

***CONNECTICUT DEPARTMENT OF
TRANSPORTATION***

***Construction Contractor Electronic
Submittal Instructions***

Version 1.01

INTRODUCTION and GETTING STARTED

This publication provides detailed technical and technology assistance for Contractors submitting review materials (Shop Drawings, Working Drawings and Product Data) to the Department for construction contracts.

Contractors submitting digital review materials will need:

- A valid license for the Bluebeam software REVU or Extreme, which are Portable Document Format (PDF) software, similar to Adobe Acrobat. This software is required to prepare and markup Contractor submittals. The software is available from www.bluebeam.com or another source.
- Access to CTDOT's space on Bentley's Projectwise data management system. All Contractor submittals are delivered to and reside on Projectwise. User names and passwords are requested by submitting a [CTDOT Projectwise New User Form](#).
- All working drawings and calculations shall be digitally signed in accordance with this publication.

After receiving a user name and password, follow the "[Projectwise Thin Client First Time Set Up](#)" instructions. This step is only required once per user name.

Questions on subjects covered by this publication should be forwarded to the following individuals:

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Digital Signature Requirements

A digital ID must be purchased in order to apply a digital signature. Digital ID's must meet the specifications of Adobe's Certified Document Services (CDS). The necessary hardware and software needed to apply the required digital signatures may be purchased from the vendor list provided at the following website: http://www.adobe.com/security/partners_cds.html, additional information on Adobe's CDS is also available at this website.

Graphic Appearance of the Digital Signature and Watermark

Two graphic appearances, one of the engineer's PE Stamp and one with the engineer's PE stamp and company address, must be created in accordance with the following. One will be used as the appearance of the digital signature and one will be used as a watermark that is to be placed on all Working Drawings.

The graphic signature that accompanies the digital signature only needs to include the designer's signature and P.E. Stamp, and shall be created as follows:

1. Stamp and Sign a blank piece of paper.
2. Scan this signature.
3. Crop the image to approximately 250 pixels wide by 250 pixels high.
4. Save the image, in PDF to an area on your PC or server, where you can easily access it for later use in the signature set-up procedure.



Figure 1 ((Example of Consultant Engineer Graphic image of Signature – Applied to 1st page only with digital signature)

Graphic Appearance used as a Watermark

In addition to the designer's signature and P.E. Stamp, the graphic signature that is placed as a watermark shall also include the designer's company name and address, and shall be created as follows:

1. On blank paper – Print company name and address.
2. Place P.E. stamp next to company name and address.
3. Sign P.E. Stamp.
4. Scan the image created in steps 1 thru 3 above.
5. Crop the image to approximately 500 pixels wide by 250 pixels high.
6. Save the image, in PDF to an area on your PC or server, where you can easily access it for later use in the watermarking procedure.



Figure 2 (Example of Consultant Engineer Graphic image of Signature – applied to all pages as a watermark)

Once the graphic images have been properly created and saved, the digital signature appearance preferences must be set as follows:

Setting up the Appearance of a Digital Signature

1. Launch Bluebeam.
2. Make sure your CDS USB token is inserted into the computer then in Bluebeam go to the Document tab and select Signatures>Digital ID's:

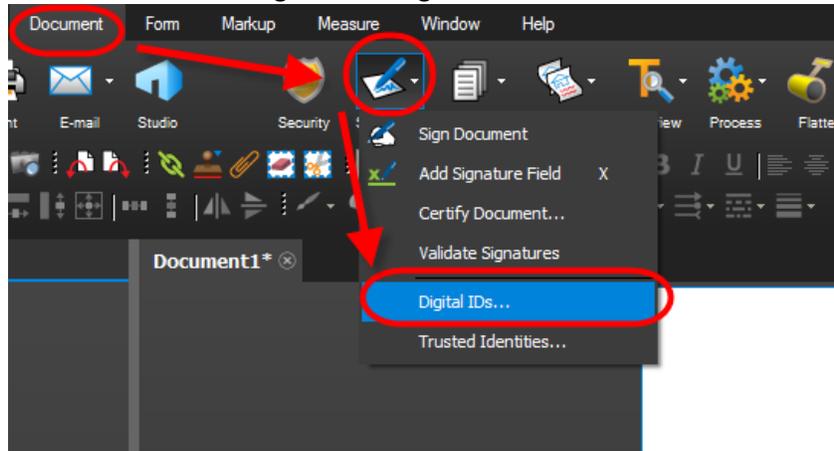


Figure 3 - Digital Appearance

3. Next click on your ID and click Manage Appearances: is form it signifies complete and has had As-Built information applied to t

