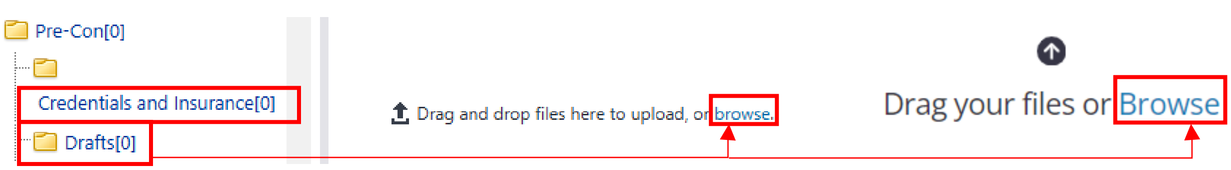
While the CMR Pre-Con Contract is being drafted, the Paralegal assigned to the project should begin collecting the required documents listed in the **CMR Checklist for Credential Review** field using the methods that are currently in place for obtaining such documentation. Once all required documents are collected, the Paralegal should return to the process instance and check off each completed item in the **CMR Checklist for Credential Review**.



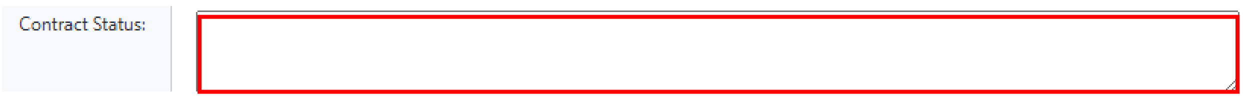
The Paralegal should then compile all collected documents, along with the finalized draft Pre-Con Contract, for upload to the appropriate Pre-Con subfolders. To access the file folders for upload, click the link in **Contract/Amendment/WAO File Folder**.



Next, select the subfolder within the Pre-Con folder to upload the document(s), i.e. Draft Contract to "Drafts" subfolder, and click the "browse" link. Then, either drag and drop the documents into the space provided or click on the "Browse" link to search for the applicable files on your computer for upload.



If at any time during the Draft Contract/Credential Review process, Legal wishes to document the status, timing and responsible party for the Contract review, it can do so in the "Contract Status" field in the "CMR Information" section under the "Details" tab.



After uploading all documents to the correct Pre-Con subfolders, return to the process instance, scroll to the bottom of the page, and click **Take Action** to submit the Contract package to the placeholder step for Contract signing.

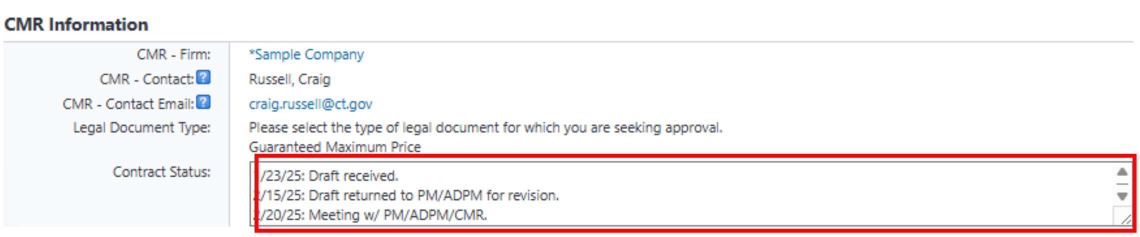
11B.11 Pre-Con Contract Signing (Paralegal)

The Paralegal assigned to the project will receive an email from TUC as notification that the subject project Pre-Con Contract has been approved for signature.

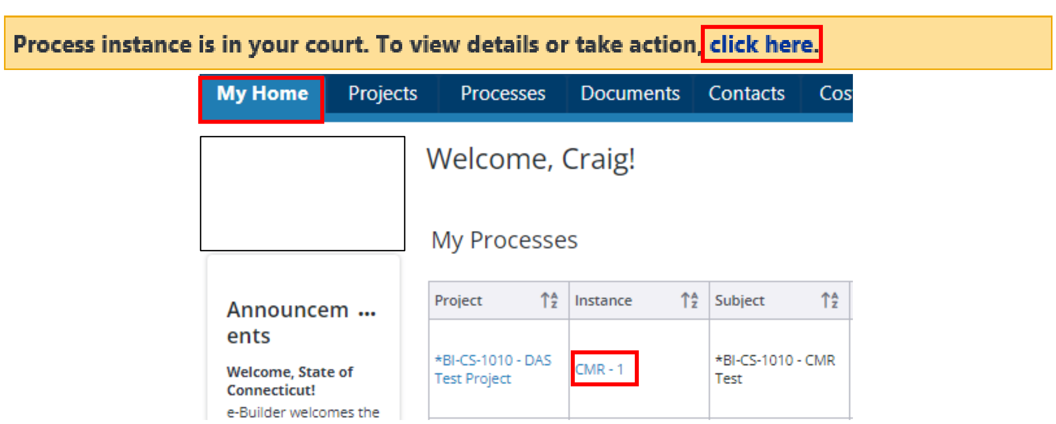
The Paralegal should now distribute the Pre-Con Contract for signature using the methods that are currently in place, outside of TUC, to obtain the signatures (either schedule a meeting for "wet signing" or, if applicable, process through DocuSign).

After the Contract has been fully executed, the Paralegal should open this process instance in TUC and upload copies of the AG memo, Agreement Cover Letter, CERT-134, CORE CT Entry, and Executed Contract Agreement to the **Final** subfolder.

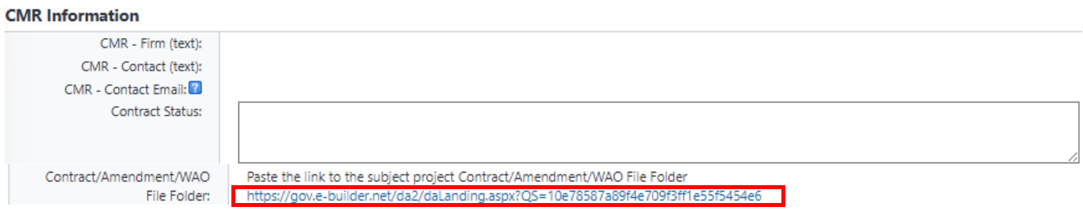
If at any time during the Contract Signing process, Legal wishes to document the status and timing of the Contract Signing, it can do so in the **Contract Status** field.



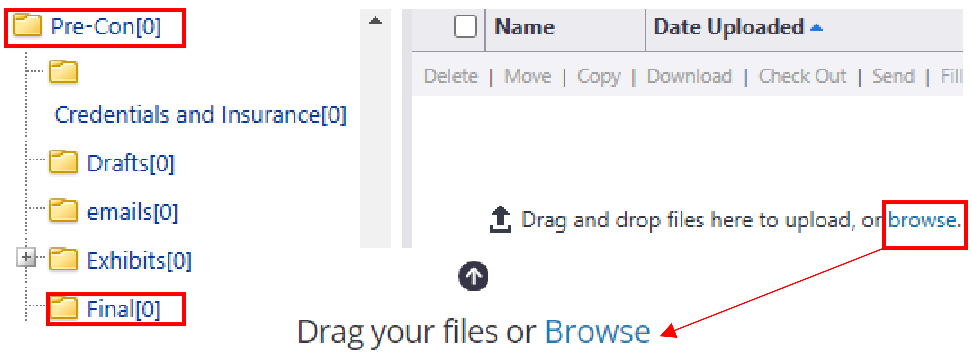
To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



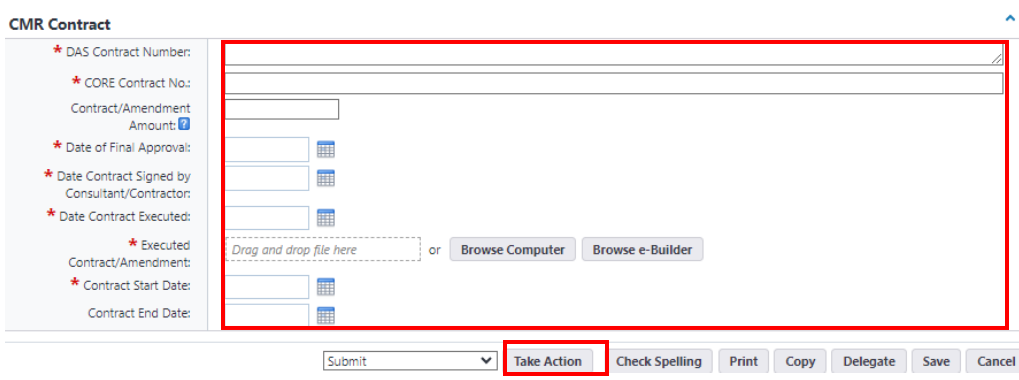
After opening the process instance, scroll down to the **CMR Information** section and click on the link provided in the **Contract/Amendment/WAO File Folder** field to open the **Pre-Con** file folder.



Next, select the **Final** subfolder, then click the "browse" link within the file folder and either drag and drop the AG memo, Agreement Cover Letter, CERT-134, CORE CT Entry, and Executed Contract Agreement into the space provided, or click the "Browse" link to search for copies of said documents on your computer for upload into the **Final** folder.



After all documents have been uploaded to the **Final** subfolder, return to the process instance, scroll down to the **CMR Contract** section, upload another copy of the executed agreement to the **Executed Contract / Amendment** field and provide a response to the remaining questions in the section. Upon completion, click **Take Action** to complete the Pre-Con Contract process.



11B.13 Commitment Creation (CSS)

Proceed to Section 11E – Contract & Amendment Commitment Creation, which is automatically launched at the completion of this process, to create the commitment for the subject agreement.

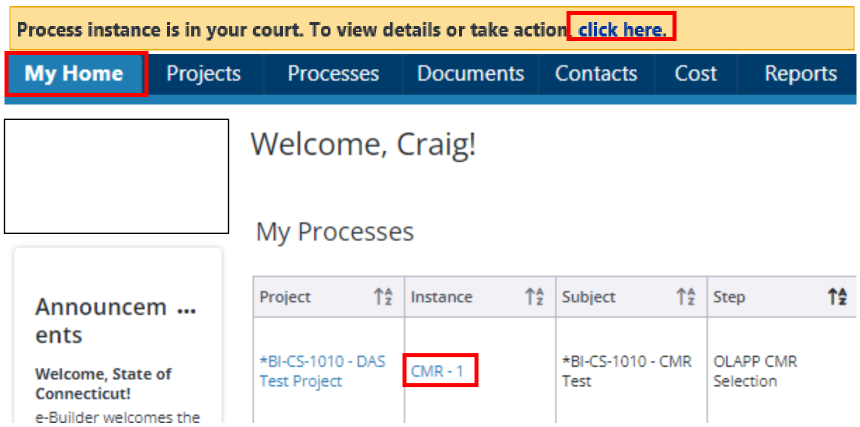
CMR WAO/GMPA

11B.14 WAO/GMPA Submittal (PM)

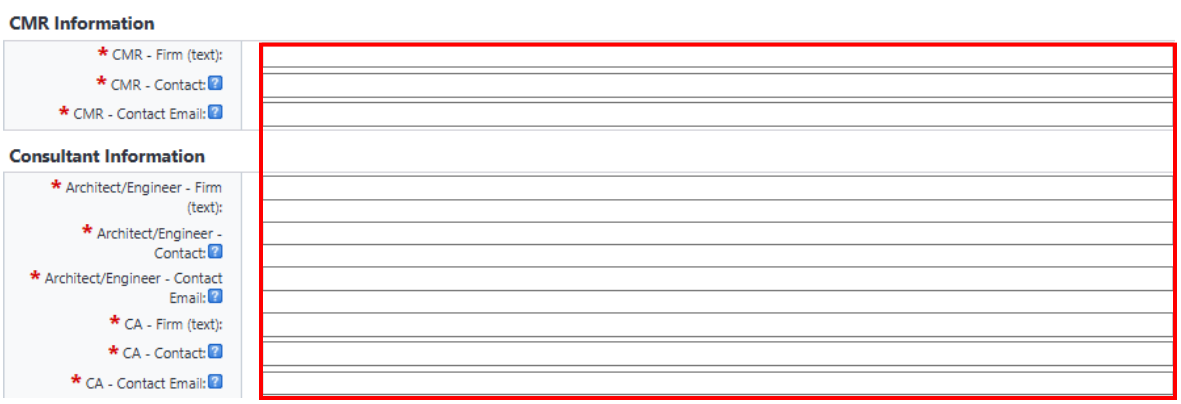
The PM assigned to the project will receive an email from TUC as notification to coordinate the preparation of the draft WAO/GMPA for review and approval.

The PM should obtain a copy of the draft WAO/GMPA from the CMR for review and schedule meetings, as required, with the ADPM, the CMR, and if applicable the project A/E and CA, to revise the draft, as needed, for submission to Legal using the methods that are currently in place outside of TUC for conducting such a review. Once the draft is ready to be submitted to Legal, the PM should open the process instance to complete this step for submission to Legal.

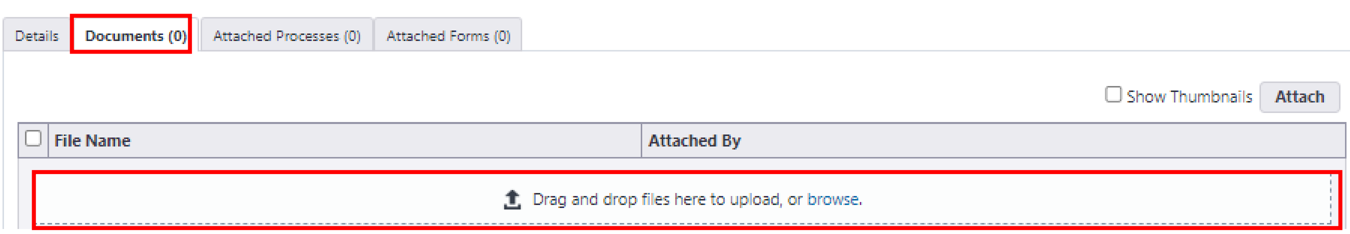
To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



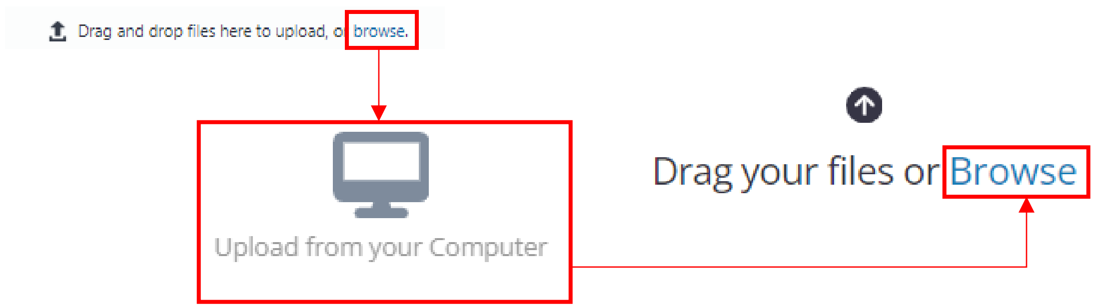
After opening the process instance, review and complete the "CMR Information" and "Consultant Information" sections, if those sections have not been filled in automatically.



Next, click on the "Documents" tab and upload copies of the draft WAO/GMPA and corresponding supporting documents by either dragging and dropping the documents in the space provided, or



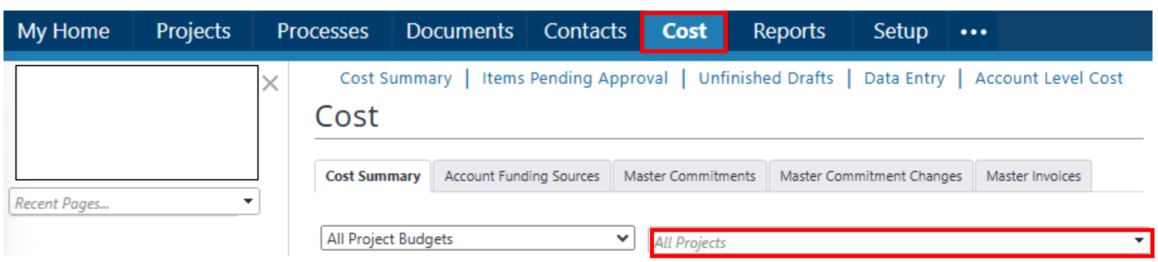
…by clicking the “browse” link, selecting “Upload from your Computer”, then clicking the “Browse” link to search for the applicable files on your computer for upload.



After uploading the documents, return to the “Details” tab, scroll down to the bottom of the page and click the “Take Action” button to forward the submission to Legal for assignment and review.

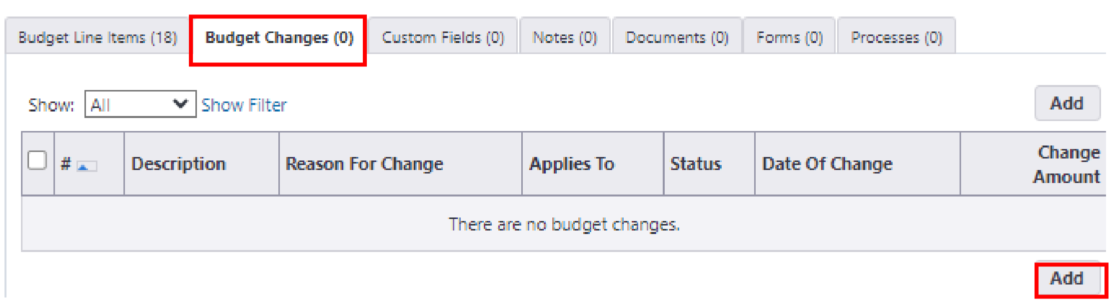
Budget Update

Once the Contractor fee has been finalized, update the project budget to support the future Contract commitment. To do this, return to the TUC Home page, click on the “Cost” tab and select the subject Project from the “All Projects” dropdown list.

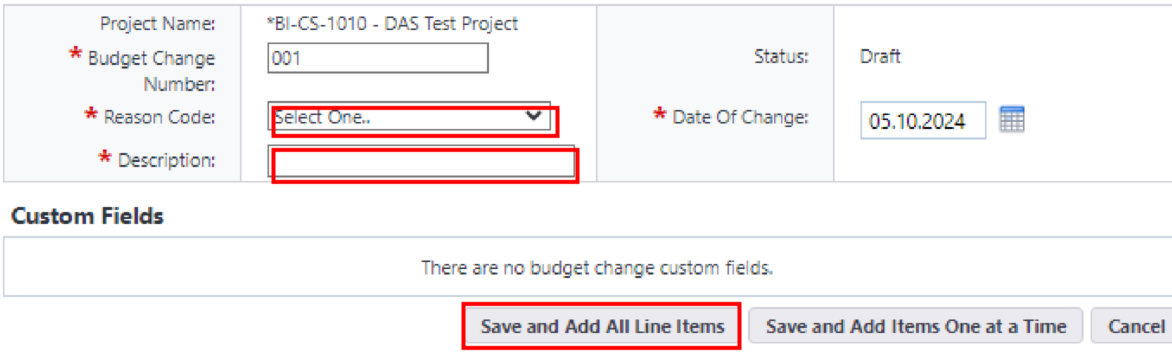


Next, select “Budget Details” under the Project Menu.

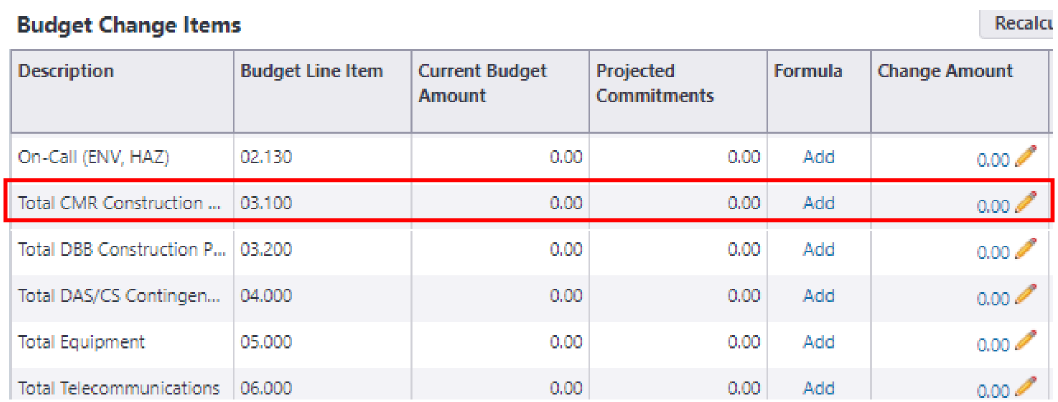
Next, click on the “Budget Changes” tab and then click “Add” to add the WAO or GMPA Commitment to the Project Budget.



Input data into the required fields and click the “Save and Add All Line Items” button. A prompt will appear asking: “Are you sure you want to add all budget line items to the change?”. Click “Continue”.



Input the amount of the Fee in the “Change Amount” column for the “Total CMR Construction Phase” line item (3.10) and click the “Save” button.


Budget Change Items

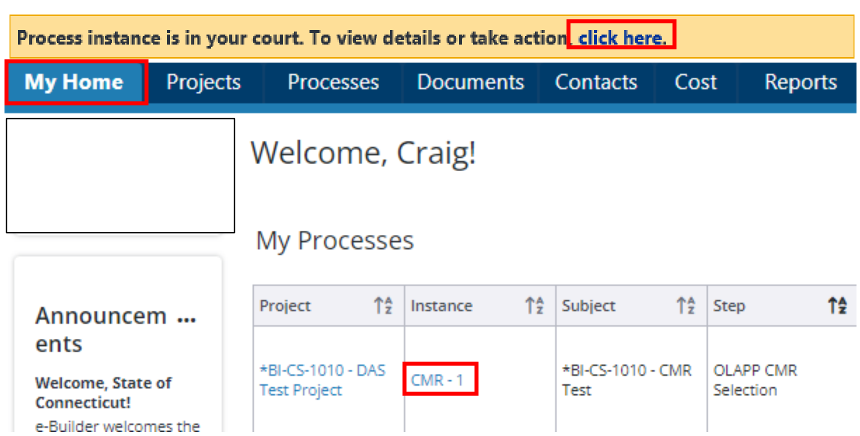
Description	Budget Line Item	Current Budget Amount	Projected Commitments	Formula	Change Amount
On-Call (ENV, HAZ)	02.130	0.00	0.00	Add	0.00
Total CMR Construction ...	03.100	0.00	0.00	Add	0.00
Total DBB Construction P...	03.200	0.00	0.00	Add	0.00
Total DAS/CS Contingen...	04.000	0.00	0.00	Add	0.00
Total Equipment	05.000	0.00	0.00	Add	0.00
Total Telecommunications	06.000	0.00	0.00	Add	0.00

Then, click the “Make Pending” button to complete the action.

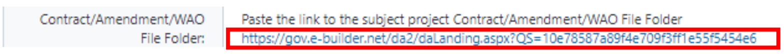
11B.15 WAO or GMPA Review (ADPM)

The ADPM assigned to the project will receive an email from TUC as notification that a WAO or GMPA Package has been prepared for ADPM review.

To access the process instance, either click on the link provided in the email notification or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



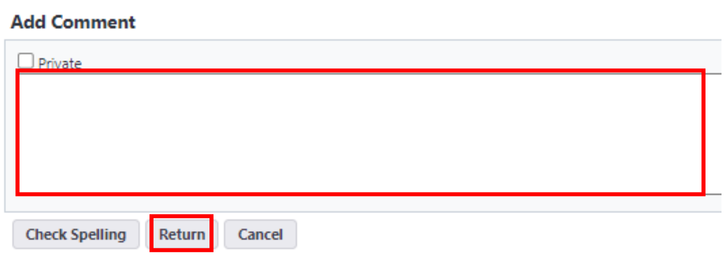
To view the draft submission package, scroll to the "Contract Information" section, and click on the link provided in the "Contract/Amendment/WAO File Folder" field.



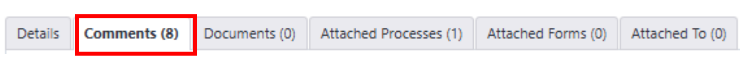
The draft WAO or GMPA can be found in the CMR Contract Approval/WAO or GMPA - "Drafts" subfolder. Review and revise submission package documents, if necessary.

After completing your review, return to the process instance and either select "Return" from the dropdown list next to the "Take Action" button, if there are proposed revisions to the WAO or GMPA submission package, or if there are no revisions and/or the proposed revisions have been accepted, select “Submit” from the dropdown list and click the “Take Action” button.

After clicking “Take Action”, a prompt will appear for you to add a comment. In the “Comment” Section, provide instruction on the requirements to complete the submission package and click the “Return”.



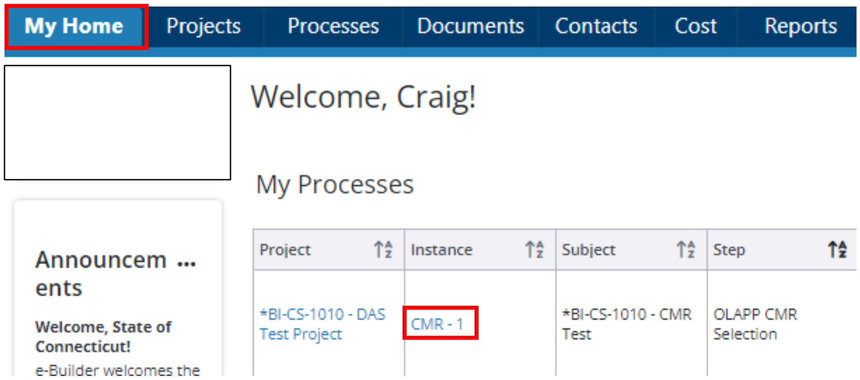
Note: If the process instance is sent back to the PM for re-submission, please note that when the PM re-submits, it will be returned to this process instance. If the process instance has been returned for re-submission, refer to the “Comments” tab after opening the process instance for any comments from previous actors regarding the revised submission and proceed accordingly through the process.



11B.16 WAO or GMPA Revision (PM)

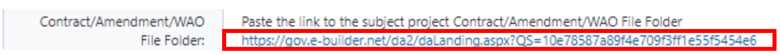
The PM assigned to the project will receive an email from TUC as notification that the WAO or GMPA Submission Package requires revision and has been returned for re-submission.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

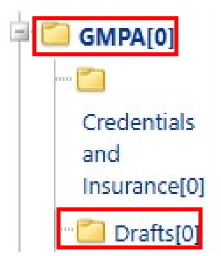


After opening the process instance, refer to the “Comments” tab to find out what additional information/documentation is needed to complete your submission package.

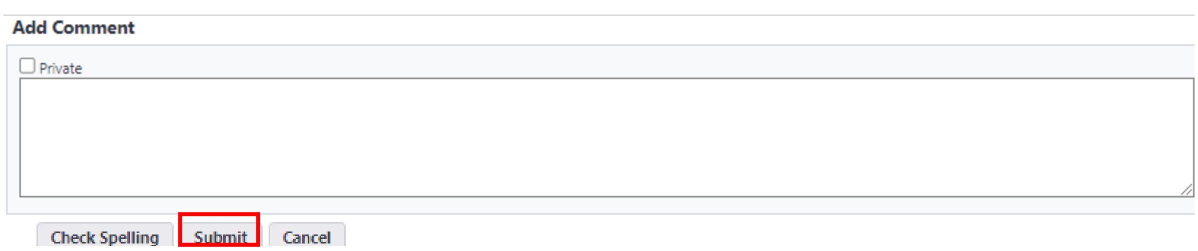
Then, scroll down to the “Contract information” section and click on the link in the “Contract/Amendment/WAO File Folder” field.



Any missing documentation should be uploaded to the applicable "WAO" or "GMPA" subfolder. If revisions are required to any of the Documents, search for the Document that is to be revised from the applicable "WAO" or "GMPA" subfolder and revise the subject document accordingly.



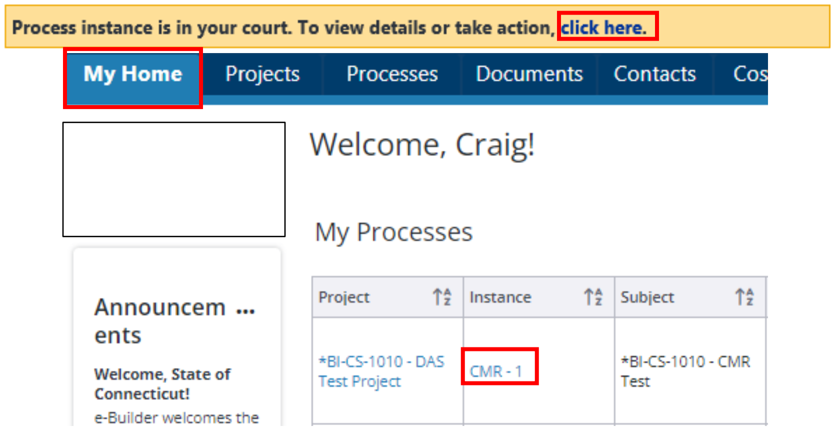
Upon completion, return to the process instance, scroll down to the bottom of the page and click the "Take Action" button. After clicking "Take Action," a prompt will appear that will allow you to add a comment regarding the resubmission of the WAO or GMPA Package. After adding a comment, click “Submit”.



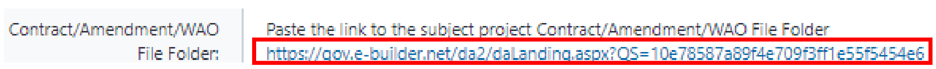
11B.17 WAO/GMPA Legal Assignment (Legal Director)

The Legal Director will receive an email from TUC as notification that the PM assigned to the subject project has submitted a draft WAO or GMPA from the CMR for review and approval.

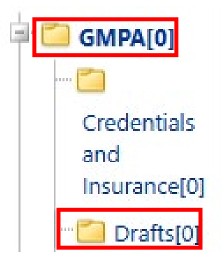
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



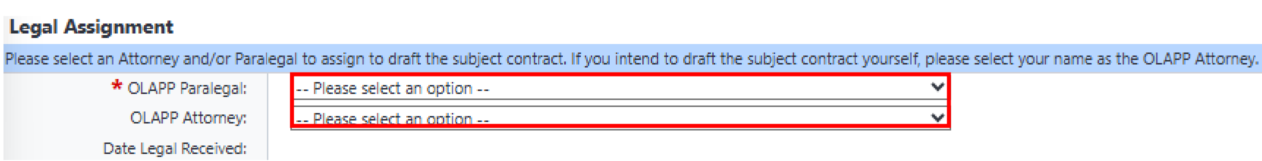
To view the draft submission, click on the link in the "Contract/Amendment/WAO File Folder" to open the respective “WAO” or “GMPA” file folder for the subject project.



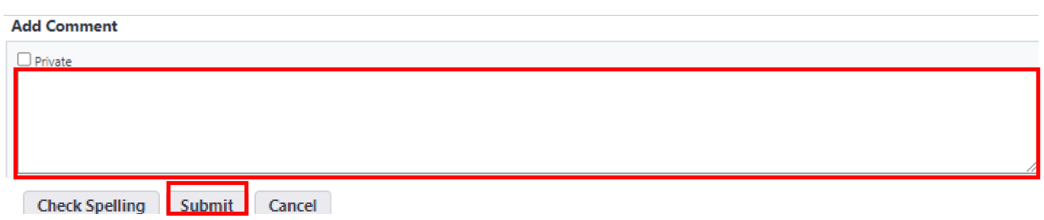
Then, select the respective “Drafts” subfolder to view the draft submission.



After you have completed your review of the draft WAO/GMPA, return to the process instance and scroll down to the section entitled "Legal Assignment". If the "OLAPP Paralegal" and the "OLAPP Attorney" fields have not been filled automatically, select an "OLAPP Attorney" and/or an "OLAPP Paralegal" to assign to review the draft WAO or GMPA. Upon completion, click the "Take Action" button to forward the process instance to CSS to set up the role assignment.



After clicking "Take Action", a prompt will appear that will allow you to add a comment regarding the contract submission package, if applicable. Upon completion, click "Submit".



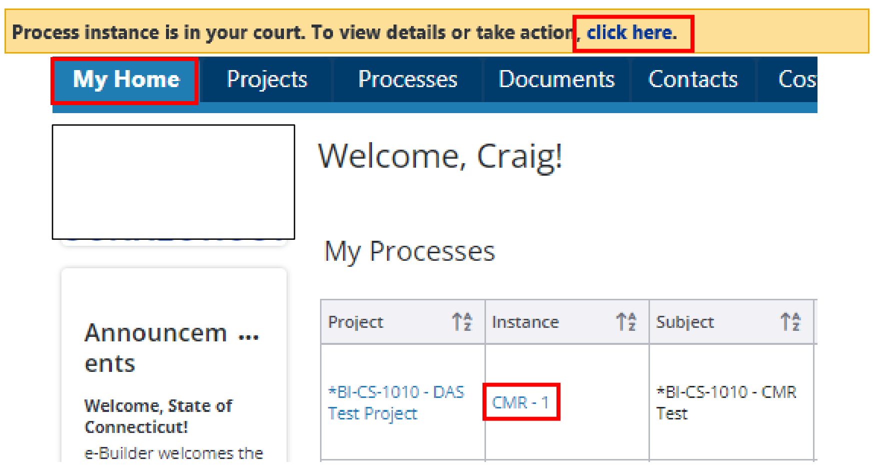
11B.18 Role Confirmation/Assignment (CSS)

CSS will receive an email notification from TUC to confirm the roles of the CMR, A/E, CA, OLAPP Paralegal – CMR and OLAPP Attorney - CMR have been assigned to the project and if not, assign the respective roles. To assign project roles, CSS should use the same methods as outlined in Section 11C.05 Role Assignment.

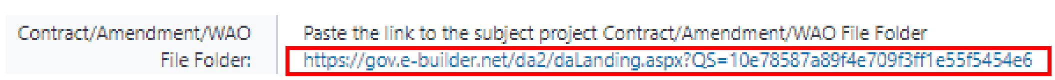
11B.19 WAO/GMPA Draft Submittal Review/Credential Review (Attorney/Paralegal)

The Attorney and Paralegal assigned to the project will receive an email from TUC as notification that the PM assigned to the subject project has submitted a draft WAO or GMPA from the CMR for review and processing.

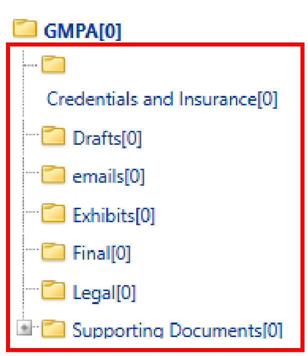
To begin the review process, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



After opening the process instance, the Paralegal should proceed in downloading the draft WAO/GMPA Package documents to a local folder for the Attorney to review. To view and download the draft documents, click on the link provided in the **Contract/ Amendment/WAO File Folder** field.



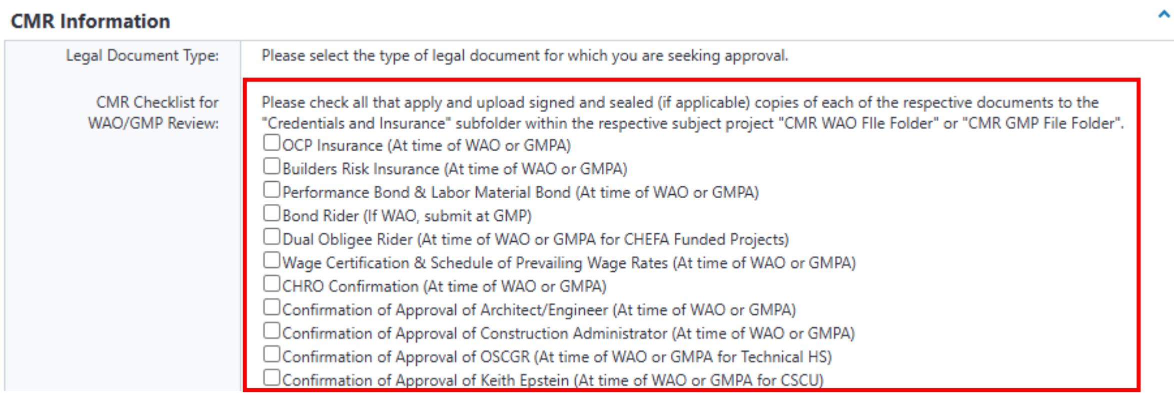
Then, select the respective subfolder(s) within the WAO/GMPA file folder to view and download the draft documents to a local folder for the Attorney to review.



The Attorney will proceed in conducting their review from the local folder and if the draft WAO/GMPA requires revision, it should be returned to the project PM and ADPM for revision, and thereafter to the

CMR, A/E, CA, CHRO, Legal Director and, if applicable, CSCU for their review and revision, using the methods that are currently in place outside of TUC for such approval.

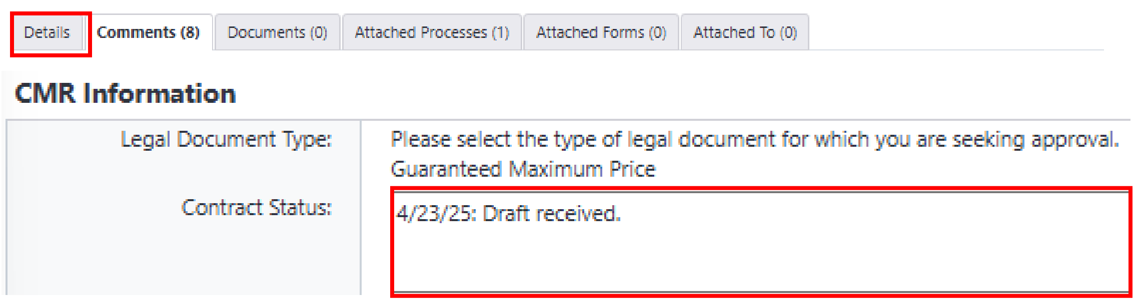
While the WAO/GMPA is being drafted, the Paralegal assigned to the project should begin preparing the front-end documents for the WAO/GMPA and collecting the required documents listed in the **CMR Checklist for WAO/GMPA Review** field using the methods that are currently in place outside of TUC for obtaining such documentation.



CMR Information

Legal Document Type:	Please select the type of legal document for which you are seeking approval.
CMR Checklist for WAO/GMP Review:	Please check all that apply and upload signed and sealed (if applicable) copies of each of the respective documents to the "Credentials and Insurance" subfolder within the respective subject project "CMR WAO FIle Folder" or "CMR GMP File Folder". ☐OCP Insurance (At time of WAO or GMPA) ☐Builders Risk Insurance (At time of WAO or GMPA) ☐Performance Bond & Labor Material Bond (At time of WAO or GMPA) ☐Bond Rider (If WAO, submit at GMP) ☐Dual Obligee Rider (At time of WAO or GMPA for CHEFA Funded Projects) ☐Wage Certification & Schedule of Prevailing Wage Rates (At time of WAO or GMPA) ☐CHRO Confirmation (At time of WAO or GMPA) ☐Confirmation of Approval of Architect/Engineer (At time of WAO or GMPA) ☐Confirmation of Approval of Construction Administrator (At time of WAO or GMPA) ☐Confirmation of Approval of OSCGR (At time of WAO or GMPA for Technical HS) ☐Confirmation of Approval of Keith Epstein (At time of WAO or GMPA for CSCU)

If at any time during the Draft Contract/Credential Review process, Legal wishes to document the status, timing and responsible party for the Contract review, it can do so in the **Contract Status** field. To access the **Contract Status** field, return to the "Details" tab within the process instance and scroll down to the **CMR Information** section.

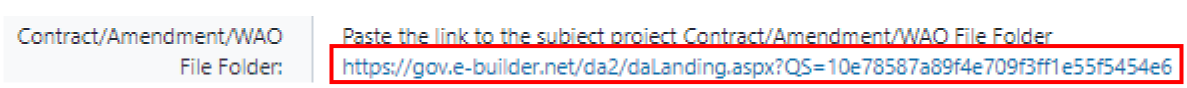


Details | Comments (8) | Documents (0) | Attached Processes (1) | Attached Forms (0) | Attached To (0)

CMR Information

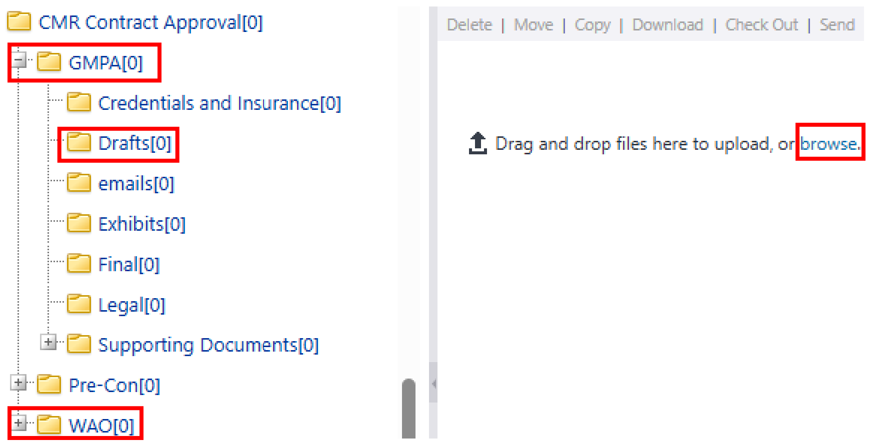
Legal Document Type:	Please select the type of legal document for which you are seeking approval. Guaranteed Maximum Price
Contract Status:	4/23/25: Draft received.

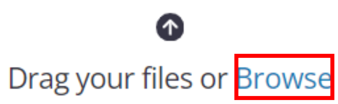
Once all required documents are collected, the WAO/GMPA has been finalized, and the front-end documents have been prepared, the Paralegal should return to the process instance, check off all of the documents collected in the **CMR Checklist for WAO/GMPA Review** field, and upload said documents to the appropriate subfolders within the **GMPA** or **WAO** file folder. To access the file folders for upload, click the link in **Contract/Amendment/WAO File Folder.**



Contract/Amendment/WAO File Folder:	Paste the link to the subject project Contract/Amendment/WAO File Folder https://gov.e-builder.net/da2/daLanding.aspx?QS=10e78587a89f4e709f3ff1e55f5454e6

Next, select the respective subfolder within the respective WAO/GMPA file folder with which you wish to upload the document(s), i.e. Draft Contract to the “Drafts” subfolder, and click the “browse” link. After clicking “browse”, you can either drag and drop the documents into the space provided or click on the “Browse” link to search for the applicable files on your computer for upload.





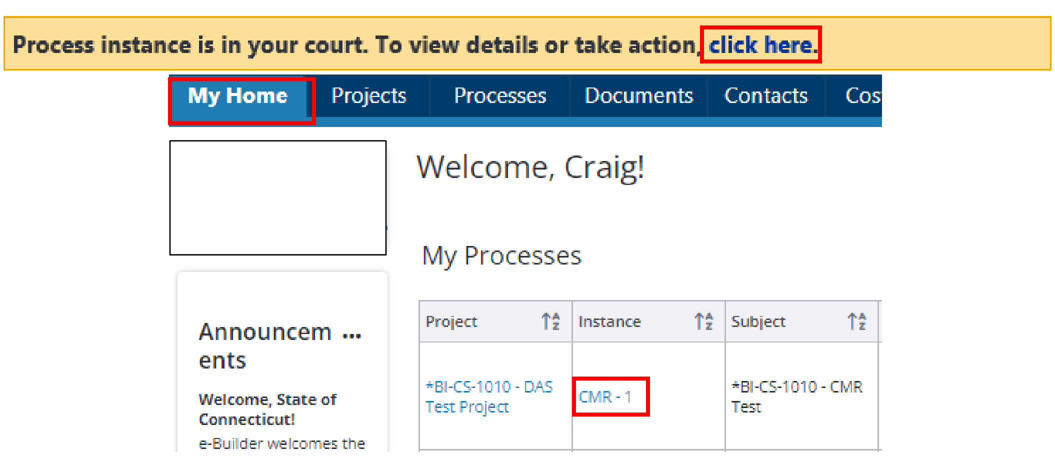
After uploading all documents to the correct **GMPA** or **WAO** subfolders, return to the process instance, scroll to the bottom of the page, and click **Take Action** to submit the **GMPA** or **WAO** package to the placeholder step for Contract signing.

11B.20 WAO/GMPA Signing (Paralegal)

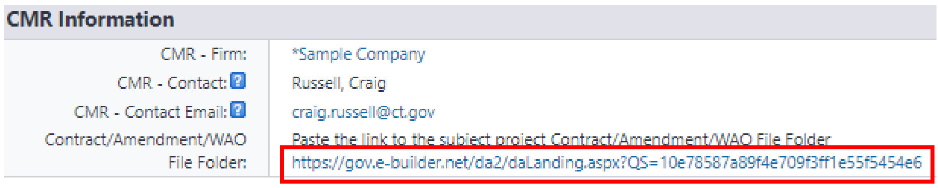
The Paralegal assigned to the project will receive an email from TUC as notification that the subject project draft GMPA or WAO has been approved for signature. The Paralegal should now process the subject **WAO** or **GMPA** for signature through DocuSign.

After the **GMPA** or **WAO** has been fully executed, the Paralegal should open the process instance and upload copies of the AG memo, Agreement Cover Letter, CERT-134, CORE CT Entry, and Executed Contract Agreement to the subject project file folder structure.

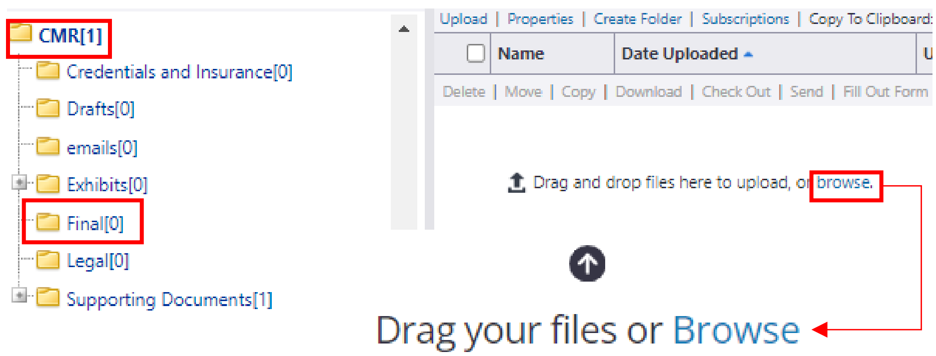
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



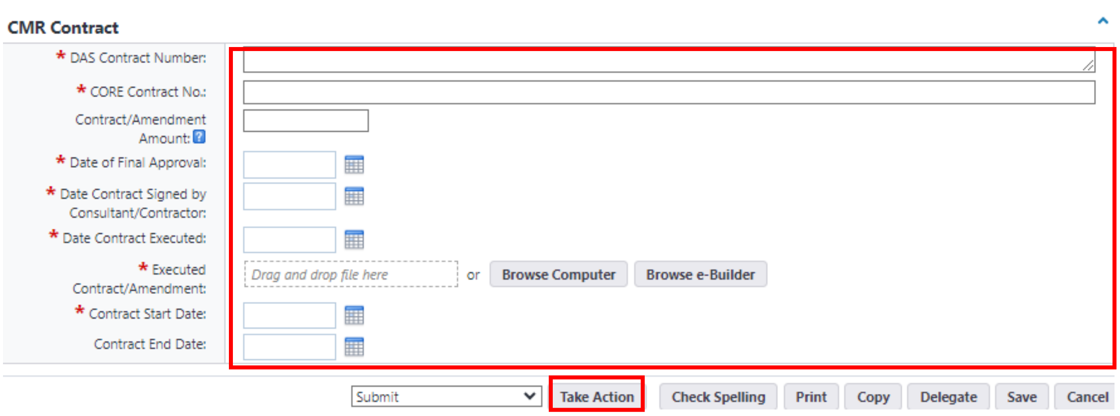
After opening the process instance, scroll down to the **CMR Information** section and click on the link provided in the **Contract/Amendment/WAO File Folder** field to open the **WAO or GMPA** file folder.



Next, open the respective **Final** subfolder and upload copies of the AG memo, Agreement Cover Letter, CERT-134, CORE CT Entry, and Executed Contract Agreement to the folder by clicking the "browse" link within the file folder and either dragging and dropping the documents into the space provided, or by clicking the "Browse" link to search for the applicable files on your computer for upload.



After all documents have been uploaded to the **Final** subfolder, return to the process instance, scroll down to the **CMR Contract** section, upload a copy of the executed agreement to the **Executed Contract / Amendment** field and provide a response to the remaining questions in the **CMR Contract** section. Upon completion, click the **Take Action** button to complete the process.



11B.21 Commitment Creation (CSS)

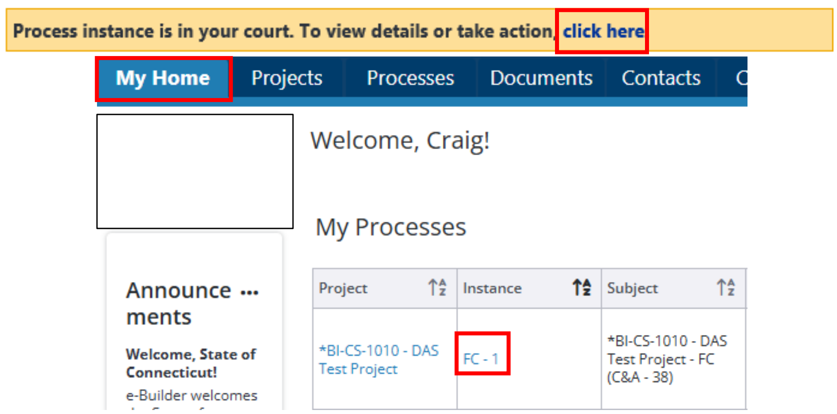
Proceed to Section 11D – Contract & Amendment Commitment Creation, which is automatically launched at the completion of this process, to create the commitment for the subject agreement.

Section 11C: Formal Contract Approval

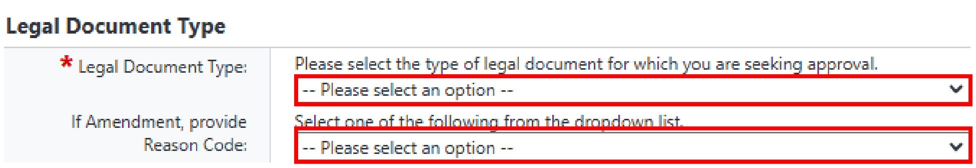
11C.01 Formal Contract Legal Document Type (OLAPP QBS Unit – Contract/PM - Amendment)

The person who initiated the Contract process instance will receive an email from TUC as notification to select the “Legal Document Type” for the Formal Contract.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



Next, select the “Legal Document Type” (Contract, Amendment). If an “Amendment”, provide the reason code for said “Amendment”. Upon completion, click the “Take Action” button.



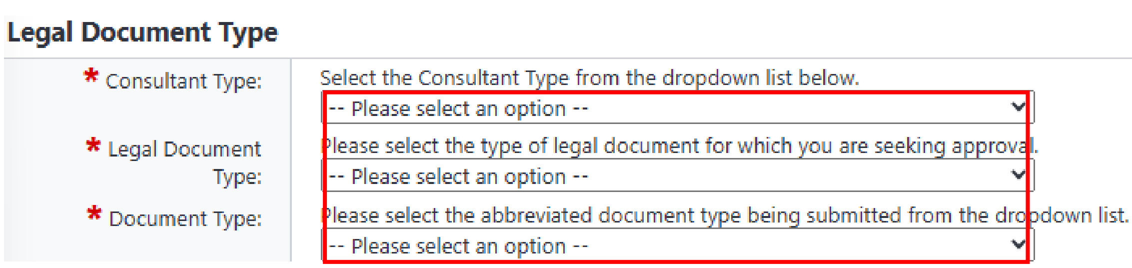
If Contract selected, proceed to 11C.03. If Amendment selected, proceed to 11.C.11.

11C.02 Folder Creation – Contract/Amendment (CSS)

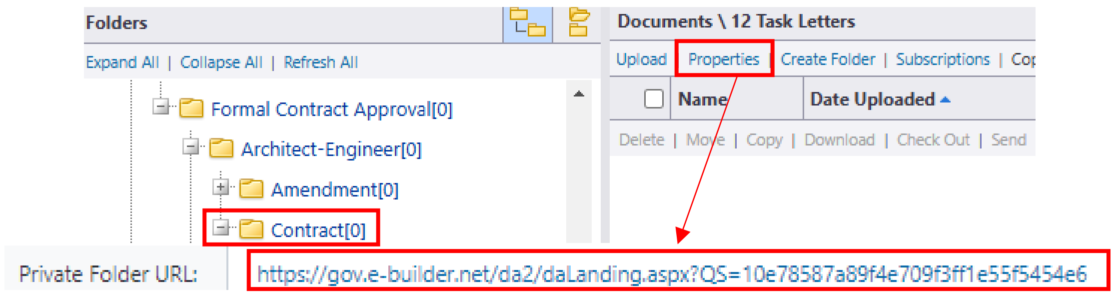
CSS will receive an email from TUC as notification to create the file folder structure for the subject project Contract/Amendment in TUC.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

After opening the process instance, take note of the “Consultant Type”, “Legal Document Type”, and “Document Type:.



Next, open the “Documents” tab for the subject Project and click on the applicable Formal Contract Approval/Consultant Type (Architect-Engineer, Construction Administrator, Other)/Contract or Amendment subfolder. Then, click on the “Properties” link for that folder, copy the “Private Folder URL” link, return to the process instance, and paste the link in the “Contract/Amendment/WAO File Folder” field.

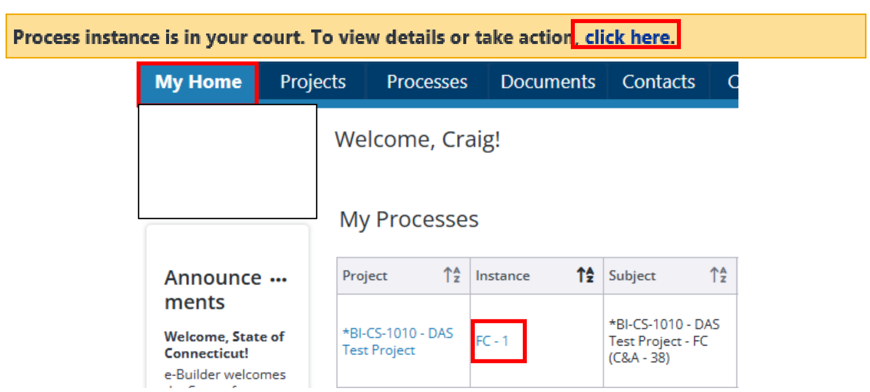


Upon completion, click the “Take Action” button.

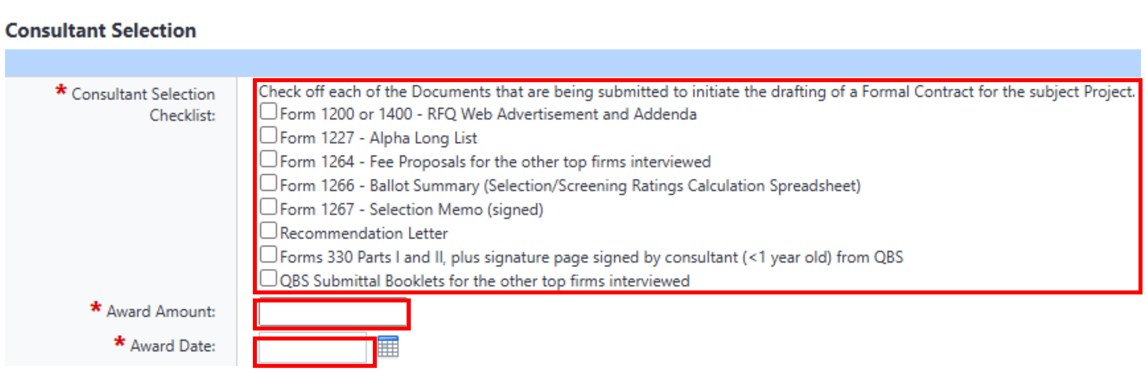
11C.03 Formal Contract Consultant Recommendation (OLAPP QBS Unit)

OLAPP QBS Unit will receive an email from TUC as notification to provide the Formal Contract Award information and corresponding “Consultant Selection/Recommendation” documentation from the public bid to initiate a Formal Contract submission package for review and approval.

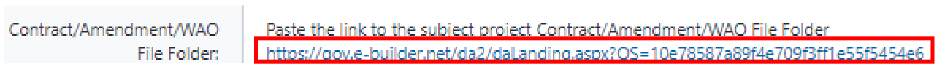
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



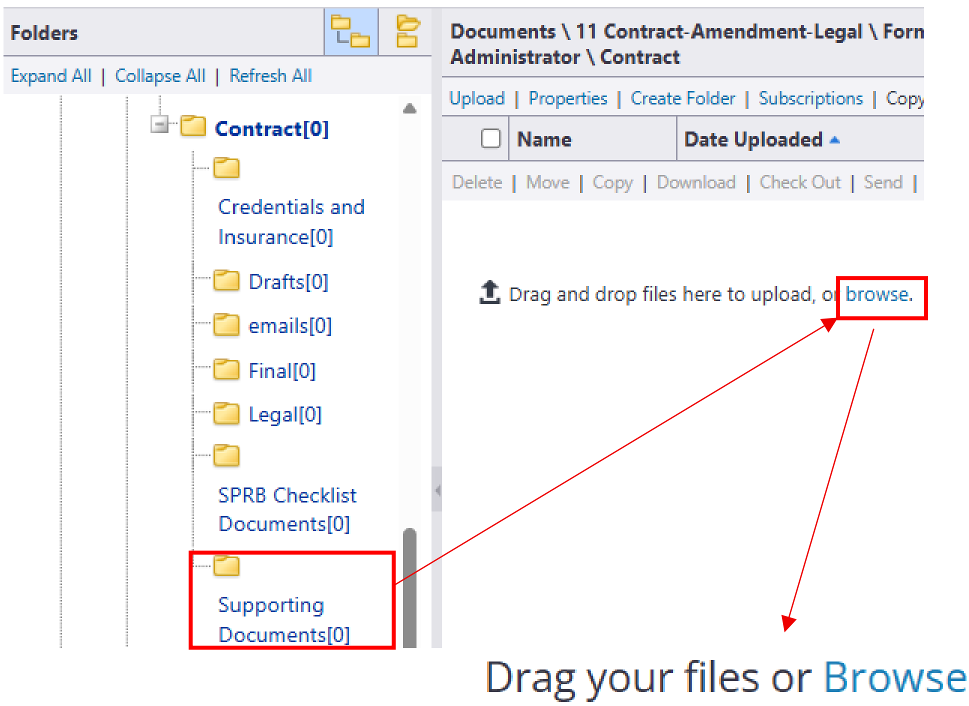
Next, follow the “General Instructions” and complete the “Consultant Selection/Recommendation” section by checking off each of the Selection/Recommendation Documents that were collected from the “Consultant Selection Checklist” field and by providing the “Award Date” and “Award Amount” for the recommended Consultant’s Contract.



Next, scroll down to the "Contract / Amendment / WAO File Folder" field and click on the link provided to open the Formal Contract Approval file folder structure.



After opening the Formal "Contract" file folder, select the "Supporting Documents" subfolder. Next, click on the "browse" link, so that you can upload all of the "Consultant Selection Checklist" documentation to the "Supporting Documents" subfolder, and either drag and drop the documents into the space provided or click "Browse" to search your computer for the subject documents to upload.

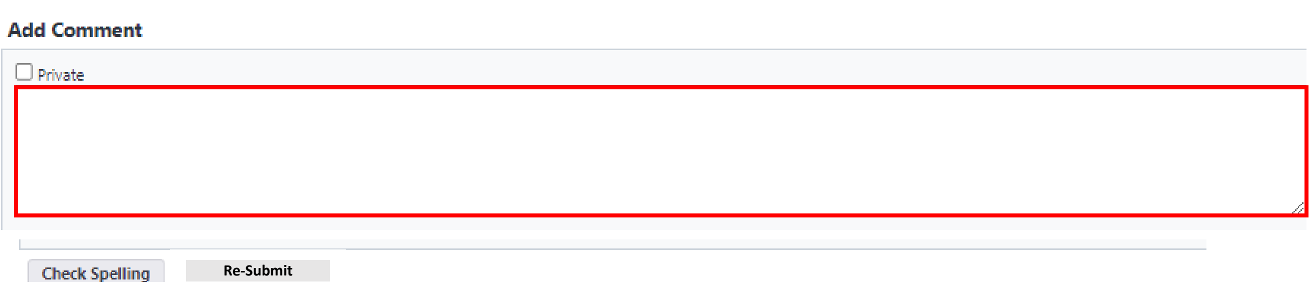


After all documents have been uploaded, return to the process instance and click the "Take Action" button.

Note: If the process instance submitted is determined to be incomplete, it will be returned to the QBS Unit for corrective action. Please refer to the "Comments" tab for further instructions on the requirements to complete the submission package.

Upon completion, scroll down to the bottom of the page, select "Re-Submit" from the dropdown list next to the "Take Action" button and click "Take Action".

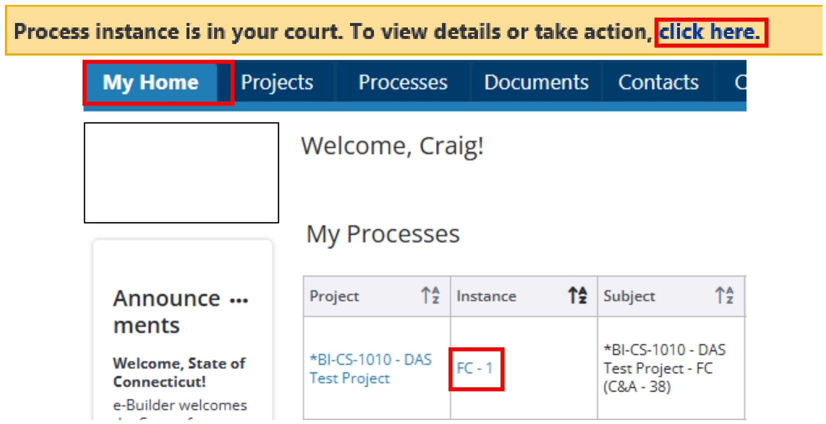
After clicking "Take Action", a prompt will appear that will allow you to add a comment regarding the re-submission. After adding a comment, click the "Re-Submit" button.



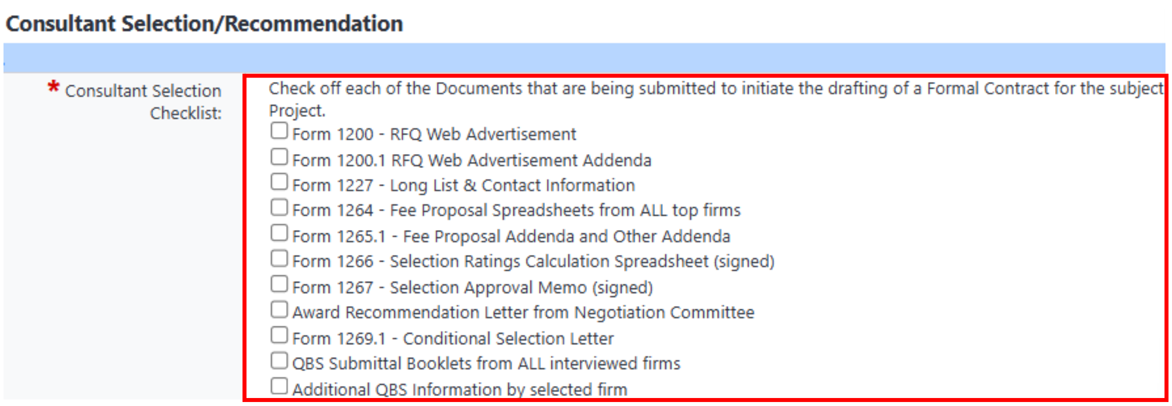
11C.04 Recommendation Review (OLAPP Admin)

The OLAPP Administrative Support will receive an email from TUC as notification that the QBS Unit has submitted documentation to initiate the drafting of a Formal Contract.

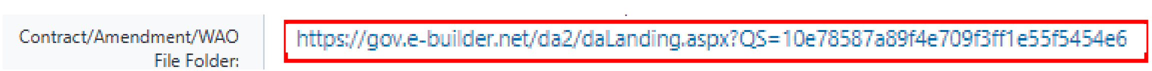
To access the process instance, either click on the link provided in the email notification or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



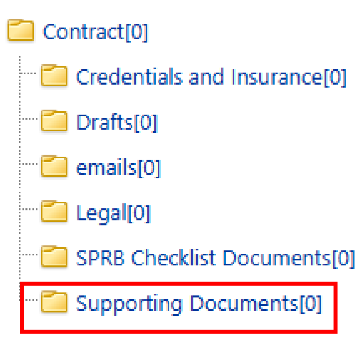
After opening the process instance, scroll down to the “Consultant Selection/Recommendation” section and refer to the "Consultant Selection Checklist" for a list of the documents submitted.



To view the documents submitted, click on the link in the "Contract/Amendment/WAO File Folder" field.



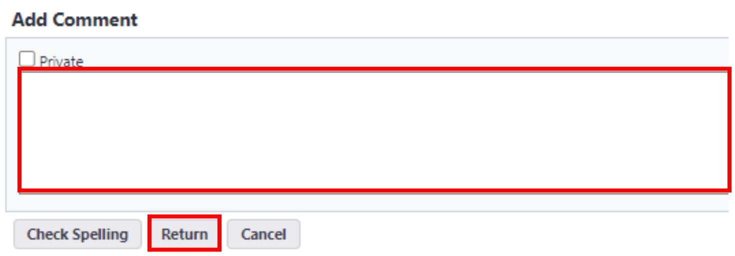
Next, select the "Supporting Documents" subfolder to view the checklist documents that have been submitted.



If any of the required documents are missing or if additional information is needed to initiate the draft Contract, return to the process instance, scroll down to the bottom of the page and select "Return" from the dropdown list next to the "Take Action" button and click "Take Action" to return the process instance to the QBS Unit for resubmission.

If the documentation is in order, scroll down to the bottom of the page and select "Submit" from the dropdown list and click the "Take Action" button.

After clicking “Take Action”, a prompt will appear for you to add a comment to provide instructions for the next Actor in the workflow. If applicable, add a comment and click either the “Submit or “Return” button respectively to send the process instance to the next step in the process.

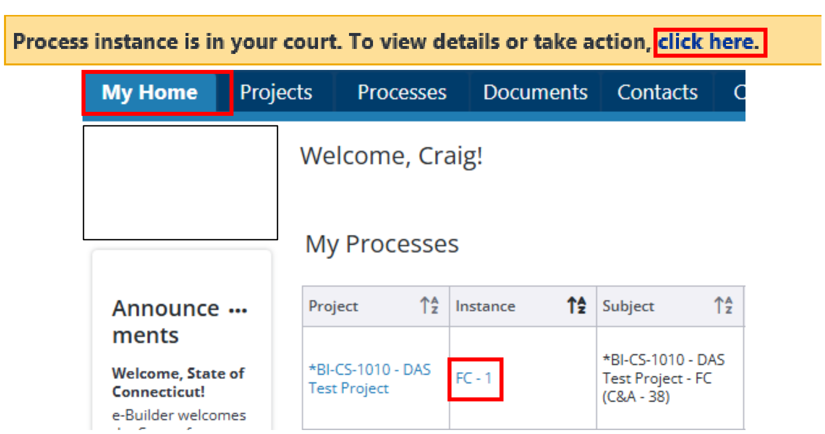


Note: If the process instance is sent back to OLAPP QBS Unit for re-submission, please note that when the QBS Unit re-submits, it will be returned to this step. If the process instance has been returned for re-submission, refer to the “Comments” tab after opening the process instance for any comments from previous actors regarding the revised submission and proceed accordingly through the process.

11C.05 Contract Negotiation (PM)

The PM assigned to the project will receive an email from TUC as notification to negotiate the contract proposal with the assigned Consultant and begin preparing the draft Formal Contract.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



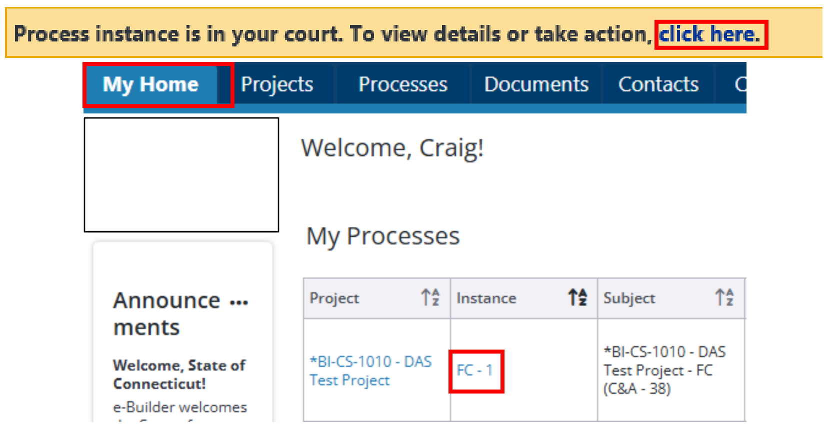
After opening the process instance, review the “General Instructions”, obtain the most current Contract template from the Legal department, and initiate negotiations with the assigned Consultant.

Note: The draft Formal Contract shall be uploaded to TUC for submission to the ADPM for review at a later stage in the process. At this point, the PM should scroll to the bottom of the page and select **Take Action** to forward the process instance to Legal for assignment and for the collection of required credentials and insurance documentation from the selected Consultant.

11C.06 Legal Assignment – Formal Contract/Amendment (Legal Director)

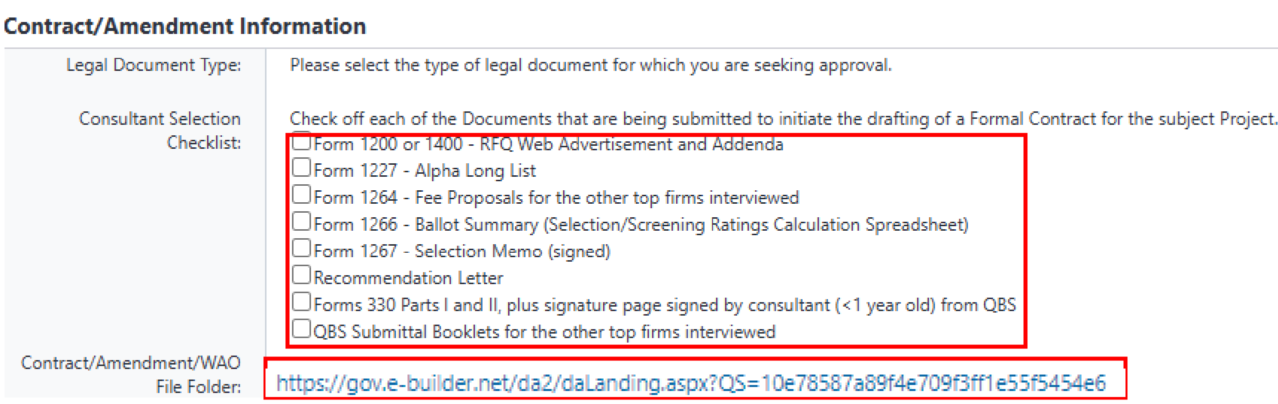
The Legal Director will receive an email from TUC as notification to assign an Attorney and Paralegal to review a draft Formal Contract or Amendment package for submission to SPRB for review and approval.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

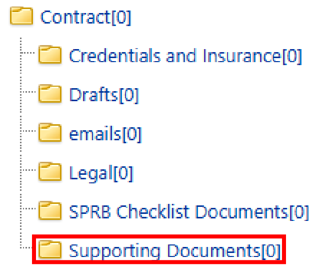


After opening the process instance, follow the “General Instructions” provided.

If the "Legal Document Type" selected is for a "Contract", please refer to the "Consultant Selection Checklist" field in the “Contract/Amendment Information” section for a list of the documents submitted by OLAPP QBS Unit to initiate the drafting of a Formal Contract. To view the documents submitted, click on the link in the "Contract/Amendment/WAO File Folder".

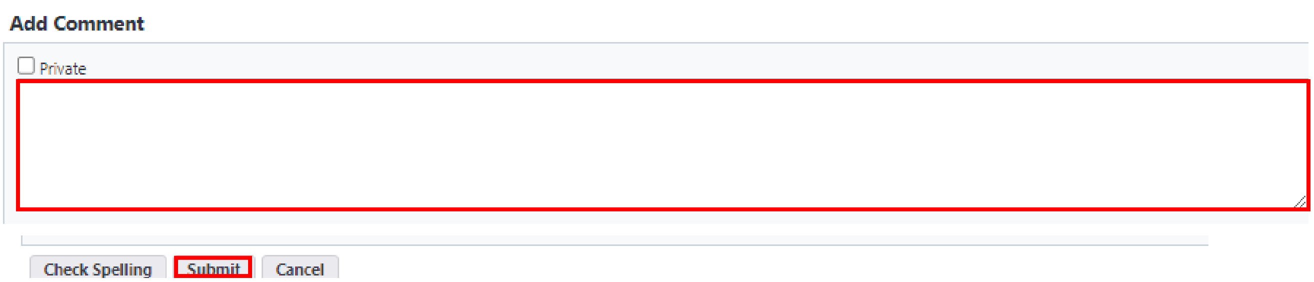


Next, select the "Supporting Documents" subfolder to view the checklist documents that have been submitted.



After you have completed your review of the documents submitted or if the “Legal Document Type” is for an Amendment, return to the process instance, scroll down to the section entitled "Legal Assignment" and select an "OLAPP Attorney - Formal" and an "OLAPP Paralegal - Formal" to assign to the project. Upon completion, scroll down to the bottom of the page and click the "Take Action" button.

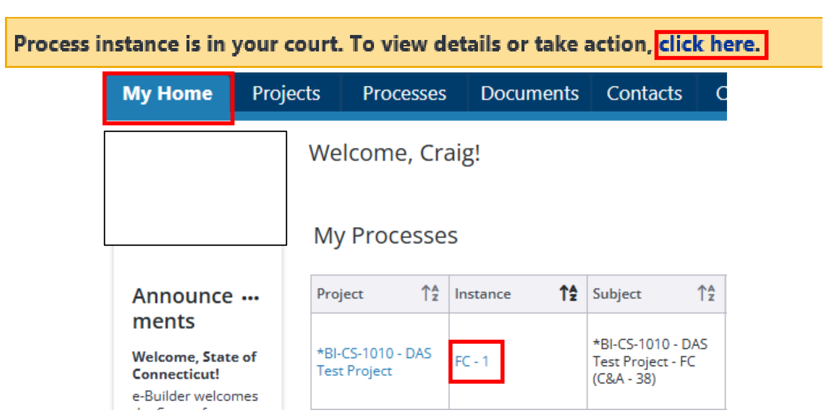
After clicking "Take Action", a prompt will appear that will allow you to add a comment, if applicable. Upon completion, click the "Submit" button.



11C.07 Role Assignment (CSS)

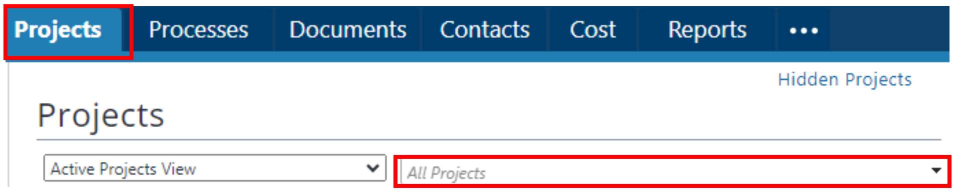
CSS will receive an email from TUC as notification to establish the role assignment for the subject Project Consultants, if applicable, and the OLAPP Attorney – Formal and OLAPP Paralegal - Formal.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.

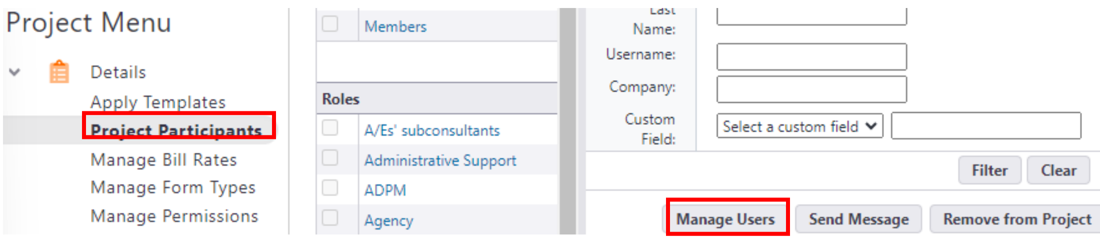


After opening the process instance, scroll to the “Consultant Information” section and note the assigned “Architect – Contact”, “CA – Contact”, “OLAPP Attorney – Formal” and “OLAPP Paralegal – Formal”.

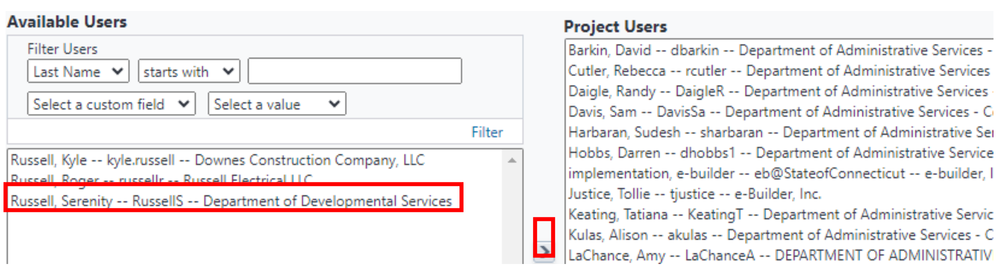
Then, assign each user to their respective role on the Project by first going to the “Projects” tab and selecting the subject project number/name from the “All Projects” dropdown list.



Next, select “Project Participants” from the “Project Menu” and click the “Manage Users” button.



Search for the name of the respective user that is to be assigned to a role on the Project from the list of “Available Users”. if listed, move that person into the list of “Project Users”, and click “Save”.

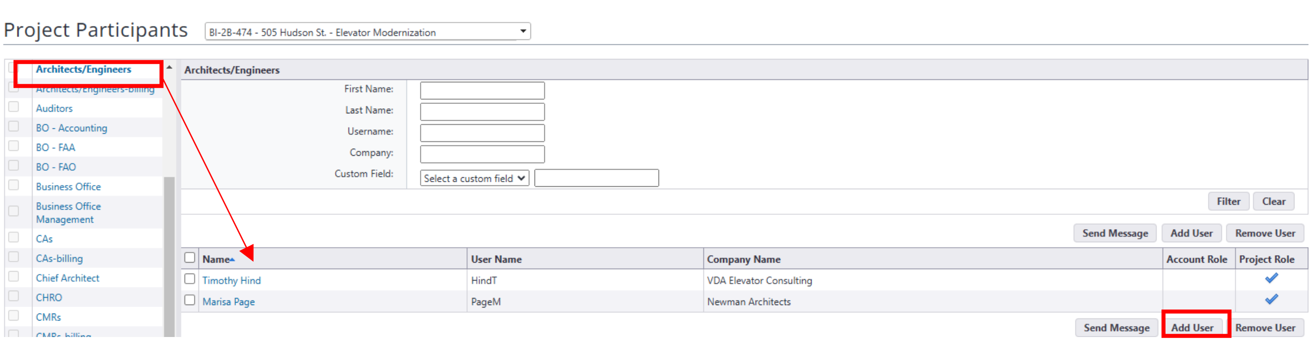


If the username is not listed among the available users, refer to [Section 2: Project User Access](#) on the steps needed to create a new user.

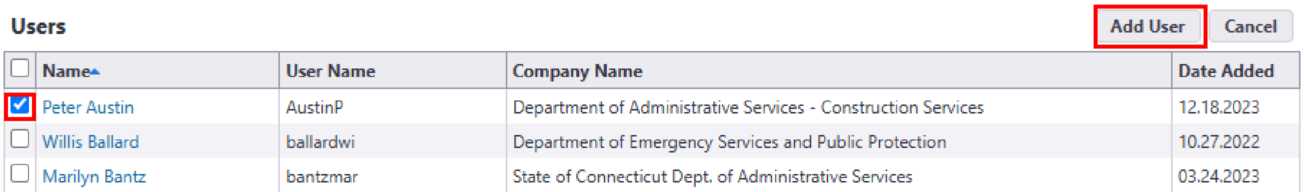
After the User(s) have been added to the Project, return to the “Details” tab for the subject Project and again select “Project Participants” from the “Project Menu” and click the “Manage Users” button.

Next, scroll through the list of “Roles” listed and find those roles for which you are to make an assignment. Click on the link for the role to see if those respective users that were added as project participants have been added to their respective role on the Project.

If the respective user is not listed in the role assigned to them, click the “Add User” button.



Search for the name of the respective user(s) that are to be added to the role, check off their name, and click the “Add User” button. Do this for each User that that is to be assigned a role on the Project.

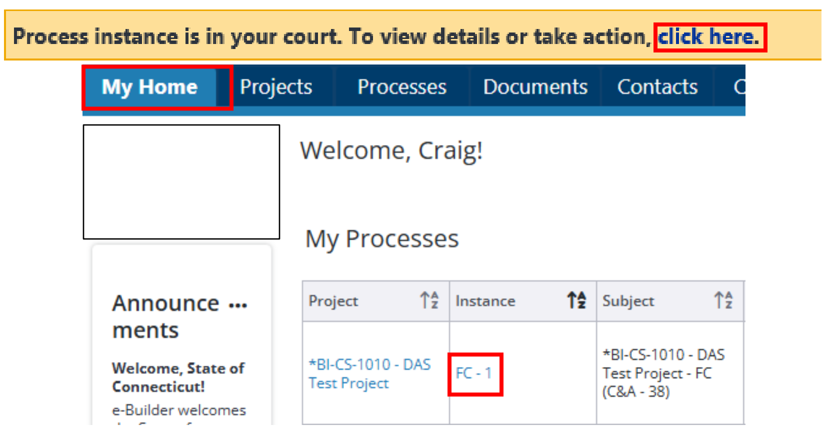


Upon completion, return to the process instance and click the “Take Action” button.

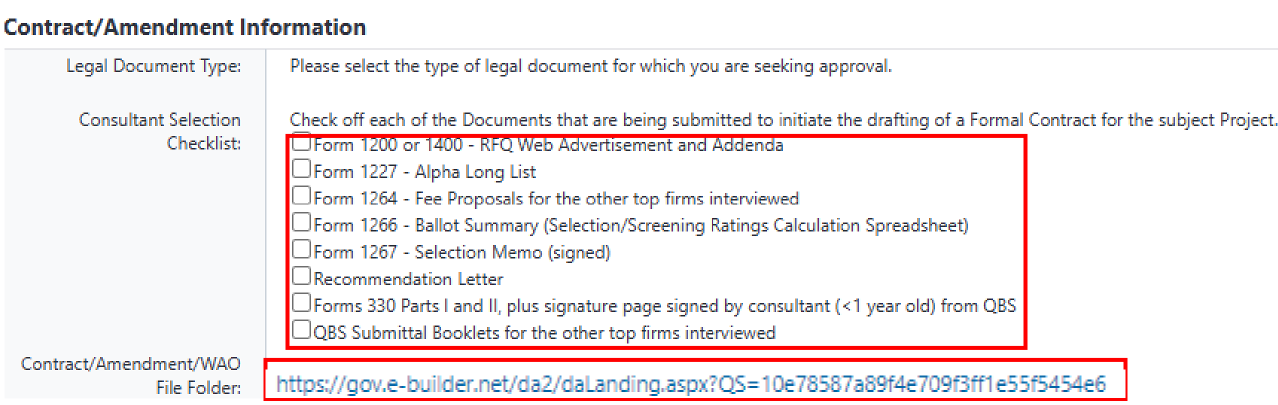
11C.08 Formal Recommendation Review/Credentials and Insurance (Paralegal)

The Paralegal assigned to the project will receive an email from TUC as notification that the OLAPP QBS Unit has submitted the necessary documentation to initiate the drafting of a Formal Contract, and the Legal Director has assigned you to the project.

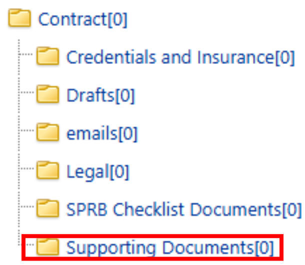
To access the process instance, either click on the link provided in the email notification or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After opening the process instance, scroll down to the “Contract/Amendment Information” section and refer to the "Consultant Selection Checklist" for a list of the documents submitted to initiate the drafting of a Formal Contract. To view the documents submitted, click on the link in the "Contract/Amendment/ WAO File Folder" to open the subject project "Formal Contract Approval/Contract" file folder.



Next, select the "Supporting Documents" subfolder to view the submitted checklist documents. Make sure all of the documents that were checked off in the “Consultant Selection Checklist” field have been uploaded to the “Supporting Documents” subfolder.

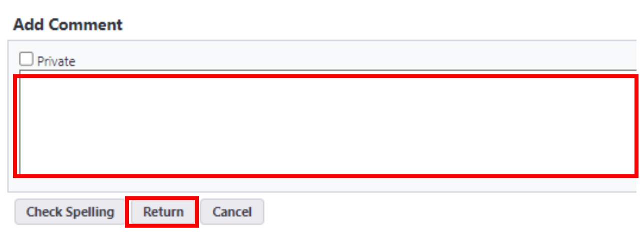


If any of the required documents are missing or if additional information is needed to initiate the draft Contract, return to this process instance, scroll down to the bottom of the page and select "Return" from the dropdown list next to the "Take Action" button and click "Take Action" to return the process instance to OLAPP QBS Unit for resubmission.

If the submission from OLAPP QBS Unit is complete, scroll down to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and click "Take Action" to forward the process instance to the PM to begin proposal negotiations and preparation of the draft Contract.

Note 1: The recommended Consultant will have fourteen (14) days from the "Date Legal Received" to submit the necessary Credentials and Insurance documentation to complete the Formal Contract. The process for collecting such documentation will be done using the methods that are currently in place outside of TUC. Those documents collected will be uploaded to TUC at a later step in the process.

After clicking “Take Action”, a prompt will appear for you to add a comment. If applicable, provide a comment and then click the “Submit or “Return” button respectively to send the process instance to the next step in the process.

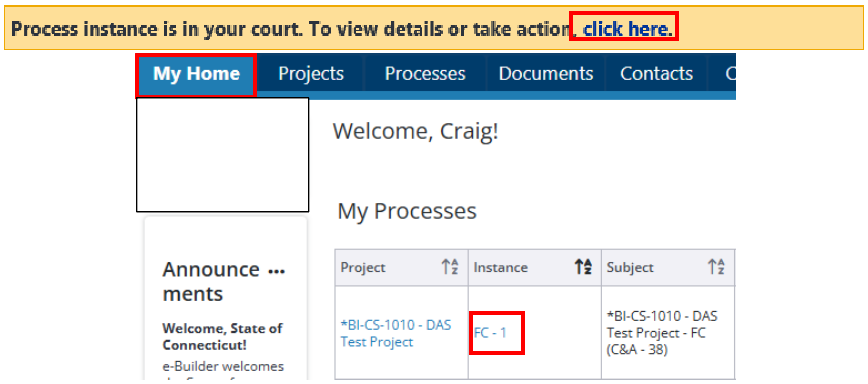


Note 2: If the process instance is sent back to OLAPP QBS Unit for re-submission, please note that when the OLAPP QBS Unit re-submits, it will be returned to this process instance. If the process instance has been returned for re-submission, refer to the “Comments” tab after opening the process instance for any comments from previous actors regarding the revised submission and proceed accordingly through the process.

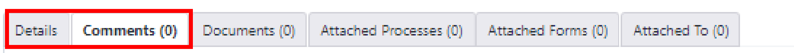
11C.09 Consultant Recommendation Revision (OLAPP QBS Unit)

The QBS Unit will receive an email from TUC as notification that Legal has reviewed the recommendation to initiate the drafting of a Formal Contract and determined the submission package to be incomplete.

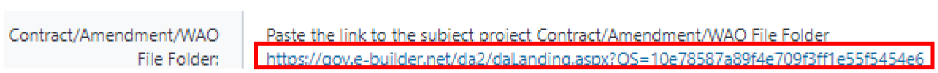
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



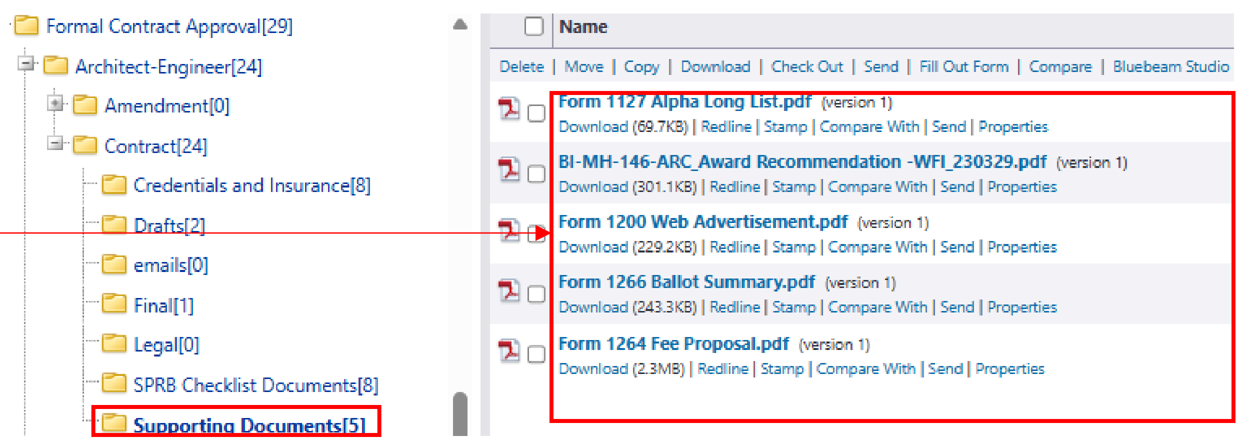
After opening the process instance, click on the “Comments” tab for further instructions on the requirements to complete the submission package.



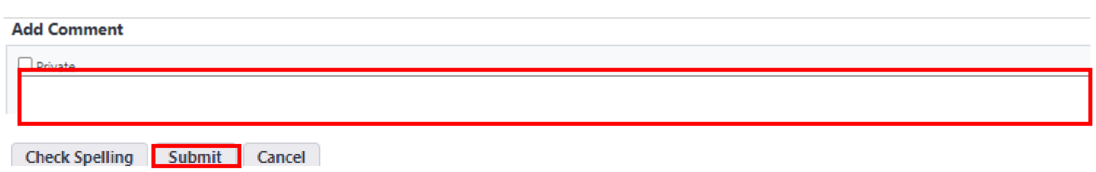
If additional documentation is required, return to the “Details” tab, scroll down to the "Contract / Amendment / WAO File Folder" field and click on the link provided to open the Formal Contract Approval file folder.



After opening the Formal “Contract” file folder, select the “Supporting Documents” subfolder to upload the missing documentation. You can upload documents by dragging and dropping the documents into the space where the other supporting documents reside.



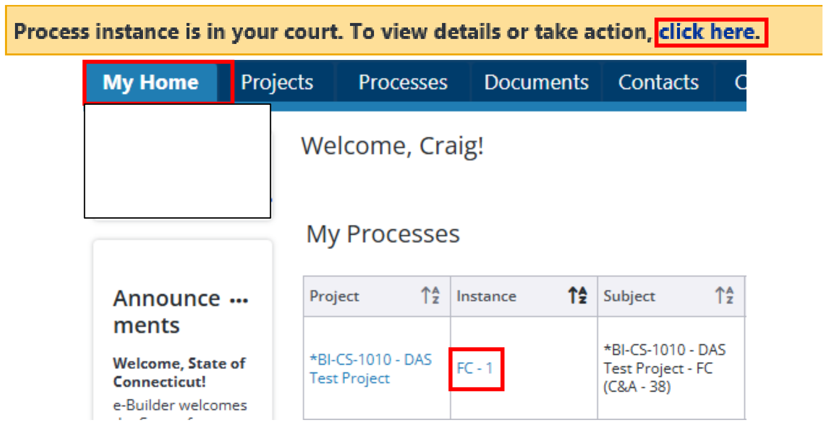
After all documents have been uploaded, return to the process instance and click the “Take Action” button to return the submission to Legal. After clicking “Take Action”, a prompt will appear to provide comments regarding the revised submission. Click “Submit” after adding your comments.



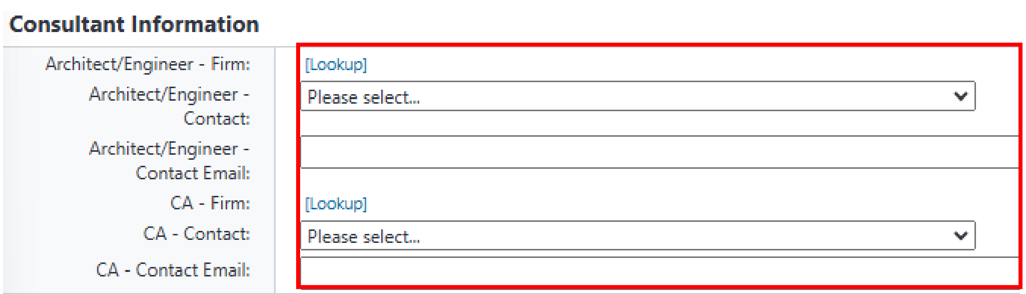
11C.10 Formal Contract Submittal (PM)

The PM assigned to the Project will receive an email from TUC as notification to finalize the preparation of a Formal Contract.

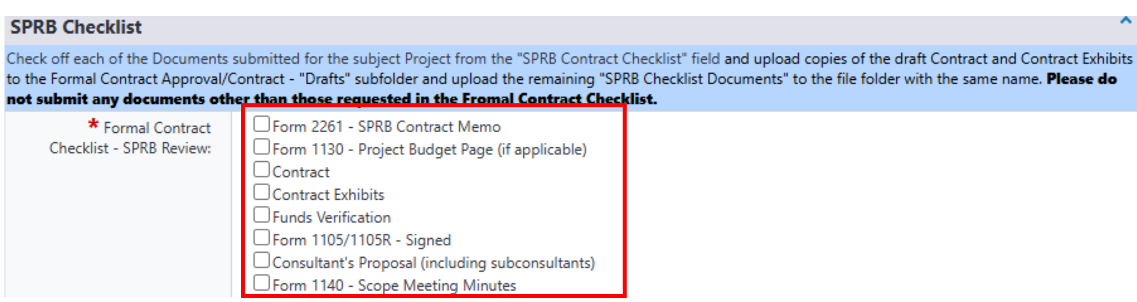
To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section**.**



The PM assigned to the project should negotiate the Contract proposal with the assigned Consultant and begin preparing the draft Formal Contract for ADPM review and submission to Legal for assignment and SPRB review. Be sure to acquire the most current Contract template from Legal before drafting the Contract. When the draft Contract Package is ready for submission, re-open the process instance, scroll down to the "Consultant Information" section and fill in any missing information.

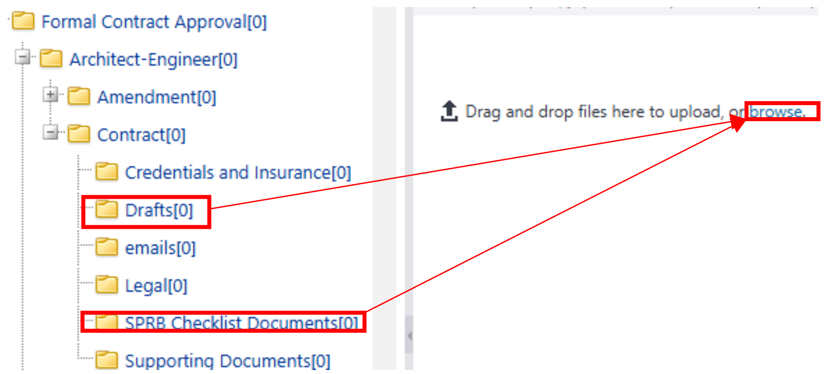


Next, scroll down and complete the "SPRB Checklist" section by checking off each applicable document that is to be submitted for SPRB Review in the "Formal Contract Checklist – SPRB Review" field.

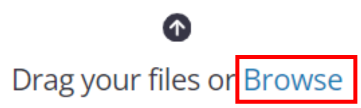


Then, upload copies of the draft Contract and Exhibits and the SPRB Checklist Documents to their respective subfolders. To begin uploading the required documents, click on the link in the "Contract/Amendment/WAO File Folder" field to open the Consultant Type (ARC, CA)/Contract file folder.

Next, select the subfolder that you wish to upload documents to – draft Contract and Exhibits to the "Drafts" subfolder and SPRB Checklist Documents to the file folder with the same name. After selecting the subfolder for upload, click the "browse" link.



After clicking the "browse" link, a new prompt will appear to either drag and drop the documents into the space provided or you can click the "Browse" link to search for the applicable files on your computer for upload.

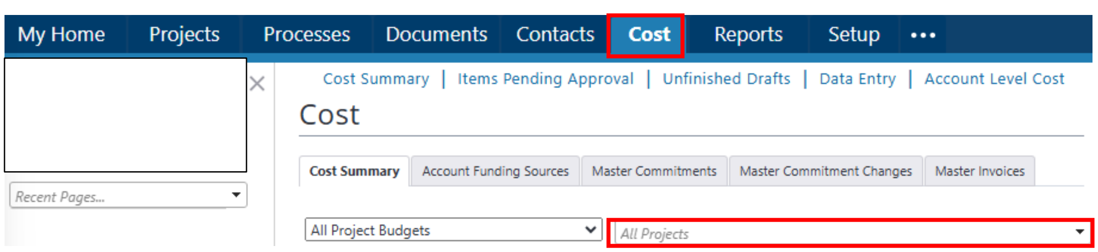


After your files have been uploaded, return to the process instance for the subject Formal Contract, scroll down to the bottom of the page and click the "Take Action" button.

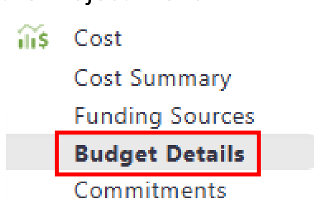
Note: If after the ADPM completes their review, it is determined that revisions or additional documentation is required to complete the submission for Legal review, the process instance will be returned to this step for corrective action. If the submission package is returned, refer to the "Comments" tab for additional instructions and proceed accordingly through the process.

Budget Update

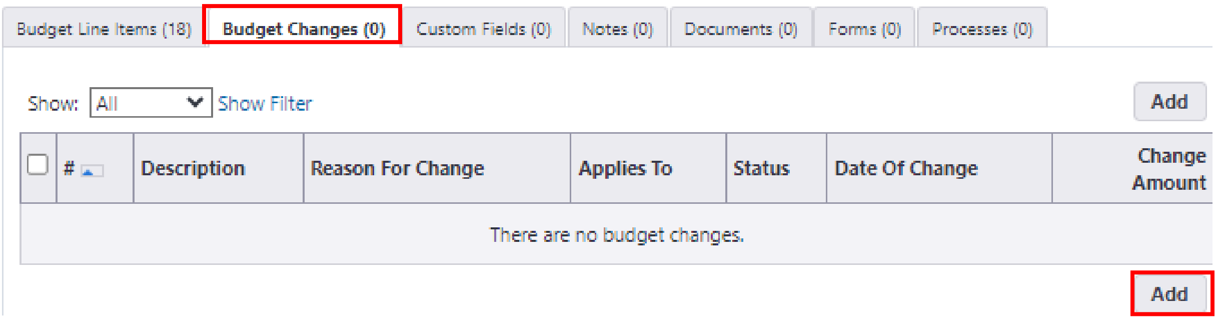
After clicking "Take Action", return to the TUC Home page and click on the "Cost" tab and select the subject Project from the "All Projects" dropdown list.



