DESIGN SUBMITTALS AND REVIEW-DOCUMENT CONTROL PROCESS – NHHS

The purpose of this document is to provide clarity to the document control process for reviewing and submitting preliminary/final design submittals electronically and via hard copy (paper) in the NHHS Program. Additionally, this document reinforces the locations where design submittal data is to be stored in ProjectWise.

WEBSITE REQUIREMENTS AND OPERATION

<u>SharePoint (SP)</u> – PB has initiated a secure SP collaboration site that will facilitate document control, task assignment and provide a central location for communication and program information. The NHHS SP Site is located here: <u>https://nhhs.pbid.com</u>.

This site also provides an integration link to CTDOT's ProjectWise website (Website: <u>https://ctdot.projectwiseonline.com/default.aspx</u>).

PAPER SUBMISSION REQUIREMENTS

Table 1 outlines the paper requirements and mailing addresses.

Letter of Transmittals: The same transmittal that is used in SharePoint is to be sent out with the hard-copy submissions (see "Starting a SharePoint Transmittal for Design Review" section for transmittal requirements). If desired, a cover letter may be attached to this standard transmittal but is not necessary.

Agency	Contacts	Plans	Reports/Specs	Mailing Addresses
AMTRAK	John Cartier	Call John Cartier for number of full and half sizes; 2 CDs	2 Bound Copies to Cartier(Color as Needed)	Amtrak – NED 40 South Street, Unit B West Hartford, CT 06110
СТДОТ	Scott Hill Cc: John Bernick Eric Bergeron Julianne Chatman	7 Half Scales	2 Bound Color Copies (Or as needed), 1 CD	Connecticut Department of Transportation, 2800 Berlin Turnpike, Newington, CT 06131-7546
FRA (FedEx or UPS)	Mr. Trevor Gibson and Mr. Richard S. Cogswell	1 Full Size Set to Each (30% and Final Design)	1 Bound Color Copy to Each (30% and Final Design)	U.S. Department of Transportation, Federal Railroad Administration, 1200 New Jersey Ave., SE, W36-420, Washington, DC 20590
FRA (USPS)	u	u	u	U.S. Department of Transportation, Federal Railroad Administration, 1200 New Jersey Ave., SE, West Building, Mail Stop: 20, Washington, DC 20590

CSX	Mr. Stephen Potter Assistant Vice	1 Full Size Set (30%	1 Bound Copy Color	CSX Transportation, Incorporated 500 Water Street, 15 th Floor
	President Network	and Final		Jacksonville, Florida, 32202
	Planning	Design)		
RailAmerica	Mr. Charles D.	1 Full Size	1 Bound Copy	RailAmerica, Incorporated
/CSO	Hunter	Set (30%	Color	2 Federal Street, Suite 201
	Director of State	and Final		St. Albans, Vermont 05478
	Relations – East	Design)		
				CSO
CSO	James Bonner	1 Full Size	1 Bound Copy	440 Windsor Street
	Co. Morela Decembrada	Set (30%	Color	Hartford, CT 06120
	Cc: Mark Bromirski	and Final		
		Design)		
David	Roger D. Bergeron	4 E. II Ci-	1 David Ca	Pan Am Railways
Pan Am	Vice President –	1 Full Size	1 Bound Copy	Iron Horse Park
Railways	Special Projects	Set (30%	Color	N. Billerica, MA 01863
		and Final		
		Design)		
	Debert Vizieien		1 Davind Camu	148 Eastern Blvd, Ste 200
PB	Robert Yirigian	1 Half Size	1 Bound Copy	Glastonbury, CT 06033
			Color	
				2110 Silas Deane Hwy
HW Lochner	Richard Bray	1 Half Size	1 Bound Copy	Rocky Hill, CT 06067
			Color	
				500 Enterprise Drive, Suite 2B,
Baker	David Tudryn	1 Half Size	1 Bound Copy	Rocky Hill, CT 06067
			Color	
нитв	Anthony Gouveia	1 Half Size	1 Bound Copy	300 Apollo Drive
(Chelmsford)			Color	Chelmsford, MA 01824
(Chemisiora)			COIOT	
				1344 Silas Deane Highway
HNTB	Ken Dodson	1 Half Size	1 Bound Copy	Suite 501
(Rocky Hill)			Color	Rocky Hill, CT 06067
				, ,
	1			

Table 1

PROCESS OVERVIEW - PRELIMINARY AND FINAL DESIGN

The document control process for preliminary submittals is outlined in

Appendix A and Appendix B attached. Final Design Plans and Specs for CTDOT Let Projects need to follow CTDOT's Digital Project Development Guide

http://www.ct.gov/dot/lib/dot/documents/aec/Digital Project Development.pdf.