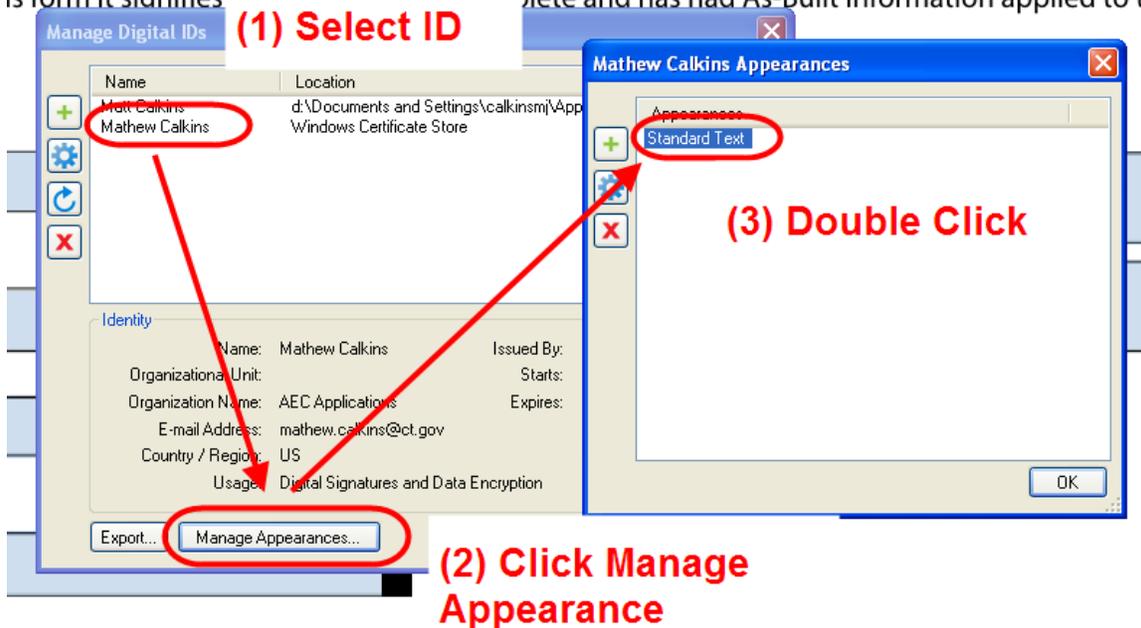


Figure 4 - Manage Appearance

4. Next follow the figure below:

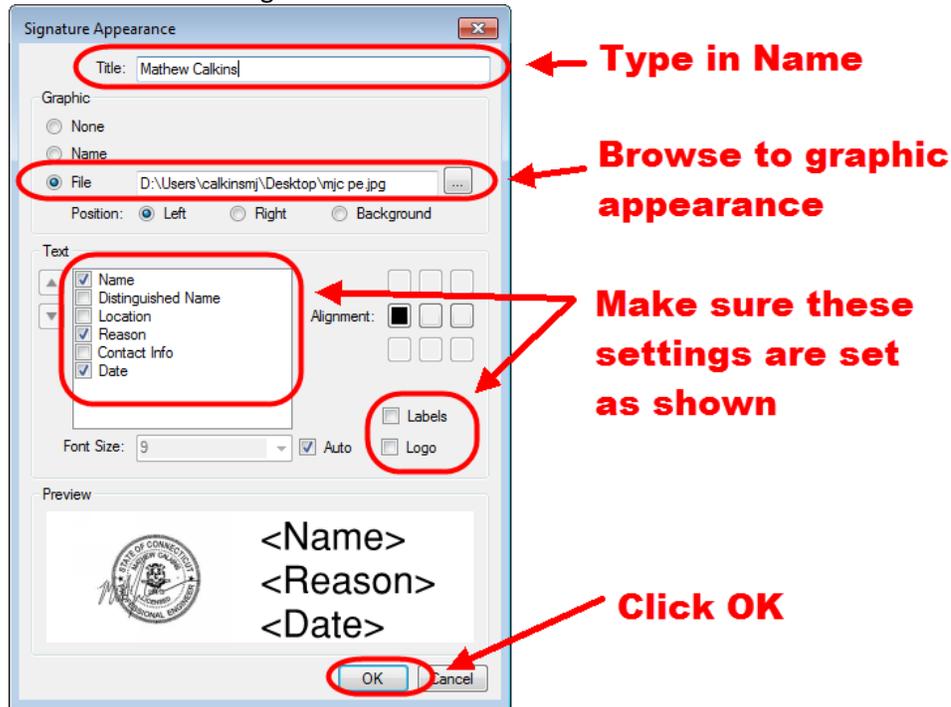


Figure 5 - Setting the Digital Appearance

5. Now the digital appearance will be saved and can be used to digitally sign.

Digitally Signing

The Digital signature must be applied to the Working Drawings and calculations in accordance with the following:

The following settings must be selected when digitally signing:

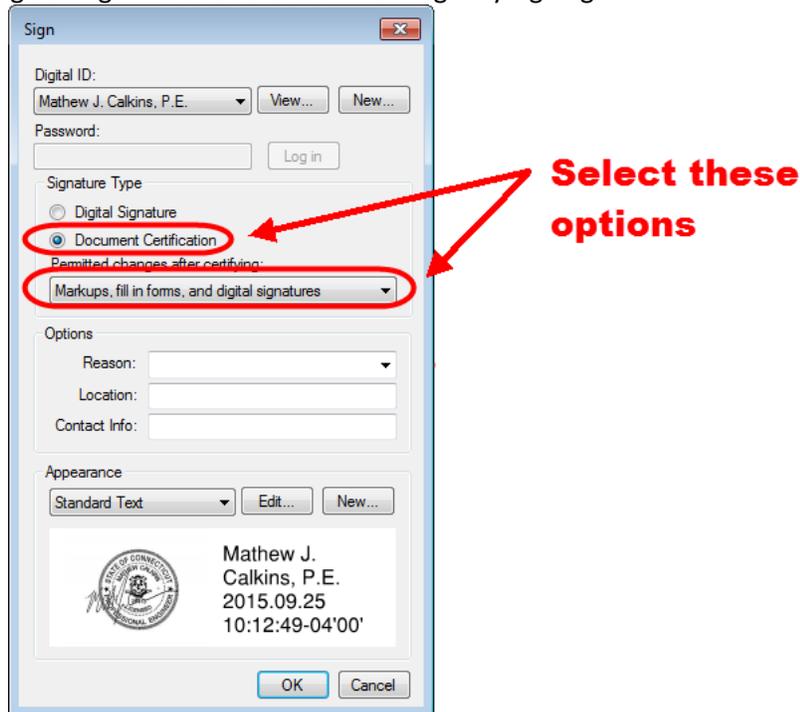


Figure 6 - Digitally Signing

The following are examples of Working Drawings and calculations that have been digitally signed:

Working Drawing Plans

The first plan sheet in the submittal shall have a digital signature and a watermark placed on it as shown below. All others sheets will only have the watermark. A place in the border of the plan sheets shall have a spot for this watermark.

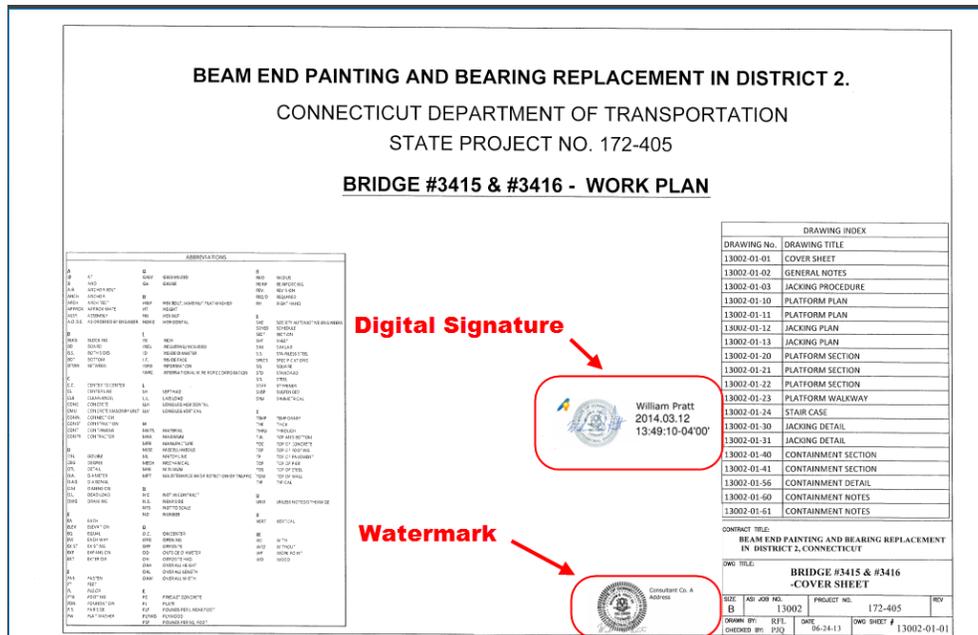


Figure 7 - Working Drawing for Permanent Structures

Working Drawing Calculations

The first sheet of the calculations shall have a digital signature as shown below:



Figure 8 - Working Drawing for Permanent Structures

Submitting Review Materials

Contractor submittals are either “Initial Submittals” or “Subsequent Submittals”. The first submission of a working drawing, shop drawing or product data for a particular item is the “initial submittal”. When the conclusion of Department’s review is “Revise and Resubmit” or “Rejected”, one or more subsequent submittals (e.g., 2nd, 3rd, 4th) are needed. Instructions for each category of submittal follow.

Initial Submittal

This submittal type is when the working drawing, shop drawing or product data is submitted for the first time, i.e., the Department has not previously reviewed a submission and concluded that resubmittal was required.