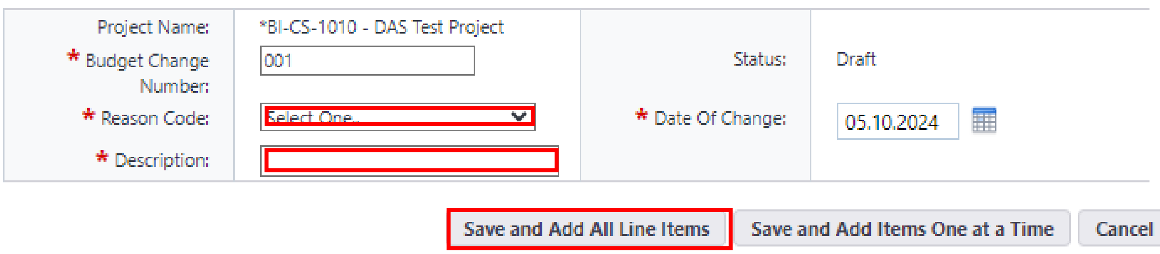
Next, select "Budget Details" under the Project Menu.



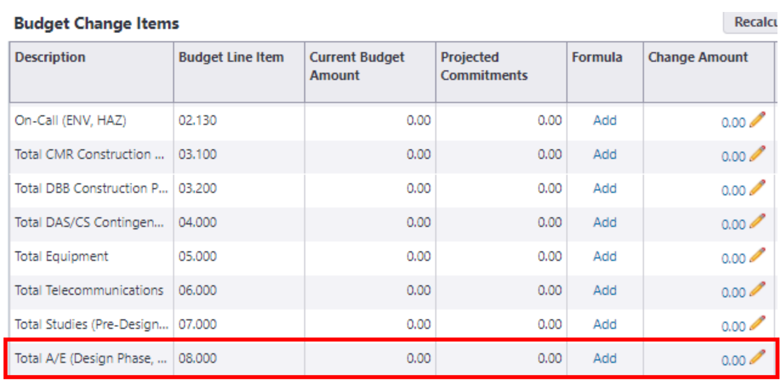
Next, click on the “Budget Changes” tab and then click “Add” to add the Contract Commitment to the Project Budget.



Input data into the required fields and click the “Save and Add All Line Items” button. A prompt will appear asking: “Are you sure you want to add all budget line items to the change?”. Click “Continue”.

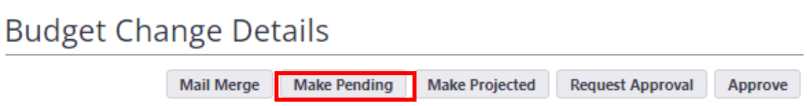


Input the amount of the Contract Fee in the “Change Amount” column for the “Total A/E” line item (8.000) or “Total CA” line item (10.00) and click the “Save” button.


Budget Change Items

Description	Budget Line Item	Current Budget Amount	Projected Commitments	Formula	Change Amount
On-Call (ENV, HAZ)	02.130	0.00	0.00	Add	0.00
Total CMR Construction ...	03.100	0.00	0.00	Add	0.00
Total DBB Construction P...	03.200	0.00	0.00	Add	0.00
Total DAS/CS Contingen...	04.000	0.00	0.00	Add	0.00
Total Equipment	05.000	0.00	0.00	Add	0.00
Total Telecommunications	06.000	0.00	0.00	Add	0.00
Total Studies (Pre-Design...	07.000	0.00	0.00	Add	0.00
Total A/E (Design Phase, ...	08.000	0.00	0.00	Add	0.00

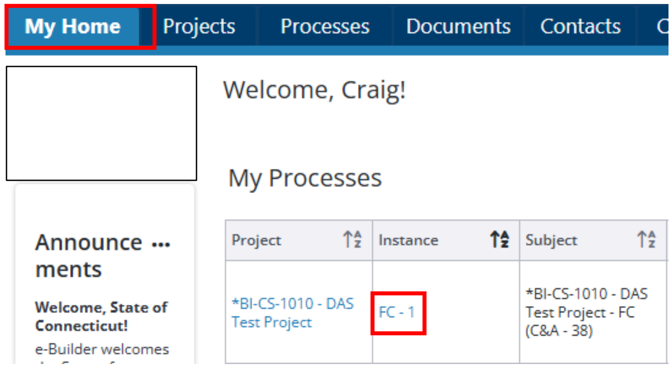
Then, click the “Make Pending” button to complete the action.



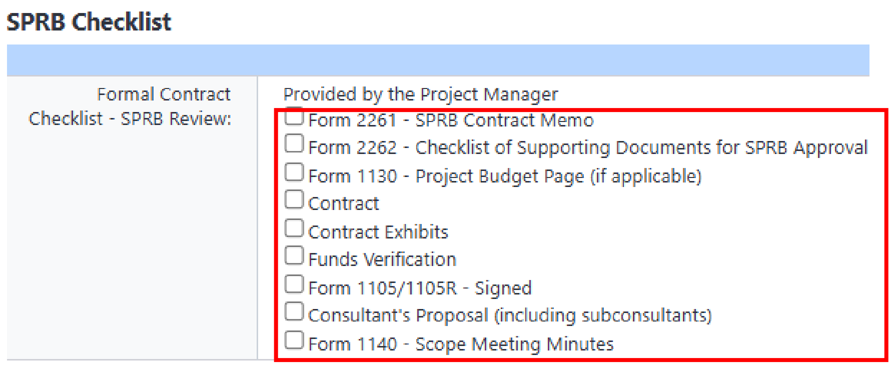
11C.11 Formal Contract Review (ADPM)

The ADPM assigned to the project will receive an email from TUC as notification that a draft Formal Contract Package has been prepared for ADPM review.

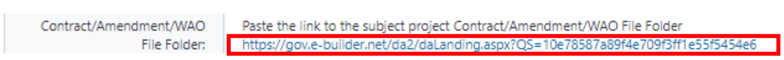
To access the process instance, either click on the link provided in the email notification or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



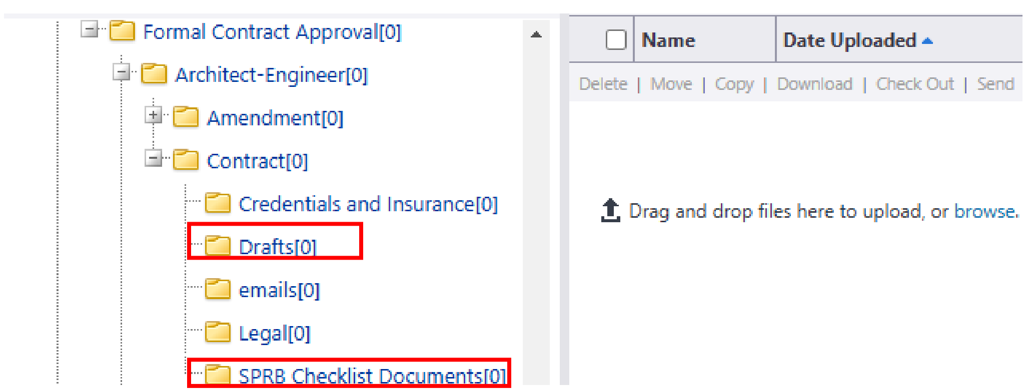
After opening the process instance, scroll down to the "Contract Information" section and make note of the documents that are checked off as being submitted for SPRB review.



To view the documents, click the link in the “Contract/Amendment/WAO File” field, to open the Consultant Type (A/E, CA, Other)/Contract file folder in the "Formal Contract Approval" folder.

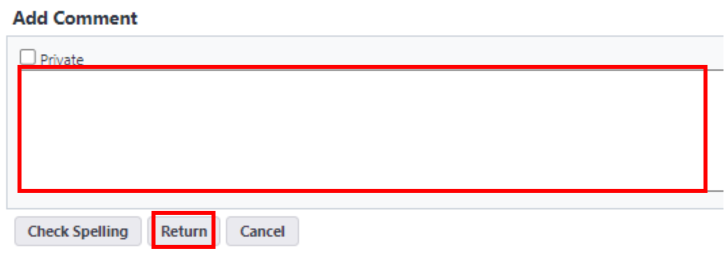


The "Draft" Contract and "SPRB Contract Checklist " documents can be found in their respective subfolders with the same name. Review and revise the documents, if necessary, and ensure that all of the documents that were checked off as being submitted in the “Formal Amendment Checklist – SPRB Review” field are complete and have been uploaded to their respective file folders.

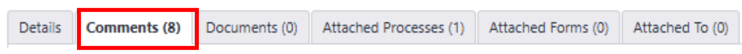


After completing your review, if it is discovered that any of the required documents are missing from the submission package, return to the process instance and either select "Return" from the dropdown list next to the "Take Action" button, if there are proposed revisions to the Formal Contract package, or if there are no revisions and/or the proposed revisions have been accepted, select “Submit” from the dropdown list and click the “Take Action” button.

After clicking “Take Action”, a prompt will appear for you to add a comment. In the “Comment” Section, provide instruction on the requirements to complete the submission package and click the “Return”.



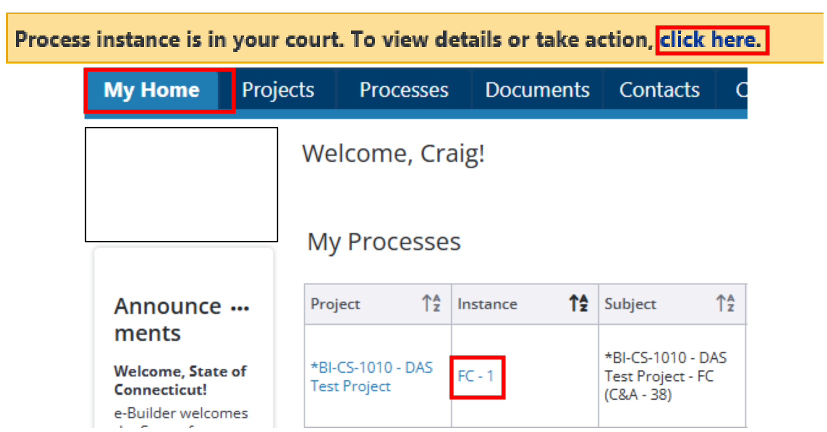
Note: If the process instance is sent back to the PM for re-submission, please note that when the PM re-submits, it will be returned to this process instance. If the process instance has been returned for re-submission, refer to the “Comments” tab after opening the process instance for any comments from previous actors regarding the revised submission and proceed accordingly through the process.



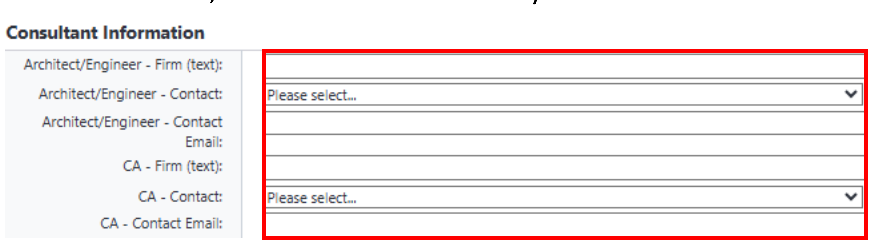
11C.12 Formal Amendment Submittal (PM)

The PM assigned to the Project will receive an email from TUC as notification to begin preparing a Formal Contract Amendment.

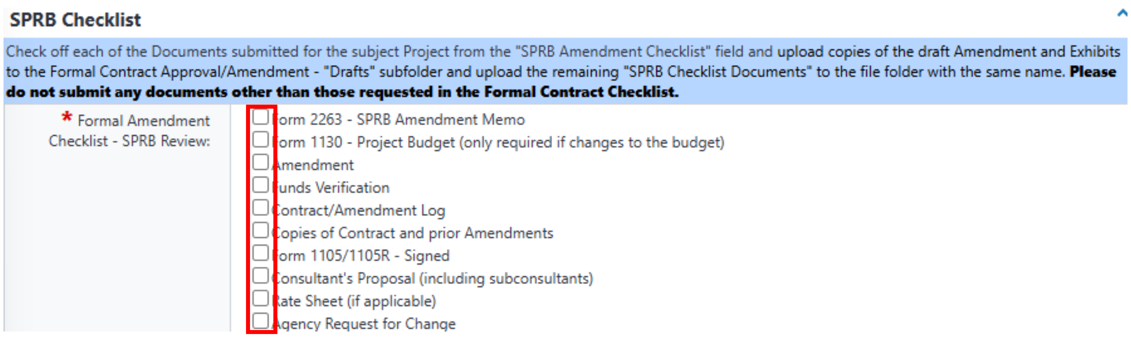
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section**.**



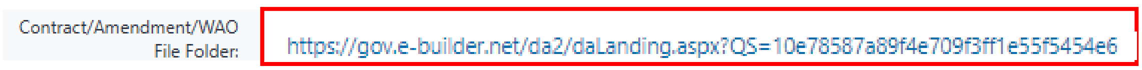
The PM assigned to the project should begin preparing the draft Amendment Package for your ADPM to review for submission to Legal for SPRB review and approval. Be sure to acquire the most current Amendment template from Legal before drafting the Contract. When the draft Amendment Package is ready for submission to your ADPM, re-open the process instance, scroll down and complete the "Contract Information" section, if not infilled automatically…



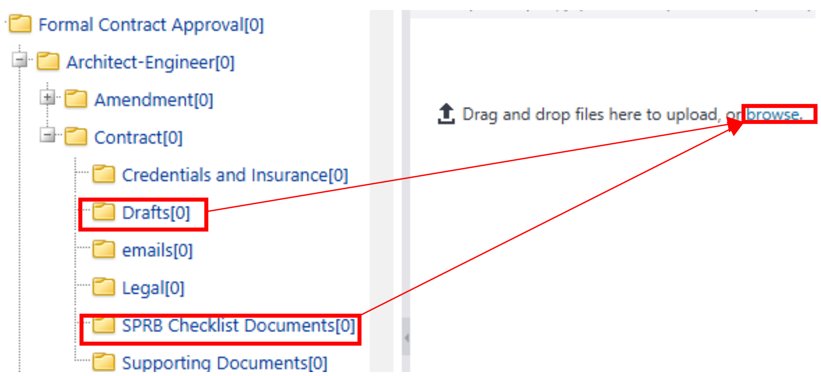
… and complete the “SPRB Checklist” section by checking off each applicable document that is to be submitted for SPRB Review in the "Formal Amendment Checklist – SPRB Review" field.



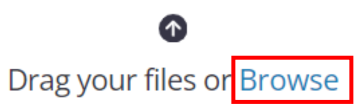
Then, click on the link in the "Contract/Amendment/WAO File Folder" field…



… and upload copies of the draft Amendment and Exhibits to the Formal Contract Approval/Amendment - "Drafts" subfolder and upload the "SPRB Checklist Documents" to the file folder with the same name. To upload documents, select the subfolder for upload and click the “browse” link.



After clicking the “browse” link, a new prompt will appear to either drag and drop the documents into the space provided or you can click the “Browse” link to search for the applicable files on your computer for upload.

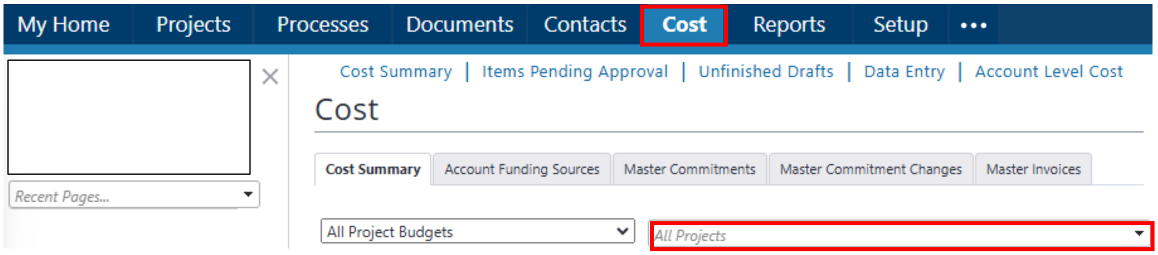


After your files have been uploaded, return to the process instance for the subject Formal Amendment, scroll down to the bottom of the page and click the “Take Action” button.

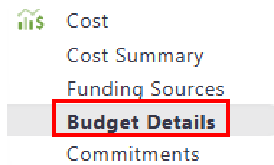
Note: If after the ADPM completes their review, it is determined that revisions or additional documentation is required to complete the submission for Legal review, the process instance will be returned to this step for corrective action. If the submission package is returned, refer to the "Comments" tab for additional instructions and proceed accordingly through the process.

Budget Update

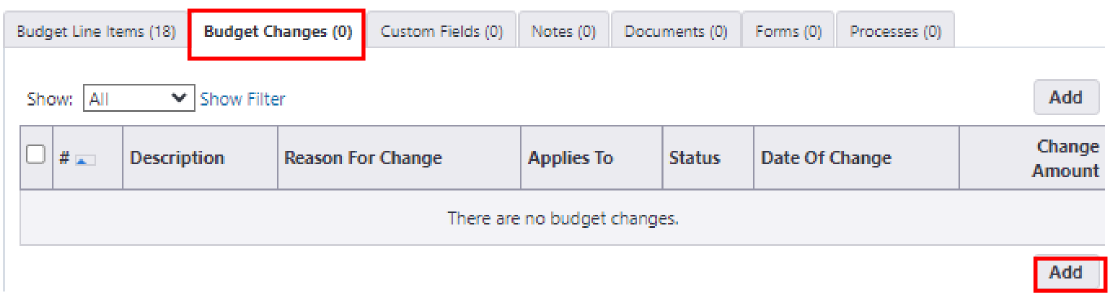
After clicking “Take Action”, return to the TUC Home page and click on the “Cost” tab and select the subject Project from the “All Projects” dropdown list.



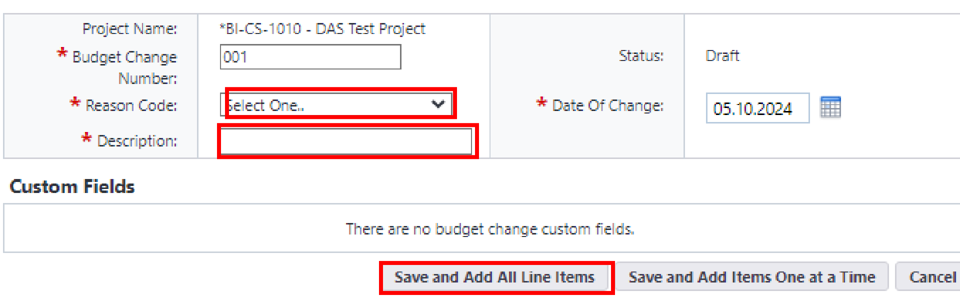
Next, select “Budget Details” under the Project Menu.



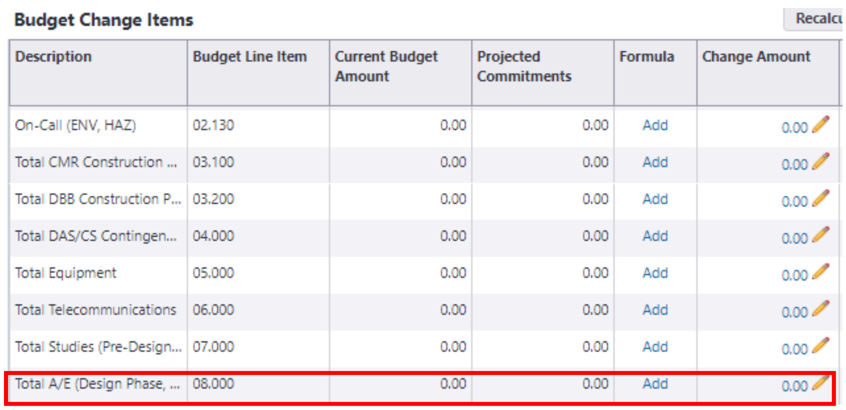
Next, click on the “Budget Changes” tab and then click “Add” to add the Amendment Commitment to the Project Budget.



Input data into the required fields and click the “Save and Add All Line Items” button. A prompt will appear asking: “Are you sure you want to add all budget line items to the change?”. Click “Continue”.



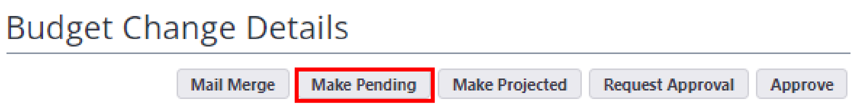
Input the amount of the Fee in the “Change Amount” column for the “Total A/E” line item (8.000) or “Total CA” line item (10.00) and click the “Save” button.



Budget Change Items

Description	Budget Line Item	Current Budget Amount	Projected Commitments	Formula	Change Amount
On-Call (ENV, HAZ)	02.130	0.00	0.00	Add	0.00
Total CMR Construction ...	03.100	0.00	0.00	Add	0.00
Total DBB Construction P...	03.200	0.00	0.00	Add	0.00
Total DAS/CS Contingen...	04.000	0.00	0.00	Add	0.00
Total Equipment	05.000	0.00	0.00	Add	0.00
Total Telecommunications	06.000	0.00	0.00	Add	0.00
Total Studies (Pre-Design...	07.000	0.00	0.00	Add	0.00
Total A/E (Design Phase, ...	08.000	0.00	0.00	Add	0.00

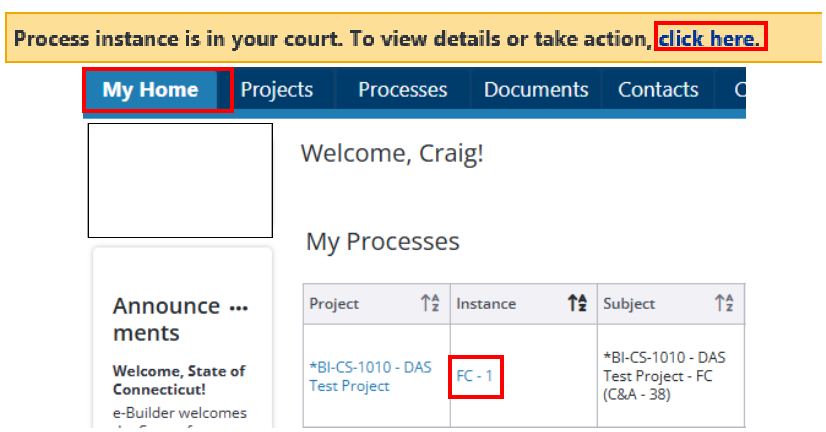
Then, click the “Make Pending” button to complete the action.



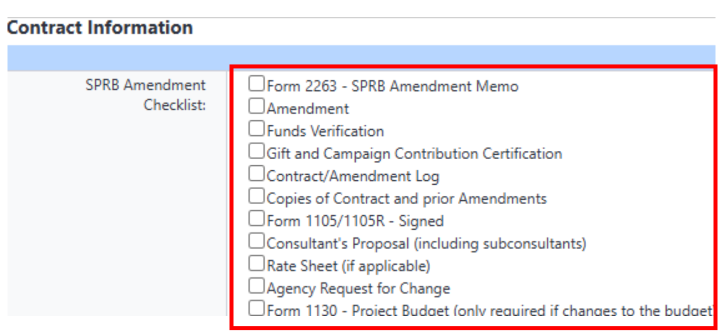
11C.13 Formal Amendment Review (ADPM)

The ADPM assigned to the project will receive an email from TUC as notification that a draft Formal Amendment Package has been prepared for ADPM review.

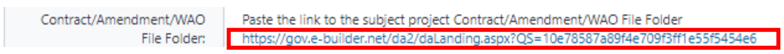
To access the process instance, either click on the link provided in the email notification or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



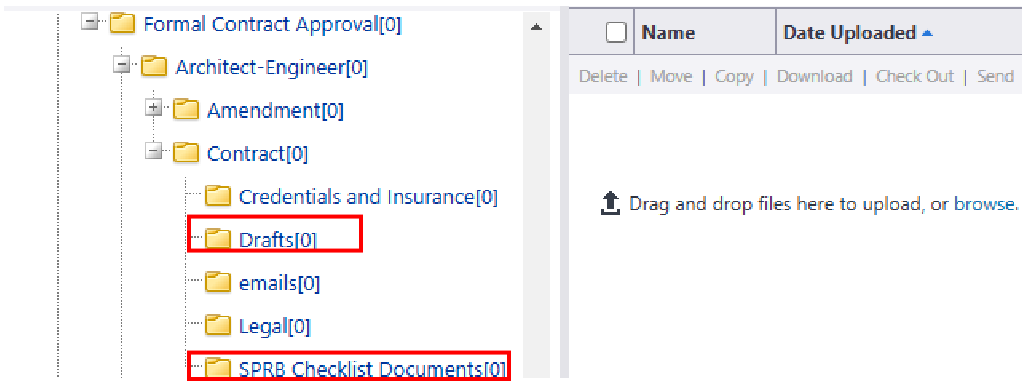
After opening the process instance, scroll down to the "Contract Information" section and make note of the documents that are checked off as being submitted for SPRB review.



To view the documents, click the link in the “Contract/Amendment/WAO File” field, to open the Consultant Type (A/E, CA, Other)/Contract file folder in the "Formal Contract Approval" folder.

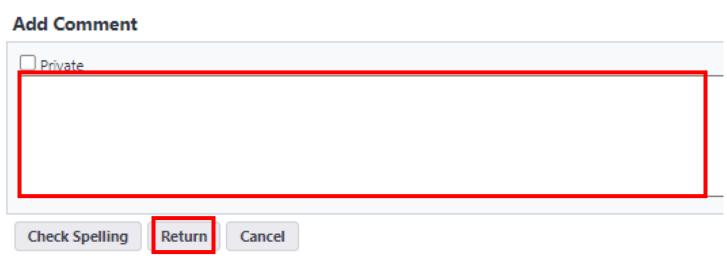


The "Draft" Amendment and "SPRB Contract Checklist " documents can be found in their respective subfolders with the same name. Review and revise the documents, if necessary, and ensure that all of the documents that were checked off as being submitted in the “Formal Amendment Checklist – SPRB Review” field are complete and have been uploaded to their respective file folders.

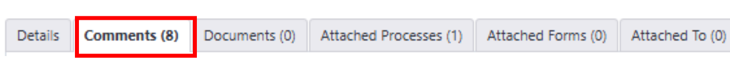


After completing your review, if it is discovered that any of the required documents are missing from the submission package, return to the process instance and either select "Return" from the dropdown list next to the "Take Action" button, if there are proposed revisions to the Formal Amendment package, or if there are no revisions and/or the proposed revisions have been accepted, select “Submit” from the dropdown list and click the “Take Action” button.

After clicking “Take Action”, a prompt will appear for you to add a comment. In the “Comment” Section, provide instruction on the requirements to complete the submission package and click the “Return”.



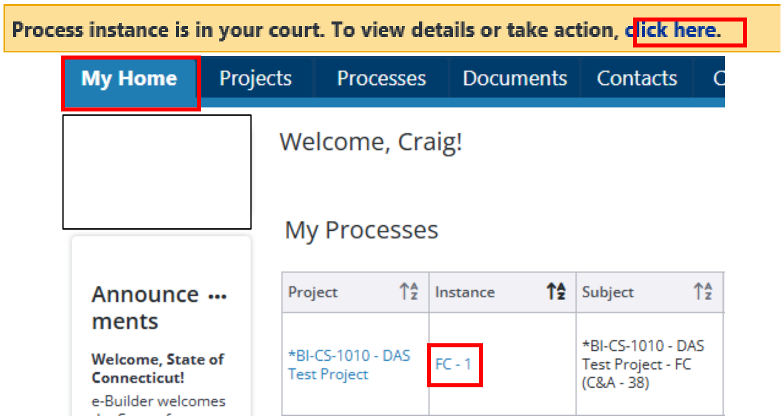
Note: If the process instance is sent back to the PM for re-submission, please note that when the PM re-submits, it will be returned to this process instance. If the process instance has been returned for re-submission, refer to the “Comments” tab after opening the process instance for any comments from previous actors regarding the revised submission and proceed accordingly through the process.



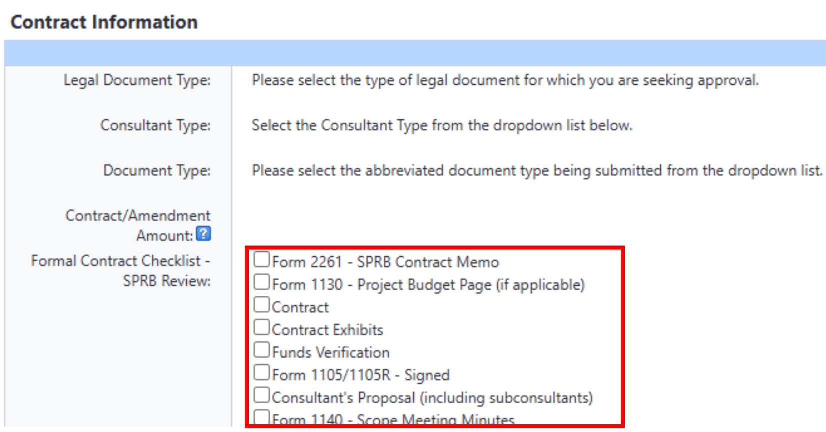
11C.14 Draft Contract/SPRB Checklist Review – Formal Contract (Attorney/Paralegal)

The Attorney and Paralegal assigned to the project will receive an email from TUC as notification that a draft Formal Contract Package has been prepared for Legal review.

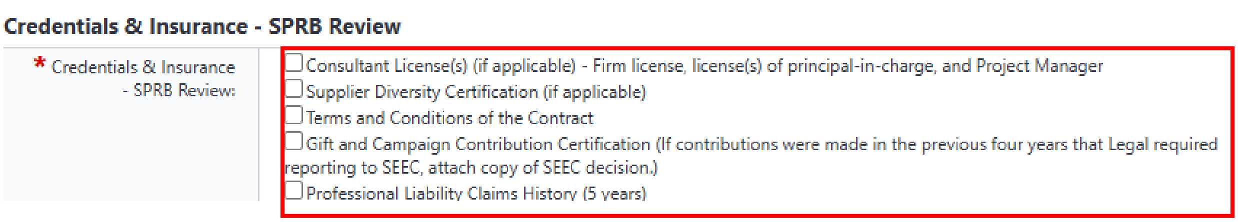
To access the process instance, either click on the link provided in the email notification or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



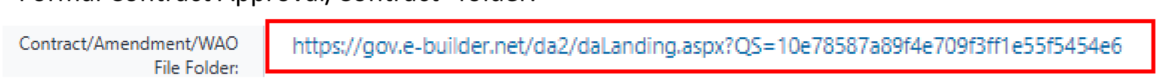
After opening the process instance, the Paralegal should scroll down to the "Contract Information" section and make note of the documents that are checked off as being submitted for SPRB review.



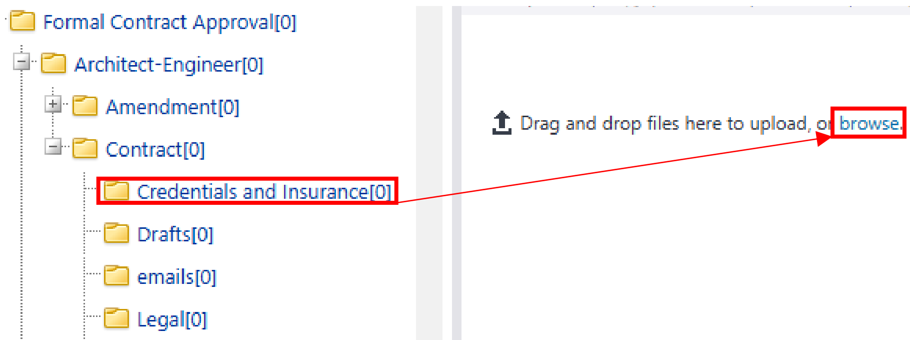
Next, the Paralegal should scroll down and complete the "Credentials and Insurance - SPRB Review" section by checking off each applicable document collected for SPRB Review in the “Credentials and Insurance – SPRB Review” field.



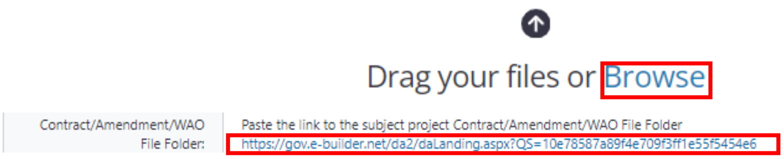
Next, click on the link in the "Contract/Amendment/WAO File Folder" to open the subject project "Formal Contract Approval/Contract" folder.



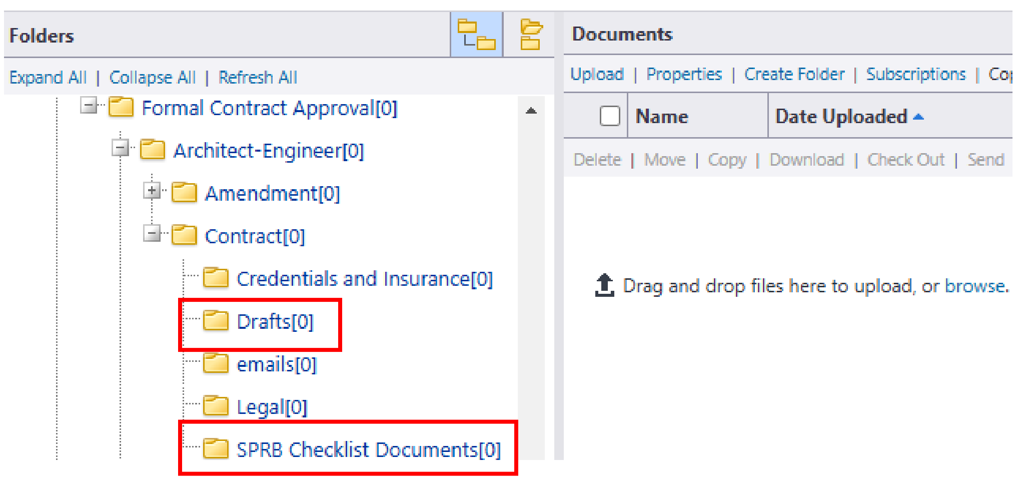
Then, select the "Credentials and Insurance" subfolder, and click on the “browse” link to initiate the upload of the “Credentials and Insurance” documentation.



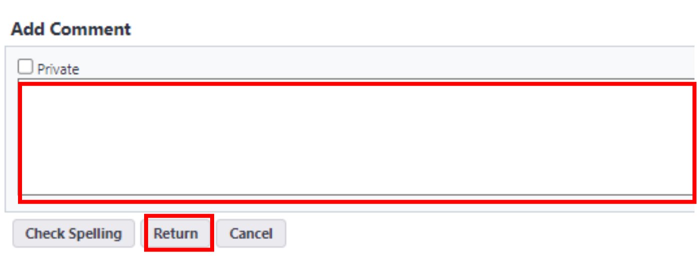
After clicking “browse”, a new prompt will appear to either drag and drop the documents into the space provided or click the “Browse” link to search for the applicable files on your computer for upload.



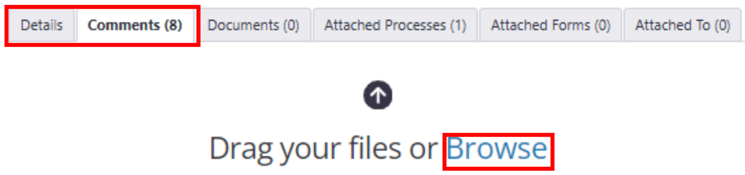
Next, open the "Draft" Contract and "SPRB Checklist Documents" subfolders to view the documents submitted by the PM for SPRB review. Ensure that all of the documents that were checked off as being submitted in the “Formal Contract Checklist – SPRB Review” field are complete and have been uploaded to their respective file folders.



After completing your review, if it is discovered that any of the required documents are missing from the submission package, return to the process instance, select “Return” from the dropdown menu, and click “Take Action”. A prompt will appear thereafter allowing you to provide a comment for the PM on what is required to complete the submission package. After adding a comment, click the “Return” button.

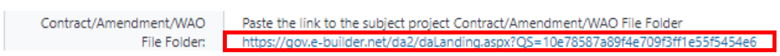


Note: If the process instance is sent back to the PM for re-submission, please note that when the PM re-submits, it will be returned to this process instance. If the process instance has been returned for re-submission, refer to the “Comments” tab for any comments from previous actors regarding the revised submission and proceed accordingly through the process.



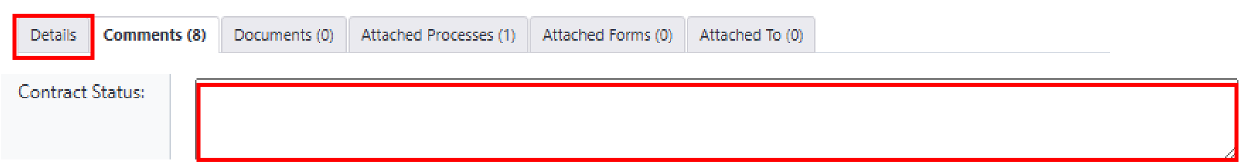
If the package is complete, the Paralegal should download the draft Contract Agreement and SPRB Checklist Documents to a local folder for the Attorney to review. If necessary, the Attorney can share edits to the submission package with the Project PM, ADPM, and, if applicable, Project Consultant(s) and the Legal Director for further review and editing, using the methods that are currently in place outside of TUC for such review. The Attorney should notify the Paralegal when the draft has been finalized and is ready for SPRB review.

Once the draft Contract and all SPRB Checklist Documents are finalized and approved, the Paralegal should return to the subject Project process instance and click the link in the "Contract/Amendment/ WAO File Folder" field to open the "Formal Contract Approval/Contract" folder.



Upload any additional documents collected during the review process, such as contract drafts, emails, and Credentials and Insurance information, to their respective folders using the methods described earlier in this section for document upload. Please note that the “Legal” and “Credentials and Insurance” subfolders are restricted for Legal use only.

If at any time during the Draft Contract/SPRB Checklist Review process, Legal wishes to document the status, timing and responsible party for the Contract review, it can do so in the “Contract Status” field. To access the “Contract Status” field, return to the “Details” tab and scroll down to the “CMR Information” section.

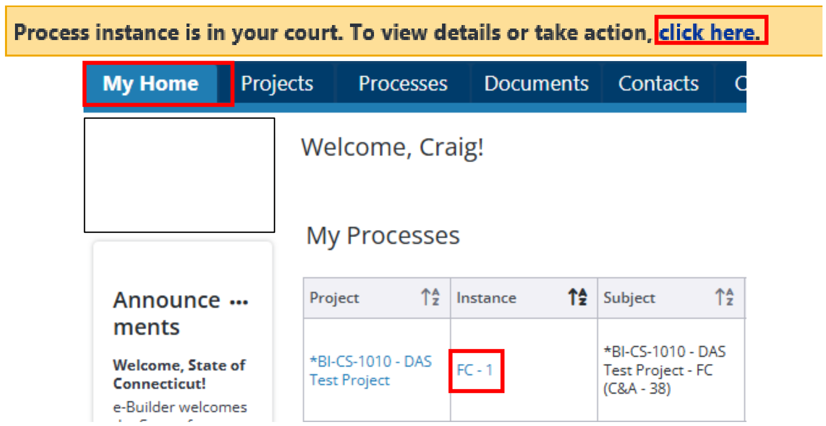


After all of the Formal Contract documents have been uploaded to the appropriate subfolders, return to the process instance, scroll to the bottom of the page and select “Submit” from the dropdown list next to the “Take Action” button and click “Take Action”.

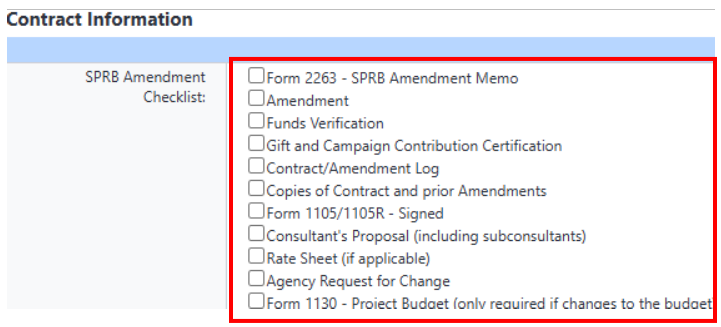
11C.15 Draft Amendment Review/SPRB Amendment Checklist Review – Formal Contract (Attorney/Paralegal)

The Attorney and Paralegal assigned to the project will receive an email from TUC as notification that a draft Formal Amendment Package has been prepared for Legal review.

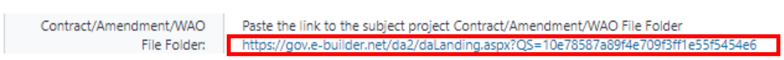
To access the process instance, either click on the link provided in the email notification or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



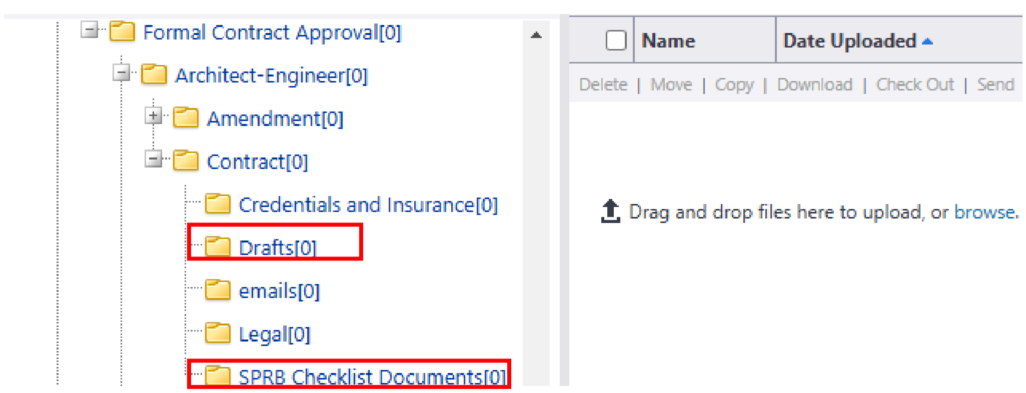
After opening the process instance, scroll down to the "Contract Information" section and make note of the documents that are checked off as being submitted for SPRB review.



To view the documents, click the link in the “Contract/Amendment/WAO File” field, to open the Consultant Type/Amendment file folder (A/E, CA, Other) in the "Formal Contract Approval" folder.

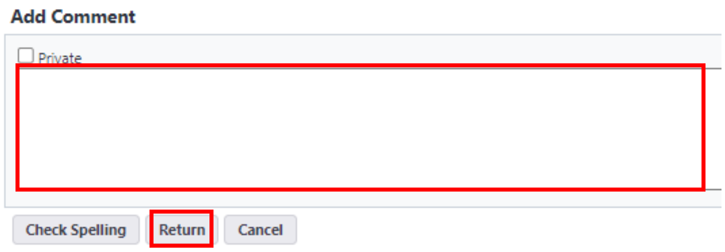


The "Draft" Amendment and "SPRB Amendment Checklist " documents can be found in their respective subfolders with the same name. Ensure that all of the documents that were checked off as being submitted in the “Formal Amendment Checklist – SPRB Review” field are complete and have been uploaded to their respective file folders.

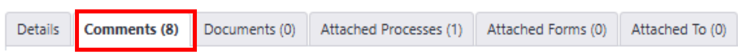


After completing your review, if it is discovered that any of the required documents are missing from the submission package, return the process instance to the PM for re-submission by scrolling to the bottom of the page, selecting “Return” from the dropdown menu next to the “Take Action” button, and clicking “Take Action.”

After clicking “Take Action”, a prompt will appear for you to add a comment. In the “Comment” Section, provide instruction on the requirements to complete the submission package and click the “Return”.

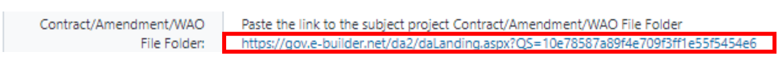


Note: If the process instance is sent back to the PM for re-submission, please note that when the PM re-submits, it will be returned to this process instance. If the process instance has been returned for re-submission, refer to the “Comments” tab after opening the process instance for any comments from previous actors regarding the revised submission and proceed accordingly through the process.



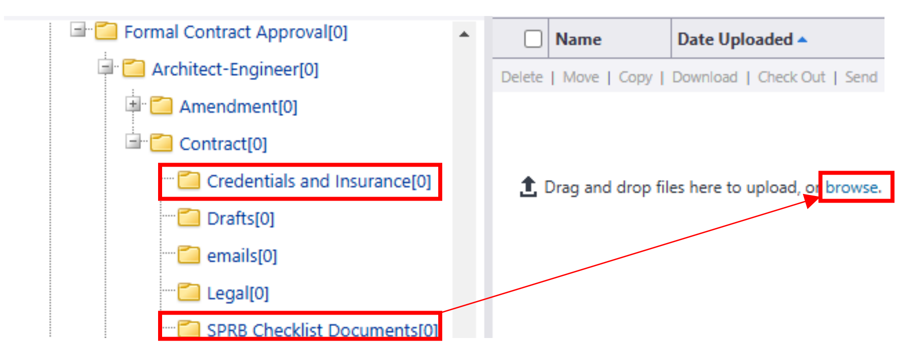
If the package is complete, download the draft Amendment and SPRB Amendment Checklist documents to a local folder for the Attorney to review. The Attorney should share the package with the Project PM, ADPM, and, if applicable, Project Consultant(s) and Legal Director for review and editing, using the methods established outside of TUC for Formal Amendment review.

Once the draft Amendment and all SPRB Amendment Checklist Documents are finalized and approved, return to the subject Project process instance and click the link in the "Contract/Amendment/WAO File Folder." field to open the "Formal Contract Approval/Amendment" folder.

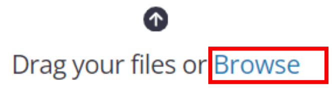


Upload a copy any additional documents collected during the review process, such as Amendment drafts, emails, and Credentials and Insurance information (Gift and Campaign Contribution Certification), to their respective folders. Please note that the “Legal” and “Credentials and Insurance” subfolders are restricted for Legal use only.

To upload documents, first click on the subfolder that you want to upload the document to and then click the “browse” link.



After clicking "browse", you can either drag and drop the documents into the space provided or click on the "Browse" link to search for the applicable files on your computer for upload.



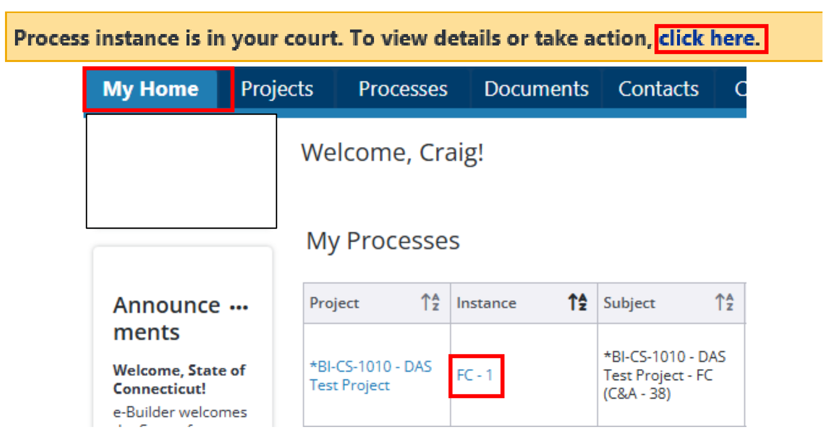
If at any time during the Draft Contract/Credential Review process, Legal wishes to document the status, timing and responsible party for the Contract review, it can do so in the "Contract Status" field. To access the "Contract Status" field, return to the "Details" tab and scroll down to the "CMR Information" section.

After all of the Formal Amendment documents have been uploaded to the appropriate subfolders in TUC, return to the process instance, scroll to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and click "Take Action".

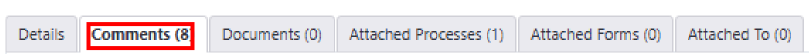
11C.16 Incomplete Submission (PM)

The PM assigned to the project will receive an email from TUC as notification that the draft Formal Contract/Amendment Submission Package is incomplete and has been returned for re-submission.

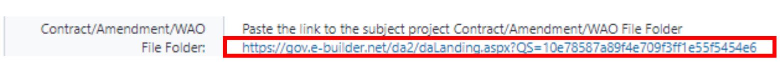
To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



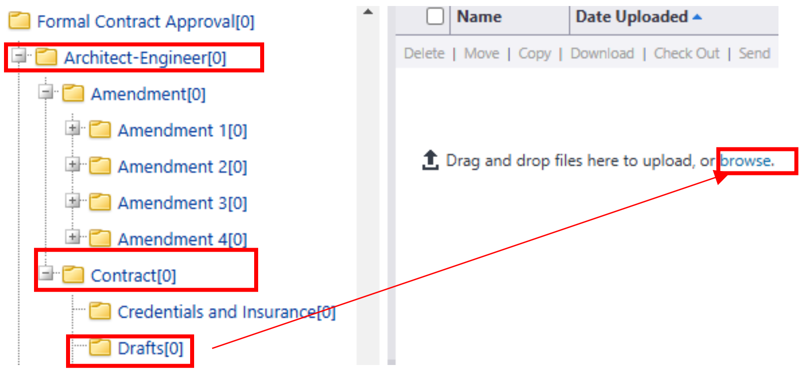
After opening the process instance, refer to the "Comments" tab to find out what additional information/documentation is needed to complete your submission package.



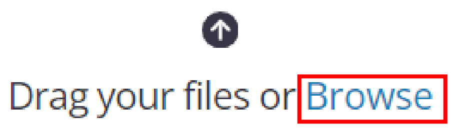
If additional documentation is required, scroll down to the "Contract information" section and click on the link in the "Contract/Amendment/WAO File Folder" field.



Next, click on the applicable Consultant Type (A/E, CA, Other)/"Amendment" or "Contract" file folder. Then, click on the applicable subfolder (Drafts, SPRB, etc.) that you wish to upload the missing documents to and click the "Browse" link.

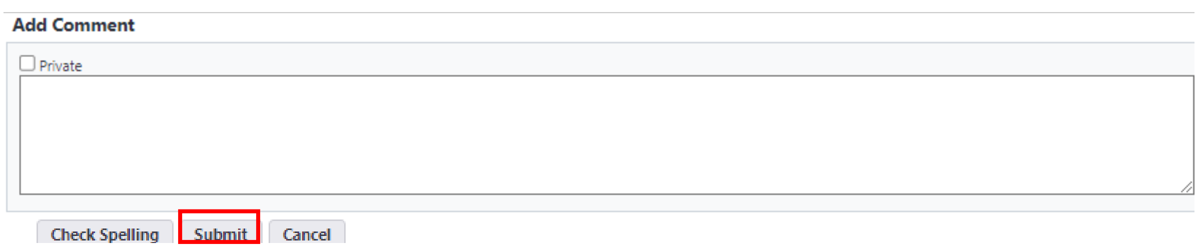


After clicking "browse", you can either drag and drop the documents into the space provided or click on the "Browse" link to search for the applicable files on your computer for upload.



After all of the documents have been uploaded to the appropriate subfolders in TUC, return to the process instance, scroll to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button and click "Take Action".

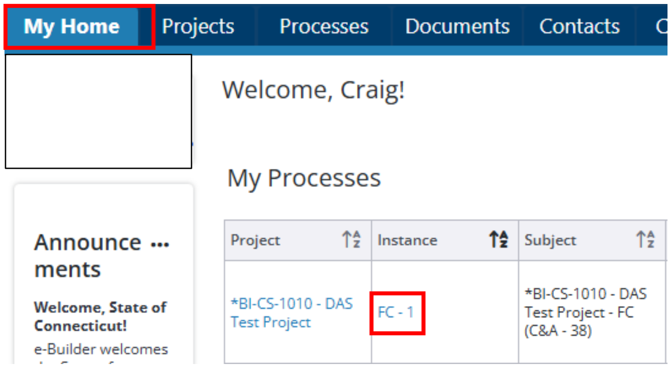
After clicking "Take Action," a prompt will appear that will allow you to add a comment regarding the resubmission of the Formal Contract/Amendment Package. After adding a comment, click "Submit".



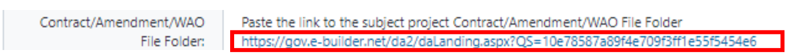
11C.17 Prepare Formal Contract/Amendment Package for SPRB Review (Paralegal)

The Paralegal assigned to the project will receive an email from TUC as notification that a Formal Contract/Amendment Package is ready to be submitted to SPRB for review and approval.

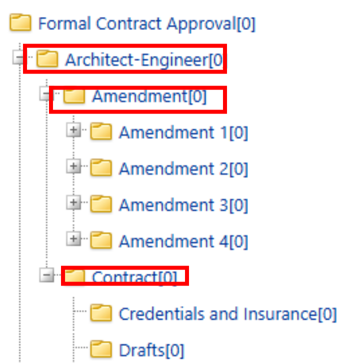
To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



After opening the process instance, click on the "Comments" tab to see comments provided by past Actors regarding the submission of said package for SPRB Review. Then, return to the "Details" tab and scroll down "Contract Information" section and click on the link in the "Contract/Amendment/WAO File Folder" to open the respective subject Consultant Type "Contract" or "Amendment" file folder.

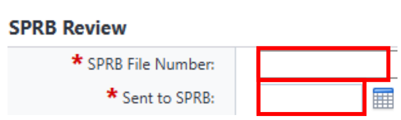


Next, click on the applicable subfolder (Drafts, SPRB etc.) to view the documents that were submitted as part of the Formal Contract/Amendment Submission Package.



Next, download the documents needed from each of these subfolders to prepare the Formal Contract/Amendment submission package for SPRB Review. Then, prepare and submit the Package to SPRB for review using the same methods that are currently in place outside of TUC for SPRB Review.

After submitting the Formal Contract/Amendment Package for SPRB Review, return to this process instance, scroll down and complete the "SPRB Review" Section.

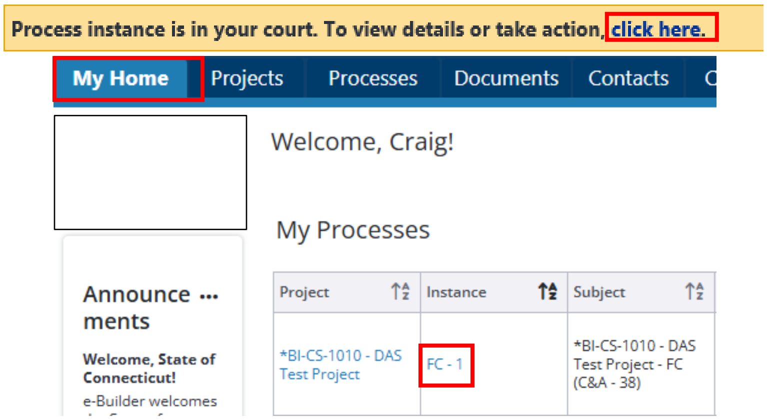


Upon completion, click "Take Action" to send the process instance to a hold step for SPRB Approval. The process instance will stay in this step until CSS receives an executed copy of the agreement to record the Contract/Amendment Information and create the respective commitment in TUC.

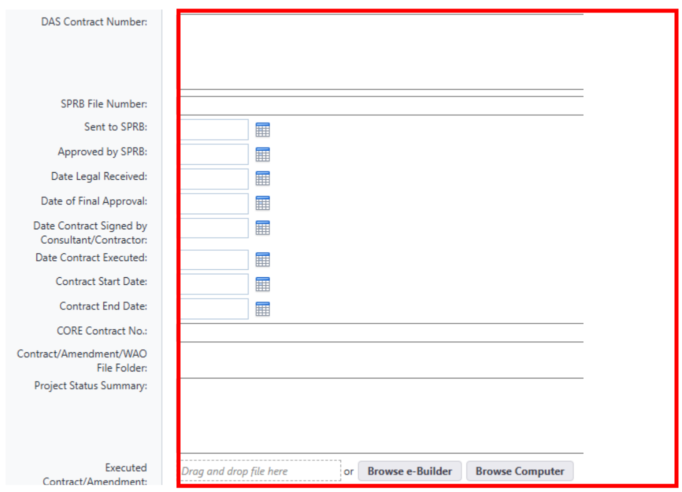
11C.18 SPRB Approval – Hold Step (CSS)

CSS will receive an email from TUC as notification that a Formal Contract or Amendment has been submitted for SPRB Review. After SPRB has reviewed and approved the Contract or Amendment, and after CSS has received an executed copy of said agreement, CSS should open the process instance to complete the data input for the Contact/Amendment and initiate the creation of a project commitment.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



After opening the process instance, scroll down and complete the "Contract Information" section.



Upon completion, click "Take Action".

11C.19 Commitment Creation (CSS)

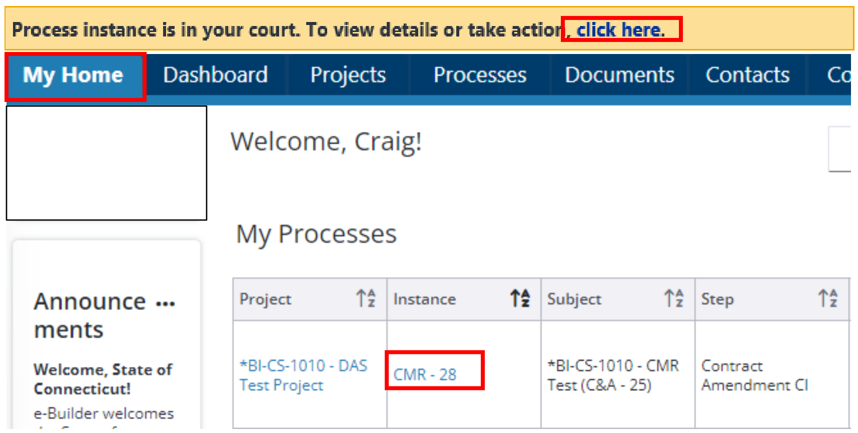
Proceed to Section 11D – Contract & Amendment Commitment Creation, which is automatically launched at the completion of this process, to create the commitment for the subject agreement.

Section 11D: Contract & Amendment Commitment Creation

11D.01 Commitment Creation (CSS)

CSS will receive an email from TUC as notification that a contract or amendment has been executed. The commitment process has been spawned to create a commitment for the subject agreement.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



After the process instance is opened, a “Warning” prompt will appear at the top of the page. Click on the “Click here” link within the warning notification to access the cost integrated process to enter the commitment details for the subject agreement. DO NOT TAKE ANY ACTION on this page.

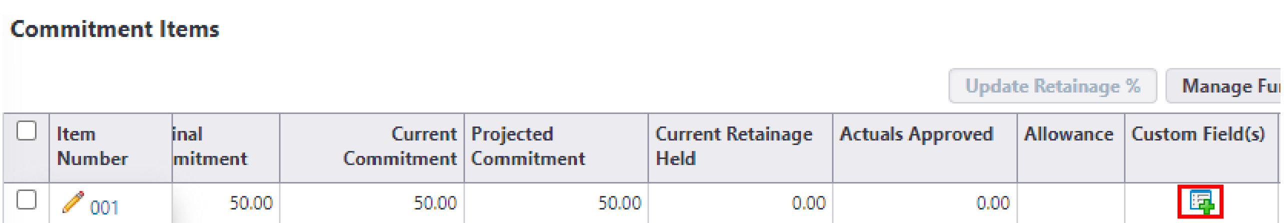
After opening the spawned process instance, scroll down to the “Contract Information” section and provide data input for the applicable fields. Upon completion, take a screenshot of the “Contract Information” section for use in completing the “Commitment Items” custom fields section.

Then, complete the “Commitment Details” section, selecting the “Commitment Type” and “Company”.

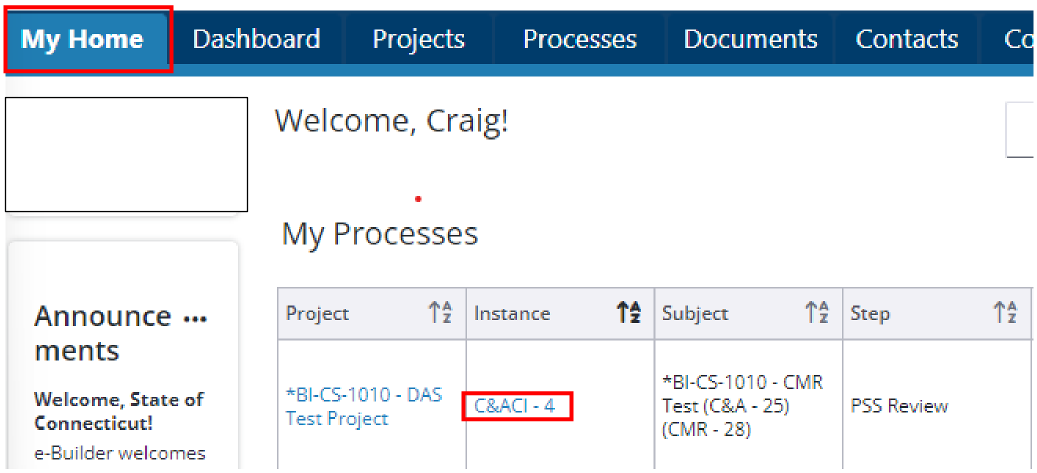
Under the “Commitment Others” section, input the “Commitment Date” and “Notice to Proceed” date, if applicable. In the “Commitment Custom Fields” section, update the “Primary Construction Contract on Project” field to “Yes”.

Note: The “Commitment Custom Fields” section will automatically fill out when you proceed to the next step in the process.

Next, scroll down to the “Add New Commitment Item Section”. Select the appropriate “Budget Line Item” and “Funding Rule” and input the total fee in the “Amount” field. Then, provide data input for the Commitment Items Custom Fields, using the “Contract Information” section screenshot. Upon completion, click the “Add” button, and then scroll down to the bottom of the page and click the “Submit” button.



After clicking the “Submit” button, return to the “Home” tab and open the new process instance for the subject project.

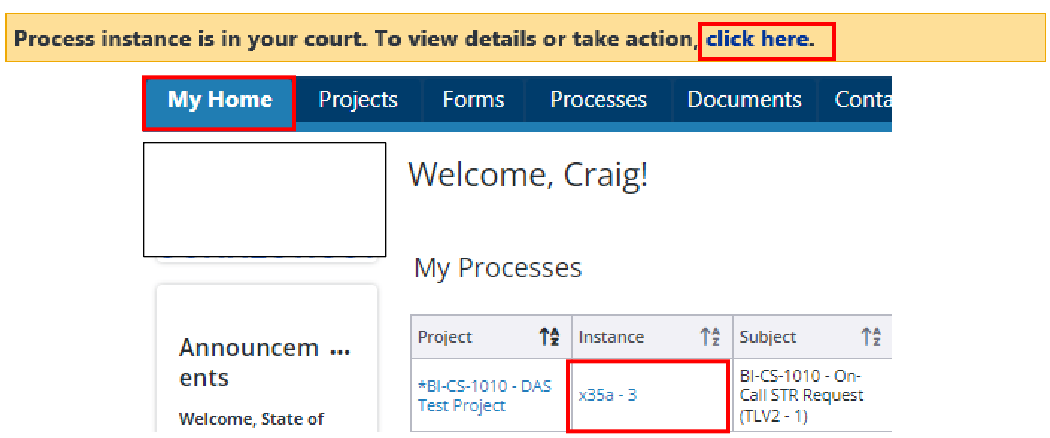


Review the “Commitment Custom Fields” and ensure all applicable fields have filled in automatically. Upon completion, click the “Take Action” button.

11.D02 PO Request (PM)

The PM assigned to the project will receive an email from TUC as notification to submit a request to the Business Office for a PO for the subject Contract/Amendment.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



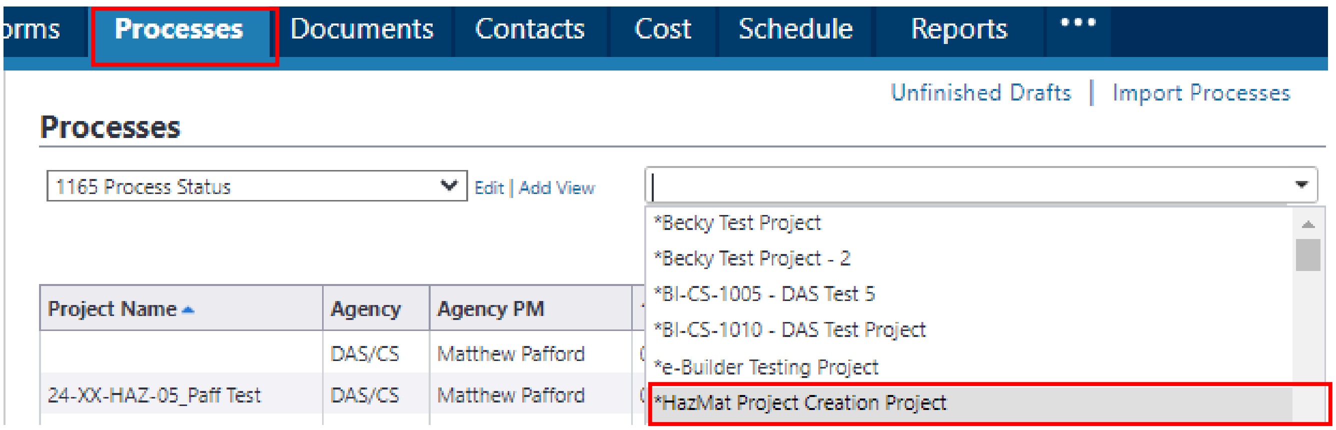
Proceed in requesting a PO from the Business Office for the subject Contract/Amendment, using methods that are currently in place outside of Trimble. After obtaining the PO Number, enter the PO Number in the space provided in the “PO Number” section. Upon completion, click the “Take Action” button.

Section 12: 1165 HazMat Project Intake Request

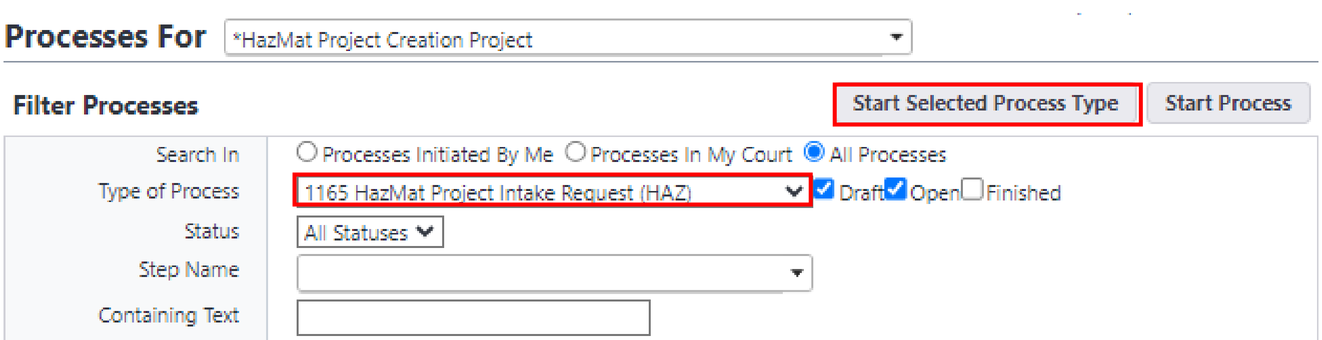
12.01 Accessing the Process

Log in to TUC: https://gov.e-builder.net.

On your homepage, go to the "Processes" tab and select the "*HazMat Project Creation Project" from the "All Projects" dropdown list.

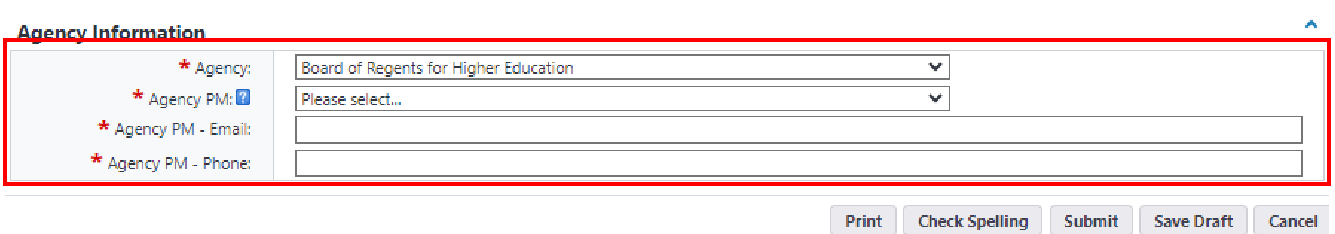


Click the "Start Selected Process Type" button. The Type of Process should be listed as "1165 HazMat Project Intake Request (HAZ)".

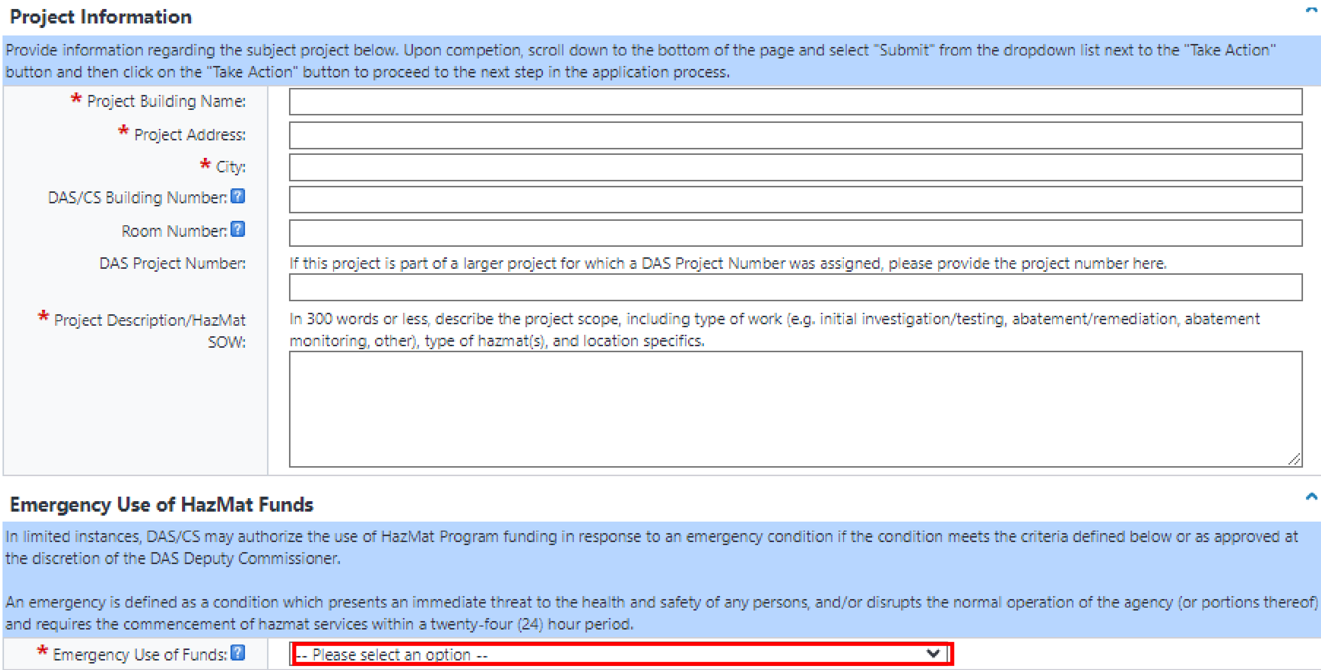


12.02 Hazardous Materials Assistance Request (Agency PM)

Complete the **Agency Information, Project Information** and **Emergency Use of HazMat Funds** sections.



* If the name of the Agency PM is not listed in the dropdown list, please notify Craig Russell by email at craig.russell@ct.gov to have that individual added to the list and provide that individual with an TUC license, username, and password.

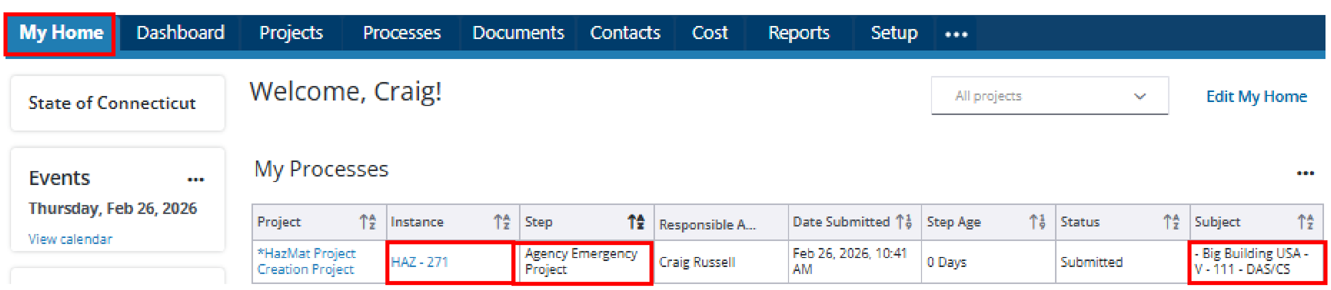


- Only answer "Yes" to the "**Emergency Use of Funds**" question if the subject project presents a condition that is an immediate threat to the health and safety of any persons, and/or disrupts the normal operation of the agency (or portions thereof) and requires the commencement of hazmat services within a twenty-four (24) hour period.

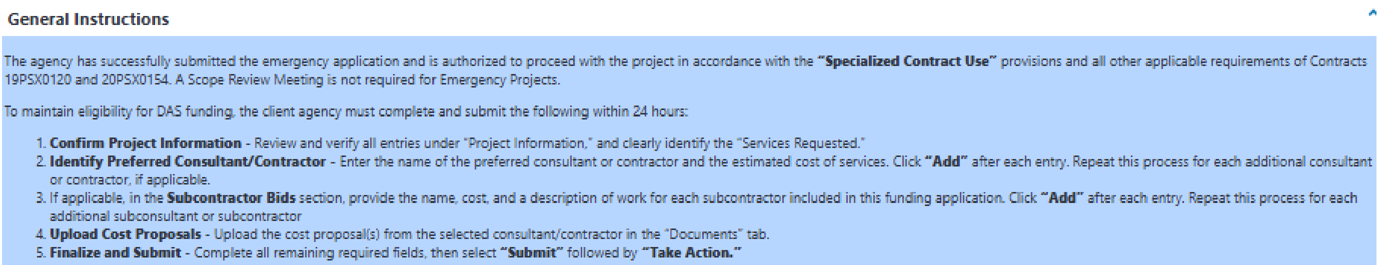
After all required fields have been entered, scroll to the bottom of the page and select **Submit** from the dropdown menu next to the **Take Action** button. Click **Take Action**. If you answered "Yes" to the **"Emergency Use of Funds"** question, proceed to Section 12.03. If you answered "No", proceed to Section 12.04.

12.03 HazMat Emergency Project (Agency PM)

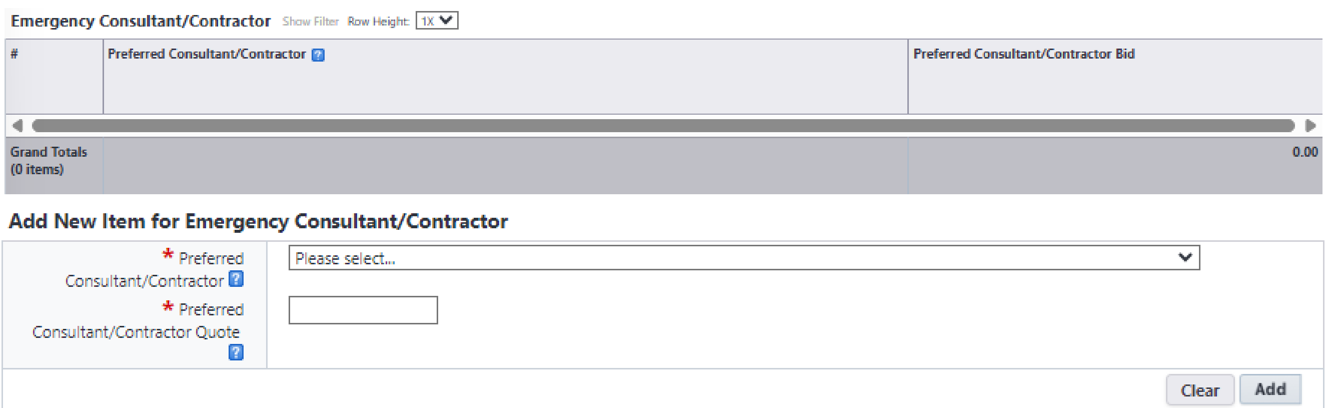
If **"Yes"** was selected in response to the **Emergency Use of Funds** question, navigate to the **My Home** tab and locate the applicable project process instance under **My Processes**. Identify the correct entry by referencing the project building name listed under the **Subject** column header. The **Step** column should denote the subject project as **"Agency Emergency Project"**. Once located, select the corresponding process instance link to proceed to the next step in the **1165 – HazMat Assistance Request Process**.



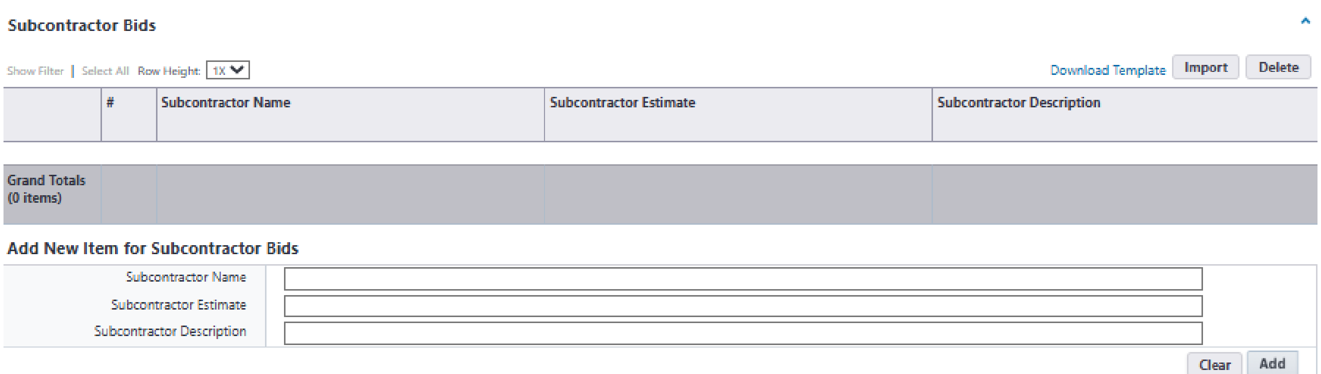
Next, review the general instructions and complete the sections entitled **"Services Requested", "Emergency Consultant/Contractor", "Subcontractor Bids"** – if applicable, and **"Terms of Acceptance & Signature"**.



To complete the **Emergency Consultant/Contractor** section, scroll to the subsection titled **"Add New Item for Emergency Consultant/Contractor."** From the dropdown menu, select the appropriate **Preferred Consultant/Contractor** and enter the corresponding **Preferred Consultant/Contractor Bid**. After entering the details for the first Consultant/Contractor, click **"Add"** to save the entry. Repeat this process as necessary to include additional Consultant/Contractor selections.



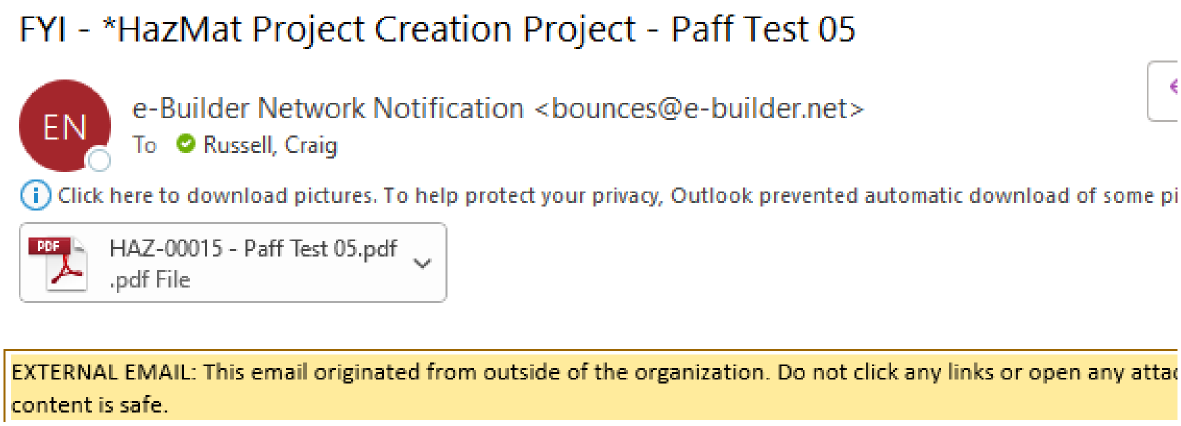
If applicable, in the **Subcontractor Bids** section, provide the name, cost, and a description of work for each subcontractor included in this funding application. Click **"Add"** after each entry. Repeat this process for each additional subconsultant or subcontractor.



Upon completion of all sections, scroll down to the bottom of the page and select **"Submit"** from the dropdown menu next to the "Take Action" button and click the **Take Action**.

The Client Agency may begin work immediately after notifying DAS/CS of the emergency project through the submission of Form 1165. Pre-approval is not required to initiate the work on an emergency project.

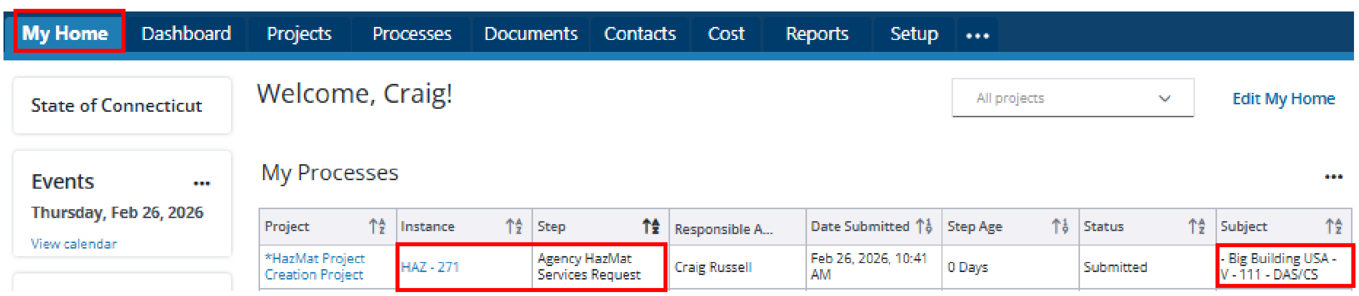
After the application has been signed and executed, the client agency will receive an email notification from TUC with a copy of the executed Form 1165.



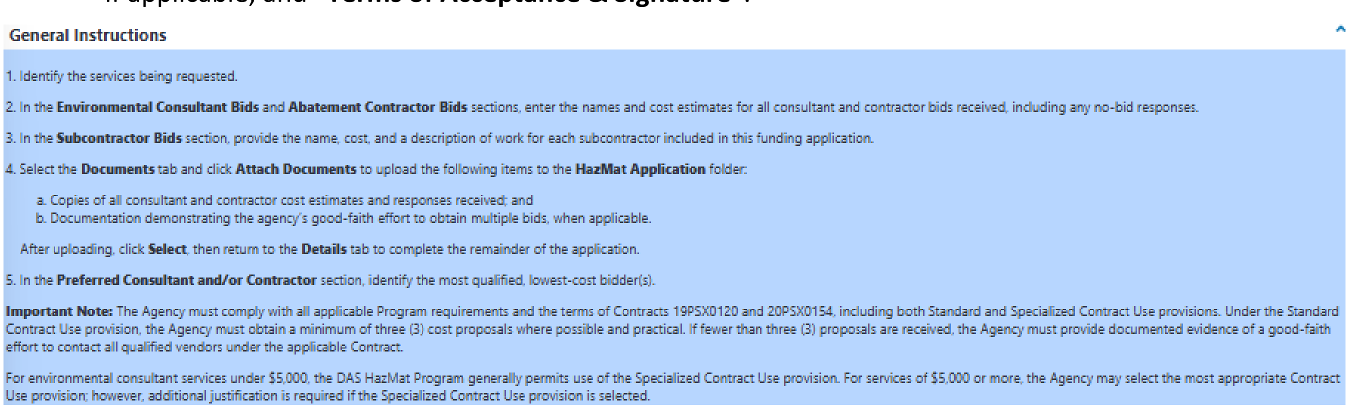
At the conclusion of the emergency project, the consultant/contractor shall provide an itemized invoice for time and materials for services performed, and payment will be made in accordance with the approved rates in the appropriate state contracts. DAS/CS reserves the right to reject payment at the discretion of the DAS Chief Architect. This concludes the HazMat Application process for emergency projects for the client agency in TUC.

12.04 HazMat Services Requested (Agency PM)

If **"No"** was selected in response to the **Emergency Use of Funds** question, navigate to the **My Home** tab and locate the applicable project process instance under **My Processes**. Identify the correct entry by referencing the project building name listed under the **Subject** column header. The **Step** column should denote the subject project as **"Agency HazMat Service Request"**. Once located, select the corresponding process instance link to proceed to the next step in the **1165 – HazMat Assistance Request Process**.



Next, review the general instructions and complete the sections entitled **"Services Requested", "Environmental Consultant Bids", "Abatement Contractor Bids", "Specialized Contract Use – Environmental/Abatement" –** if applicable, **"Subcontractor Bids"** – if applicable, **"Service Justification"** – if applicable, and **"Terms of Acceptance & Signature"**.



General Instructions

1. Identify the services being requested.

2. In the **Environmental Consultant Bids** and **Abatement Contractor Bids** sections, enter the names and cost estimates for all consultant and contractor bids received, including any no-bid responses.

3. In the **Subcontractor Bids** section, provide the name, cost, and a description of work for each subcontractor included in this funding application.

4. Select the **Documents** tab and click **Attach Documents** to upload the following items to the **HazMat Application** folder:

   a. Copies of all consultant and contractor cost estimates and responses received; and
   b. Documentation demonstrating the agency's good-faith effort to obtain multiple bids, when applicable.

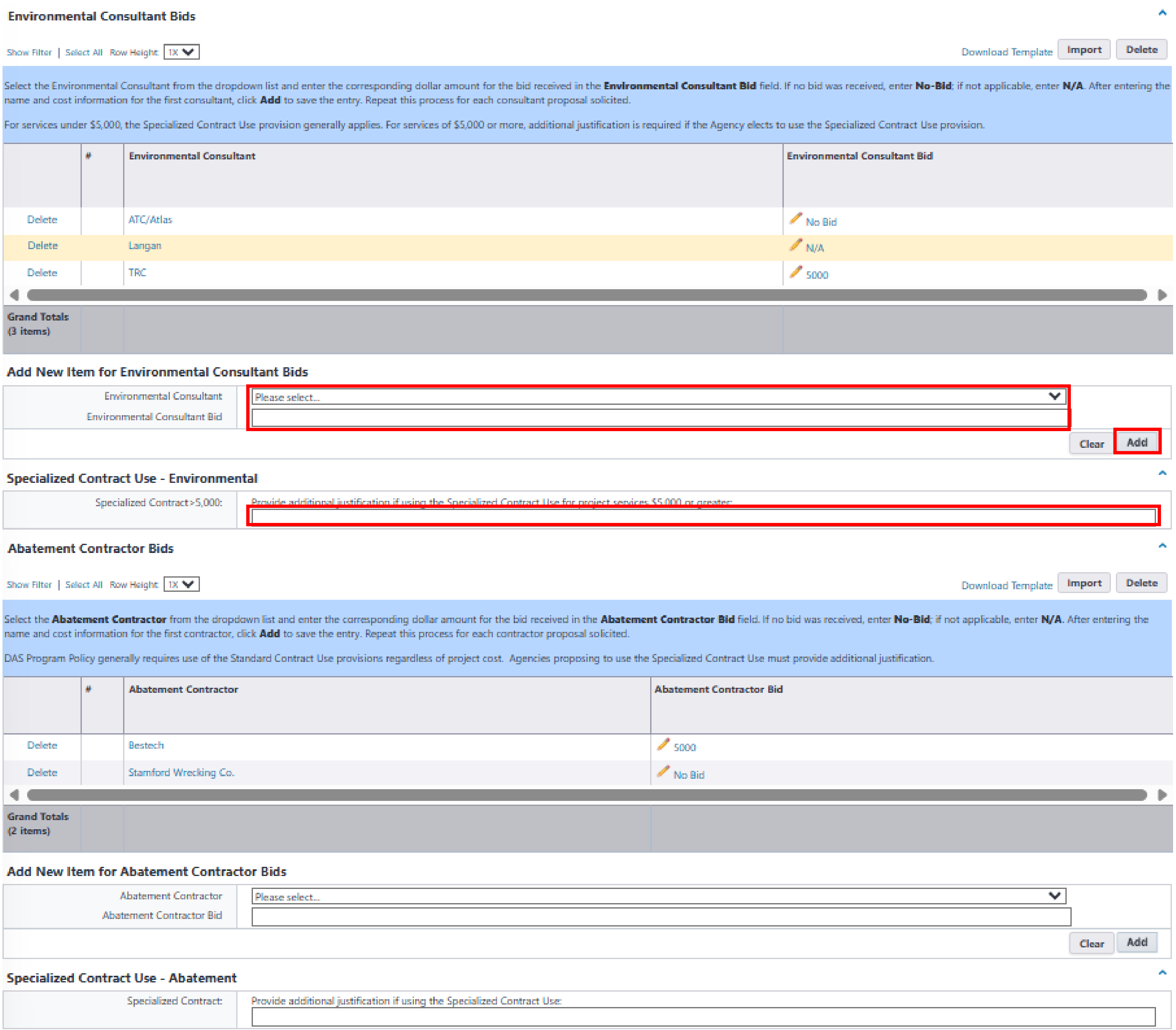
   After uploading, click **Select**, then return to the **Details** tab to complete the remainder of the application.

5. In the **Preferred Consultant and/or Contractor** section, identify the most qualified, lowest-cost bidder(s).

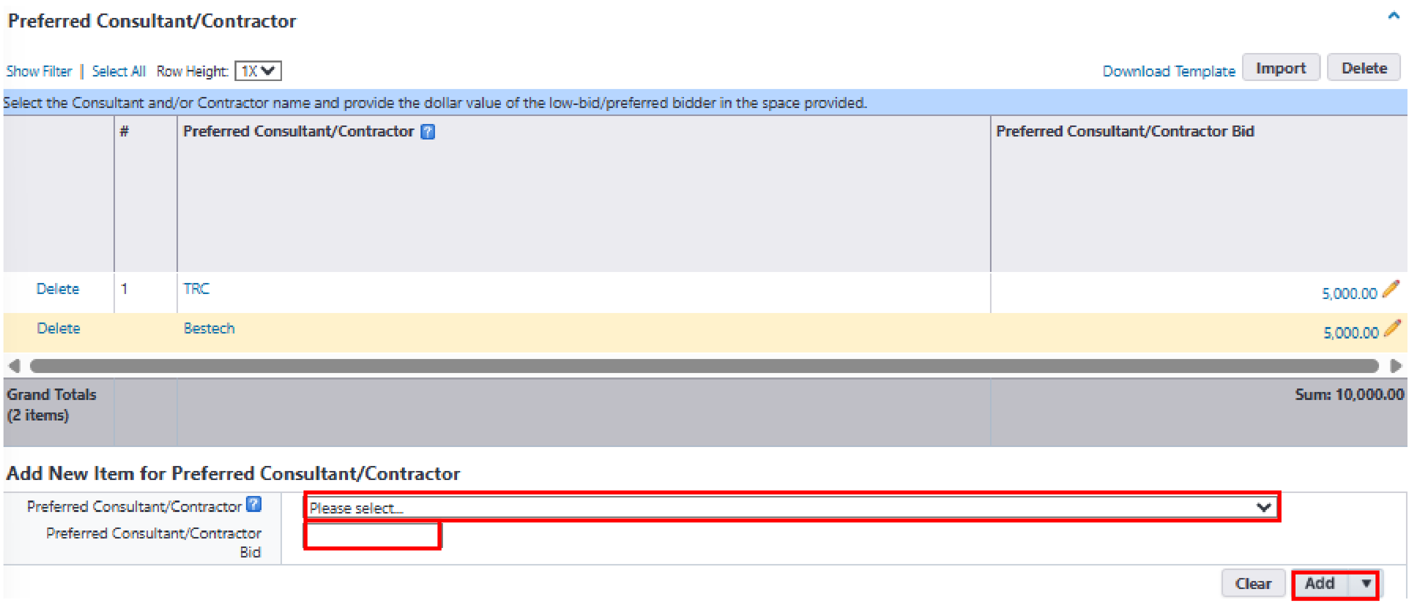
Important Note: The Agency must comply with all applicable Program requirements and the terms of Contracts 19PSX0120 and 20PSX0154, including both Standard and Specialized Contract Use provisions. Under the Standard Contract Use provision, the Agency must obtain a minimum of three (3) cost proposals where possible and practical. If fewer than three (3) proposals are received, the Agency must provide documented evidence of a good-faith effort to contact all qualified vendors under the applicable Contract.

For environmental consultant services under $5,000, the DAS HazMat Program generally permits use of the Specialized Contract Use provision. For services of $5,000 or more, the Agency may select the most appropriate Contract Use provision; however, additional justification is required if the Specialized Contract Use provision is selected.

To complete the **Environmental Consultant Bids** and **Abatement Contractor Bids** sections, scroll to the applicable subsection titled **"Add New Item for Environmental Consultant Bids"** or **"Add New Item for Abatement Contractor Bids."** From the dropdown menu, select the appropriate Consultant/Contractor and enter the corresponding Consultant/Contractor Bid amount. If no bid was received, enter **"No-Bid."** If the bid requirement is not applicable, enter **"N/A."** After entering the information for the first Consultant/Contractor, click **"Add"** to save the entry. Repeat this process for each Consultant/Contractor that was solicited. If the **Specialized Contract Use** provision applies to either the Consultant or Abatement bids (refer to the General Instructions), provide the required justification in the corresponding **Specialized Contract Use – Environmental** or **Specialized Contract Use – Abatement** section.

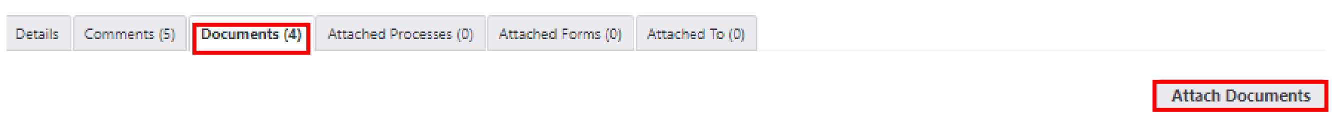


Complete the same steps noted above for the **"Preferred Consultant/Contractor"** section, adding only the "Preferred Consultant/Contractor" and their respective bids.

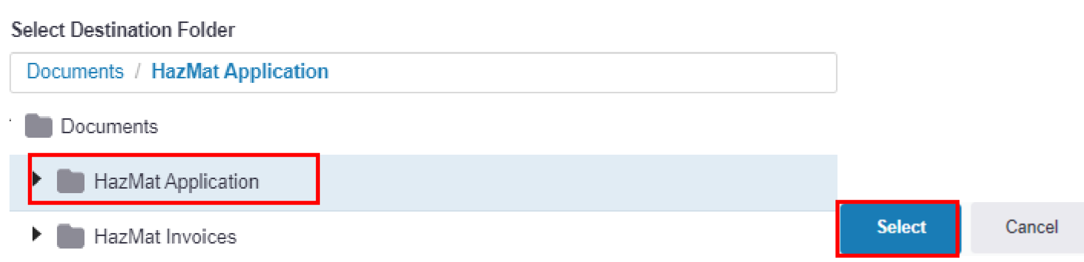


Next, select the **Documents** tab and click **Attach Documents** to upload the following items to the **HazMat Application** folder:

a. Copies of all consultant and contractor cost estimates and responses received; and
b. Documentation demonstrating the agency's good-faith effort to obtain multiple bids, when applicable.



Once prompted, select **"Upload from your Computer"**, click **"HazMat Application"** as the destination folder and click the **Select** button.



Upload the required documents into the space provided. Please note that the upload process may be delayed.

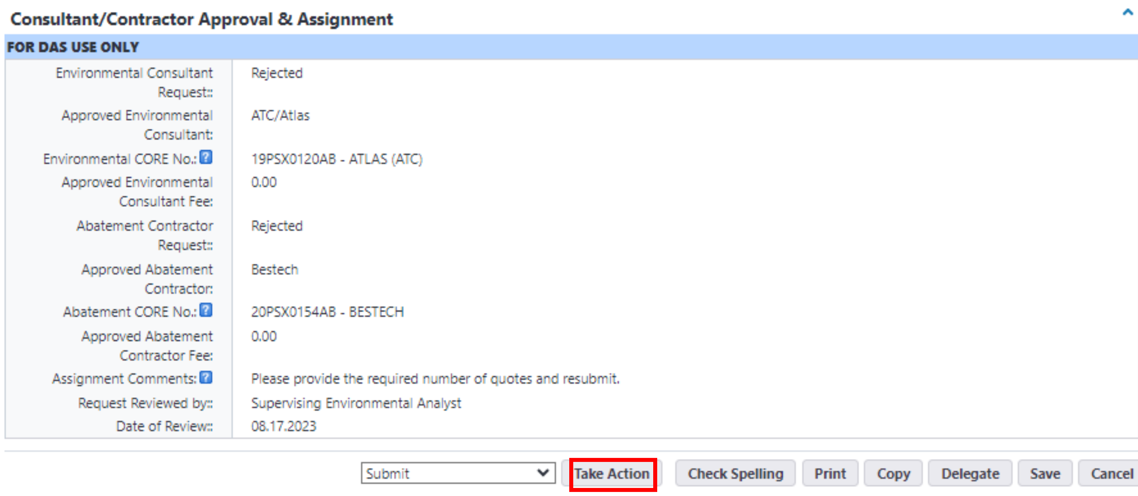
After uploading, return to the **Details** tab to complete the remainder of the application.

If the "Preferred Consultant/Contractor" is not the low bid, complete the **"Service Justification"** section, and then complete the **"Terms of Acceptance and Signature"** section**.**

Upon completion of all sections, select **"Submit"** from the dropdown menu next to the "Take Action" button and click **Take Action** button.

Note: If the application is rejected and requires revision, it will be returned to this step for the client agency to take corrective action.

If the application was rejected, re-open the process instance, scroll down to the bottom of the page and review the section entitled **"Consultant/Contractor Approval and Assignment"**. Refer to the field entitled **"Assignment Comments"** for the reason for rejection and instructions for corrective action.



Consultant/Contractor Approval & Assignment

FOR DAS USE ONLY

Environmental Consultant Request::	Rejected
Approved Environmental Consultant:	ATC/Atlas
Environmental CORE No.:	19PSX0120AB - ATLAS (ATC)
Approved Environmental Consultant Fee:	0.00
Abatement Contractor Request::	Rejected
Approved Abatement Contractor:	Bestech
Abatement CORE No.:	20PSX0154AB - BESTECH
Approved Abatement Contractor Fee:	0.00
Assignment Comments:	Please provide the required number of quotes and resubmit.
Request Reviewed by::	Supervising Environmental Analyst
Date of Review::	08.17.2023

Submit | Take Action | Check Spelling | Print | Copy | Delegate | Save | Cancel

After reviewing the "Assignment Comments", revise the application in accordance with the comments. Upon completion, scroll down to the bottom of the page and click **Take Action** to resubmit your application.

If the application is approved, the client agency and selected Consultant/Contractor will receive notification that the application has been approved, and the Supervising Environmental Analyst will follow up with the respective parties to schedule a scope review meeting. The client agency, Consultant and Contractor will have **"Review and Comment"** access to the **Scope Review/NTP/Project Assignment** step, but the Supervising Environmental Analyst will be the only actor responsible for data input and taking action on this step.