Final Design Plans and Specs for Amtrak LET Projects should follow CTDOT's legacy procedures for Addenda and Construction Order processes. Final Digital Data for these Projects will be stored on ProjectWise; 100_Contract_Plans will hold final plans, while 110_Contract_Specifications will hold final specs. The format and organization of the digital data will be similar to what CTDOT requires.

PMT – DRAFT SUBMITTAL REVIEW

Final Designers can coordinate with the PMT on a review of Draft Submittals as needed. ProjectWise Storage of Draft Submittals can be located in the firm's designated temporary directory on ProjectWise.

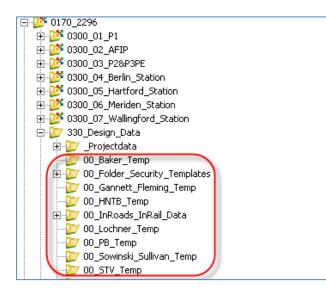


Figure 1

LOADING OF A FORMAL SUBMITTAL TO PROJECTWISE

All preliminary plans up to 100% design submittals of large PDF data should be loaded to the respective break-out projects designated 310_Preliminary_Design_Plans (PDF) folder on ProjectWise. The files need to be attributed appropriately according to the NHHS attributing guide and table:

- <u>http://www.ct.gov/dot/lib/dot/documents/dstatedesfd/NHHS_Attributing.pdf</u>
- <u>http://www.ct.gov/dot/lib/dot/documents/dstatedesfd/CT_DOC_PUB_CTDOT_Categories.xlsx</u>

🖻 💯 0170_2296
🖻 💯 0300_01_P1 🔶 🦲 (Example)
- 🗁 100_Contract_Plans (PDF)
110_Contract_Specifications (PDF)
- 💯 120_Contractor_Submittals (PDF)
210_Construction
240_Contract_Development
General Content of
320_Permit_Applications
- 💯 340_Administration
🕀 💯 500_Pre-Design
🕀 🚧 Saved Searches

Figure 2

Type of Data	Example Attribute Code and File Name (User Defined Label)
Plans	FA_CON_PRE_170_2296_000_(03_Track_30%).pdf
Reports	FA_DOC_RPT_170_2296_000_DRC_(Track_30%_PE).pdf
Specifications	FA_CON_PRE_170_2296_000_(Track_30%_Specs).pdf
Estimates	FA-DAT_EST_170_2296_000_(Signal_60%_Estimate).pdf

For submissions that contain numerous files, in ProjectWise create a simple "file list" that groups the like data sets (i.e. plans, specs, estimates) together. This process helps with viewing of files. A sample can be found in the following directory:

Documents\01 - CTDOT Projects\0170_2296\0300_01_P1\310_Preliminary_Design_Submissions (PDF)\

Creating a Document Set in ProjectWise is done by right mouse selecting the files followed by: > Set > New:

<pre>/ T_FA_DOC_CRS_170 / T_FA_DOC_CRS_170</pre>	FA FA	Select View	 20_01 to 20.29 ▶ 14	2,13 2,03
/ 17 FA_DOC_CRS_170	FA	New	▶ 53 to 24.74	2,31
FA_DOC_CRS_170	FA		- 73 to 21.83	6
FA_DOC_CRS_170	FA	Open	83 to 21.87	6
/T_FA_DOC_CRS_170	FA	Open as Read-Only	87 to 21.96	6
FA_DOC_CRS_170	FA	Open With	71 to 23.82	28
/T FA_DOC_CRS_170	FA	View	50 to 25.70	2,56
FA_DOC_CRS_170	FA	Check Out	89 to 26.02	45
/ TA_DOC_CRS_170	FA	Check In	84 to 26.88	60
/T FA_DOC_CRS_170	FA	Free	95 to 27.72	30
/ TA_DOC_CRS_170	FA	Copy Out	95 to 30.98	3,56
/ TA_DOC_CRS_170	FA	Markup	80 to 28.52	28
/ TA DOC_CRS_170	FA	manap	- 95 to 30.99	31
/ TA_DOC_CRS_170	FA	Export	10 to 31.28	52
	HN	Import		
	HN	Update Server Copy	_	
	HN	Refresh Local Copy		
	HN	Purge Local Copy		
		Purge Local Copy Purge Workspace		
•		Purge workspace	_	
Document Properties Project	Proj	Cut	ependency Viewer	Components
View: <default></default>	-	Copy Paste		
Tuma Unguint	F	Сору То		Property name
	A.	Move To	170_2296_0	Description
	F	Rename	y_Design_Su	Folder Description
terreturnetur-	E	Delete	<u>h_Envir</u>	Storage
Entropy August and the second se	F	Modify	_170_2296_0	File Size State
	ť	Modify Spatial Attributes	tes	Created
	- ì	Add Comment	tes	Updated
	F		- tes	File Undated
	2	Set	New.	
	- V	Send To	Modify	