1. Prepare the drawings/documents for the submittal in accordance with the contract specifications (usually Special Provision Article 1.05.02). Next, log into Projectwise by clicking on this link and entering your Projectwise Username and Password- <https://ctdot.projectwiseonline.com>

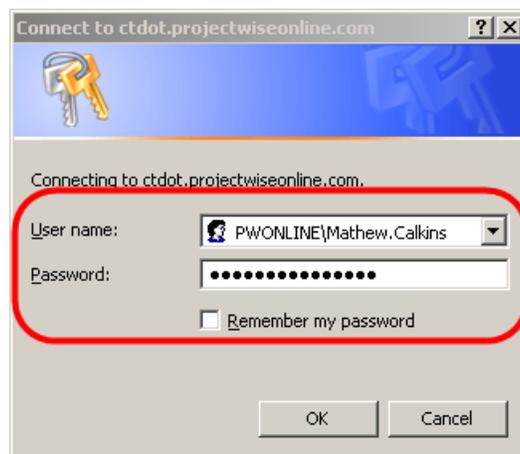


Figure 9 - Projectwise Log In Screen

2. Browse to the “01.0 – Projects Active” area in Projectwise. Then browse to a specific project (e.g., 0004-0133) and then to the 120_Contractor Submittal folder as shown below:

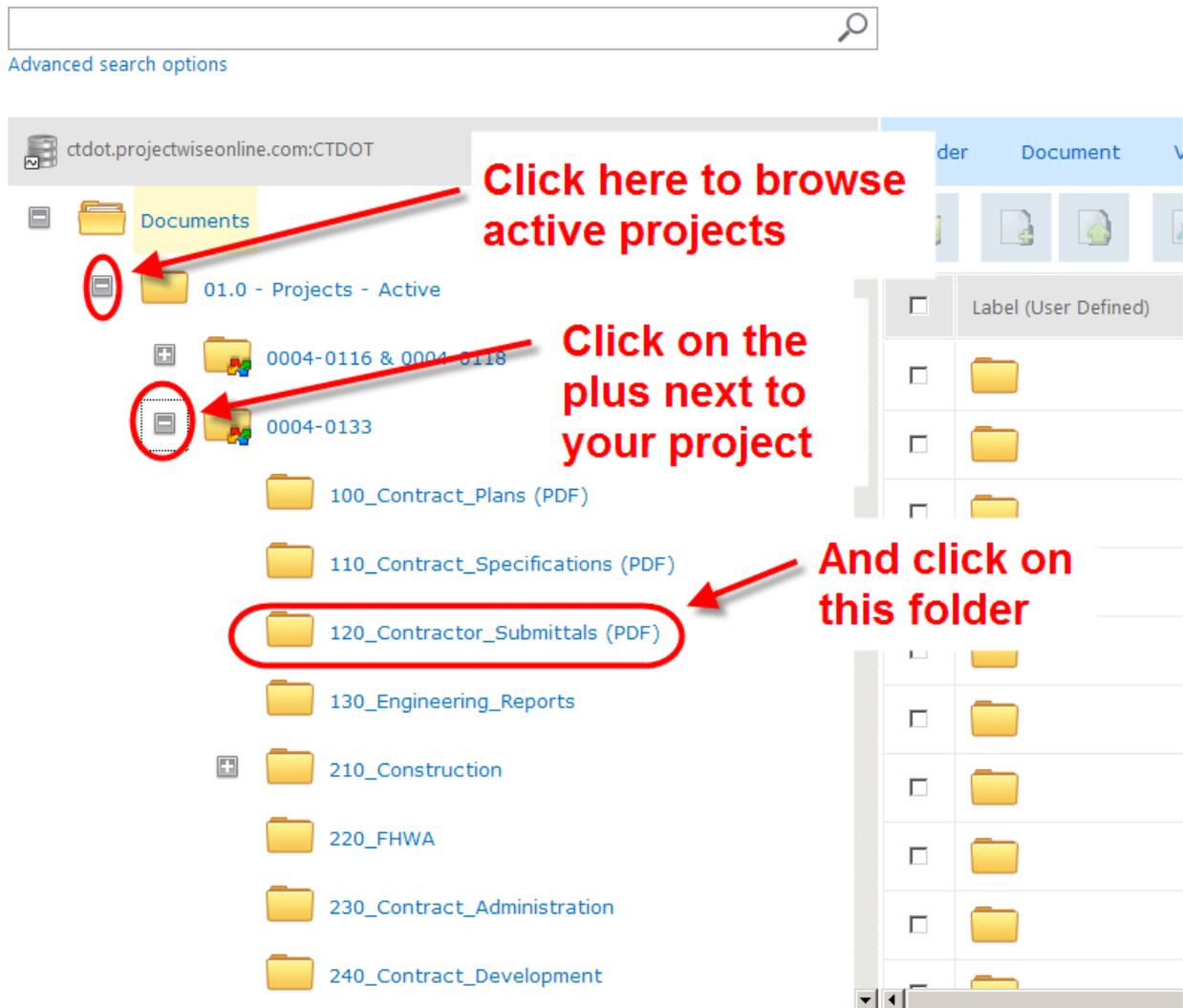


Figure 10 - Browsing to a Folder

3. Next open the file for the submittal you are working on as shown below. If there is not a file for the submittal you are working on contact DOT.AECApplications@ct.gov or call Mathew Calkins at 860-594-2988:

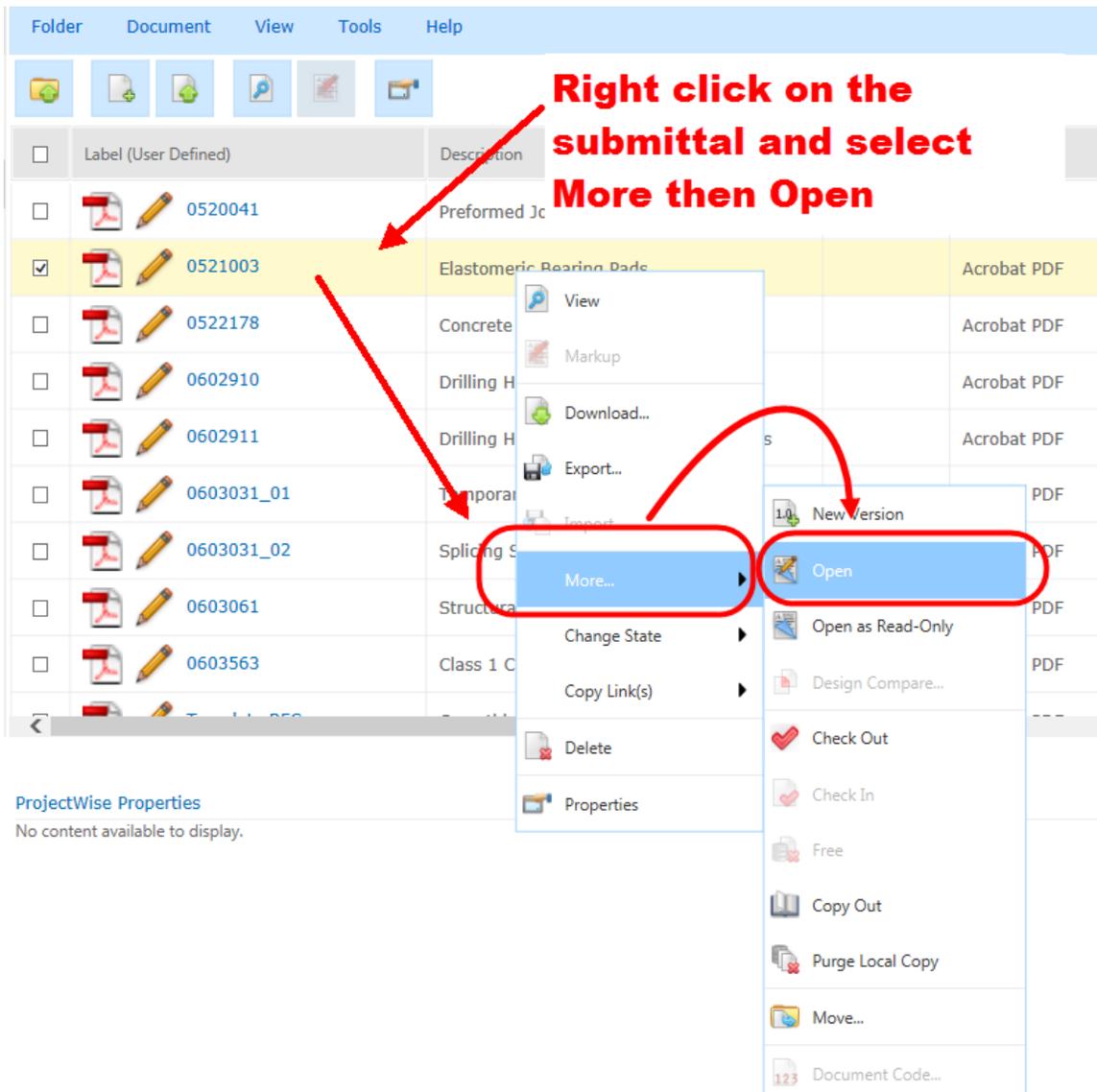


Figure 11 - Opening a Document from Projectwise

- When you open it you will be looking at the PDF Package. After the file opens double click on the submittal cover sheet shown below:

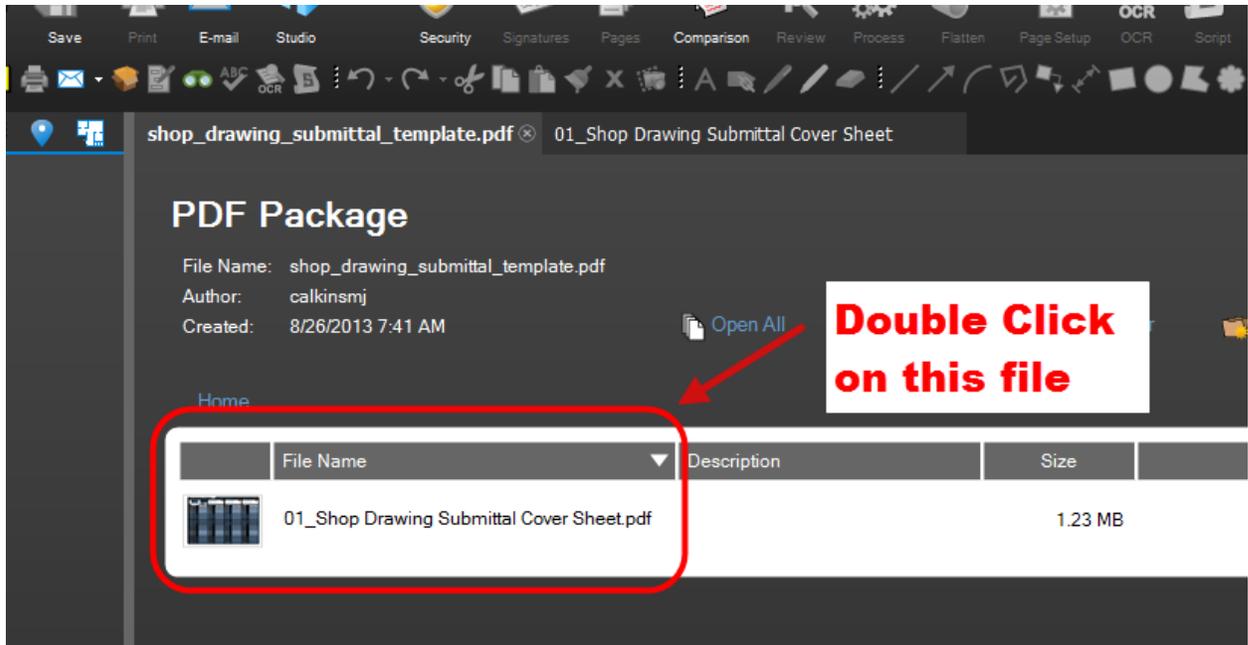


Figure 12 - Filling out the submittal cover sheet

- Fill in the fields on the top portion of the form, as shown below for the initial submittal: The section below shows a shop drawing submittal but the procedure is the same for a working drawing or Product Data submittal.



Figure 13 - Initial Shop Drawing Submittal

6. After the fields are filled in, click save and close the cover sheet as shown below:

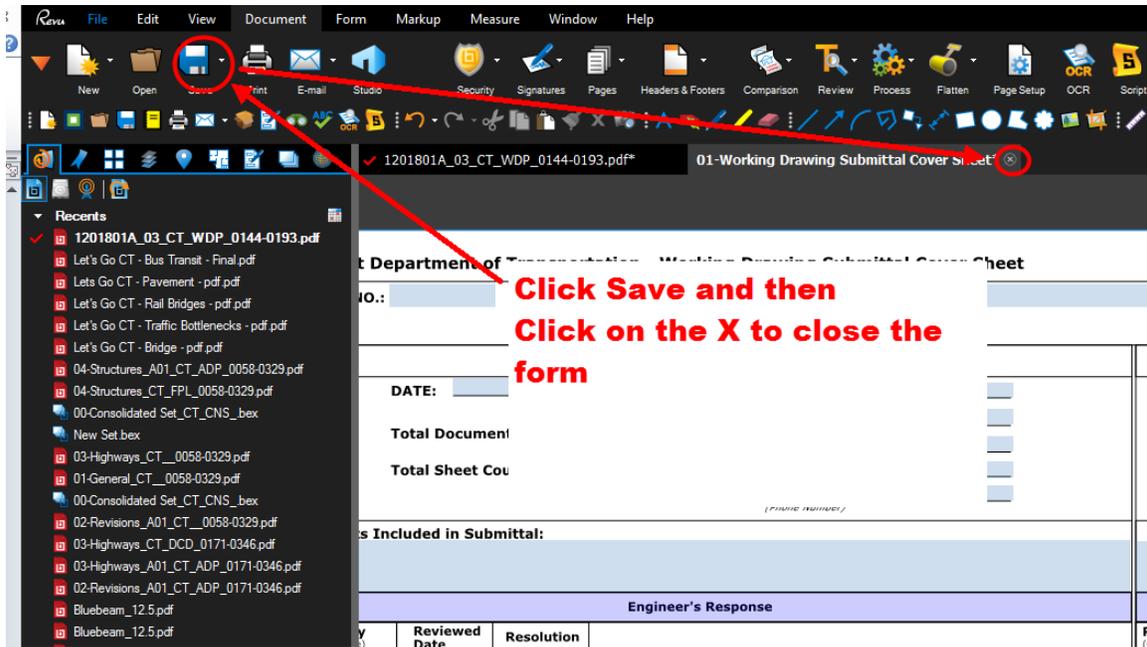


Figure 14 - Saving the Form

SHOP DRAWINGS

7. This step is for Shop Drawing submittals. Add the drawings for the submittal by clicking on the Add files icon and selecting the drawings to be added to the submittal. Then click Open as shown below:

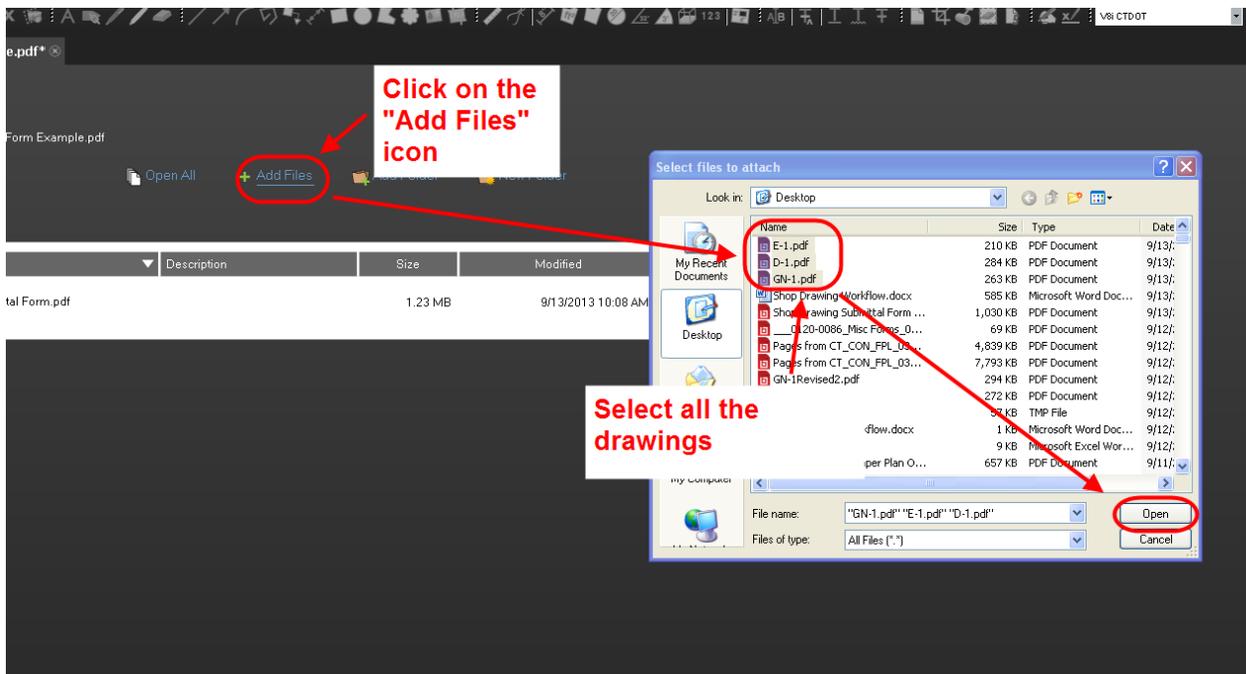


Figure 15 - Adding Drawings to a Shop Drawing Submittal

8. Click save and close Bluebeam.

WORKING DRAWINGS & PRODUCT DATA

9. This step is for Working Drawings and Product Data submittals. Next add the drawings, calculation, and supporting files or product data documents for the submittal by clicking on the Add files icon and selecting the applicable files.