After the Supervising Environmental Analyst provides a recommendation for the Notice to Proceed, the client agency will receive an email notification through TUC that either the application has been submitted to the DAS Authorized Authority for signature or that the application will need to be revised before it can be considered for recommendation.

Note: If the application is rejected and requires revision in the **Scope Review/NTP/Project Assignment** step, it will be returned to this step for the client agency to take corrective action.

If the application was rejected, re-open the process instance, scroll down to the bottom of the page and review the section entitled **"Consultant/Contractor Approval and Assignment"**. Refer to the field entitled **"Notice to Proceed Comments"** for the reason for rejection and instructions for corrective action.

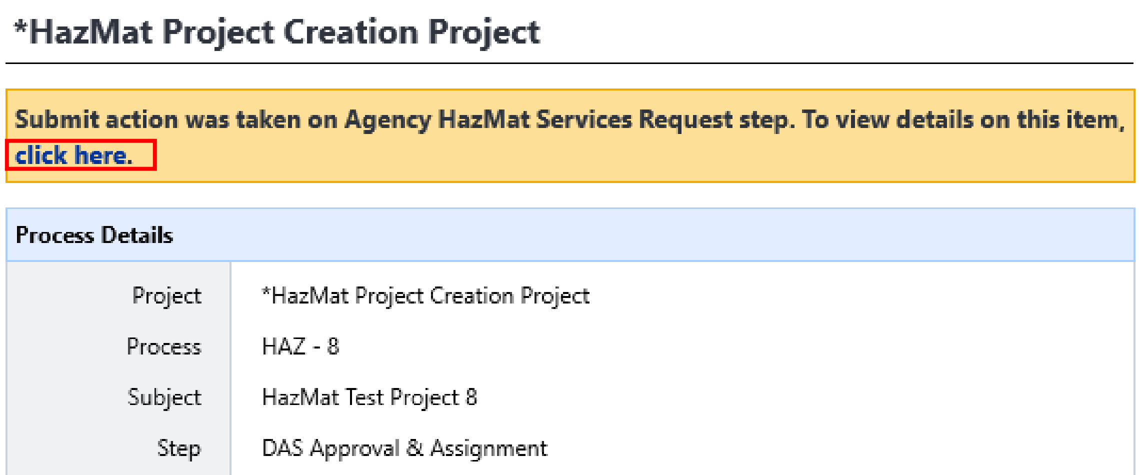
After reviewing the "Notice to Proceed Comments", revise the application in accordance with the comments. Upon completion, scroll down to the bottom of the page and click **Take Action** to resubmit your application.

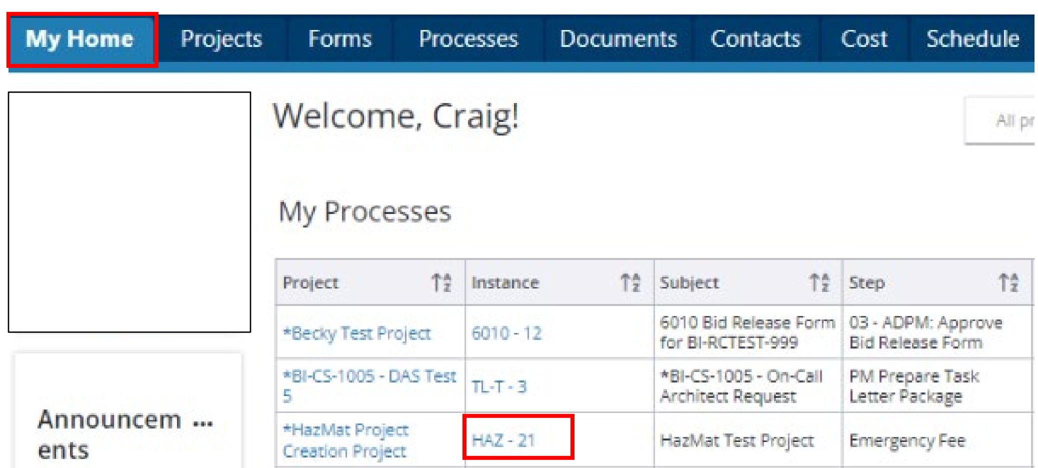
If the application is recommended for a Notice to Proceed, the application will be forwarded to the DAS Authorized Authority to sign-off on the project. After the application has been signed and executed, the client agency will receive an email notification from TUC with a copy of the executed Form 1165.

12.05 DAS Approval & Assignment (Environmental Analyst – DAS Only)

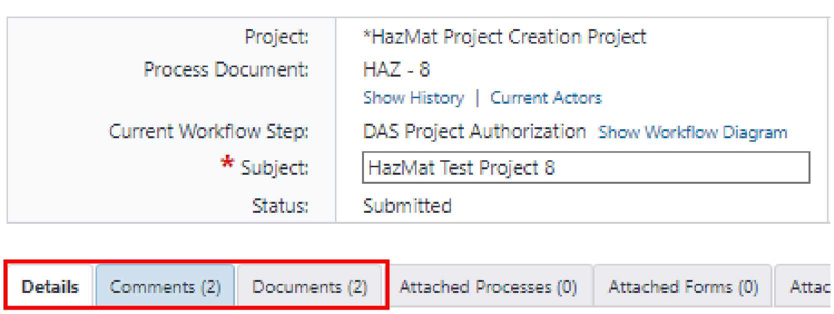
The Environmental Analyst will receive an email from TUC as notification that the HazMat Assistance Request has been submitted for DAS Approval and Assignment.

To access the process instance, either click on the link provided in the email or log into TUC, select the **"My Home"** tab and click on the link in the **"Instance"** column for the "*HazMat Project Creation Project" from the **"My Processes"** section. The "Step" column should read "DAS Approval & Assignment".

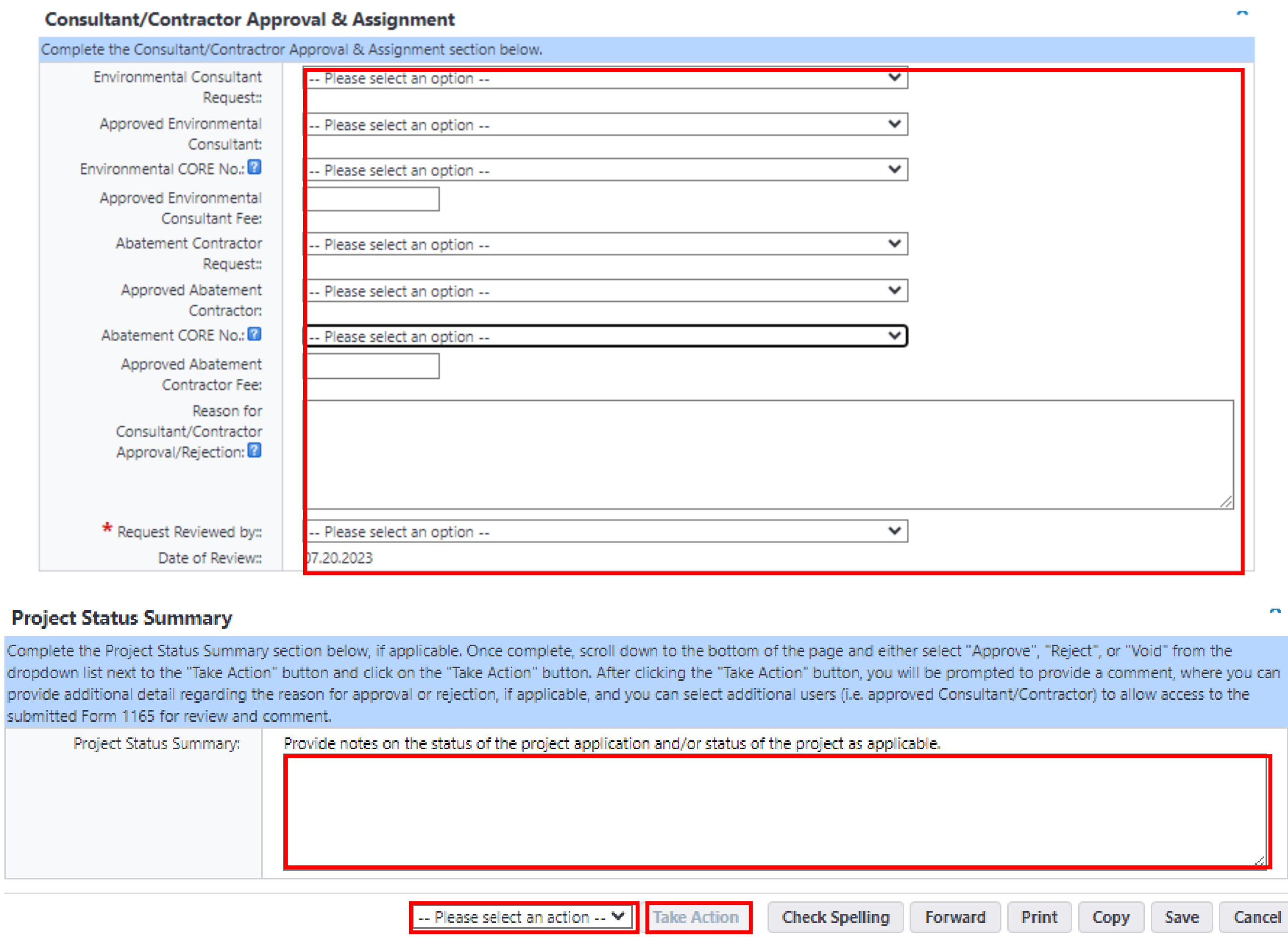




Review the application submission under the "Details" tab. To review any comments provided on the application submission, click on the "Comments" tab. To review any supporting documents submitted with the application, click on the "Documents" tab.

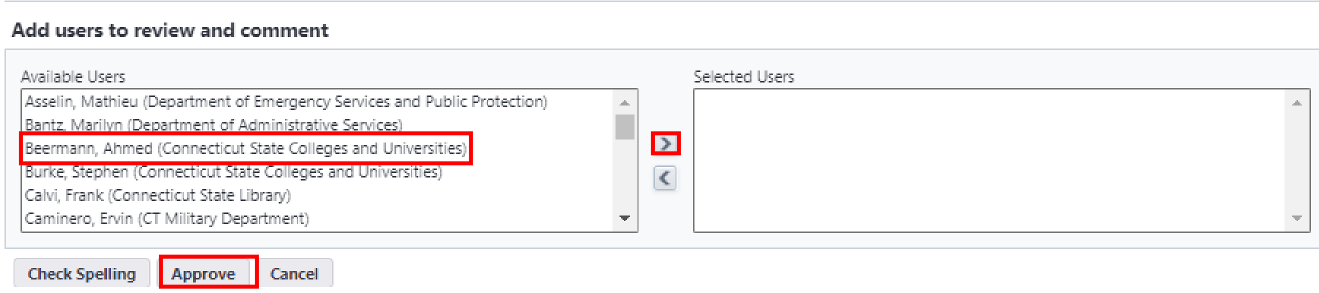


After reviewing the application submission, scroll down to the sections entitled “Consultant/Contractor Approval & Assignment” and “Project Status Summary”, review the general instructions for and complete those sections.



Upon completing all sections, scroll down to the bottom of the page and select either **“Approve”** or **“Reject”** from the dropdown list next to the “Take Action” button and click **Take Action**.

If “Approve” was selected, you will be prompted to **“Add users for review and comment”**, which will allow access to the submitted Form 1165 to those selected users for review and comment. Select the approved consultant/contractor from the list of “Available Users” to grant them access to review the application and receive notification that a scope review meeting is to be scheduled.



If “Reject” was selected, Form 1165 will be returned to the client agency for revision, if applicable.

12.06 Emergency Assignment/NTP (Environmental Analyst – DAS Only)

The Environmental Analyst will receive an email from TUC as notification that an Emergency HazMat Assistance Request has been submitted for DAS Review and Processing.

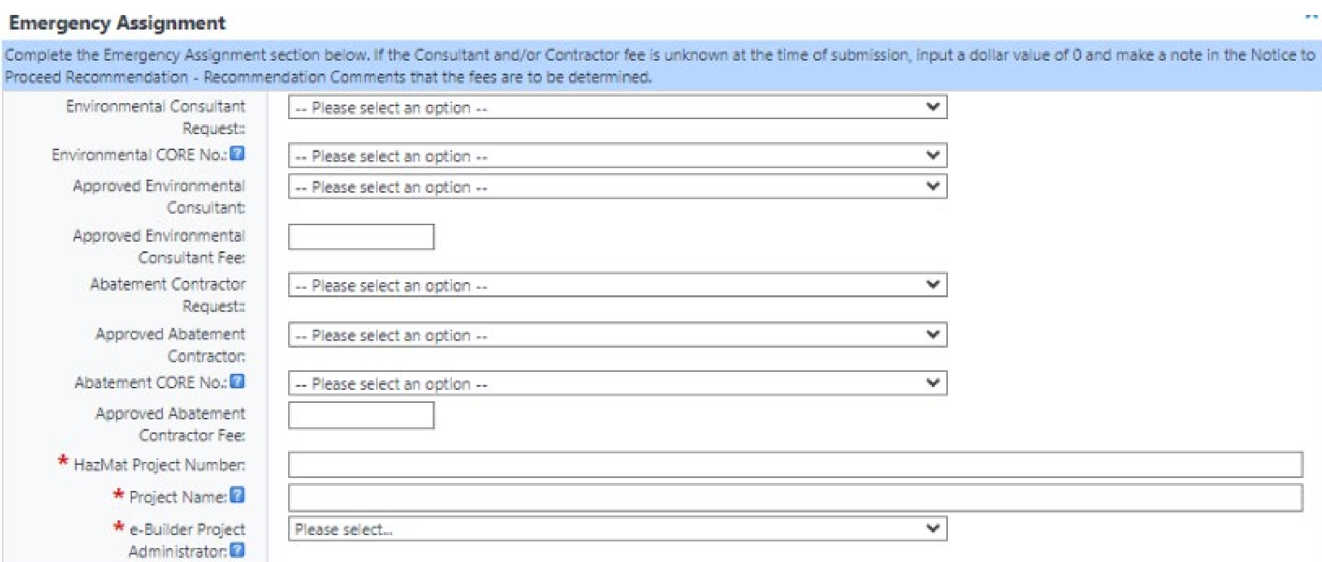
To access the process instance, either click on the link provided in the email or log into TUC, select the **“My Home”** tab and click on the link in the **“Instance”** column for the “*HazMat Project Creation Project” from the **“My Processes”** section. The “Step” column should read “Emergency Assignment/NTP”. Please refer to the diagrams in Section 12.0.6 DAS Approval & Assignment for a visual representation on accessing the process.

Review the general instructions and complete the “**Emergency Assignment”, “Notice to Proceed Recommendation”**, and **”Project Status Summary”** sections.

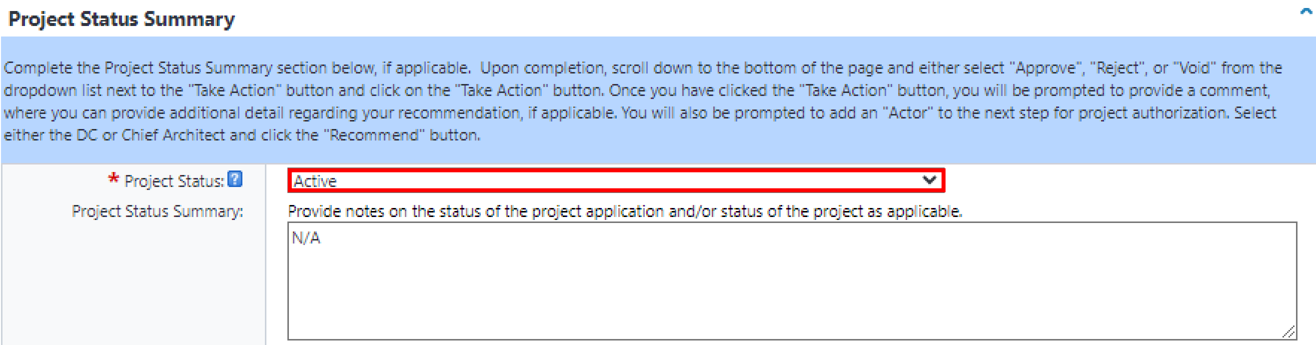
When completing the “Emergency Assignment” section (*see diagram on the next page*):

a) Select **“Em**ergency” from the dropdown list for the fields entitled **“Environmental Consultant Request”** and **“Abatement Contractor Request”**;
b) Input the names and quotes provided by the client agency from the **“Preferred Consultant/Contractor”** section into the respective ***“Approved”*** consultant, contractor and fee fields.
c) The “Project Name” field should consist of the following: “HazMat Project Number – HazMat Project Name” as listed under “Subject” at the top of the page, i.e. 24-CSCU-HAZ-01 - HazMat Test Project 8.
d) Select Craig Russell as the “TUC Project Administrator”.

Select Matthew Pafford as the “Project Manager” of the HazMat Program.



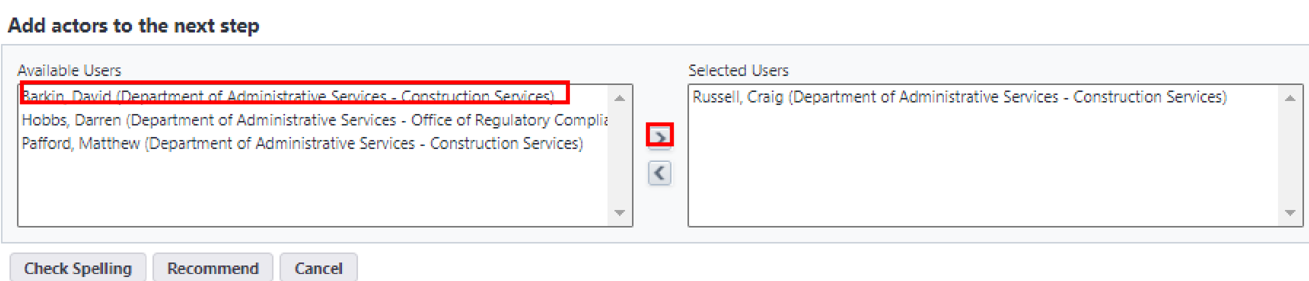
When completing the **“Project Status Summary”** section, select **“Active”** from the dropdown list for **“Project Status”**.



Upon completion of all sections, scroll down to the bottom of the page and select **“Recommend”** from the dropdown list next to the “Take Action” button and click **Take Action**.

After clicking the “Take Action” button, you will be prompted to “Add actors to the next step”, which will direct the application to the Authorized Authority to sign off on the approval of the application; and to “Add users to review and comment”, which will allow selected users access to the submitted Form 1165 for review and comment.

To add an actor to act as the Authorized Signatory, select the individual’s name from the list of “Available Users” for which you wish to sign off on the application, then click on the “>” to move that individual into “Selected Users”.



Repeat this process to “Add users for review and comment”. Select the **“Approved”** Consultant and/or Contractor from the list of “Available Users” so that they can receive notification that the application is being processed and to allow them access to the application for review and comment. After adding the actors and users, click the “Recommend” button. Proceed to Section 12.10 Form 1165 Executed.

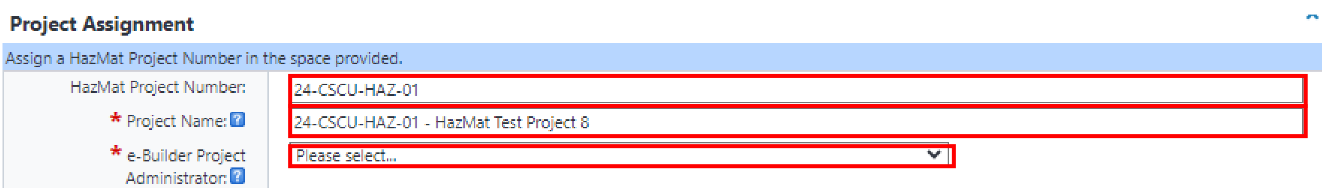
12.07 Scope Review/NTP Recommendation/Project Assignment (EA – DAS Only)

The “Scope Review/NTP/Project Assignment” step should not be completed until after the scope review meeting has been scheduled and completed.

After the scope review meeting, the Environmental Analyst can access the process instance by either clicking on the link provided in the aforementioned email or by logging into TUC, selecting the **“My Home”** tab and clicking on the link in the **“Instance”** column for the “*HazMat Project Creation Project” from the **“My Processes”** section. The “Step” column should read “Scope Review/NTP/Project Assignment”. Please refer to the diagrams in Section 12.06 DAS Approval & Assignment for a visual representation on accessing the process.

Review the general instructions and complete the **"Scope Review", "Consultant/Contractor Approval & Assignment", "Notice to Proceed Recommendation", "Project Assignment"**, and **"Project Status Summary"** sections.

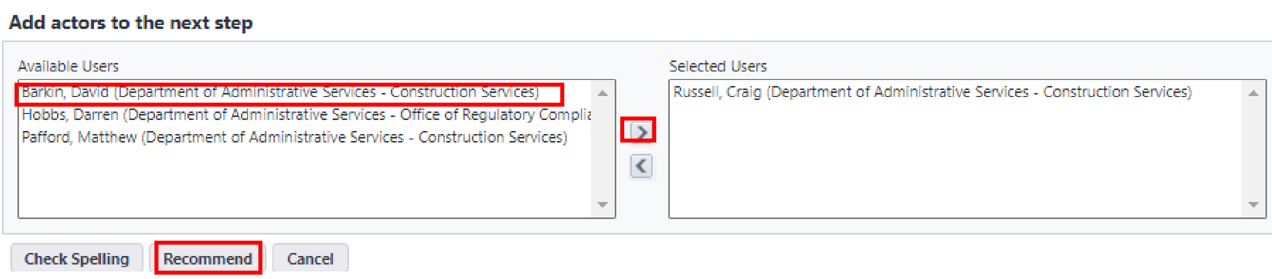
- When completing the "Project Assignment" section, the "Project Name" should consist of the following: "HazMat Project Number – HazMat Project Name" as listed under "Subject" at the top of the page, i.e. 24-CSCU-HAZ-01 - HazMat Test Project 8. Select Craig Russell as the "TUC Project Administrator". Select Matthew Pafford as the "Project Manager" of the HazMat Program.



- When completing the "Project Status Summary" section, select **"Active"** from the dropdown list for "Project Status".

If "Recommend" was selected, you will be prompted to "Add actors to the next step", which will direct the application to the Authorized Authority to sign off on the approval of the application.

To add a user, select the individuals name from the list of "Available Users" for which you wish to sign off on the application, then click on the ">" to move that individual into "Selected Users" and click the "Recommend" button.

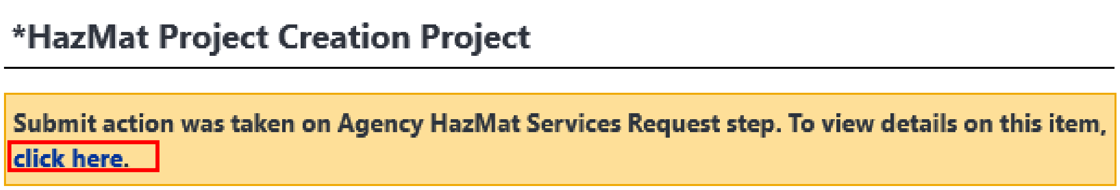


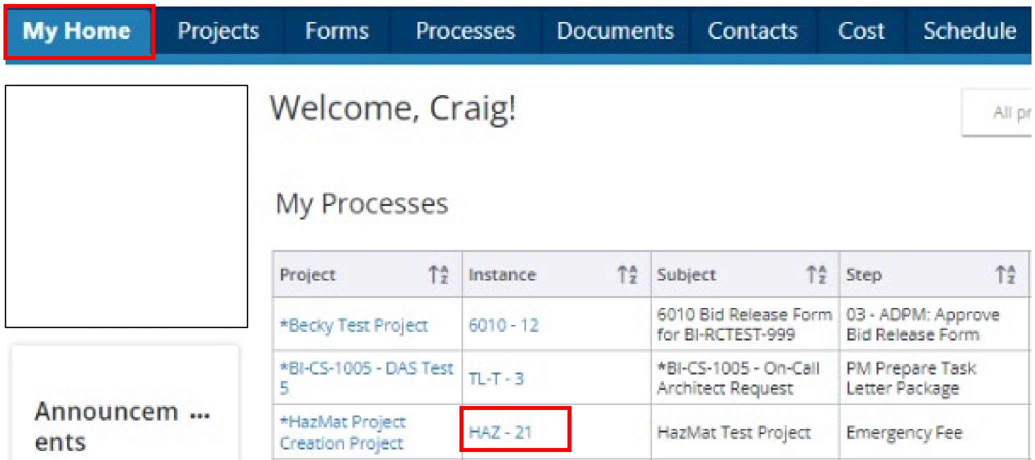
If "Reject" was selected, Form 1165 will be returned to the client agency for revision, if applicable.

12.08 Project Authorization (Chief Architect/Deputy Commissioner – DAS Only)

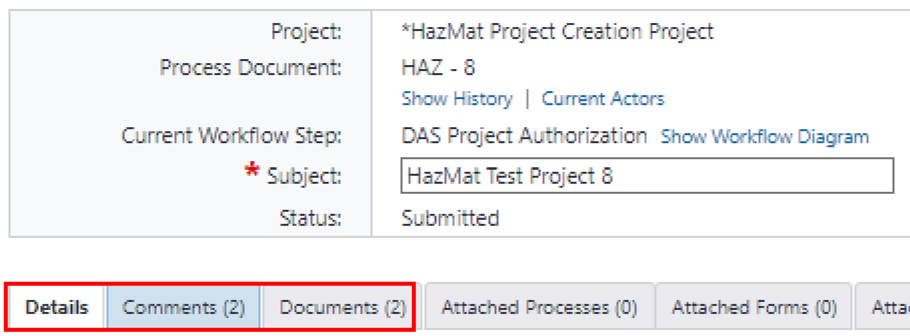
Either the Chief Architect or the Deputy Commissioner will receive an email from TUC as notification that the HazMat Assistance Request has been submitted for Project Authorization.

To access the process instance, either click on the link provided in the email or log into TUC, select the **"My Home"** tab and click on the link in the **"Instance"** column for the "*HazMat Project Creation Project" from the **"My Processes"** section.

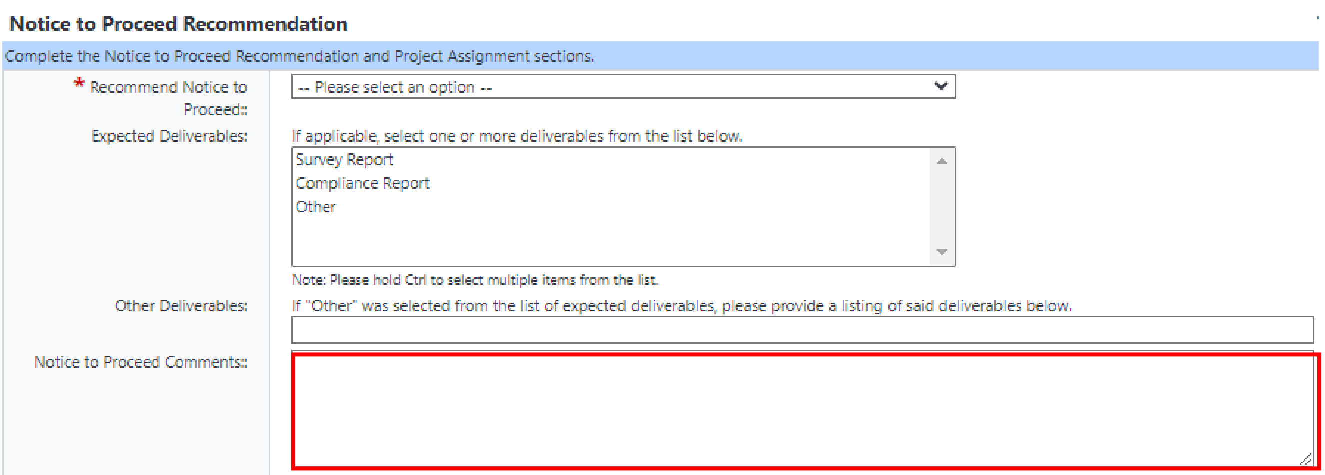




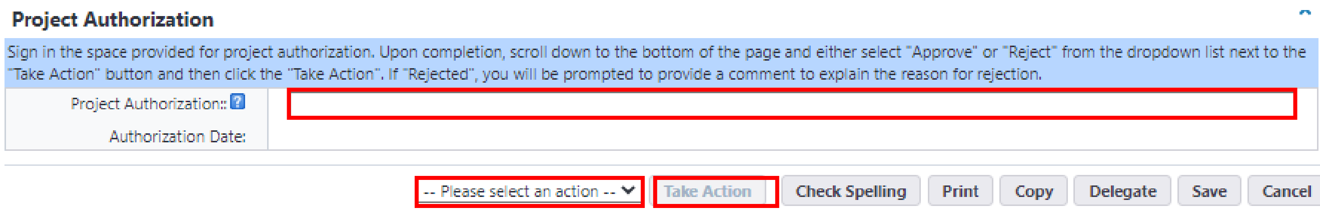
Review the application submission under the "Details" tab. To review any comments provided on the application submission, click on the "Comments" tab. To review any supporting documents submitted with the application, click on the "Documents" tab.



To review comments specific to the "Recommendation for Notice Proceed", scroll down to the section entitled "Notice to Proceed Recommendation" and refer to the field entitled "Notice to Proceed Comments".

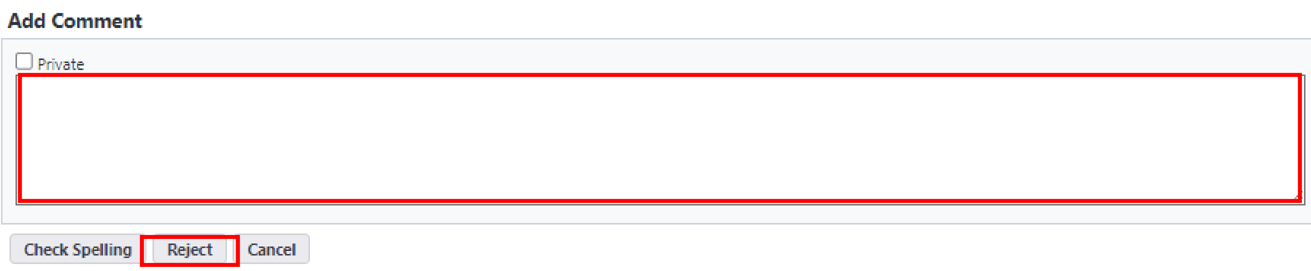


After completing your review of the application submission, scroll down to the section entitled **"Project Authorization"**, review the general instructions for and complete that section.



Upon completion of all sections, scroll down to the bottom of the page and select either **"Approve"** or **"Reject"** from the dropdown list next to the "Take Action" button and click **Take Action**.

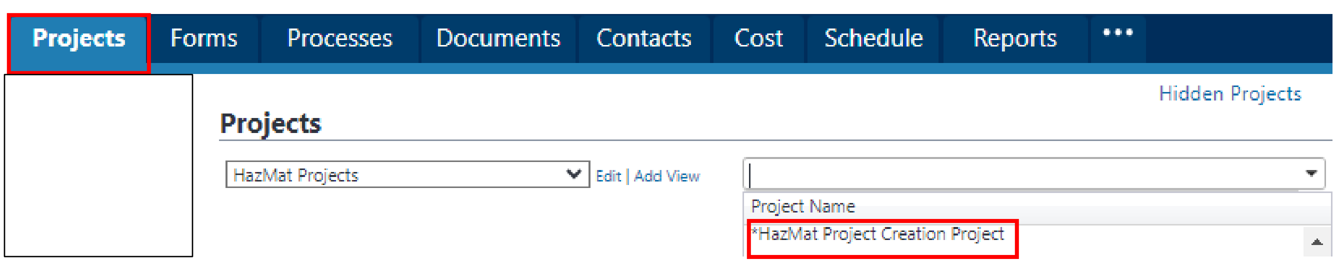
If "Reject" was selected, you will be prompted to provide a comment to explain the reason for rejection and to provide guidance for corrective action. After providing the comment, click the "Reject" button.



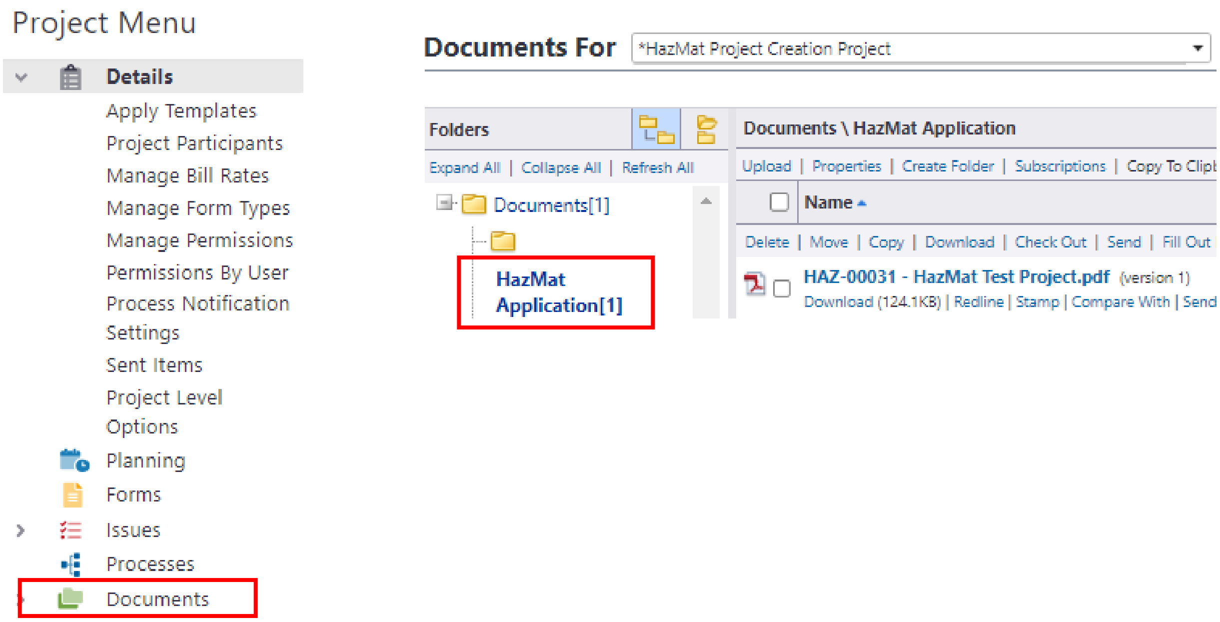
If "Approve" was selected, the application will be finalized, and an email will be distributed through TUC to the client agency that includes a copy of the executed Form 1165. The executed Form 1165 will also be uploaded to the TUC the subject project "HazMat Application" project file folder.

12.09 Project Files (Environmental Analyst – DAS Only)

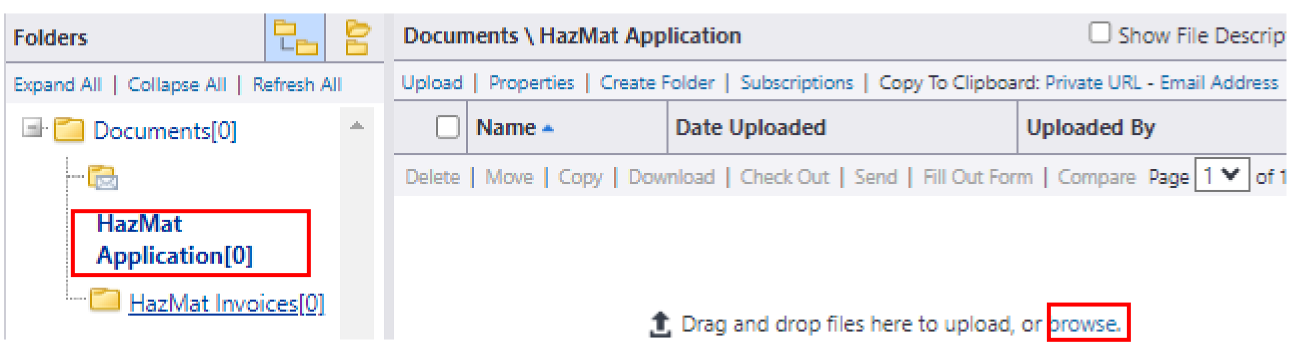
To access the newly created HazMat Project/HazMat Application file folder, go to the "Projects" tab and select the name of the newly created project from the dropdown list, i.e. 24-CSCU-Hazmat-900 – HazMat Test Project.

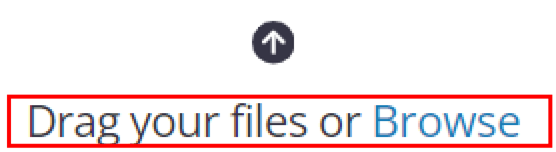


Next, select “Documents” from the “Project Menu” on the lefthand side of your screen. After selecting “Documents”, click on the “HazMat Application” file folder to access the newly executed Form 1165 and any other documents that were uploaded as part of the HazMat Project Intake Process.



If Work Plans and/or Cost Estimates were not uploaded as part of the 1165 Project Intake Process, you should upload them to the “HazMat Application” file folder upon receipt. To upload files, click the “browse” link to open the “Upload” prompt and then either drag and drop the files in the space provided, or click “Browse” to open the file structure on your computer so that you can search for the respective file that you want to upload.





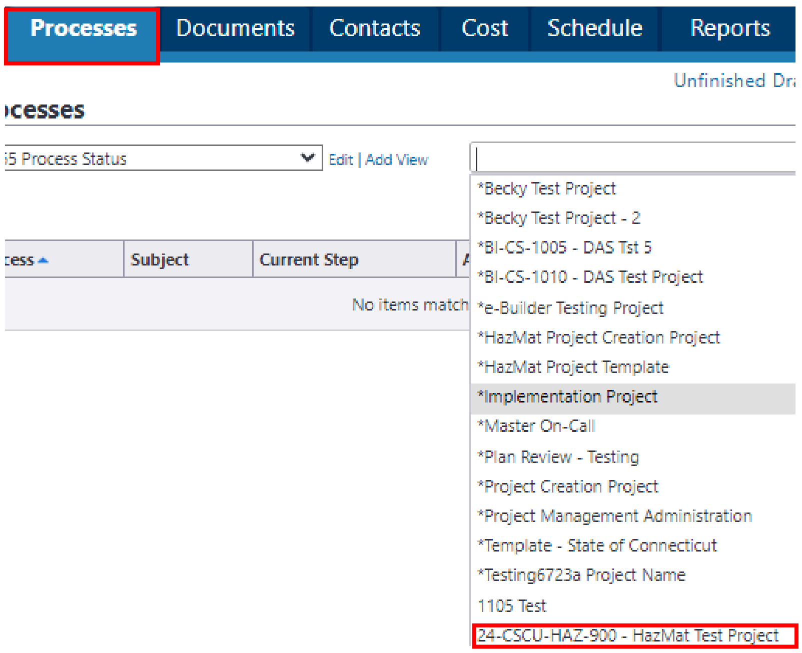
Note that the upload of files may be delayed. The prompt will note when the upload is complete. Upon completion, click “Done”. This concludes the HazMat Project Intake process.

Section 13: HazMat Commitment

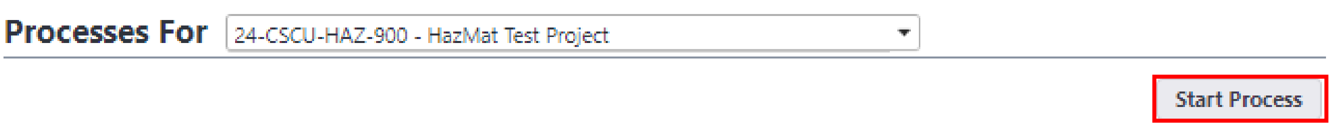
13.01 Accessing the Process

Log in to TUC: https://gov.e-builder.net.

On your homepage, go to the “Processes” tab and select the hazmat project number for the project for which you want to make against from the “All Projects” dropdown list.



Click the “Start Process” button and select the “HazMat Commitment” link.



13.02 HazMat Commitment

Read the “General Instructions”, fill in the “Subject” field in accordance with the instructions and click the “Submit” button.

After clicking “Submit”, you will be returned to the “Processes” tab. Click on the link to the project listed in the “Subject” column.

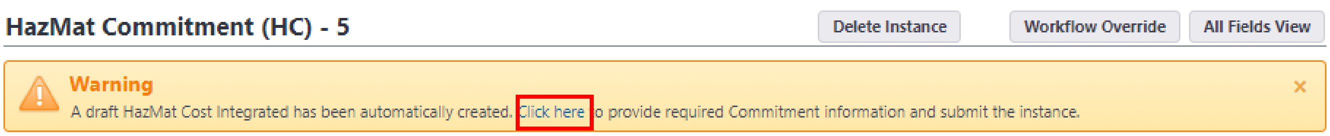
	Process	Subject	Step	In Step Since	Date Due	Status	Requested Comment
	HC - 4	24-CSCU-HAZ-900 - Environmental & Abatement	Finish	10.02.2023		Submitted	
	HC - 5	24-CSCU-HAZ-900 - Environmental & Abatement	HazMat Consultant / Contractor	10.04.2023		Submitted	

Read the “General Instructions”, revise the Consultant/Contractor Information, if applicable, and click the “Take Action” button.

After clicking “Take Action”, you will be returned to the “Processes” tab. Click on the link to the project listed in the “Subject” column again to spawn the cost integration for the commitment process.

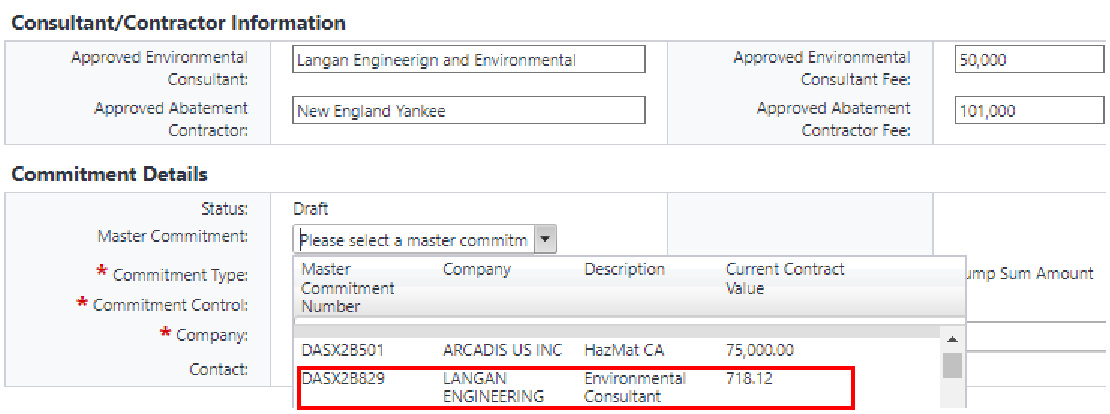
13.03 HazMat Cost Integration

When spawning the commitment process, you will receive a “Warning” notification. Click on the link within the warning notification to access the cost integrated process where you can enter the commitment details for the subject HazMat project.



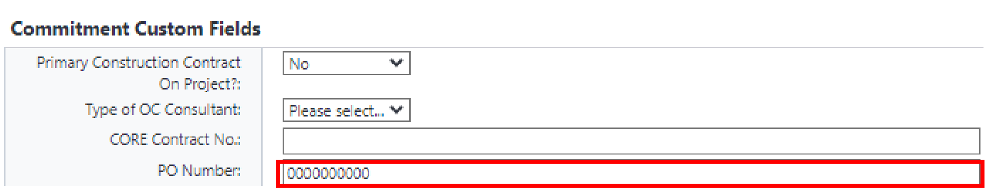
Begin the HazMat Cost Integrated process by completing the “Commitment Details” section. Under “Commitment Details”, go to the “Master Commitment” field and select the Master Commitment Contract, from the dropdown list, for either the “Approved Environmental Consultant” or “Approved Abatement Contractor” listed under the Consultant/Contractor Information section.

- ∗ This process will be repeated at a later stage if there are multiple Consultant / Contractor(s) listed within the Consultant/Contractor Information section.



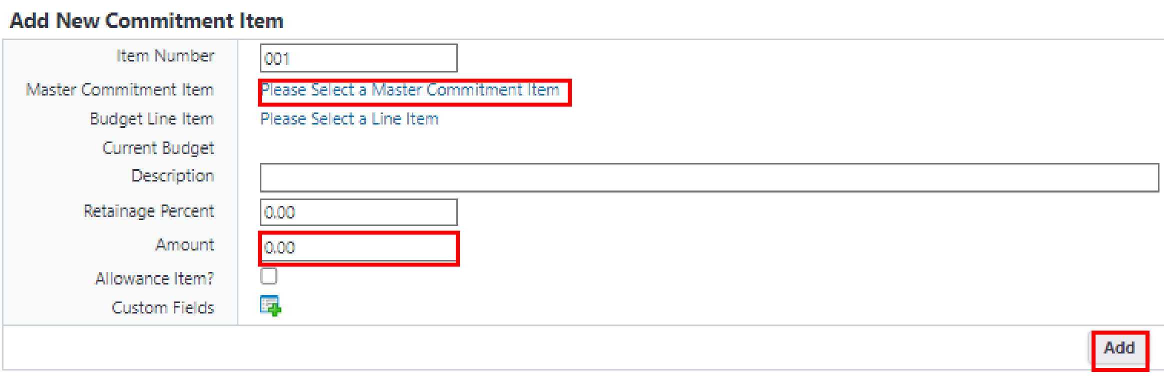
After selecting the Master Commitment Contract, all of the remaining fields in the “Commitment Details” section will infill automatically, but for the “Contact” field for the company. You may leave this field blank, or you may select a contact from the dropdown list. Please note that the contact is specific to the contract, not to the project.

After completing the “Commitment Details” section, scroll down to the “Commitment Custom Fields” section and input the “CORE Contract No.” for the subject Consultant/Contractor and the “PO Number” assigned to the CORE Contract.

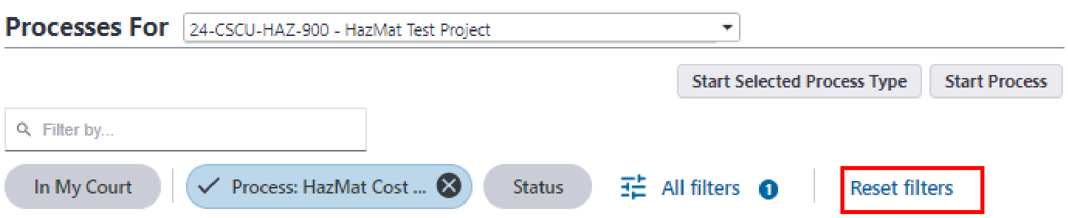


Then, scroll down to the “Add New Commitment Item” section. Click on the link in the “Master Commitment Item” field and then click on the “Item Number” link under “Master Commitment Items”.

Next, input the dollar amount of the approved fee for the subject Consultant/Contractor in the “Amount” field and click the “Add” button. Upon completion, scroll down to the bottom of the page and click the “Submit” button.



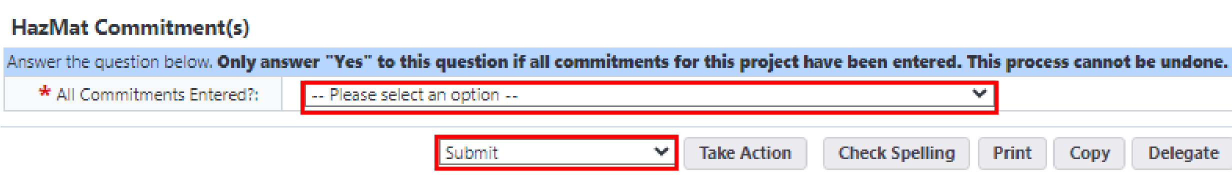
After clicking “Submit”, you will be returned to the “Processes” tab. First, click on the “Reset filters” link.



Then, click on the project link in the “Subject” column to return to the HazMat Commitment Process (The “Step” column should read “Commitments Complete?”).

Process	Subject	Step	In Step Since	Date Due	Status	Requested Comment
HC - 7	24-CSCU-HAZ-900 - Environmental & Abatement	Commitments Complete?	10.05.2023		Approved	

Read the HazMat Commitment(s) instructions, answer the “All Commitments Entered” question and click the “Take Action” button.



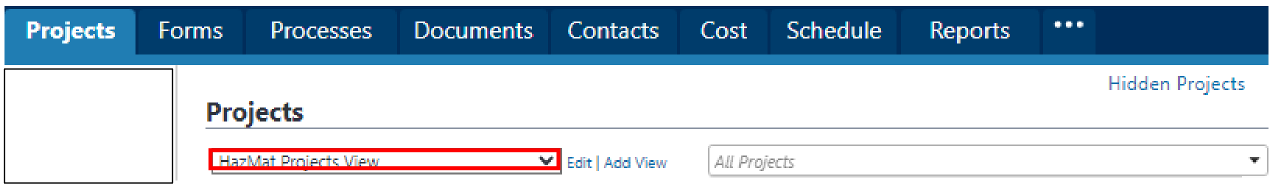
If you answered “No” to the question, you will be returned to the “Processes” tab. Click on the project link under the “Subject” column to spawn the commitment process again (The “Step” column should read “Spawn Commitment”) . Repeat Step 13.02 until all commitments have been entered.

	Process	Subject	Step	In Step Since	Date Due	Status	Requested Comment
☐	HC - 7	24-CSCU-HAZ-900 - Environmental & Abatement	Spawn Commitment	10.05.2023		Approved	

If you answered "Yes" to the question, the commitment process will be completed. The commitment status will be marked as "Pending", so that the line item can be adjusted if necessary. The commitment status will need to be "Approved", prior to payment.

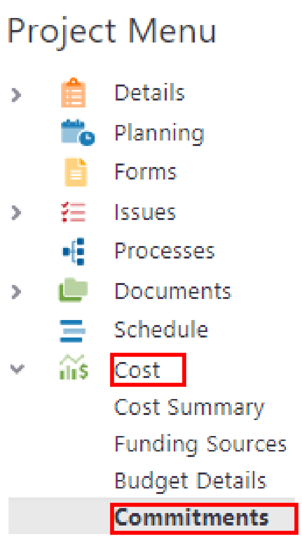
13.04 Edit or Approve a HazMat Commitment

Click on the "Projects" tab and select "HazMat Projects View" from the View dropdown list.

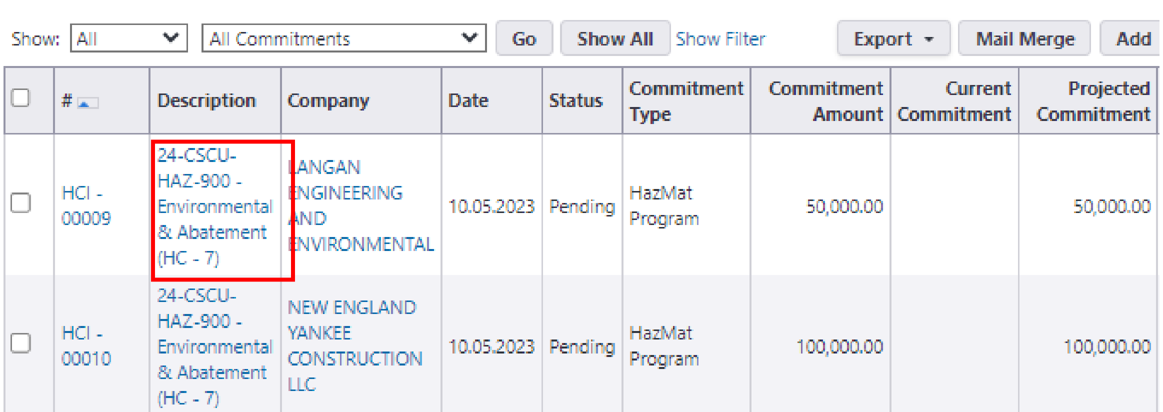


Click on the link in the "Project Name" column to access the HazMat Project Details page.

After opening the HazMat Project Details page, select "Cost" from the "Project Menu" and then select "Commitments" under the Cost dropdown list. This will open the Commitments display page, which will show all commitments related to that project.

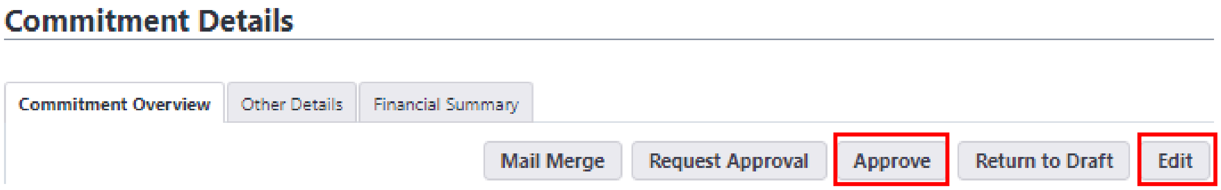


Click on the link in the "Description" column to access the "Commitment Details" page for the line-item commitment you wish to edit or approve.



	#	Description	Company	Date	Status	Commitment Type	Commitment Amount	Current Commitment	Projected Commitment
	HCI - 00009	24-CSCU-HAZ-900 - Environmental & Abatement (HC - 7)	LANGAN ENGINEERING AND ENVIRONMENTAL	10.05.2023	Pending	HazMat Program	50,000.00		50,000.00
	HCI - 00010	24-CSCU-HAZ-900 - Environmental & Abatement (HC - 7)	NEW ENGLAND YANKEE CONSTRUCTION LLC	10.05.2023	Pending	HazMat Program	100,000.00		100,000.00

After opening the “Commitment Details” page, you can either click the “Approve” button, if you wish to approve the commitment as is, or click the “Edit” button if you wish to edit the commitment amount.



If the “Edit” button was clicked, then scroll down to the section entitled “Commitment Items” and scroll over to the column entitled “Amount”. Click on the “Pencil” toggle to edit the commitment amount. Upon completion, scroll down to the bottom of the page and click the “Save” button.

After saving your changes, you can either click the “Approve” button, if you wish to approve the commitment, or closeout of the “” page until such time that you wish to approve the commitment.

Section 13A: HazMat Commitment Change Orders

13A.01 Hazmat change orders in TUC

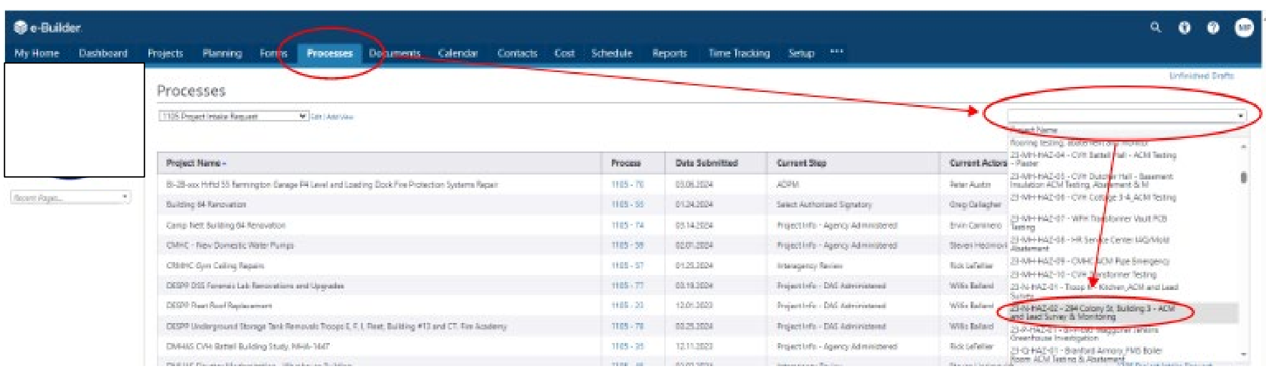
To process a HazMat Commitment Change Order in TUC, the Client Agency will need to acquire a proposal from the hazmat consultant or contractor that includes the following information:

- A brief description of the change;
- A brief description of the *reason* for the change;
- Estimated change in project cost;
- Estimated change to the project's timeframe or schedule;
- Any additional supporting documentation, if applicable.

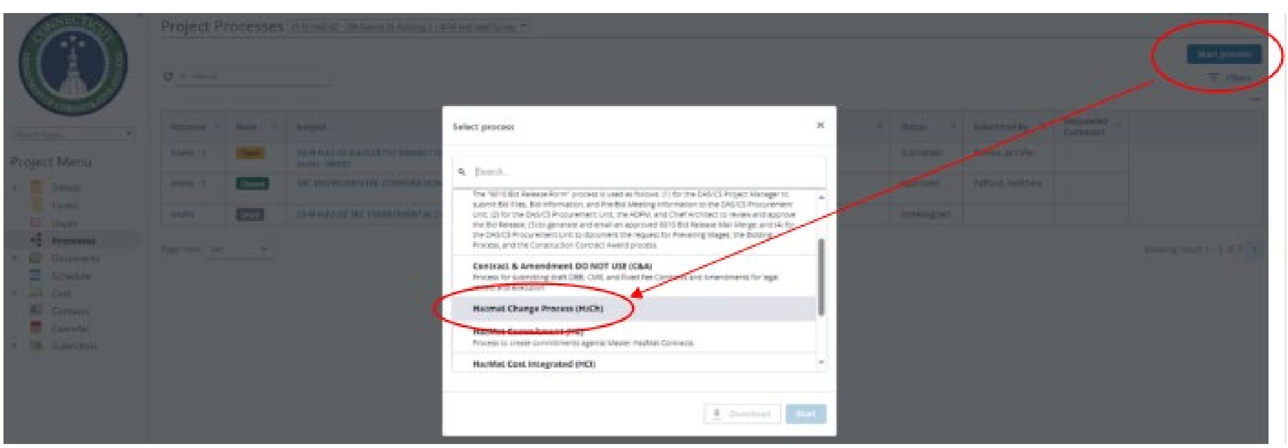
13A.02 Accessing the Process (Agency)

After acquiring the change order proposal from the hazmat consultant or contractor, the Agency PM should log in to [TUC](TUC) to initiate the HazMat Commitment Change Order Process.

After logging in, select the "Processes" tab and then use the drop-down menu on the right to navigate to the subject project:



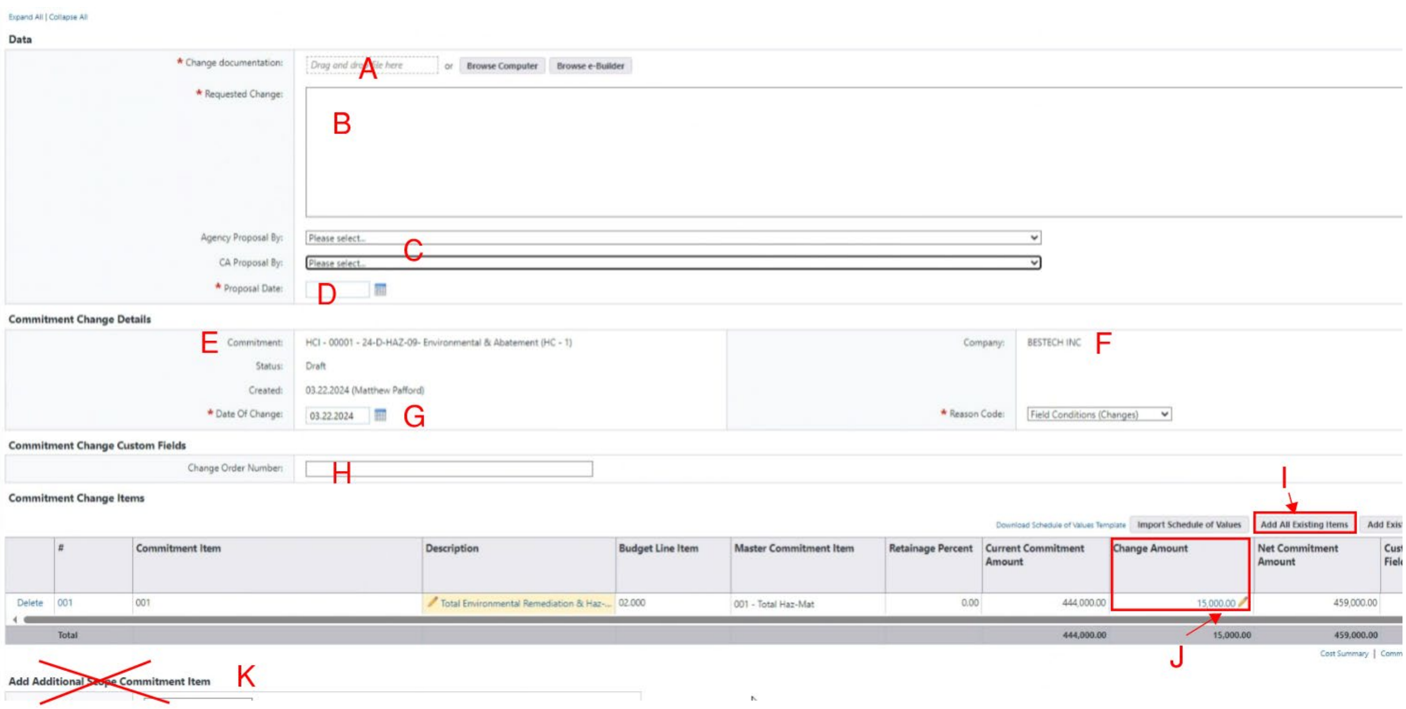
After selecting the subject project, click "Start Process" and select "Hazmat Change Process (HzChz)" in the pop-up window to begin a new change order instance:



13A.03 Complete the form

Complete the following sections of the HazMat Commitment Change Order:

A. Upload the change documentation from the consultant or contractor;
B. Type a brief description of the requested change;
C. Select either the Agency staff or CA person requesting the change;
D. Enter or select the proposal date;
E. Select the correct vendor commitment to be changed;
F. Double check that the correct vendor was selected;
G. Verify or edit the selected date;
H. Enter the change order number (e.g. 01, 02, 03, etc.);
I. Click the "Add All Existing Items" button;
J. Click on the pencil or numbers in the "Change Amount" column of the SOV row to be changed and enter the requested change amount; and
K. The "Add Additional Scope Commitment Item" section is not needed.



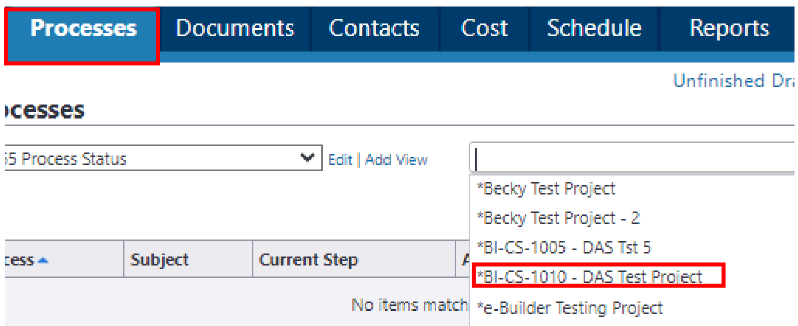
Upon completion, click the "Submit" button at the top or bottom of the window.

Section 13B: HazMat Fund Transfer

13B.01 Accessing the Process (PM)

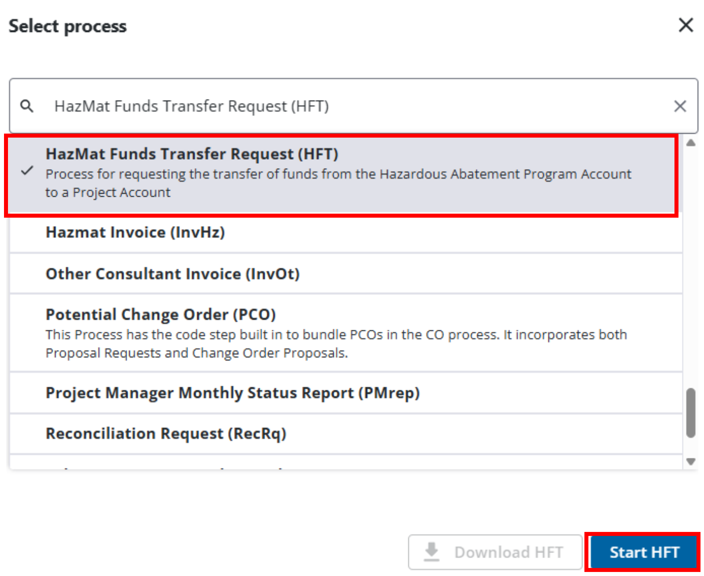
Log in to TUC: https://gov.e-builder.net.

On your homepage, go to the “Processes” tab and select the project number from which you want to request a transfer of funds from the HazMat Program Account from the “All Projects” dropdown list.



Click the “Start Process” button.

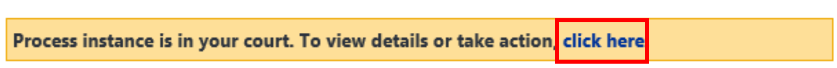
Select the “HazMat Fund Transfer Request” link and click the “Start HFT” button.

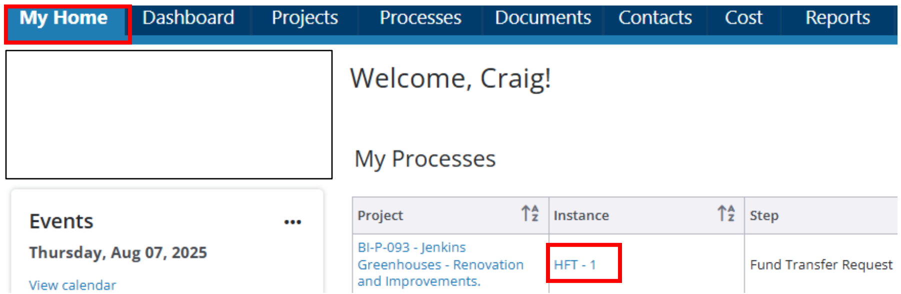


13B.02 Fund Transfer Request (PM)

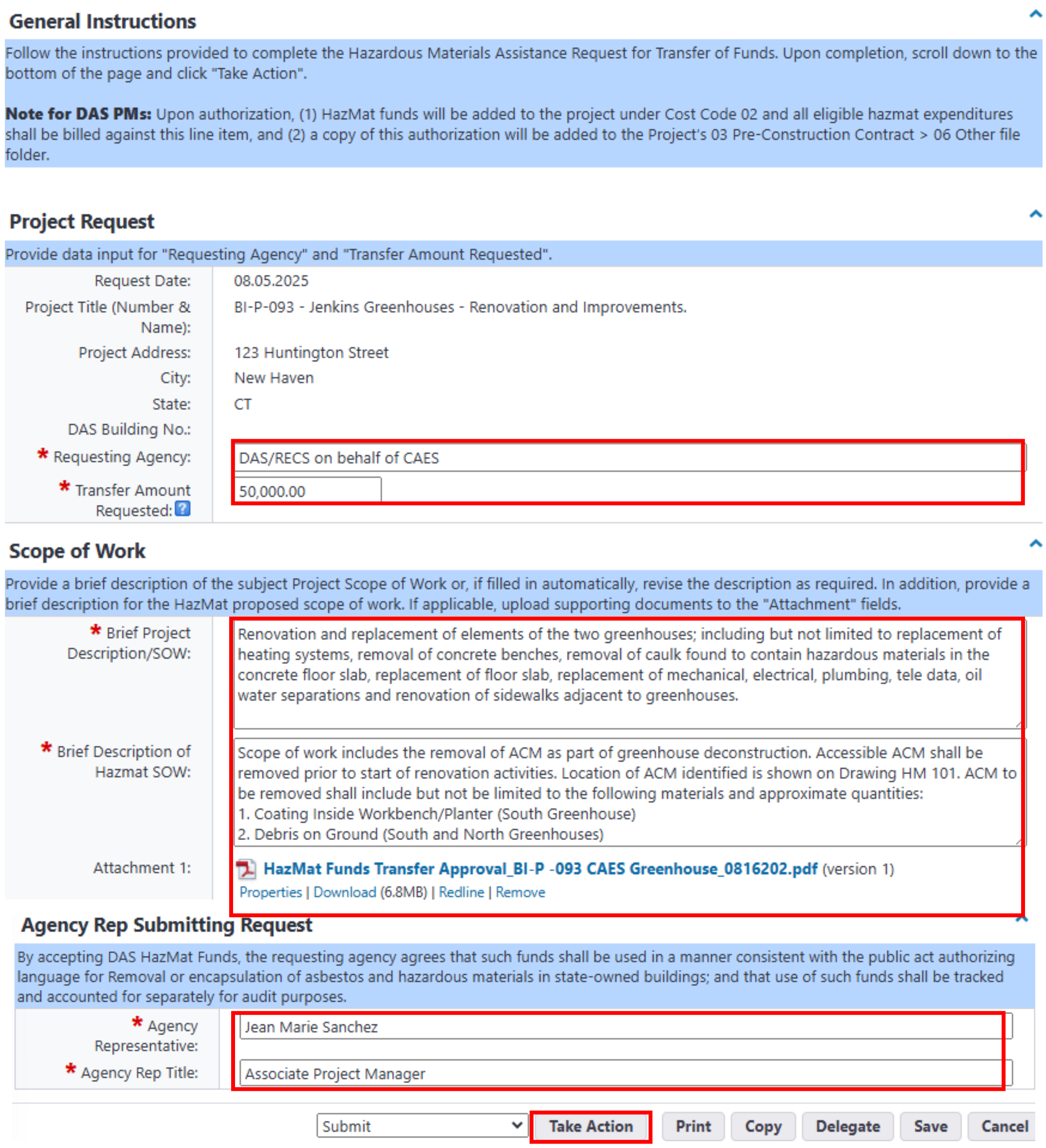
The PM assigned to the project will receive an email from TUC to complete the HazMat Funds Transfer (HFT) Request.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.





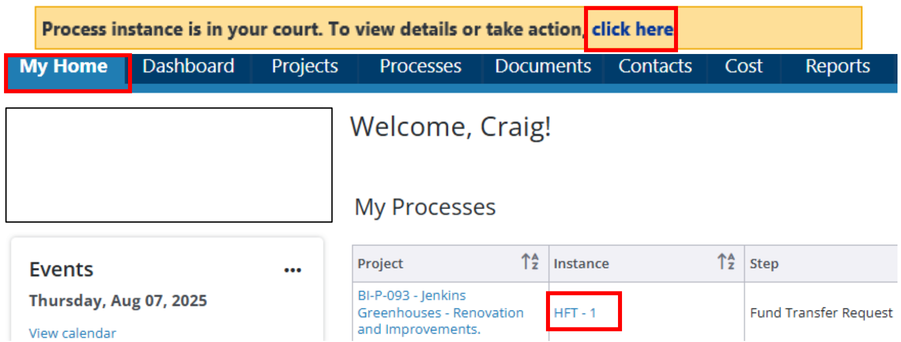
Follow the instructions provided to complete the HFT Request. If applicable, upload supporting documents for the request to the "Attachment" fields in the "Scope of Work" section. After completing all data input and after uploading any supporting documentation, scroll down to the bottom of the page and click the "Take Action" button.



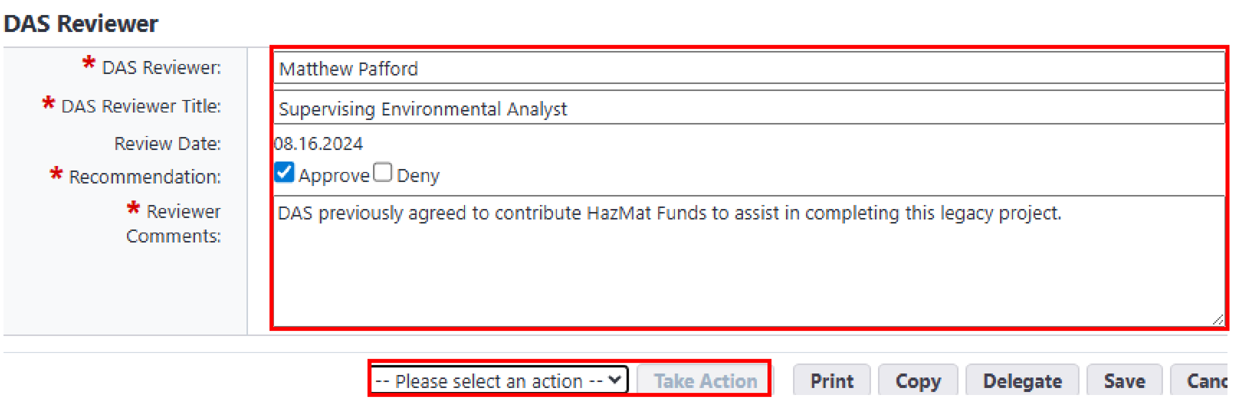
13B.03 Fund Transfer Review (EA)

The Supervising Environmental Analyst will receive an email from TUC as notification that an HFT Request has been submitted for review.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



Follow the instructions provided to complete a review of the HFT Request. After completing your review, scroll down and complete the "DAS Reviewer" section to approve or deny the request. Then, select "Submit" from the dropdown list next to the "Take Action" button to forward the instance to the Chief Architect for review, or select "Revise" to return the submission to the PM for corrective action, and click the "Take Action" button.



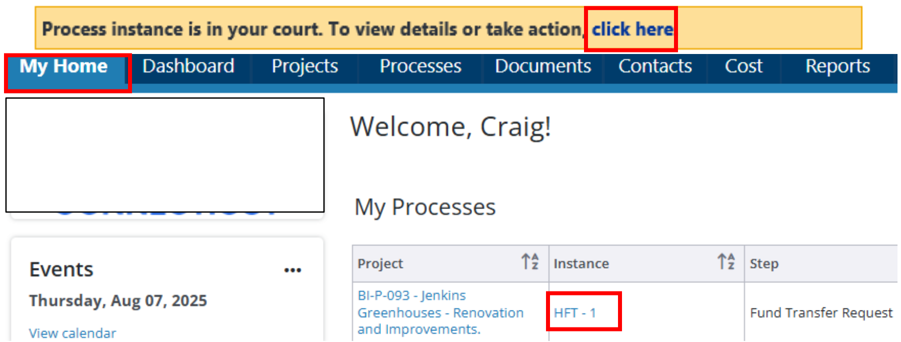
After clicking "Take Action", a comment prompt will appear to provide additional information or instructions, regarding the submission, to the next Actor in the process, if applicable.

Note: If "Revise" was selected, or if "Submit" was selected and the Chief Architect requires additional information to complete a review of the HFT, the process instance will be returned to this step for further review or to take corrective action. Please refer to the "Comments" tab for comments from the PM or Chief Architect regarding the submission and proceed accordingly.

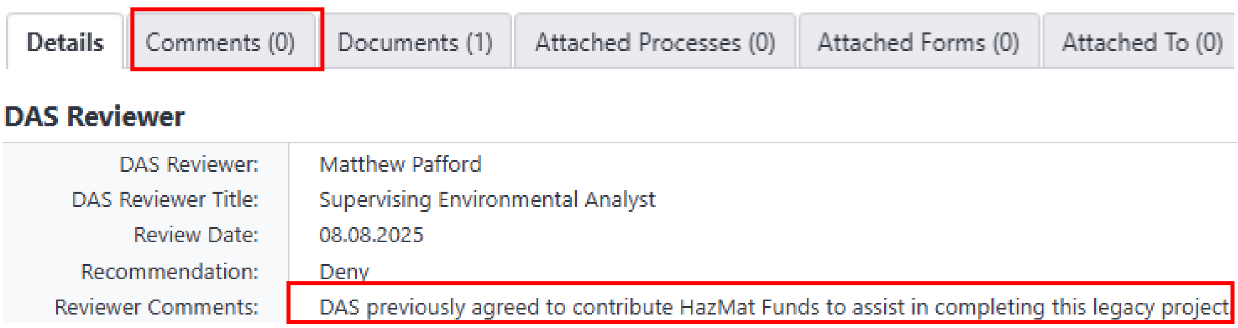
13B.04 Fund Transfer Revision (PM)

The PM will receive an email from TUC as notification that the HFT Request is incomplete and requires corrective action.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



Refer to the “Comments” tab and the “Reviewer Comments” in the “DAS Reviewer” section for additional information and instructions for corrective action.



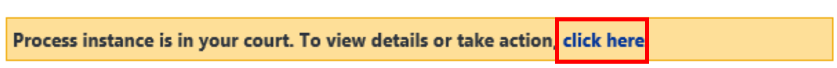
If additional documentation is required, upload said documentation to the “Attachment” fields in the “Scope of Work” section.

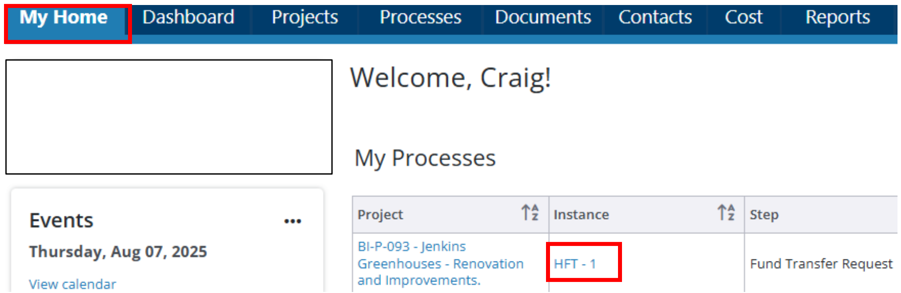
After taking corrective action, scroll down to the bottom of the page and click the “Take Action” button. After clicking "Take Action", a comment prompt will appear to provide additional information regarding the submission to the Environmental Analyst for review.

13B.05 Fund Transfer Authorization (Chief Architect)

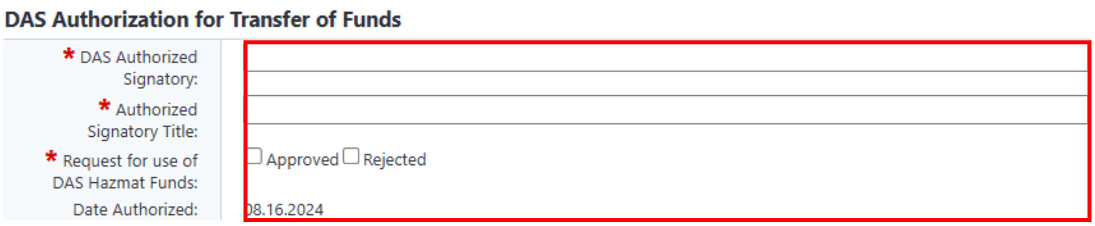
The Chief Architect will receive an email from TUC as notification that an HFT Request has been submitted for review.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.





After you have completed your review of the HFT Request, scroll down and complete the "DAS Authorization for Transfer of Funds" section to approve or reject the request.



To complete the authorization, scroll down to the bottom of the page and select "Submit" from the dropdown list next to the "Take Action" button. Select "Revise" from the dropdown list to return the request to the Environmental Analyst for additional information and/or corrective action. After making your selection, click the "Take Action" button.

If "Revise" was selected, a comment prompt will appear after you click "Take Action" for you to provide instructions on what is required to complete your review.

Note: If "Revise" was selected, the process instance will be returned to this step for further review after corrective action has been taken. Please refer to the "Comments" tab for the corrective action taken and proceed accordingly.

13B.06 Budget Adjustment (CSS)

CSS will receive an email from TUC as notification that an HFT Request has been completed.

CSS should open the process instance, review the "HazMat Fund Transfer" section, and make note if the authorization was "Approved" or "Rejected". CSS should then review the remaining “General Instructions” and upon completion, scroll down to the bottom of the page and click "Take Action".

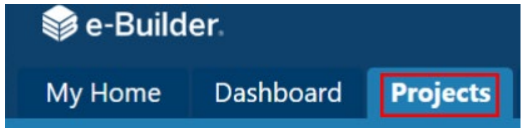
If the authorization was "Rejected" no further action is required. If the authorization was "Approved", click on the TUC "Reports" tab and run the "Hazmat Fund Transfer" Report. Make note of the "Total Amount Transferred" and the "...HazMat SOW". Then, select the TUC "Cost" tab and click on the "Account Funding Sources" tab.

Next, click the "HazMat Program" link and then click on the "Custom Fields" tab. Enter the amount noted from the "Total Amount Transferred" into the "Transfer Amount" custom field. Next, click on the "Transaction Register" tab and click the "Add Funds" button. In the "Description" field, input "Funding Transfer - (Project No. - Project Name)". In the "Amount" field, input a negative value of the amount noted from the "Total Amount Transferred". In the "HazMat Funding Transfer Explanation" field, input the noted HazMat Scope of Work. Upon completion, click the "Save" button.

Section 13C: Filing Environmental Reports

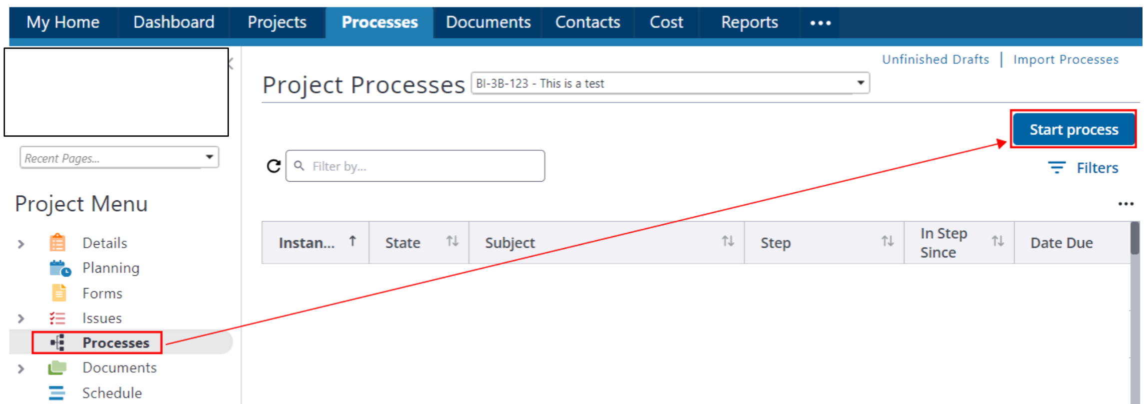
13C.01 Navigating to the Project Processes Module

Log in to TUC: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for “Projects”:



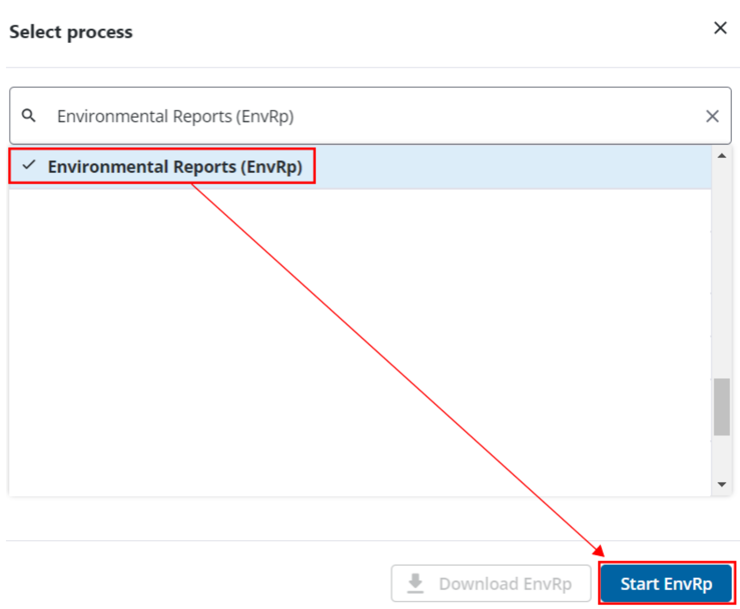
In the list that appears, click on the name of the project you would like to access:

The Project Menu will appear in the left panel. Click “Processes.” Then, click “Start process.”



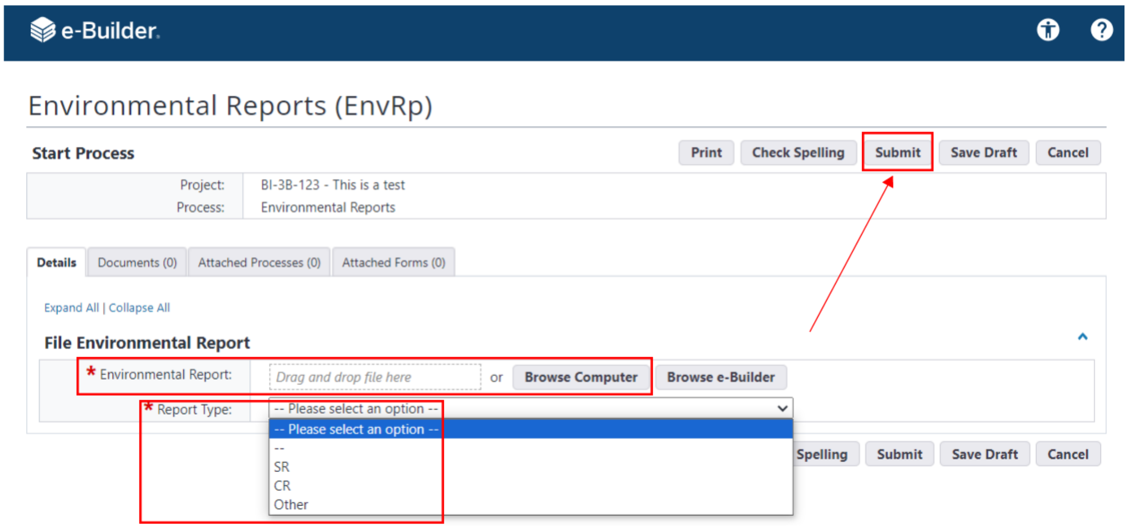
13C.02 Start Environmental Report Process Instance

In the “Select process” pop up window, search for and select “Environmental Report (EnvRp)”, and then click “Start EnvRp”.



13C.03 Completing Form, Uploading Report and Submitting

In the process instance pop-up that appears, upload the report by dragging and dropping it in to the "Drag and drop file here" block, or by using the tool to locate and upload the file using the "Browse Computer" button. Then select the correct Report Type. When complete, click, "Submit." This will cause the report to be entered onto the DAS SharePoint site, so there is no need for the user to separately email it. The user submitting should receive an email notification that the report was submitted.

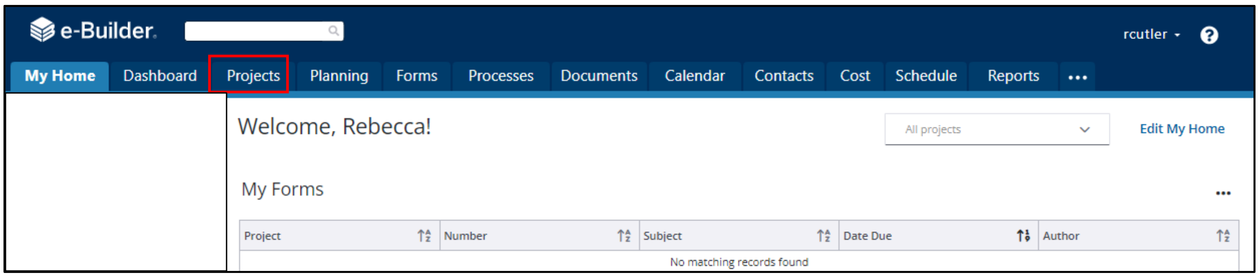


Section 14: 6010 Bid Release Form

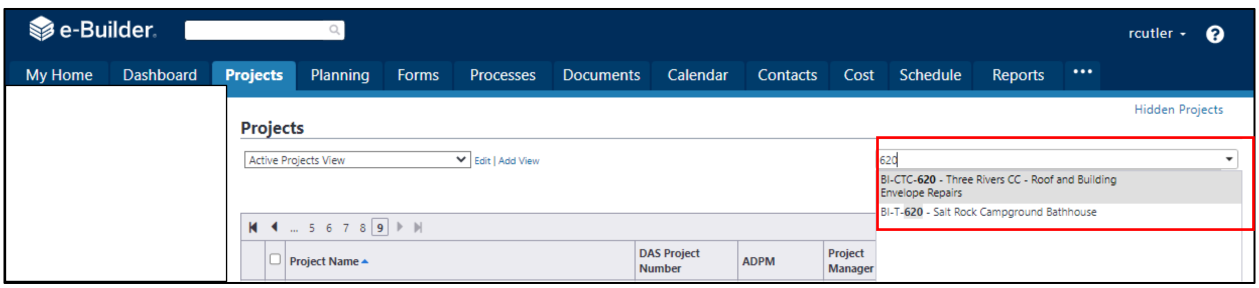
14.01 Accessing the Form

Log in to TUC: https://gov.e-builder.net.

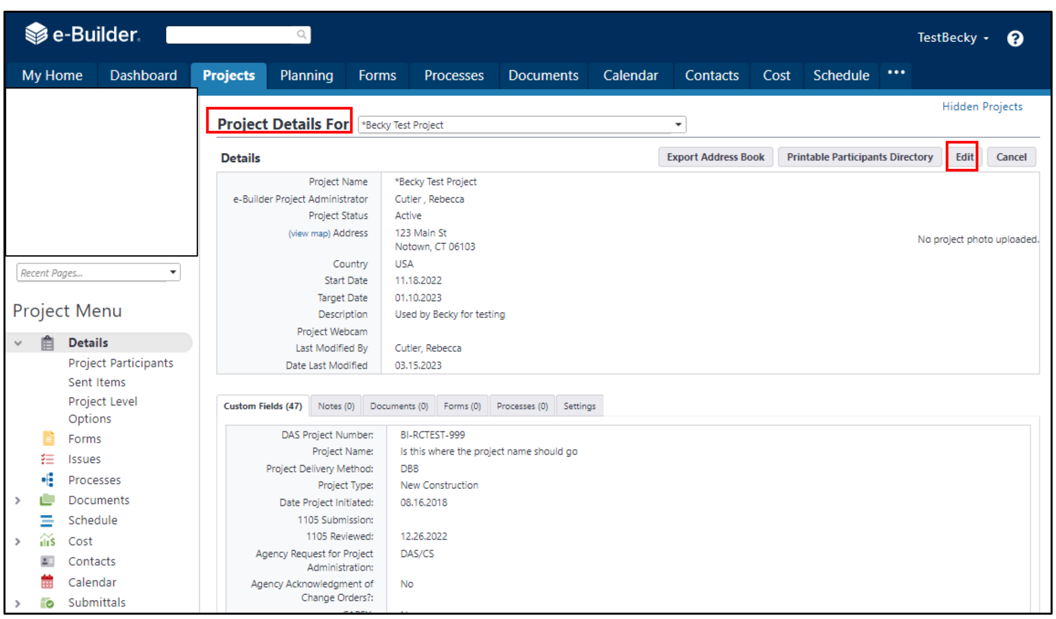
On your homepage, find your project by clicking on the top tab for “Projects”:



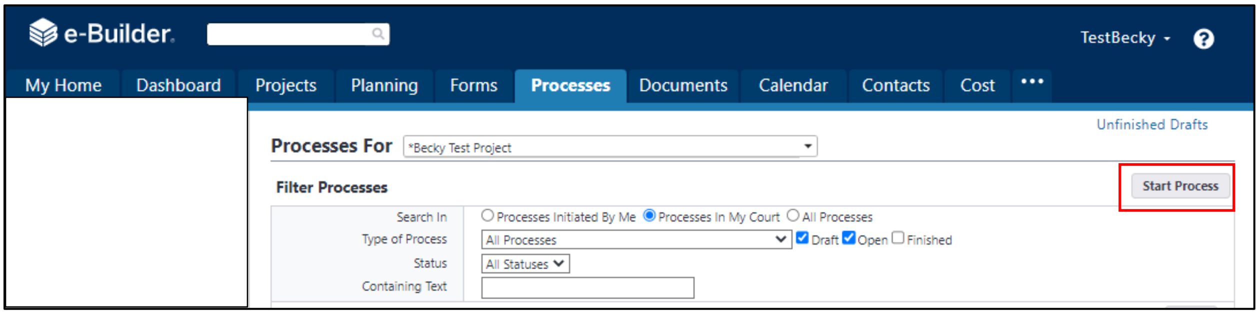
Search for your project by entering the project number. Click on your project to bring up the “Project Details” page.



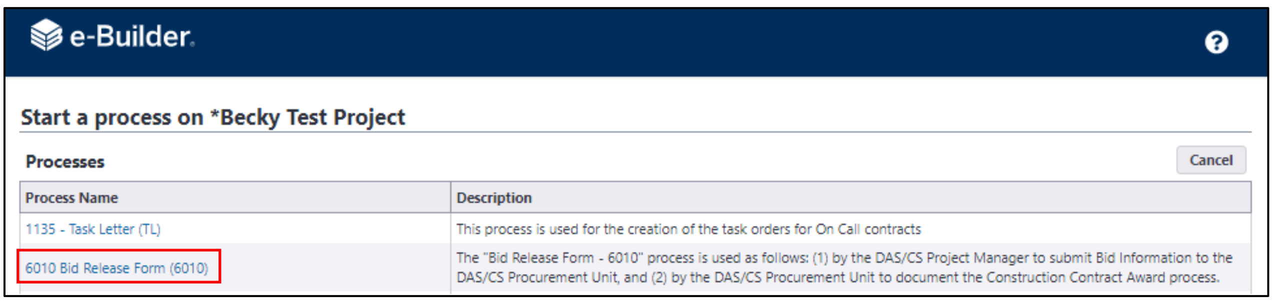
The “Project Details” page is your home page for your project. (Click “Edit” to edit info.). Under the “Project Menu” on the left, click on Processes to find project-specific processes.



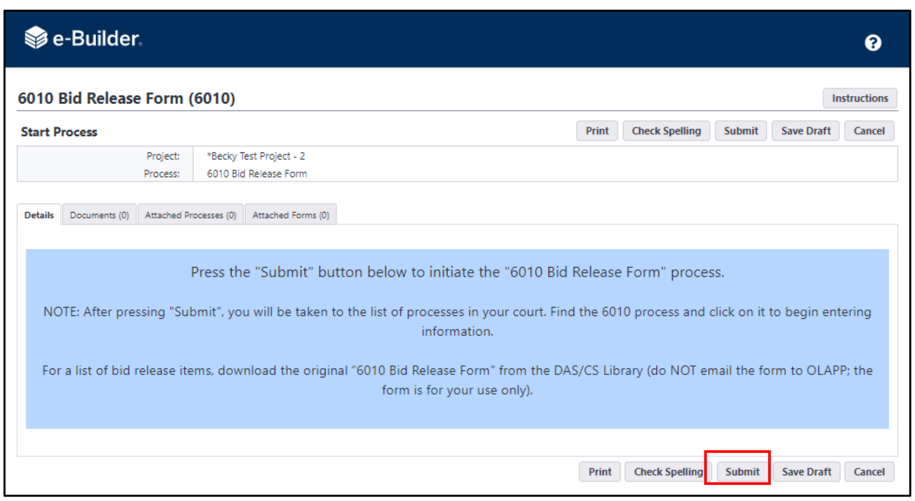
Click on “Start Process” to find and start a process.



Click on “6010 Bid Release Form (6010)” to begin the process.

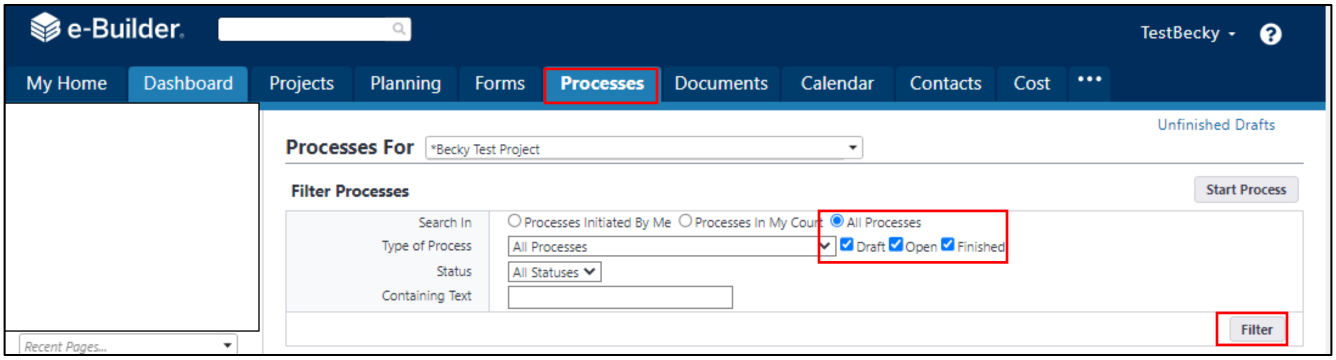


Read the first page and then click on “Submit”.

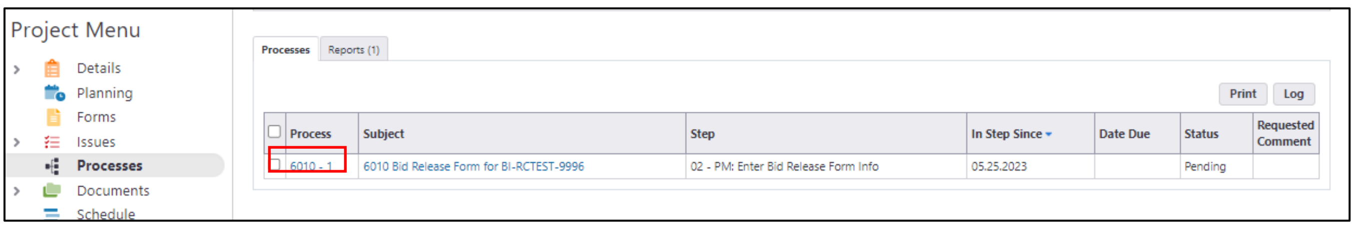


14.02 Project Manager Instructions for Entering Bid Release Form Information:

On the Processes page, if you cannot find the process, check the boxes for “Draft”, “Open”, and “Finished”, and click on “Filter”. This should show you the process for 6010.

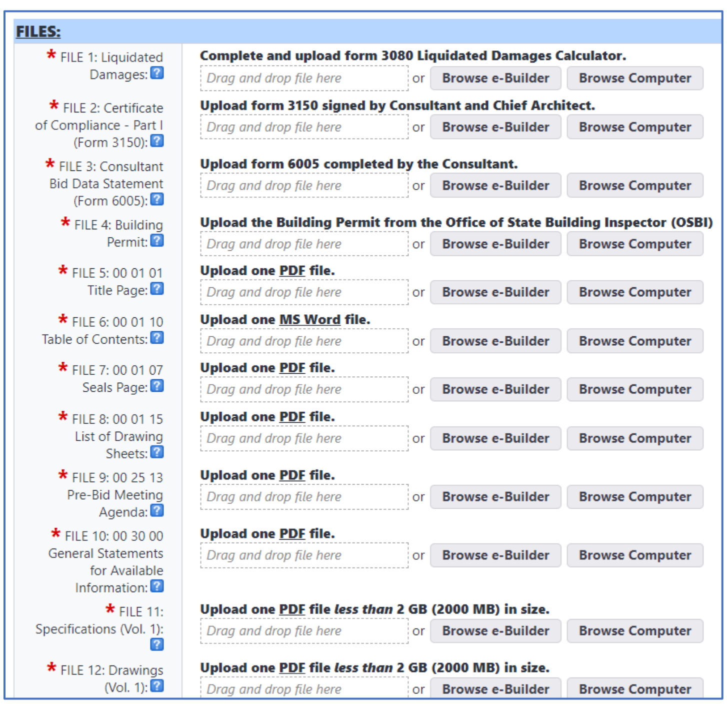


On the Processes page for the Project, click on the process for 6010.



Read the “Bid Release Form Instructions”.

Upload all files indicated with a red asterisk (*).