Figure 3

STARTING A SHAREPOINT TRANSMITTAL FOR A DESIGN REVIEW

Fill out a template transmittal on SP. See Figure 4 below. Once complete, simply send a link to the transmittal recipients via an email link on SharePoint to the Transmittal. Provide a summary in the email of what the content is and the deadline for review.

🖉 Transmittals - All Documents	- Windows Ir	ternet Expl			
COC V Intps://nhhs.pbid.com/Transmittals/Forms/All					
File Edit View Favorites To	ools Help				
🔆 Favorites 🛛 👍 🔁 Suggested Sites 👻 🔊 Free Hotmail 🧃					
🔠 🕶 📴 FD_PB_Comment_Response 🔯 CTDOT/PMT Do					
Library Tools					
Site Actions 👻 対 Browse	Documents	Library			
🔭 🎦 📂	10	Check O			
		🔓 Check In			
New Upload New Document → Folder	Edit Document	Discard (
TRN - Transmittal		n & Check O			
Create a new TRN - Transn		ne			



Note:

For Preliminary Design Submissions (<30% -PB STV), all final designers should be invited for the review process

For Final Design Submissions PB's Engineering Team should be invited for the review process.

ON-BOARD DESIGN REVIEW MEETINGS

The NHHS Program will take advantage of on-board design review meetings to the maximum extent possible. The goal of the meetings is to open discussion on critical comments that the final designers can begin to address. The location and time of these meetings is determined by Amtrak and the PMT. Once critical comments are documented at the meetings, a separate ROM should be developed by the lead Final Designer and critical comments separated out in a format to assure the designer has an opportunity to note that he is addressing the comments. The critical comments file should be created and loaded into SharePoint in the designated folder as described below.

DESIGN REVIEW - COMMENT AND RESPONSE DATABASE

A comment and response database is now available in SharePoint. See Figure 5. All original responses by Amtrak and CTDOT should be initially transmitted into their respective folder followed by notifying Kim Beek of the file update via an email link. PB consolidates/reviews the comments in the Master Comment Log and provides a mirror document in the "Final Designer and PB Comment and Response Log". The intent is for the final designers to respond to comments in this folder. Once responses are complete, Final Designers need to notify PB, CTDOT and Amtrak via the email that they are complete. The comment responses will then be marked as a record by PB and moved to ProjectWise.

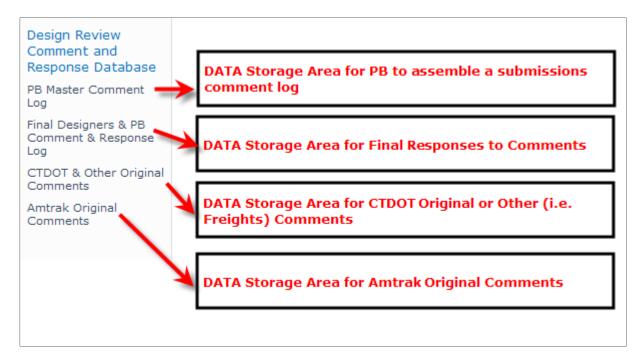
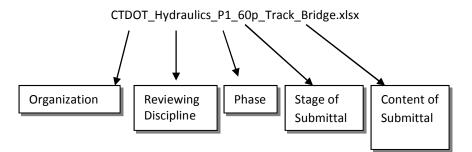


Figure 5

For Amtrak and CTDOT commenting, please use the following template:

https://nhhs.pbid.com/Document%20Templates/DOC DRC Design Review Comments Responses.xlsx

In general file naming should follow the below example:



Final Design (FD) Review – Transmittals (30% and Above)

