

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

SharePoint (SP) – 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: <https://nhhs.pbid.com>.

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

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

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.

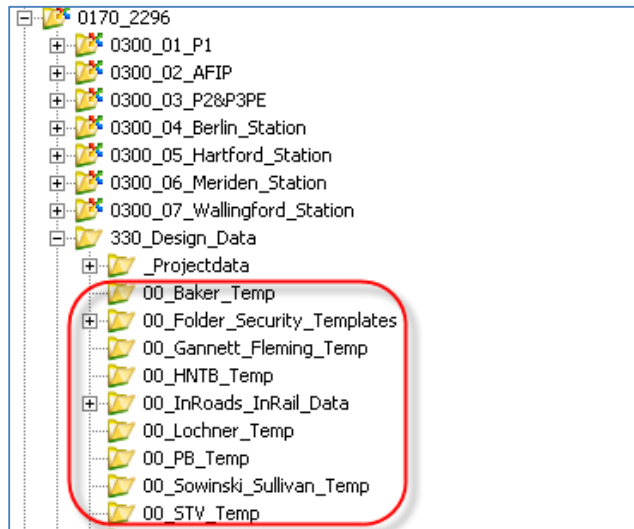


Figure 1

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:

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

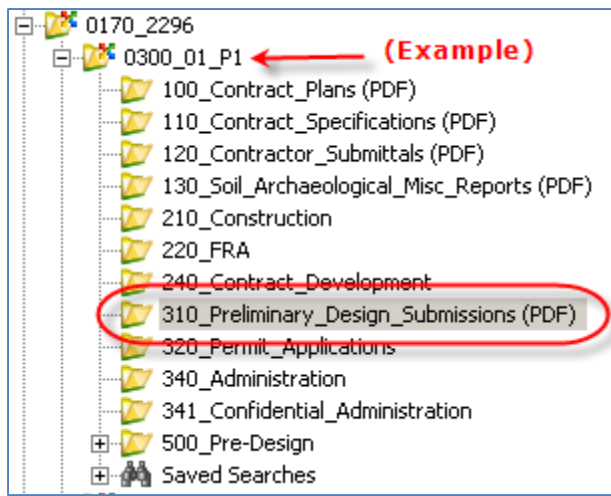


Figure 2

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:

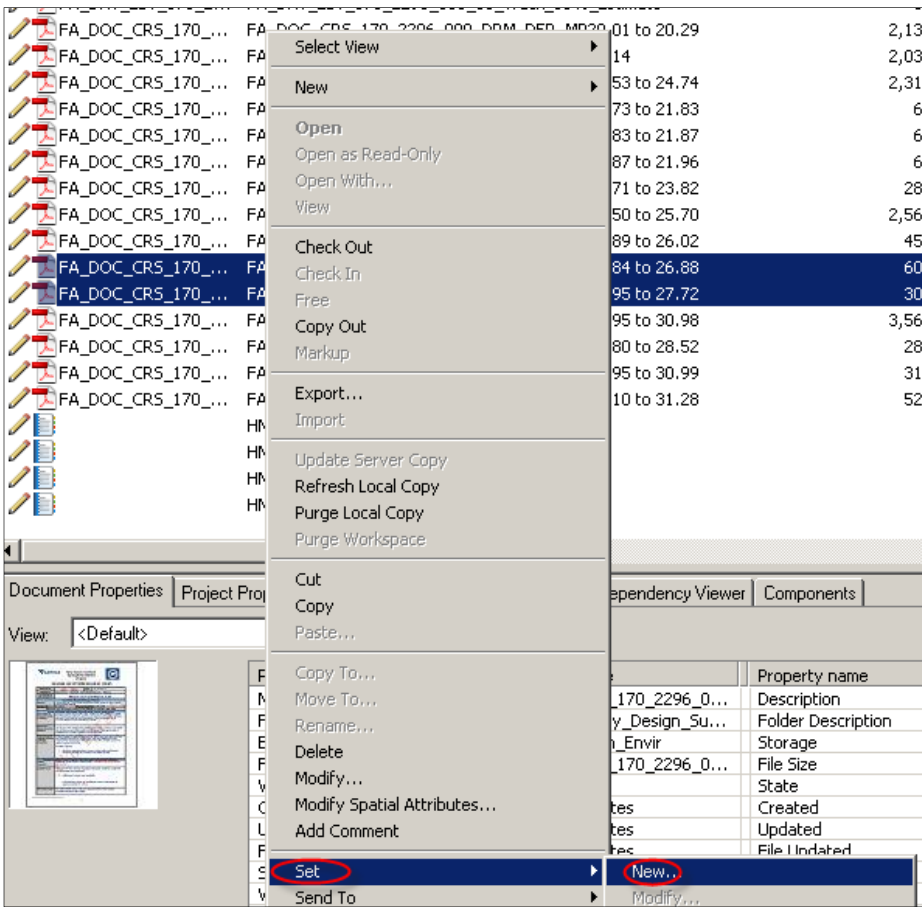


Figure 3

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.