FILES:

* FILE 1: Liquidated Damages:	Complete and upload form 3080 Liquidated Damages Calculator. Drag and drop file here or Browse e-Builder Browse Computer
* FILE 2: Certificate of Compliance - Part I (Form 3150):	Upload form 3150 signed by Consultant and Chief Architect. Drag and drop file here or Browse e-Builder Browse Computer
* FILE 3: Consultant Bid Data Statement (Form 6005):	Upload form 6005 completed by the Consultant. Drag and drop file here or Browse e-Builder Browse Computer
* FILE 4: Building Permit:	Upload the Building Permit from the Office of State Building Inspector (OSBI) Drag and drop file here or Browse e-Builder Browse Computer
* FILE 5: 00 01 01 Title Page:	Upload one PDF file. Drag and drop file here or Browse e-Builder Browse Computer
* FILE 6: 00 01 10 Table of Contents:	Upload one MS Word file. Drag and drop file here or Browse e-Builder Browse Computer
* FILE 7: 00 01 07 Seals Page:	Upload one PDF file. Drag and drop file here or Browse e-Builder Browse Computer
* FILE 8: 00 01 15 List of Drawing Sheets:	Upload one PDF file. Drag and drop file here or Browse e-Builder Browse Computer
* FILE 9: 00 25 13 Pre-Bid Meeting Agenda:	Upload one PDF file. Drag and drop file here or Browse e-Builder Browse Computer
* FILE 10: 00 30 00 General Statements for Available Information:	Upload one PDF file. Drag and drop file here or Browse e-Builder Browse Computer
* FILE 11: Specifications (Vol. 1):	Upload one PDF file *less than* 2 GB (2000 MB) in size. Drag and drop file here or Browse e-Builder Browse Computer
* FILE 12: Drawings (Vol. 1):	Upload one PDF file *less than* 2 GB (2000 MB) in size. Drag and drop file here or Browse e-Builder Browse Computer

Enter all Bid Information as instructed. Any items indicated with a red asterisk (*) are required.

For Supplemental Bids and Named Subcontractors, follow the instructions in the process. Once the Bid Information has been entered, you have three options:

1. Save as a Draft: Select “Save”.
2. Perform Final Review Prior to Submitting to the Procurement Unit: Click on “Please select an action”, select “Review”, then click on “Take Action”.
3. Delete this Process: Click on “Please select an action”, select “Void”, then click on “Take Action”.

NOTE: You will LOSE all of the information you have input and will NOT be able to return to this page.

"TAKE ACTION" INSTRUCTIONS:

NOTES TO PROJECT MANAGER:

- To save as a draft, select “**Save**” at the bottom of this page.
- To perform the final review prior to submitting to Bidding, click "**Please select an action**", select “**Review**”, and then click "**Take Action**".
- To delete this process, click "**Please select an action**", select “**Void**” and “**Take Action**”. **NOTE:** You will **LOSE** all of the information you have submitted and will **NOT** be able to return to this page.

14.03 Project Manager Instructions for Reviewing the Bid Release Form Information:

From the Processes page for the Project, click on the process for 6010. Review the Bid Information. If the information is correct and complete, you have three options:

1. Save as a Draft: Select “Save”.
2. Submit to the Procurement Unit: Click on “Please select an action”, select “Submit”, then click on “Take Action”.
3. Delete this Process: Click on “Please select an action”, select “Void”, then click on “Take Action”.

The process is then in Procurement Unit’s ball court.

BID RELEASE FORM SUBMITTAL & "TAKE ACTION" INSTRUCTIONS:

NOTES TO PROJECT MANAGER:

- Review all of the information above.
- Ensure that any information with a “*” has been completed (it is required).
- To save as a draft, select “**Save**” at the bottom of this page.
- To submit to Bidding, click "**Please select an action**", select “**Submit**”, and then click "**Take Action**".
- To delete this process, click "**Please select an action**", select “**Void**” and “**Take Action**”. **NOTE:** You will **LOSE** all of the information you have submitted and will **NOT** be able to return to this page.

14.04 Procurement Unit Instructions for Bid Release Form:

Read the instructions. Download the files. Review the Bid Information.

At the bottom (or top) of the page, click on “Please select an action” and select “Approve” or “Revise”. Then click on “Take Action”. The process is then in the ADPM’s ball court.

OLAPP: BID RELEASE FORM INSTRUCTIONS:

- Review the information below.
- If ***incorrect***, select “**Revise**” and “**Take Action**” at the bottom of the page. **Add comments** to describe information to be corrected.
- If ***correct***, select “**Approve**” and “**Take Action**” at the bottom of the page.

6010 BID RELEASE FORM (“mail merge”):

Once approved by the ADPM and Chief Architect, the “**6010 Bid Release Form**” will be printed to PDF and emailed to:

- DAS/CS Agency Legal Director
- DAS/CS Chief Architect
- DAS/CS DPM
- DAS/CS ADPM for Project
- DAS/CS Project Manager
- DAS/CS OLAPP Bidding Unit
- Agency Representative
- Teams Project File

14.05 ADPM Instructions for Bid Release Form:

Read the instructions. Review the Bid Information.

Click on “Please select an action” and select “Approve” or “Revise”. Then click on “Take Action”. The process is then in the Chief Architect’s ball court.

ADPM: BID RELEASE FORM INSTRUCTIONS:

- Review the information below.
- If ***incorrect***, select “**Revise**” and “**Take Action**” at the bottom of the page. **Add comments** to describe information to be corrected.
- If ***correct***, select “**Approve**” and “**Take Action**” at the bottom of the page.

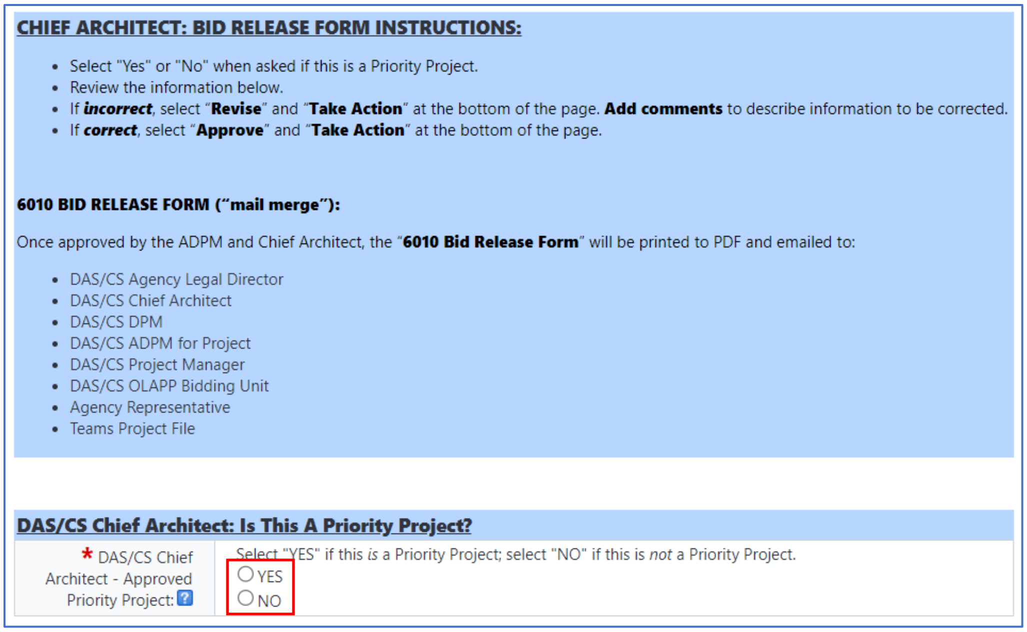
6010 BID RELEASE FORM (“mail merge”):

Once approved by the ADPM and Chief Architect, the “**6010 Bid Release Form**” will be printed to PDF and emailed to:

- DAS/CS Agency Legal Director
- DAS/CS Chief Architect
- DAS/CS DPM
- DAS/CS ADPM for Project
- DAS/CS Project Manager
- DAS/CS OLAPP Bidding Unit
- Agency Representative
- Teams Project File

14.06 Chief Architect Instructions for Bid Release Form:

Read the instructions. Select Yes or No for Priority Project. Review the bid information. Click on "Please select an action" and select "Approve" or "Revise". Then click on "Take Action".



CHIEF ARCHITECT: BID RELEASE FORM INSTRUCTIONS:

- Select "Yes" or "No" when asked if this is a Priority Project.
- Review the information below.
- If ***incorrect***, select "**Revise**" and "**Take Action**" at the bottom of the page. **Add comments** to describe information to be corrected.
- If ***correct***, select "**Approve**" and "**Take Action**" at the bottom of the page.

6010 BID RELEASE FORM ("mail merge"):

Once approved by the ADPM and Chief Architect, the "**6010 Bid Release Form**" will be printed to PDF and emailed to:

- DAS/CS Agency Legal Director
- DAS/CS Chief Architect
- DAS/CS DPM
- DAS/CS ADPM for Project
- DAS/CS Project Manager
- DAS/CS OLAPP Bidding Unit
- Agency Representative
- Teams Project File

DAS/CS Chief Architect: Is This A Priority Project?

* DAS/CS Chief Architect - Approved Priority Project:	Select "YES" if this *is* a Priority Project; select "NO" if this is *not* a Priority Project. ○ YES ○ NO

14.07 6010 Mail Merge:

When the 6010 Bid Release Form has been reviewed and approved by the Procurement Unit, the ADPM, and the Chief Architect, the 6010 Bid Release Form "mail merge" will be generated as a PDF document and emailed to everyone as indicated at the beginning of the process.

The 6010 Mail Merge will also be saved in the following TUC Documents folder:
Documents > 08 Bidding > DAS Procurement

Once the 6010 Mail Merge step is complete, the process is in the Procurement Unit's ball court.

14.08 Procurement Unit Instructions for Pre-Bid Meeting Information:

Enter the Date of the Bid Advertisement and the Planned Date of the Bid Advertisement Ending. Select "Send" and "Take Action" to forward the process to the Project Manager.

The process is then in the Project Manager's ball court, who will have three (3) days to enter the Pre-Bid Meeting Information and re-submit back to the Procurement Unit.

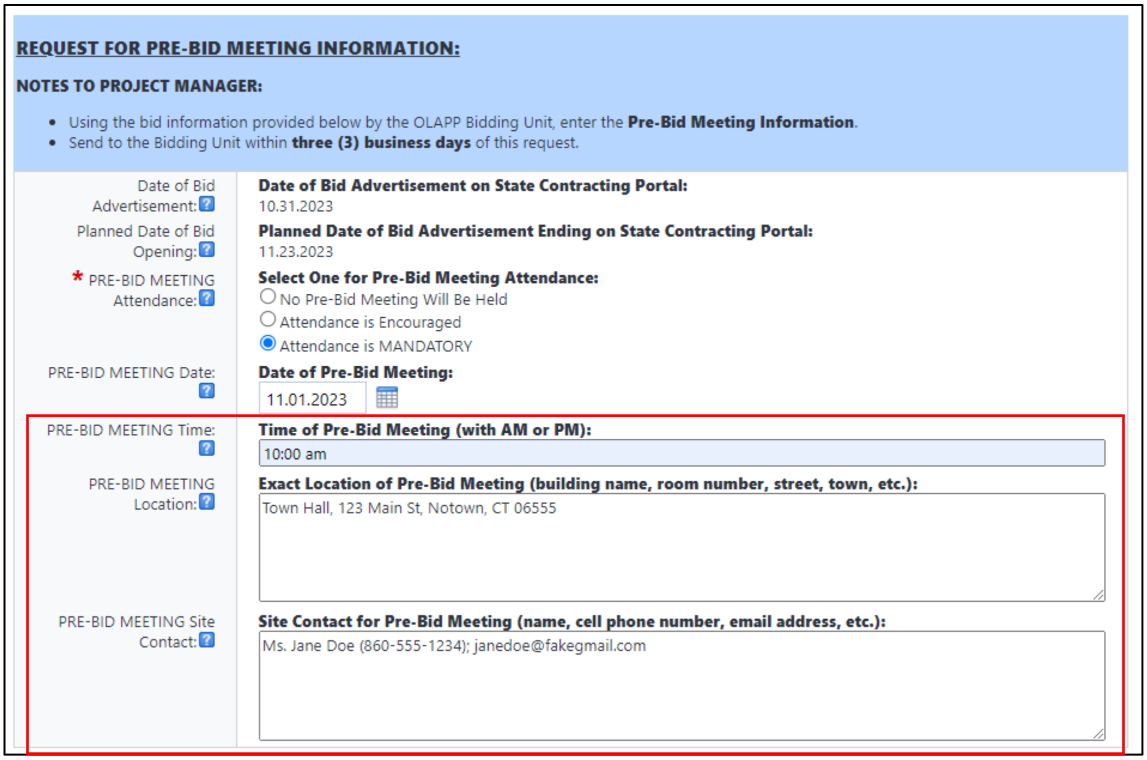
BID SCHEDULE:

- **Bidding:** Enter the following information for the bid:

Date of Bid Advertisement:	**Date of Bid Advertisement on State Contracting Portal:** 10.31.2023
Planned Date of Bid Opening:	**Planned Date of Bid Advertisement Ending on State Contracting Portal:** 11.23.2023

14.09 Project Manager Instructions for Pre-Bid Meeting Information:

Enter the Pre-Bid Meeting Information and send the process back to Bidding within three (3) days by selecting “Send” and “Take Action”. The process is then in the Procurement Unit’s ball court.



REQUEST FOR PRE-BID MEETING INFORMATION:

NOTES TO PROJECT MANAGER:

- Using the bid information provided below by the OLAPP Bidding Unit, enter the **Pre-Bid Meeting Information**.
- Send to the Bidding Unit within **three (3) business days** of this request.

Date of Bid Advertisement:	**Date of Bid Advertisement on State Contracting Portal:** 10.31.2023
Planned Date of Bid Opening:	**Planned Date of Bid Advertisement Ending on State Contracting Portal:** 11.23.2023
* PRE-BID MEETING Attendance:	**Select One for Pre-Bid Meeting Attendance:** No Pre-Bid Meeting Will Be Held / Attendance is Encouraged / Attendance is MANDATORY
PRE-BID MEETING Date:	**Date of Pre-Bid Meeting:** 11.01.2023
PRE-BID MEETING Time:	**Time of Pre-Bid Meeting (with AM or PM):** 10:00 am
PRE-BID MEETING Location:	**Exact Location of Pre-Bid Meeting (building name, room number, street, town, etc.):** Town Hall, 123 Main St, Notown, CT 06555
PRE-BID MEETING Site Contact:	**Site Contact for Pre-Bid Meeting (name, cell phone number, email address, etc.):** Ms. Jane Doe (860-555-1234); janedoe@fakegmail.com

14.10 Procurement Unit Instructions for Reviewing the Pre-Bid Meeting Information:

Review the Pre-Bid Meeting Information. You have three options:

1. Select “Save” to save as a draft.
2. If the information is correct, select “Go to Wages” and “Take Action” to enter the dates that the Prevailing Wages were requested from the Department of Labor.
3. If edits are required, select “Revise” and “Take Action” to send the process back to the Project Manager.

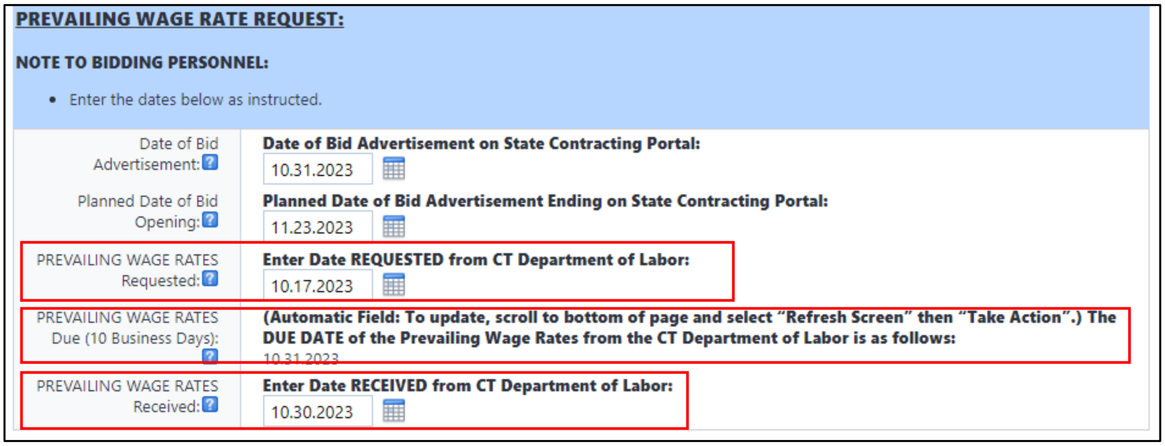
PRE-BID MEETING INFORMATION:

Date of Bid Advertisement:	**Date of Bid Advertisement on State Contracting Portal:** 10.31.2023
Planned Date of Bid Opening:	**Planned Date of Bid Advertisement Ending on State Contracting Portal:** 11.23.2023
PRE-BID MEETING Attendance:	**Select One for Pre-Bid Meeting Attendance:** Attendance is MANDATORY
PRE-BID MEETING Date:	**Date of Pre-Bid Meeting:** 11.01.2023
PRE-BID MEETING Time:	**Time of Pre-Bid Meeting (with AM or PM):** 10:00 am
PRE-BID MEETING Location:	**Exact Location of Pre-Bid Meeting (building name, room number, street, town, etc.):** Town Hall, 123 Main St, Notown, CT 06555
PRE-BID MEETING Site Contact:	**Site Contact for Pre-Bid Meeting (name, cell phone number, email address, etc.):** Ms. Jane Doe (860-555-1234); janedoe@fakegmail.com

14.11 Procurement Unit Instructions for Prevailing Wage Rates:

NOTE: Instructions are provided in TUC for requesting Prevailing Wage Rates from the Department of Labor. The request itself is conducted separately from TUC. TUC is only used to track the dates that the wage rates were requested and the dates they were received.

Enter the Date Requested and (if available) Date Received. Select either “Refresh Screen” (to view the date that the wage rates are due) or “Go to Bid” to view Bid Information from the Project Manager and to begin entering additional Bid Information.


PREVAILING WAGE RATE REQUEST:

NOTE TO BIDDING PERSONNEL:

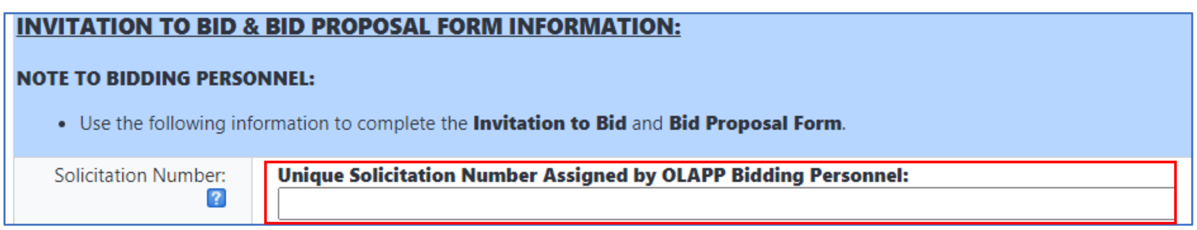
- Enter the dates below as instructed.

Date of Bid Advertisement:	**Date of Bid Advertisement on State Contracting Portal:** 10.31.2023
Planned Date of Bid Opening:	**Planned Date of Bid Advertisement Ending on State Contracting Portal:** 11.23.2023
PREVAILING WAGE RATES Requested:	**Enter Date REQUESTED from CT Department of Labor:** 10.17.2023
PREVAILING WAGE RATES Due (10 Business Days):	**(Automatic Field: To update, scroll to bottom of page and select “Refresh Screen” then “Take Action”.) The DUE DATE of the Prevailing Wage Rates from the CT Department of Labor is as follows:** 10.31.2023
PREVAILING WAGE RATES Received:	**Enter Date RECEIVED from CT Department of Labor:** 10.30.2023

14.12 Procurement Unit Instructions for Bidding Information:

NOTE: After Pre-Bid Meeting Information and Prevailing Wages Request Information has been entered, the Procurement Unit arrives at the final Bid Information page. The Procurement Unit will insert the Unique Solicitation Number and use the information to complete the Invitation to Bid and Bid Proposal Form outside of TUC. The Procurement Unit will also enter the Actual Date that the Bid Advertisement ends as well as the Number of Addendum for the Solicitation.

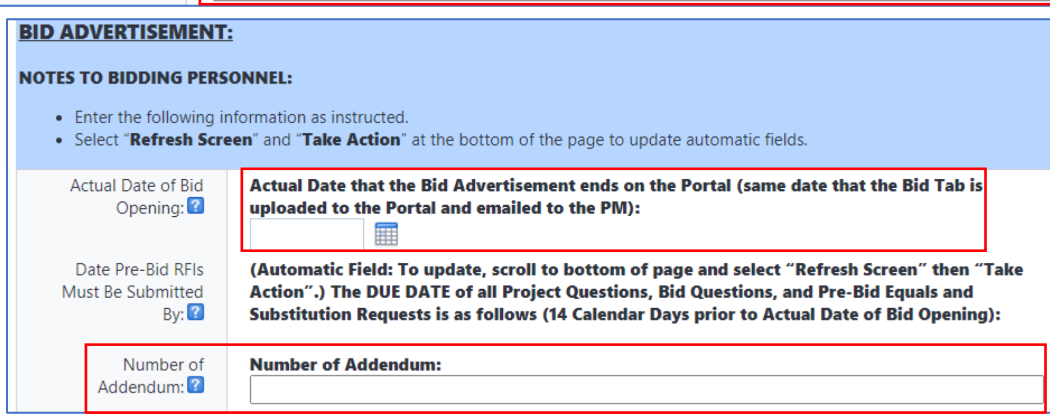
Follow the instructions on the TUC page in order to enter information and dates. Select “Refresh Screen” and “Take Action” at the bottom (or top) of the page in order to update Automatic Fields.


INVITATION TO BID & BID PROPOSAL FORM INFORMATION:

NOTE TO BIDDING PERSONNEL:

- Use the following information to complete the **Invitation to Bid** and **Bid Proposal Form**.

Solicitation Number:	**Unique Solicitation Number Assigned by OLAPP Bidding Personnel:**


BID ADVERTISEMENT:

NOTES TO BIDDING PERSONNEL:

- Enter the following information as instructed.
- Select “**Refresh Screen**” and “**Take Action**” at the bottom of the page to update automatic fields.

Actual Date of Bid Opening:	**Actual Date that the Bid Advertisement ends on the Portal (same date that the Bid Tab is uploaded to the Portal and emailed to the PM):**
Date Pre-Bid RFIs Must Be Submitted By:	**(Automatic Field: To update, scroll to bottom of page and select “Refresh Screen” then “Take Action”.) The DUE DATE of all Project Questions, Bid Questions, and Pre-Bid Equals and Substitution Requests is as follows (14 Calendar Days prior to Actual Date of Bid Opening):**
Number of Addendum:	**Number of Addendum:**

14.13 Procurement Unit Instructions for 6010 Bid Release Form Closeout:

Once the Project has gone into construction (or the Bid is cancelled/no award), close the TUC 6010 Bid Release Form process by selecting "Closeout" and "Take Action".

NOTE: "Closeout" will permanently close the process – do NOT select this option if the process is still open.

Section 14A: 6015 Communications Request for Social Media

14A.01 Project Manager:

You will receive an "ACTION REQ'D" Email from TUC. Click on the link to go to TUC.

- Download the Specifications and Drawings for your files.
- Within two days of receipt, enter the required information indicated with a red star (*).
- Select "Send to ADPM" for review. NOTE: A draft mail merge document will be created and also sent to the ADPM.

14A.02 ADPM:

You will receive an "ACTION REQ'D" Email from TUC. Click on the link to go to TUC.

- Review the information within two days of the date requested by OLAPP.
- If edits are required, select "Revise" to send back to the PM. Add comments.
- If no edits are required, select "Send to DAS" to send to DAS Communications (Leigh Appleby and John McKay) with copies to the PM, ADPM, DPM, and Bidding.
- NOTE: A final mail merge document will be created and also sent to DAS Communications. The mail merge document will be saved in the following TUC Documents Folder:

  Documents \ 11 Contract-Amendment-Legal \ DBB Contract Approval \ Contract \ DBB Selection
- Select "Finish" to close the process.

Section 14B: 6700 Bid Tab Sheet

14B.01 Project Manager:

You will receive an "ACTION REQ'D" Email from TUC. Click on the link to go to TUC.

- The process provides you with a copy of the "**Bid Tab Sheet**".
- The document will be automatically saved in the following TUC Documents Folder:

  Documents \ 11 Contract-Amendment-Legal \ DBB Contract Approval \ Contract \ DBB Selection
- Select "Finish" to close the process.

Section 14C: 6705 Request for Evaluation of Apparent Low Bidder's Qualifications

14C.01 Project Manager:

You will receive an "ACTION REQ'D" Email from TUC. Click on the link to go to TUC.

- The process provides you with a copy of the "**6705 Request for Evaluation of Apparent Low Bidder's Qualifications"**.
- The document will be automatically saved in the following TUC Documents Folder: Documents \ 11 Contract-Amendment-Legal \ DBB Contract Approval \ Contract \ DBB Selection.
- Select "**Finish**" once you have completed your review and evaluation. OLAPP will send you the "6710 Request for Construction Contract Award Recommendation" once they have reviewed and verified all other bid documents, certificates, Named Subcontractors, and/or SBE-MBE Set-Aside Schedules (if applicable).

Section 14D: 6710 Request for Construction Contract Award Recommendation

14D.01 Project Manager:

You will receive an "ACTION REQ'D" Email from TUC. Click on the link to go to TUC.

- The process provides you with a copy of the **"6710 Request for Construction Contract Award Recommendation"**.
- The document will be automatically saved in the following TUC Documents Folder: Documents \ 11 Contract-Amendment-Legal \ DBB Contract Approval \ Contract \ DBB Selection
- Complete the following tasks before preparing the "6050 Construction Contract Award Recommendation":

TASK 1: "6710 Request for Construction Contract Award Recommendation":

Review the "6710 Request for Construction Contract Award Recommendation" and the information provided in order to determine the "Lowest Responsible and Qualified Bidder".

TASK 2: NAMED SUBCONTRACTORS:

If applicable, review and evaluate the responsibility and qualifications of the **Named Subcontractor(s)** using the files attached IN THE "DOCUMENTS" TAB.

TASK 3: SBE/MBE SET-ASIDE SCHEDULE:

If applicable, download the **SBE/MBE Set-Aside Schedule** for reference during construction. The Contractor ***must*** use the SBE/MBE firms listed on the table for the amounts shown.

TASK 4: SUPPLEMENTAL BIDS: ***(See CT DAS Policy for Supplemental Construction Bids, effective date June 16, 2016, attached to process)***

If applicable, review the Supplemental Bids and confirm that those indicated as “YES” in the process are in Sequential Order and do not exceed the "Maximum Available Construction Funding" when added to the “Lump Sum Base Bid of Apparent Low Bidder”.

NOTE 1: Supplemental Bids shall be awarded (1) in sequential numerical order, and (2) shall not exceed the Maximum Available Construction Funding amount.

NOTE 2: If the “Lump Sum Base Bid” of the Apparent Low Bidder is greater than “Maximum Available Construction Funding”, then the “Total Base Bid With Supplementals” will reflect NO Supplemental Bids.

NOTE 3: The “Lowest Responsible and Qualified Bidder” shall be Awarded the Construction Contact. The Contract Award Amount shall consist of the Base Bid plus Supplemental Bids and shall not exceed the Maximum Available Construction Funding. No Funds shall be added or subtracted from the Maximum Available Construction Funding after Bid Opening. However, funds may be added if all Base Bids exceed the total available award funds in an amount to award the Base Bid only.

NOTE 4: The PM may determine during the bid and award process that it is necessary and in the best interest of the Project to withhold the award of any Supplemental Bids to conserve the available funds to maintain an appropriate contingency amount.

TASK 5: CONDUCT SCOPE REVIEW MEETING:

(5.1) Conduct a Scope Review Meeting with the Apparent Low Bidder using the "7012 Contractors Scope Review Meeting Agenda" and “6020 Bid Phase Meeting Attendance Log” from the DAS/CS Library.

(5.2) Enter the date of the Scope Meeting in the space provided below.

TASK 6: REQUEST AND RECEIVE FUNDING:

(6.1) Request and receive funding from the agency.

(6.2) If funding is required from the Bond Commission, download the "1125 Bond Request to State Bond Commission for State Construction" from the DAS/CS Library, complete, and email to DAS Accounting.

(6.3) Enter the dates that funding was requested and received in the spaces provided below.

TASK 7: ONCE TASKS 1 THROUGH 6 HAVE BEEN COMPLETED:

Select "**Begin Recommend**" to begin the "6050 Construction Contract Award Recommendation" process or click on "**Save**" to save a draft of this process.

Section 14E: 6050 Construction Contract Award Recommendation

14E.01 Project Manager:

- This process will automatically "spawn" after you finish the "6710 Request for Construction Contract Award Recommendation".
- **All funds must be in place with DAS Project Accounting *before* beginning the 6050 Construction Contract Award Recommendation.**
- Complete the following tasks for the "6050 Construction Contract Award Recommendation":

<u>**TASK 1:**</u> Confirm that the **Supplemental Bids** indicated as "**YES**" are in <u>Sequential Order</u> and <u>do not</u> exceed the "**Maximum Available Construction Funding**" when added to the **Proposed Lump Sum Base Bid Amount**.

<u>**TASK 2:**</u> Add an explanation in "**Remarks**" if there are significant differences between the "Consultant's Total Construction Cost Estimate" indicated below and the "Proposed Lump Sum Base Bid Amount". ***If there are no remarks, state "None"***.

<u>**TASK 3:**</u> Enter the **Building Permit information**.

<u>**TASK 4:**</u> **ONCE TASKS 1 THROUGH 3 HAVE BEEN COMPLETED:** Select "**Review-Approve**" to send to the CA, ADPM, and DPM for their review and approval.

14E.02 CA:
You will receive an email notification from TUC. Click on the link to go to TUC.

- Review the information. If edits are required, select "Revise" to send back to the PM.
- If no edits are required, select "Review-Approve" to send to the ADPM.

14E.03 ADPM:
You will receive an email notification from TUC. Click on the link to go to TUC.

- Review the information. If edits are required, select "Revise" to send back to the PM.
- If no edits are required, select "Review-Approve" to send to the DPM.

14E.04 DPM:
You will receive an email notification from TUC. Click on the link to go to TUC.

- Review the information. If edits are required, select "Revise" to send back to the PM.
- If no edits are required, select "Approve" to approve the Recommendation and send it to the OLAPP Bidding Unit.
- A mail merge document will be created and sent to the Deputy Commissioner, Agency Legal Director, DPM, Chief Architect, ADPM, Procurement Manager, PM and CHRO.

14E.05 NEXT STEPS: OLAPP will send the 6800 Letter of Intent to the Recommended General Contractor (GC).

Section 14F: 6800 Letter of Intent

14F.01 Project Manager, ADPM, DPM, Agency Legal Director, and Manager of Policy & Procurement:

You will receive an "ACTION REQ'D" Email from TUC. Click on the link to go to TUC.

- The process provides you with a copy of the "**6800 Letter of Intent"**.
- The document will be automatically saved in the following TUC Documents Folder: Documents \ 11 Contract-Amendment-Legal \ DBB Contract Approval \ Contract \ DBB Selection
- Select "Finish" to close the process.

14F.02 **NEXT STEPS:** After OLAPP receives the Letter of Intent documents from the Recommended GC, OLAPP will prepare and send the Contract Award Package to the Agency Legal Director, Deputy Commissioner, and Office of Attorney General for review and signature. Once the Contract is signed, OLAPP will send the 6890 Order of Award to CHRO and will request the Purchase Order (PO) from DAS Project Accounting. Once the PO is issued, OLAPP will complete the "6900 Contract Award Process" and issue the 6950 Formal Project Clearance to the PM as part of that process.

Section 14G: 6950 Formal Project Clearance

14G.01 Project Manager:

You will receive an "ACTION REQ'D" Email from TUC. *(NOTE: It will say "6900 Contract Award Package" in the title)*. Click on the link to go to TUC.

- The process will provide you with a copy of the "**6950 Formal Project Clearance".**
- The following "**DOCUMENTS FOR PM**" will be automatically saved in your TUC Project Documents folders:
  - Documents \ 11 Contract-Amendment-Legal \ DBB Contract Approval \ Contract \ Final:
    - Order of Award (Form 6890, signed by Deputy Commissioner)
    - Contract (signed by Deputy Commissioner)
    - Purchase Order
  - Documents \ 11 Contract-Amendment-Legal \ DBB Contract Approval \ Contract \ Credentials and Insurance:
    - Labor & Material and Performance Bonds
    - Insurance Certificate(s)
    - Surety Form

INSTRUCTIONS ON WHAT TO DO NEXT:

PRIOR TO NOTICE TO PROCEED MEETING:

(1) Download and edit the "7000 Construction Start Date and Notice to Proceed" from the online **DAS/CS Library** (https://portal.ct.gov/das/lists/das-construction-services-library).

(2) Assign an **Official Construction Start Date** for the project and determine the **Substantial Completion Date**.

(3) Prior to the "Construction Start Date and Notice to Proceed Meeting", **EMAIL** the documents below to the General Contractor (GC):

CHRO Red Sign

Order of Award (Form 6890, signed by Deputy Commissioner)

Contract (signed by Deputy Commissioner)

Purchase Order

CERT-134 Tax Exempt Form (signed by Deputy Commissioner)

(4) Instruct the GC to print 2 paper copies (11x17) of the CHRO Red Sign and bring the copies to the Construction Start Date Meeting. At the meeting, the GC must sign both copies in the presence of DAS. One copy must be posted by the GC at the jobsite trailer. The other copy must be scanned to PDF and uploaded by the PM into the Project File.

FOLLOWING NOTICE TO PROCEED MEETING:

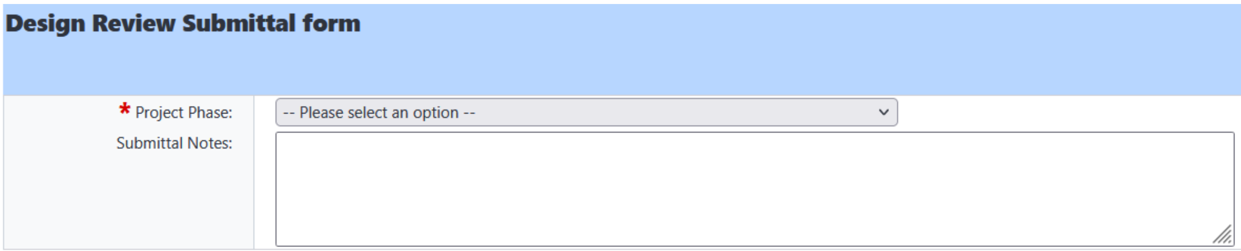
(1) UPLOAD a ***completed*** copy of the "**7000 Construction Start Date and Notice to Proceed**" in the process.

(2) Select "**Send to Bidding**" to send Form 7000 to the OLAPP Bidding Unit. After OLAPP has received the "7000 Construction Start Date and Notice to Proceed", the Construction Contract will be automatically created in TUC.

Section 15: Design Review Submittal

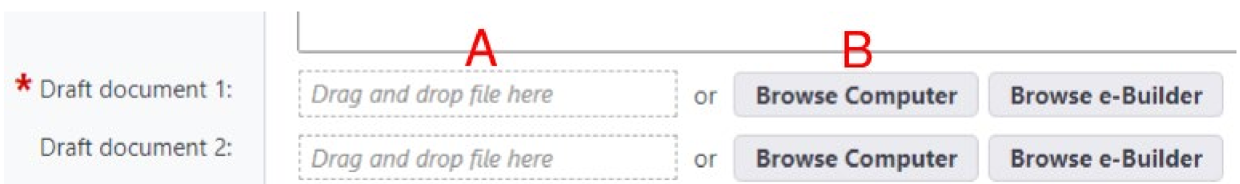
15.01 Completing and submitting a Design Review Submittal (DRS). (A/E step)

Complete the general DRS questions.

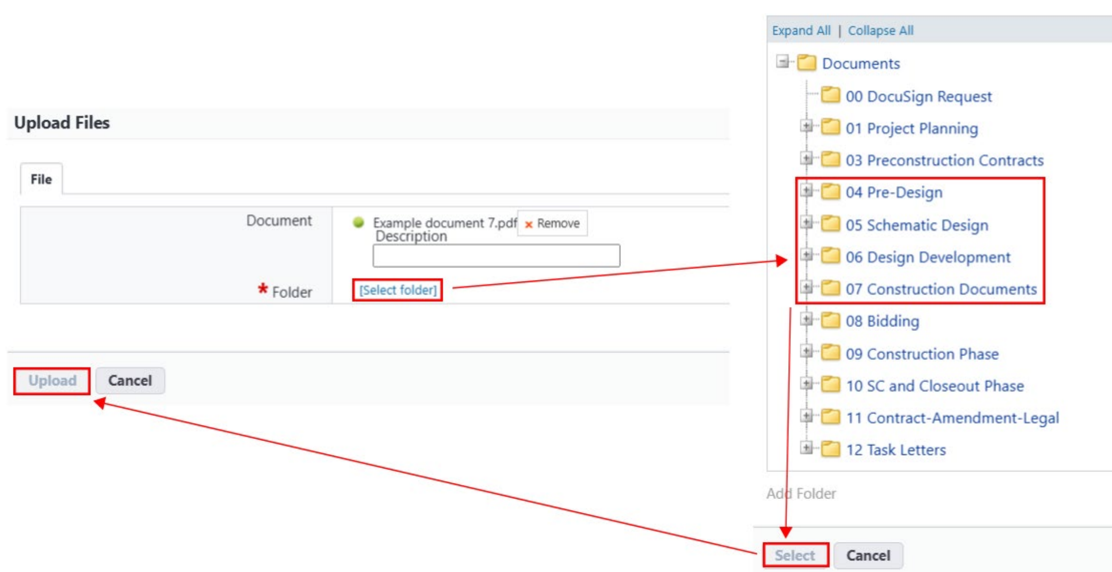


In the CT High Performance Building Standards / DAS Sustainable Construction Policy section there are instructions for when a "Sustainable Construction Narrative" is required. If this is required, upload that file into the "Sustainable Construction Narrative" field.

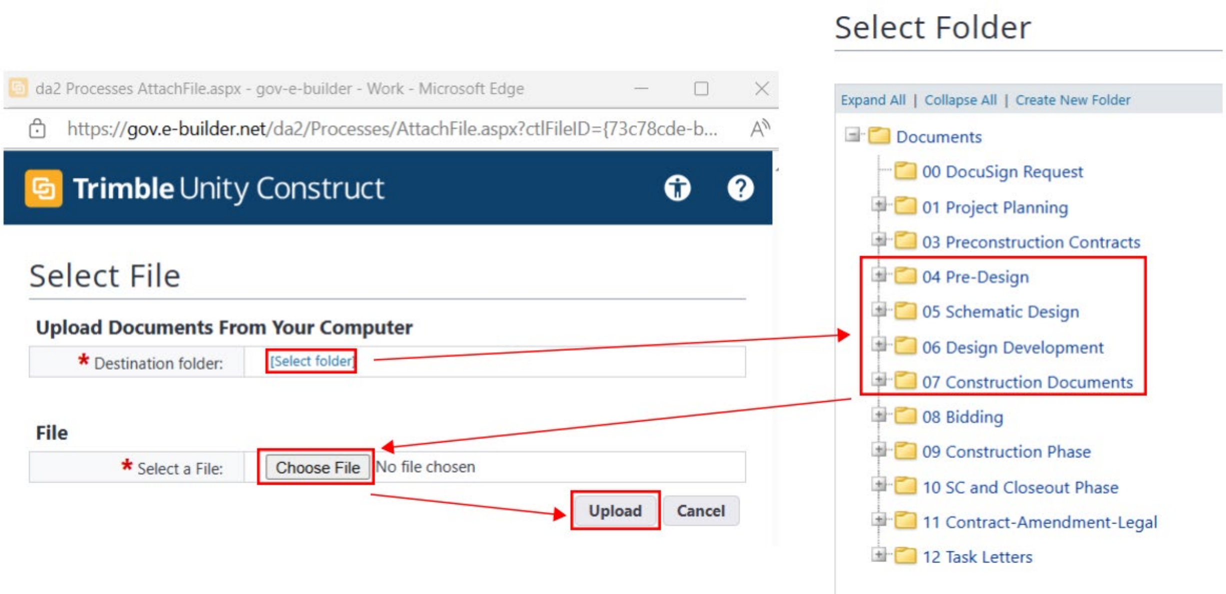
Upload documents to the "Draft documents" fields, by either (A) dragging and dropping each file or (B) locating the file on your local system.



When uploading using option (A), above, as shown in the image, below, click "[Select folder]", navigate to the correct folder for the design phase (selecting the correct sub-folder), click "Select" and click "Upload".



When uploading using option (B), below, as shown in the image, below, click "[Select folder]", navigate to the correct folder for the design phase (selecting the correct sub-folder), click "Choose File", in the file selection pop-up that then appears navigate to and select the correct file on your local computer or network and click "Upload".



The A/E Consultant shall follow all digital document guidelines contained in the DAS CS Consultants Procedure Manual (CPM) when creating PDF review documents. Both the CPM and additional explanatory formatting requirements information can be found in the DAS CS online library; 0400 Consultants Procedure Manual and 0410 DAS-CS Design Documents PDF Requirements.

- Formatting guidelines include, but are not limited to the following CPM sections:
    - 5.1.1.8.2, regarding specific bookmark hierarchy requirements for the Project Manual PDF, and its creation from the native development application
    - 5.2.2, regarding Drawing sheet title-block and firm name requirements
    - 5.2.4.2, regarding the use of TrueType fonts embedded as selectable, searchable text, and the requirement for drawing file page numbers to correspond with Drawing sheet numbers

Prepared digital review PDFs shall have the following naming taxonomy: “[DAS Project Number]_[DAS Design Phase Acronym]_[Document Type]”

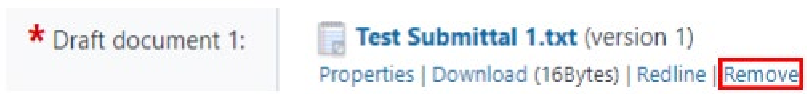
- Examples for typical document types and design phases:
    - *BI-XY-123_CD_Drawings*
    - *BI-XY-123_DD_Project Manual*

BI-XY-123_SD_Narrative Report

Click "Save" to save this form and return for further work later. Click "Submit" to submit this Design Review Submittal into the workflow.

15.02 Design Review Submission Returned by PM. (A/E step)

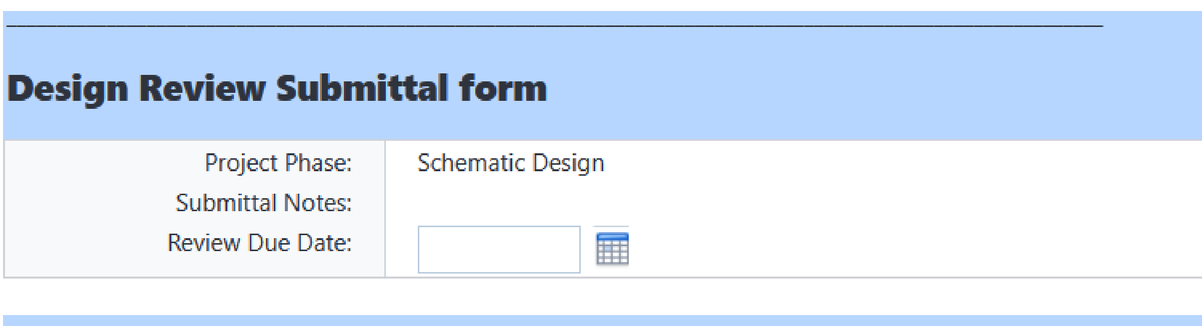
If the DAS Project Manager sends the DRS instance back to the A/E in the workflow for questions or changes, previously entered information can be changed. For files, the "Remove" link that appears under the document file name after this process instance is saved or returns to you in workflow allows you to remove a previously uploaded file and, if needed, upload a replacement.



To complete the revision and send the DRS instance back to the DAS PM, click “Take Action”.

15.03 PM Review (PM step)

Enter a Review Due Date.



If the OSBI/OSFM project number field is blank, but an OSBI/OSFM project number has been assigned, enter OSBI/OSFM project number.

If an application has been prepared for OSBI, but an OSBI/OSFM project number has not yet been assigned, upload the application. The PM may also direct the workflow to send the application to OSBI.

Enter the FM Project Number.

FM Global Project Number

* FM Project Number:	Please confirm that the design has been submitted to FM Global by entering the FM Global project number, here.

Use the Statewide Security question to determine if the DAS Statewide Security & Safety Management Liaison should be included in the list of required review attendees.

Statewide Security question

Does the scope of this project include design or modification to the following systems?:	• Access Controls • Security Systems • Emergency Systems • Cameras and other Video Surveillance • Blue Lights (parking lots) • Burglar or other Alarms (excluding fire alarm systems) ○ Yes ○ No

If yes, the PM is to include the DAS Statewide Security & Safety Management Liaison in the list of required review attendees.

Enter the participants to be included in the Bluebeam review session, with one person on each row. If there has been a previous DRS instance, participants will be pre-populated from the previous session, in which case, make any needed additions or deletions.

Review Participants

* Design Review Session Participants:

Available workflow actions are:

Forward sends the workflow forward to the step for Technical Services to initiate a Bluebeam session.

Revise sends the item back to the A/E for any changes that the PM determines are needed. The PM will be prompted to enter comments for the A/E.

Void permanently closes and voids the DRS instance.

-- Please select an action --
Forward
Revise
Void

-- Please select an action -- | Take Action

15.04 Design Review Hold Step (PM step)

When DAS Technical Services has initiated a Bluebeam review session, the workflow will progress to the Design Review Hold Step. A number of user roles will receive a notification that contains the hyperlink that can be used to access the Bluebeam session (represented, below, by the word “link”).

Invite action was taken on Digital Review Session Initiation step. To view details on this item, click here.

Process Details	
Project	BI-3B-154 - Test project 154
Process	DRS - 8
Subject	SD1
Step	Design Review Hold Step
In Step Since	04.22.2025
Last Action	Invite
Last Action Taken By	Timothy O'Brien
Status	Submitted
Bluebeam Hyperlink	link
Review Due Date	4/22/2025

The DAS Project Manager us the user in step and completes the information at the bottom of the instance and clicks “Take Action” to complete the Design Review Hold Step.

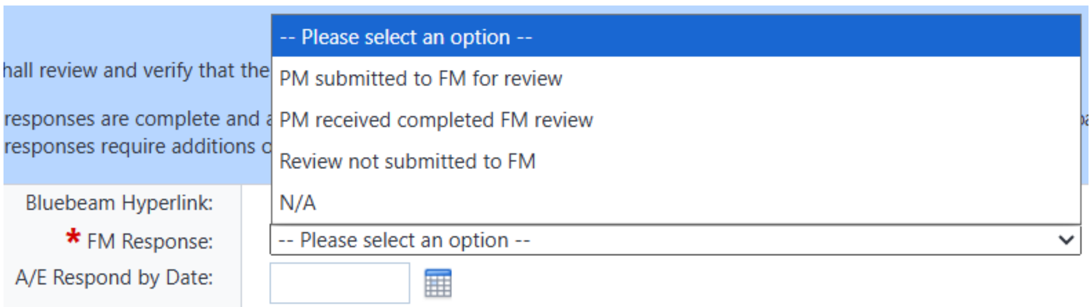
Bluebeam Hyperlink:	link
Review Due Date:	04.22.2025
* Have all parties reviewed?:	Yes No
Review Comments:	
Project Phase:	Schematic Design
Submittal Notes:	

Reviewed | Take Action

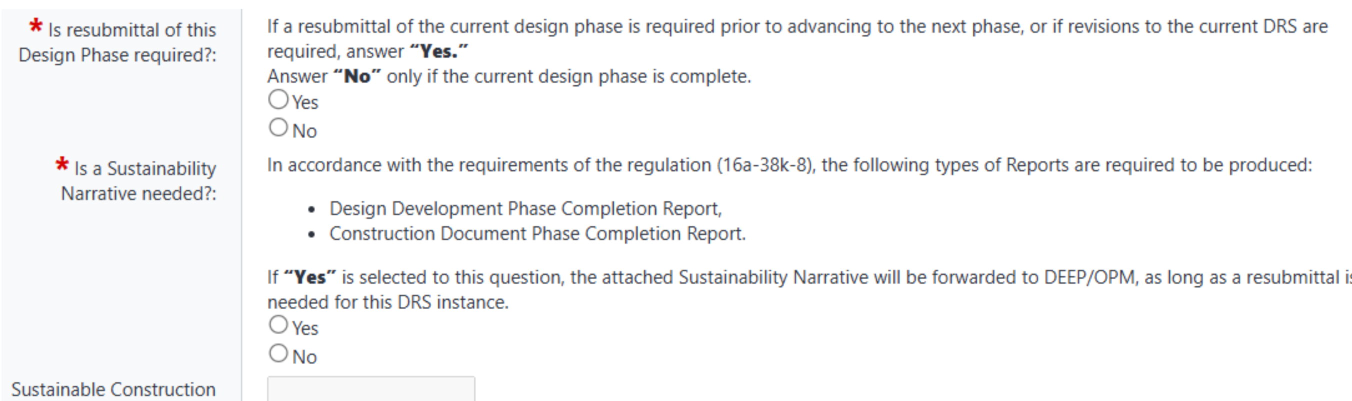
15.05 Review Comment Resolution (PM step)

Instructions for this workflow step are in the blue area.

There are two questions at the bottom of the instance. The "FM Response" is for the PM to note the current status of the FM review. The "A/E Respond by Date" is for use in case the A/E is to be asked to respond to comments.


hall review and verify that the
responses are complete and
responses require additions
-- Please select an option --
PM submitted to FM for review
PM received completed FM review
Review not submitted to FM
N/A
Bluebeam Hyperlink:
* FM Response: -- Please select an option --
A/E Respond by Date:

There are two additional questions. "Is resubmittal of this Design Phase required?" records whether a new DRS instance is need to resubmit the current one. Also, this question and "Is a Sustainability Narrative needed?" will affect whether the workflow send the Sustainable Construction Narrative document for the purposes of OPM and DEEP.


* Is resubmittal of this Design Phase required?: If a resubmittal of the current design phase is required prior to advancing to the next phase, or if revisions to the current DRS are required, answer **"Yes."**
Answer **"No"** only if the current design phase is complete.
Yes
No

* Is a Sustainability Narrative needed?: In accordance with the requirements of the regulation (16a-38k-8), the following types of Reports are required to be produced:

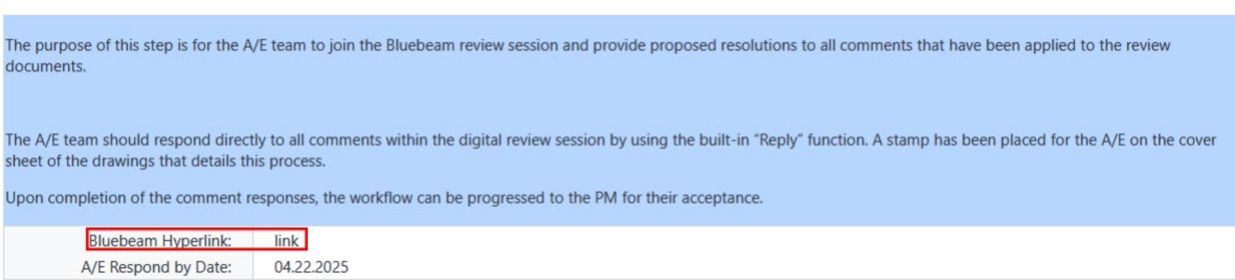
- Design Development Phase Completion Report,
- Construction Document Phase Completion Report.

If **"Yes"** is selected to this question, the attached Sustainability Narrative will be forwarded to DEEP/OPM, as long as a resubmittal is needed for this DRS instance.
Yes
No

Sustainable Construction Narrative:

15.06 A/E Response to Comments (A/E step)

Instructions for this workflow step are in the blue area. (Note that the hyperlink that can be used to access the Bluebeam session is represented, below, by the word "link".)


The purpose of this step is for the A/E team to join the Bluebeam review session and provide proposed resolutions to all comments that have been applied to the review documents.

The A/E team should respond directly to all comments within the digital review session by using the built-in "Reply" function. A stamp has been placed for the A/E on the cover sheet of the drawings that details this process.

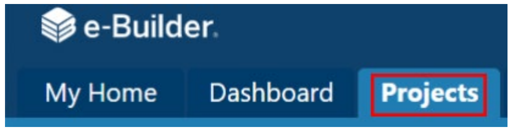
Upon completion of the comment responses, the workflow can be progressed to the PM for their acceptance.

Bluebeam Hyperlink: link
A/E Respond by Date: 04.22.2025

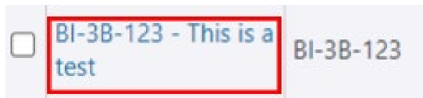
Section 15A: 3050 Delegated Design

15A.01 Navigating to the Project Processes Module

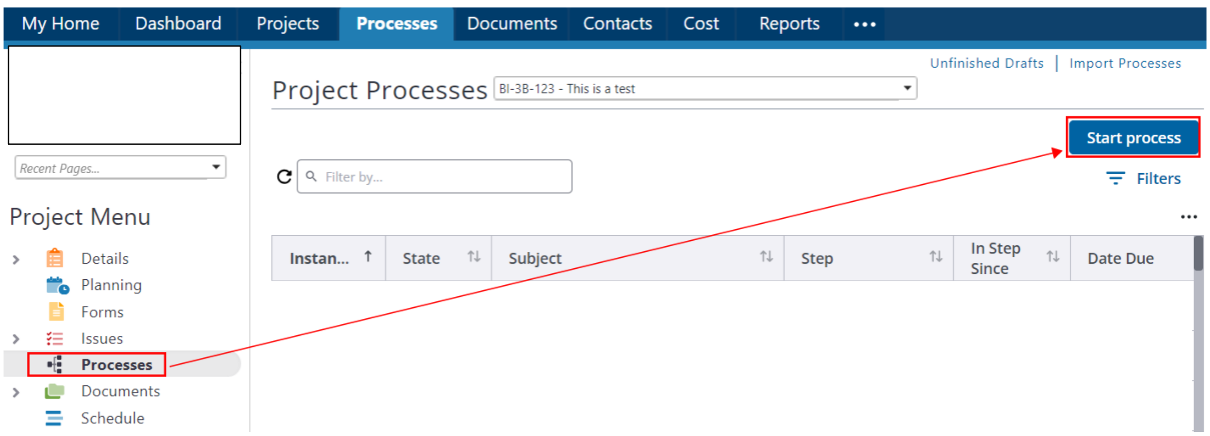
Log in to TUC: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects":



In the list that appears, click on the name of the project you would like to access:

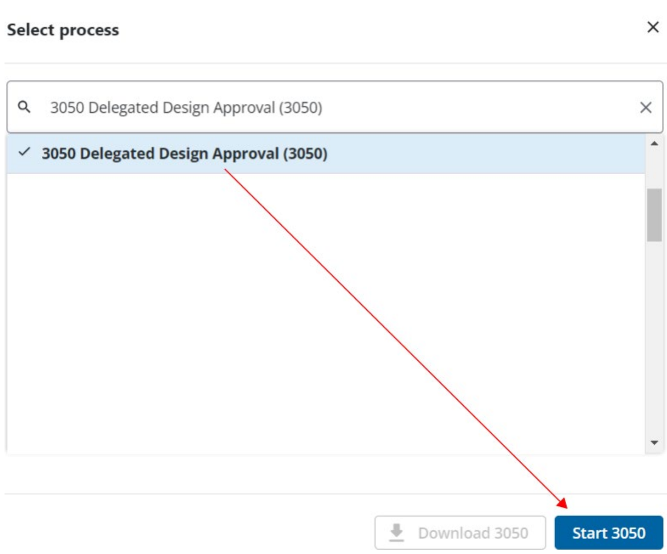


The Project Menu will appear in the left panel. Click "Processes." Then, to the upper right, click "Start process."



15A.02 Start 3050 Delegated Design Process Instance (A/E users)

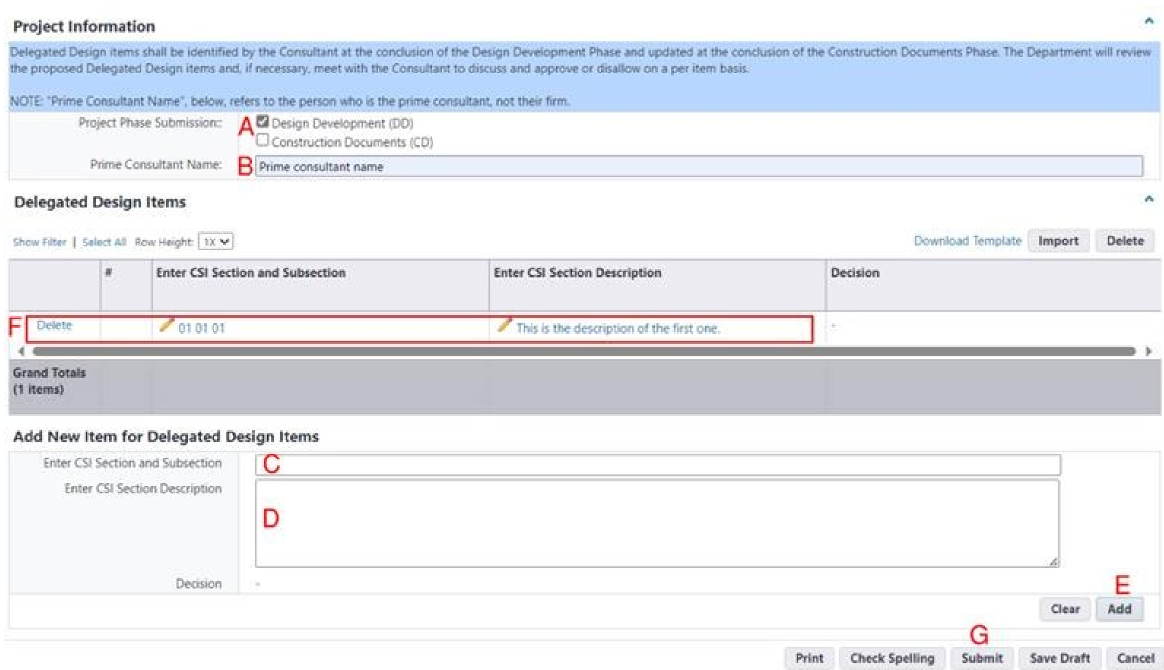
In the "Select process" pop up window, the A/E user is to search for and select "3050 Delegated Design Approval (3055)". Then click "Start 3050."



15A.03 Complete 3050 Application (A/E users)

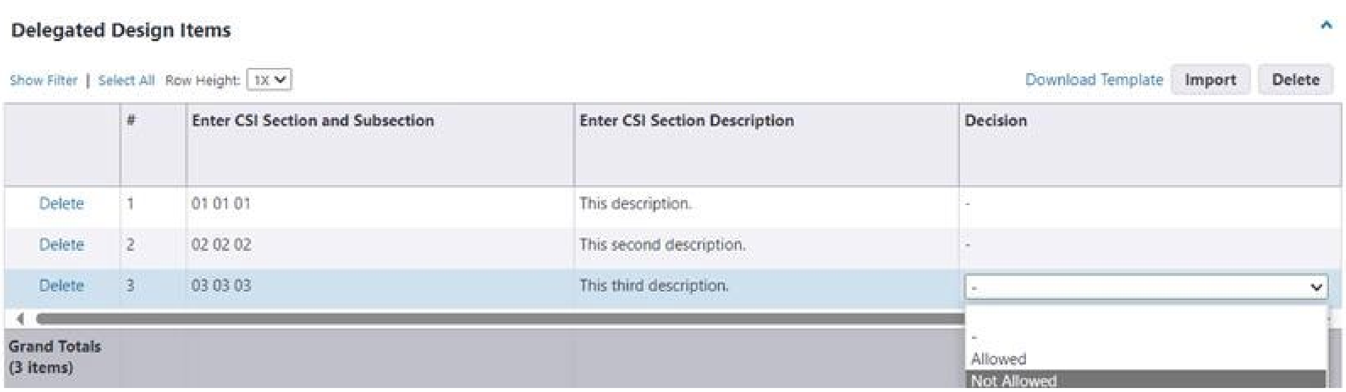
The 3050 Delegate Design Approval form should appear as a pop-up window. The A/E user then completes the form:

A. Selecting the design phase
B. Entering the prime consultant name
C. Entering CSI section number
D. Entering CSI section description
E. Clicking "Add" (repeating steps C to E for as many sections as are needed)
F. The sections, after clicking "Add" in step E should appear here. They can be edited by clicking a pencil icon or deleted.
G. When complete, click "Submit" to send into workflow.



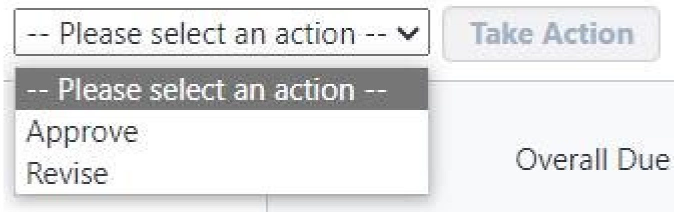
15A.04 Project Manager Review (DAS PMs)

Under "Delegated Design Items", the DAS Project Manager shall click in the "Decision" column of the item to suggest a decision on each. Then, the PM selects "Allowed" or "Not Allowed". The choice should appear as selected. Repeat for each proposed item.



The Project Manager than completes the step by taking one of the available workflow actions:

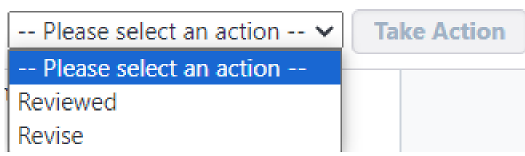
1. **Approve** will approve the decision selections and move the workflow to the next step.
2. **Revise** will send the item back to the A/E for any needed changes.



15A.05 Technical Services Review (Tech Services)

Technical Services has two workflow options after review of a draft 3050:

3. **Reviewed** proceeds the item to the ADPM for review.
4. **Revise** sends the item back to the Project Manager for any needed changes.



15A.06 ADPM and Chief Architect Review (ADPM and Chief Architect)

The ADPM and Chief Architect, at their steps in the workflow, have the same options available to the DAS Project Managers in step 15A.04, above, and are able to make changes in the draft/final decision.

Section 15B: Sole Source Memorandum

15B.01 Initiation or Revision (A/E or Agency)

Section 7 has instructions for how to initiate process instances. Using those instructions, initiate an instance of the "Sole Source Memorandum (SolSc)" process.

Instructions for how to complete this step are in the process instance.

When initially submitting, click the "Submit" button to send the instance into the workflow.

If the instance is sent back to the submitter in the workflow, click "Take Action" once any changes are complete.

15C.02 PM step

Instructions for how to complete this step are in the process instance.

Workflow actions available at this step are:

- **Approve**, which sends this item forward to the Chief Architect and DPM.
- **Revise**, which sends this item backward in the workflow.
- **Reject**, which cancels and closes this item.

15C.03 ADPM step

Instructions for how to complete this step are in the process instance.

Workflow actions available at this step are:

- **Approve**, which sends this item forward to the Chief Architect and DPM.
- **Revise**, which sends this item backward in the workflow.
- **Reject**, which cancels and closes this item.

15C.04 Chief Architect and DPM step

Instructions for how to complete this step are in the process instance.

Both the Chief Architect and the DPM must take the Approve workflow action for this request to be approved. If either the Chief Architect or the DPM approves at this step, the workflow will return to this step for the other to review. If action is taken by a user who already approved this item, it will return to this step to await action by the other.

Available workflow actions are:

- **Approve**, which approves the request and generates an approved Sole Source Memorandum.
- **Revise**, sends this request back to the PM.

- **Reject**, which rejects the request and generates a rejected Sole Source Memorandum.

The “Who (Chief Architect or DPM) already approved?” will show, who, if either has already approved the request.

Section 15C: 7320 Supplemental Instructions

15C.01 Initiation and Revision (A/E)

Section 7 has instructions for how to initiate process instances. Using those instructions, initiate an instance of the "7320 Supplemental Instructions (ASI)" process.

Instructions for how to complete this step are in the process instance.

When initially submitting, click the "Submit" button to send the instance into the workflow.

If the ASI instance is sent back to the A/E in the workflow, select one of these workflow options and click "Take Action" once any changes are complete:

- **Resubmit**, which sends this item to the CA step.
- **Void**, which closes this item.

15C.02 CA step

Instructions for how to complete this step are in the process instance.

Workflow actions available at this step are:

- **Submit**, which sends this item to the GC/CMR step.
- **Revise**, which sends this item back to the A/E for review. The CA will be prompted for revision comments.

15C.03 GC/CMR step

Instructions for how to complete this step are in the process instance.

Workflow actions available at this step are:

- **Sign**, which finalizes the 7320 process instance.

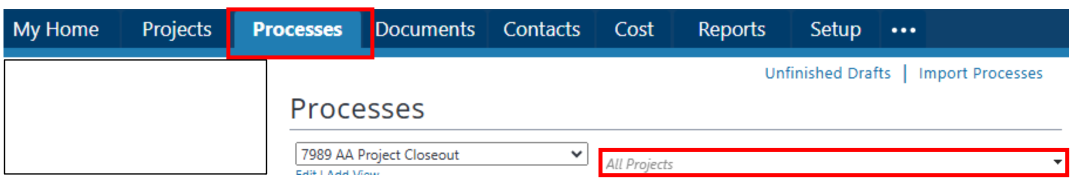
Section 16: 1125 - Bond Fund Request

This process shall be used to prepare and submit a request for approval from the State Bond Commission for the allocation of funds for a Capital Construction Project administered by DAS|RECS. A DAS Project Number is required to complete this form, which may only be obtained after execution of Form 1105 – *Capital Project Initiation Request.* To initiate projects administered by DAS|RECS, Form 1105 may be submitted based solely on the Legislative Authorization of Funding by the General Assembly for pre-construction purposes.

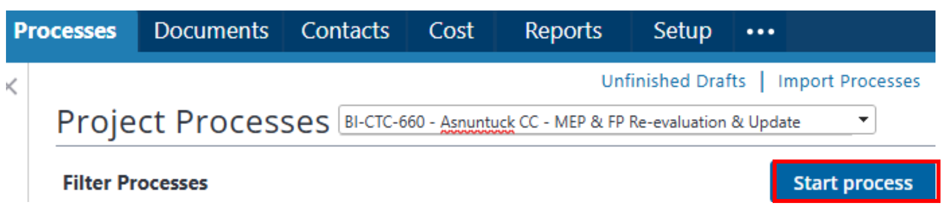
16.01 Accessing the Process (PM)

Log in to TUC: https://gov.e-builder.net.

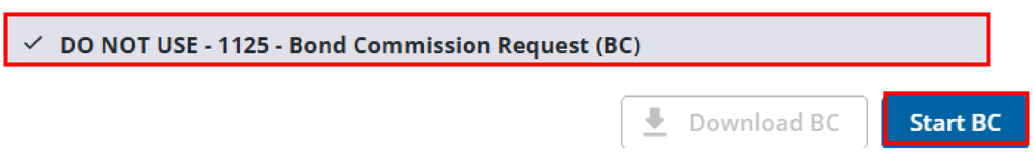
On your homepage, go to the "Processes" tab and select the subject project for which you wish to submit a Bond Fund Request from the "All Projects" dropdown list.



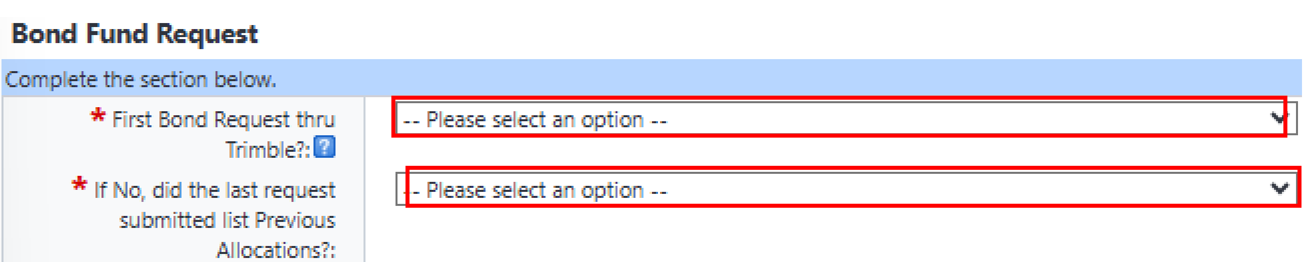
Next, click the "Start Process" button.



Next, select "1125 – Bond Commission Request (BC)" from the "Select Process" dropdown list and click "Start BC".



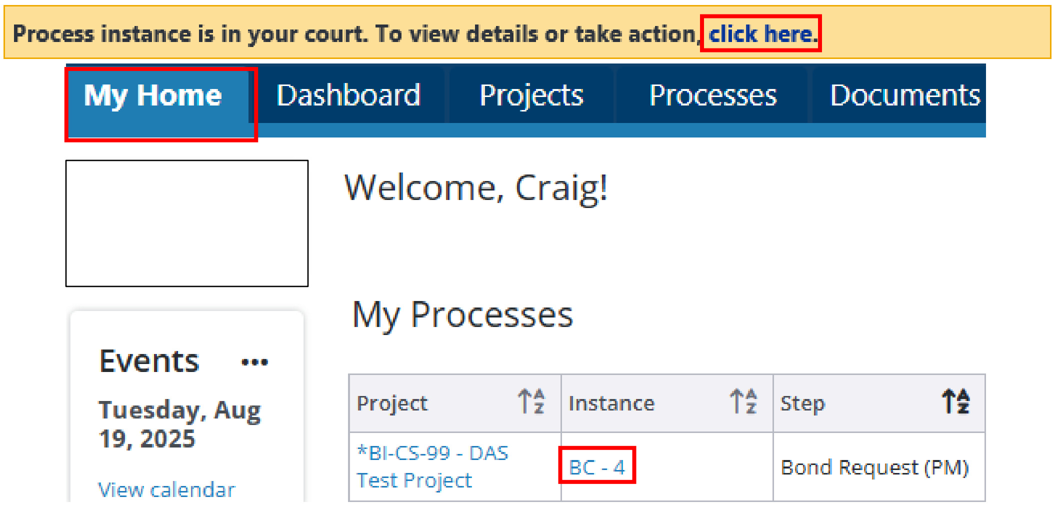
Complete the "Bond Fund Request" section. Only answer "Yes" to the "First Bond Request thru Trimble" question if this is the first time Form 1125 – Bond Fund Request is being submitted through the 1125 – Bond Fund Request, otherwise answer "No" so that the previous submission can be imported and thereafter revised for submission. Upon completion, click "Submit".



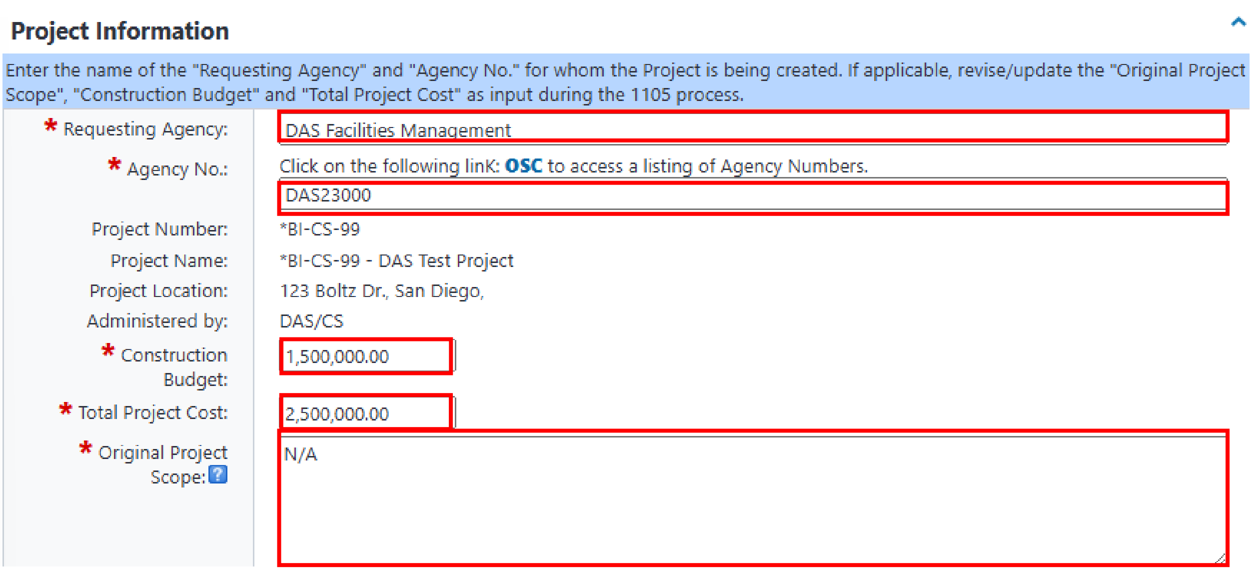
16.02 Bond Fund Request (PM)

The PM assigned to the Project will receive an email from TUC as notification to complete Form 1125 – Bond Fund Request.

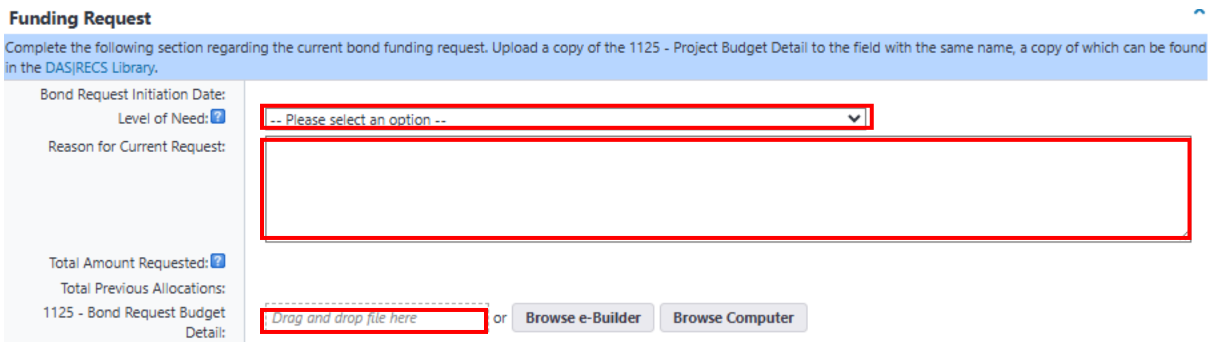
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



Follow the instructions provided and complete the “Project Information” and “Funding Request” sections of the Bond Fund Request. In the “Project Information” section, note that the “Construction Budget”, “Total Project Cost”, and “Original Project Scope” have been filled in automatically from the data collected during the 1105 Project Intake Process. If applicable, update the data for the subject Bond Fund Request.

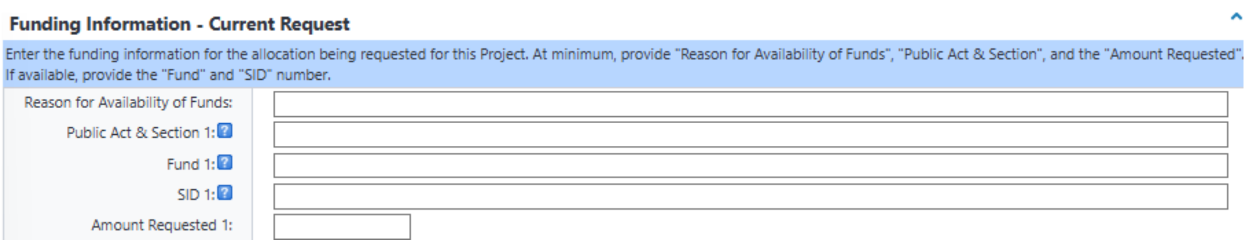


In the “Funding Request” section, answer the questions accordingly and prepare and upload a copy of the 1125 Bond Request – Budget Detail (1125 – Budget Detail can be downloaded from the DAS|RECS Library) to the file field with the same name. The “Bond Request Initiation Date”, “Total Amount Requested” and “Total Previous Allocations” fields will be filled in automatically at a later step in the process.

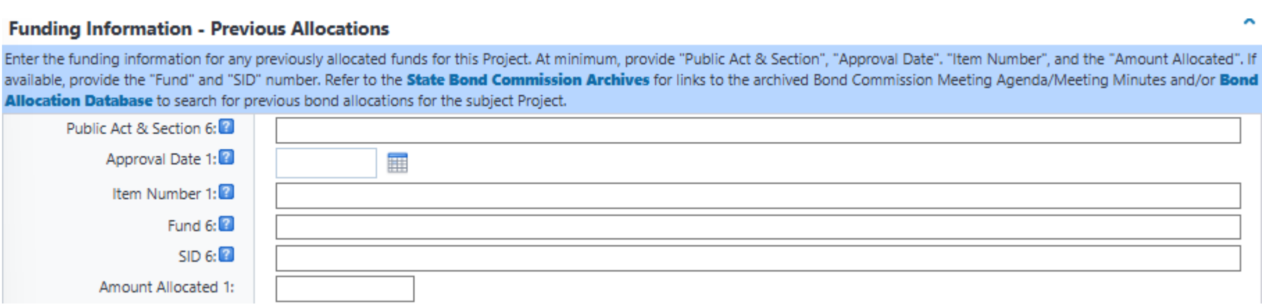


Next, complete the “Funding Information – Current Request” and “Funding Information – Previous Allocations” sections.

In the ***Funding Information – Current Request*** section, provide data input for “Reason for Availability of Funds”, “Public Act & Section”, and “Amount Requested”, at minimum, for the subject Project Bond Fund Request, and provide the Fund and SID numbers, if available.



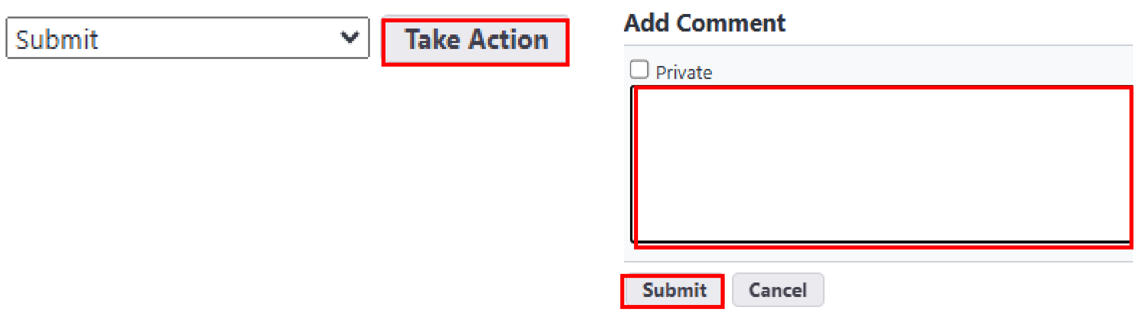
In the ***Funding Information – Previous Allocations*** section, provide data input for “Public Act & Section”, “Approval Date”, “Item Number”, and “Amount Allocated”, at minimum, for the subject Project Bond Fund Request, and provide the Fund and SID numbers, if available.



Note 1: Within the instructions for the “Funding Information – Current Request” and “Funding Information – Previous Allocations” sections, links have been provided to the Office of the State Comptroller’s web page, the State Bond Commission Archives, and the Bond Allocation Database to assist in answering some of the questions in the respective sections.

Note 2: If you answered “No” to the “First Bond Request thru Trimble” question, then the “Funding Information – Previous Allocations” section will be filled in automatically for all previous allocations listed from the most recent 1125 – Bond Fund Request submitted through Trimble. You should only need to add the approval(s) acquired as a result of the last submission.

After completing the assigned sections of Form 1125, scroll down to the bottom of the page and either select “Agency” from the dropdown list next to the “Take Action” button to forward the request to the Client Agency for review and/or additional data input, or select “ADPM” to forward the request to your ADPM for review, and click the “Take Action” button. After clicking "Take Action", a comment prompt will appear to provide additional detail regarding your request, if applicable.

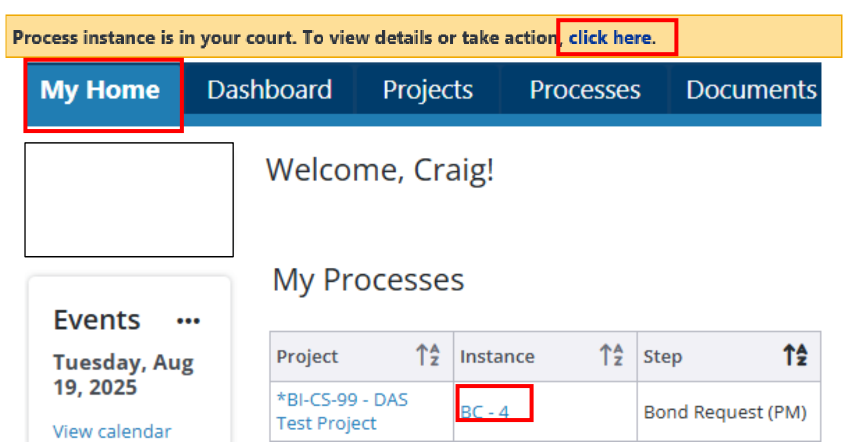


Note 3: Please note that if the ADPM requires additional information or documentation and/or the Client Agency has proposed revisions to the request before it can be finalized for submission, it will be returned to this step for additional action. If the request has been returned, please refer to the "Comments" tab for additional instructions and proceed accordingly.

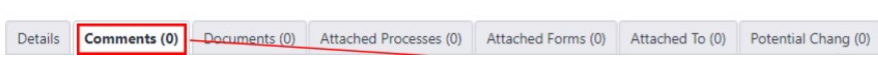
16.03 Bond Request Review (Client Agency)

The Requesting Client Agency will receive an email from TUC as notification that a Form 1125 – Bond Fund Request has been prepared by the PM assigned to the Project for review prior to being submitted to the Business Office for consideration by the Bond Commission.

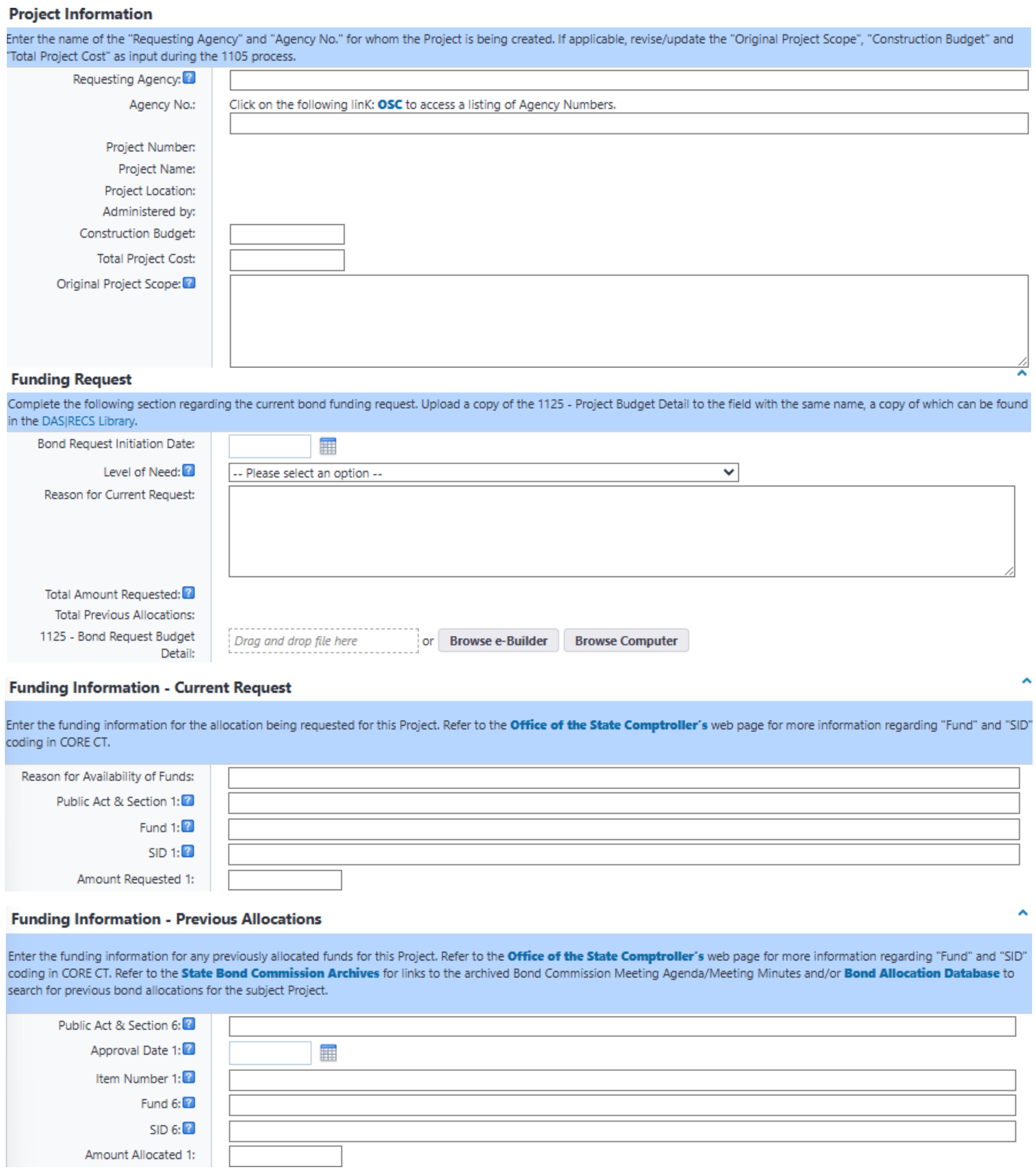
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



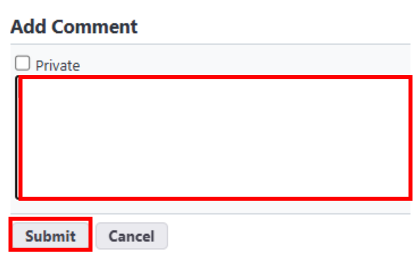
Follow the instructions provided and complete your review of the Form 1125 – Bond Fund Request submission. Before reviewing the request, first open the “Comments” tab to check for any additional instructions or clarifications provided by the PM.



After reviewing the "Comments" tab, examine the request in full and make any revisions necessary to prepare it for submission to the Bond Commission.



When your review and revisions are complete, scroll to the bottom of the page, select "Return" from the dropdown menu next to the "Take Action" button, and then click "Take Action." A comment box will appear, allowing you to provide details regarding any changes or recommendations made.

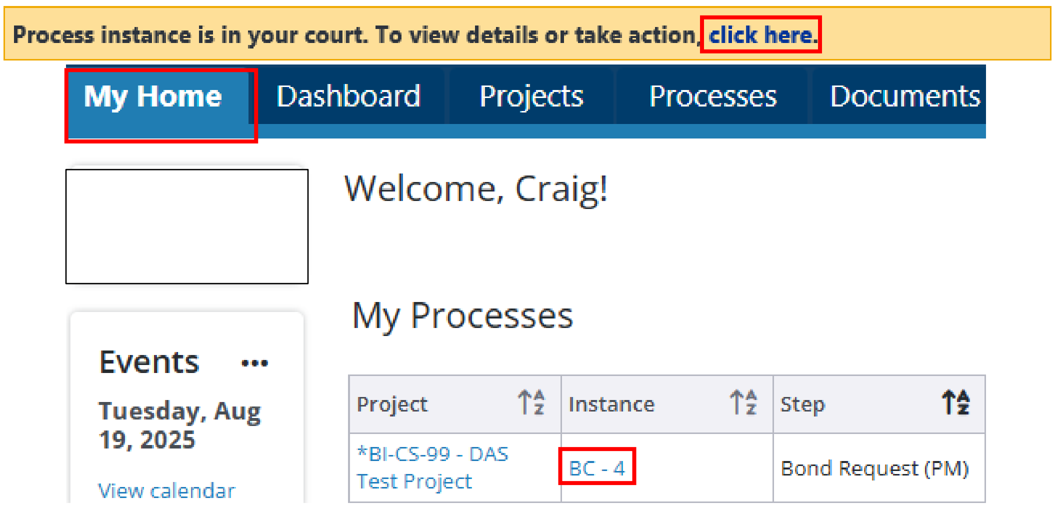


Note: If the PM determines that additional information or documentation is required before the request can be finalized, the request will be routed back to this review step. When a request is returned, consult the "Comments" tab for updated instructions and/or information on the corrective actions taken, and continue the review process accordingly.

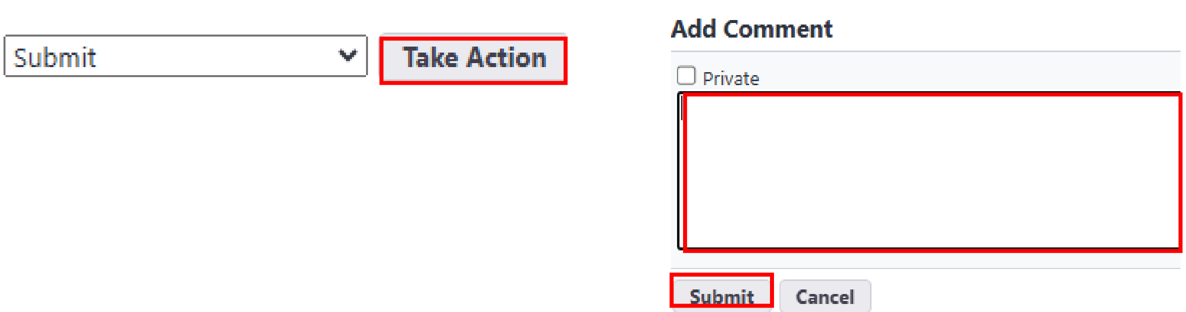
16.04 Bond Request Review (ADPM)

The ADPM assigned to the Project will receive an email from TUC as notification that a Form 1125 – Bond Fund Request has been submitted for review.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the subject process instance link from the "My Processes" section.



Follow the instructions provided and complete your review of the Form 1125 – Bond Fund Request submission. Upon completion of your review, scroll down to the bottom of the page and select "Revise" if additional information is required to complete your review, or select "Submit" to complete the review for submission to the DPM for review and submission to the Business Office for consideration at the next Bond Commission Meeting, and click the "Take Action" button. If "Revise" was selected, a comment prompt will appear after clicking "Take Action", to provide additional detail and/or instructions for corrective action.

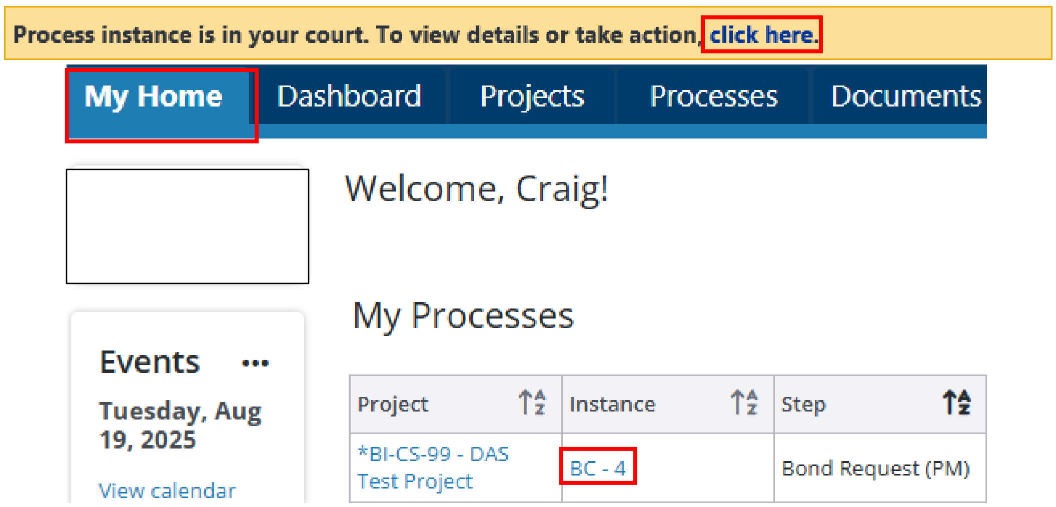


Note: Please note that if the PM has re-submitted the request after taking corrective action, it will be returned to this step for further review. If the request has been returned, please refer to the "Comments" tab for additional instructions and/or information on the corrective action taken and proceed accordingly.

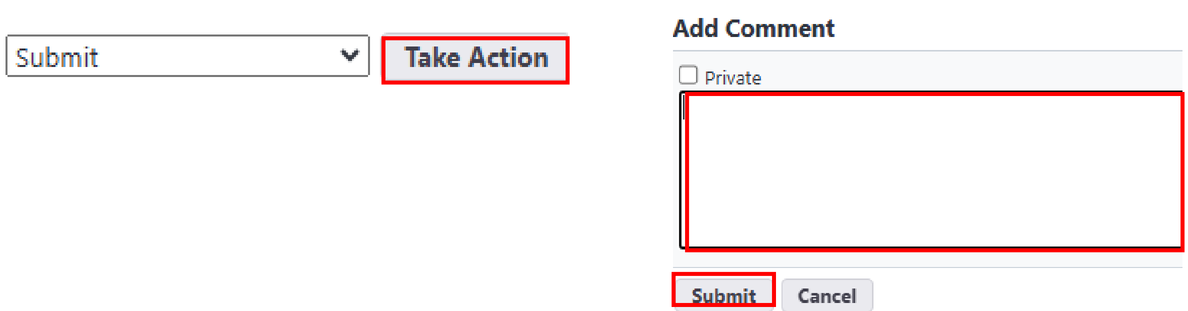
16.05 Bond Request Review (DPM)

The DPM will receive an email from TUC as notification that a Form 1125 – Bond Fund Request has been submitted for review.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the subject process instance link from the “My Processes” section.



Follow the instructions provided and complete your review of the Form 1125 – Bond Fund Request submission. Upon completion of your review, scroll down to the bottom of the page and select "Revise" if additional information is required to complete your review, or select "Approve" to complete the review for submission to the Business Office for consideration at the next Bond Commission Meeting, and click the "Take Action" button. If “Revise” was selected, a comment prompt will appear after clicking "Take Action", to provide additional detail and/or instructions for corrective action.



Note: Please note that if the ADPM has re-submitted the request after the ADPM or PM has taken corrective action, it will be returned to this step for further review. If the request has been returned, please refer to the "Comments" tab for the corrective action taken and proceed accordingly.

Section 17: Create Schedule of Values

17.01 SOV Approval for Upload

Construction Support Services (CSS) will upload SOVs into TUC commitments upon the request of the DAS project manager for that project. Please submit a request for the project manager to ask CSS to carry out the upload of the file described in Section 17.02, below.

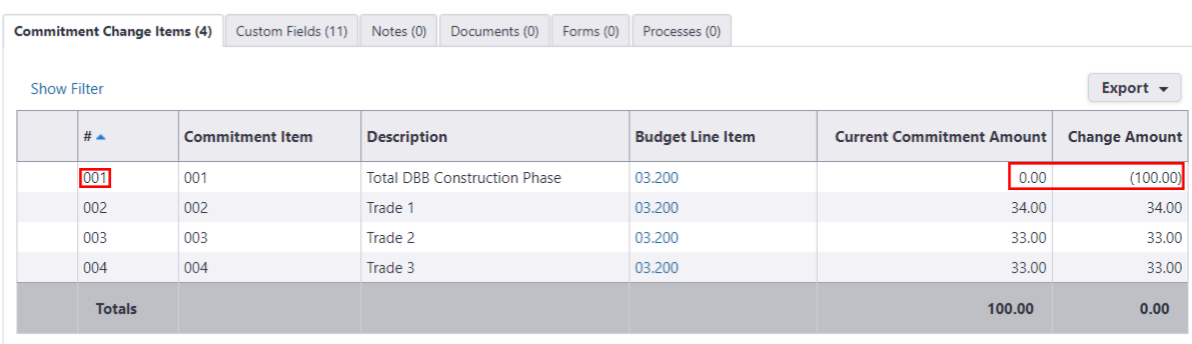
17.02 SOV file format

When sending the SOV for upload, please follow the following format:

1. Use Excel, another similar spreadsheet format or CSV. Please do not send it in PDF, Word or similar file formats.
2. If the file is Excel or another spreadsheet, the data should be in a single sheet, not divided between two or more sheets.
3. Ensure that each SOV row has at least columns for (1) description or title and (2) SOV dollar amount. A row line number is permitted, as well.
4. For any consultant commitment that has a consultant contingency, please place the consultant contingency first, above all other SOV rows. Clearly label this row, such as "Consultant Contingency – Do Not Invoice This Line". Include the amount of the contingency in this row. (See Section 17A for how contingency transfers are to be proposed and approved.) The contingency line will probably be line 002 in the commitment.
5. Do not have any blank rows.
6. If it is desired to have rows that are section titles, please place this title in the description column and place a $0 in the amount column.

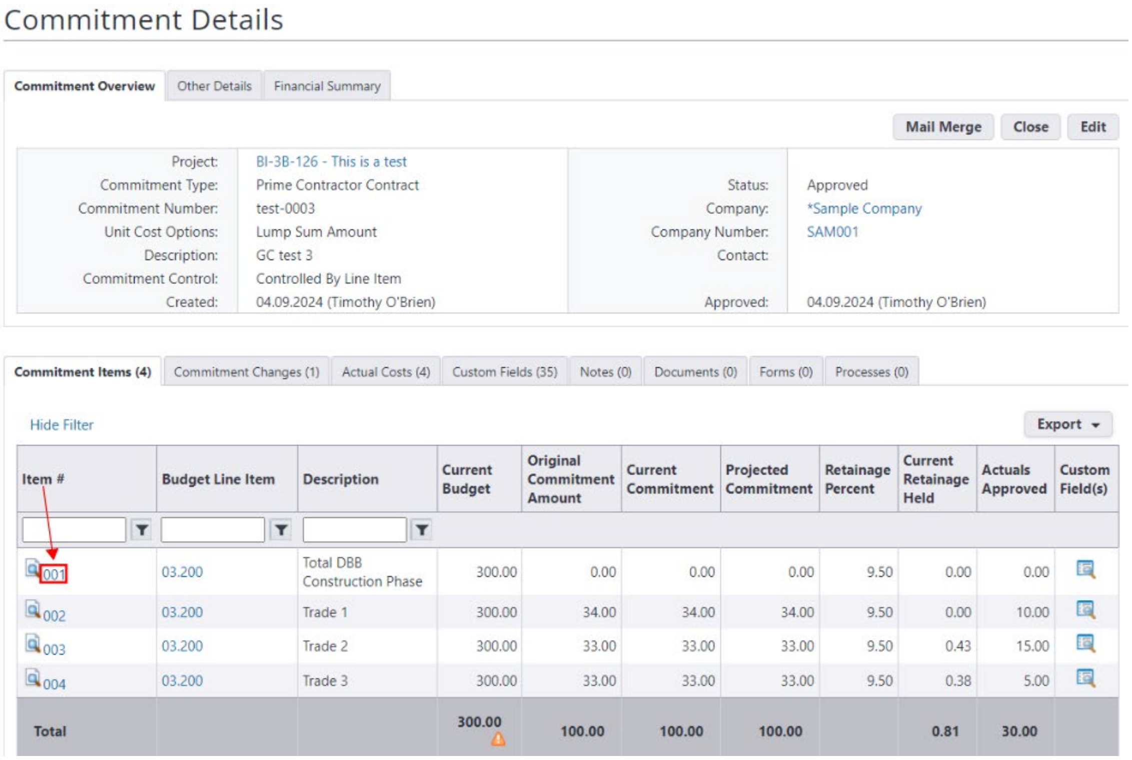
17.51 "Commitment Value Broken Down by SOV" Entry

When commitments are entered into TUC, they typically have one or more Commitment Lines for the whole amount of the new contract or contract amendment. SOV breakdown is accomplished by way of a Commitment Change that zeroes out this Commitment Line and then adds new Commitment Lines for each of the SOV lines.