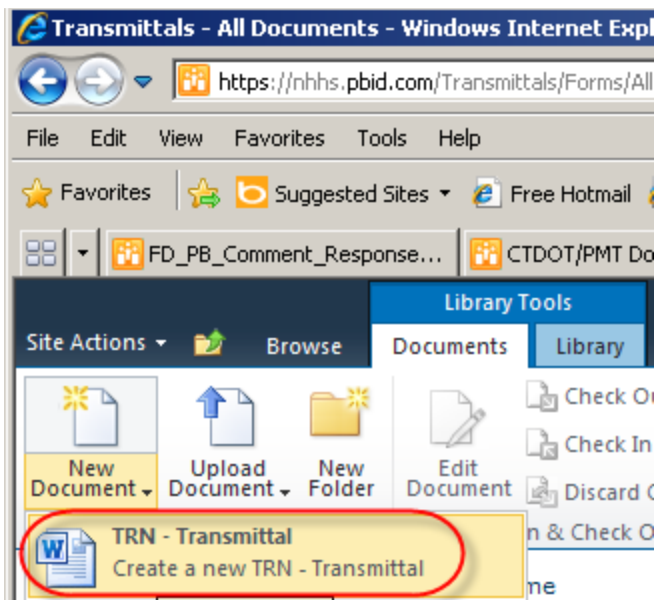


Figure 4

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.

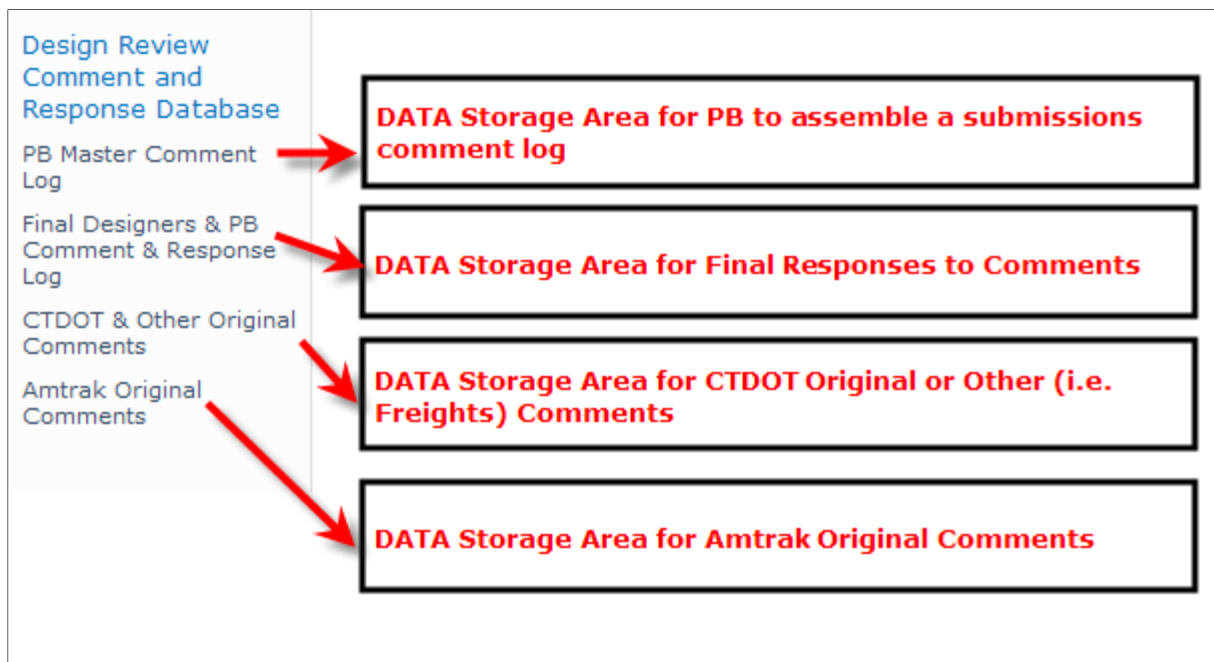
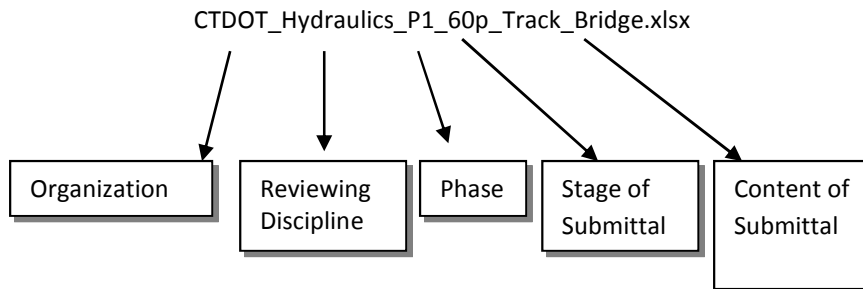


Figure 5

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)