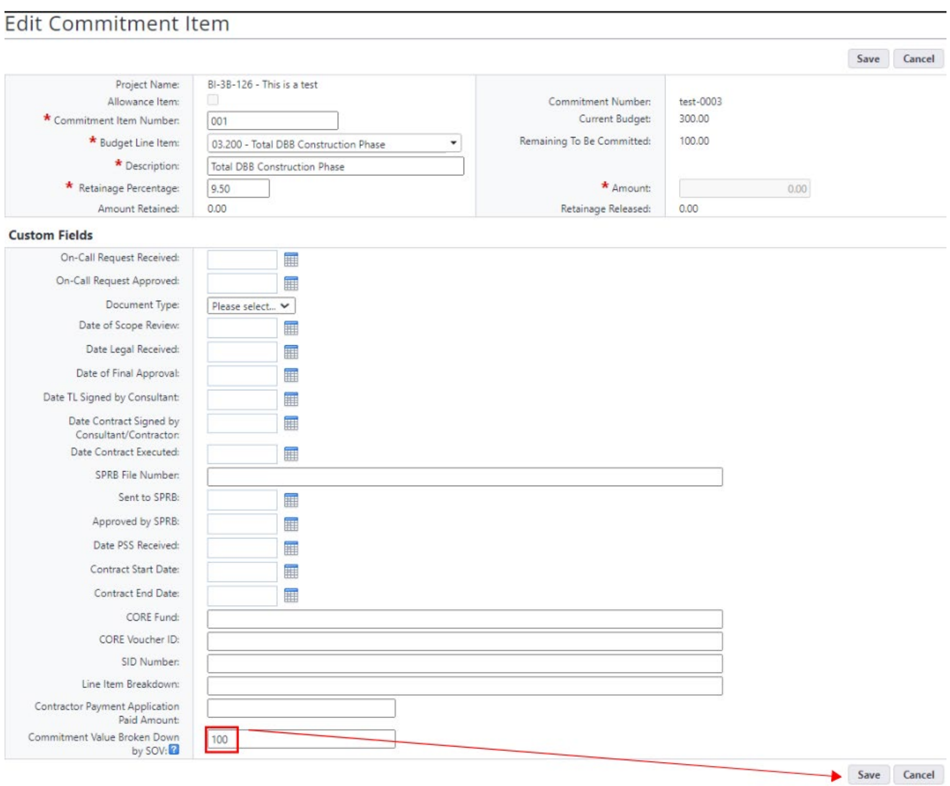


#	Commitment Item	Description	Budget Line Item	Current Commitment Amount	Change Amount
001	001	Total DBB Construction Phase	03.200	0.00	(100.00)
002	002	Trade 1	03.200	34.00	34.00
003	003	Trade 2	03.200	33.00	33.00
004	004	Trade 3	03.200	33.00	33.00
Totals				100.00	0.00

Because this line is zeroed out, there are reasons why it is important to keep a record of the contract or amendment value that the Commitment Line added to the commitment. To record this information, navigate to the "Commitment Details" page of the commitment. Then click on the Commitment Item number of the Commitment Line that is to be or was zeroed out for the SOV breakdown. (This can be done either before or after the SOV breakdown is done.)



That will bring up the "Edit Commitment Item" page. Enter the contract or amendment amount, as it was prior to SOV breakdown, in the "Commitment Value Broken Down by SOV" field. Then click Save.

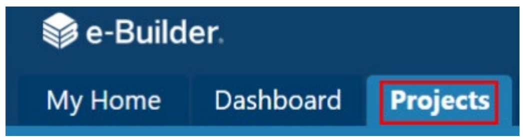


Section 17A: Consultant Contingency Transfer (CntTr)

Note: This section is for how to apply for and approve transfers from consultant contingency lines to new SOV lines that can be invoiced against. See step 17.02 for how contingency lines are created in the TUC commitments for approved task letters and contracts.

17A.01 Accessing the process

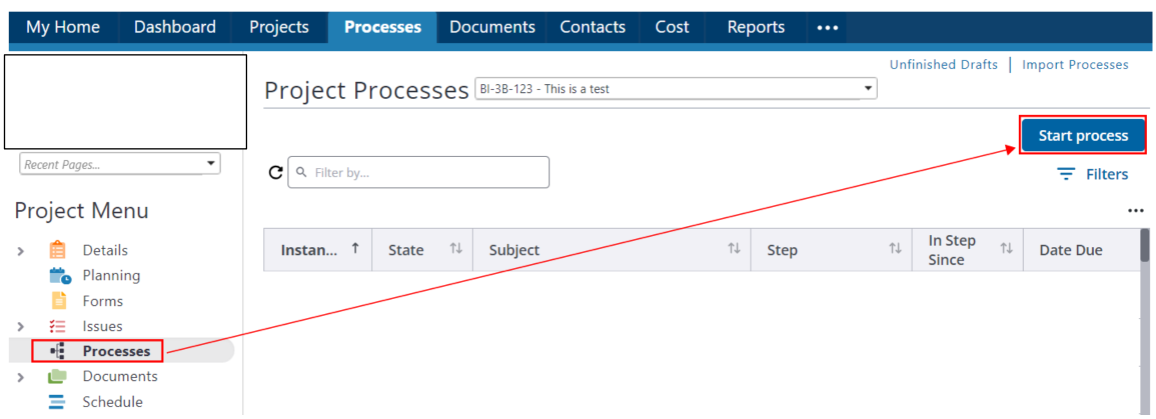
Log in to TUC: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects":



In the list that appears, click on the name of the project you would like to access:

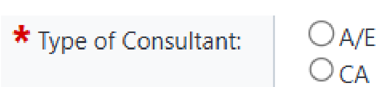
The Project Menu will appear in the left panel. Click "Processes." Then, to the upper right, click "Start process."

In the "Select process" pop up window, the project manager is to search for and select "Consultant Contingency Transfer (CntTr)". Then click "Start CntTr."



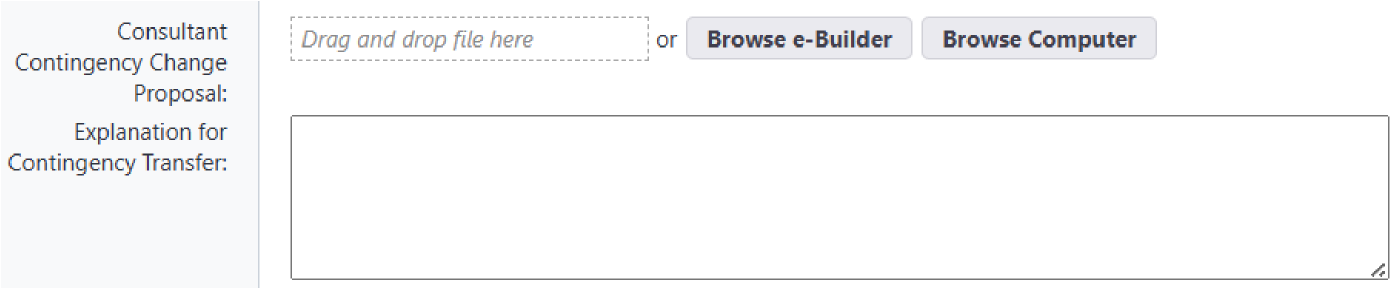
17A.02 Submitting the Request (and Revisions) (Consultant)

Select the type of consultant.



Drag and drop or upload the consultant's proposal document in the "Consultant Contingency Change Proposal" field.

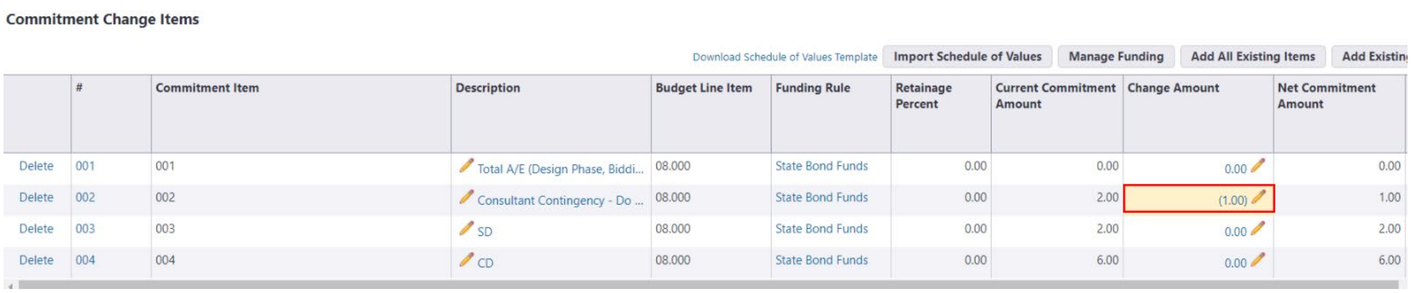
In the "Explanation for Contingency Transfer" block, below, enter a more detailed explanation.



Under "Commitment Change Details", select the commitment to be changed and enter the Commitment Change Number, if the auto-populated value is not correct.

Under "Commitment Change Items", click the "Add All Existing Items" button.

Click on the pencil or numbers in the "Change Amount" column in the contingency row (which would generally be named “Consultant Contingency - Do Not Invoice This Line”), typically line 002. In the "Change Amount" column of the contingency row, enter the amount to be taken from the commitment contingency, as a negative number.



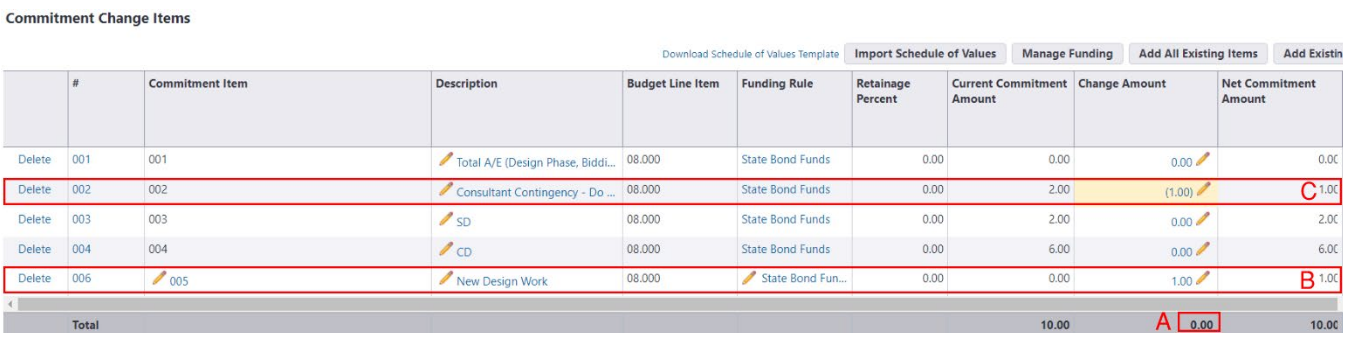
	#	Commitment Item	Description	Budget Line Item	Funding Rule	Retainage Percent	Current Commitment Amount	Change Amount	Net Commitment Amount
Delete	001	001	Total A/E (Design Phase, Biddi...	08.000	State Bond Funds	0.00	0.00	0.00	0.00
Delete	002	002	Consultant Contingency - Do ...	08.000	State Bond Funds	0.00	2.00	(1.00)	1.00
Delete	003	003	SD	08.000	State Bond Funds	0.00	2.00	0.00	2.00
Delete	004	004	CD	08.000	State Bond Funds	0.00	6.00	0.00	6.00

In the "Add Additional Scope Commitment Item" part of the form:

A. Click "Please Select a Line Item" next to "Account Code" and select the correct cost code.
B. Change the INCORRECT value that auto-populates in the "Commitment Item" field and enter the next Commitment Item line number available. (For example, under the "Commitment Change Items" section, in the "Commitment Item" column, if there is already a line 001, 002, 003, 004, 005 and 006, enter 007" in the "Commitment Item" field of the "Add Additional Scope Commitment Item" part of the form.)
C. In the "Description" field, enter what the contingency line should say on the consultant's invoices.
D. Select a "Funding Rule".
E. Ignore "Retainage Percent"
F. In the "Change Amount" field, enter the amount of the new invoice line. This MUST be the positive opposite amount of the negative amount withdrawn from the commitment contingency above.
G. Click “Add”.

The proposed commitment line should appear as a new row above, under “Commitment Change Items”. Note that:

A. The two values in the “Change Amount” column should net to $0.
B. The amount of the new commitment line will appear in the “Net Commitment Amount” column of the new commitment line.
C. The amount left in the commitment contingency after the transfer (as proposed) will appear in the “Net Commitment Amount” column of the contingency line.


Commitment Change Items

Download Schedule of Values Template | Import Schedule of Values | Manage Funding | Add All Existing Items | Add Existin

	#	Commitment Item	Description	Budget Line Item	Funding Rule	Retainage Percent	Current Commitment Amount	Change Amount	Net Commitment Amount
Delete	001	001	Total A/E (Design Phase, Biddi...	08.000	State Bond Funds	0.00	0.00	0.00	0.0
Delete	002	002	Consultant Contingency - Do ...	08.000	State Bond Funds	0.00	2.00	(1.00)	C 1.0
Delete	003	003	SD	08.000	State Bond Funds	0.00	2.00	0.00	2.0
Delete	004	004	CD	08.000	State Bond Funds	0.00	6.00	0.00	6.0
Delete	006	005	New Design Work	08.000	State Bond Fun...	0.00	0.00	1.00	B 1.0
	Total						10.00	A 0.00	10.0

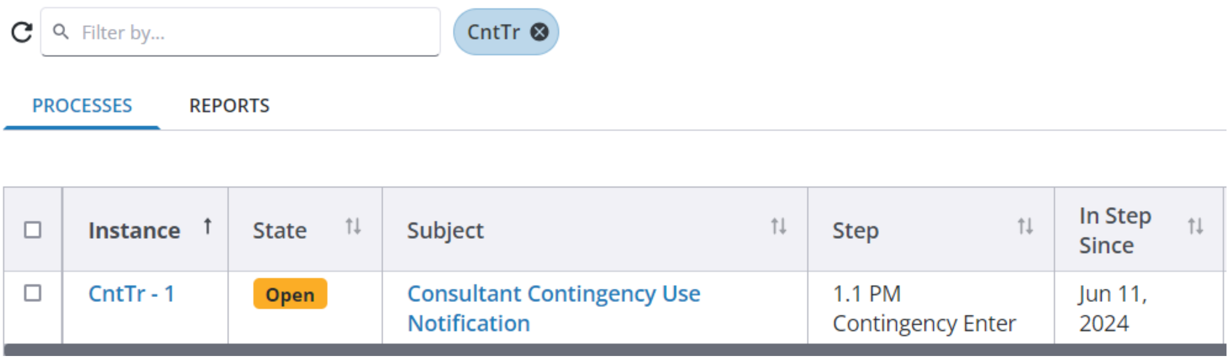
Then, either at the top or bottom of the window, click the "Submit" button.

If the item is sent back to the consultant for revision, after making any changes, select a workflow action and then click “Take Action”. Workflow actions available at this step are:

- **Resubmit**, which resubmits this item back to the PM.
- **Void**, which closes and permanently voids this item.

17A.03 PM Contingency Enter (and Revisions) (Project Managers)

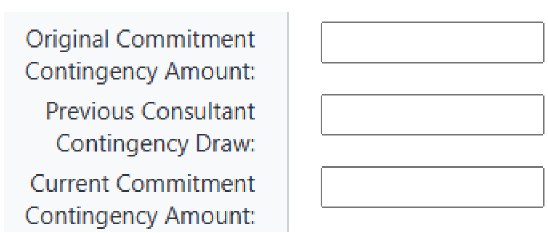
Open the “CntTr” process instance for the proposed contingency transfer or open it via the email notification that should have been sent.



	Instance	State	Subject	Step	In Step Since
☐	CntTr - 1	Open	Consultant Contingency Use Notification	1.1 PM Contingency Enter	Jun 11, 2024

Under the “Contingency Check or Enter” section:

1. If this is the first time that the consultant contingency is being used for this commitment, enter the "Original Consultant Contingency Amount" (typically the SOV value of commitment line 002, but perhaps a different row) and enter the SAME AMOUNT in the "Current Consultant Contingency Amount" field. The "Current Consultant Contingency Amount" is the current amount BEFORE the changes proposed here. Refer to the contract for the value of the contingency. Leave "Previous Consultant Contingency Draw" field blank.
2. If this is a second or subsequent use of the consultant contingency for this commitment, the "Original Consultant Contingency Amount", "Previous Consultant Contingency Draw" and "Current Consultant Contingency Amount" should be pre-populated correctly, below. But check them to ensure that they are accurate. Again, the "Current Consultant Contingency Amount" is the current amount BEFORE the changes proposed here.



Select a workflow action and then click “Take Action”. Workflow actions available at this step are:

- **Submit** or **Resubmit**, which submits this item to the ADPM.
- **Revise**, which sends this item back to the consultant.
- **Void**, which closes and permanently voids this item.

17A.04 ADPM

Select a workflow action and then click “Take Action”. Workflow actions available at this step are:

- **Approve**, which submits this item to the Chief Architect and DPM.
- **Revise-PM**, which sends this item back to the PM.
- **Revise-Consult**, which sends this item back to the consultant.
- **Void**, which closes and permanently voids this item.

17A.05 Review by DPM or Chief Architect

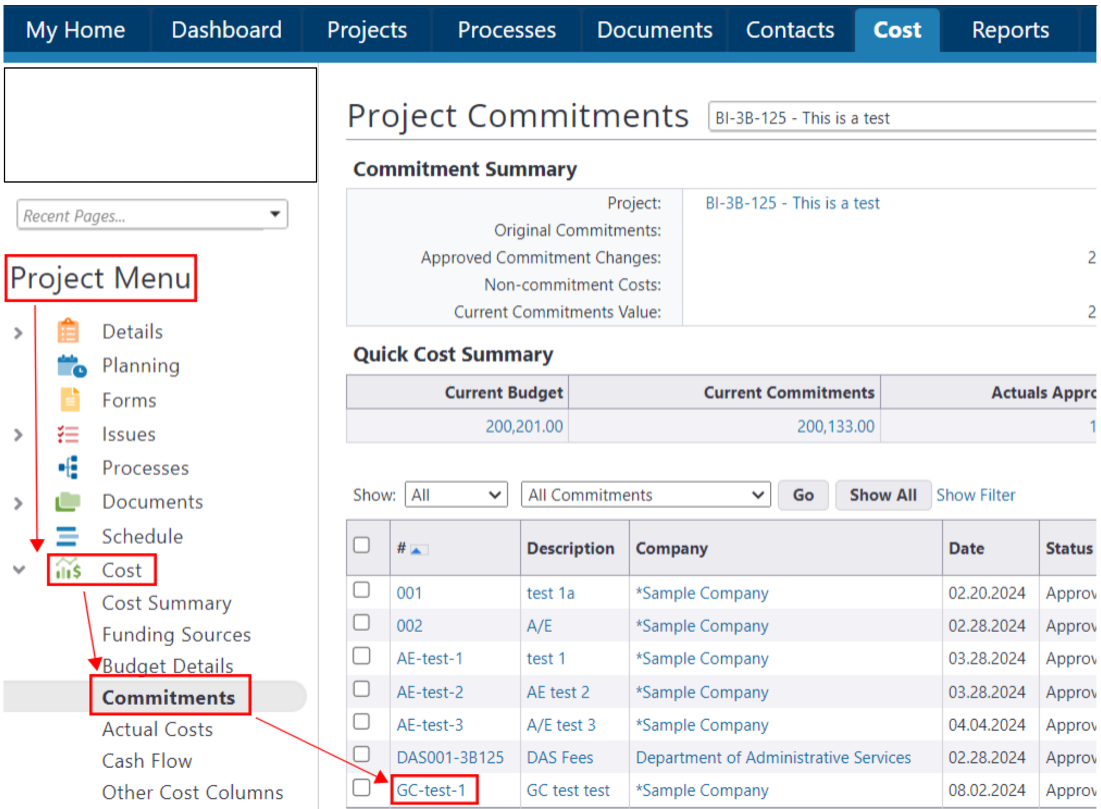
Select a workflow action and then click “Take Action”. Workflow actions available at this step are:

- **Approve**, which Approves the commitment change transfer and sends a PDF of the transfer documentation to the SPRB and other designated recipients. After “Take Action” is clicked by the DPM or Chief Architect, another screen will prompt for an approval date and approval confirmation.
- **Revise**, which sends this item back to the ADPM.
- **Void**, which closes and permanently voids this item.

Section 17B: Retainage Reduction

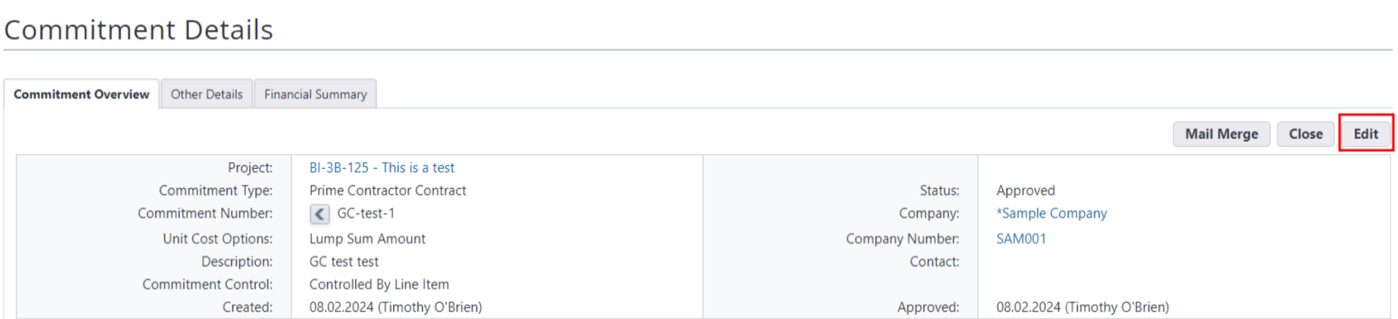
17B.02 Navigate to the commitment

Under the Project Menu for the project, click on the Cost module, then the Commitments tool and then open the commitment requiring the retainage reduction.



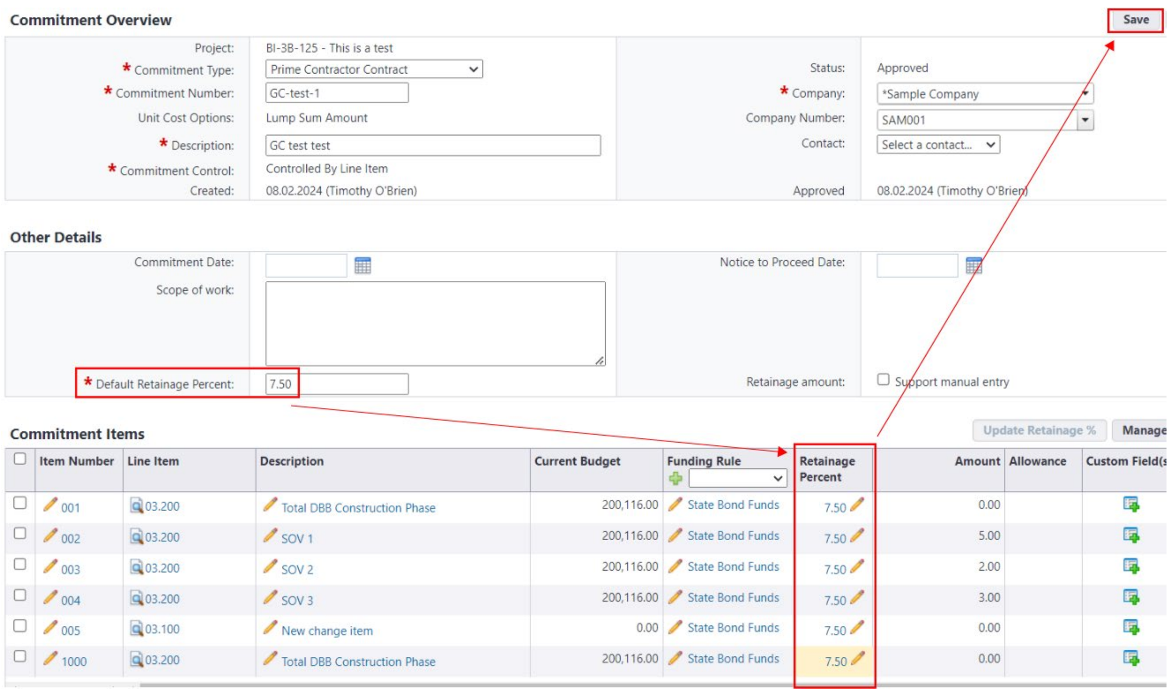
17B.03 Open the Commitment for Editing to Change the Retainage Percentages

On the Commitment Details page, click "Edit."



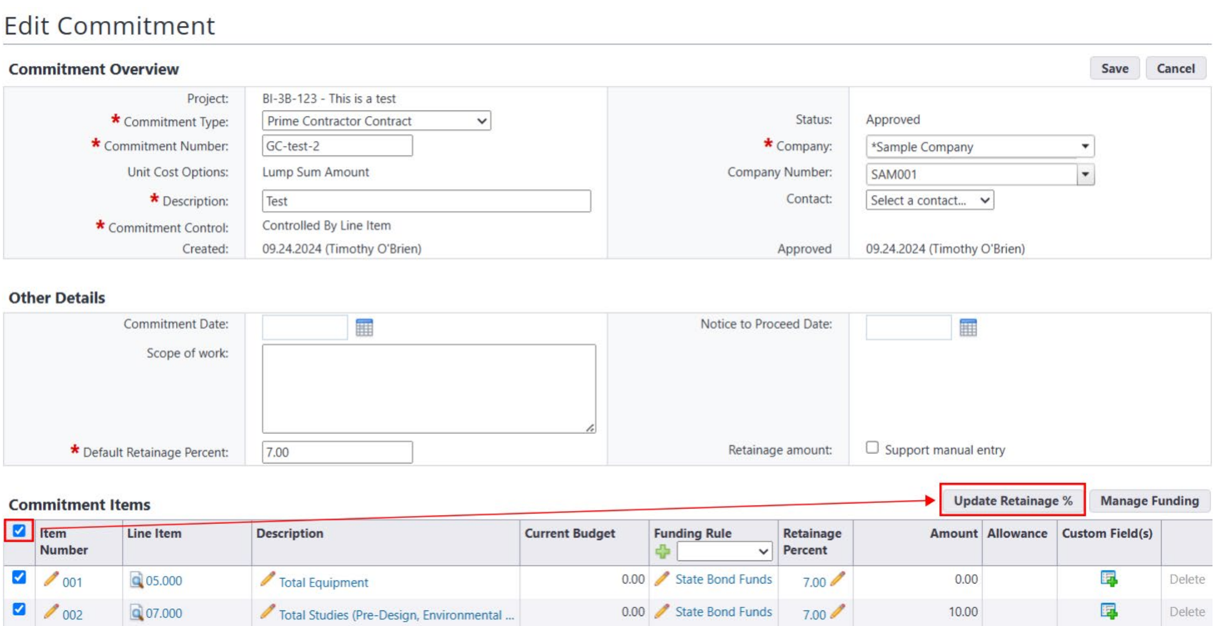
17B.04 How to Change the Retainage Percentages One Line at a Time

If the retainage percent only needs to be changed on certain commitment lines, ensure that the Default Retainage Percent is at the default percent it should be for new change orders. Then click on each of the commitment line Retainage Percentages that need to be changed and edit them to the new percent. Then click "Save."

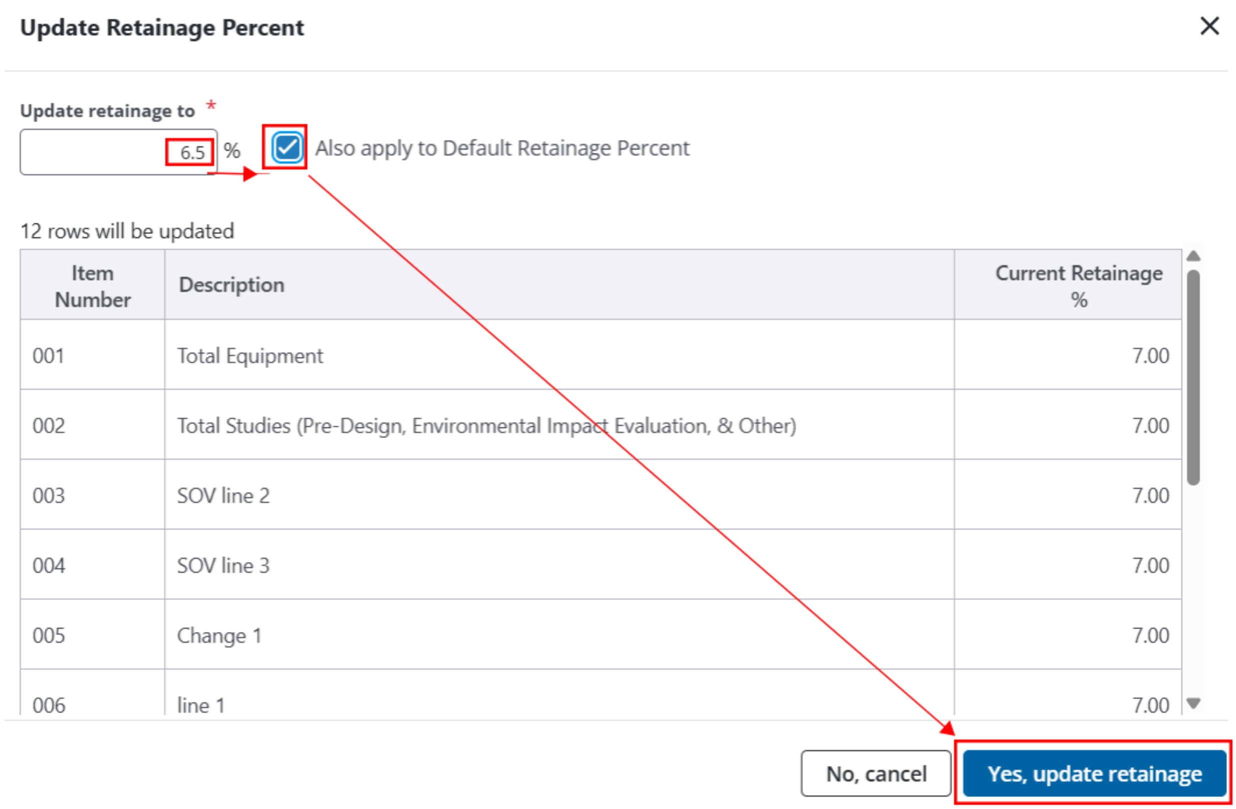


17B.05 How to Change the Retainage Percentages on All Commitment Lines

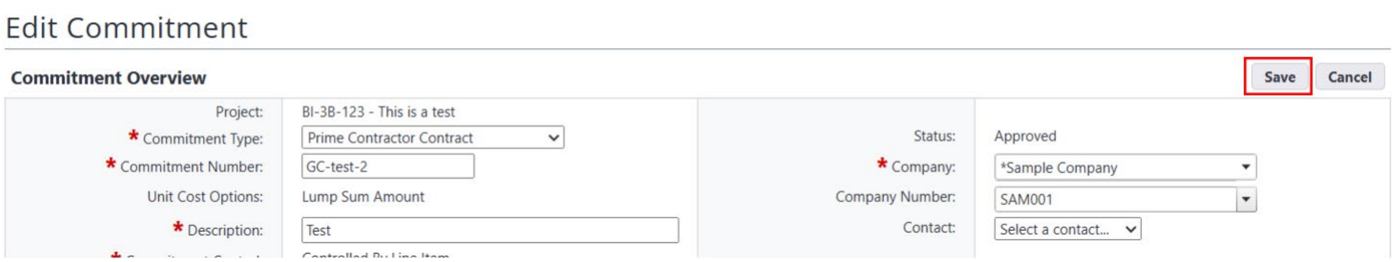
If the retainage percent change is to apply to all commitment lines, then click on the box at the top of the left column of the SOV to select all of the SOV lines below it. Then click the "Update Retainage %" button.



Next, in the dialogue box that appears, enter the new retainage percent in the "Update retainage to" box, check the box next to "Also apply to Default Retainage Percent" and click "Yes, update retainage."



Then click "Save"

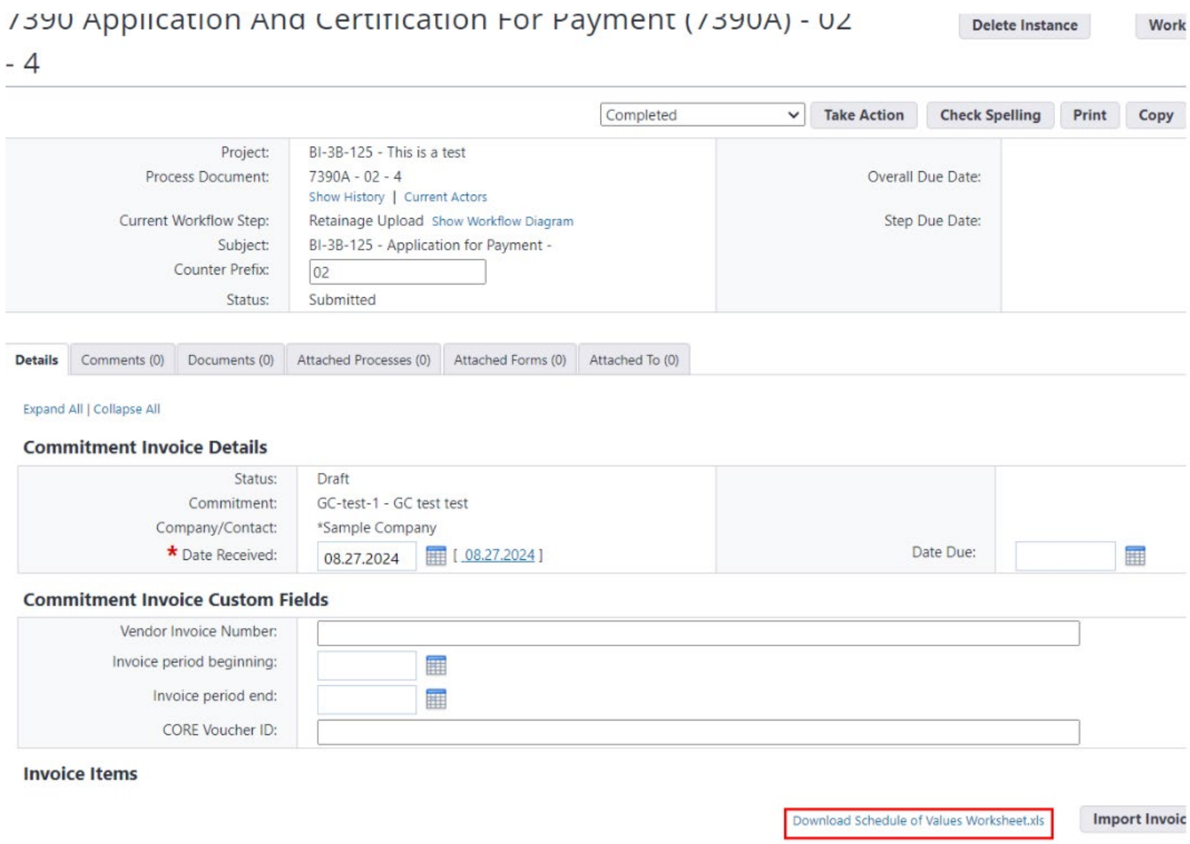


Section 17C: Retainage Release

17C.02 Downloading the Payment Application File (PMs and CAs)

After step 19A.02A, the Project Manager or CA will be able to calculate and upload the retainage release for a 7390A Application and Certification for Payment for which a retainage release is in order.

The first step for doing so is open the 7390A Payment Application process instance at the "Retainage Upload" step and click on "Download Schedule of Values Worksheet.xls".

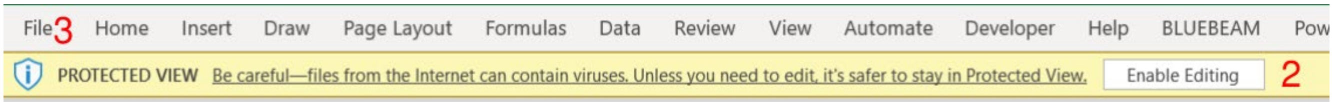


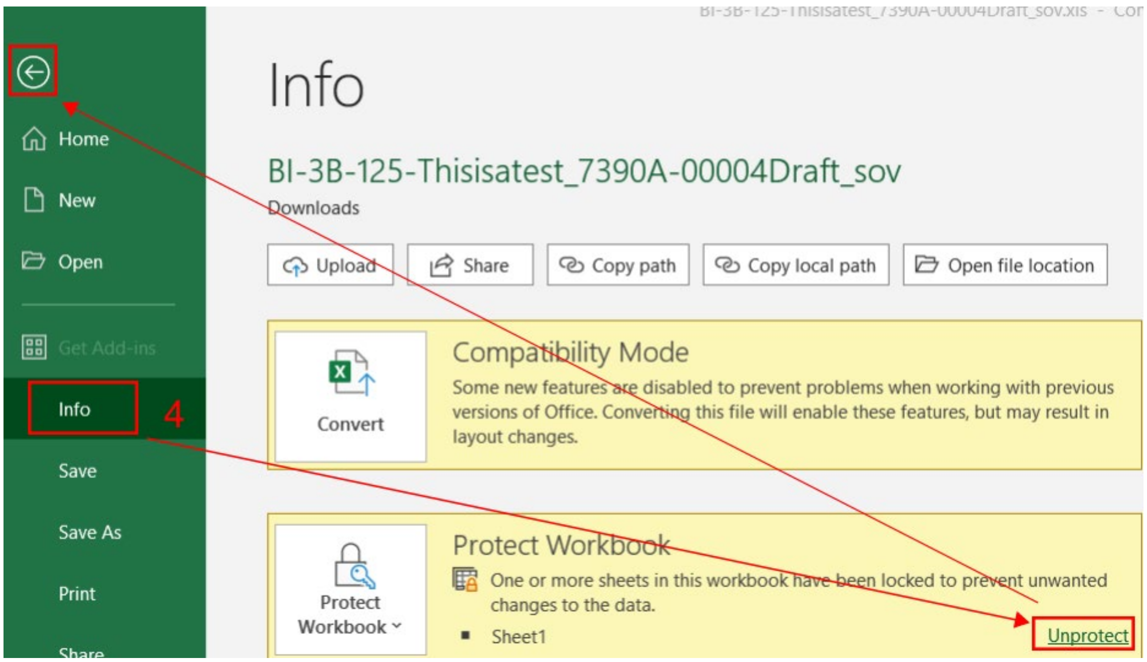
17C.03 Open and edit the Excel File (PMs and CAs)

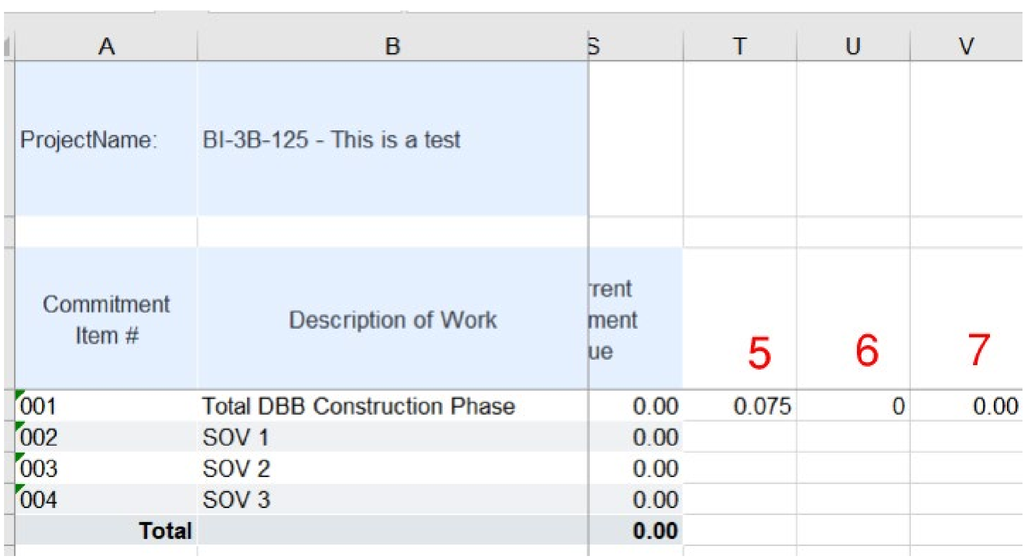
After the Excel file downloads (see the images below):

1. Open the file.
2. Click "Enable Editing".
3. Click on the File menu.
4. Click on the "Info" option, click "Unprotect", then click on the back arrow.
5. In the spreadsheet, in cell T4, type the new retainage percentage as a decimal, so 7.5% is typed in as "0.075".
6. In cell U4, type "=K4*T4"
7. In cell V4, type "=R4-U4"
8. Copy and paste cells T4, U4 and V4 to all of the rows of the SOV in columns T, U and V. Do not copy to the row with the totals.
9. Copy all of the cells of column V, from cell V4 to the bottom of the SOV.

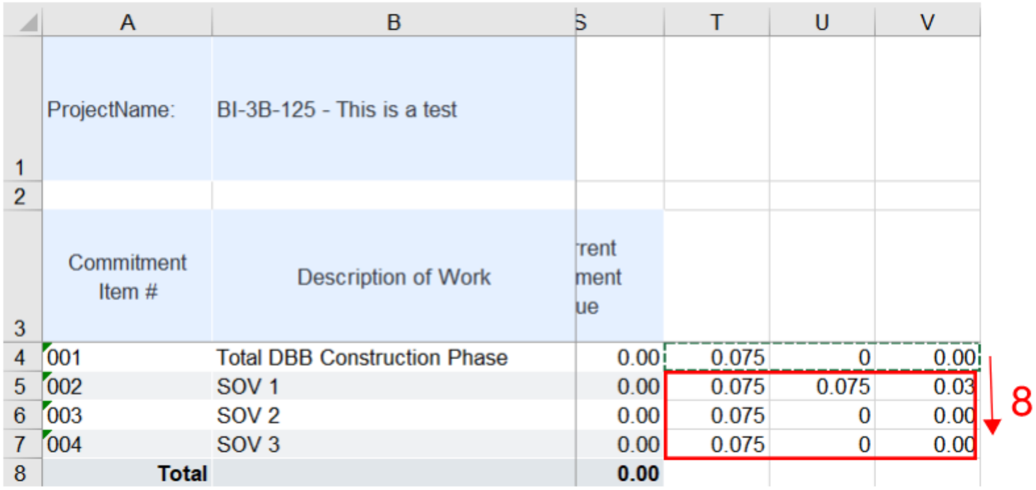
10. Right-click on cell O4 and choose the option to paste values only
11. Delete columns T, U and V.
12. Save as the file to a location from which you can upload. Make sure that you do not change the file type from “Excel 97-2003 Workbook (*.xls)”.

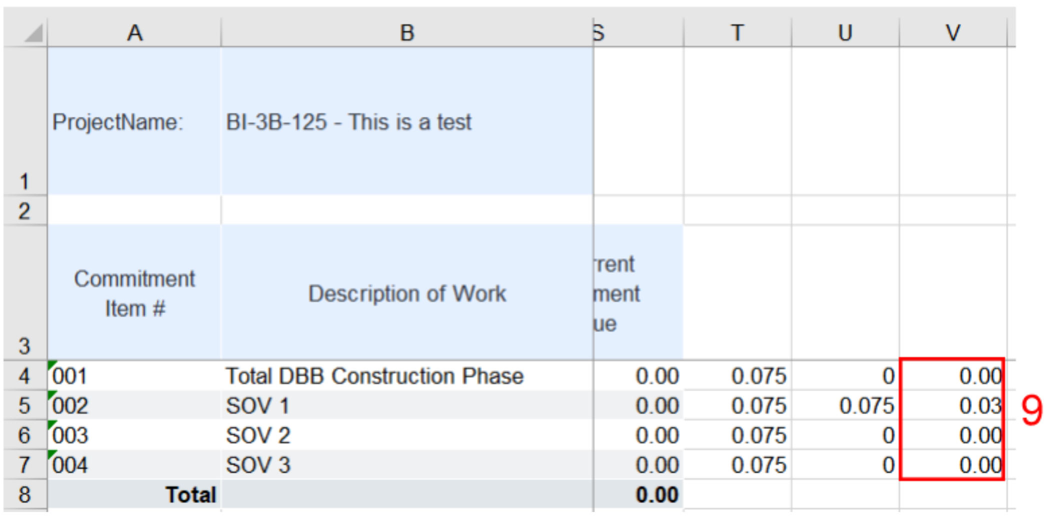


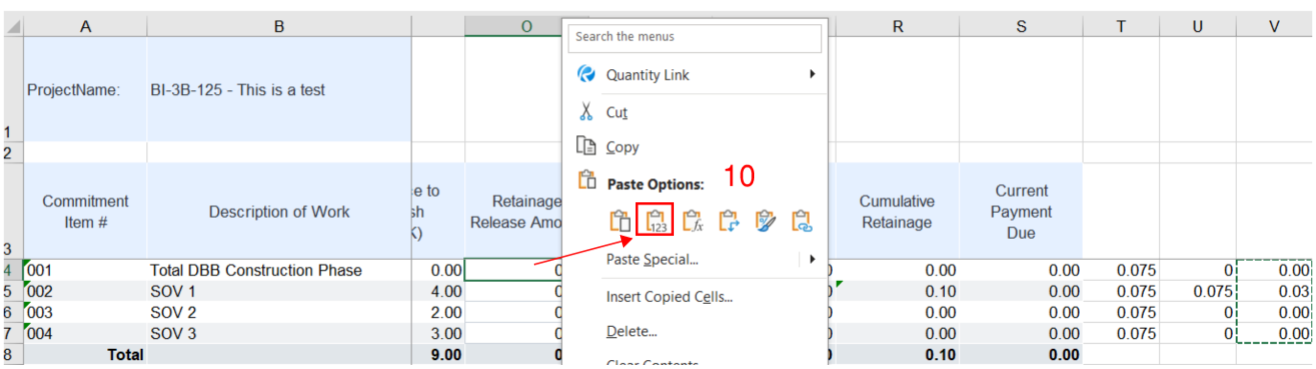




A	B	S	T	U	V
ProjectName:	BI-3B-125 - This is a test				
Commitment Item #	Description of Work	rent ment ue	5	6	7
001	Total DBB Construction Phase	0.00	0.075	0	0.00
002	SOV 1	0.00			
003	SOV 2	0.00			
004	SOV 3	0.00			
Total		0.00			

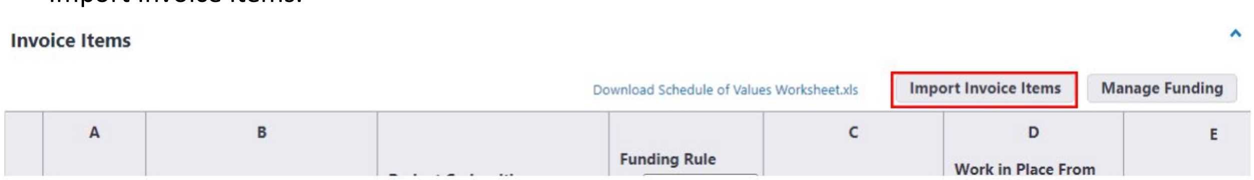




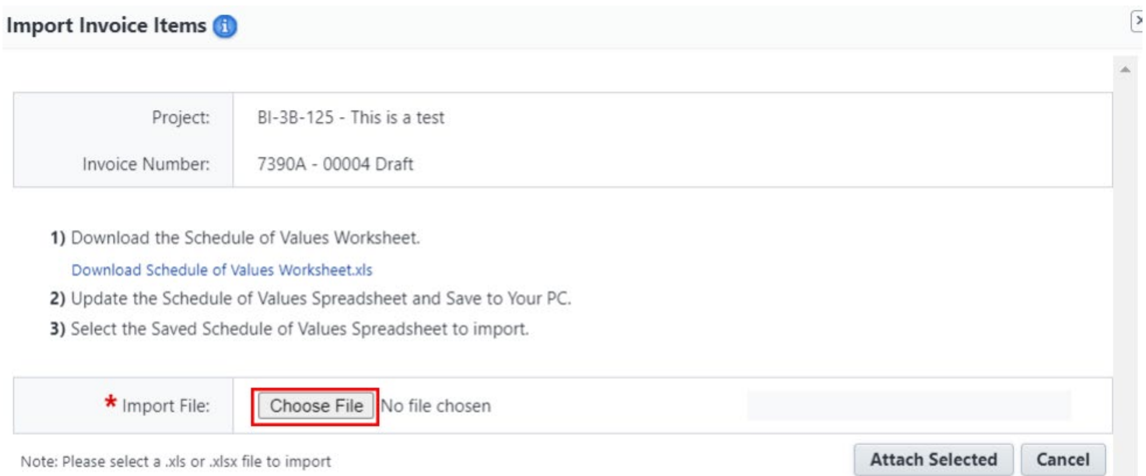


17C.04 Open and Edit the Excel File (PMs and CAs)

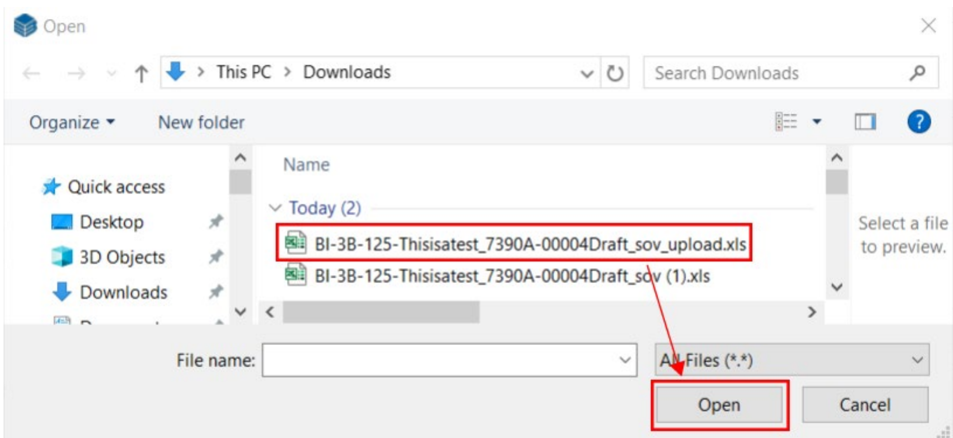
Return to the 7390A process instance at the “Retainage Upload” step. In the “Invoice Items” section, click “Import Invoice Items.”



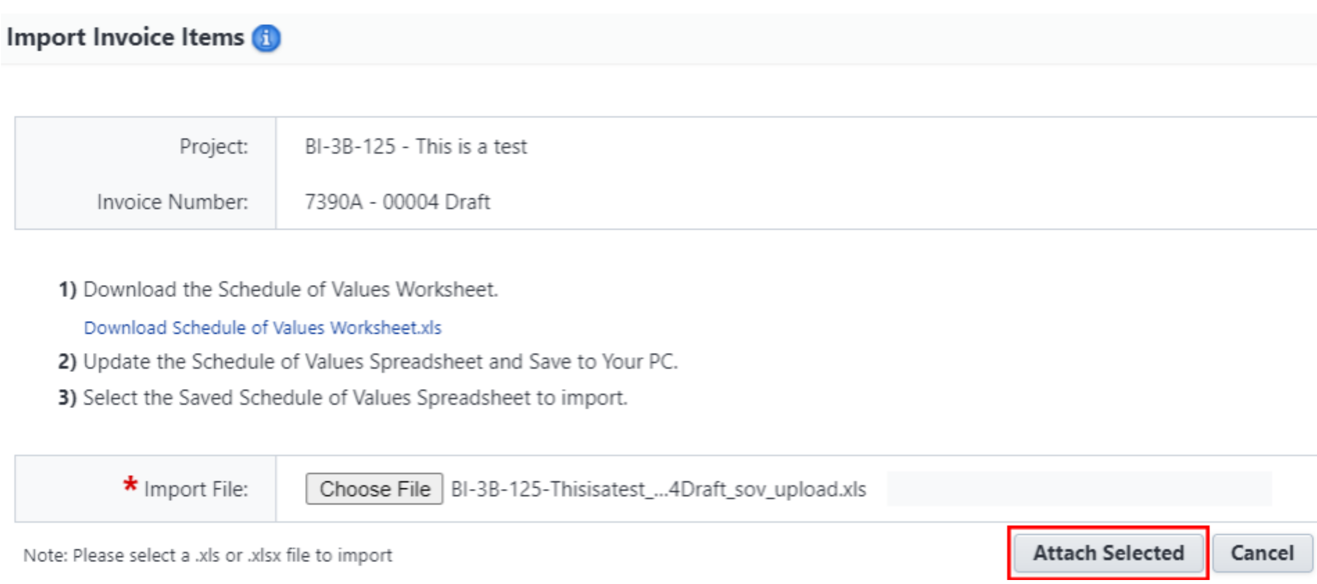
In the “Import Invoice Items” pop-up window, click “Choose File”.



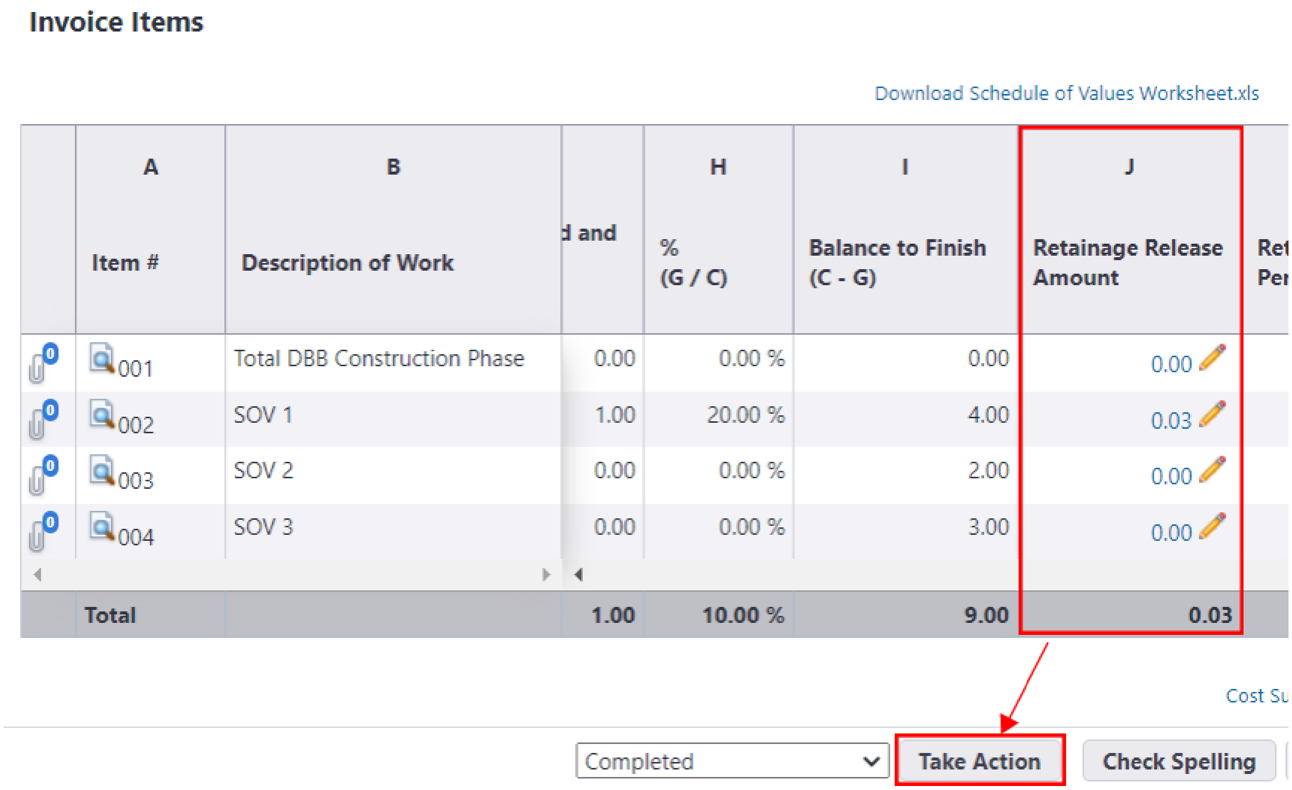
In the pop-up window that opens then, click the file created in step 17C-03 and click “Open”.



Then click the “Attach Selected” button.



When the pop-up closes, the 7390A process instance should still be open. Check the “Retainage Release” column to ensure that the values imported correctly. If it did, click “Take Action”. The GC/CMR should then be notified and can proceed with entering in the current invoice numbers.



Invoice Items

Download Schedule of Values Worksheet.xls

	A Item #	B Description of Work	d and	H % (G / C)	I Balance to Finish (C - G)	J Retainage Release Amount	Ret Per
0	001	Total DBB Construction Phase	0.00	0.00 %	0.00	0.00	
0	002	SOV 1	1.00	20.00 %	4.00	0.03	
0	003	SOV 2	0.00	0.00 %	2.00	0.00	
0	004	SOV 3	0.00	0.00 %	3.00	0.00	
	Total		1.00	10.00 %	9.00	0.03	

Section 17D: 7048 General Contractor Retainage Reduction

17D.01 Initial Step (contractor)

At this step, please select one or both options, below, for the type of retainage reduction request:

- CHRO
- Partial Payments

After clicking "Submit" this process instance will close. Then, in the processes module for project, you will be able to see a new 7048 instance. Click on the instance number or subject to complete the form(s) related to type of retainage reduction you are requesting. Note that if you selected both CHRO and Partial Payments, you will first complete the CHRO retainage release form and then re-open the process instance to complete the Partial Payments retainage release form.

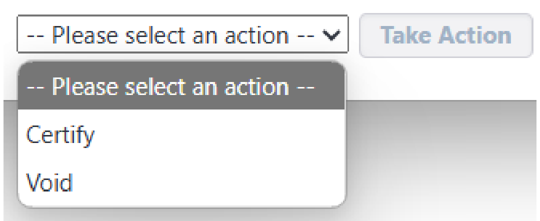
Note: Do not initiate a 7390 Application and Certification for Payment processes instance for this Payment Application number until the new retainage rate is approved.

17D.02 CHRO Retainage Reduction (contractor)

The contractor only arrives at this step if “CHRO” was selected at the initial step.

Note: The “Payment Application Information” and “General Information” parts of the form appear in both the “CHRO” and “Partial Payments” steps. If both “CHRO” and “Partial Payments” were selected at the initial step, information completed in the “CHRO” step will be prepopulated in the “Partial Payments” step.

After completing the information for the retainage reduction request, the user selects a workflow action of “Certify” to certify and submit the form. A workflow action of “Void” is also available, which voids and closes the request. Clicking “Take Action” completes to workflow action selected.

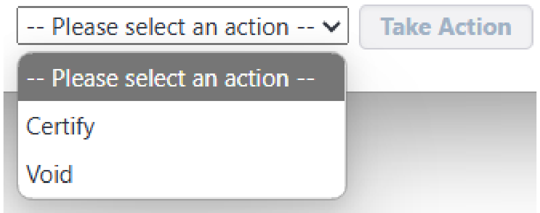


17D.03 Partial Payments Retainage Reduction (contractor)

The contractor only arrives at this step if “Partial Payments” was selected at the initial step.

Note: The “Payment Application Information” and “General Information” parts of the form appear in both the “CHRO” and “Partial Payments” steps. If both “CHRO” and “Partial Payments” were selected at the initial step, information completed in the “CHRO” step will be prepopulated in the “Partial Payments” step.

After completing the information for the retainage reduction request, the user selects a workflow action of “Certify” to certify and submit the form. A workflow action of “Void” is also available, which voids and closes the request. Clicking “Take Action” completes to workflow action selected.



17D.04 Retainage Reduction Request Sent Back for Revision (contractor)

If the retainage reduction request has been sent back to the contractor for revision, the workflow returns to the “CHRO” and/or “Partial Payments” steps, depending on what was selected in the initial workflow steep. Also note that at least one comment will appear in the Comments tab.

17D.05 Retainage Reduction Request Review Steps (PM and ADPM)

In addition to the fields in the process instance, note that a "7048 General Contractor Retainage Reduction Request" field is available, with a copy of the PDF of this 7048 General Contractor Retainage Reduction Request.

Workflow actions available at this step are:

- **Approve**, by which the user approves this request.
- **Revise**, which causes the request to be sent back to the previous step for revisions.
- **Reject**, which allows the user to reject the request and close this workflow item.

17D.06 Commitment Percent (PM)

The purpose of this workflow step is to implement the retainage percentage in the contractor's commitment. Instructions for how to perform this task are in Sec. 17B.05. For any questions about how to do this, contact Project Support Services. When complete, click “Take Action” to take the **Complete** action to complete the process instance.

Section 17E: 7050 CMR Retainage Reduction Request

17E.01 Initial Step (contractor)

At this step, please select one or both options, below, for the type of retainage reduction request:

- CHRO
- Partial Payments

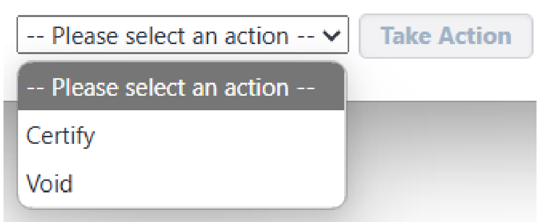
After clicking "Submit" this process instance will close. Then, in the processes module for project, you will be able to see a new 7050 instance. Click on the instance number or subject to complete the form(s) related to type of retainage reduction you are requesting. Note that if you selected both CHRO and Partial Payments, you will first complete the CHRO retainage release form and then re-open the process instance to complete the Partial Payments retainage release form.
Note: Do not initiate a 7390 Application and Certification for Payment processes instance for this Payment Application number until the new retainage rate is approved.

17E.02 CHRO Retainage Reduction (contractor)

The contractor only arrives at this step if “CHRO” was selected at the initial step.

Note: The “Payment Application Information” and “General Information” parts of the form appear in both the “CHRO” and “Partial Payments” steps. If both “CHRO” and “Partial Payments” were selected at the initial step, information completed in the “CHRO” step will be prepopulated in the “Partial Payments” step.

After completing the information for the retainage reduction request, the user selects a workflow action of “Certify” to certify and submit the form. A workflow action of “Void” is also available, which voids and closes the request. Clicking “Take Action” completes to workflow action selected.

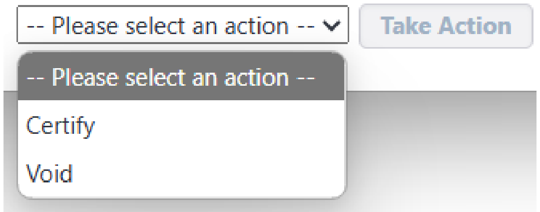


17E.03 Partial Payments Retainage Reduction (contractor)

The contractor only arrives at this step if “Partial Payments” was selected at the initial step.

Note: The “Payment Application Information” and “General Information” parts of the form appear in both the “CHRO” and “Partial Payments” steps. If both “CHRO” and “Partial Payments” were selected at the initial step, information completed in the “CHRO” step will be prepopulated in the “Partial Payments” step.

After completing the information for the retainage reduction request, the user selects a workflow action of “Certify” to certify and submit the form. A workflow action of “Void” is also available, which voids and closes the request. Clicking “Take Action” completes to workflow action selected.



17E.04 Retainage Reduction Request Sent Back for Revision (contractor)

If the retainage reduction request has been sent back to the contractor for revision, the workflow returns to the “CHRO” and/or “Partial Payments” steps, depending on what was selected in the initial workflow steep. Also note that at least one comment will appear in the Comments tab.

17E.05 Retainage Reduction Request Review Steps (PM)

In addition to the fields in the process instance, note that there is a “The Project Manager confirms that the Contractor Performance Evaluation was completed?” question and that a " 7050 CMR Retainage Reduction Request" field is available, with a copy of the PDF of this 7050 CMR Retainage Reduction Request.

Workflow actions available at this step are:

- **Approve**, by which the user approves this request.
- **Revise**, which causes the request to be sent back to the previous step for revisions.
- **Reject**, which allows the user to reject the request and close this workflow item.

17E.06 Retainage Reduction Request Review Steps (ADPM)

In addition to the fields in the process instance, note that a " 7050 CMR Retainage Reduction Request" field is available, with a copy of the PDF of this 7050 CMR Retainage Reduction Request.

Workflow actions available at this step are:

- **Approve**, by which the user approves this request.
- **Revise**, which causes the request to be sent back to the previous step for revisions.
- **Reject**, which allows the user to reject the request and close this workflow item.

17E.06 Commitment Percent (PM)

The purpose of this workflow step is to implement the retainage percentage in the contractor's commitment. Instructions for how to perform this task are in Sec. 17B.04. For any questions about how to do this, contact Project Support Services. When complete, click “Take Action” to take the **Complete** action to complete the process instance.

Section 18: Consultant and General Vendor Invoice

18.01 Access the project Process and Initiate the Invoice Process Instance

Follow the instructions provided in Section 1 to access the project and start the invoice process instance.

For the A/E process type, select “A/E Invoice (InvAE)” to begin the process. Users from other consultant types click the equivalent process, including “CA Invoice (InvCA)”, “CMR Pre-Construction Invoice (CMpre)”, “Other Consultant Invoice (InvOt)” or “Hazmat Invoice (InvHz)”. These instructions also apply to purchase order commitments, the vendors under which would typically use the “Other Consultant Invoice (InvOt)” process type.

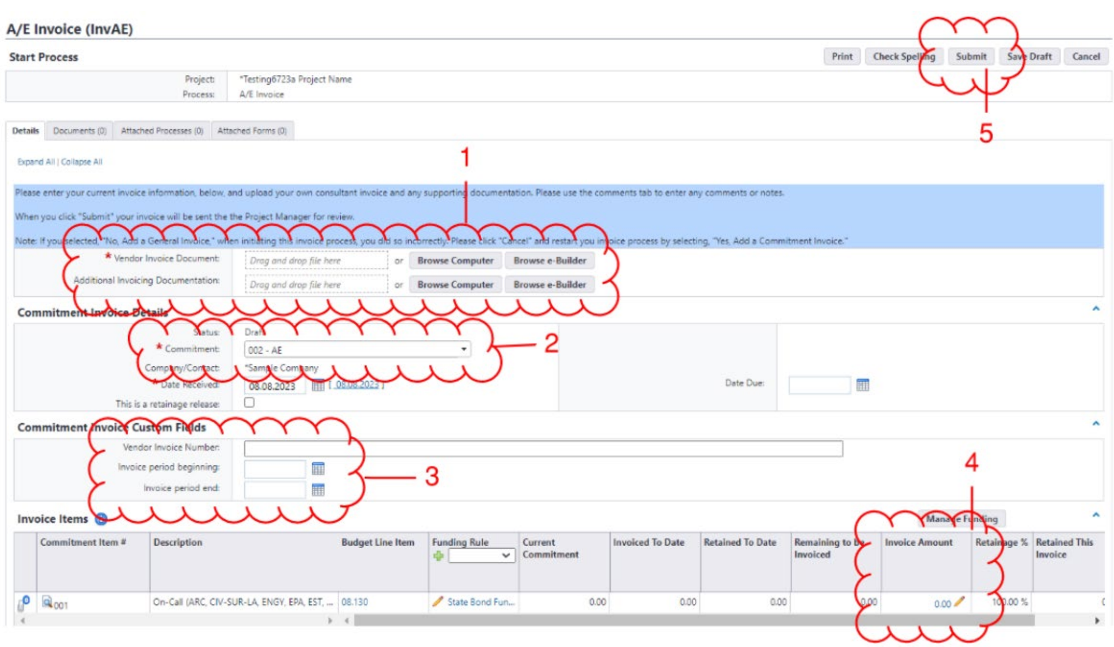
Note to the “Hazmat Invoice (InvHz)” process type: The "Hazmat Invoice (InvHz)" process type is only for use on projects specifically under the Statewide Hazardous Abatement Program. Please only use Hazmat Invoice (InvHz)" for projects with a "-HAZ-" in their project number. For projects with project numbers starting in "BI-" or "CF-" consult with the project manager for the correct invoice process to use.

18.02 Completing the Invoice Form.

Proceed as follows to complete the consultant Invoice form:

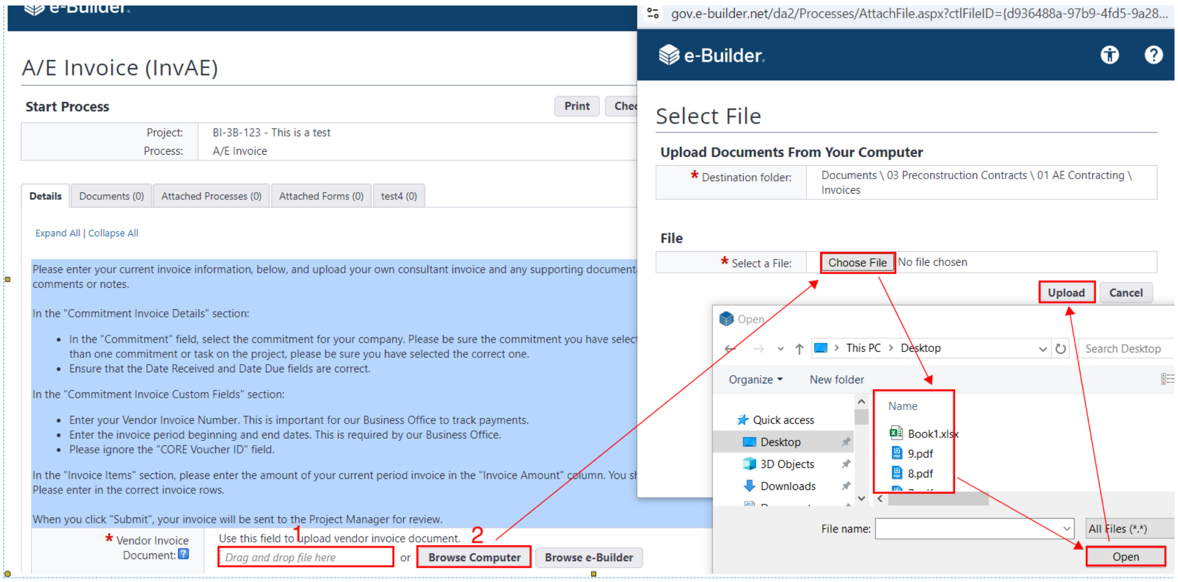
1. Either drag and drop the invoice into the “Drag and drop file here” or click “Browse Computer” to locate and upload the file. For other supporting documentation, a second upload block is available.
2. Select the applicable vendor commitment. Take care to select the correct commitment if the vendor has more than one task on the project. Once selected, note that the “Invoice Items” part populates.
3. Enter the vendor’s invoice number and the beginning and end dates for the invoice.
4. Click on the “0.00” or pencil icon the “Invoice Amount” column and enter the amount of the invoice.
5. When the invoice form is correct, click “Submit” to submit the invoice to the project manager. The “Save Draft” button is available to save the form as a draft and return later.

In the case of any commitment that includes a consultant contingency, **do not** invoice any amount on the consultant contingency line. If a Consultant Contingency Transfer is to be made, see Section 17A.



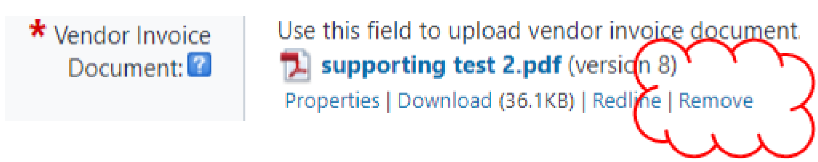
Below is more detail about how to perform a file upload, which can be done by:

1. A drag-and-drop, or
2. Searching for and uploading.



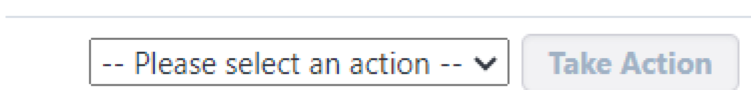
18.03 Invoices Returned for Revision

Once the form is submitted, the project manager may return it to the vendor if changes are needed.



Clicking on that will remove the current document, and a replacement can then be uploaded in its place.

After the changes needed are made, note, at the top and bottom of the pop-up, that there are workflow action controls.



By clicking “Please select an action” the user can select what action is intended on the invoice.

The option to “Resubmit” will appear and, if that is the intended action, select that. There is also an option to “Void”, which has the effect of closing review of the invoice and voiding the invoice process instance.

When the action is selected, clicking on the “Take Action” button finalizes the user’s action and sends the item to the next user in the workflow, if the “Resubmit” option is taken, or ends the workflow with no payment, if the “Reject” option is taken.

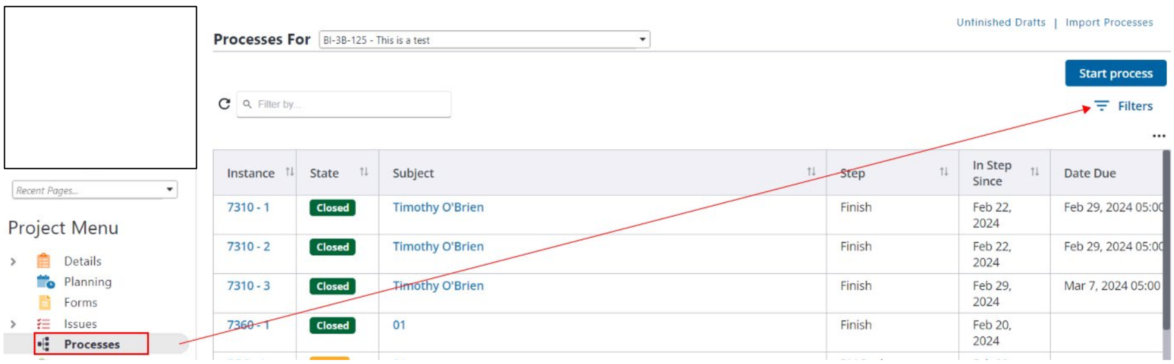
Section 18A: PM Review of Consultant & Vendor Invoice

18A.01 Access the Project Process

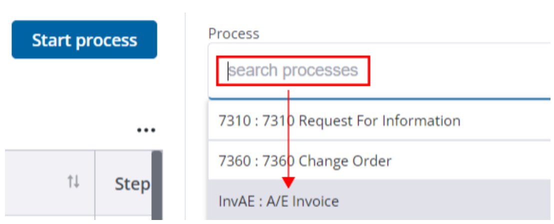
Follow the instructions provided in Section 1 to access the project and start the invoice process instance.

18A.02 Locate the Process Instance

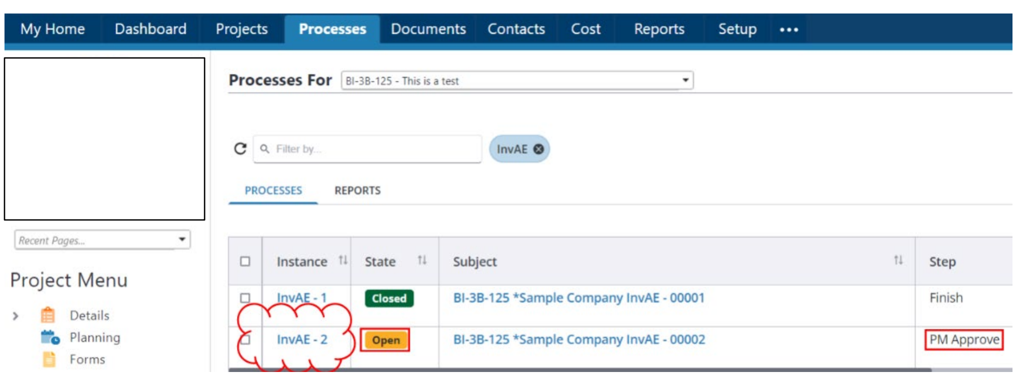
In the project record, click on the Processes module under the Project Menu and click on the Filters icon.



Under the Filters control, click "search processes". Then, click on the consultant type invoice that is to be reviewed, i.e. "A/E Invoice (InvAE)", "CA Invoice (InvCA)", etc.



Click on the process instance number for the pending invoice, which should appear in the "PM Approve" step. It will also appear as "Open" in the State column.



18A.03 Key Items for PM Review

Key items for PM Review include:

A. Click on the filename to cause a pop-up window to appear that has the vendor's invoice.

B. Under “Commitment Invoice Details”, it is important to make sure that the vendor is invoicing their own company and the correct commitment, if they have more than one commitment on the project.
C. Vendor invoice number and beginning and end dates are requested from the Business Office.
D. The Invoice Amount needs to be entered correctly for the TUC record to be accurate. Note that any mismatch between the amount entered here, and the PDF of the vendor’s invoice (see A, above) may cause the amount paid by the Business Office to be different than the amount in the TUC invoice records. Also note that, in the case of any commitment that includes a consultant contingency, the consultant **should not** invoice any amount on the consultant contingency line. If a Consultant Contingency Transfer is to be made, see Section 17A.
E. Select one of the following for payment of the invoice [Note 9/25/2024, this step is to be removed soon]:
    a. Select “Business Office” to send the invoice automatically to the Business Office to be paid when the PM Approves the invoice, as described in items F and G, below.
    b. Select “Agency” to send the invoice to the appropriate agency to pay expenses on a project. If the “Agency” is paying the invoice, the person processing these payments will need to be added to the Agency Payor role on the project.
F. The Action pull down menu allows the PM to select Approve, Revise or Void.
    a. “Approve” causes the invoice, with a cover sheet noting that the PM has determined that it is OK to Pay, to be sent to the Business office or agency for payment, depending on what was selected in item E, above.
    b. “Revise” sends the invoice back to the vendor for any needed corrections. The PM will be prompted to enter comments for the vendor about what needs to be corrected.
    c. “Void” ends consideration of the invoice.
G. After the Action to be taken is selected, the Take Action button causes that Action.

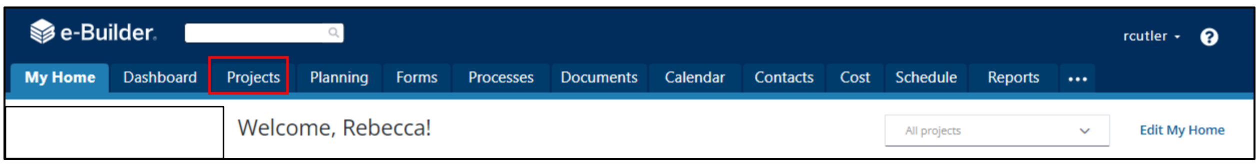
Section 18B: Hazmat Invoice Instructions for Agencies

18B.01 Access the Project Process

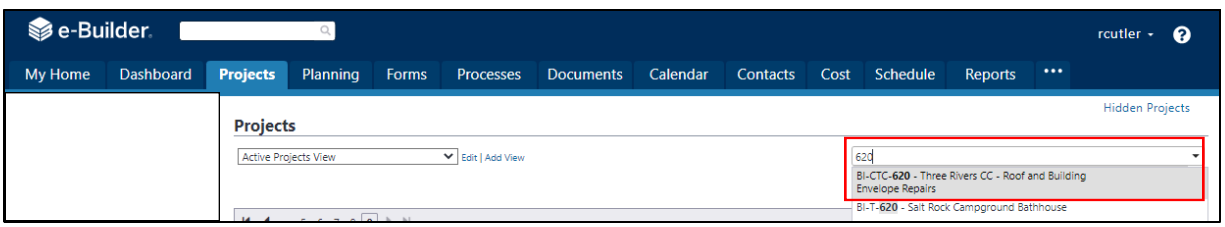
HazMat Invoices require review and approval from agencies. Agency staff will receive an email notification from TUC that an invoice is pending. To access the pending invoice, the agency can either click on the link in the email and the browser instance will appear as a pop-up.

Process instance is in your court. To view details or take action, click here.

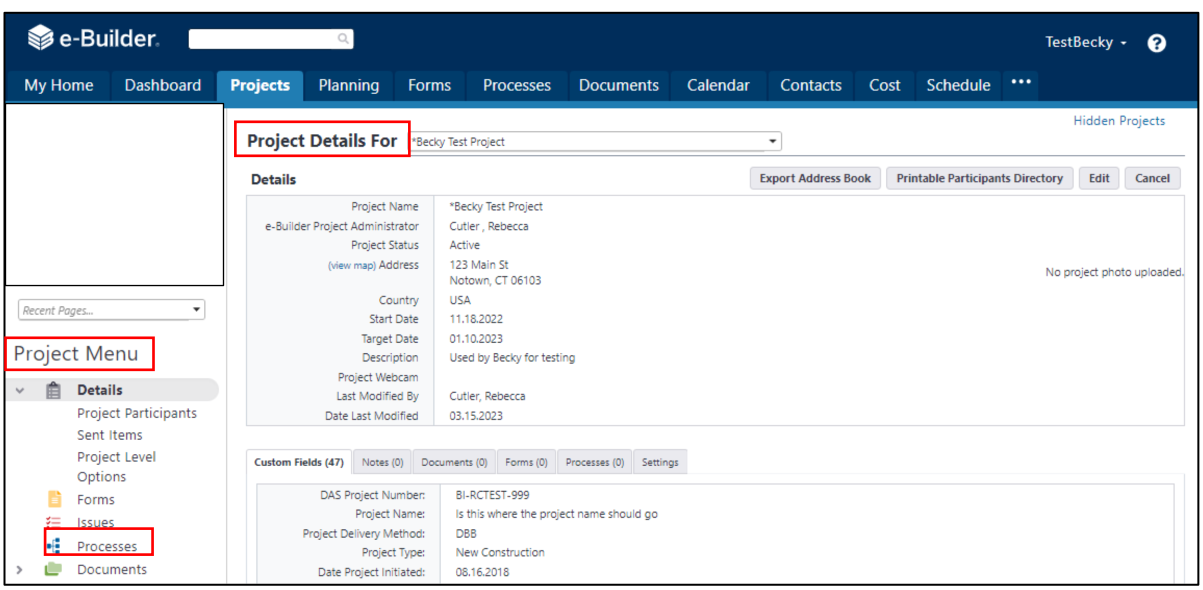
or the agency can log in to TUC: https://gov.e-builder.net. and click on the “Projects” tab to find the applicable project.



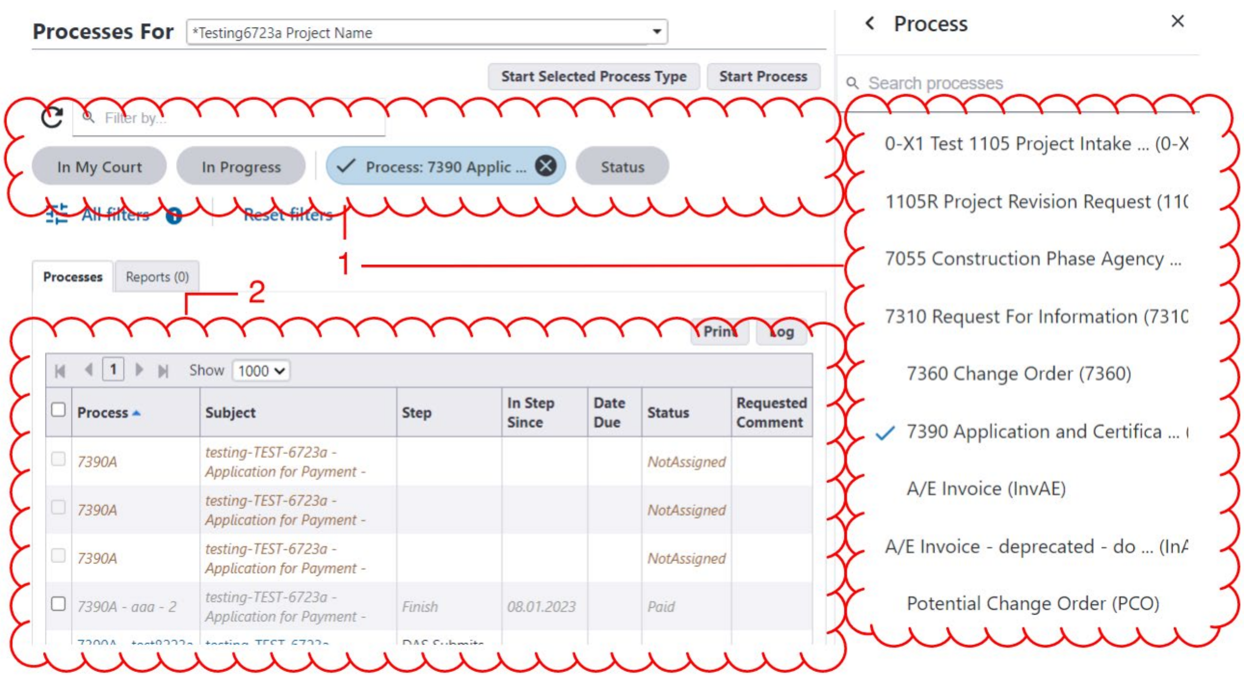
Search for your project by entering the project number. Click on your project to bring up the “Project Details” page.



The “Project Details” page is your home page for your project. (Click “Edit” to edit info.). Under the “Project Menu” on the left, click on Processes to find project-specific processes.



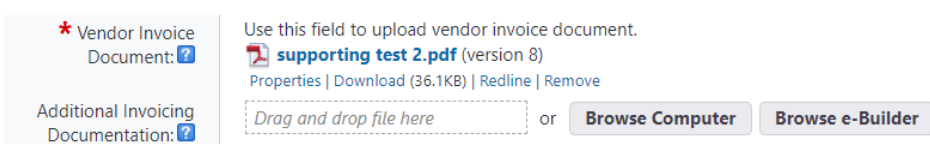
1. Change the Process filter settings to find the process instances you are looking for. In this case, switch Type of Process to “Hazmat Invoice (InvHz)”. Selecting All Processes will show all instances, regardless of whose ball-in-court the instances are in. Draft, Open or Finished status can be selected, as well.
2. The filtered list appears here. Click on the instance you wish to open. A pop-up will open. That is the process instance.



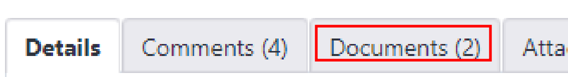
18B.02 Invoice Review

Regardless of which route used to access it, when the pop-up for the invoice process instance appears, review the invoice information.

- Click on the document name in the “Vendor Invoice Document” field. A viewer pop-up will appear, allowing review of the vendor’s invoice document. There may be supporting materials attached to this document or in “Addition Invoicing Documentation” field.

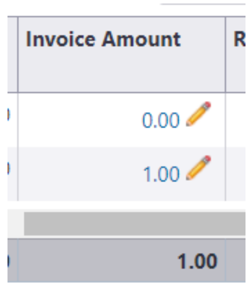


2. Documentation may also be uploaded into the Documents tab of the process instance. Review all documentation in each of these locations.



3. In the “Invoice Items” section, scroll to the right until the “Invoice Amount” column is seen. This is where the vendor should have entered the correct invoice amount. If there is more than one invoice

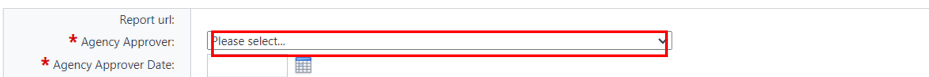
row, the correct amount should be in each row and the correct total for the invoice should appear in the gray summary row at the bottom.



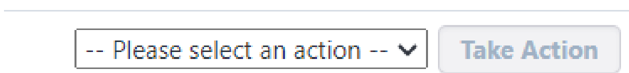
18B.03 Invoice Approval

If the information included in the invoice process instance is correct, and the agency wishes to approve, doing so involves two steps.

1. The first step is to select the "Agency Approver" and the approval date.



2. Then, at the top and bottom of the pop-up, there are workflow action controls.



3. By clicking "Please select an action" the user can select what action is intended on the invoice. The option to "Approve" will appear and, if that is the intended action, select that. There is also an option to "Reject", which has the effect of closing review of the invoice and voiding the invoice process instance.

4. When the action is selected, clicking on the "Take Action" button finalizes the user's action and sends the item to the next user in the workflow, if the "Approve" option is taken, or ends the workflow with no payment, if the "Reject" option is taken.

Section 19: 7390 Application and Certification for Payment

19A GC & CMR Users

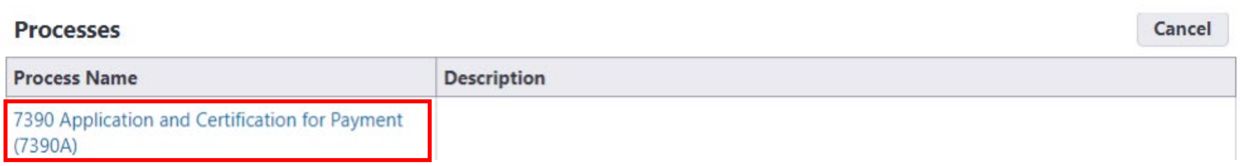
19A.01 Instructions for the GC/CMR for creating and submitting Payment Applications:

Note: If retainage has just been reduced, do not proceed with this section until the DAS Project Manager has performed the steps in Section 17B to reduce the retainage for the commitment.

If proceeding with a 7390A Application and Certification for Payment, log in to TUC: https://gov.e-builder.net.

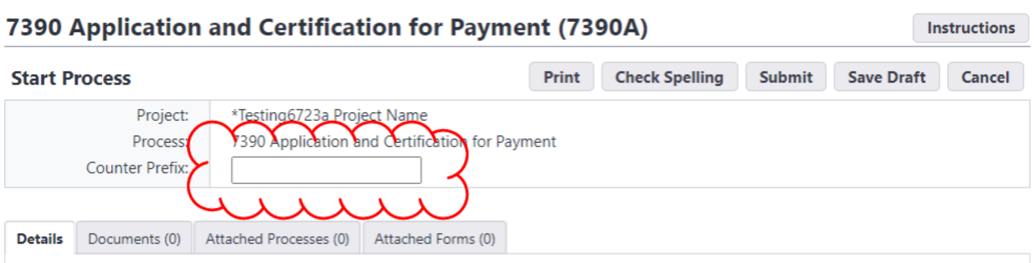
Follow the instructions provided in Section 1 to access the project and start the invoice process instance.

Click on "7390 Application and Certification for Payment (7390A)" to begin the process.



19A.02A Complete Preliminary Step (GC/CMR) (NEW as of 9/30/2024)

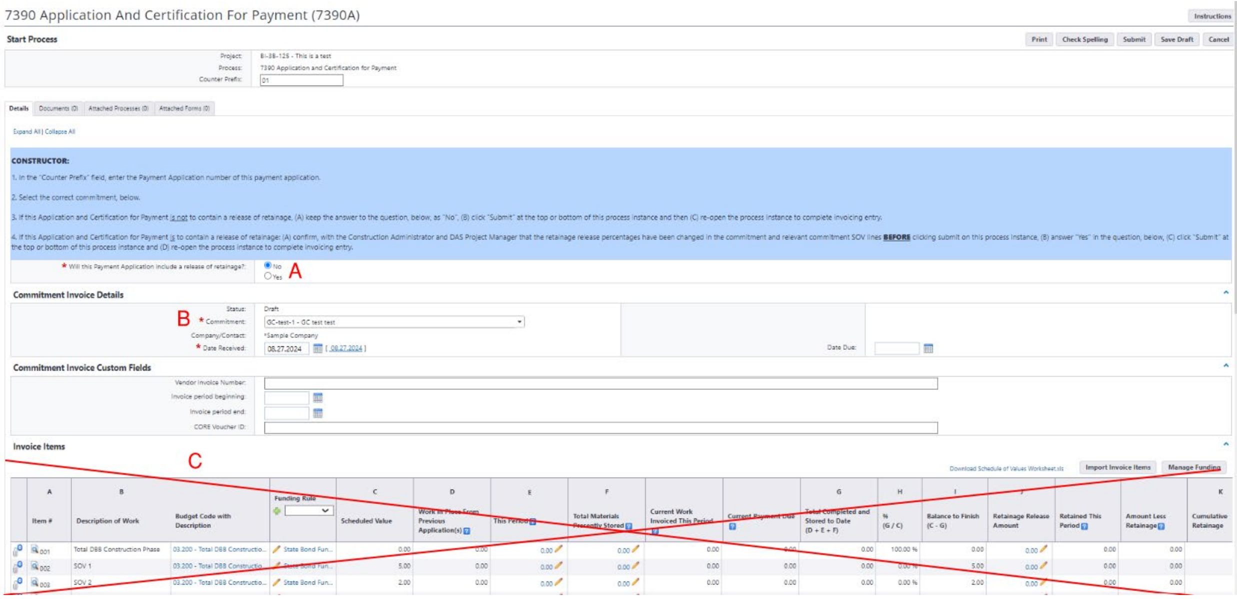
In the "Counter Prefix" field, enter the Payment Application number of this payment application.



Then complete the preliminary steps below. NOTE: DO NOT enter any invoiced amounts or any stored material changes in this workflow step.

In this workflow step, the contractor:

A. The "Will this Payment Application include a release of retainage?" will be set to "No" by default. If there is to be a retainage release done for all SOV/continuation sheet lines for which there is past retainage held, the contractor should switch this to "Yes." Note that, in the case of a CMR who will be changing retainages and calculating retainage releases on a line-by-line basis, the CMR may leave this setting to "No."
B. Select the correct commitment for the vendor. Take care to select the correct commitment if the vendor has more than one on the project. Once selected, note that the "Invoice Items" part of the form populates.
C. DO NOT enter anything under invoice items.
D. Click "Submit" at the bottom or top of the form. The workflow instance will close.

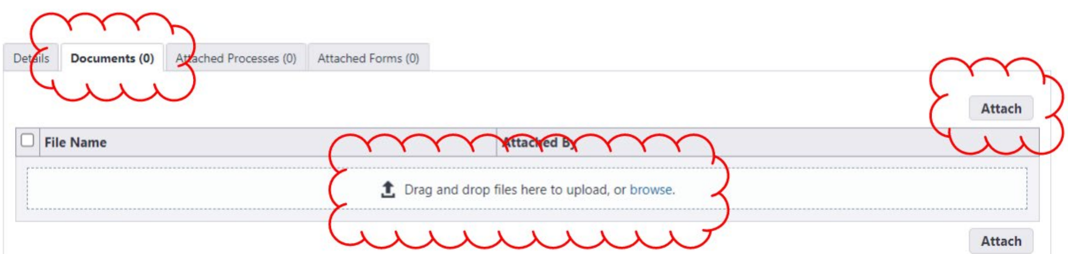


19A.02B Complete the Payment Application Form (GC/CMR)

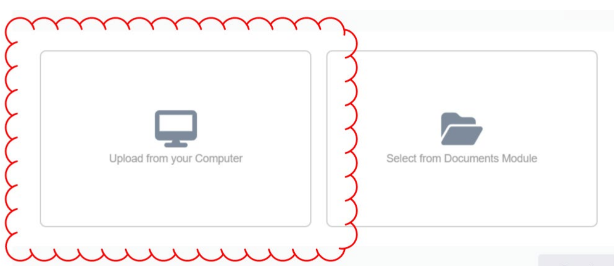
If there is no retainage release to be entered in the step 19A.02A, or after the retainage release upload has been completed, the contractor will receive a workflow notification. The contractors should then re-open the 7390A process instance for their Payment Application.

Carefully read and follow the instructions provided.

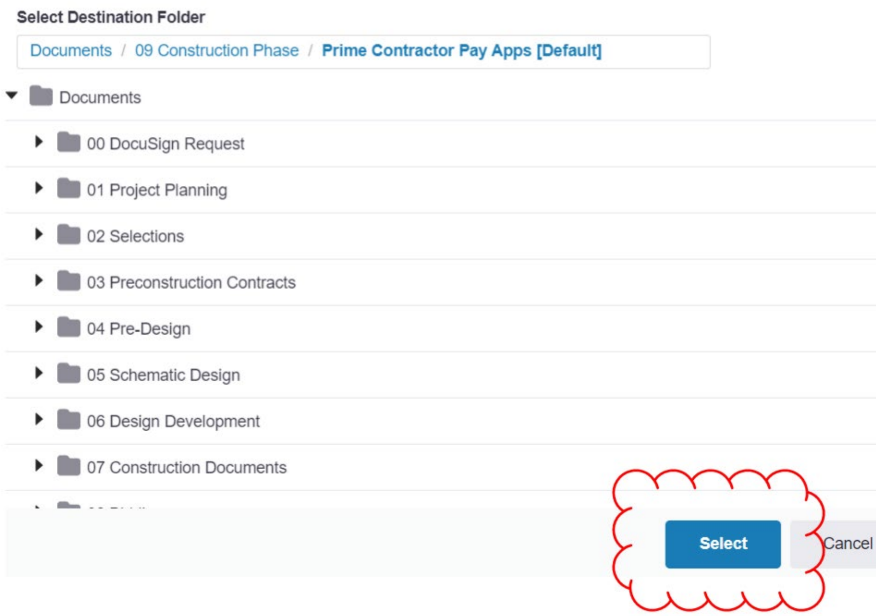
Upload supporting documentation for the Payment Application to the Documents tab. Click on the tab header to access the tab. Either drag-and-drop the documents to the tab or click the “Attach” button.



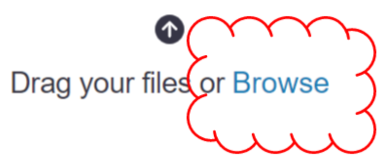
If the “Attach” button is clicked, a pop-up will appear. Click “Upload from your Computer” to locate a locally stored document.



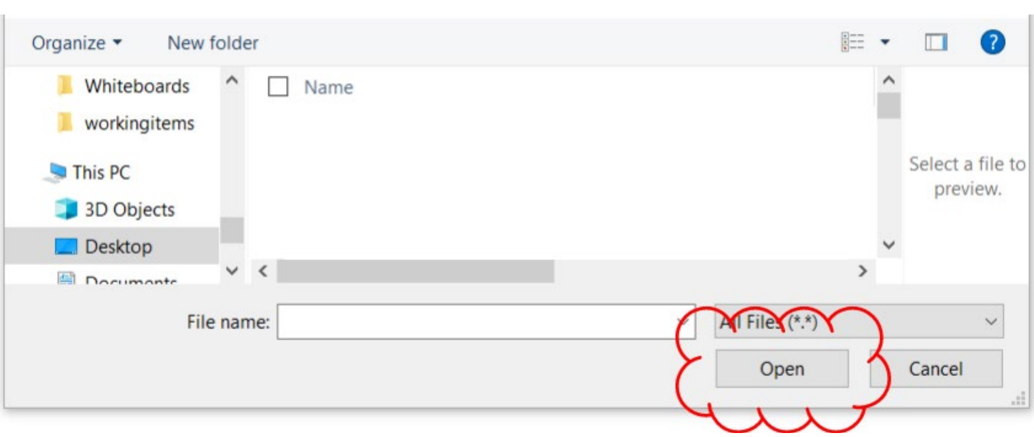
Then, click “Select” to use the pre-selected default folder (highlighted in blue font) as the destination folder in the TUC Documents module to upload the supporting documents. If applicable, an alternate folder can be selected.



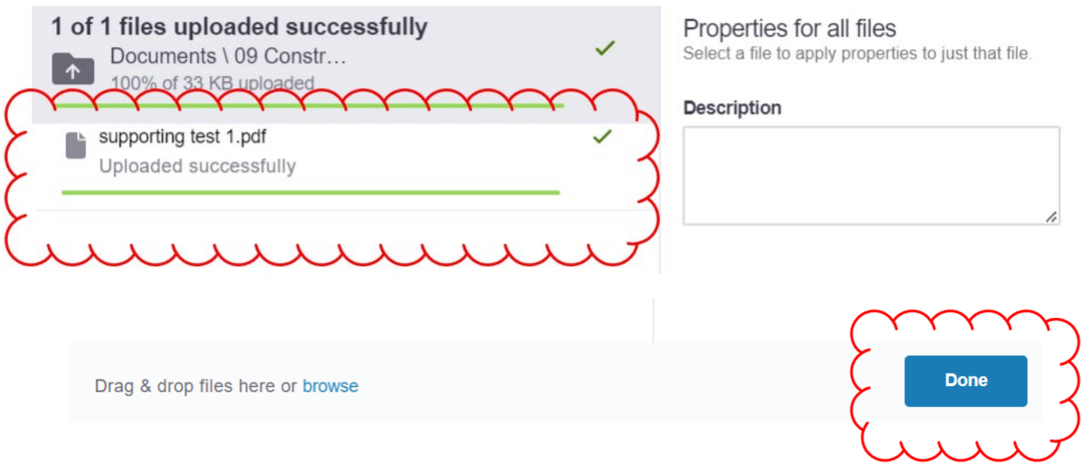
Then click “Browse”.



Select the file(s) you wish to upload and click “Open”.



If it worked properly, you should see the words "Uploaded successfully" under the filename . Click "Done" after the file has been uploaded.



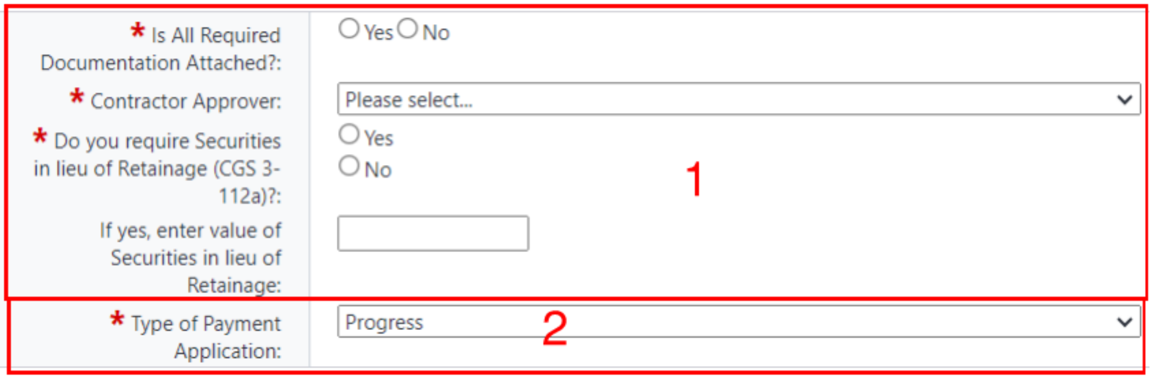
The uploaded document should then appear in the Documents tab. Also note the number in parentheses next to the "Documents" tab title, indicating the number of uploaded files.

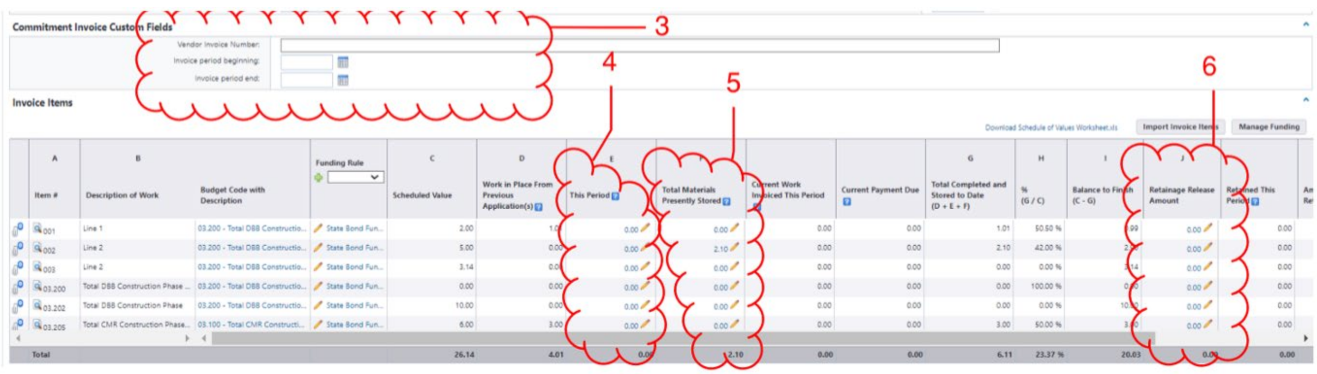
Complete the rest of the Payment Application Form as follows:

1. First group of questions after the blue instructions area.
    a. Ensure that all required documentation is attached, as described above, and then acknowledge that it is in the field here.
    b. Select who the contractor's approver is in that field. This is the person whose name will appear in the signature block on the PDF copy of the Application and Certification for Payment, signing on behalf of the contractor.
    c. Indicate whether securities in lieu of retainage is being used and, if so, the amount.
2. This question will, by default, be set to "Progress". It can be set to "Substantial Completion" or "Final". "Final" is only selected if the Payment Application was initiated by a 7990 Project Closeout process instance. The GC/CMR users are referred to Section 19F for this procedure.
3. Enter the vendor's own invoice number and the beginning and end dates of the period being invoiced. This information is required.
4. Click on the "0.00" or pencil icon in the "This Period" column and enter the amount of the current invoice in each line.
5. If stored materials are being used, update each relevant row with the amount of current stored materials as of this Payment Application. In subsequent Payment Applications, when those amounts

are to be used, reduce this amount and add the amount reduced to the amount billed in that Payment Application under This Period for that row.

6. If the contractor any retainage release for this Payment Application on a line-by-line basis, enter the amount released for each row under Retainage Release Amount. (If there is a need to change retainage percentages, please communicate that to the DAS Project Manager.)





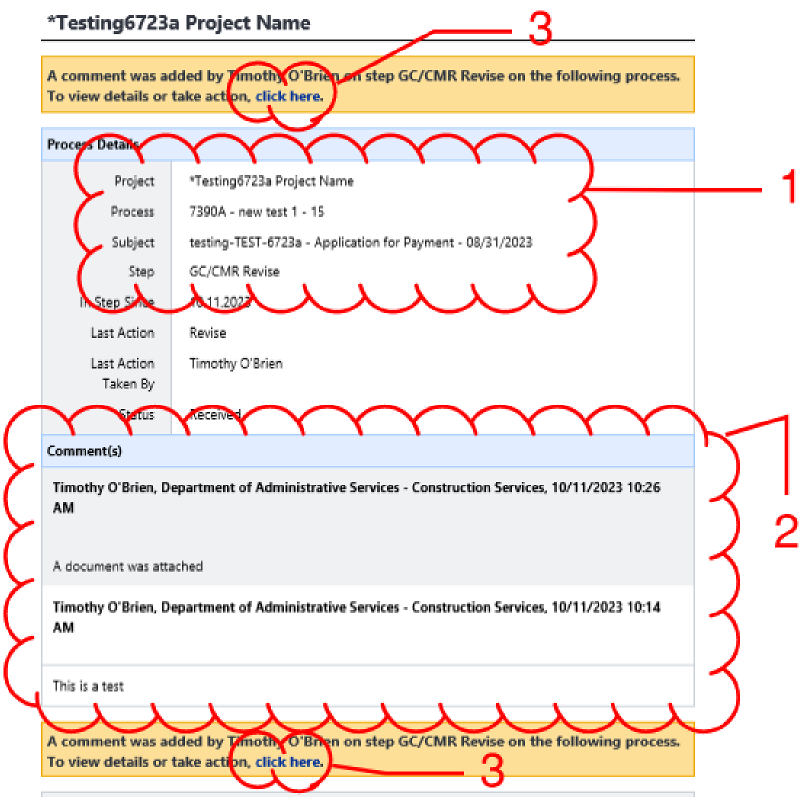
When the invoice form is correct, the contractor sends it for review by selecting the workflow action “Submit” and clicking “Take Action”. The “Save Draft” button is also available to save the form as a draft to return to later.

If “Substantial Completion” was selected as a “Type”, refer to Section 19E for the next step. In the case of final payment applications, ensure that “Final” was selected as a “Type” and refer to Section 19F for the next step.

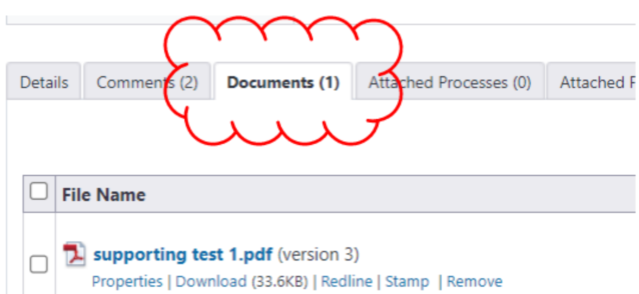
19A.03 Payment Application Form Returned for Revision

A payment application may be returned for revision. If the payment application is returned, the Actor having submitted the application will receive an email notification that the application has been returned for revision. The email will appear as follows and include the following information:

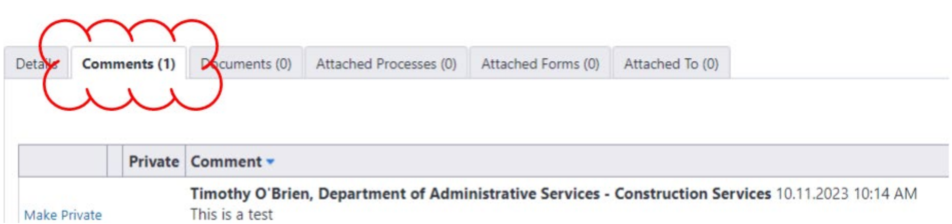
1. Process Details show the project, process type the notice concerns and the step the workflow is presently in, as of the notification.
2. The Comments section has comments from the workflow and other information.
3. There are links, top and bottom. Clicking on the link, of you are logged into TUC, will open the process instance pop-up.



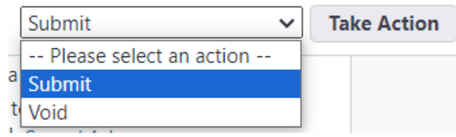
Comments explaining the reasons for the return information on the actions needed may be included in the Documents tab:



Or the Comments tab:



Make the needed changes and resubmit the application by selecting “Submit” from the action menu on the top or bottom of the form and clicking “Take Action”. There is also an option to void the Payment Application.



19B. CA Users

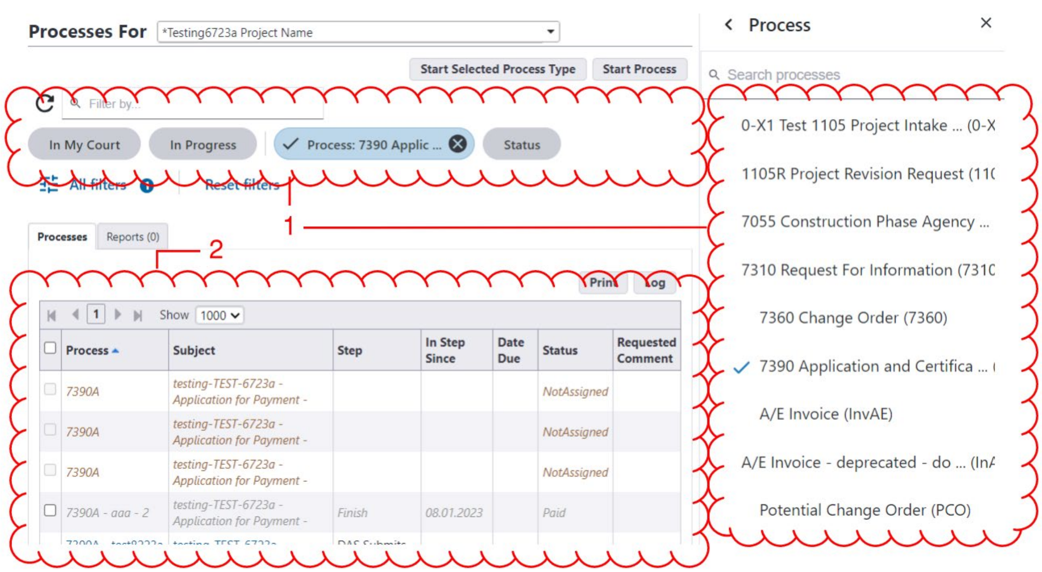
19B.01 Instructions for the CA for Review and Certification of Payment Applications:

Log in to TUC: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for “Projects”:

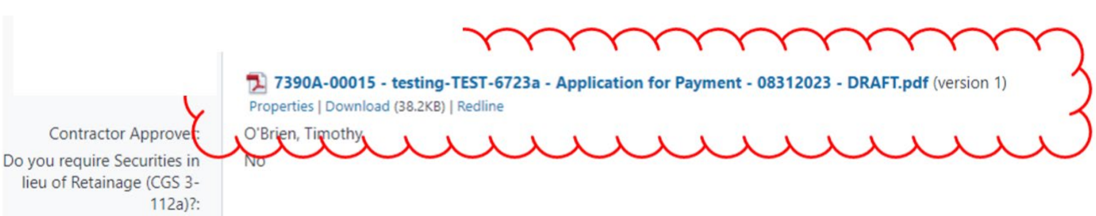
Follow the instructions provided in [Section 1](#) to access the project and access the invoice process instance.

Change the Process filter settings to find the process instances you are looking for.

1. Select “7390 Application and Certification for Payment” from the “Search Processes” dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.

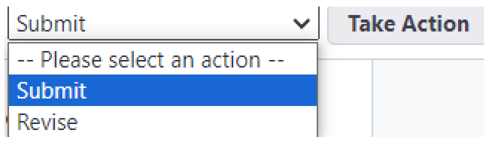


Once the process instance opens, review all of the information entered, including the files uploaded to the Documents tab. To view the draft requisition, click the “Details tab” and then click on the link to the PDF, as shown below:

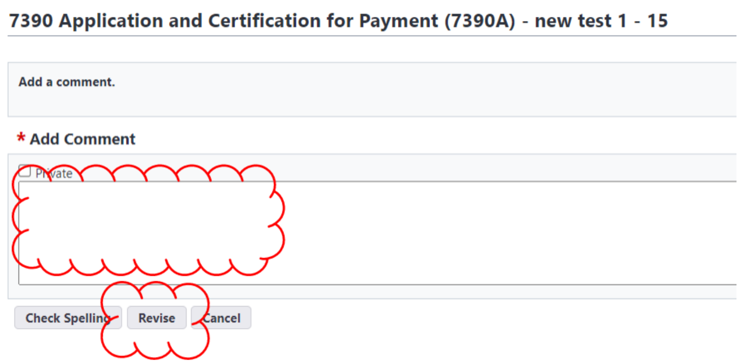


After reviewing the draft requisition, return to the "Details" tab and the CA should then select their name from the "CA Reviewer" dropdown list.

At the top and bottom of the form are pull-down menus that allow the user who is ball-in-court to select the action they need to take on the item. "Submit" will send the item to the A/E for review. "Revise" will send the item back to the GC/CMR for any corrections that are needed. Once the action to be taken is selected, click the "Take Action" button.

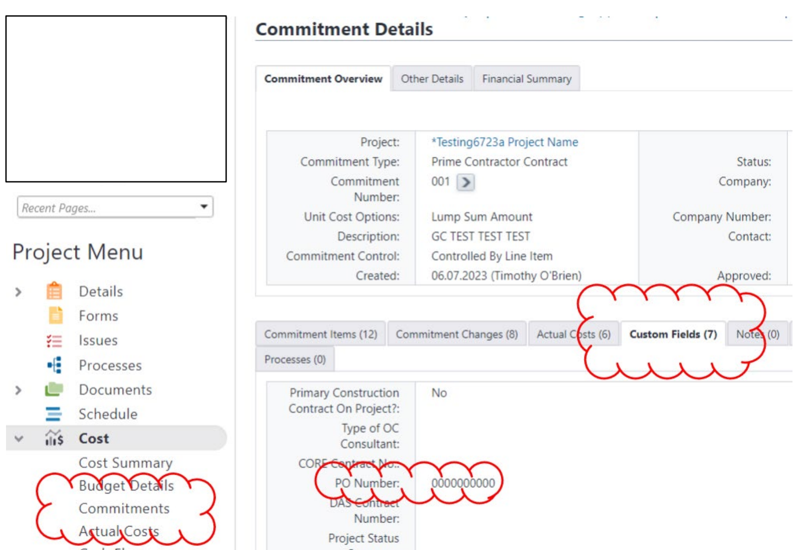


If "Revise" was selected, a comment screen will appear which, in this case, is required. After comments are entered into the space provided, click "Revise" to complete and send the comments.



19B.02 Other Items for Verification

Under Cost > Commitments, in the Custom Fields tab of each commitment, please check to ensure that the PO Number field is the correct purchase order number, especially for DAS Business Office invoicing. (The number "0000000000" is a placeholder and is not an actual PO Number.) This is important to ensure that the DAS Business Office is able to process payments without them being held up by uncertainly about the what purchase order to use for payment.



19C. A/E Users

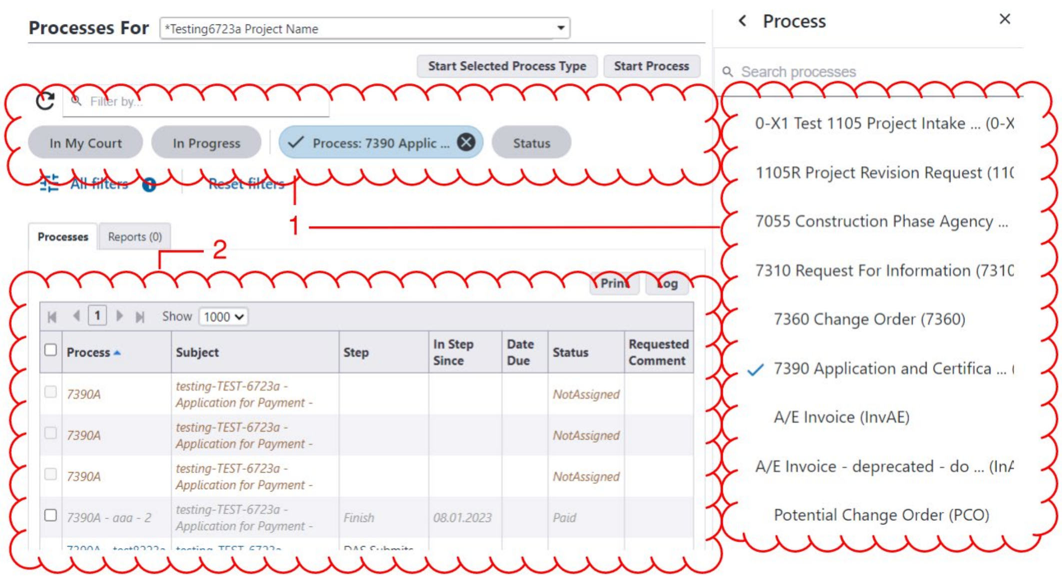
19C.01 Instructions for the A/E for Review and Certification of Payment Applications:

Log in to TUC: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects":

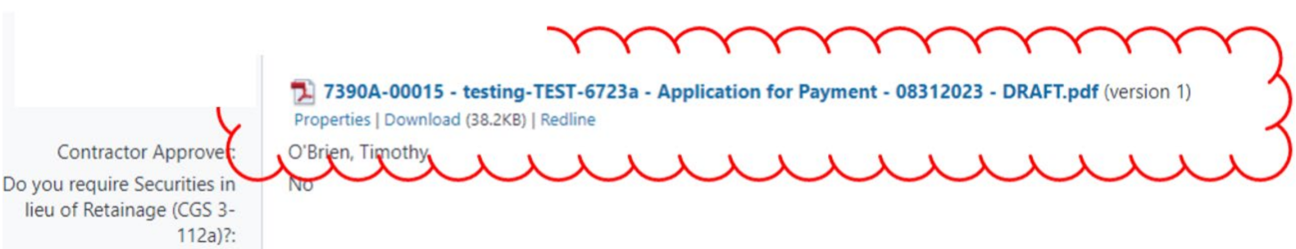
Follow the instructions provided in [Section 1](#) to access the project and access the invoice process instance.

Change the Process filter settings to find the process instances you are looking for.

1. Select "7390 Application and Certification for Payment" from the "Search Processes" dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.



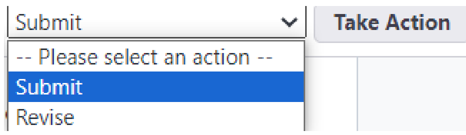
Once the process instance opens, review all of the information entered, including the files uploaded to the Documents tab. To view the draft requisition, click the "Details tab" and then click on the link to the PDF, as shown below:



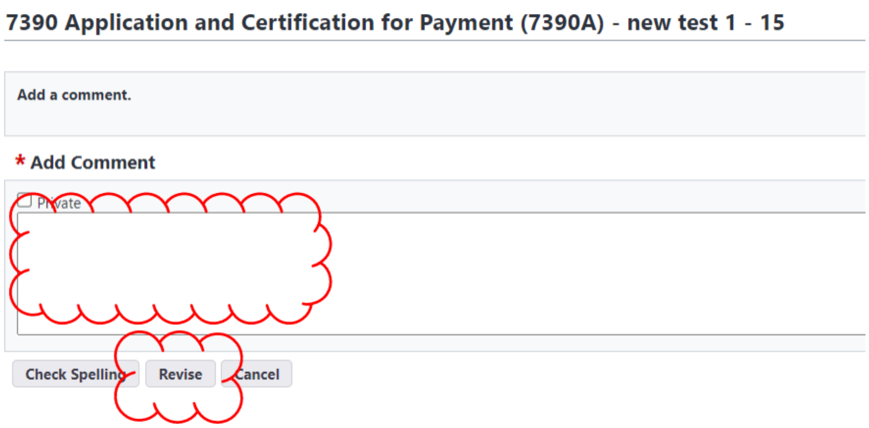
The A/E should then select their name from the "AE Approver" dropdown list.

At the top and bottom of the form are pull-down menus that allow the user who is ball-in-court to select the action they need to take on the item. "Submit" will send the item to the project manager for review.

"Revise" will send the item back to the CA. Once the action to be taken is selected, click the "Take Action" button.



If "Revise" was selected, a comment screen will appear which, in this case, is required. After comments are entered into the space provided, click "Revise" to complete and send the comments.



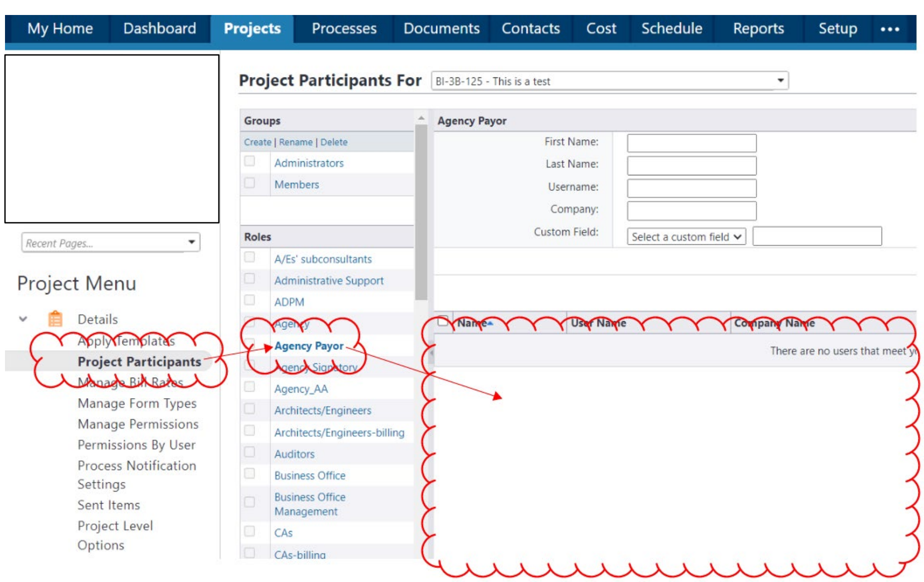
19D. PM Users

19D.01 Instructions for the PM for Review and Certification of Payment Applications:

Log in to TUC: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects":

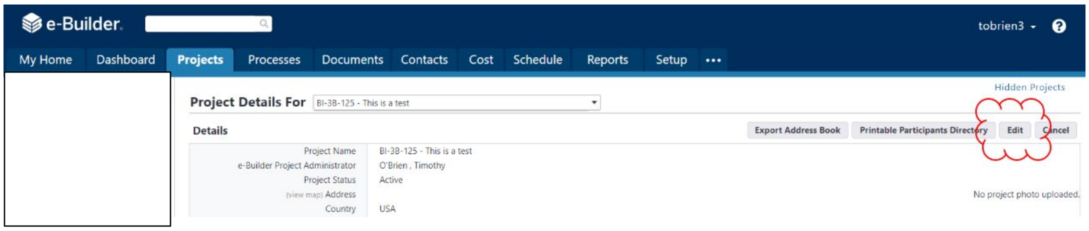
19D.02 Project set-up on Payment Applications whose costs are paid for by CHEFA

If CHEFA is directly responsible paying payment applications, the person who attends to the payment at CSCU must be in the Agency Payor role. If that person is not in that role, please request that Construction Support Services (Tim O'Brien) place that person in that role.

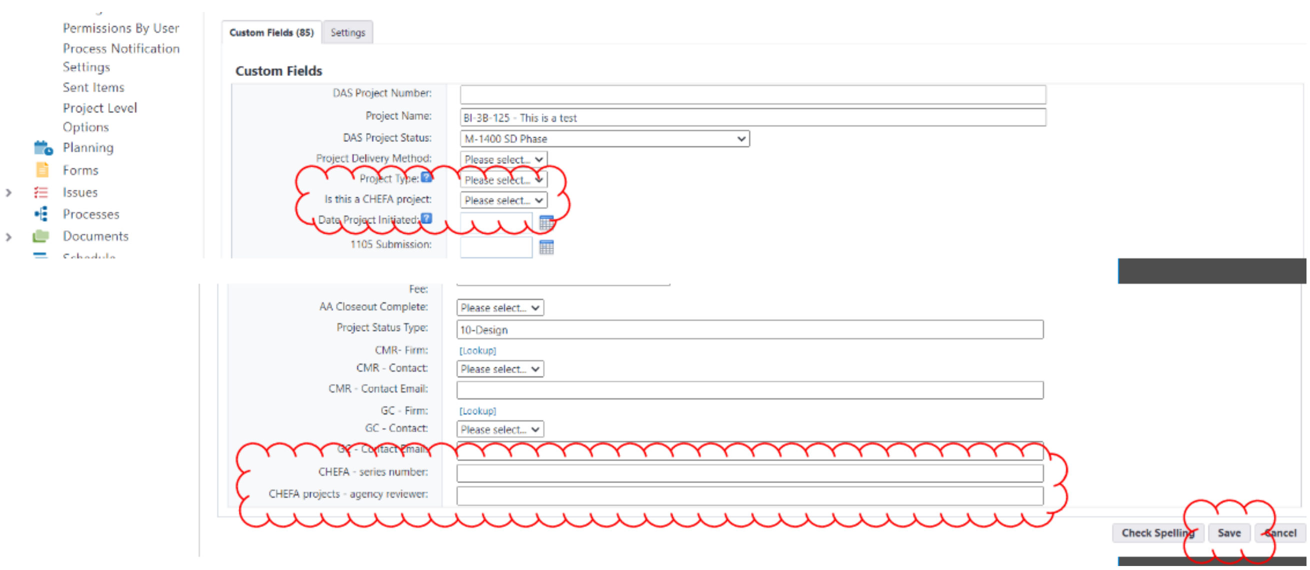


Also, if the payment will be made using CHEFA funds, proceed as follows:

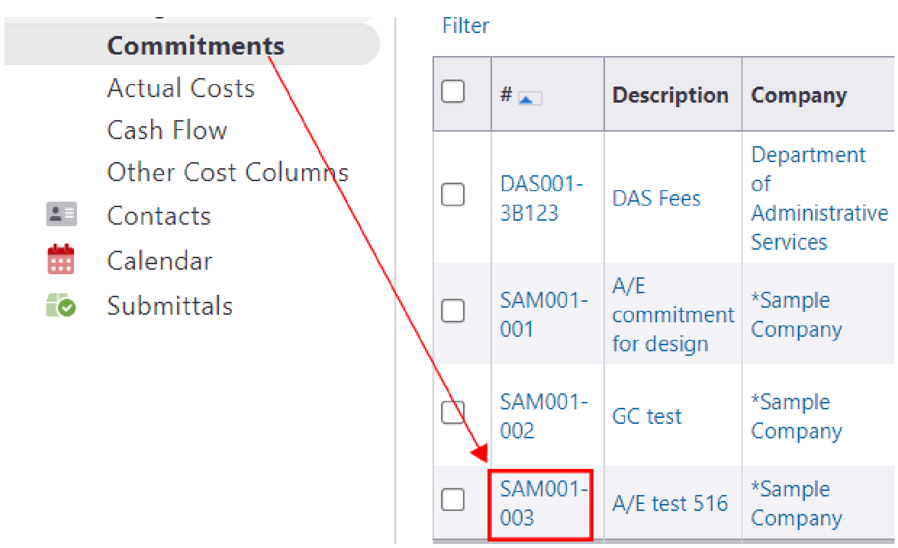
1. At the top of the Project Details page, click "Edit".



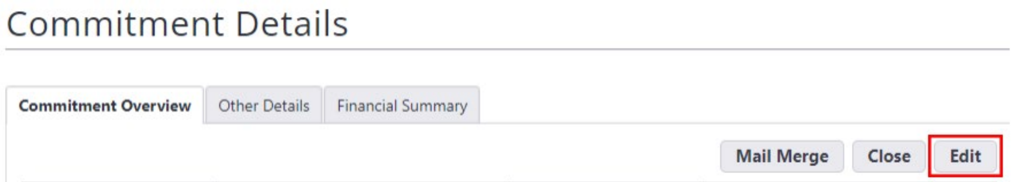
2. Select "Yes" on the line that asks, "Is this a CHEFA project."
3. Enter the CHEFA series number for the Payment Application cover letter.
4. Enter the agency reviewer for the signature page on the cover letter.
5. Click "Save."



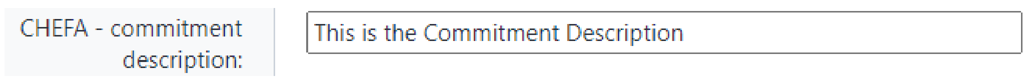
7. For each commitment, go into the Commitment record in the Cost module



8. In the commitment record, click "Edit".



9. Scroll down the page, under "Commitment Custom Fields" and enter the "CHEFA - commitment description"



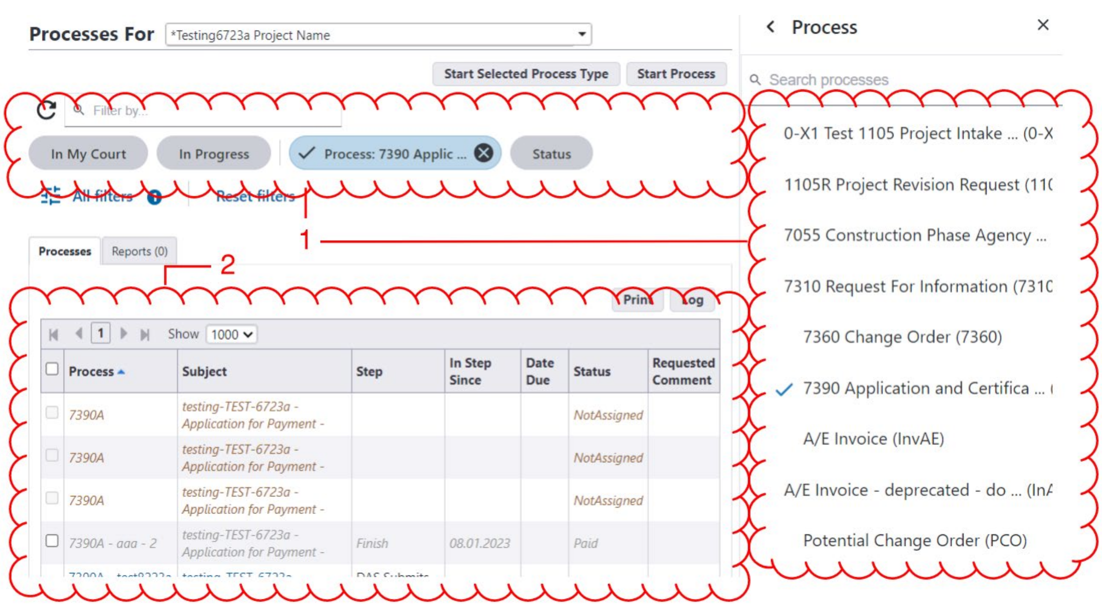
10. At the top of the page, click "Save."

19D.03 Accessing the Process Instance

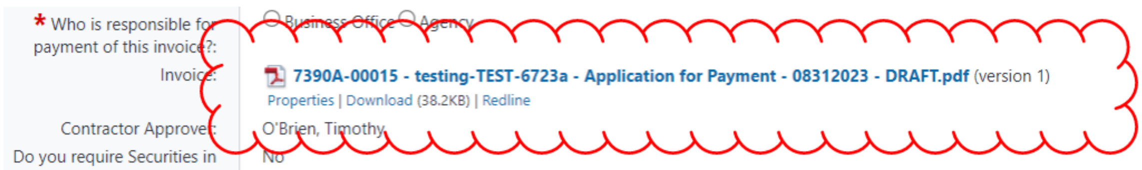
Follow the instructions provided in [Section 1](#) to access the project and access the invoice process instance.

Change the Process filter settings to find the process instance you are looking for.

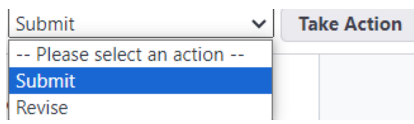
1. Select "7390 Application and Certification for Payment" from the "Search Processes" dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.



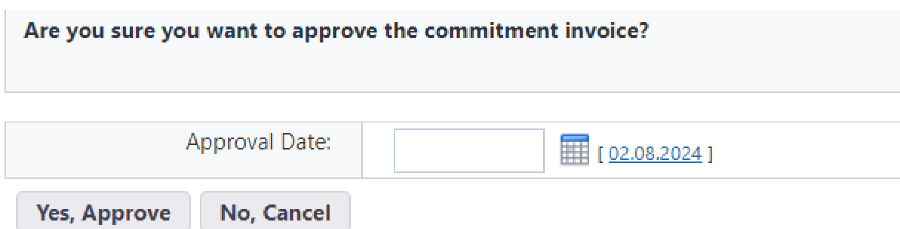
Once the process instance opens, review all of the information entered, including the files uploaded to the Documents tab. To view the pencil requisition, click the “Details tab” and then click on the link to the PDF, as shown below:



At the top and bottom of the form are pull-down menus that allow the user who is ball-in-court to select the action they need to take on the item. “Submit” will send the item to the final invoice approval screen, below. “Revise” will send the item back to the CA. Once the action to be taken is selected, click the “Take Action" button.



If the project manager took the “Submit” action, the project manager will then be prompted to approve the payment for the project Cost part of TUC and enter the Approved date.



If “Revise” was selected, a comment screen will appear which, in this case, is required. After comments are entered into the space provided, click “Revise” to complete and send the comments.

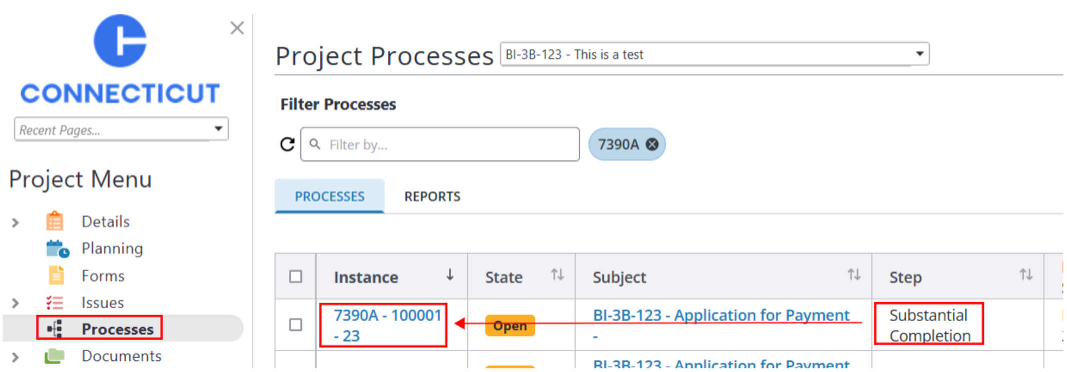
19E Payment Application at Substantial Completion

NOTE: This workflow step does not complete Substantial Completion on the project nor cause the creation of a “7810 Certificate of Substantial Completion”, which, instead, is a separate procedure, which begins using the “7805 Contractor Request for Substantial Completion Inspection”, that the GC/CMR initiates, as shown in Section 30.

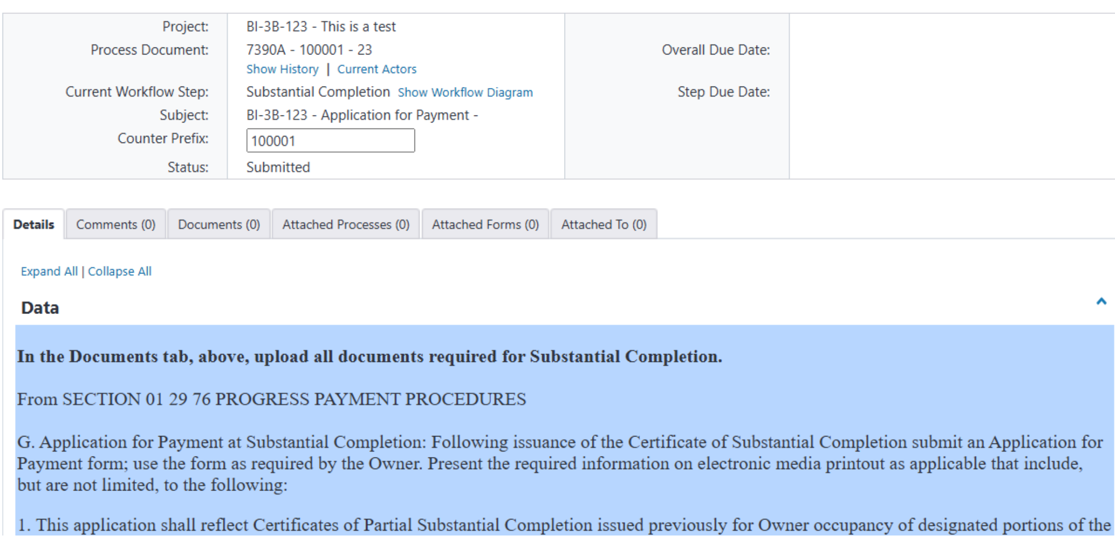
19E.01 Instructions for the “Substantial Completion” step in the 7390 Process:

If the GC/CMR user indicated that the payment application is at substantial completion by selecting “Substantial Completion” in the “Type of Payment Application” field in step 19A.02B, when the GC/CMR user takes action, the process instance will close and the GC/CMR user can reopen it in the “Substantial Completion” Step.

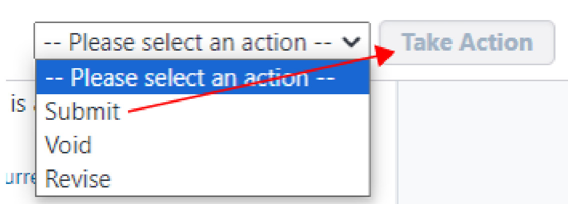
To locate the process instance, click on the “Processes” module for the project, under the Project Menu, to locate the 7390 Payment Application process instance which should be in its “Substantial Completion” step. Click on this instance’s number or subject to open it.



In this step, upload all of the documentation required for the Substantial Completion Application in the “Documents” tab of the process instance.



When complete, at the top or bottom of the form, the GC/CMR clicks, “Please select an action”, to choose the workflow action desired.



The options include:

- “Submit” to submit the Payment Application for the creation of a PDF draft to the CA in the Payment Application workflow, as indicated in 0175 TUC Guidance Manual, Section 19A.
- “Void” to void the Payment Application instance. This action is permanent and cannot be undone.
- “Revise” to send the Payment Application instance back to the GC/CMR at the workflow step that allows the GC/CMR to further edit it and make corrections.

After making a selection, click the “Take Action” button to forward the application process to the next respective user.

As with other processes in TUC, a “Save” button is also available to allow the user to save the process instance without clicking “Take Action” yet, to return later for further edit.

19E.02 7390 Process

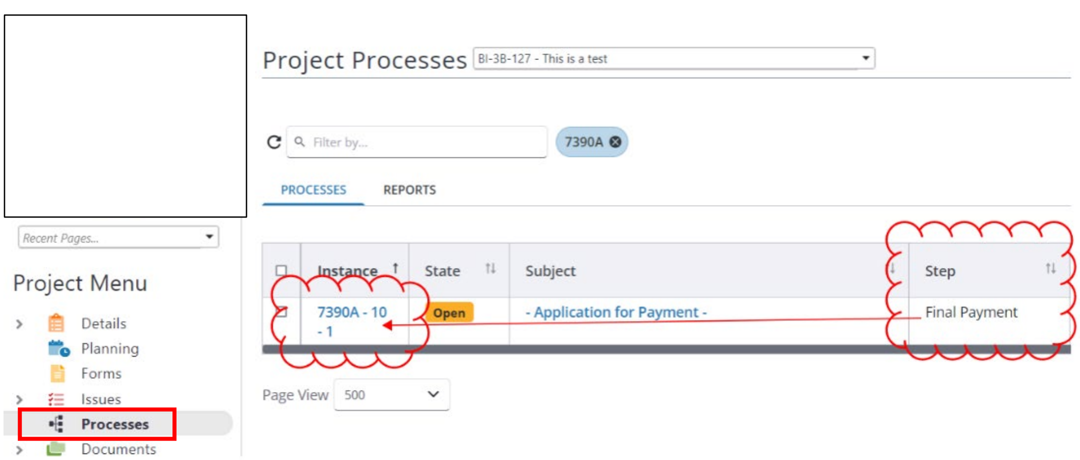
After the GC/CMR user has clicked “Submit” in 19F.01, the 7390 will be sent to the CA for further action. Please refer to Section 19B – CA User for CA instructions. If the CA sends the Payment Application back to the GC/CMR for revisions, the GC/CMR’s workflow may include a return to the Substantial Completion step.

19F. Final Payment Application

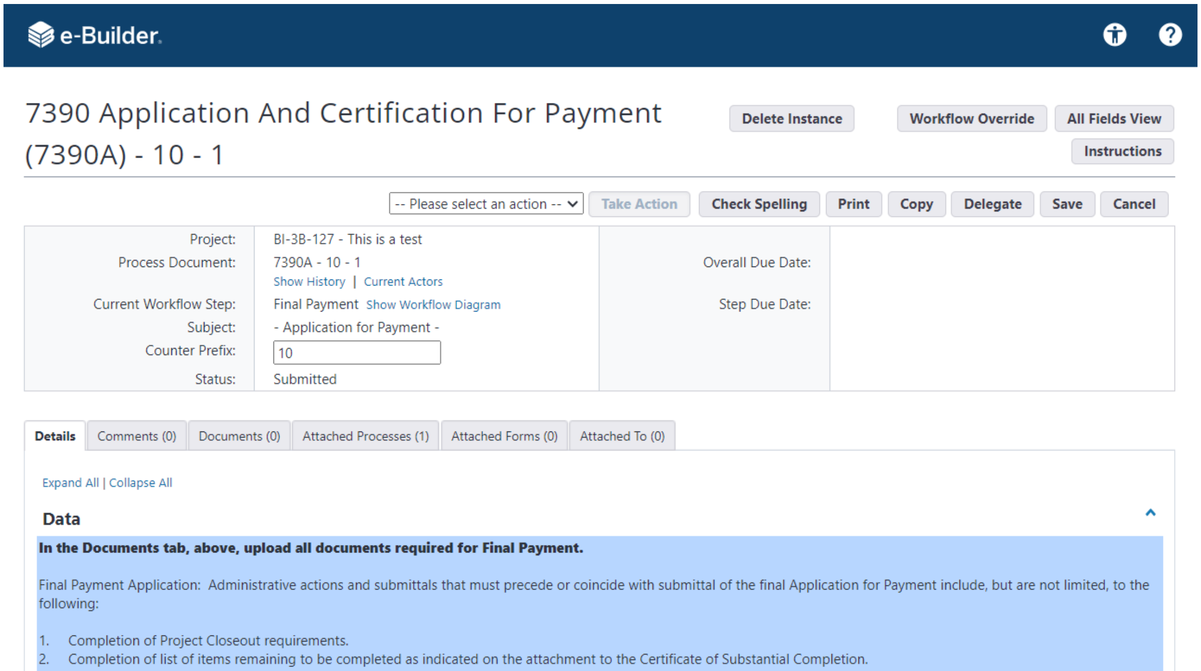
19F.03 Final Payment Application step

If the GC/CMR user indicated that the payment application is for a final payment by selecting “Final” in the “Type of Payment Application” field in step 19A.02B, when the GC/CMR user takes action, the process instance will close and the GC/CMR user can reopen it in the “Final Payment” Step.

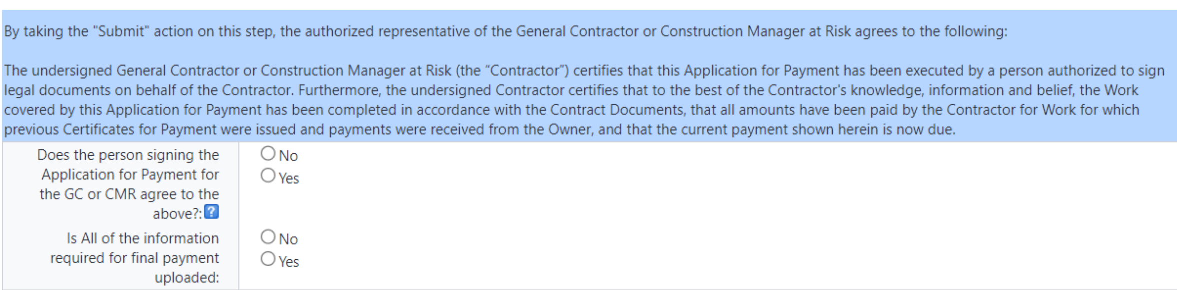
To locate the process instance, click on the “Processes” module for the project, under the Project Menu, to locate the 7390 Payment Application process instance which should be in its “Final Payment” step. Click on this instance’s number or subject to open it.



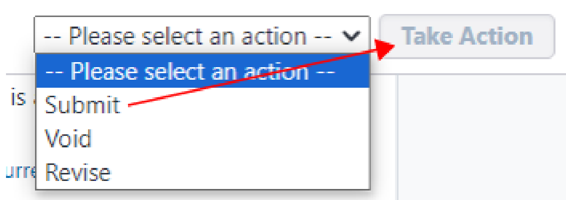
In this step, upload all of the documentation required for the Final Payment Application in the "Documents" tab of the process instance.



The GC/CMR then indicates the following:



When complete, at the top or bottom of the form, the GC/CMR clicks, "Please select an action", to choose the workflow action desired.



The options include:

- "Submit" to submit the Payment Application for the creation of a PDF draft to the CA in the Payment Application workflow, as indicated in 0175 TUC Guidance Manual, Section 19A.

- "Void" to void the Payment Application instance. This action is permanent and cannot be undone.
- "Revise" to send the Payment Application instance back to the GC/CMR at the workflow step that allows the GC/CMR to further edit it and make corrections.

After making a selection, click the "Take Action" button to forward the application process to the next respective user.

As with other processes in TUC, a "Save" button is also available to allow the user to save the process instance without clicking "Take Action" yet, to return later for further edit.

19F.04 7390 Process

After the GC/CMR user has clicked "Submit" in 19F.03, the 7390 will be sent to the CA for further action. Please refer to Section 19B – CA User for CA instructions. If the CA sends the Payment Application back to the GC/CMR for revisions, the GC/CMR's workflow may include a return to the Final Payment Application step.

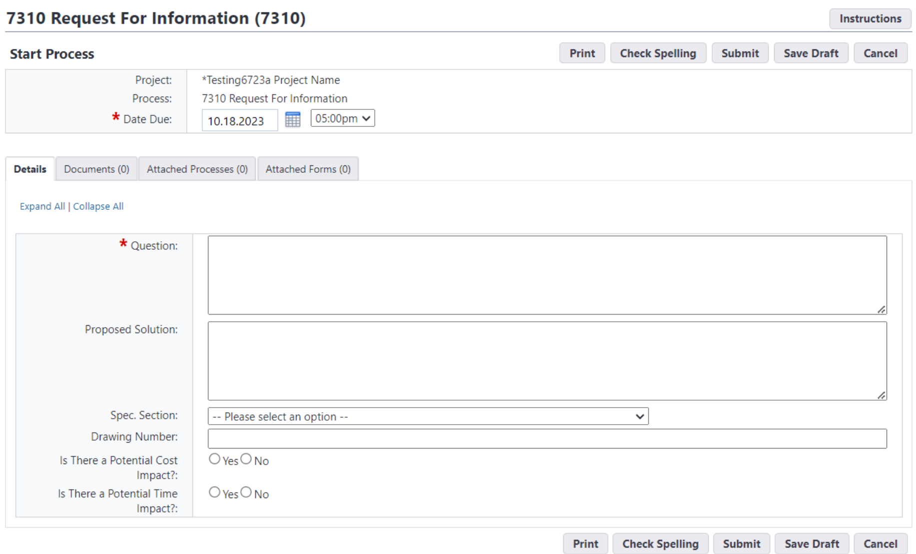
Section 20: Request for Information

20.01 GC/CMR RFI Submission - Accessing the Process

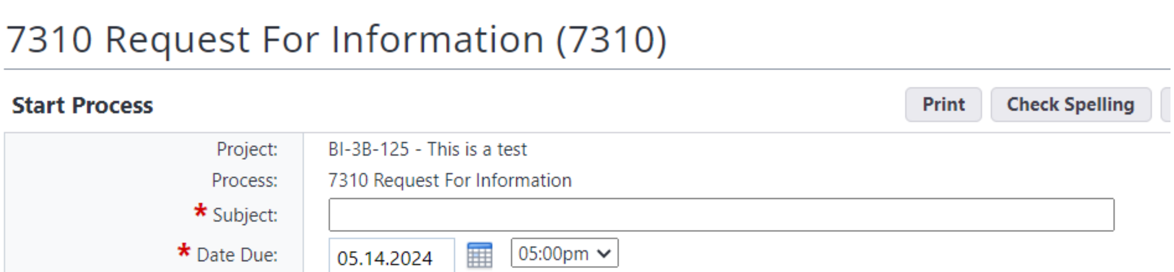
Log in to TUC: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for “Projects”.

Follow the instructions provided in Section 1 to access the project and initiate an RFI process instance.

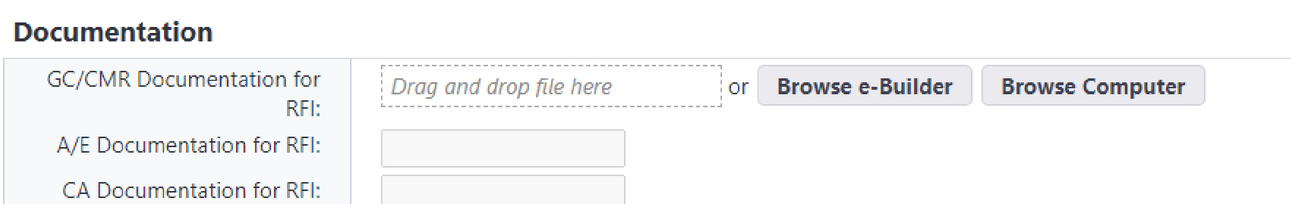
When the pop-up window that is the RFI form appears. Complete the answers to the questions asked in the form.



The RFI “Subject” field is available for editing. Please enter a subject describing the RFI.



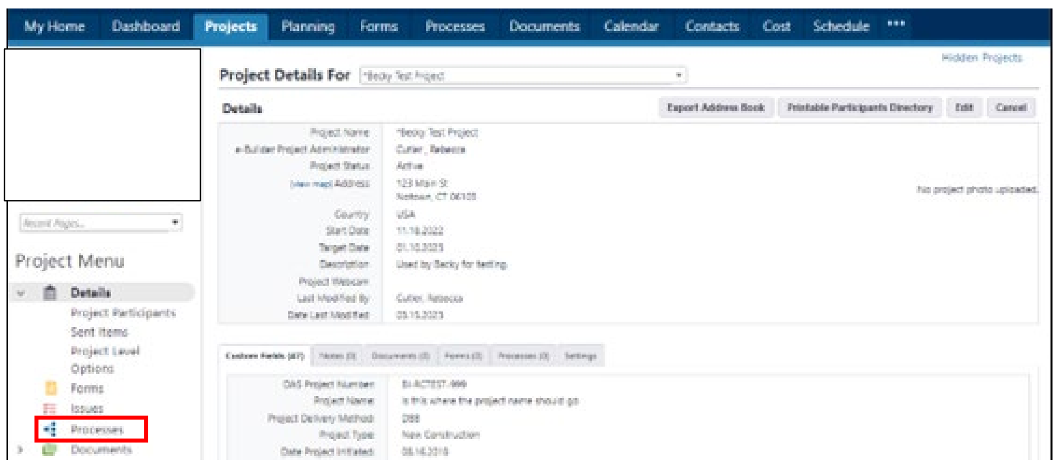
In the “Documentation” section, there is a file field for each user type in the RFI process to upload documentation. See step 7A.02 for instructions on uploading into file fields. Only documentation uploaded into these fields will be included in the RFI PDF for the record.



If the user would like to save the RFI, and keep it in draft form for future editing, the “Save Draft” button is available.

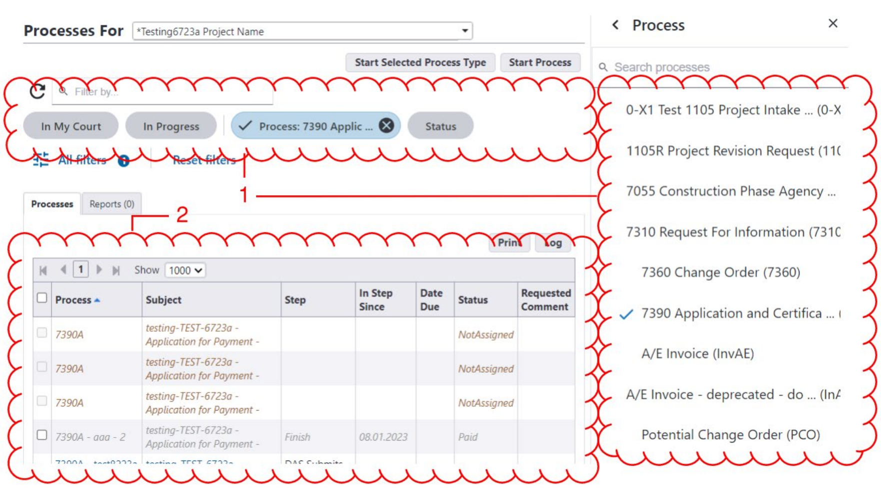
The RFI is saved as a type of TUC “Process instance”.

To locate the draft Process instance that is the draft RFI, go back into the project, and open the Processes module within the project.



Proceed as follows to change the Process filter settings to find the process instance you are looking for.

1. Select “7310 Request for Information (7310)” from the “Search Processes” dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.



When the user is ready to submit the RFI, click “Submit”. This will cause the RFI to be sent into workflow.

20.02 CA RFI Review - Accessing the Process

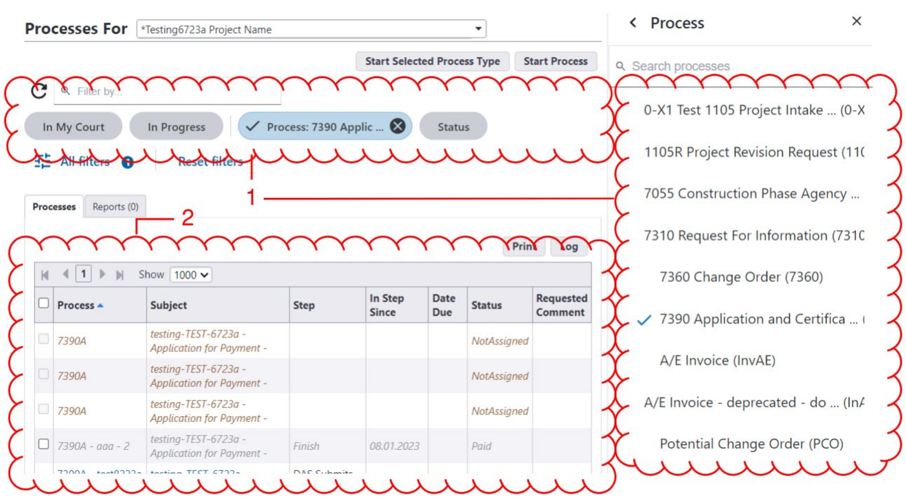
The CA will receive an email notification from TUC that an RFI is pending. To access the pending RFI, the CA can either click on the link in the email and the browser instance will appear as a pop-up; or

Process instance is in your court. To view details or take action, click here.

Alternatively, to navigate to the process instance through the TUC website, follow the instructions provided in Section 1.

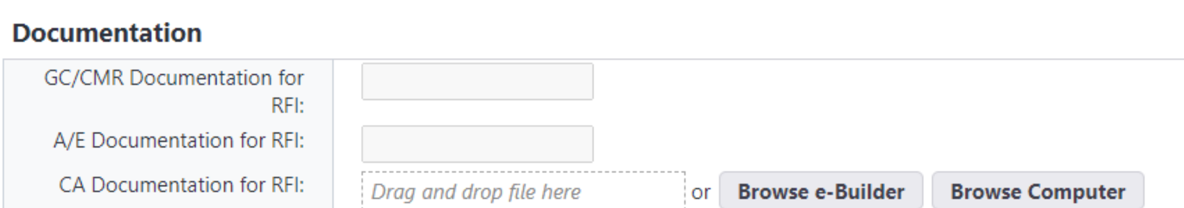
Proceed as follows to change the Process filter settings to find the process instance you are looking for:

1. Select “7310 Request for Information (7310)” from the “Search Processes” dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.



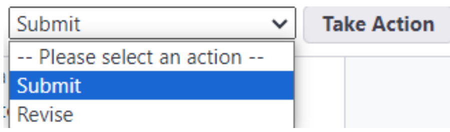
Once the process instance opens, the CA can review all of the information entered, including the files uploaded to the file fields in the “Documentation” section, and any comments made regarding the RFI under the “Comments” tab. The CA will then return to the “Details” tab and provide a response to the editable questions. The CA has the option to “Save” its edits and return for further edits, if it so chooses, by clicking the “Save” button.

In the “Documentation” section, there is a file field for each user type in the RFI process to upload documentation. See step 7A.02 for instructions on uploading into file fields. Only documentation uploaded into these fields will be included in the RFI PDF for the record.



At the top and bottom of the form are pull-down menus that allow the user who is ball-in-court to select the action they need to take. “Submit” will forward the RFI to the A/E for review. “Revise” will return the

RFI to the GC/CMR for any corrections that are needed. Once the action to be taken is selected, click the "Take Action" button to complete the action.



If "Revise" was selected, a comment screen will appear which, in this case, is required. After comments are entered into the space provided, click "Revise" to complete and send the comments.

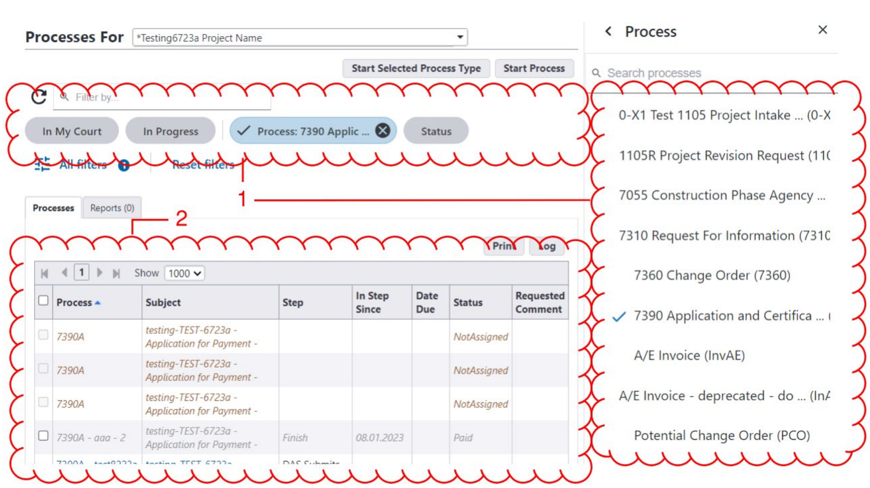
20.03 A/E RFI Review - Accessing the Process

The A/E will receive an email notification from TUC that an RFI is pending. To access the pending RFI, the A/E can either click on the link in the email and the browser instance will appear as a pop-up; or

Alternatively, to navigate to the process instance through the TUC website, follow the instructions provided in Section 1 .

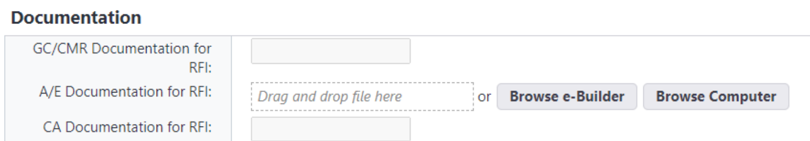
Proceed as follows to change the Process filter settings to find the process instance you are looking for:

1. Select "7310 Request for Information (7310)" from the "Search Processes" dropdown menu.
2. The filtered list will appear as displayed below. Click on the instance you wish to open. A pop-up will open of the process instance selected.

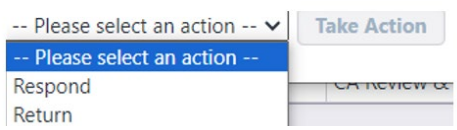


Once the process instance opens, the A/E can review all of the information entered, including the files uploaded in the "Documentation" section, and any comments made regarding the RFI under the "Comments" tab. The A/E will provide a response to the editable questions. The A/E has the option to "Save" its edits and return for further edits, if it so chooses, by clicking the "Save" button.

In the "Documentation" section, there is a file field for each user type in the RFI process to upload documentation. See step 7A.02 for instructions on uploading into file fields. Only documentation uploaded into these fields will be included in the RFI PDF for the record.

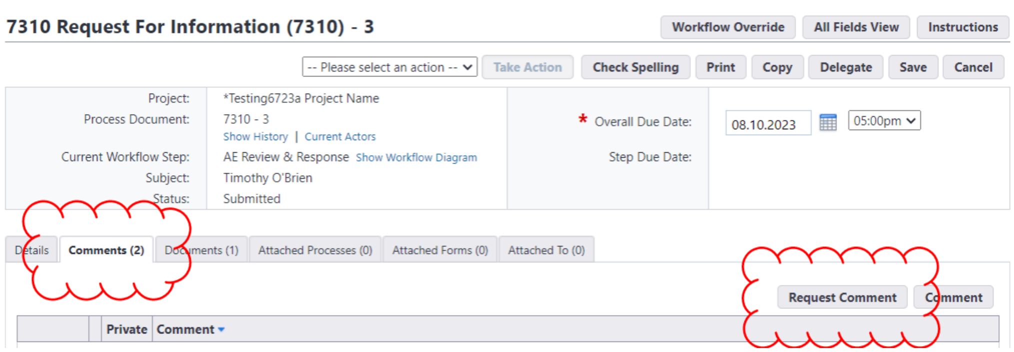


At the top and bottom of the form are pull-down menus that allow the user who is ball-in-court to select the action they need to take. "Respond" will forward the RFI to for final determination. "Return" will return the RFI to the CA for any corrections that are needed.

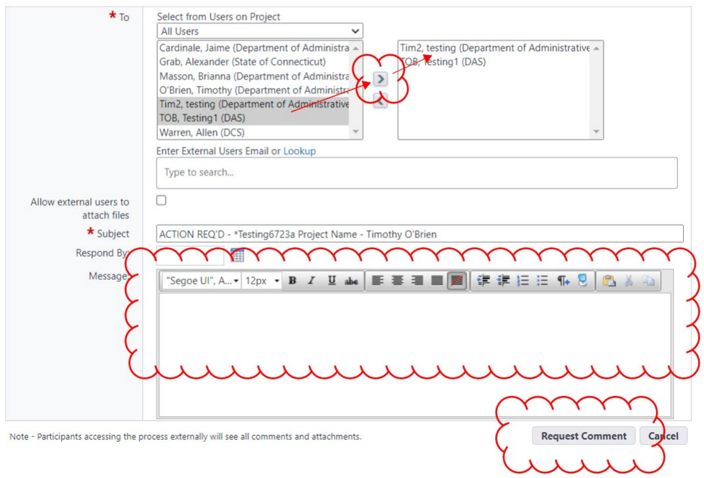


If "Return" was selected, a comment screen will appear which, in this case, is required. After comments are entered into the space provided, click "Return" to complete and send the comments.

To request comment from subconsultants using the TUC process, go to the "Comments" tab of the RFI instance and click the "Request Comment" button.



After clicking the "Request Comment" button, a pop-up will appear that allows the A/E to select their subconsultant usernames in the "To" field and pressing the arrow button to move them to the right panel. The "Message" field allows the A/E user to provide instructions to the subconsultants. Then the "Request Comment" button sends a comment request notification to the subconsultant.



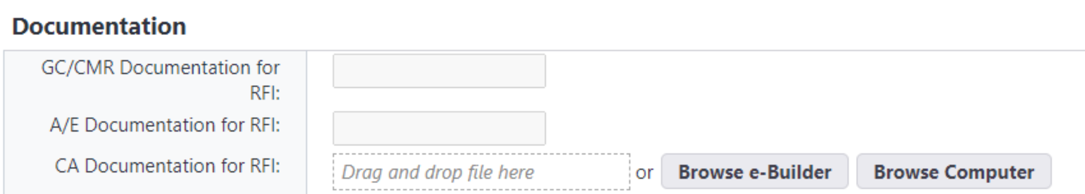
When the subconsultant responds, their comments will be posted in the "Comments" tab of the RFI instance.

20.04 CA Determination and Hold Steps

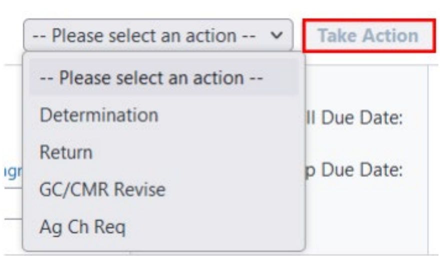
After the A/E completes their review, the RFI will be forwarded to the CA for final determination. To access the RFI instance, the CA should follow the steps outlined in Section 20.02.

Once opened, the CA can review all of the information entered, including the files uploaded to the "Documentation" section, and any comments made regarding the RFI under the "Comments" tab.

In the "Documentation" section, there is a file field for each user type in the RFI process to upload documentation. See step [7A.02] for instructions on uploading into file fields. Only documentation uploaded into these fields will be included in the RFI PDF for the record.



At the top and bottom of the form are pull-down menus that allow the CA to select the action they need to take. Workflow actions available at this step are:



- **Determination**, which causes a PDF of the completed RFI to be sent to the contractor and other users, and the workflow will go to a Hold Step, from which the CA may send the RFI to the A/E to begin a Proposal Request or close the RFI.
- **Return**, which sends the RFI back to the A/E step.
- **GC/CMR Revise**, which sends the RFI back to the GC or CMR for revision.
- **Ag Ch Req**, which generates an RFI PDF and initiates an Agency Change Request process instance. The Agency role users on the project will receive a notification and will be able to complete an Agency Change Request application, that could lead to a Proposal Request based on an approved 7055 Agency Change Request.

If the CA selects "Return", the RFI will be returned to the A/E with instructions for correction

If the CA selects "Determination", a PDF of the completed RFI will be sent to the contractor and other users and the workflow will go to a Hold Step, from which the CA may send the RFI to the A/E to begin a Proposal Request or close the RFI.

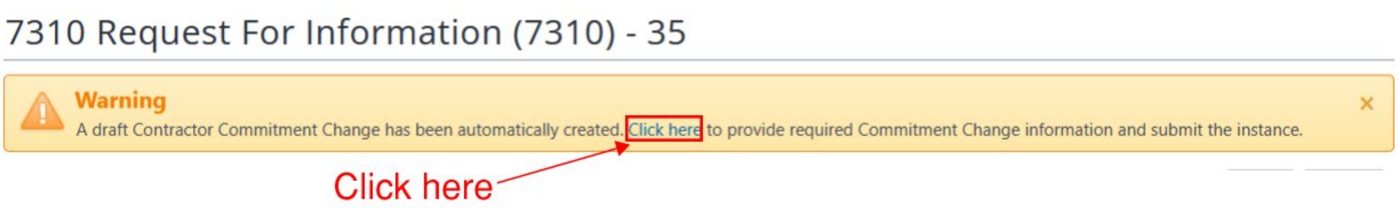
In the **CA Hold Step**, the workflow options available are:

- **Close Item**, which closes the RFI workflow.
- **Return**, which sends the RFI back to the Determination step.
- **To A/E for PR**, which sends the RFI to the A/E to begin a Proposal Request.

20.05 A/E Proposal Request Step

If the CA sends the RFI to the A/E for the initiation of a Proposal Request, the A/E will receive an email notification to that effect. To access the RFI instance, the A/E should follow the steps outlined in Section 20.03 to open the process instance.

The purpose of the RFI process instance at this step is to launch a Proposal Request instance. After opening the process instance, note the yellow "Warning" banner at the top of the page. The "Warning" does not indicate an error. It is only to bring the user's attention to it. The only action the A/E should take is to click the "Click here" link in the banner.



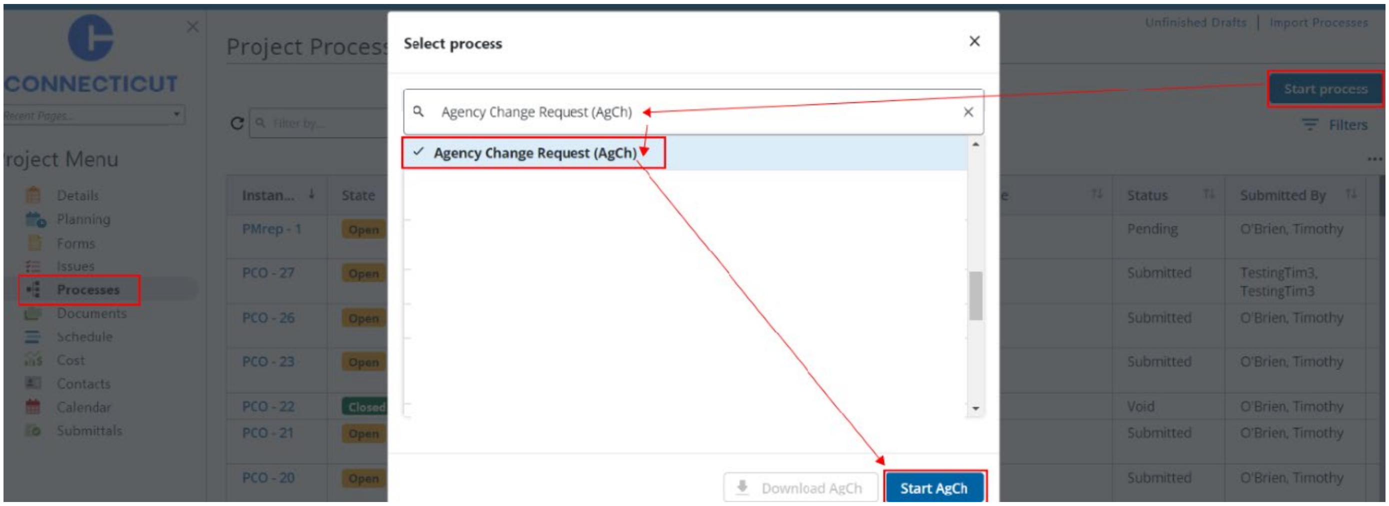
After clicking "Click here," an instance of the "Potential Change Order (PCO)" process type will be launched. This is an entirely new process type and an entirely new process instance. The "Potential Change Order (PCO)" is the umbrella name for a process that begins with Proposal Requests and may generate into CCDs and COPs, which, in turn may be bundled into Change Orders. See the instructions for the "Potential Change Order (PCO)", starting in Section 21 for how to proceed with this process.

Note that the RFI's workflow process will be automatically completed when the Submit button is pressed by the A/E user in the Proposal Request part of the "Potential Change Order (PCO)" process, meaning that no further action needs to be nor should be taken by users on the RFI.

Section 20A: Agency Change Request

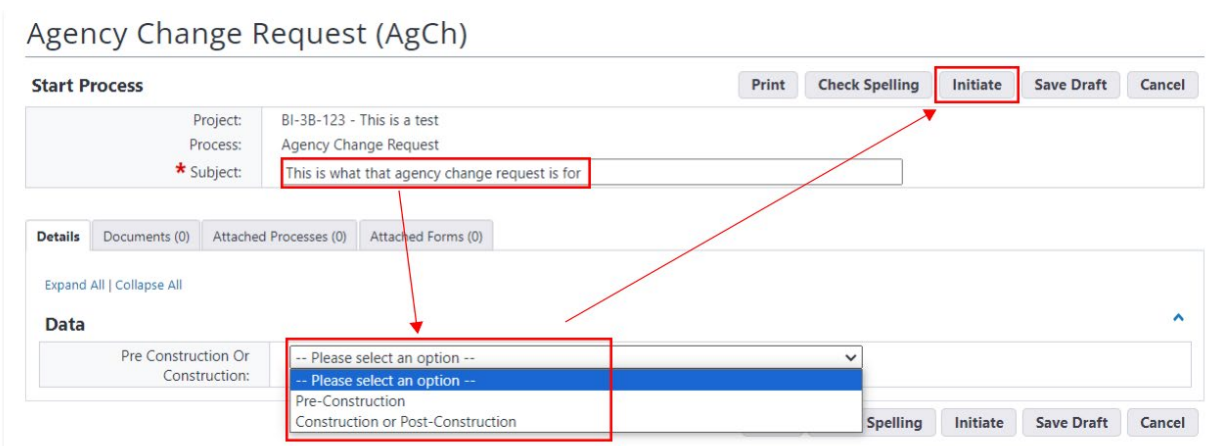
20A.01 Beginning a process instance (user role: Agency)

Log in to TUC: https://gov.e-builder.net. On your homepage, find your project by clicking on the top tab for "Projects". Follow the instructions provided in Section 1 to access the project and start the invoice process instance. In the Process type selection pop-up window, click on the name of the "Agency Change Request (AgCh)" process and then click on the Start button in the lower right.

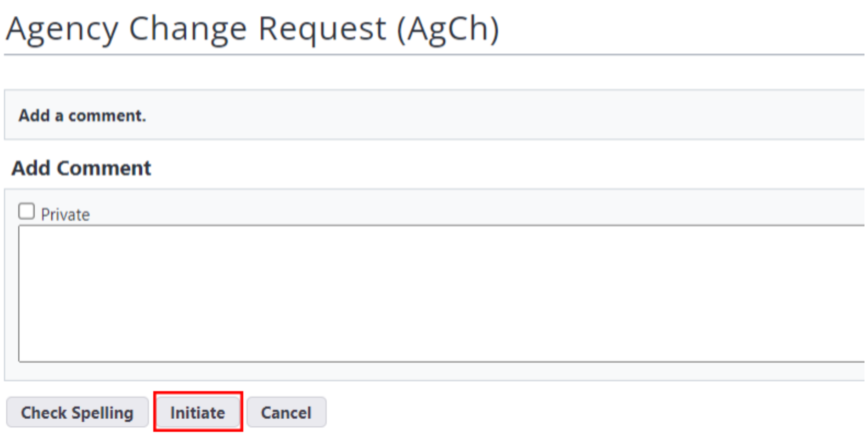


20A.02 Agency Change Request – Pre-Construction or Construction (user role: Agency)

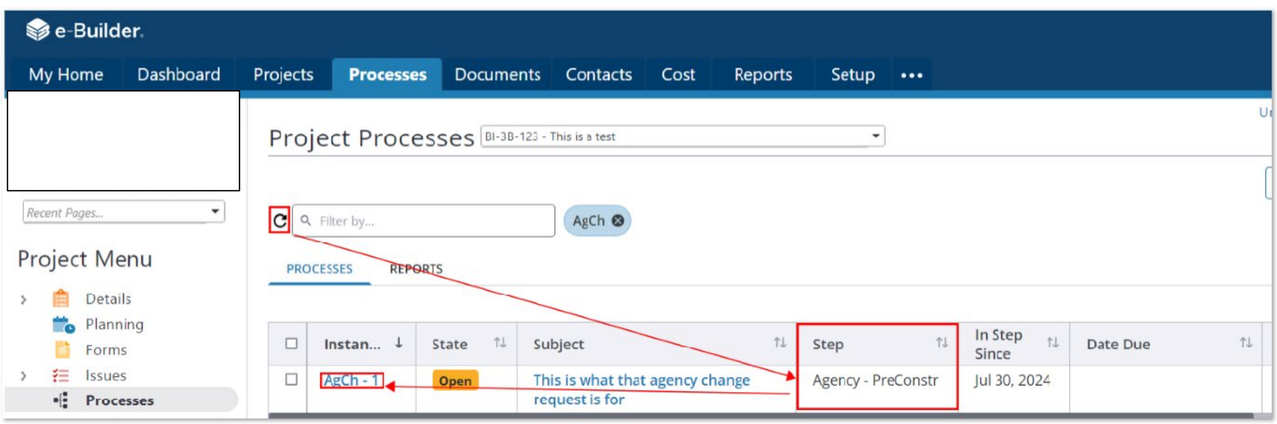
The draft process instance is initiated, the Agency user enters a subject for the Agency Change Request instance, selects whether it is for "Pre-Construction" or "Construction or Post-Construction" and clicks "Initiate." If "Pre-Construction" is selected, go to step 20A.03. If "Construction or Post-Construction" is selected, go to step 20A.06.



NOTE 1: In many steps of the Agency Change Request process, users who have taken a workflow action are prompted with a screen that allows them to leave a note for subsequent users in the workflow. On this screen the middle button below the comment block completes the workflow action. ("Initiate", in this example, but the specific word may be different.)



NOTE 2: As is the case of step 20A.02, in many steps, the user who took the workflow action may also be the user in the next step, as well. To access the workflow instance again, in the project's Processes module, click the circle arrow button (sometimes repeatedly), until the Step column shows the next workflow step. Then click on the instance number to re-open the process instance.



20A.03 Filing a 3055 Agency Change Request during pre-construction (user role: Agency)

If "Pre-Construction" was selected in step 20A.02, re-open the process instance again, either by clicking "Click Here" on the notification email the user should have received or as instructed in Note 2 or step 20A.02.

That will bring the user to the 3055 Preconstruction Agency Change Request form. After completing the form, select a workflow action and click "Take Action," when done. Available workflow actions are:

- **Submit**, which submits or resubmits to the DAS Project Manager)
- **Void,** which voids the instance.
- **Construction**, which sends the request to the 7055 Construction Phase Agency Change Request branch of the workflow, if the request was incorrectly sent to the preconstruction workflow branch.

A "Save" button is also available, allowing the user to save work and return to the process instance later (see Note 2 or step 20A.02) to complete this step.

Agency supporting documents fields are available for upload. Only files uploaded into file fields on the Details tab will be attached as supporting documents to the 3055 form. No other documents in the Documents tab, above, will be included.

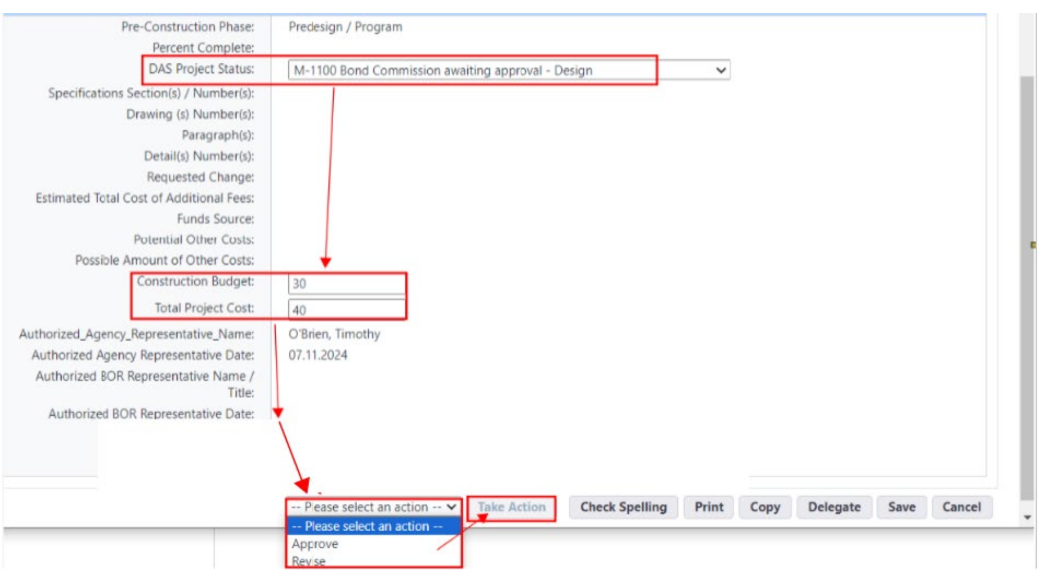
20A.04 Project Manager 3055 Review (user role: DAS Project Manager)

The DAS Project Manager will receive a workflow email notification or can open the process instance from the project Processes in TUC. Then the Project Manager is able to review the Agency Change Request that was submitted. The process instance should show the DAS Project Status, the Construction Budget and the Total Project Cost, as this information appears on the project Details Page. In this Agency Change Request step, the Project Manager is able to make changes to this information, which will then update the project Details Page, if the Agency Change Request is approved.

Note: Only files uploaded into file fields on the Details tab will be attached as supporting documents to the 3055 form. No other documents in the Documents tab, above, will be included.

To complete this workflow step, the Project Manager selects a workflow action and clicks “Take Action”. Available workflow actions are:

- **Approve**, which sends the proposal to the ADPM in workflow.
- **Revise**, which sends it back to the Agency user for further action.
- **Construction**, which sends the request to the 7055 Construction Phase Agency Change Request branch of the workflow, if the request was incorrectly sent to the preconstruction workflow branch.
- **Reject**, which rejects the request.



20A.05 ADPM, DPM and Deputy Commissioner/Chief Architect review (user role: ADPM, DPM and Deputy Commissioner/Chief Architect)

Review steps for ADPMs, DPM and Deputy Commissioner/Chief Architect are similar. In the 3055 branch of the workflow, approvals are by ADPM and DPM. There is an additional Deputy Commissioner/Chief Architect approval for 7055s.

To complete this workflow step, select a workflow action and click “Take Action”. Workflow actions available are:

- **Approve**, which sends the proposal to the next approver in workflow, or approves the item, in the case of the final approver.
- **Revise**, which sends the item back to the previous user in the workflow for further action.
- **Reject**, which rejects the request.

20A.06 Agency Change Request – Construction Phase (user role: Agency)

If “Construction or Post-Construction” was selected in step 20A.02, re-open the process instance again, either by clicking “Click Here” on the notification email the user should have received or as instructed in Note 2 or step 20A.02.

After completing the form, select a workflow action and click “Take Action,” when done. Available workflow actions are:

- **Submit**, which submits or resubmits to the DAS Project Manager)
- **Void,** which voids the instance.
- **Preconstruction**, which sends the request to the 3055 Preconstruction Agency Change Request branch of the workflow, if the request was incorrectly sent to the construction workflow branch.

A “Save” button is also available, allowing the user to save work and return to the process instance later (see Note 2 or step 20A.02) to complete this step.

Agency supporting documents fields are available for upload. Only files uploaded into file fields on the Details tab will be attached as supporting documents to the 7055 form. No other documents in the Documents tab, above, will be included.

20A.07 Project Manager 7055 Review (user role: DAS Project Manager)

The DAS Project Manager will receive a workflow email notification or can open the process instance from the project Processes in TUC. Then the Project Manager is able to review the Agency Change Request that was submitted. The process instance should show the DAS Project Status, the Construction Budget and the Total Project Cost, as this information appears on the project Details Page. In this Agency Change Request step, the Project Manager is able to make changes to this information, which will then update the project Details Page, if the Agency Change Request is approved.

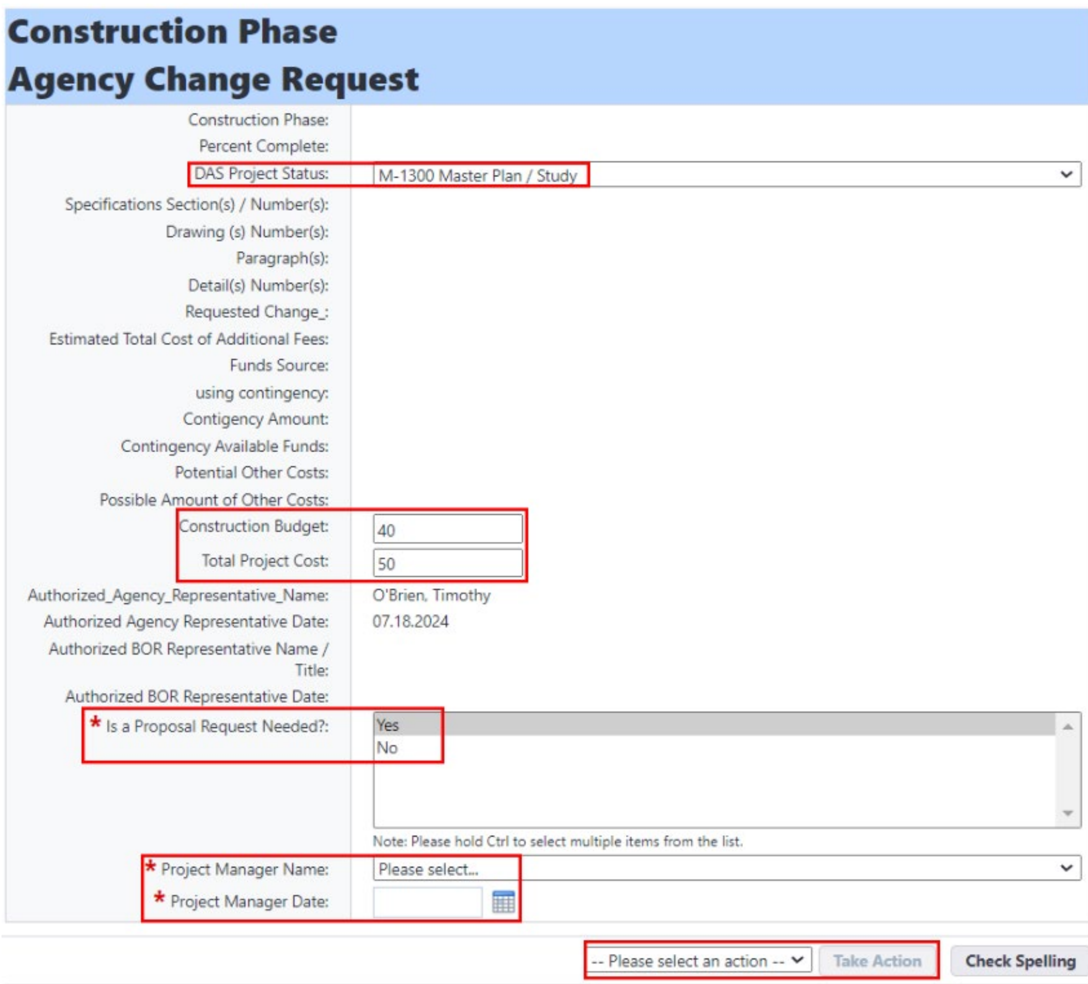
The Project Manager should also indicate whether a Proposal Request is needed for this item. If the Project Manager indicates that a Proposal Request is needed, the workflow, upon approval, will prompt the project A/E users to go into the Agency Change Request process to initiate a “Proposed Change Order” process instance.

Note: Only files uploaded into file fields on the Details tab, below, will be attached as supporting documents to the 7055 form. No other documents in the Documents tab, above, will be included.

A "DAS PM Supporting Docs" file field is available for supporting documentation. Note the "Remove" link that appears below the filename, after it is saved for submitted that allows it to be removed and replaced.

To complete this workflow step, the Project Manager selects a workflow action and clicks "Take Action". Available workflow actions are:

- **Approve**, which sends the proposal to the ADPM in workflow.
- **Revise**, which sends it back to the Agency user for further action.
- **Preconstruction**, which sends the request to the 3055 Preconstruction Agency Change Request branch of the workflow, if the request was incorrectly sent to the construction workflow branch.
- **Reject**, which rejects the request.



20A.08 Proposal Request Step (A/E)

When the Agency Change Request is sent for the initiation of a Proposal Request, the A/E will receive an email notification to that effect.

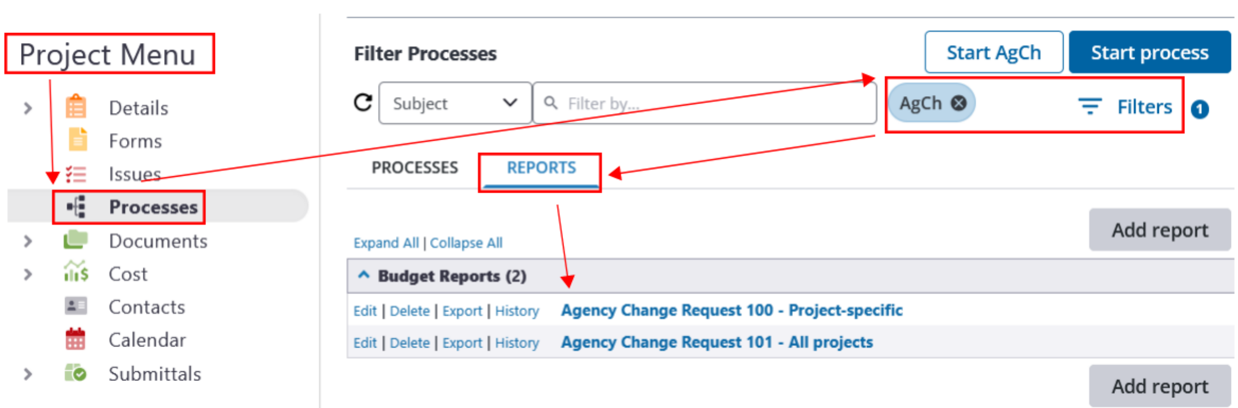
The purpose of the process instance at this step is to launch a Proposal Request instance. After opening the process instance, note the yellow "Warning" banner at the top of the page. The "Warning" does not indicate an error. It is only to bring the user's attention to it. The only action the A/E should take is to click the "Click here" link in the banner.

After clicking "Click here," an instance of the "Potential Change Order (PCO)" process type will be launched. This is an entirely new process type and an entirely new process instance. The "Potential Change Order (PCO)" is the umbrella name for a process that begins with Proposal Requests and may generate into CCDs and COPs, which may, in turn, be bundled into change orders. See the instructions for the "Potential Change Order (PCO)", starting in Section 21 for how to proceed with this process.

Note that the Agency Change Request's workflow process will be automatically completed when the Submit button is pressed by the A/E user in the Proposal Request part of the "Potential Change Order (PCO)" process, meaning that no further action needs to be nor should be taken by users on the Agency Change Request.

20A.09 Agency Change Request log reports

Agency and DAS users have access to two log reports of Agency Change Requests. These can be accessed by typing their name into the search box from the Reports tab at the top of the Trimble window. They can also be accessed from within an individual project, as shown below. Accessing the "Agency Change Request 100 - Project-specific" report from within a project (as shown below), will show a log of the Agency Change Requests for that project. The "Agency Change Request 101 - All projects" is designed to show an expanded version of this log for all of the projects the user has access to.



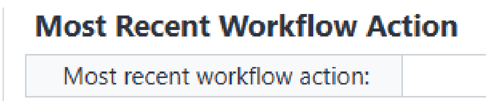
Section 20B: 7001 Equal or Substitute Product Request (During Construction)

20B.00 7001 Equal or Substitute Product Request (During Construction)

Note: The “7001 Equal or Substitute Product Request (During Construction)” process in Trimble is only to be used during construction.

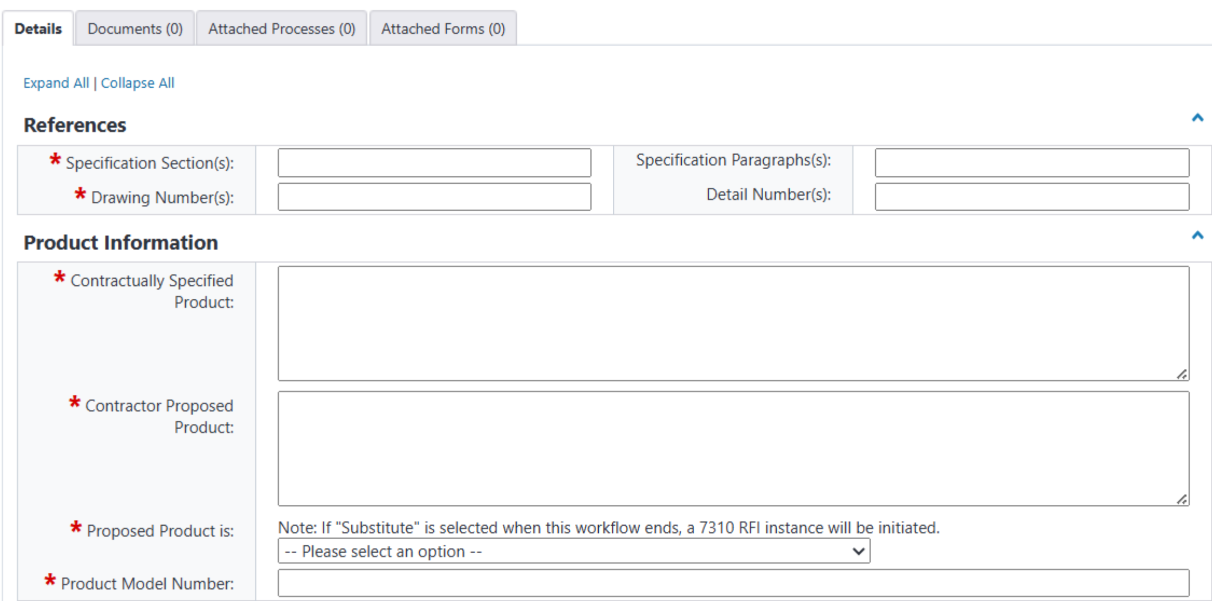
In each step, follow the instructions in any available blue background instruction panels.

In many process steps the "Most Recent Workflow Action" section, below, provides information on the action taken on this item by the most recent prior user.

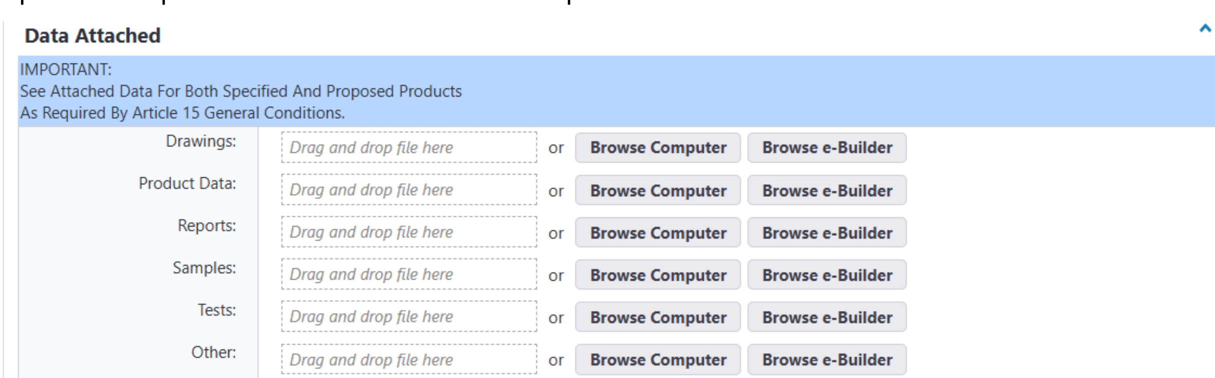


20B.01A Start step (contractor)

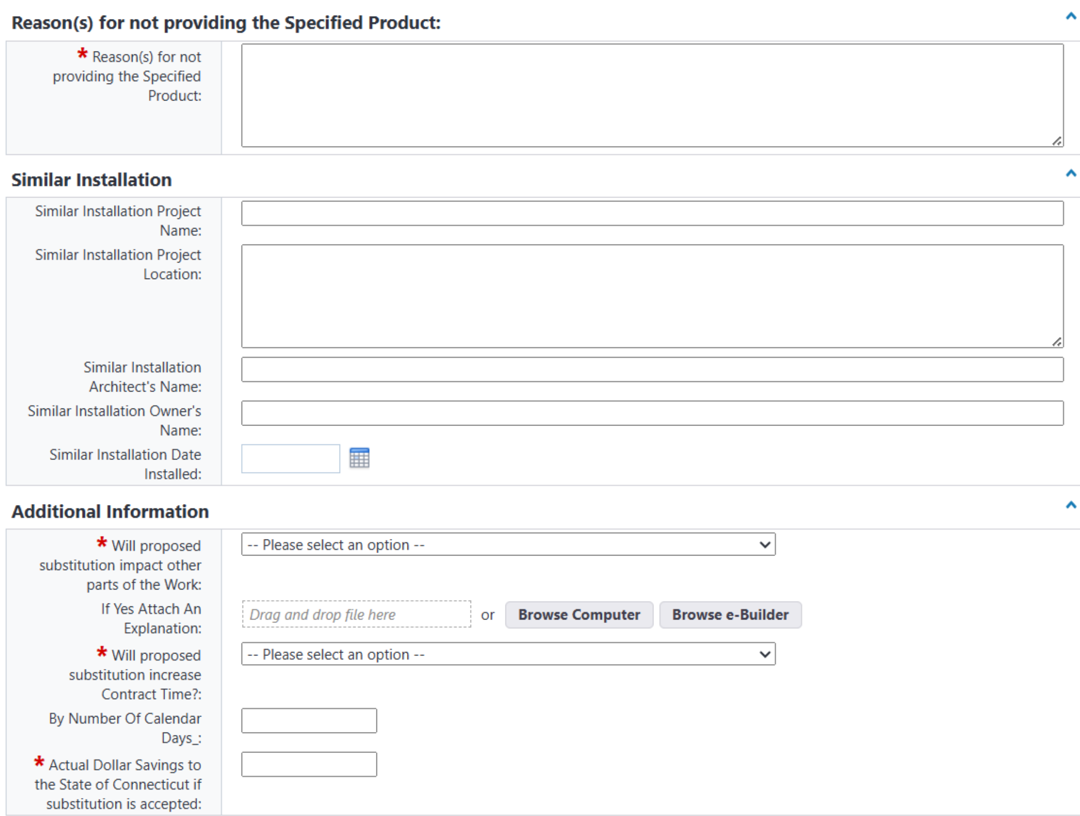
In the Start step, please enter all of the applicable fields about the equal or substitute product.



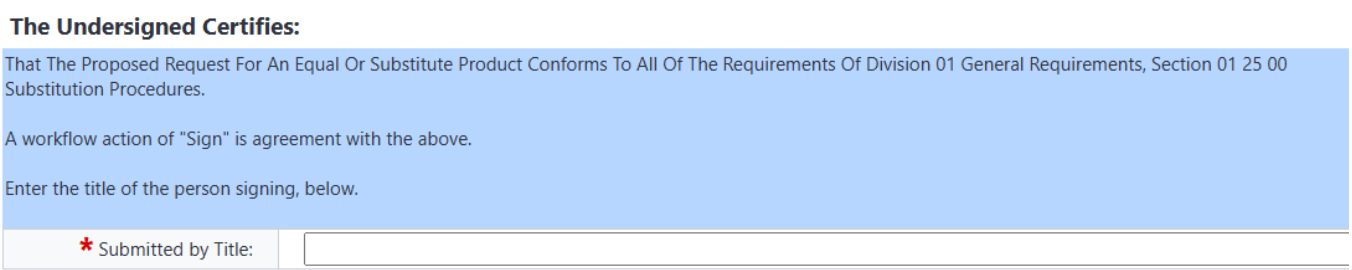
Upload all required documents in the file fields provided.



Enter all other needed information for the 7001 application:



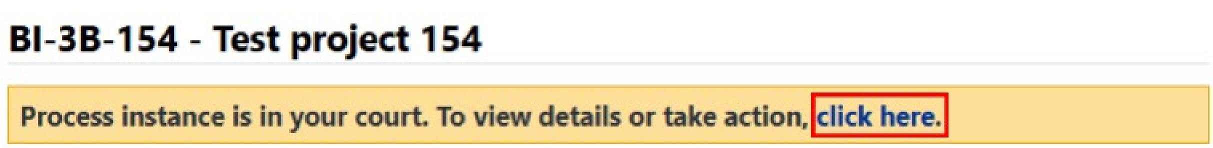
Note the certification section. Clicking the "Sign" button affixes the name of the user who took that action as signing the 7001 form. However, enter the title of the person signing in the "Submitted by Title" field.



Click the "Sign" button to submit.

20B.01B Initiator Revise step (contractor)

If the CA sends the 7001 back to the contractor for revision, the contractor will receive notification that it is in the "Initiator Revise" step. By clicking on the "Click here" link in the email notification, the contractor will be brought back into the 7001 process instance, if already logged in, or will be prompted to log in and then brought to the process instance.



The contractor may change field data entered in the Start step (Section 20B.01A). If a file needs to be replaced, a “Remove” link will appear below each of the filenames (on the Details tab). This clears the file, so that it can be replaced.

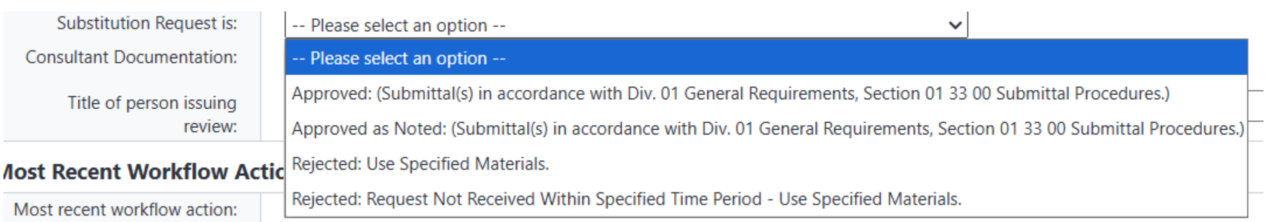
Workflow actions available at the “Initiator Revise” step are:

- **Sign**, with which the contractor re-signs and resubmits the 7001 form.
- **Void**, which permanently closes the 7001 instance.

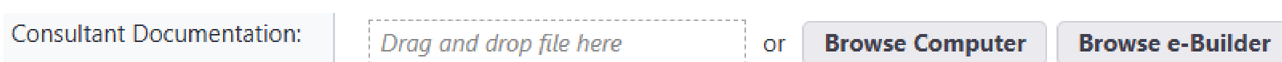
20B.02 Consultant's Review (A/E step)

Please review the information entered by the contractor and the “Draft 7001” PDF.

The “Substitution Request is” field has options for the consultant’s review.



There is also a “Consultant Documentation” file field for any documentation.



Please make sure to enter the “Title of person issuing review”, if the intent is to sign the review.

There are two workflow actions that may be selected when review of this request is complete:

Sign Form is the signature approval of the form, with the consultant's review. Before using this workflow action, select an option in the "Substitution Request is" field.

Rej-Not Signed is available to inform the CA that action cannot be taken on the request because it is incomplete. The consultant will be prompted to leave a comment for the CA to explain the deficiencies.

20B.03 CA Review (CA)

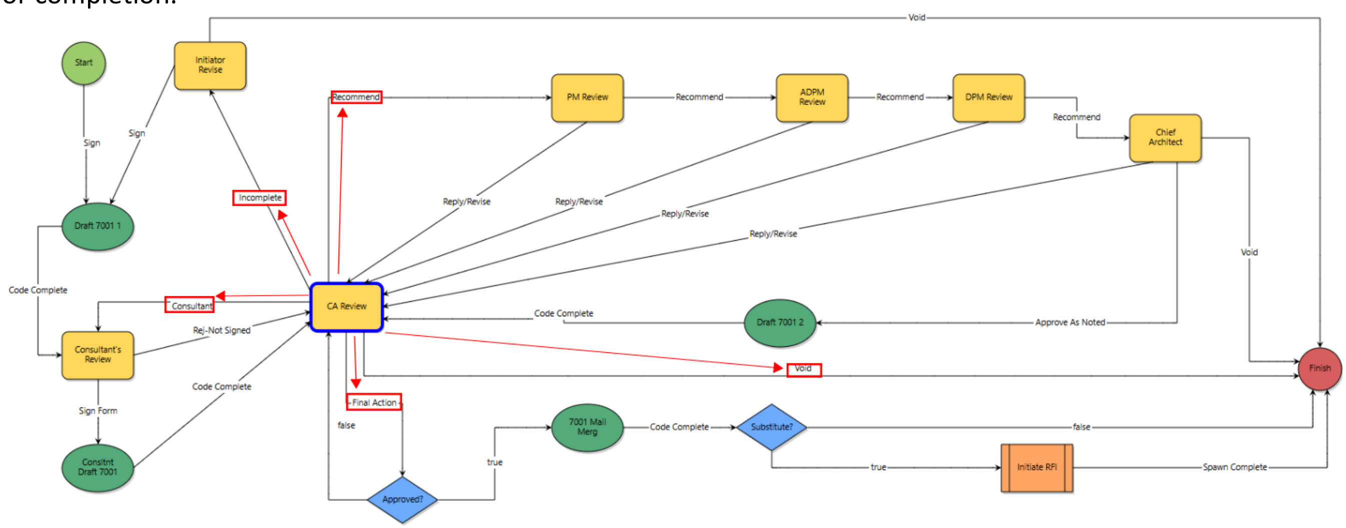
This step is intended to be a flexible step, from which the CA manages the follow-up of review and possible approval of the 7001 request.

Workflow actions that are available at this step include:

- The **Recommend** workflow action sends this 7001 request, as reviewed by the consultant, to the next level of review for requests recommended for approval or rejection. (This action will be needed prior to using the “Final Action” workflow action.)

- The **Consultant** workflow action sends the request back to the consultant with comments.
- The **Incomplete** workflow action sends the request back to the contractor for possible corrections. The contractor may resubmit.
- The **Final Action** workflow action sends the request back to the contractor with the final decision from the owner. Note: If "Substitute" is selected for "Proposed Product", a 7310 RFI instance will be initiated when this action is taken.
- The **Void** workflow action voids and cancels this process instance.

The CA uses these workflow actions to move the proposed 7001 to the appropriate step for its review, revision or completion.



20B.03 Review steps (PM, ADPM and DPM)

Workflow actions available at these steps are:

- The **Recommend** workflow action sends this 7001 request, as reviewed by the consultant, to the next level of review.
- The **Reply/Revise** workflow action sends the request back to the CA for revisions or questions.

20B.04 Chief Architect step (Chief Architect)

Workflow actions available at this step are:

- The **ApproveAsNoted** workflow action completes review of this 7001 form, as reviewed by the consultant, including the recommendation, either for owner approval or rejection.
- The **Reply/Revise** workflow action sends the request back to the CA for revisions or questions.
- The **Void** workflow action voids and cancels this process instance.

Section 21: Proposal Requests

21.00 The "Potential Change Order (PCO)" process

The "Potential Change Order (PCO)" process is a TUC process type. This process contains four different forms:

- Proposal Request
- Change Order Proposal (COP)
- Construction Change Directive (CCD)

Different parts of the PCO process workflow contain these three different forms. Instances always start as Proposal Requests. Proposal Requests can then become Change Order Proposals, and CCDs may optionally be initiated from the COP part of the workflow by the CA. When COPs are in the "PCO Hold and Bundle" workflow step, they may then be bundled together into change orders in the "7360 Change Order (7360)" process.

21.01 Proposal Requests Initiated From RFI Process

After the Architect/Engineer has initiated a Proposal Request from the RFI process (See Sec. 20.05) or the Agency Change Request process, the A/E user is brought to a draft Proposal Request, which is part of the Potential Change Order (PCO) process. Instructions for how to complete the form are in the process instance.

21.02 Proposal Request First CA Step

Note: While the PCO process is normally initiated by the A/E from either the RFI process or the Agency Change Request process, the DAS Project Manager and CA are both able to do so, as well. See the instructions that apply to the A/E for Proposal Request initiation.

There are two CA steps in the Proposal Request workflow. At this step, the CA reviews the Proposal Request to determine if it is acceptable to proceed to the contractor. Instructions for how to complete the form are in the process instance.

21.03 Proposal Request GC/CMR step

A GC/CMR user may then complete the contractor parts of the Proposal Request form. Instructions for how to complete the form are in the process instance.

21.03 Proposal Request Second CA step

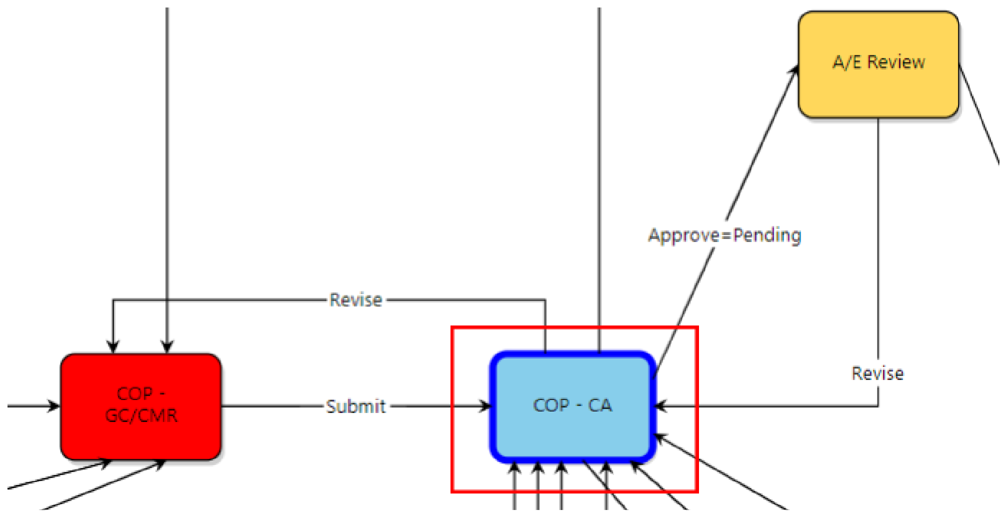
At the second of the two CA Proposal Request steps, the CA user checks all of the information. Instructions for how to complete the form are in the process instance.

After the second CA step, the process generates a Proposal Request PDF and the process, itself, turns into a Change Order Proposal. See Section 23.

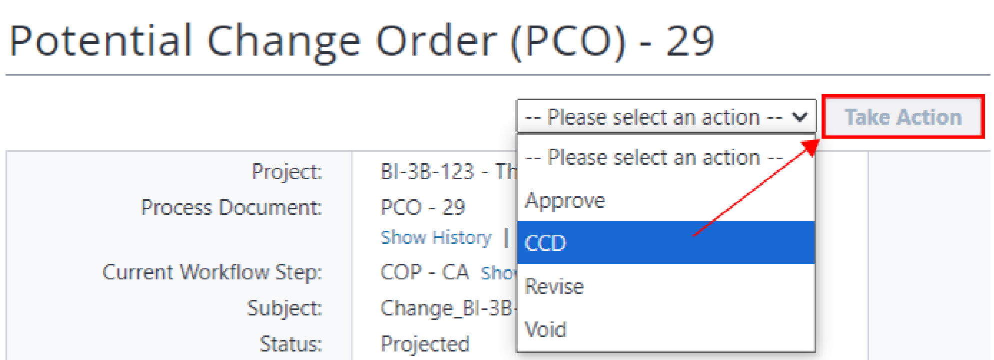
Section 22: Construction Change Directive (CCDs)

22.01 Construction Change Directive Initiation (CAs)

In TUC CCD consideration is a side workflow that is a branch of the Potential Change Order (PCO) process. Consideration of a CCD is initiated by the CA at the CA's COP workflow step (see step 23.03).



The CA begins CCD consideration by selecting the "CCD" workflow action and clicking "Take Action."



This causes a draft CCD to be generated for consideration by subsequent users in the workflow and for the workflow to progress to the DAS Project Manager.

22.02 Project Manager CCD Review (PMs)

After the DAS Project Manager has reviewed the proposed CCD, the PM selects a workflow action and clicks "Take Action". At this step, the Project Manager may change the Description of Work, change Days and the amount the CCD may be up to. Instructions for how to complete the form are in the process instance.

22.03 Agency Review (Agency)

After an Agency user has reviewed a CCD proposal received in the workflow, the user clicks “Take Action” to complete the review.

22.04 CCD Review by ADPMs, DPM and Chief Architect

Depending on the monetary amount or number of days to be changed by the CCD, the CCD may be sent to the ADPM, DPM and Chief Architect or for Approval. Instructions for how to complete the form are in the process instance.

22.05 Contractor (GC/CMR)

After all other review and approval of the CCD, the GC/CMR user clicks “Take Action”.

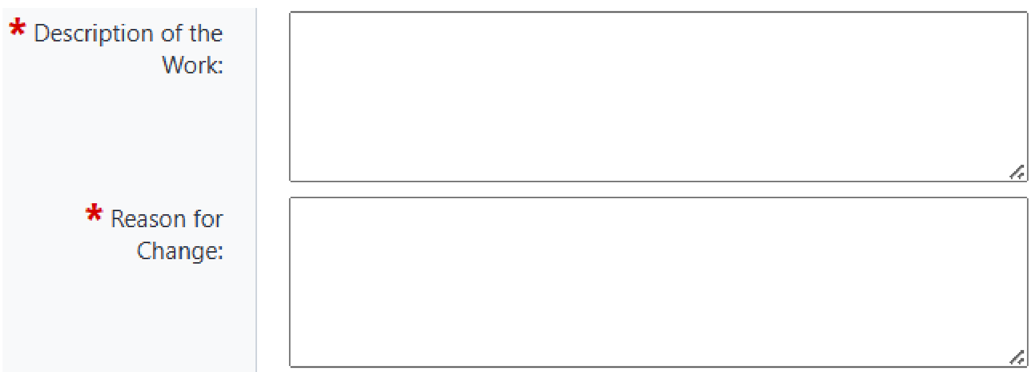
This causes the workflow to return to the GC/CMR COP step in the PCO process (see step 23.02).

Section 23: COPs

23.01 CA COP Entry step

After a PCO process instance has advanced from the Proposal Request part of the process, as described in Section 21, the CA user(s) are the step actor(s), again, in the “CA COP Entry step”. The CA user re-opens the process instance in this step.

This purpose for this step is to allow the CA to edit the "Description of the Work" field and for the CA to enter the "Reason for Change".



Instructions for how to complete the form are in the process instance.

23.02 GC/CMR COP step

At this step, the GC/CMR user(s) upload the 7341 Change Order Proposal Workbook, enter any Commitment Change Items for any costs and populate other relevant information.

This is also the workflow step to which the process returns after the approval (or rejection) of a CCD. See Section 22.

Instructions for how to complete the form are in the process instance.

23.03A CA COP step

At this step, the CA has various Workflow Actions allowing for review and routing of the COP:

- **Approve** is approval of the COP by the CA and sends the item forward to the A/E.
- **CCD** sends the item down the workflow to consider a Construction Change Directive.
- **Revise** sends the COP back to the GC/CMR for changes.
- **To CA Entry** sends the COP back to the "CA COP Entry" workflow step.
- **Fair and eq** sends the workflow to the "Fair and equitable" workflow step.

- **Void** sends the COP to being permanently voided, where consideration of the COP is ended. Note that a Voided COP is permanently closed and the number of its instance is marked as a "Void" in the Change Order list.

Instructions for how to complete the form are in the process instance.

The review and acceptance letter required at this step is for the review and acceptance letter only - not supporting documentation.

23.03B Fair and Equitable step (CA)

This step is similar to the CA COP step (23.03A), but, at this step, the CA is able to make changes to the cost and project schedule change information for this COP.

Instructions for how to complete the form are in the process instance.

The review and acceptance letter required at this step is for the review and acceptance letter only - not supporting documentation.

Workflow Action that occur when an action is selected and "Take Action" is clicked:

Approve is approval of the COP by the CA and sends the item forward to the A/E.

Return sends the COP back to the "COP - CA" step.

Void sends the COP to being permanently voided, where consideration of the COP is ended. Note that a Voided COP is permanently closed and the number of its instance is marked as a "Void" in the Change Order list.

23.03C Void step (PM, CA)

If a Void workflow action is taken at the “COP – CA”, “Fair and equitable”, “Initiate Change Order” or “PM CO” workflow step, the instance will be sent to the Void step, which allows for final and permanent voiding of the COP/Change Order or the return of the instance to the COP workflow. Instructions for how to complete this step are in the process instance.

23.04 A/E COP step

Instructions for how to complete the form are in the process instance.

The review and acceptance letter required at this step is for the review and acceptance letter only - not supporting documentation.

23.05 Change Order Proposal Project Manager Review

For COPs that propose an increased cost of $100,000 or more and/or propose a schedule change of 60 or more days, there are three file fields for PMs to use in attaching the following documents to the COP:

- Project Status Report
- Project Contingency Report
- Funding Source

Additional instructions for how to complete the form are in the process instance.

23.06 Change Order Proposal Agency Review

When agency users are sent a COP for review, they are able to complete their review and send the COP back to the DAS Project Manager.

23.07 COP Review by ADPMs, DPM and Chief Architect

Depending on the monetary amount or number of days to be changed by the COP, the COP may be sent to the ADPM, DPM and Chief Architect for Approval. Instructions for how to complete the form are in the process instance.

Section 24: Change Orders

24.01 Start Step (CA)

This step is for the initiation of a 7360 Change Order instance and linking PCO instances in the "Hold and Bundle" step in the Potential Change Order tab, above. After clicking the "To Entry Step" button on this step, this instance will close and the user is to re-open it to complete further entry/correction of Change Order information.

Instructions for how to complete this step are in the process instance.

24.02 CA Enter Change Order Step (CA)

This is the workflow step that allows the CA user to bundle COPs and otherwise prepare 7360 Change Order and send it into the workflow for final approval. At this step, the CA user is able to enter data in certain fields and correct information that is incorrect.

Instructions for how to complete this step are in the process instance.

24.03 Contractor and consultant review of Change Orders (GC/CMR, CA, A/E)

The GC/CMR, CA and A/E each review the Change Order, and each is able to send it back to the CA for revisions at the CA Enter Change Order workflow step. Instructions for how to complete these steps are in the process instances.

Instructions for how to complete this step are in the process instance.

24.04 Change Order Project Manager Review (PM)

At this workflow step the PM is able to give final approval to the Change Order or send it for revision or further review. The Sign workflow action causes the 7360 Change Order and all of the bundled PCO commitment change instances to be approved.

Instructions for how to complete this step are in the process instance. Included in this are instructions for steps to ensure that each Commitment Change in the project Cost module is linked with the 7360 Change Order under which it was approved.

24.04A Void Confirmation step (PM, CA)

If a Void workflow action is taken in the workflow, the instance will be sent to the Void Confirmation step, which allows for final and permanent voiding of the Change Order.

Instructions for how to complete this step are in the process instance.

24.05 Agency Review

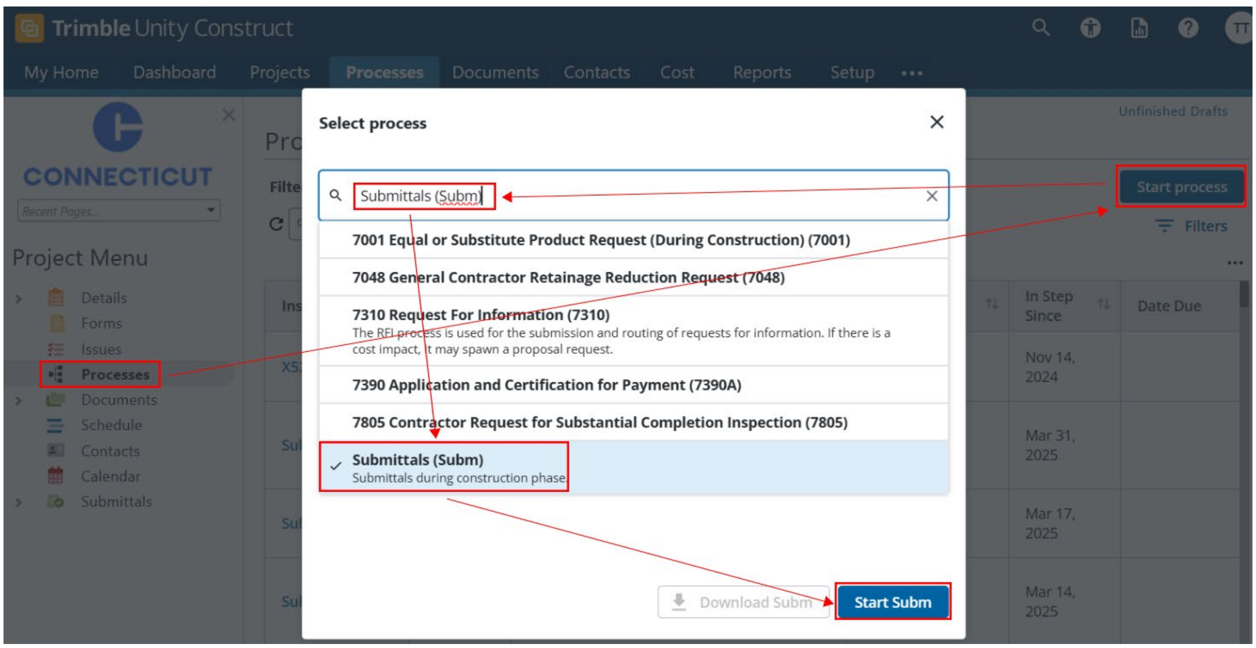
Instructions for how to complete this step are in the process instance.

Section 25: Submittals (Processes Module)

These are instructions for the Submittals process. This is in the Processes module of e-Builder and is available to be used, instead of the "Submittals" module in e-Builder. The Submittals processes type is designed to be simpler to use than the "Submittals" module and to follow a clear workflow.

25.01 Submittal item creation (GC/CMR step)

To begin entering submittal item, click on Processes under the Project Menu, then click on the "Start process" button. In the dialog box that appears, enter "Submittals" and click on the "Submittals (Subm)" option. Then click "Start Subm". The submittal instance pop-up will open.



The pop-up is a draft of the submittal item. Complete the form:

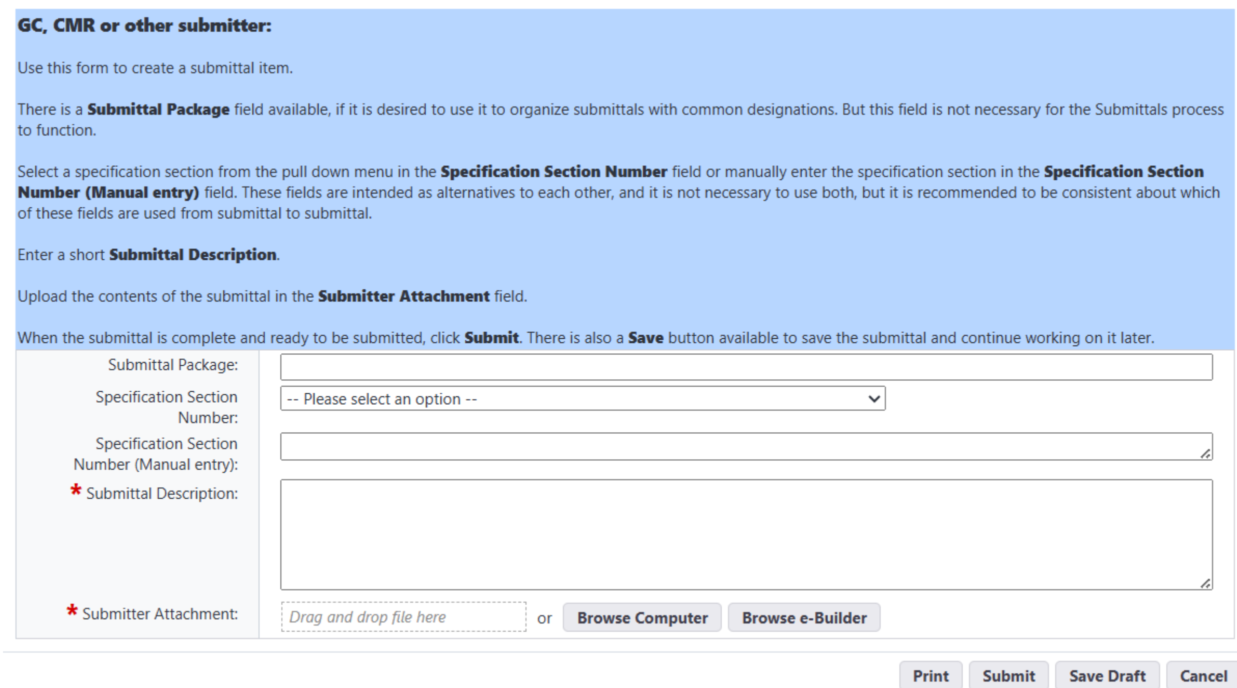
There is a **Submittal Package** field available, if it is desired to use it to organize submittals with common designations. But this field is not necessary for the Submittals process to function.

Select a specification section from the pull down menu in the **Specification Section Number** field or manually enter the specification section in the **Specification Section Number (Manual entry)** field. These fields are intended as alternatives to each other, and it is not necessary to use both, but it is recommended to be consistent about which of these fields are used from submittal to submittal.

Enter a short **Submittal Description**.

Upload the contents of the submittal in the **Submitter Attachment** field.

When the submittal is complete and ready to be submitted, click **Submit**. There is also a **Save** button available to save the submittal and continue working on it later.



Note: It is possible to upload a submittal register. This would create draft submittals in the Processes module for the project, with certain field data pre-populated. However, it would still require one-a-time submittal file uploads. For more information, contact DAS Project Support Services.

25.02 Questions for CG/CMR (GC/CMR step)

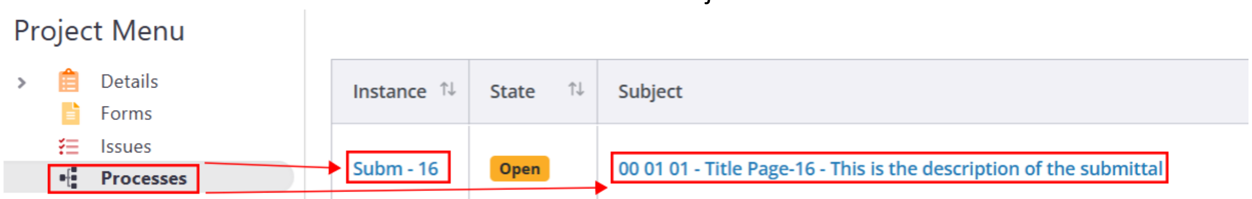
The CA may send the submittal back to the GC/CMR for questions prior to the submittal being sent to the A/E. See the Comments tab of the submittal instance for comments from the CA. Changes may be made at this step.

If the Submitter Attachment needs to be replaced, click the "Remove" link below the file name. This will allow a new file to be uploaded.

When the response to the CA's questions are complete, select Reply or Void from the "Please select an action" pull-down menu, and click "Take Action" to complete your workflow action. **Submit/Reply** submits this submittal to the CA. and **Void** permanently closes and voids the submittal item.
There is also a **Save** button available to save the submittal and continue working on it later.

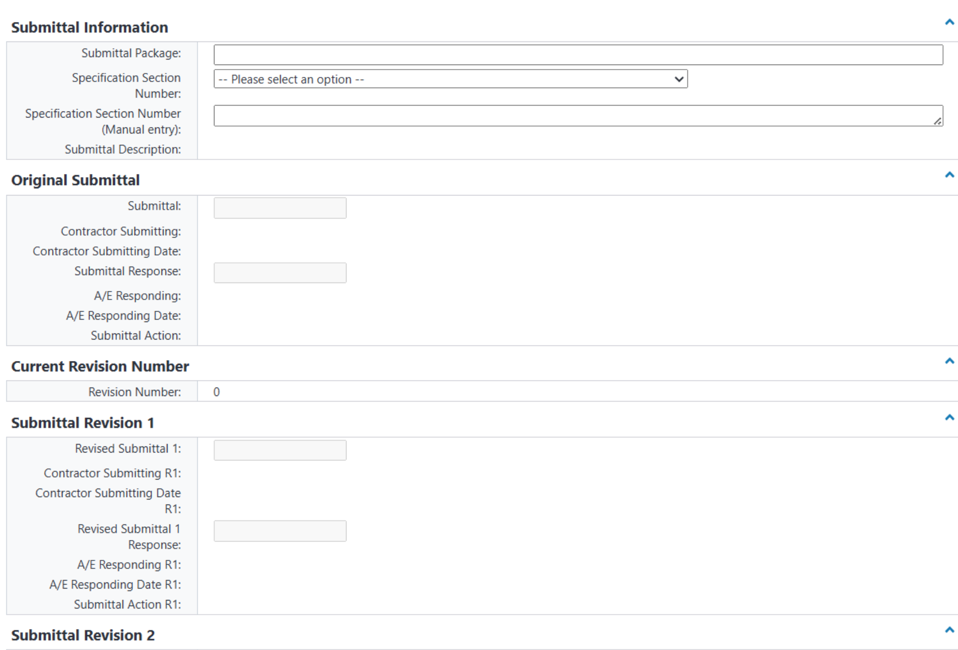
25.03 CA Review Before A/E (CA step)

This is the workflow step preceding the A/E review of this submittal but allows the CA to take a number of different workflow actions (see below).
The CA will receive an email notification when submittals have been submitted. The submittals can be accessed from the link in the email notification, from the e-Builder “My Home” tab or from the project. To access a submittal process instance in the project, click on “Processes” under the “Project Menu”, then click on either the submittal’s Instance number or Subject.



Note that the GC or CMR user has the option to select a specification section from the pull down menu in the **Specification Section Number** field or to manually enter the specification section in the **Specification Section Number (Manual entry)** field. These fields are intended as alternatives to each other, and it is not necessary to use both, but it is recommended to be consistent about which of these fields are used from submittal to submittal.

Also note that the **Submittal Package** field is available, if it is desired to use it to organize submittals with common designations. But this field is not necessary for the Submittals process to function.
Note that the form has an “Original Submittal” section, and then a series of “Submittal Revision” sections. Above the Submittal Revision sections, there is a “Revision Number” field that will automatically increase each time that the CA sends the submittal to the “GC/CMR Resubmitting” step. Workflow actors and action dates will be automatically recorded in the correct Original or Revision section, but the contractor and A/E must upload their submittal/resubmittal or response file into the correct section.
Workflow actions available to the CA user at this step are:



Send to A/E. This action allows the CA to send the submittal to the A/E for review or to require changes to a Revise and Resubmit item. The CA user will be prompted to write comment for the A/E.

Questions for Submitter. This option allows the CA user to send a submittal that has not yet gone to the A/E back to the GC/CMR for questions or changes. This option is not to be used for Revise and Resubmit items.

For Record Only. This option completes consideration of the submittal and bypasses the A/E in the case of for record only submittals.

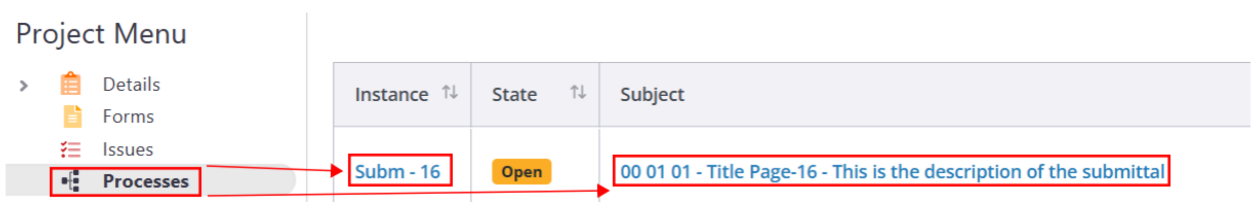
To A/E cc Cx. This option has the same effect as the "Send to A/E" workflow action, except that it sends a cc notification to users who are in the Commissioning Agency role on the project. Like the "Send to A/E" workflow action, this action allows the CA to send the submittal to the A/E for review or to require changes to a Revise and Resubmit item. The CA user will be prompted to write comment for the A/E.

Rev&Resub to CG/CMR. This is the option to be used for the CA to send a Revise and Resubmit item to the GC/CMR, either for a resubmittal or to correct a resubmittal. The CA will receive the submittal again at this workflow step if the A/E has taken a “Revise and Resubmit” workflow action.

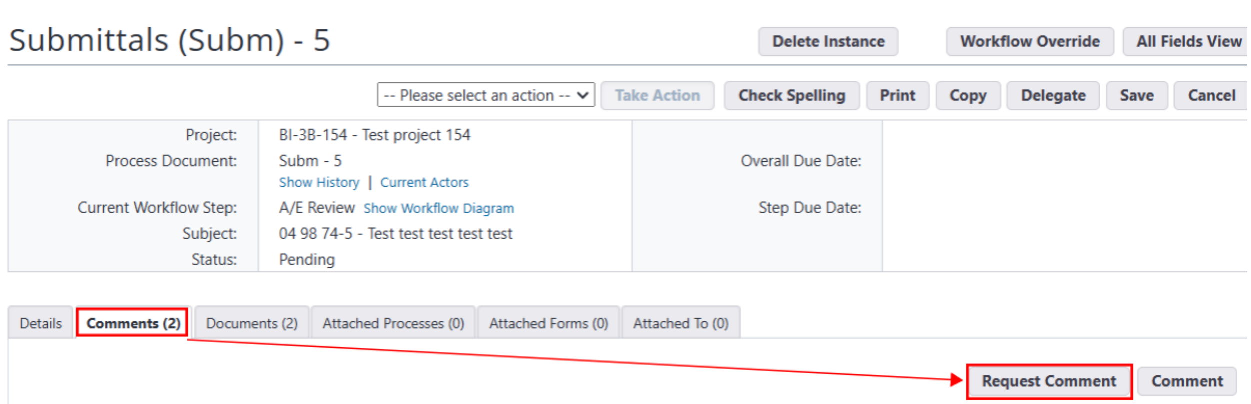
25.04 A/E Review (A/E step)

This workflow step is for A/E review of a submittal item. Fields are available for A/E Comments and A/E Attachment with the A/E’s reviewed version of the submittal.

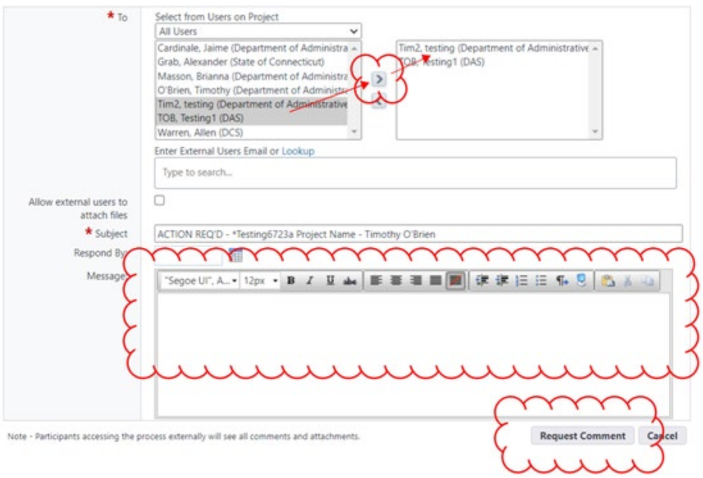
To access a submittal process instance in the project, click on “Processes” under the “Project Menu”, then click on either the submittal’s Instance number or Subject.



To request comment from subconsultants using the e-Builder process, go to the “Comments” tab and click the “Request Comment” button.



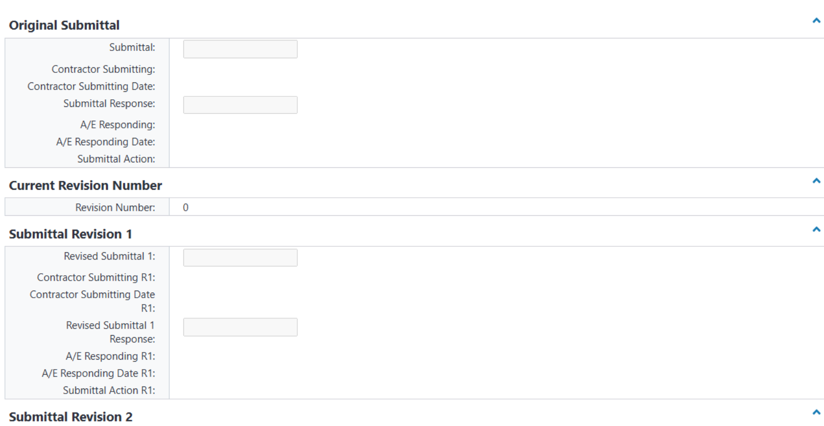
After clicking the “Request Comment” button, a pop-up will appear that allows the A/E to select their subconsultant usernames in the “To” field and pressing the arrow button to move them to the right panel. The “Message” field allows the A/E user to provide instructions to the subconsultants. Then the “Request Comment” button sends a comment request notification to the subconsultant(s) prompting them to respond.



Workflow actions correspond to the substance of the A/E’s review and will be reflected in the Submittal Action field after you take a workflow action.

If there is a need to replace a previously uploaded file, click the "Remove" link below the file name. This will allow a new file to be uploaded.

Note that the form has an “Original Submittal” section, and then a series of “Submittal Revision” sections. Above the Submittal Revision sections, there is a “Revision Number” field that will automatically increase each time that the CA sends the submittal to the “GC/CMR Resubmitting” step. Workflow actors and action dates will be automatically recorded in the correct Original or Revision section, but the contractor and A/E must upload their submittal/resubmittal or response file into the correct section.



Workflow actions correspond to the substance of your review and will be reflected in the Submittal Action field after you take a workflow action.

A/E Approve means Approved.

Revise & Resubm means Revise and Resubmit.

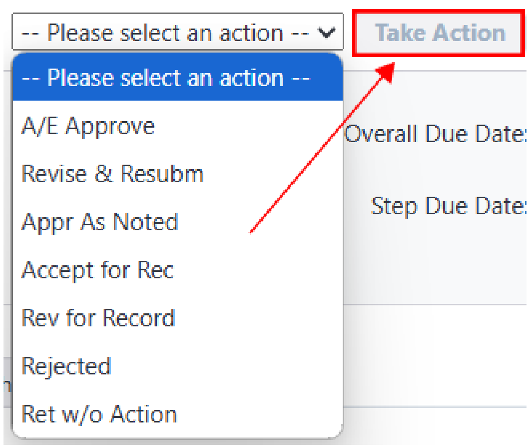
Appr As Noted means Approved as Noted.

Accept for Rec means Accepted for Record.

Rev for Record means Revise for Record.

Rejected means Rejected.

Ret w/o Action means Return Without Action.

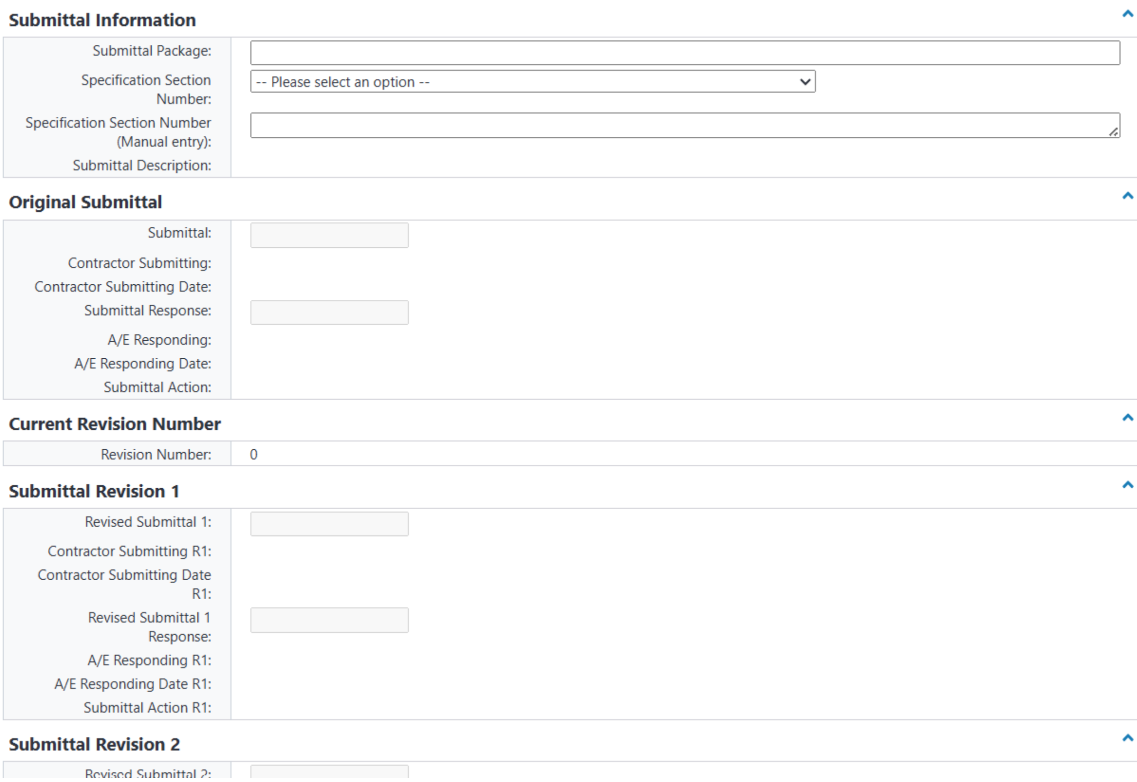


25.05 GC/CMR Resubmitting (GC/CMR step)

Use this form to resubmit a submittal item.

Upload the resubmittal into the correct **Submittal Revision** field.

Note that the form has an “Original Submittal” section, and then a series of “Submittal Revision” sections. Above the Submittal Revision sections, there is a “Revision Number” field that will automatically increase each time that the CA sends the submittal to the “GC/CMR Resubmitting” step. Workflow actors and action dates will be automatically recorded in the correct Original or Revision section, but the contractor and A/E must upload their submittal/resubmittal or response file into the correct section.



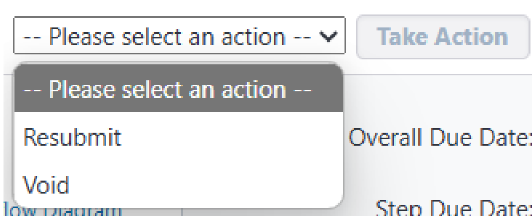
Reminder:

There is a **Submittal Package** field available, if it is desired to use it to organize submittals with common designations. But this field is not necessary for the Submittals process to function.

Select a specification section from the pull down menu in the **Specification Section Number** field or manually enter the specification section in the **Specification Section Number (Manual entry)** field. These fields are intended as alternatives to each other, and it is not necessary to use both, but it is recommended to be consistent about which of these fields are used from submittal to submittal.

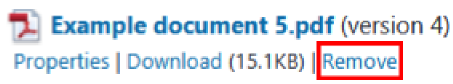
Enter a short **Submittal Description**.

When the resubmitted submittal is complete and ready to be submitted, select **Resubmit** from the "Please select an action" pulldown menu at the top or bottom and click "Take Action". This will send the submittal item back to the CA and A/E. The **Void** workflow action is to withdraw, permanently close and void the submittal item.



There is also a **Save** button available to save the submittal and continue working on it later.

If there is a need to replace a previously uploaded file, click the "Remove" link below the file name. This will allow a new file to be uploaded.



25.06 CA Review After A/E (CA step)

This is the workflow step after the A/E review of this submittal. Workflow options at this step are:

Complete completes the formal submittal review workflow and sends the submittal to the CA Complete hold step, where it will remain until the CA determines that no changes to the submittal are forthcoming. The contractor and DAS Project Manager(s) will be notified.

A/E for Correction sends the submittal item back to the A/E. The workflow will prompt for a comment.

GC/CMR for Correction sends the submittal item back to the contractor. The workflow will prompt for a comment.

25.07 Complete - hold step for CA close (CA step)

If a submittal has reached this workflow step, the review on it has been completed. The purpose of this step is to allow the CA to hold the submittal, after the final action on it, in case changes need to be made to its final actions or record.

At this step, the CA is able to return the submittal into the normal workflow for further action or complete the workflow to permanently close the submittal.

The workflow actions are:

Close. This closes out the submittal permanently.

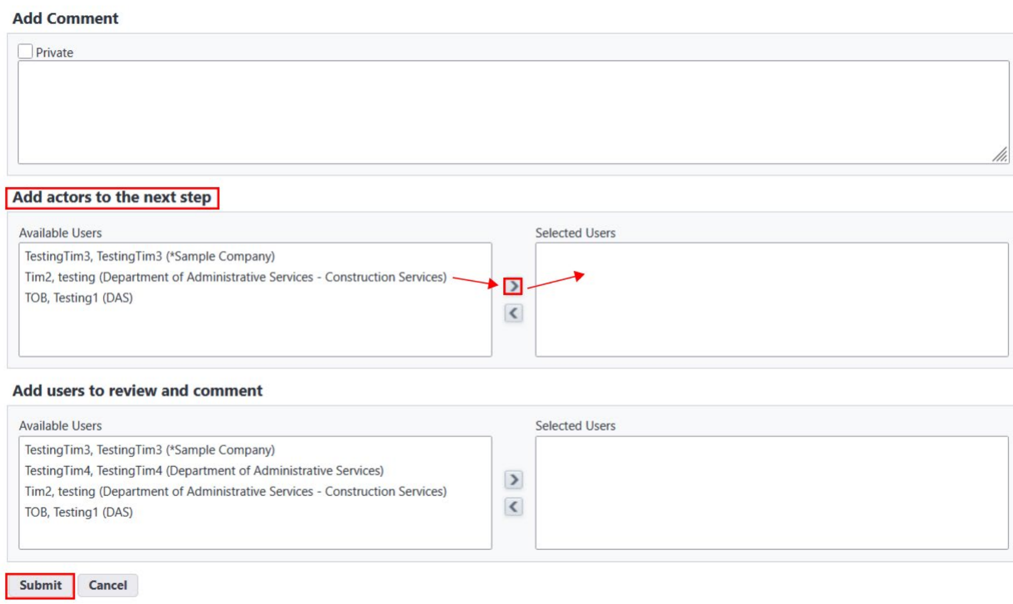
Correction. This returns the submittal back to CA workflow step after the A/E step. The process instance will close. The CA may then reopen the instance to make changes and/or send the instance back to the A/E or contractor, as needed.

Section 26: 7004 Non-Conformance Notice

26.01 Non Conformance Notice Initiation Step (PM, CA or A/E)

This step is to begin the process of assembling a Non Conformance Notice. The fields below can be entered or uploaded into at this step, or can be left blank, for the next step, called the "10 Instructions" step.

After clicking the "Initiate" button at this step, a screen will appear asking the user to "Add actors to the next step." The DAS Project Manager(s) and A/E user(s) will be in the "10 Instructions" step automatically, but the "Add actors to the next step" allows other users to be included. Selecting users in the left box and using the right arrow to move them to the right box will add them as users in the next step. All users included in the "10 Instructions" step will be able to edit any of fields, below, and will be able submit the Non Conformance Notice to the contractor. There is also a section for informing users who may comment on, but not take action on, the next step.

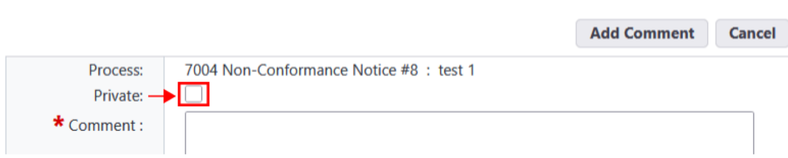


26.02 Non Conformance Notice Instructions Step (PM, A/E and others invited)

The purpose of this step is to assemble a Non Conformance Notice, using the fields, below.

Note: Clicking "Take Action" button will submit the Non Conformance Notice to the contractor, with the person doing so named as the submitter of the Non Conformance Notice. If you intend to enter or change the information entered or uploaded, below, but do not intend to submit to the contractor, click the "Save" button, not the "Take Action" button.

Also note, when entering a comment in the Comments tab, above, that checking the box next to "Private" will make the comment not visible to the contractor.

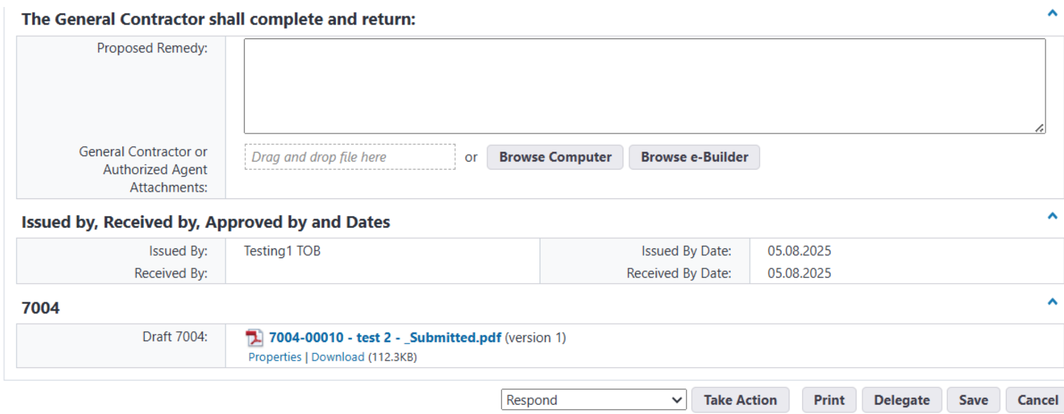


26.03 Contractor Response Step (contractor)

At this step, in addition to the fields showing details of the Non Conformance Notice, a PDF of the 7004 form, as it currently stands, is available at the bottom of the Details tab form.

There is a “Proposed Remedy” field and a “General Contractor or Authorized Agent Attachments” file field for the contractor’s response.

Clicking the “Take Action” button sends the Non Conformance Notice item, with the contractor’s response, forward in the workflow for review.

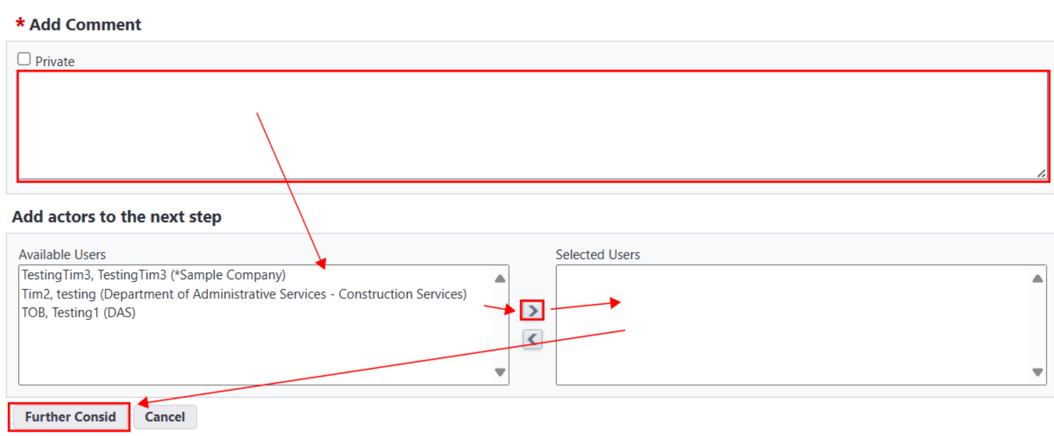


26.04 CA Review Step (CA)

This step in the workflow allows the CA to take one of these workflow actions:

- **Further Consid** ("Further Consideration") sends the item to the DAS Project Manager(s), A/E(s) and others selected by the CA for review of the Non-Conformance Notice after the response by the contractor.
- **Proceed to PM** will send the workflow item to the DAS Project Manager and send a copy of Non-Conformance Notice to the contractor, DAS Project Manager(s), A/E(s) and CA(s).
- **To GC/CMR** sends the item back to the contractor, after prompting the CA for comments.

If the "Further Consideration" workflow action is selected, the CA will be prompted to enter a comment and select users to be included in the next workflow step. Note that, if the "Private" box is checked, the comment will not be visible to the contractor.



26.05 Review of Remedy Step (PM, A/E and others invited)

The purpose of this step is for consideration of the contractor's response to a Non-Conformance Notice.

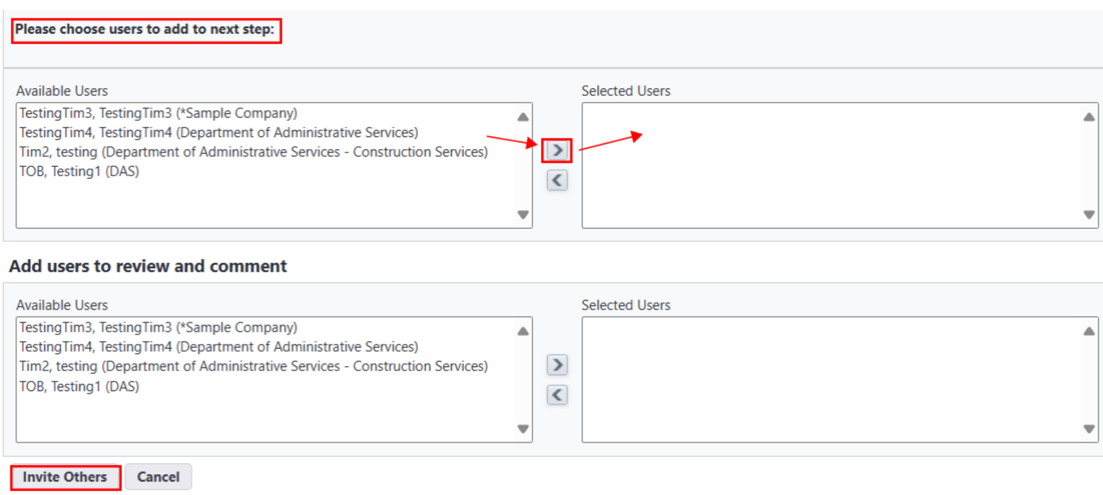
Note: Selecting the "Not Acceptable" workflow action will send the Non-Conformance Notice back to the contractor. If you intend to enter or change the information entered or uploaded, below, but do not intend to submit to the contractor, click the "Save" button, not the "Take Action" button.

Also note, when entering a comment in the Comments tab, above, that checking the box next to "Private" will make the comment not visible to the contractor.

Workflow actions available are:

- **Acceptance** sends the item back to the CA at the step that allows the CA as acceptable.
- **Not Acceptable** sends the item back to the contractor as not acceptable.
- **Invite Others** allows any user in step to add other users to this instance, will also be able to edit fields and take action on it.

After selecting the "Invite Others" workflow action and clicking the "Take Action" button at this step, a screen will appear asking the user to "Please choose users to add to the next step." Selecting users in the left box and using the right arrow to move them to the right box will add them as users in current step. The process instance will close and, when re-opened, the users added will be included. All users included in this step will be able to take any of the workflow actions available at this step. There is also a section for informing users who may comment on, but not take action on, the next step.



26.06 PM Log and Complete Step (PM)

This step allows logging of the “Date this Notice returned to Construction Administrator” and “Date Non-Conformance Remedied” fields.

Workflow actions available at this step are:

- Log and Close to complete and close the Non-Conformance Notice instance.
- Further Consid ("Further Consideration") to send the item back to the CA for further consideration.

Section 27: 7805 Contractor Request for Substantial Completion Inspection

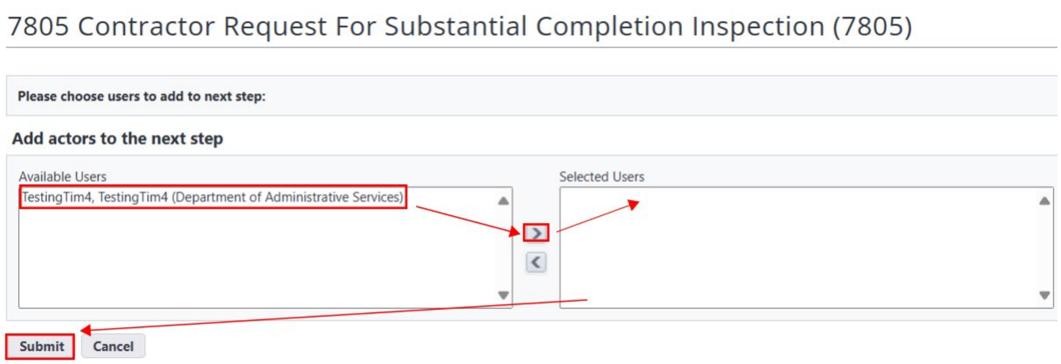
27.01 Initiation step (contractor)

This step is to enter information to request a Substantial Completion Inspection

If this is the initial submission of this 7805 Contractor Request for Substantial Completion Inspection, the option to **Submit** will appear at the top and bottom of this form.

If the request has been sent back for revision or because it was rejected, the workflow actions to **Resubmit** or **Void** will be available. (Click the "Take Action" button cause the chosen action to occur.)

If either the Submit button is clicked or a Resubmit workflow action is taken, the GC user will then be brought to a screen to select the contractor principal or senior executive, who will then receive this request in the workflow.

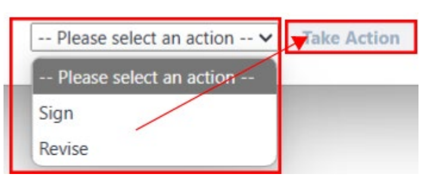


27.02 General Contractor principal or senior Executive Signature Step (contractor principal or senior executive)

This step is for the General Contractor principal or senior executive to sign the request. In addition to the other fields to review, there is the "Title of Contractor Signatory" field to enter. A workflow action is then to be selected.

- **Sign** is the signing of the 7805, as noted, above.
- **Revise** sends the draft 7805 to the contractor user who initiated the draft 7805.

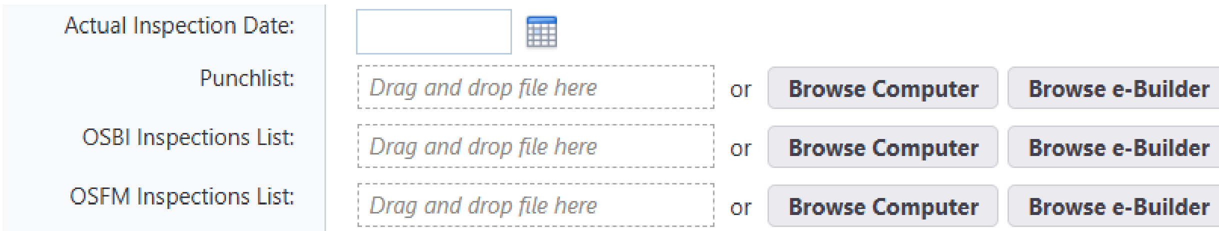
The selected action is taken when the "**Take Action**" button is clicked.



27.03 CA Review Step (CA)

In addition to the CA user(s), the DAS PM user(s) and the A/E user(s) are notified that this 7805 Contractor Request for Substantial Completion Inspection has been submitted by the contractor. All these users are able to comment on this request in the Comments tab.

The CA user is also able to enter and upload the following information related to this request:



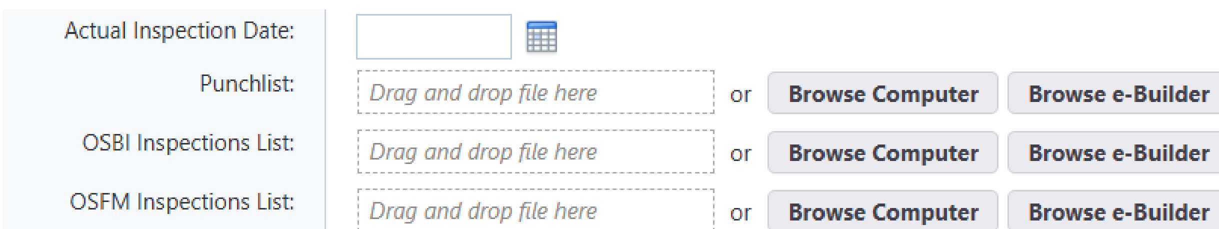
Workflow actions available at this step are:

- **Reviewed**, which sends the request forward in the workflow.

Reject, which sends the request back to the contractor user who initiated this request

27.04 A/E Review Step (A/E)

At this step, the A/E user is also able to enter and upload the following information related to this request:

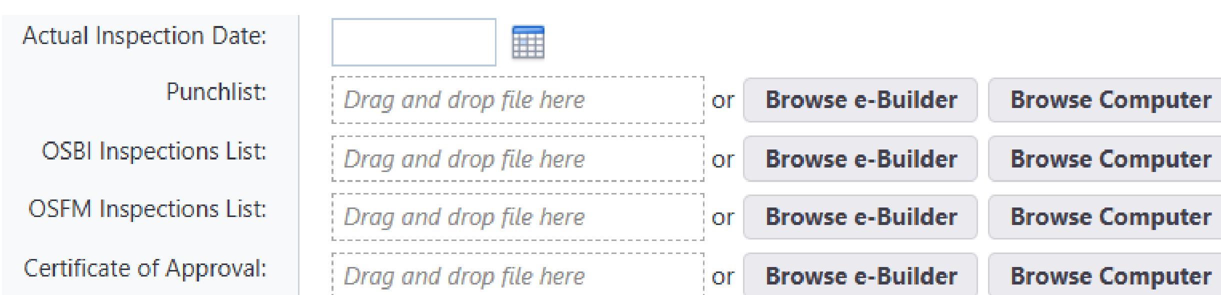


Workflow actions available at this step are:

- **Reviewed**, which sends the request forward in the workflow.
- **Reject**, which sends the request back to the contractor user who initiated this request.

27.05 PM Review Step (PM)

At this step, the PM user is also able to enter and upload the following information related to this request:



Workflow actions available at this step are:

- **Complete**, which sends the request forward in the workflow to the ADPM for review.
- **Reject**, which sends the request back to the contractor user who initiated this request.

27.06 ADPM Review Step (ADPM)

Workflow actions available at this step are:

- **Review**, which sends the request forward in the workflow Chief Architect Inspection.
- **Reject**, which sends the request back to the contractor user who initiated this request.

27.07 Chief Architect Inspection Step (PM)

This is a hold step for the inspection by the DAS Chief Architect.

After the inspection occurs, the DAS PM has the following workflow actions:

- **Initiate 7810** initiates an instance of the 7810 Certificate of Substantial Completion for review and final approval of a 7810 Certificate of Substantial Completion. This 7805 process instance will close, if this action is chosen.
- **Reject** sends the workflow back to the GC. The GC will then be given the option to resubmit or void the 7805 process instance.

The DAS PM is not in the workflow of the 7810 process. When all approvals are completed in that workflow, copies of the 7810 Certificate of Substantial Completion will be emailed, automatically, to:

- Contractor
- CA
- A/E
- Agency
- Chief Architect
- DPM
- ADPM
- PM
- Support Services

27.08 7810 process CA step (CA)

In the 7810 process, after a 7810 process instance is spawned from the 7805 process, the CA will have a workflow step allowing for the confirmation or updating of the Substantial Completion Date.

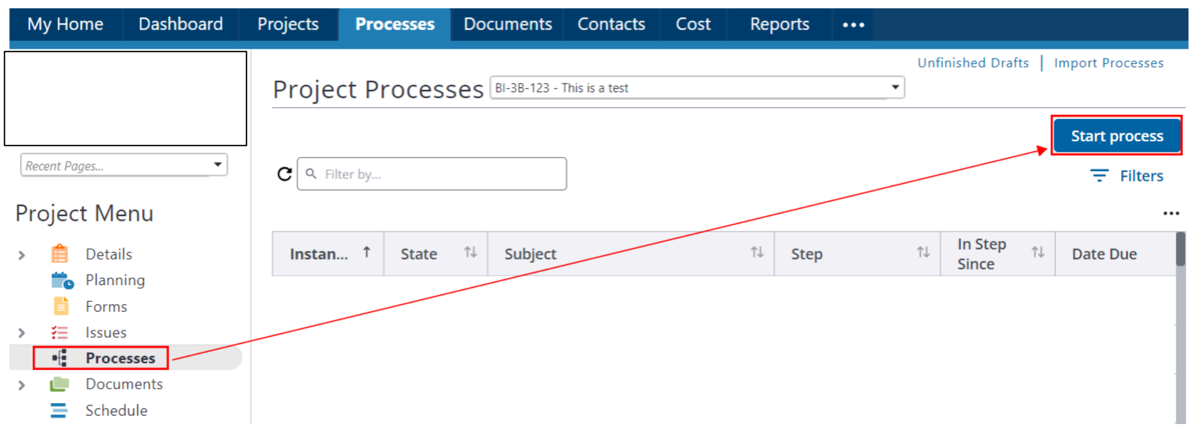
Section 28: 7995 Archival Data for Project Documentation

28.01 Navigating to the Project Processes Module

Log in to TUC: https://gov.e-builder.net. On your homepage, click on "Projects":

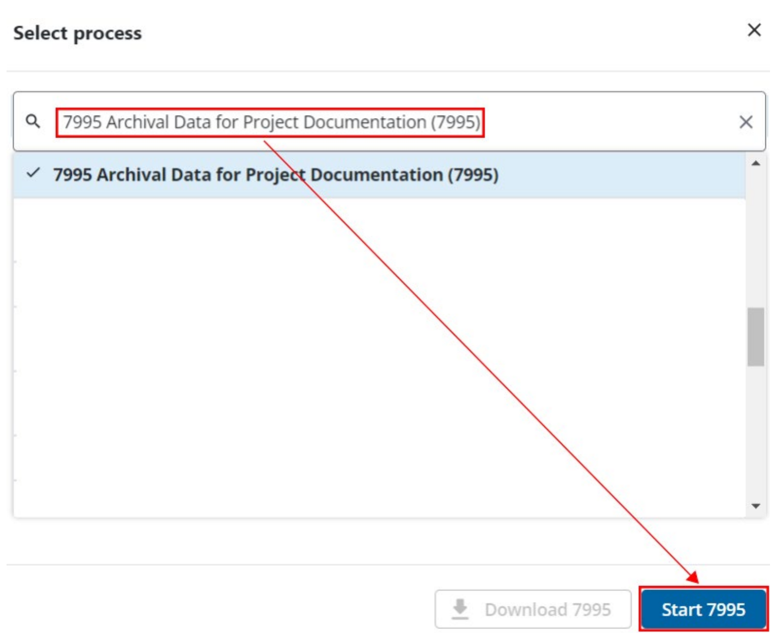
In the list that appears, click on the name of the project you would like to access:

The Project Menu will appear in the left panel. Click "Processes." Then, click "Start process."



28.02 Start 7995 Archival Data for Project Documentation instance (PMs)

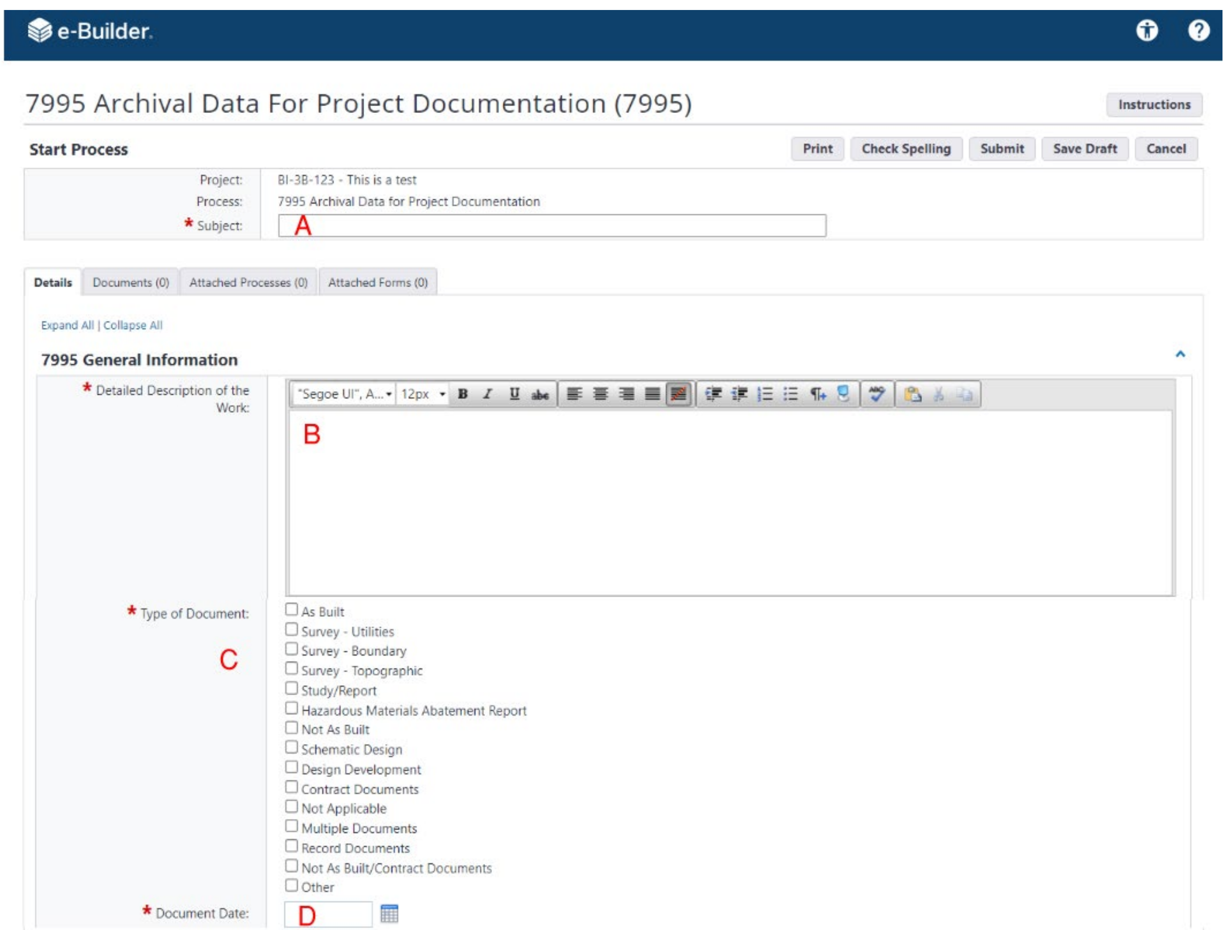
In the "Select process" pop up window, the project manager is to search for and select "7995 Archival Data for Project Documentation (7995)". Then click "Start 7995."

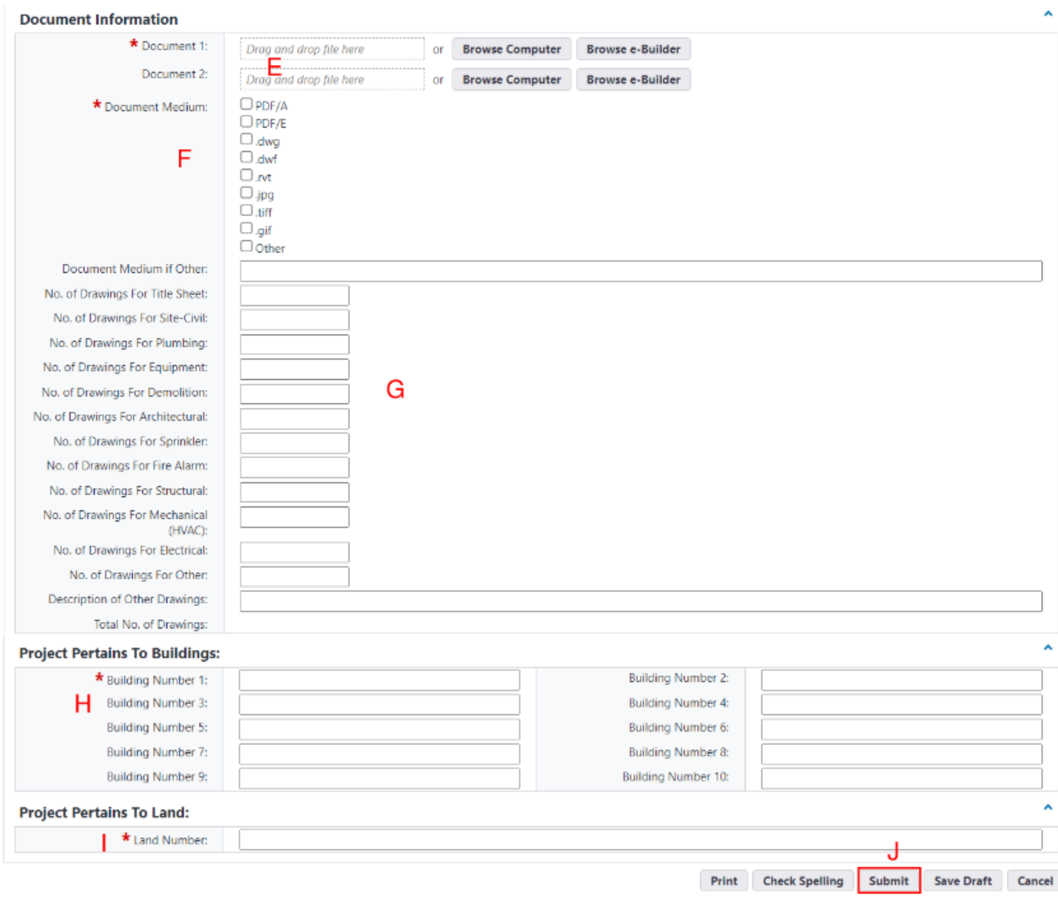


28.03 Complete 7995 Archival Data for Project Documentation form (PMs)

The project manager then completes the 7995 form:

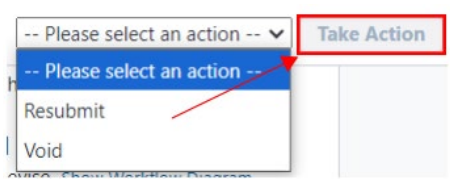
A. Note the project number and name in the Subject field.
B. Write a Detailed Description of the work done in the project.
C. Check the box next to the document type(s) submitted.
D. Enter the Document Date.
E. Upload the document(s). Note that there are two fields available to allow more than one document in the submission.
F. Check the box for each file format included in the submission.
G. Enter the number of drawings of different types.
H. Enter the building number(s) of the buildings included in the project. If there is only one, enter its building number as “Building Number 1”. Other fields are available if there is more than on building number.
I. Enter the land number of the project site.
J. When done, click “Submit”. There is also a “Save Draft” button, allowing the project manager to save a draft of the form and return later.





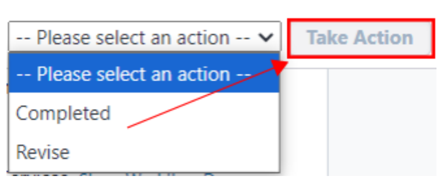
28.04 Resubmitting (PMs)

Technical Services may send the 7995 back to the PM for changes. If so, the project manager is able to make any needed changes and then select a workflow action and click the “Take Action” button. The “Resubmit” workflow action sends the instance back to Technical Services. There is also a “Void” option, allowing the project manager to void and close the 7995 instance with no action taken.



28.05 Review and Upload to FileNet (Tech Services)

Technical Services receives the 7995 submission from the PM for possible upload to FileNet. When ready, the Technical Services user selects a workflow action and clicks “Take Action”. The “Completed” workflow action closes out the 7995 instance. The “Revise” action allows the Technical Services user to send the item back to the project manager for changes.

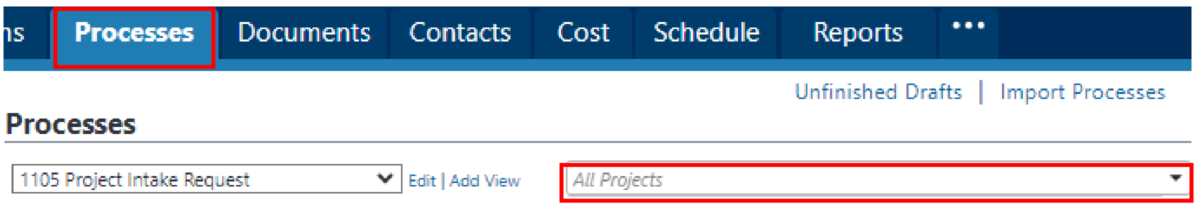


Section 29: 7989 AA Project Closeout

Please note that the submission of Form 7995 - Archival Data for Project Documents is required as part of the AA Project Closeout Process. This form should be filled out in TUC, prior to initiating the 7989 AA Project Closeout Process, using the [7995 - Archival Data for Project Documents Process](#).

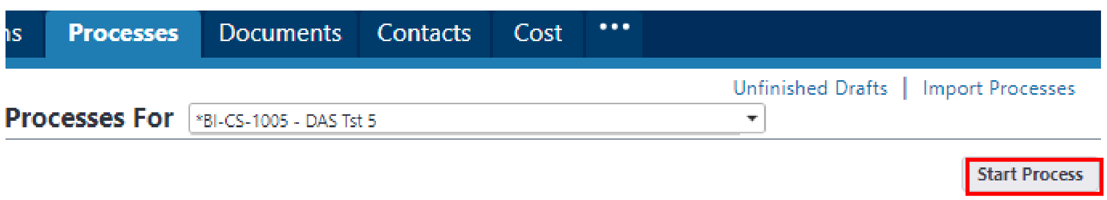
29.01 Accessing the Process

Log in to [TUC](#). On your homepage, go to the "Processes" tab and select the AA Project you want to closeout from the "All Projects" dropdown list.

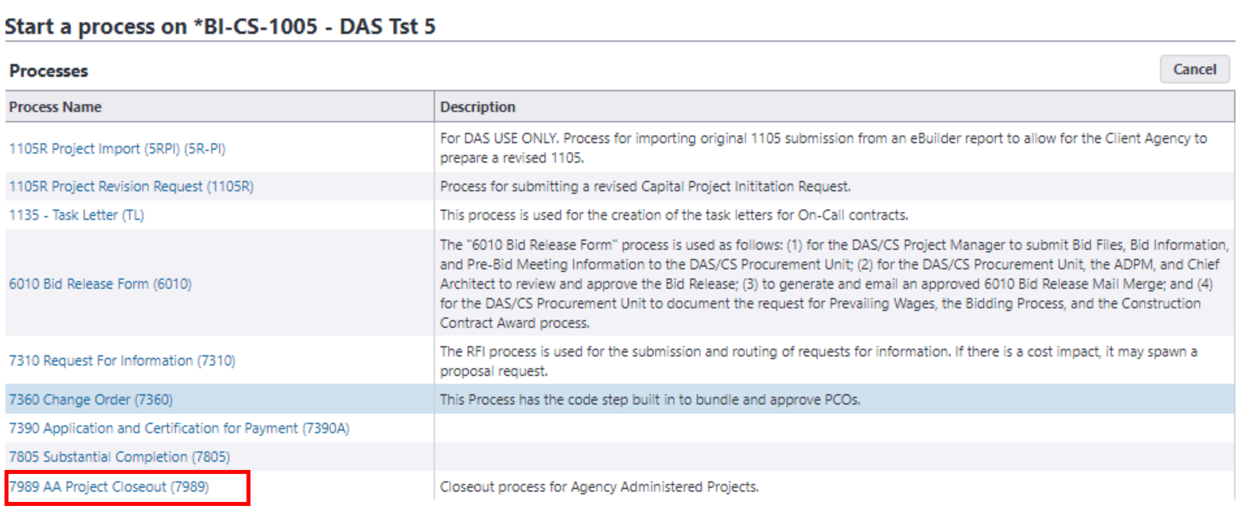


29.02 Form 7989 – AA Project Closeout (Process Initiator)

Click the **"Start Process"** button.



Click on the link entitled **"7989 AA Project Closeout (7989)"**.

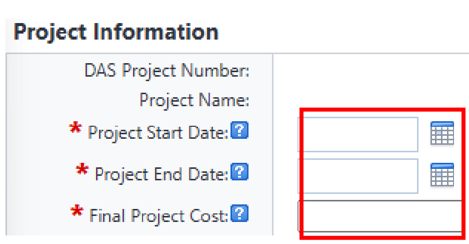

Start a process on *BI-CS-1005 - DAS Tst 5

Processes

Cancel

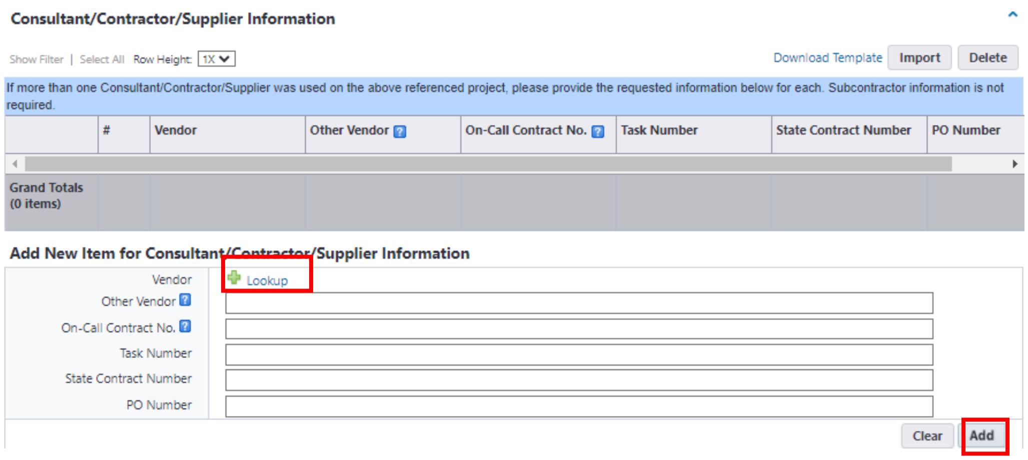
Process Name	Description
1105R Project Import (5RPI) (5R-PI)	For DAS USE ONLY. Process for importing original 1105 submission from an eBuilder report to allow for the Client Agency to prepare a revised 1105.
1105R Project Revision Request (1105R)	Process for submitting a revised Capital Project Intitation Request.
1135 - Task Letter (TL)	This process is used for the creation of the task letters for On-Call contracts.
6010 Bid Release Form (6010)	The "6010 Bid Release Form" process is used as follows: (1) for the DAS/CS Project Manager to submit Bid Files, Bid Information, and Pre-Bid Meeting Information to the DAS/CS Procurement Unit; (2) for the DAS/CS Procurement Unit, the ADPM, and Chief Architect to review and approve the Bid Release; (3) to generate and email an approved 6010 Bid Release Mail Merge; and (4) for the DAS/CS Procurement Unit to document the request for Prevailing Wages, the Bidding Process, and the Construction Contract Award process.
7310 Request For Information (7310)	The RFI process is used for the submission and routing of requests for information. If there is a cost impact, it may spawn a proposal request.
7360 Change Order (7360)	This Process has the code step built in to bundle and approve PCOs.
7390 Application and Certification for Payment (7390A)	
7805 Substantial Completion (7805)	
7989 AA Project Closeout (7989)	Closeout process for Agency Administered Projects.

Read the "General Instructions" and fill in the applicable fields under "Project Information".



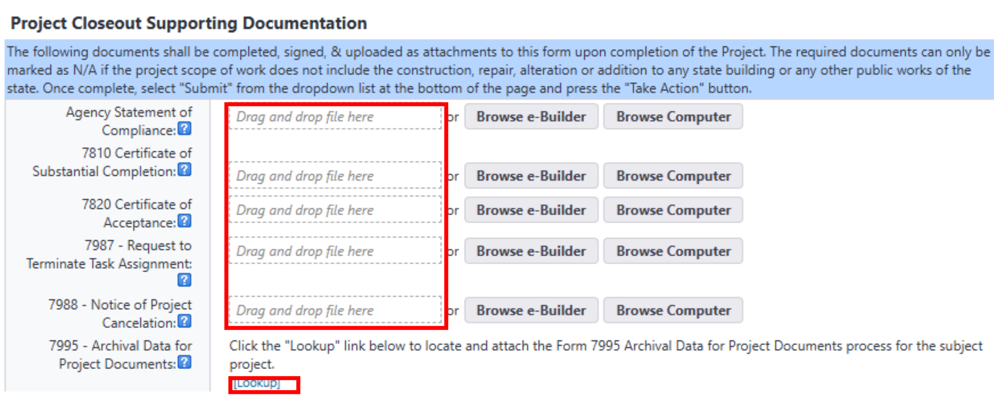
Complete the section entitled **"Consultant/Contractor/Supplier Information"**. To find and add a vendor, click on the **"Lookup"** link in the Vendor field. The first vendor input should be the project On-Call Consultant. Then, input the **"On-Call Contract No."** and **"Task Number"** and click the **"Add"** button.

Next, click on the "Lookup" link to find and add any other Contractors that provided services on the subject project and input the Contract Number and PO Number for the subject Contractor. If the Contractor is not listed in "Lookup", provide the name of the Contractor in the **"Other Vendor"** field. If the Contractor utilized was not acquired from a DAS Pre-Qualified Contract, input **"N/A"** under the **"State Contract Number"** field. Click the **"Add"** button upon completion. Repeat this process for each Contractor having performed Work on the project.



Next, complete the "Project Closeout Supporting Documentation" section. Drag and drop executed copies of the subject project closeout forms into their respective fields.

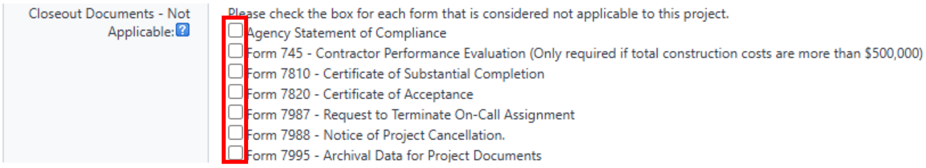
If applicable, Form 7995 - Archival Data for Project Documents should have been filled out in TUC using the 7995 - Archival Data for Project Documents Process prior to initiating the AA Project Closeout Process. To attach Form 7995 to the subject process instance, click the **"Lookup"** link in the **"7995 - Archival Data for Project Documents"** field.



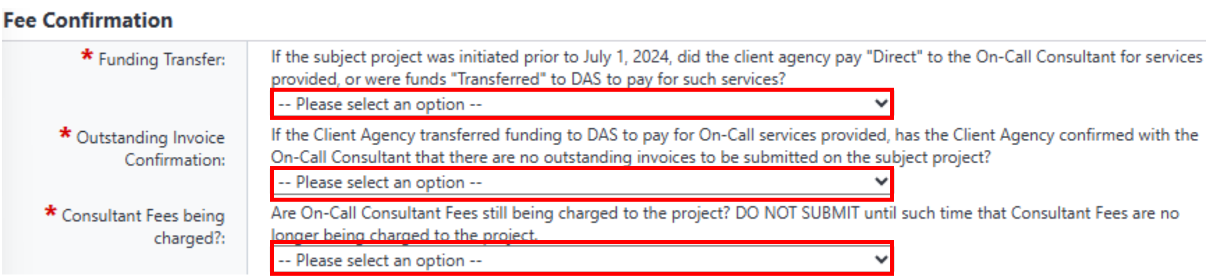
Note 1: If the subject Project does not proceed beyond a study, only Form 7995 – Archival Data for Project Documents is required.

Note 2: If the subject Project is cancelled, complete Form 7988 – Notice of Project Cancelation, and if applicable, Form 7987 – Request to Terminate Task Assignment.

If the form submission is not applicable (the project scope of work does not include the construction, repair, alteration or addition to any state building or any other public works of the state), then check the appropriate **“Closeout Documents – Not Applicable”** field.



Next, complete the “Fee Confirmation” section. Note that if the subject project was initiated prior to July 1, 2024, and the client agency transferred funding to DAS to support the project, the client agency will need to confirm with the project vendors that there are no outstanding invoices to be submitted on the subject project and confirm with DAS/RECS that Vendor fees are no longer being charged to the project. This information is required so that all POs can be closed, and the project financials can be reconciled.

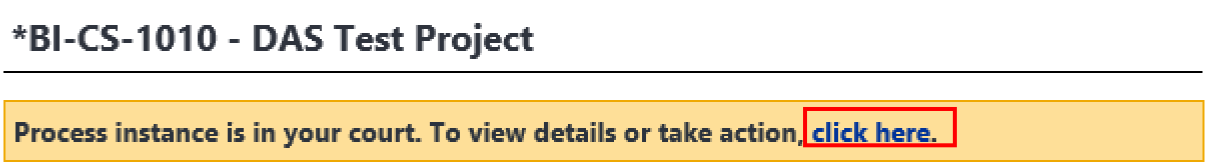


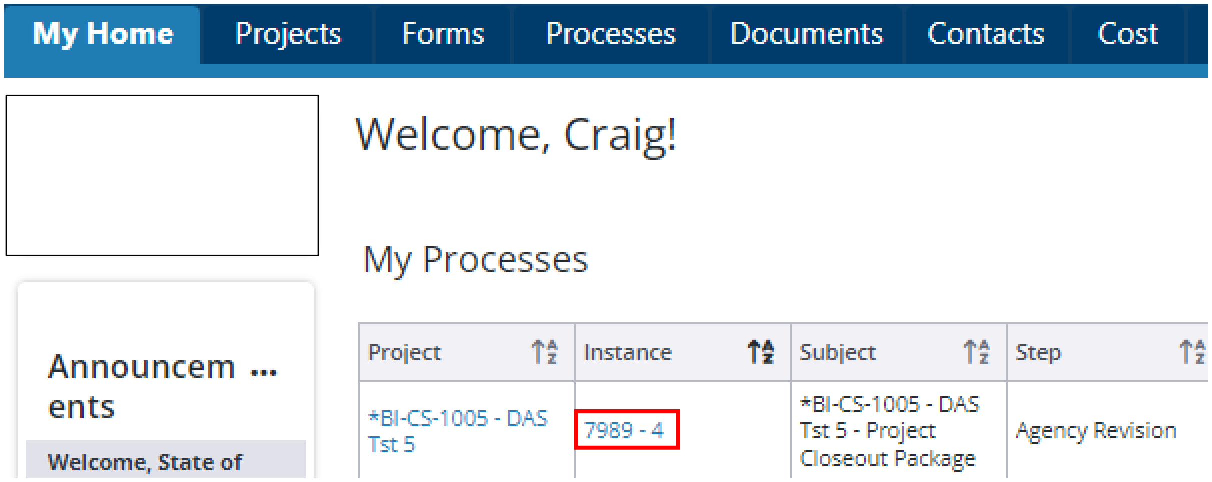
Upon completion, scroll down to the bottom of the page and click the “Take Action” button. If the project closeout submission is considered incomplete, the submission will be returned to the Process Initiator, under this process instance, to provide additional information. Instructions for the additional information required will be noted under the **“Comments”** tab. If the project closeout submission is complete, no further action is necessary.

29.03 Closeout Package Review (CSS)

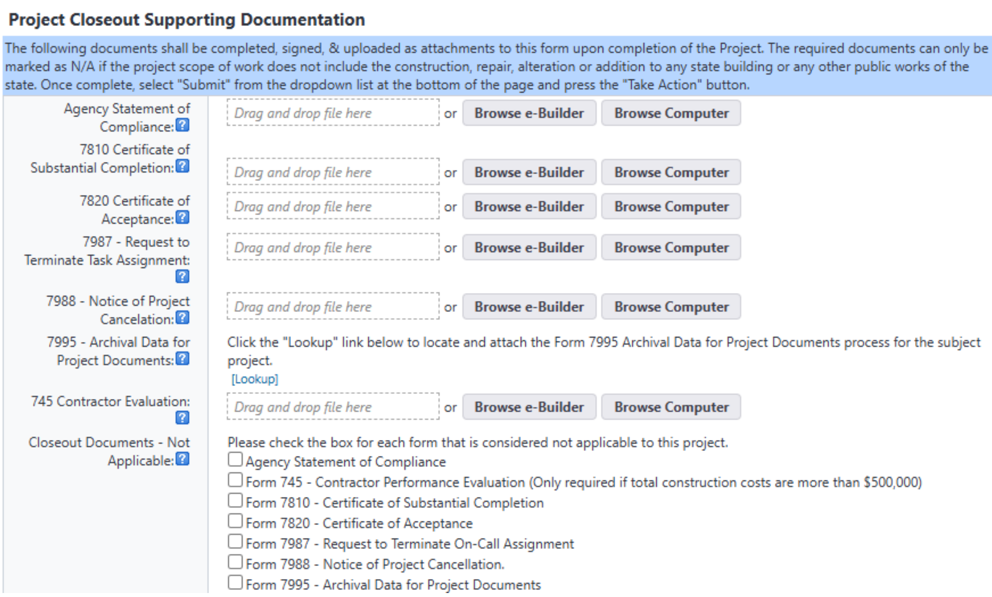
CSS will receive an email from TUC as notification that a Project Closeout Package has been submitted for review.

To access the process instance, either click on the link provided in the email, or log into TUC and select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package”.

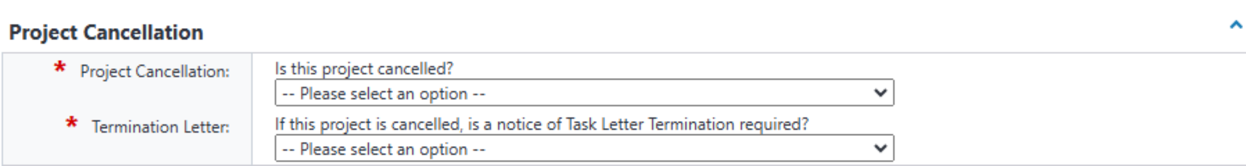




After opening the process instance, review the Form 7989 submission for completeness. Thoroughly review the "Project Closeout Supporting Documentation" section to ensure all applicable documents have been attached and signed by the respective authorized signatories, and all documents that are not applicable have been checked off accordingly.



Then, scroll down and complete the Project Cancellation Section.



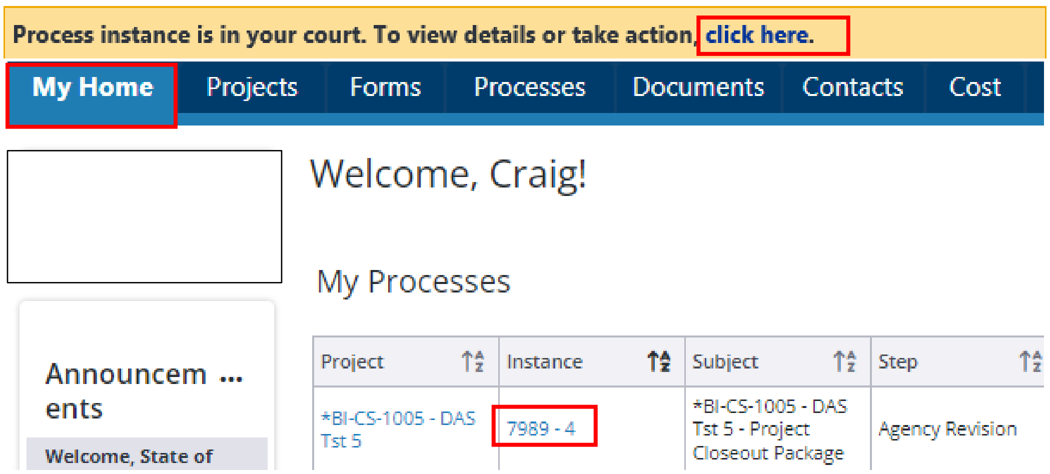
If all required documents are complete with the appropriate signatures and all questions have been appropriately answered, select "Approve" from the dropdown list below and press the "Take Action" button.

If any items are incomplete or missing from the project closeout submission, select "Return" from the dropdown list at the bottom of the page and press the "Take Action" button. You will then be prompted to provide a comment where you should note the incomplete or missing information. After entering the comment, press the "Return" button.

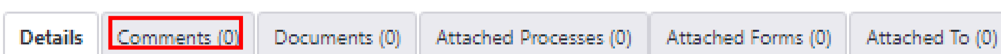
29.04 Closeout Package Revision (Agency PM)

If the project closeout package submitted is incomplete, the Project PM will receive an email from TUC as notification that the Project Closeout Package requires additional information.

To access the process instance, either click on the link provided in the email, or log into TUC and select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package”.



After opening the process instance, refer to the "Comments" tab for specific requirements needed to complete the submission. Ensure these requirements are met before proceeding.

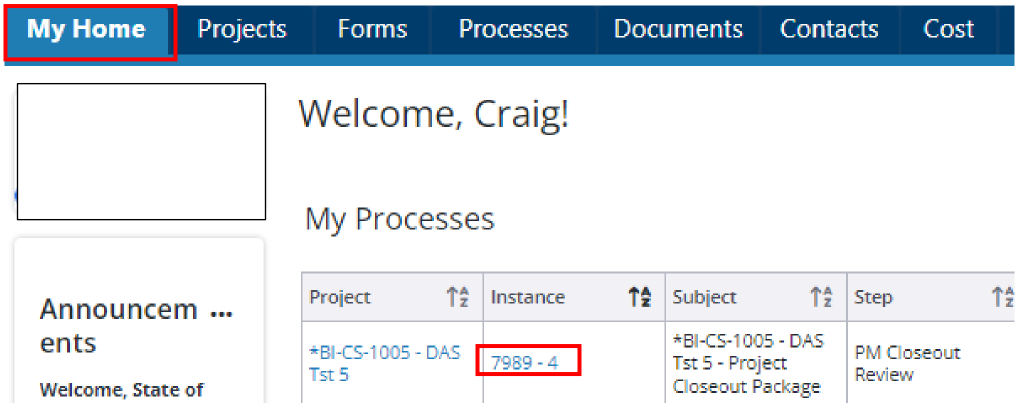


After addressing all requirements, click the "Take Action" button. This will prompt you to respond to any previous comments and confirm that the submission is now complete. After providing a response, click “Submit”.

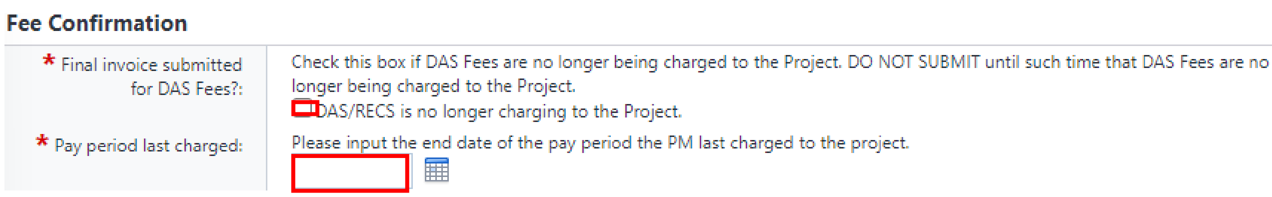
29.05 Closeout Package Review (DAS/RECS PM)

After the Agency PM has submitted the required closeout documents for an AA Project and after CSS has approved the submission as complete, the DAS/RECS PM assigned to the project will receive an email notification from TUC to take action.

To access the process instance, either click on the link provided in the email, or log into TUC and select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package”.



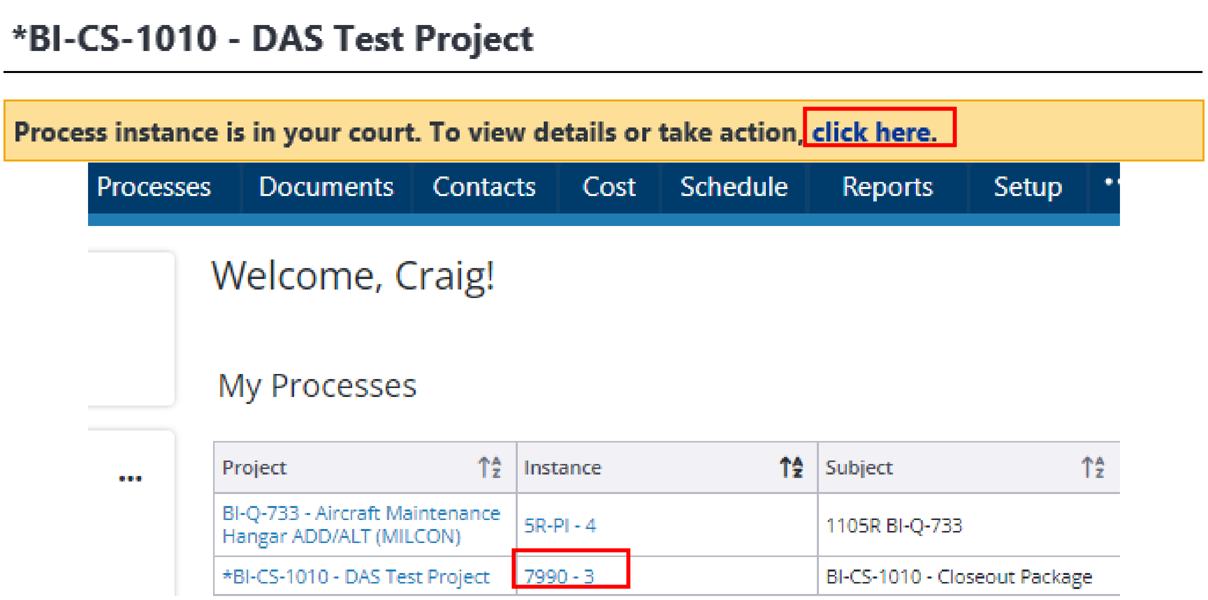
The PM should scroll down to the section entitled **"Fee Confirmation"** section and answer the questions accordingly. If DAS Fees are no longer being charged to the project, click the "Take Action" button.



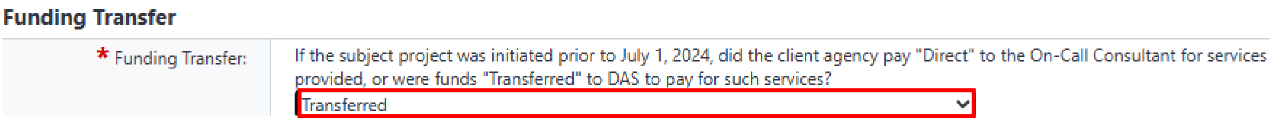
29.06 DAS CO Tracking (BO - Accounting)

BO - Accounting will receive an email from TUC as notification that the subject Project is in the closeout phase and that the Project PM and Client Agency have confirmed that DAS fees and Vendor fees are no longer being charged to the project (if funding was transferred by the Client Agency to DAS to support the project).

To access the process instance in TUC, either click on the link provided in the email or log into TUC, select the "My Home" tab, and click on the link in the "Instance" column for the subject project "Project # - Closeout Package".



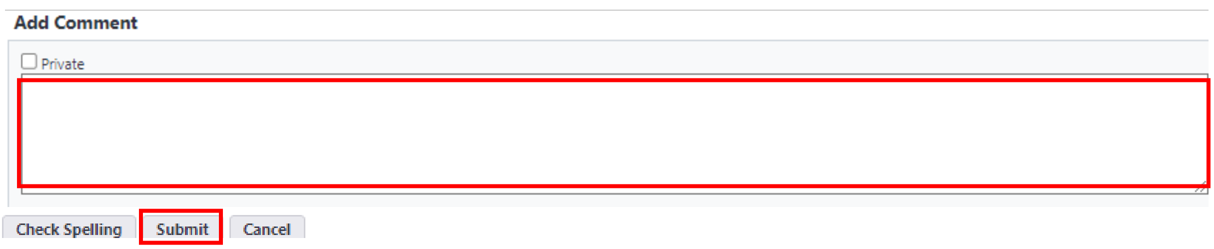
After opening the process instance, scroll down and review the **"Funding Transfer"** section.



If funding was transferred from the Client Agency to DAS to support the project, please add any POs created for the subject Project to the DAS Change Order Tracking Sheet, then scroll down to the bottom of the page and click the "Take Action" button. If no POs were created for the subject project, then scroll down to the bottom of the page and click the "Take Action" button.

Please note that after you submit the process instance to the BO to close the POs, the BO may determine that additional information is required to close the POs and return the instance to your attention. If it is returned to your attention, follow the steps above to open the instance again and click on the "Comments" tab for further instruction.

After reviewing the comments, scroll down to the bottom of the page and click "Take Action" to provide a response to the comments. After clicking "Take Action" a prompt will appear to provide your response. Upon completion, click the "Submit" button to return the process instance to the BO.

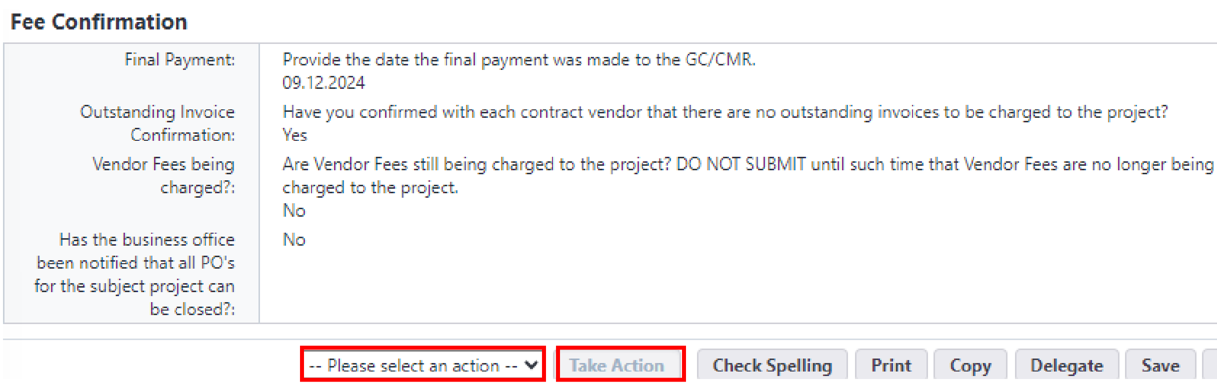


29.07 Close POs (BO - FAA)

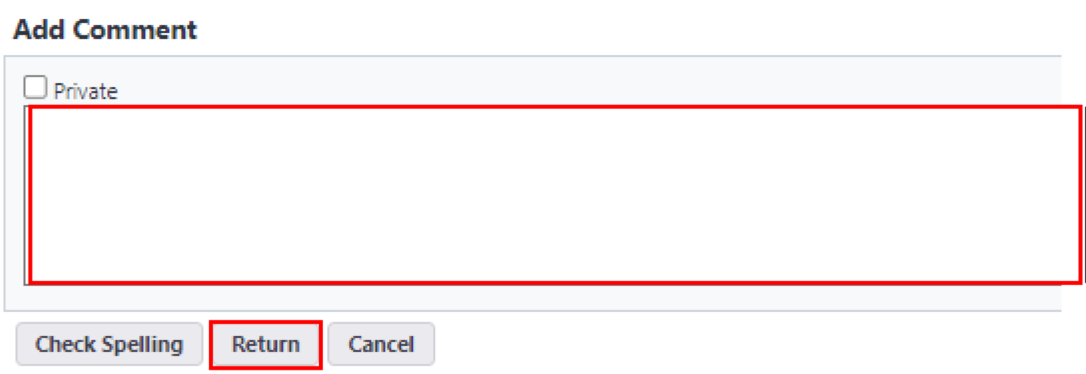
The BO FAA will receive an email from TUC as notification to close all vendor Purchase Orders (POs) associated with the subject project after the Project PM has confirmed that DAS fees are no longer being charged to the project; the Client Agency has confirmed that Vendor fees are no longer being charged to the project (if funding was transferred by the Client Agency to DAS to support the project); and after BO – Accounting has added all vendor POs for the subject project to the DAS Change Order Tracking Sheet.

After you receive the notification, refer to the DAS Change Order Tracking Sheet and work to close all POs on the subject project. After you have either closed all of the Vendor POs or determined that additional information will be required to close the POs, open the process instance for the subject project in TUC, either by clicking on the link provided in the email notifying you to close the POs or log into TUC, select the "My Home" tab and click on the link in the subject project "Instance" column to take action on the process instance in TUC.

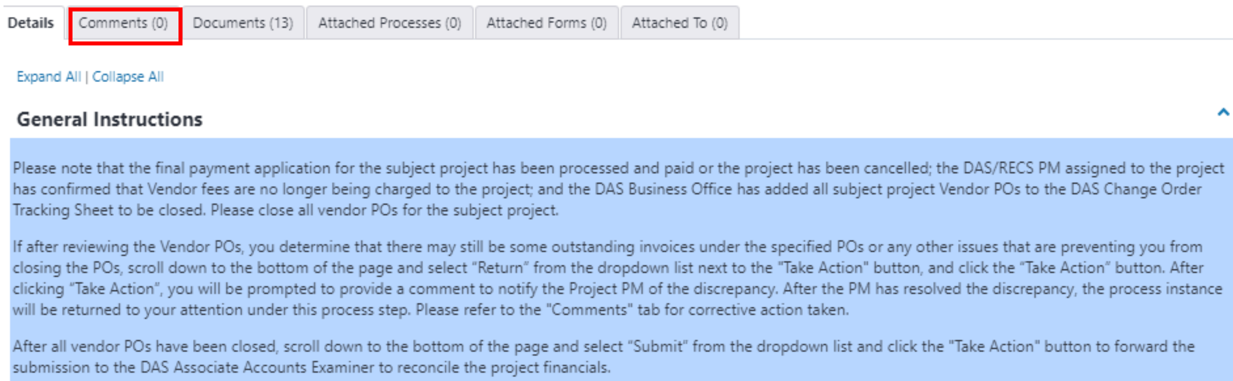
After opening the process instance, scroll down to the bottom of the page and select “Return” from the dropdown list next to the "Take Action" button, to return the process instance to BO – Accounting for additional information, or select “Submit” from the dropdown list to forward the instance to forward the submission to the DAS Associate Accounts Examiner to reconcile the project financials. After making your selection, click the “Take Action” button.



If “Return” was selected, a prompt will appear for you to provide a comment to BO - Accounting regarding what will be required to close the POs. Click the “Return” button, after adding your comments, to process the submission.



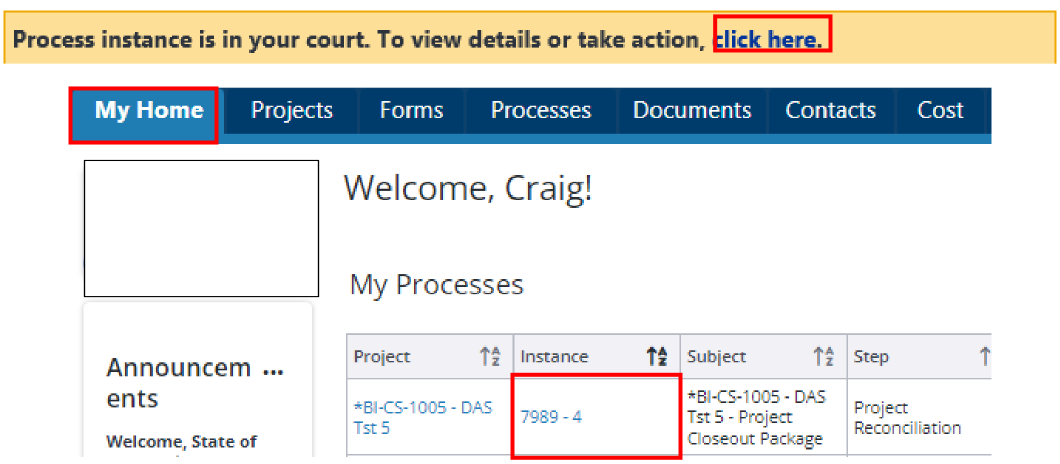
After DAS Accounting has prepared a response, the instance will be returned to your attention under this process step. After opening the instance again (see above for instructions), refer to the "Comments" tab for the response provided. After all issues have been resolved to your satisfaction, select “Submit” from the dropdown list next to the “Take Action button and click “Take Action” to complete the process.



29.08 Reconciliation Review (Associate Accounts Examiner)

The Associate Accounts Examiner (AAE) will receive an email notification from TUC as notification that the Client Agency has submitted the required closeout documentation to close the subject AA Project; the Project PM has confirmed that DAS fees are no longer being charged to the project; the Client Agency has confirmed that Vendor fees are no longer being charged to the project (if funding was transferred by the Client Agency to DAS to support the project); the BO has closed all such vendor POs, and the project is ready for internal audit.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package” from the “My Processes” section.



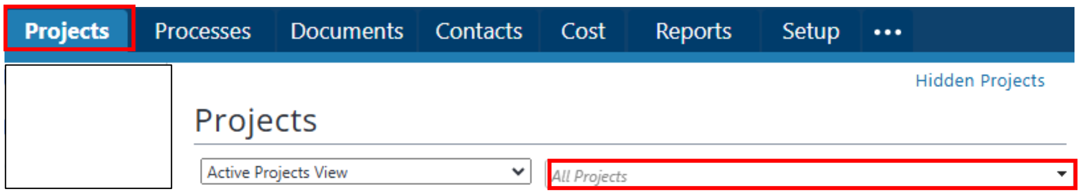
The AAE should now conduct its review of the project financials to reconcile with CORE CT.

AA Commitment Closeout (Associate Accounts Examiner)

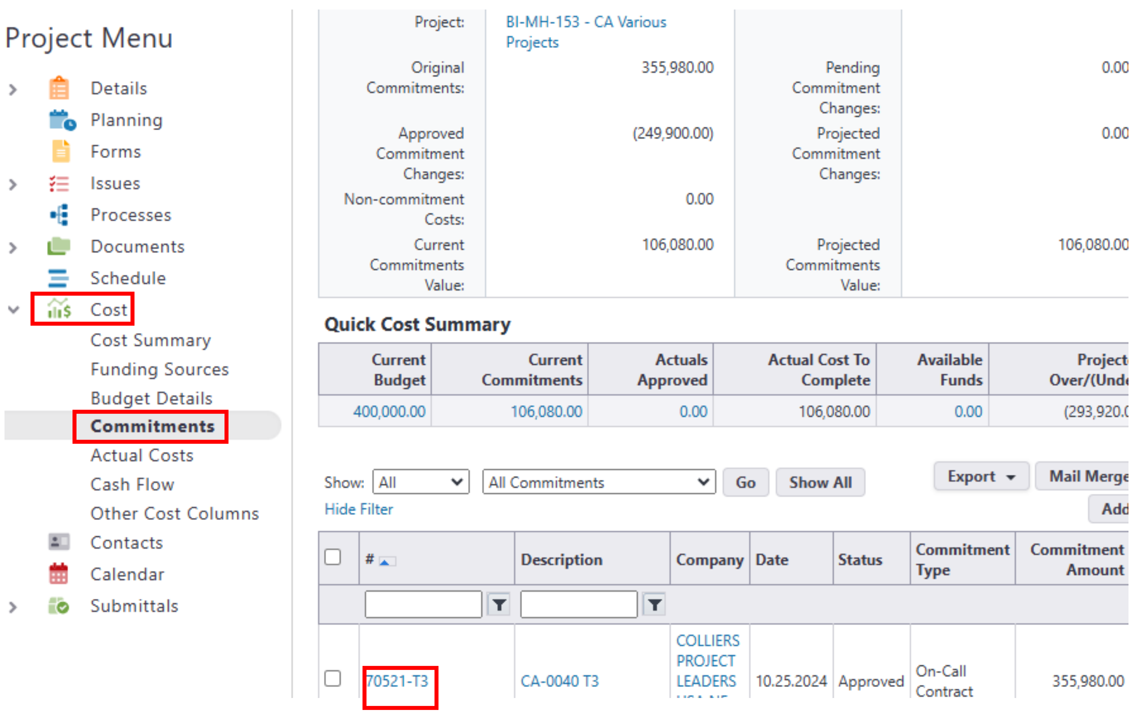
As part of its reconciliation, the AAE will need to make an adjustment to commitments related to agency-paid amounts on Agency Administered Projects.

To begin, a Commitment Change must be entered at the project level to reduce the commitment value to zero. This follows the same procedure outlined in Sec. 5A.04 of this Manual, with the commitment change value entered as a negative amount.

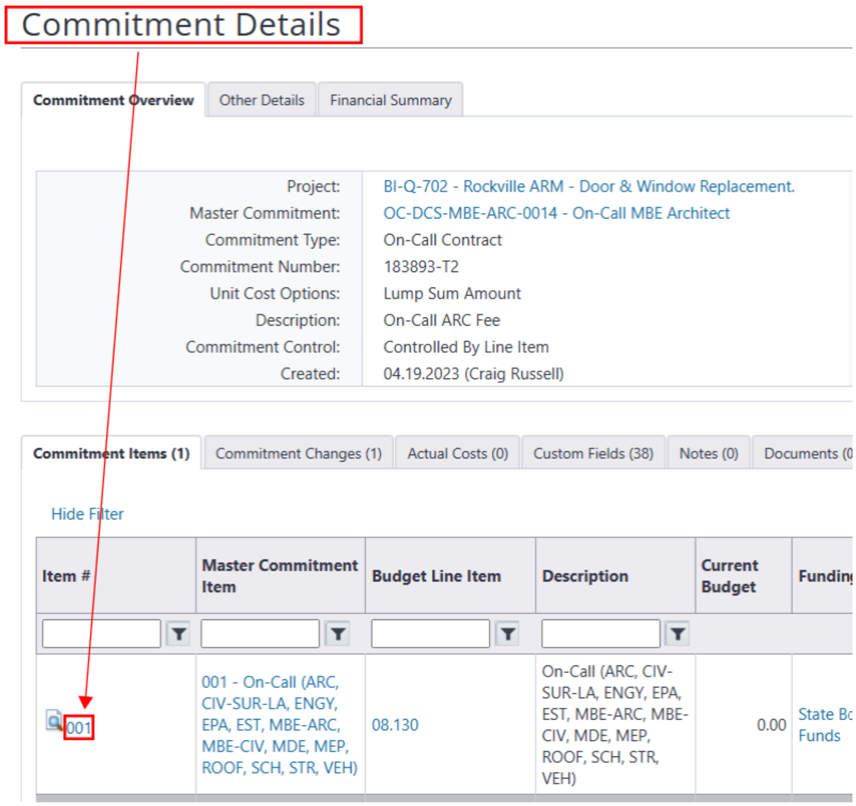
Once this is done, the “Commitment Value Broken Down by SOV” field must be updated. This field, found within Commitment Line 001, should reflect the original commitment value. To do this, navigate to the Commitment Details page by selecting the “Projects” tab and then enter the subject Project No. into the “All Projects” dropdown list. Then, select “Cost/Commitments” from the “Project Menu” and click on the subject Project “Commitment Number”.



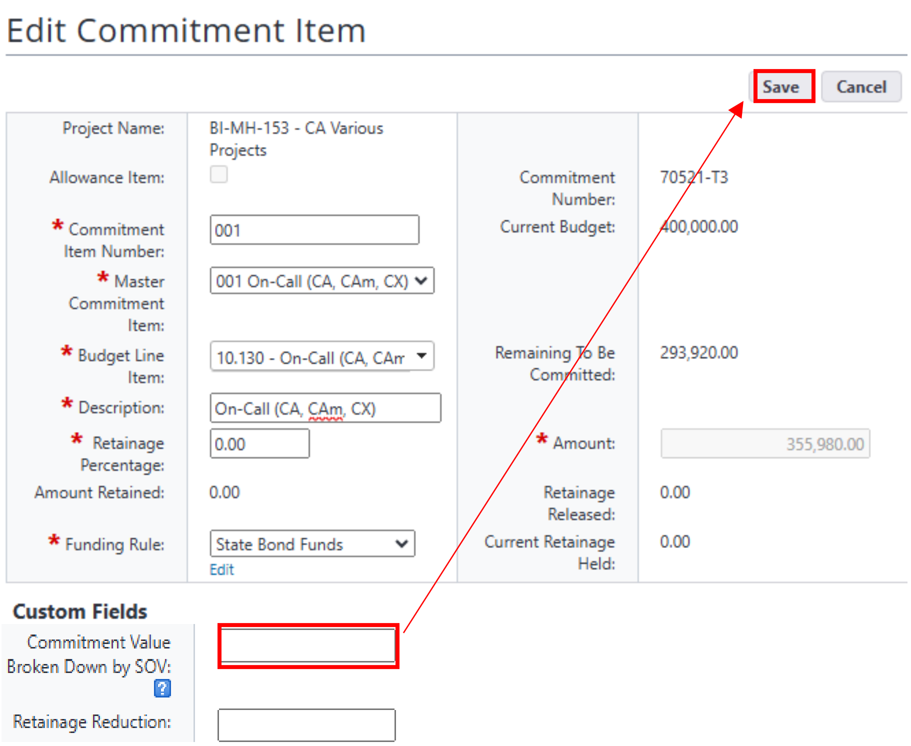
Then, select “Cost/Commitments” from the “Project Menu” and click on the subject Project “Commitment Number”.



After opening the "Commitment Details" page, scroll down and click on item 001 in the Item # column.

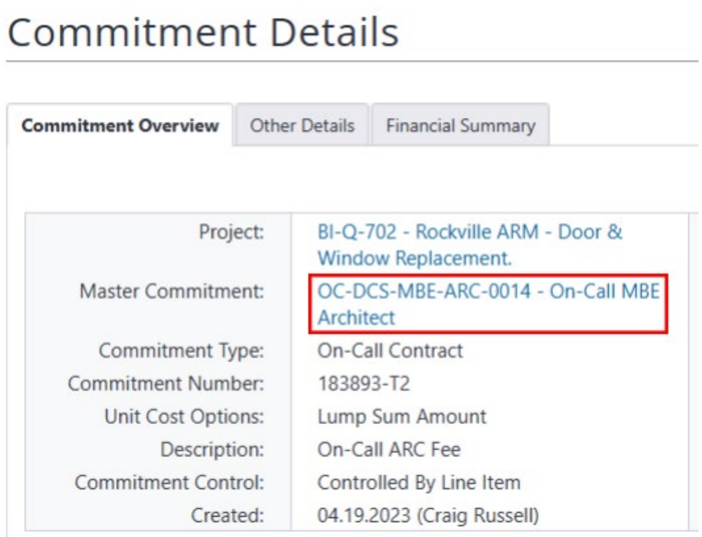


Then, enter the commitment change amount as a positive value and click the "Save" button.

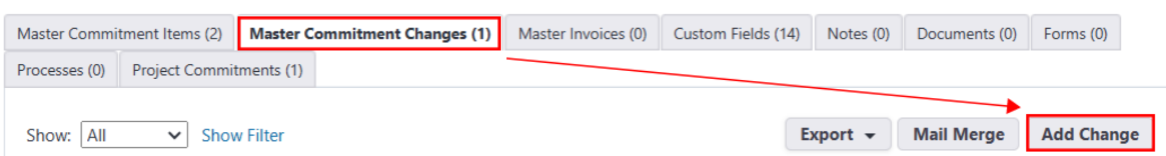


Next, a Budget Change must be created at the project level to zero out the cost code values for commitments paid by agencies. This follows the process outlined in [Sec. 5.02] of this Manual. When entering this change, use a Reason Code that includes "(Original)" and input the amount zeroed out in the Change Amount column as a negative value, ensuring it is matched to the correct Cost Code.

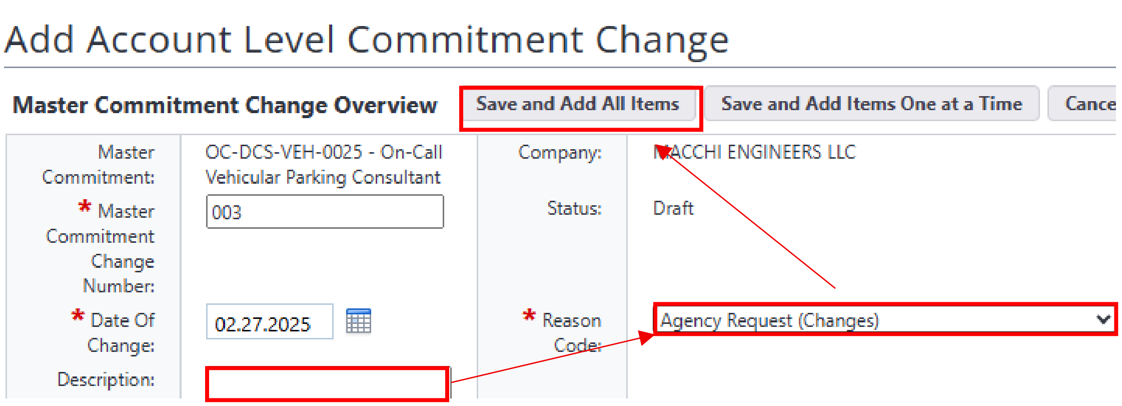
After the project-level commitment has been adjusted, an account-level Commitment Change must be entered to replace the zeroed-out amount in the Master Commitment for the On-Call Consultant. To access the Master Commitment, return to the Commitment Details page of the project-level commitment and click on the link in the "Master Commitment" field with the On-Call Number.



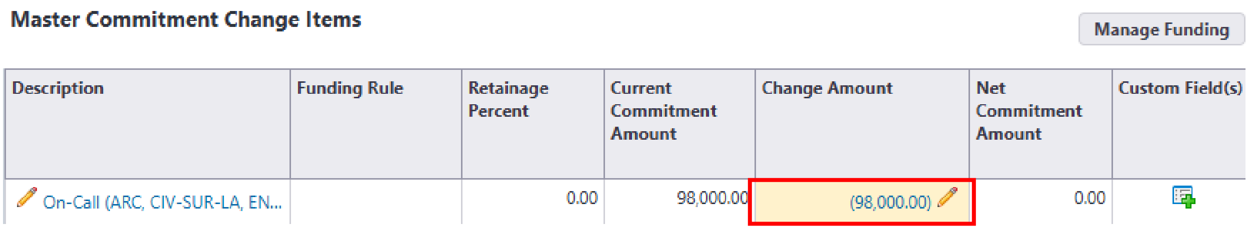
This will open the Master Commitment, where changes can be made in the "Master Commitment Changes" tab. Next, click "Add Change".



Provide a clear description of the change in the "Description Field" and select a "Reason Code" that includes a "(Changes)" category. Then, click the "Save and Add All Items" button.



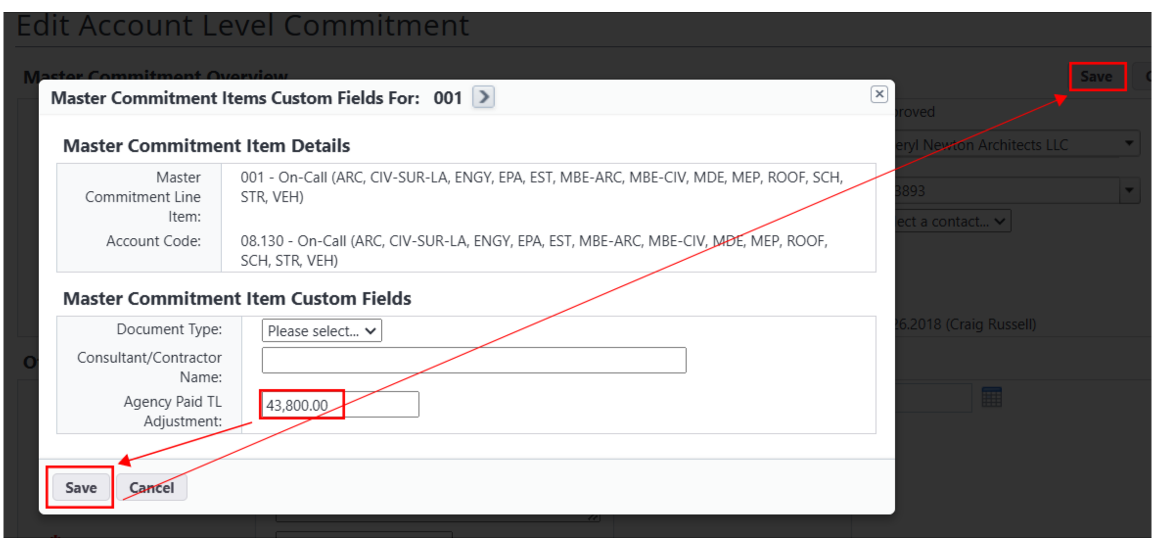
After clicking "Save and Add All Items", enter the adjustment amount as a negative value in the "Change Amount" field and click the "Save" button.



Finally, the Agency Paid TL Adjustment field within the Master Commitment will need to be updated. To do this, return to the Master Commitment Details page and click "Edit".

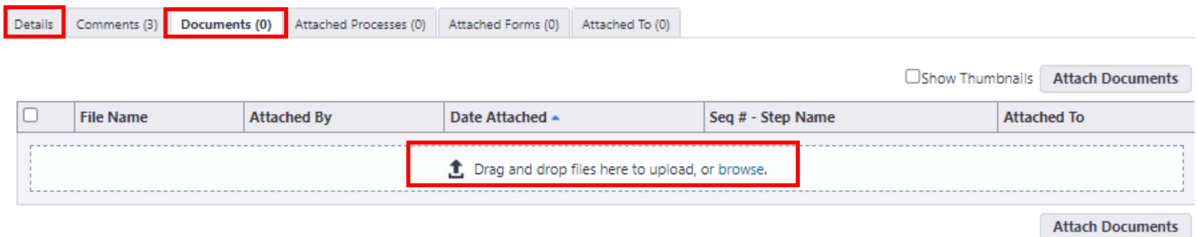
Then, select the **Custom Field(s) icon** for **Item 001.**

Next, enter the adjusted value in the "Agency Paid TL Adjustment" field, which should be the sum of all the new and all previous adjustments, and click "Save" in both the pop-up window and the Edit Account Level Commitment page. The final number should accurately reflect only adjustments related to agency-paid task letters, excluding any other changes made to the Master Commitment.

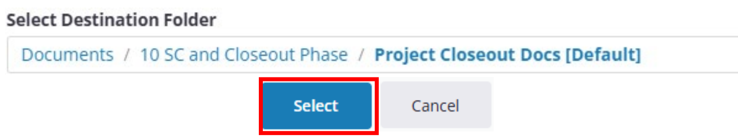


After completing the initial reconciliation review and after completing the adjustment to commitments related to agency-paid amounts, return to the subject project closeout process instance.

If additional information is required from the PM to complete the reconciliation and you want to include documentation for the PM to review, click on the “Documents” tab, and drag and drop said documentation into the space provided.



A prompt will appear after you drag your file into the space provided with the name of the default file folder that your document will be uploaded to. Click “Select” to upload your document.

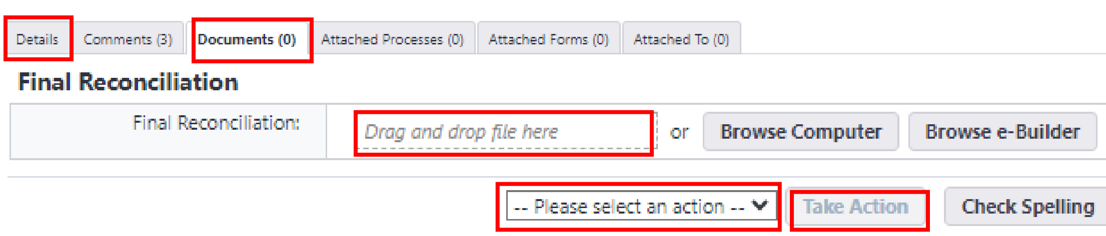


Then, click on the “Details” tab to return to the closeout application process, scroll down to the bottom of the page and select “PM” from the dropdown list next to the “Take Action” button and click “Take Action”. A “Comment” prompt will appear for you to add instructions for the PM regarding what information is needed to complete the reconciliation. After adding the comment, click the “PM” button.

Note: If the process instance was sent to the PM, when they submit their response, it will be returned to this step. Refer to the “Comments” tab to see comments provided by the PM and refer to the “Documents” tab to see additional documents that may have been uploaded by the PM to complete the process. Then, proceed with the steps above until the process is complete.

If additional information is required from the BO to complete the reconciliation, scroll down to the bottom of the page and select "BO Hold" from the dropdown list next to the "Take Action" button and click "Take Action". Acquire the information from the BO to complete the reconciliation process using the methods that are currently in place outside of TUC to obtain such information. The information provided by the BO will then be uploaded to the "Documents" tab as part of the BO Hold Step.

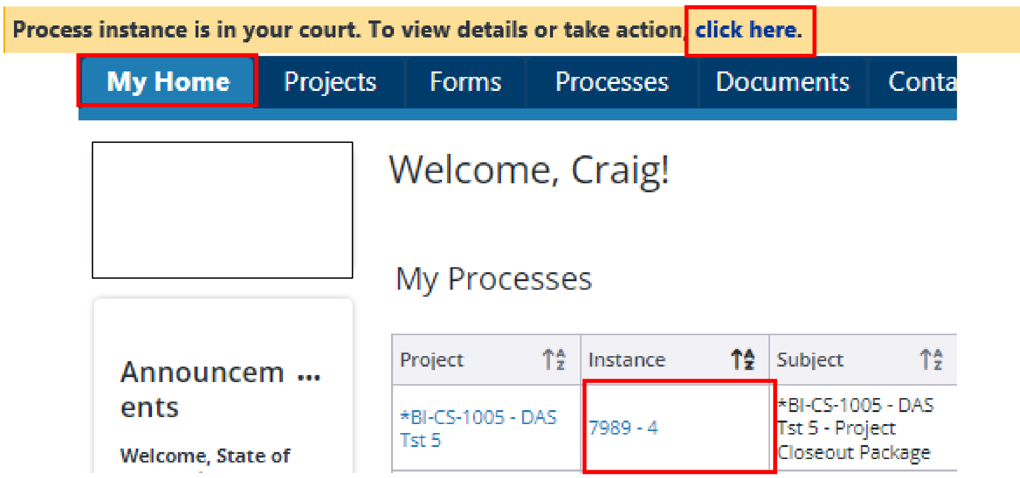
If the reconciliation is complete and the project can be closed in TUC, upload any applicable record reconciliation documents to the “Documents” tab. Next, return to the “Details” tab and upload a copy of the final reconciliation to the "Final Reconciliation" field. Then, scroll down to the bottom of the page and select "Complete" from the dropdown list, and click "Take Action".



29.09 PM Reconciliation Review (PM)

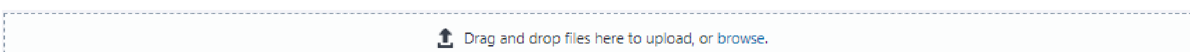
The PM assigned to an AA project will receive an email notification from TUC if the Accounts Examiner requires additional information and/or documentation to reconcile the project financing.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package” from the “My Processes” section.

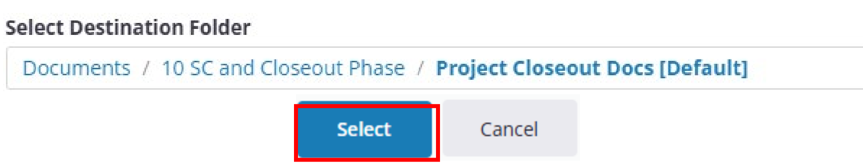


After opening the process instance, click on the “Comments” tab to get direction on what information and/or documentation may be required to complete the reconciliation process, and refer to the “Documents” tab if the Accounts Examiner has referred to any documents for your review.

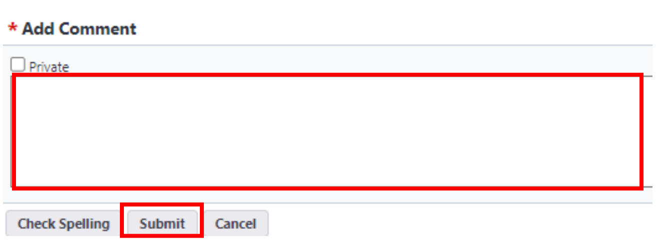
If corrective action requires additional documentation be submitted, upload said documentation to the “Documents” tab by dragging and dropping the document into the space provided.



A prompt will appear after you drag your file into the space provided with the name of the default file folder that your document will be uploaded to. Click “Select” to upload your document.



After uploading your documents, return to the process instance, scroll down to the bottom of the page and click the “Take Action” button. After clicking “Take Action” a prompt will appear for you to comment on the re-submission. Click “Submit” after adding your comment.

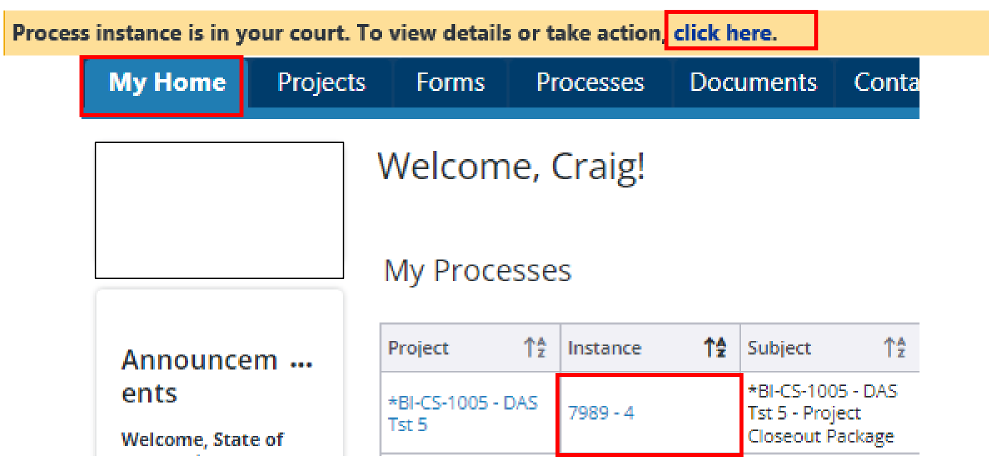


29.10 BO Reconciliation Hold Step (Associate Accounts Examiner)

The Associate Accounts Examiner (AAE) will receive an email notification from TUC that the subject project is in the process of being reconciled and requires action from the Business Office (BO) to resolve outstanding issues, which may include deficit fees, an unexpended fund balance, or other outstanding issues as defined by the AAE. The BO was notified by the AAE of the issues requiring corrective action using methods that are currently in place outside of TUC.

The AAE is to leave the process instance in this hold step until such time that the BO has responded to the AAE's correspondence detailing the corrective action(s) taken and provided applicable back up documentation for the corrective action(s) taken. Upon receipt of the final corrective action correspondence, the AAE will upload a copy of said correspondence to the "Documents" tab within this process instance step.

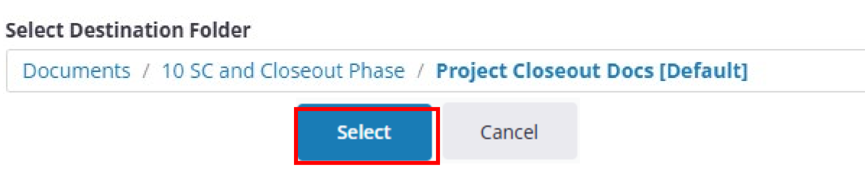
To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the link in the "Instance" column for the subject project "Project # - Closeout Package" from the "My Processes" section.



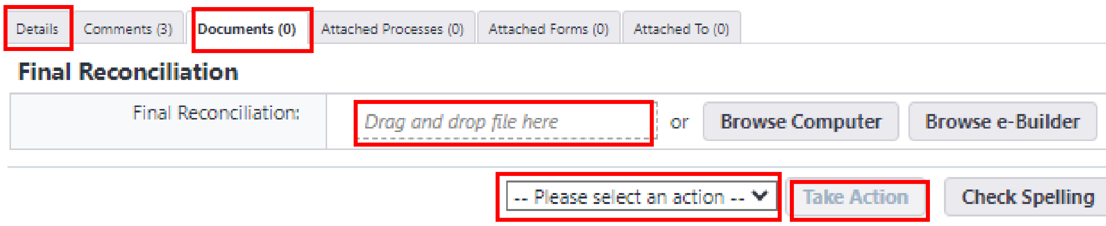
After opening the process instance, click on the "Documents" tab.

Upload copies of the correspondence received from the BO, as well as any other applicable reconciliation documentation, to the "Documents" tab by dragging and dropping the document(s) into the space provided.

A prompt will appear after you drag your file into the space provided with the name of the default file folder that your document will be uploaded to. Click "Select" to upload your document.



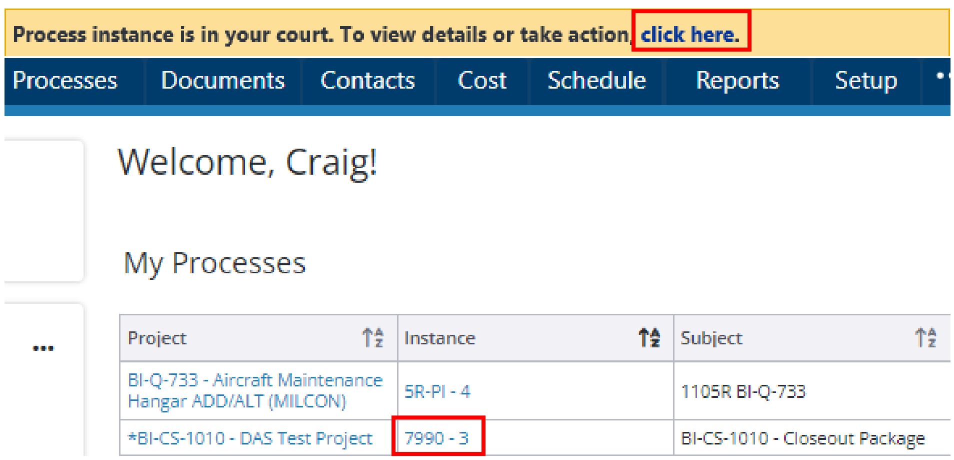
Next, return to the "Details" tab and upload a copy of the final reconciliation to the "Final Reconciliation" field. Then, scroll down to the bottom of the page and select "Complete" from the dropdown list, and click "Take Action".



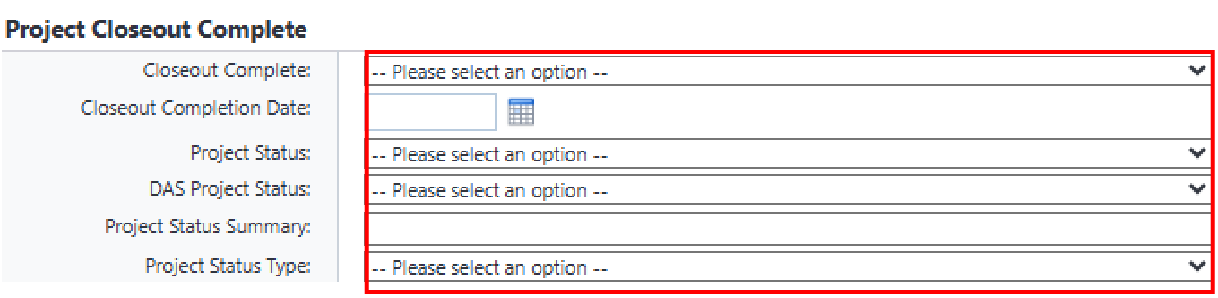
29.11 Final Review (CSS)

CSS will receive an email from TUC as notification that the project reconciliation is complete, and the project can be closed out in TUC.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the link in the "Instance" column for the subject project "Project # - Closeout Package" from the "My Processes" section.



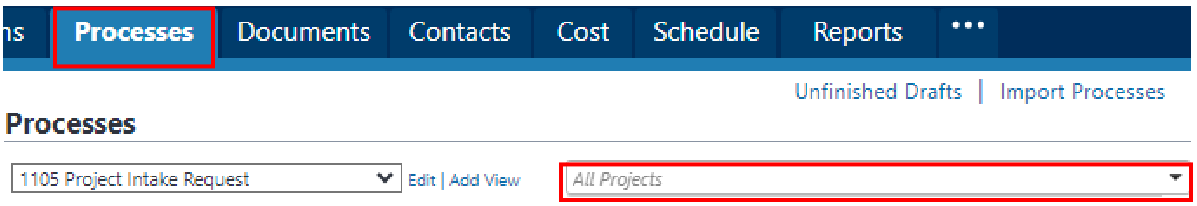
CSS should now provide data input for all questions in the "Project Closeout Complete" section, if said data has not been infilled automatically. Upon completion, scroll down to the bottom of the page and click "Take Action".



Section 30: 7990 Project Closeout

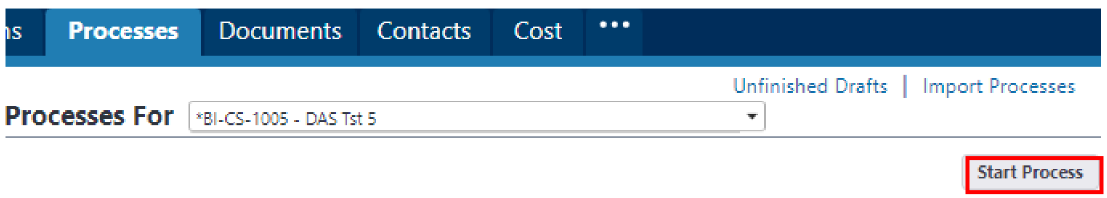
30.01 Accessing the Process

Log in to TUC: https://gov.e-builder.net. Then, go to the “Processes” tab and select the Project you want to closeout from the “All Projects” dropdown list.



30.02 Form 7990 – Project Closeout (PM)

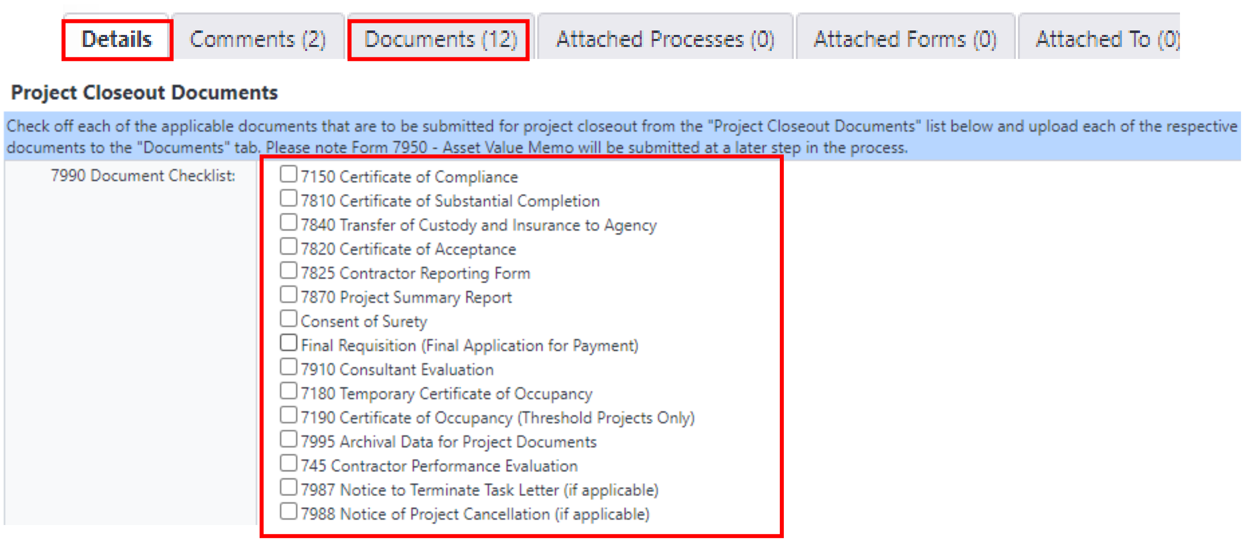
Click the “Start Process” button.



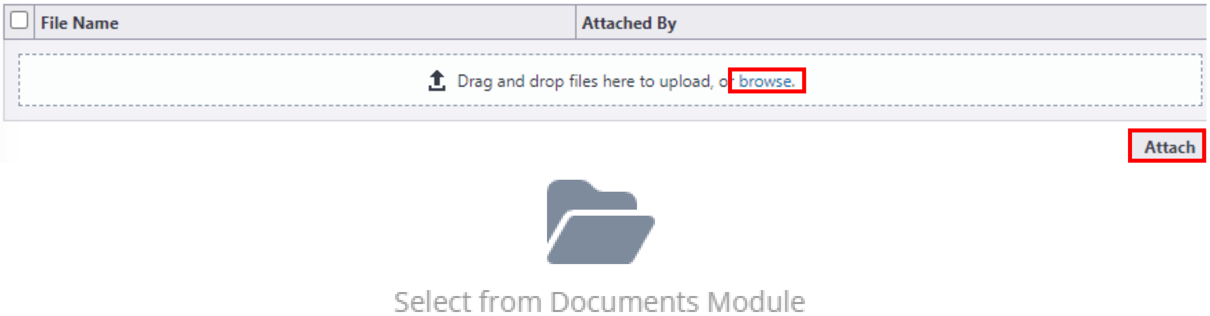
Select “7990 Closeout (7990)” from the list of processes and click the “Start 7990” button.

Begin by filling out the "Subject" line with "Project # - Closeout Package." Follow the “General Instructions” provided and ensure that all sections are completed.

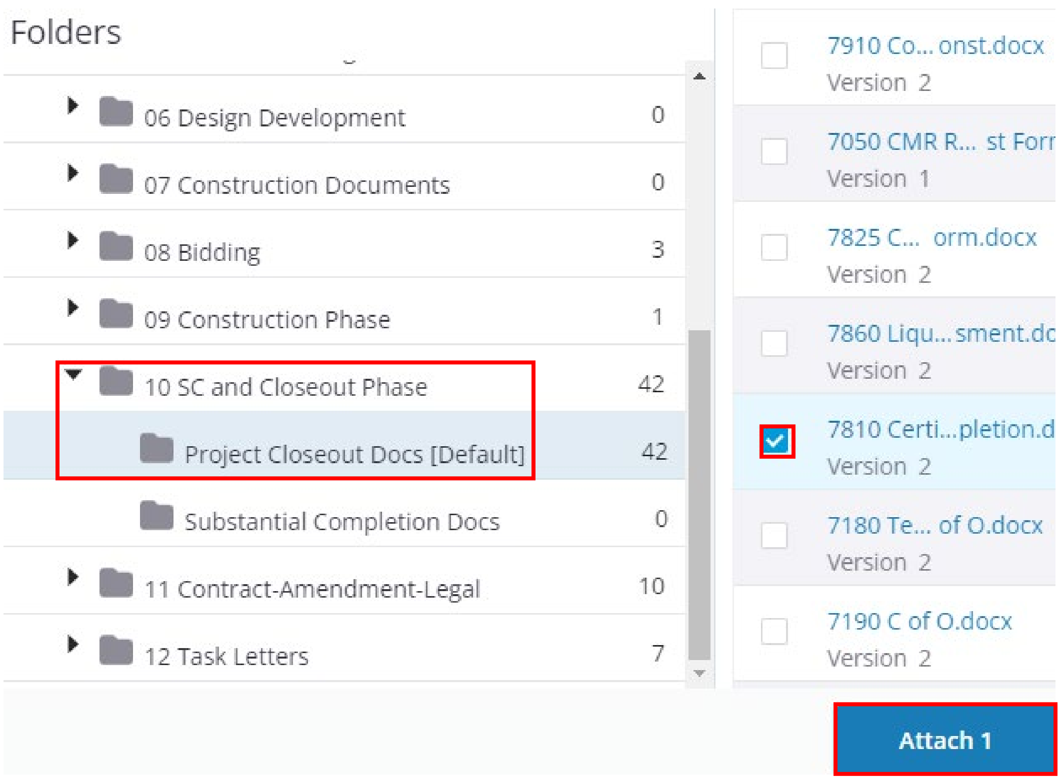
Next, check off each document submitted for project closeout from the list provided in the "Project Closeout Documents" section and upload a copy of each document to the "Documents" tab by dragging and dropping the documents into the “Documents” tab.



If the “7810 Substantial Completion” or the “Archival Data for Project Documents” form was completed using the “7805 Substantial Completion” or “7995 Archival Data for Project Documentation” process, you will need to upload the process document by either clicking the “Attach” button or the “browse” link within the “Documents” tab, and then click on “Select from Documents Module”.



Next, select the “10 SC and Closeout Phase”/“Project Closeout Docs” file folder to view the closeout documents that have already been uploaded to the subject project “Project Closeout Docs” file folder. Check the box next to the file you want to upload to the “Documents” tab and click “Attach”.

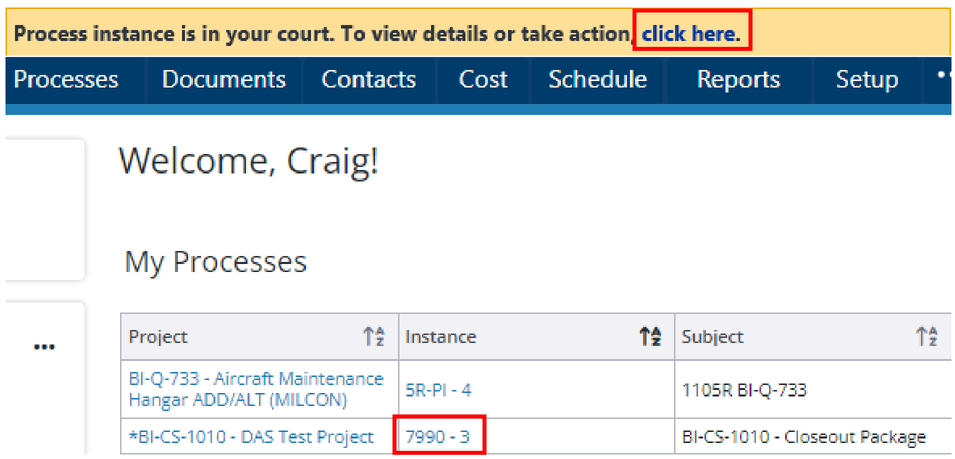


After all documents have been uploaded, return to the “Details” tab and complete the “Percent for Art” and “CHRO Contract Compliance” sections. Upon completion, click the “Submit” button.

30.03 Closeout Package Review (CSS)

CSS will receive an email from TUC as notification that a Project Closeout Package has been submitted for review.

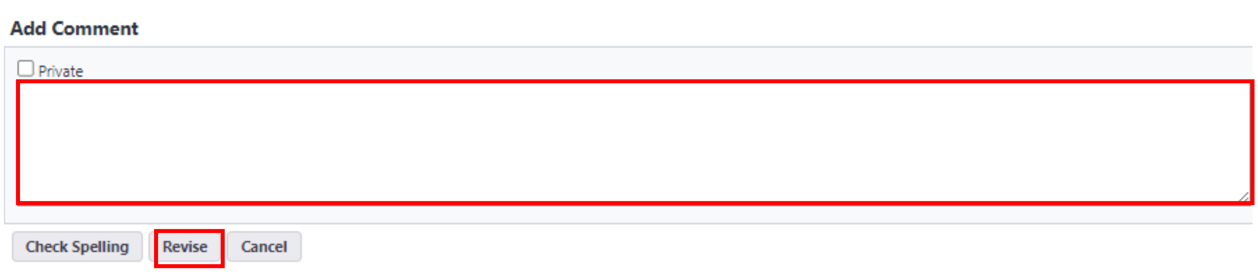
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package” from the “My Processes” section.



After opening the process instance, review the “7990 Document Checklist” to make sure that all of the required documents have been checked off for the closeout submission. Then, click on the “Documents” tab to make sure that all of the 7990 Checklist Documents have been uploaded, that each document submitted has been filled out in its entirety, and that each document has the required authorized signatures.

Upon completion, return to the “Details” tab and review the “Percent for Art” and the “CHRO Contract Compliance” sections, to verify that all of the question have been fully answered.

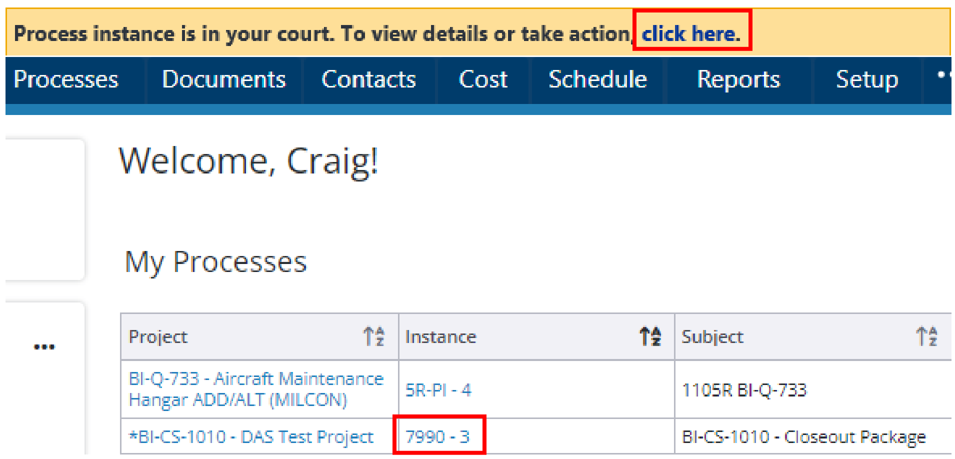
If all necessary documents are complete with the appropriate signatures, and all questions are answered as required, proceed to the bottom of the page and select "Approve" from the dropdown list, next to the “Take Action” button and then press the "Take Action" button. If any items are found to be incomplete or missing from the project closeout submission, select "Revise" from the dropdown list and press the "Take Action" button. You will be prompted to provide a comment detailing any incomplete or missing information. Click the "Revise" button after providing your comment.



30.04 Closeout Package Revision (PM)

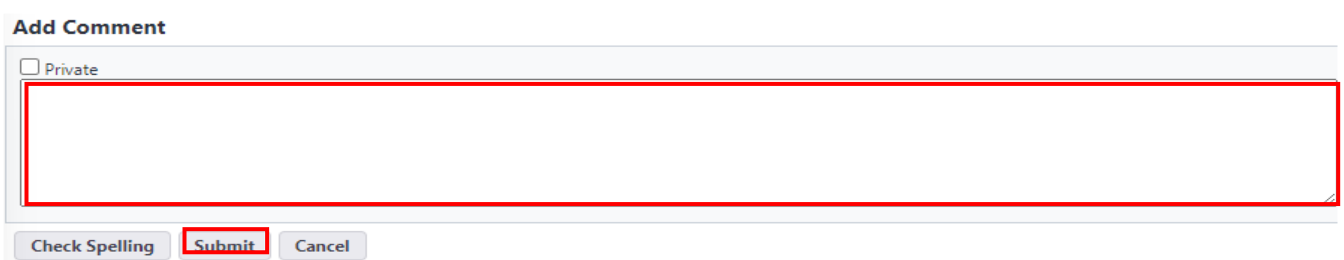
If the project closeout package submitted is deemed incomplete, the Project PM will receive an email from TUC as notification that the Project Closeout Package requires additional information.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package” from the “My Processes” section.



After opening the Project instance, refer to the "Comments" tab for specific requirements needed to complete the submission. Ensure these requirements are met before proceeding.

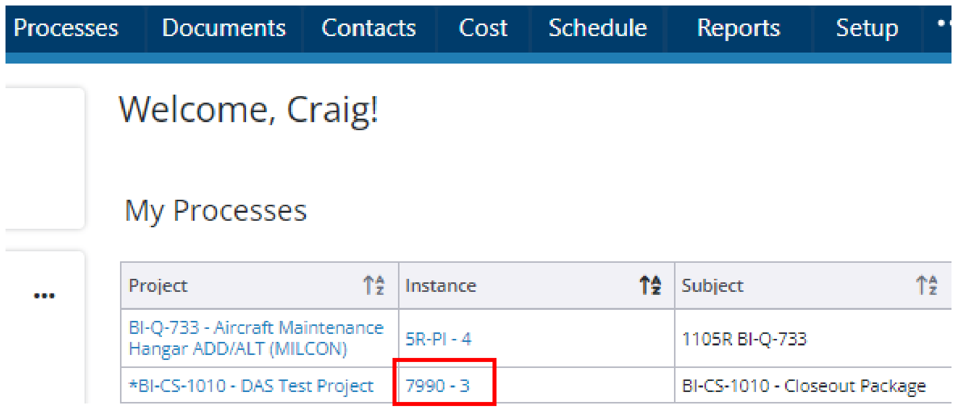
After all requirements have been met and all comments have been addressed, click the "Take Action" button. This will prompt you to respond to any previous comments and confirm that the submission is now complete, then click “Submit”.



30.05 Closeout Package Review (ADPM)

If the project closeout package is deemed complete by CSS, the Project ADPM will receive an email from TUC as notification that the Project Closeout Package is ready for their review.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the link in the “Instance” column for the subject project “Project # - Closeout Package” from the “My Processes” section.

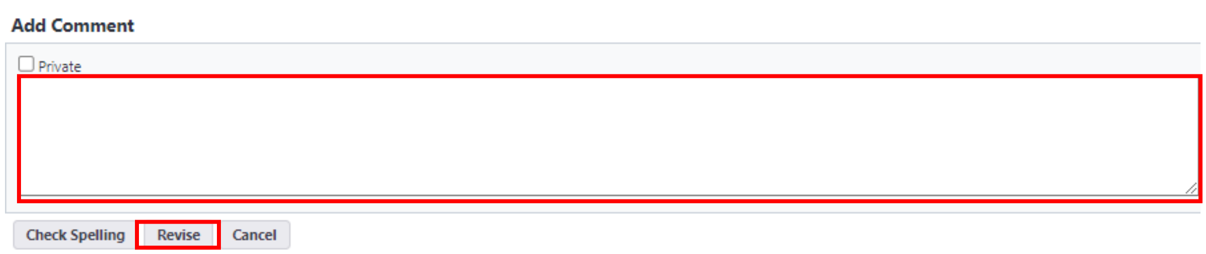


After opening the Project instance, refer to the "Comments" tab for specific requirements needed to complete the submission. Ensure these requirements are met before proceeding.

Then, return to the "Details" tab to conduct your own review to verify that the project closeout package is indeed complete and ready for further processing. To review the documents submitted, click on the "Documents" tab.

If everything is in order, return to the "Details" tab, scroll down to the bottom of the page and select "Approve" from the dropdown list next to the "Take Action button and then click "Take Action". If any items are found to be incomplete or missing, or if additional information is required prior to your approval, you can either select "Revise" from the dropdown list to return the package to the Project PM, or "CSS" to return the package to CSS for further action, then click "Take Action".

If either "Revise" or "CSS" is selected, you will be prompted to provide a comment where you can provide additional direction regarding the closeout package submission. Once you have entered your comment, click the "Revise" or "CSS" button respectively to forward the submission package to the appropriate party.

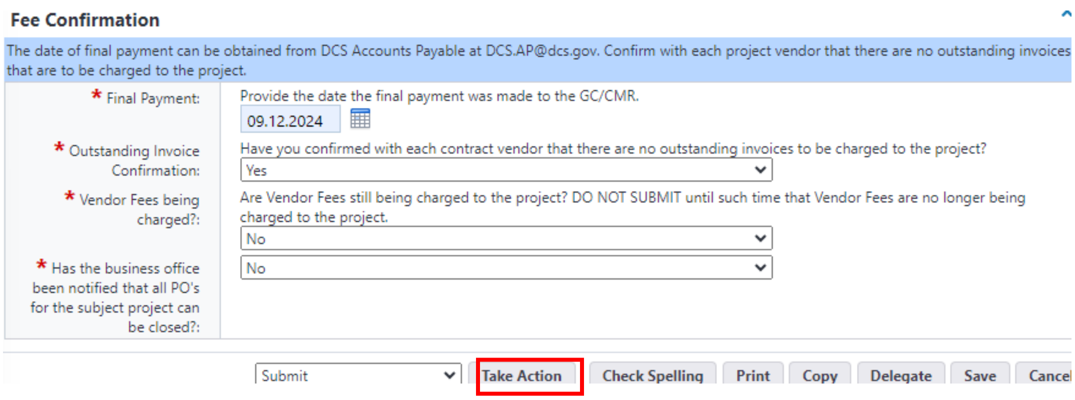


30.06 Vendor Payment Complete Confirmation (PM)

After the ADPM has completed their review and approved the closeout submission package, the Project PM will receive an email from TUC as notification to contact all vendors to input the date the final payment was made on the GC/CMR contract, confirm that there are no outstanding invoices to be charged to the project and confirm that Vendor fees are no longer being charged to the project.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the link in the subject project "Instance" column, under "My Processes" to access the Process instance. (Refer to Section 27.03 for guidance diagrams).

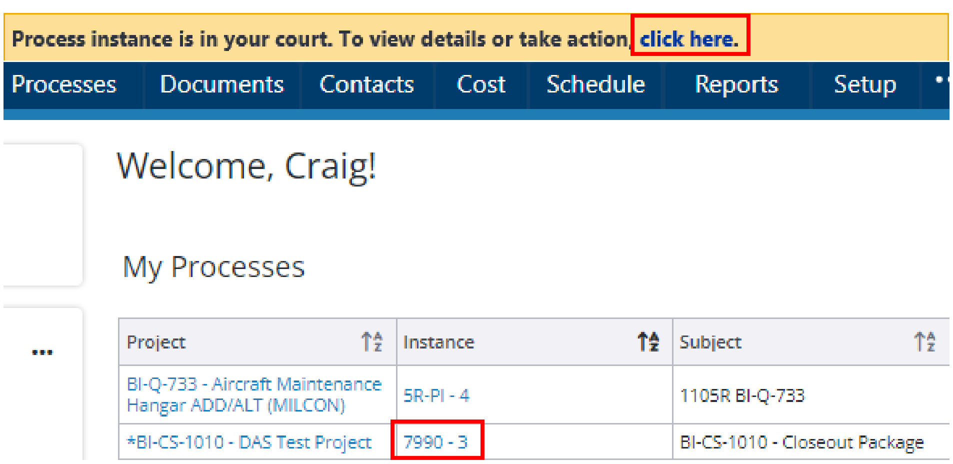
After opening the process instance, scroll down to the "Fee Confirmation" section and complete the section in its entirety. Upon completion, click "Take Action" . This will either direct the process instance to the Business Office (BO) to close all Vendor POs, or if the BO has already been notified, forward the process instance to the Associate Accounts Examiner to do an internal audit and reconcile the project financials.



30.07 DAS CO Tracking (BO - Accounting)

If the final payment application has been processed and paid or the subject project has been cancelled; and the Project PM has confirmed with all Project Vendors that there are no outstanding invoices to be submitted for the subject project and that Vendor fees are no longer being charged to the project, BO - Accounting will receive an email from TUC as notification to add all project vendor POs to the DAS Change Order Tracking Sheet so that all vendor POs can be closed.

To access the process instance, either click on the link provided in the email, or log into TUC and select the "My Home" tab and click on the link in the "Instance" column for the subject project "Project # - Closeout Package".

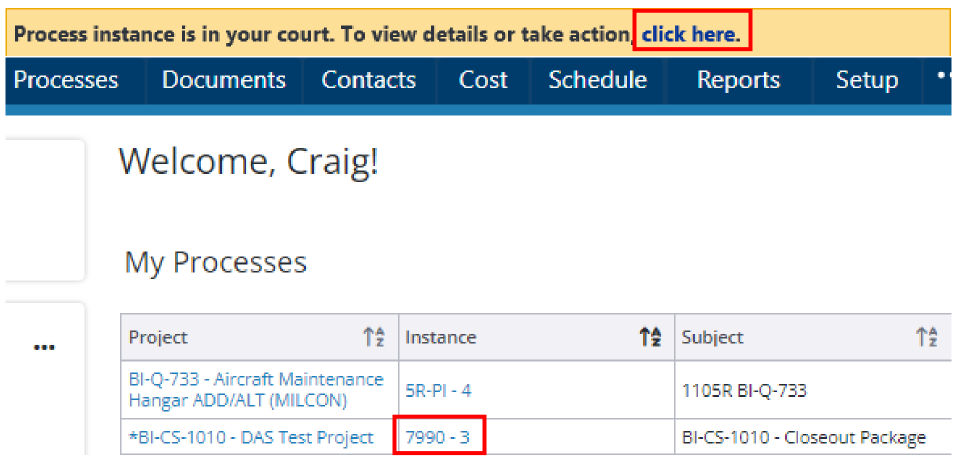


After all vendor POs for the subject project have been added to the DAS Change Order Tracking Sheet, scroll down to the bottom of the page and click the "Take Action" button.

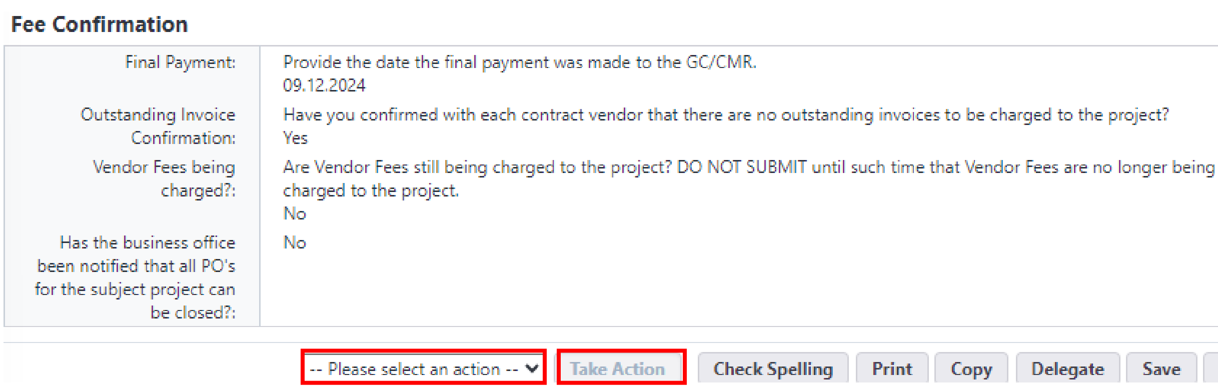
30.08 Close POs (BO - FAA)

After BO – Accounting has added all vendor POs for the subject project to the DAS Change Order Tracking Sheet, and the PM assigned to the subject project has confirmed that Vendor Fees are no longer being charged to the Project, the BO FAA will receive an email from TUC with copy to the BO FAO, as notification to close all vendor Purchase Orders (POs) associated with the project.

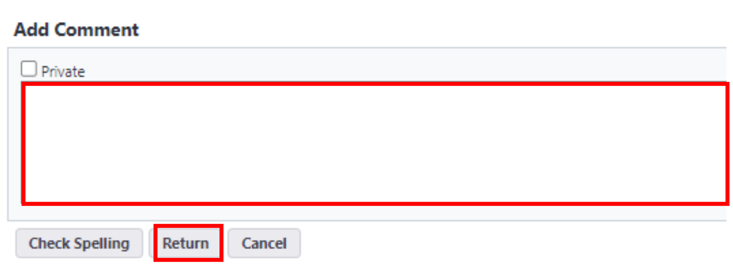
To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the link in the subject project “Instance” column, under “My Processes” to access the Process instance.



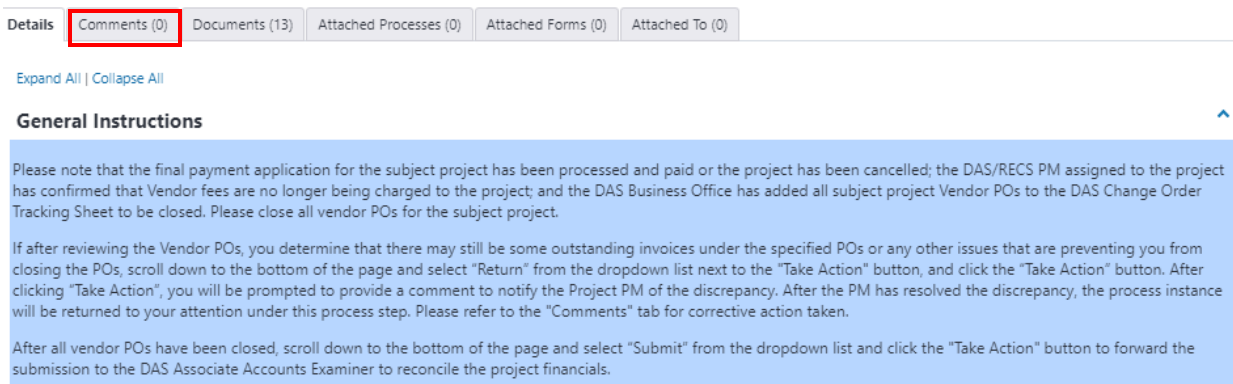
If after reviewing the Vendor POs, you determine that there may still be some outstanding invoices under the specified POs or any other issues that are preventing you from closing the POs, scroll down to the bottom of the page and select “Return” from the dropdown list next to the "Take Action" button, and click the “Take Action” button.



After clicking “Take Action”, you will be prompted to provide a comment to notify DAS Accounting of the discrepancy. Click the “Return” button, after adding comments, to process the submission.



After DAS Accounting has prepared a response, the process instance will be returned to your attention under this process step. Please refer to the "Comments" tab for the response provided.

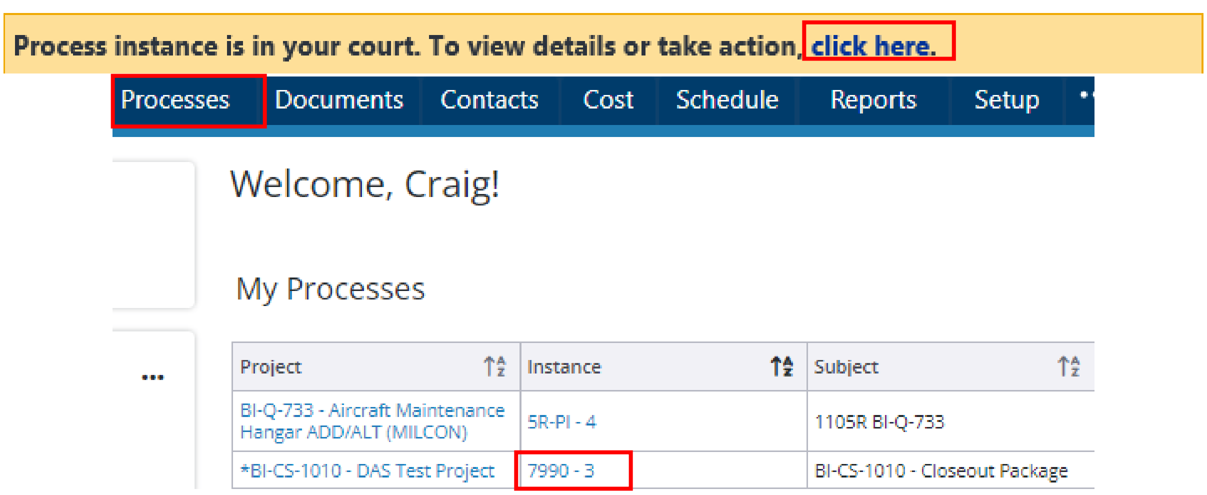


After all Vendor POs for the subject project have been closed, select "Submit" from the dropdown list and click "Take Action" to forward the submission to the DAS Associate Accounts Examiner to reconcile the project financials.

30.09 Financial Review/Internal Audit (CSS Associate Accounts Examiner)

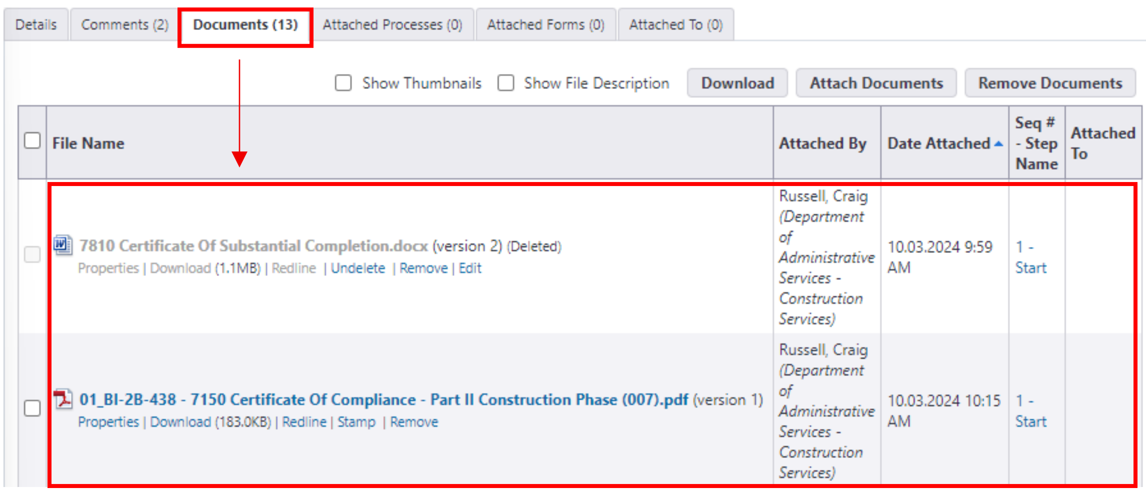
The CSS Associate Accounts Examiner (AAE) will receive an email from TUC as notification that the DAS/REC PM has submitted the required closeout documentation, and the BO has been notified to close all vendor POs on the subject Project. The AAE should now conduct its review of the project financials to reconcile with CORE CT.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the link in the subject project "Instance" column, under "My Processes" to access the process instance.



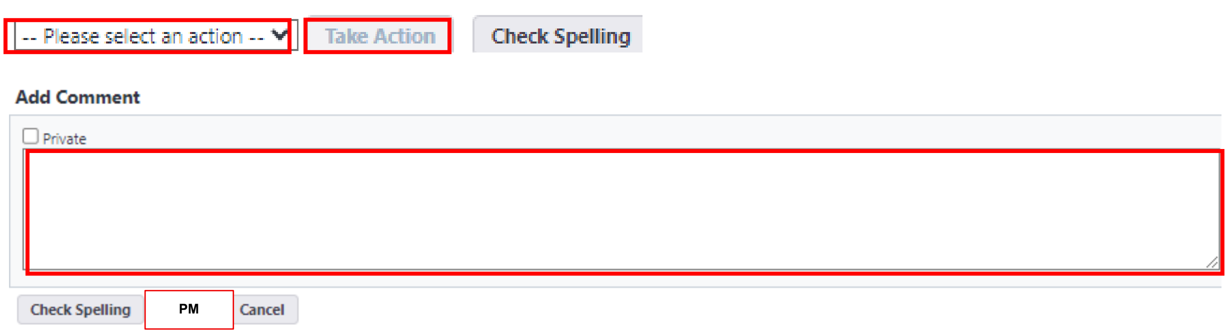
After opening the process instance, click on the "Comments" tab to review all previous correspondence regarding the subject Project Closeout Package. Once complete, begin working on reconciling the project financials.

After completing your initial review, if it is determined that additional information is needed from the PM to complete the reconciliation process, and you want to include documentation for the PM to review as part of this process, click on the "Documents" tab and drag and drop said documents into the space provided.



After performing the drag and drop, Click the "Select" button to complete the upload to the "Documents" tab and the "Project Closeout Docs – Default" file folder.

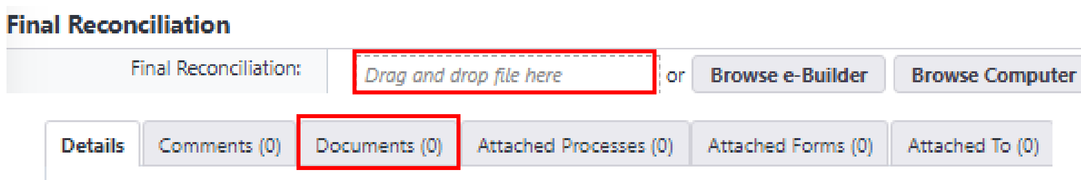
After the document(s) have been uploaded, return to the "Details" tab, scroll down to the bottom of the page and select "PM" from the dropdown list next to the "Take Action" button and click "Take Action". After clicking "Take Action", a prompt will appear to provide a "Comment" with instructions to the PM on what will be required to complete the reconciliation. If you require confirmation from the PM that DAS Fees are no longer being charged to the project, include that information in your comment.



Note: If the process instance was sent to the PM, when they submit their response, it will be returned to this step. Refer to the "Comments" tab to see comments provided by the PM and refer to the "Documents" tab to see additional documents that may have been uploaded by the PM to complete the process.

If additional information is required from the BO to complete the reconciliation, scroll down to the bottom of the page and select "BO Hold" from the dropdown list next to the "Take Action" button and click "Take Action". Acquire the information from the BO to complete the reconciliation process using the methods that are currently in place outside of TUC to obtain such information. The information provided by the BO will then be uploaded to the "Documents" tab as part of the BO Hold Step.

If the reconciliation is complete and the project can be closed in TUC, upload a copy of the final reconciliation to the "Final Reconciliation" field and upload any other relevant reconciliation documentation to the "Documents" tab. Then, select "Complete" from the dropdown list and click "Take Action".



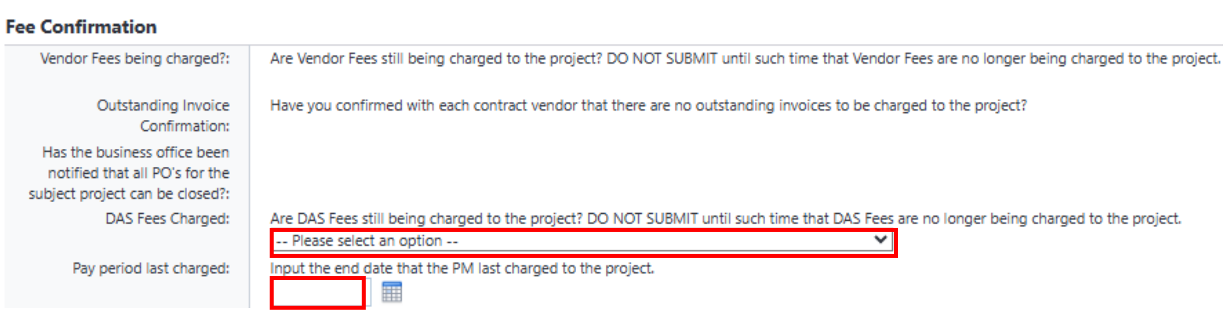
30.10 Reconciliation Review (PM)

If the CSS AAE is unable to reconcile the project financials for the subject Project, the PM will receive an email from TUC as notification that additional information or documentation is required to complete the financial reconciliation.

To access the process instance, either click on the link provided in the email or log into TUC, select the “My Home” tab and click on the link in the subject project “Instance” column, under “My Processes” to access the process instance (Refer to Section 27.03 for guidance diagrams).

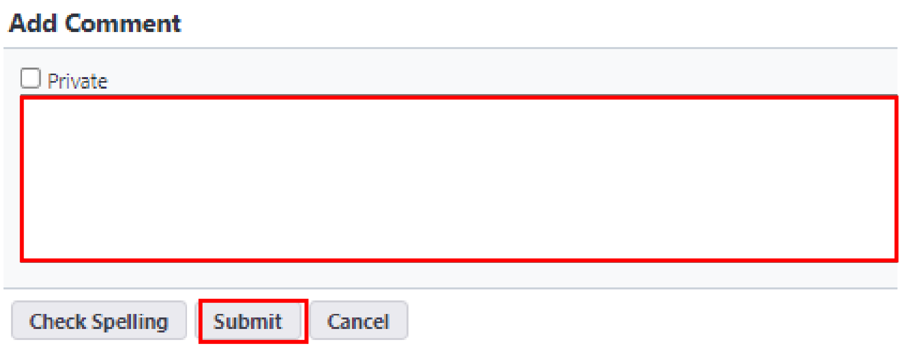
After opening the process instance, click the "Comments" tab to review the requirements to complete the financial reconciliation and, if applicable, click on the “Documents” tab to review any documents the CSS Accounts Examiner forwarded to your attention for review.

If the AAE requires confirmation that DAS Fees are no longer being charged to the project, scroll down to the "Fee Confirmation" section and answer the "DAS Fees Charged" question and provide the date for the "Pay period last charged".



Once you have completed your review and taken corrective action, scroll down to the bottom of the page and click the "Take Action" button.

You will then be prompted to provide a comment to explain the corrective actions taken to complete the financial reconciliation.



30.11 BO Hold Step (Associate Accounts Examiner)

The Associate Accounts Examiner (AAE) has sent correspondence to the BO, using methods that are currently in place outside of TUC, to request corrective action on outstanding issues, which may include deficit fees, an unexpended fund balance, or other outstanding issues as defined by the AAE. This step will serve as a “Hold Step” until such time that the BO has responded to the request, using the methods that are currently in place outside of TUC, of the corrective action taken and the AAE is satisfied that no further corrective action is required.

Upon receipt of the final corrective action correspondence, the AAE should open the process instance, by either clicking on the link provided in the email or by logging into TUC, selecting the “My Home” tab and clicking on the link in the subject project “Instance” column, under “My Processes” (Refer to Section 27.06 for guidance diagrams). After opening the process instance, the AAE should upload a copy of the corrective action correspondence between the AAE and the BO to the "Documents" tab within this process instance step.

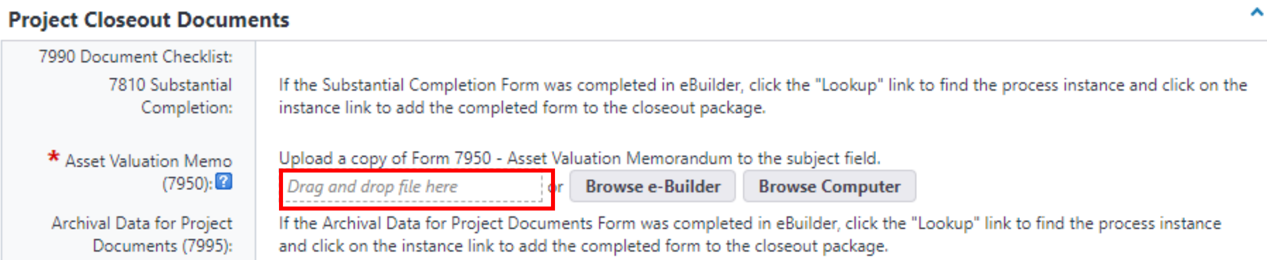
If the reconciliation is complete and the project can be closed in TUC, the AAE should also upload any other relevant reconciliation documentation to the "Documents" tab and then return to the “Details” tab and upload a copy of the final reconciliation to the "Final Reconciliation" field. Upon completion, scroll down to the bottom of the page and select "Complete" from the dropdown list and click "Take Action".

30.12 Asset Value Memorandum (PM)

After the final financial reconciliation has been completed, the PM assigned to the project will receive an email from TUC as notification to complete the Asset Value Memo.

At this time, the PM should fill out the "Asset Valuation Memo (7950)" and forward it to the Business Office for sign off using the methods that are currently in place outside of TUC.

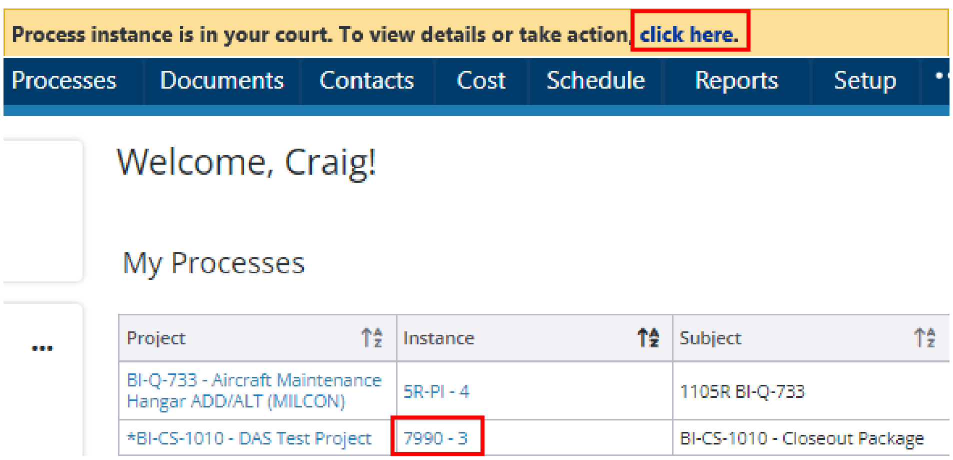
After the BO has completed and returned the Asset Value Memo, the PM should open this process instance, by either clicking on the link provided in the email or by logging into TUC, selecting the “My Home” tab and clicking on the link in the subject project “Instance” column, under “My Processes” to access the process instance (Refer to Section 27.03 for guidance diagrams). After opening the process instance, scroll down to the "Project Closeout Documents" section and upload a copy of the Asset Value Memo to the subject field with the same name. Upon completion, click the "Take Action" button.



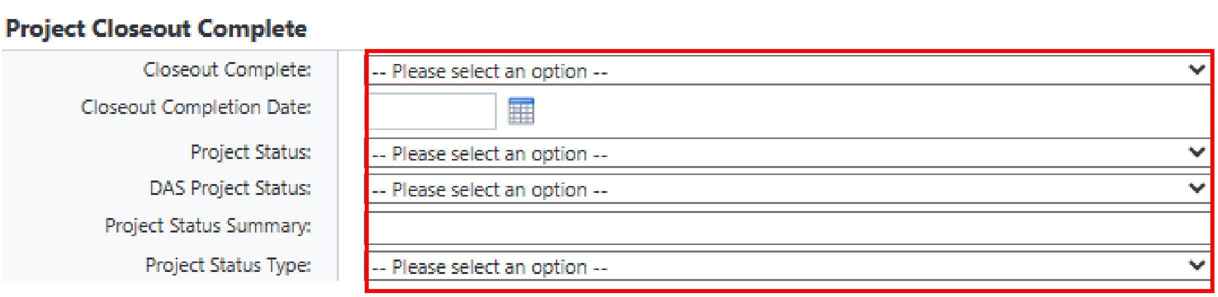
30.13 Final Review (CSS)

CSS will receive an email from TUC as notification that the project reconciliation is complete, and the project can be closed out in TUC.

To access the process instance, either click on the link provided in the email or log into TUC, select the "My Home" tab and click on the link in the "Instance" column for the subject project "Project # - Closeout Package" from the "My Processes" section.



CSS should now provide data input for all questions in the "Project Closeout Complete" section, if said data has not been infilled automatically. Upon completion, scroll down to the bottom of the page and click "Take Action".

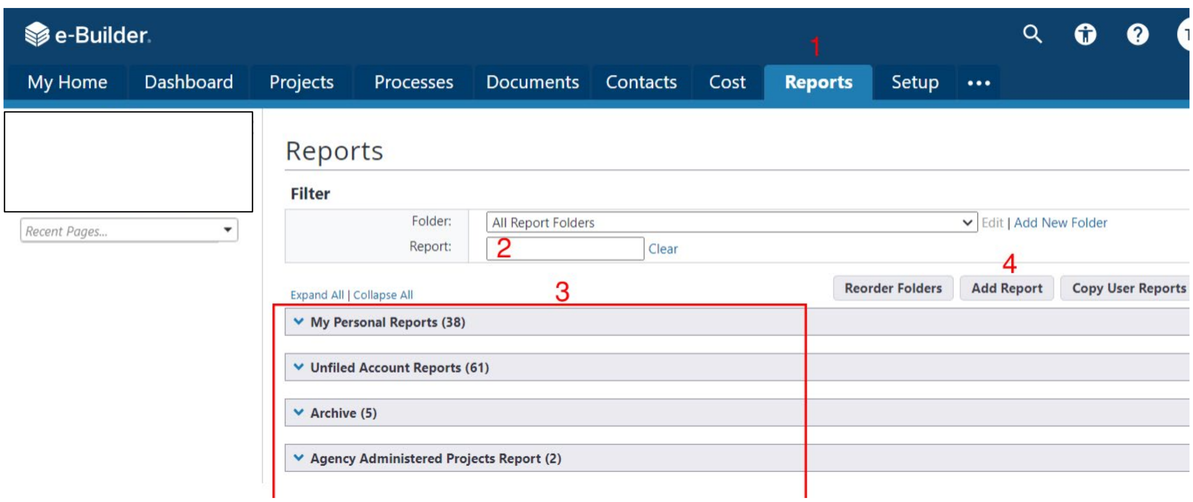


Section 31: Reports

31.01 Navigating to the Reports Module and Accessing Reports

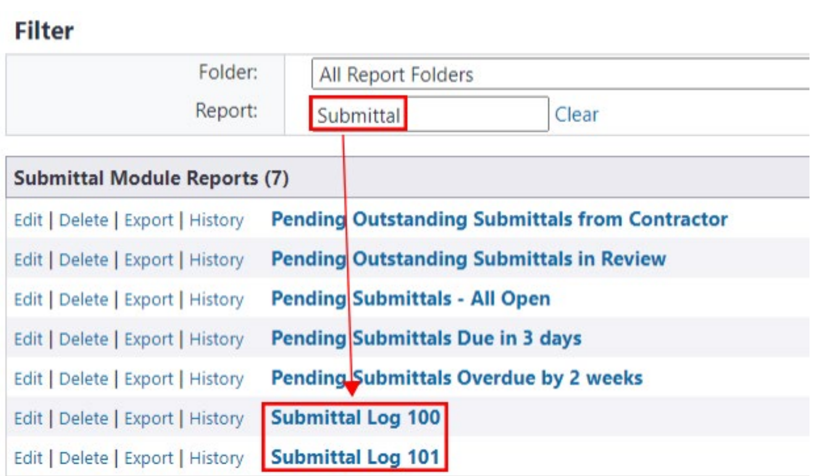
To access and use the Reports module:

1. Click on the Reports tab to access the Reports module.
2. In the Reports module, reports can be accessed easily by typing part or all of the report name in the search block and clicking enter. The search will return a list of reports fitting the search criteria. See step 28.02 for how to open project-specific reports.
3. Users may also wish to browse the list of generally-available pre-built reports. Click on the arrow to the left of each section to open or close the list of reports in each. Click on the name of the report to open each.
4. Users are also able to build their own reports or save-as their own modified copies of existing reports. These reports are only available to the user creating them, and there is flexibility about the datasets to be searched, filter criteria and formatting.

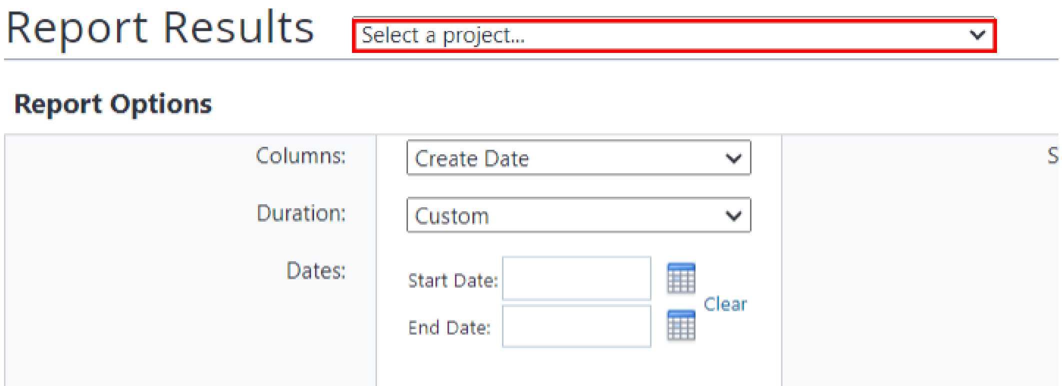


31.02 Searching for and Opening Project-Specific Report Data

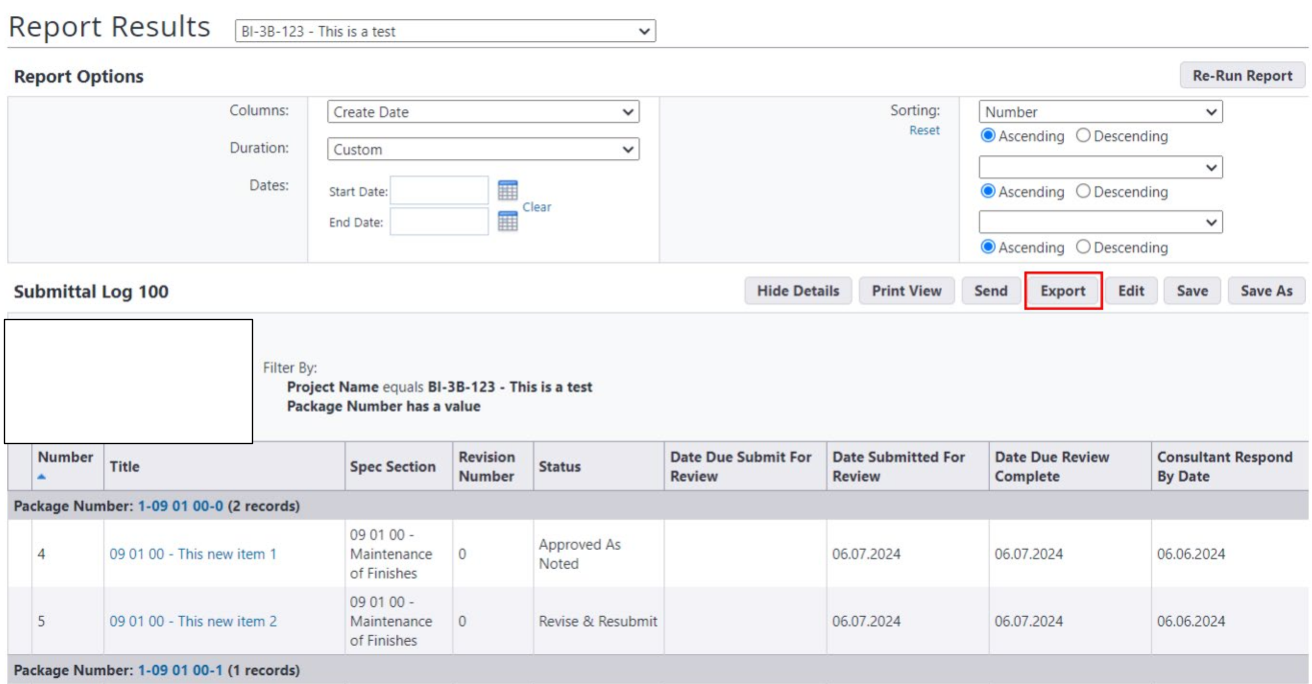
In the example, below, the user searched for the word “submittal”. The search returned a list of reports, including a number built by TUC. The two at the bottom are reports built by DAS.



When the user clicks on "Submittal Log 100", for example, that report opens. However, this is report for project-specific information, so it does not show any data until the user uses the "Select a project" pull-down menu to select a project.



This shows the report on the screen in TUC. Also note that there is an "Export" button that allows the user to download the data from the report in Excel or other data formats. (There is no option to generate a PDF report.)



31.03 Accessing Process-Specific Reports via the Processes Module

In addition to accessing reports via the Processes tab at top of the dark blue bar at the top of the TUC interface, users may also access reports of data from specific process types. To make use of this feature, first access the project, as shown in Sec. 1.01, click on "Processes" in the "Project Menu in the left panel, as shown in Sec. 1.02 and then filter for the specific process type needed, as shown in Sec. 7.02.

After filtering for a specific process type, a “Reports” tab will appear to the right of the “Processes” tab that is shown above the list of process instances. This “Processes” tab and “Reports” tab are different from the “Processes” and “Reports” tabs in the dark blue bar at the top of the screen, and this “Processes” tab is also different from the “Processes” option in the Project Menu in the left panel.

This “Processes” tab will have a blue line under it until the user clicks on the “Reports” tab to its right. Once this “Reports” tab is clicked, the list of process instances below it will change to a list of reports. This list contains reports on the process instances of the process type for which the filter was applied. For example, when filtering for the “Submittals (Subm)” process type, this will show a list of different Submittals process reports.