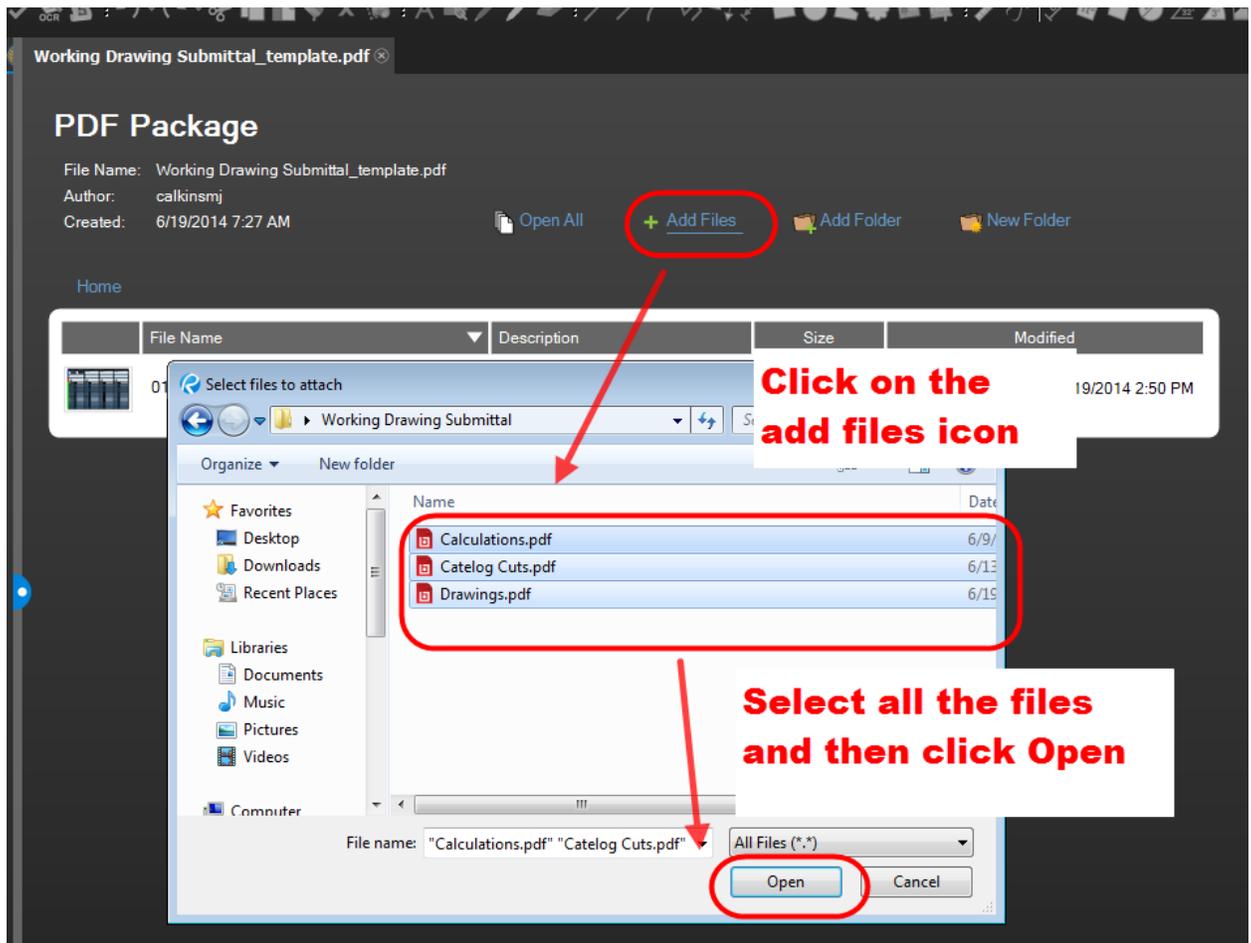


Figure 16 - Adding files to a Working Drawing Submittal

10. Click save and close Bluebeam.

11. Next go back to Projectwise and right click on the submittal in Projectwise and select Check In as shown below:

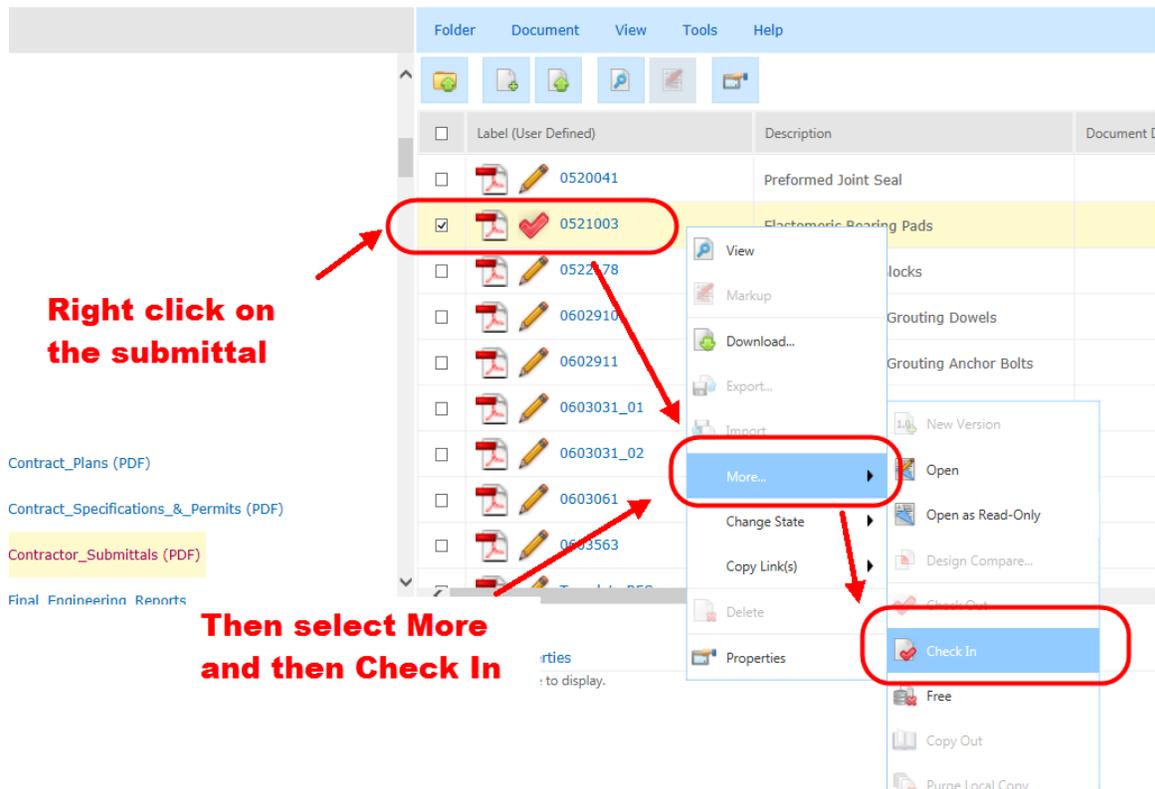


Figure 17 - Checking a Document In

12. After the submittal is uploaded to Projectwise, send an email notifying **District Construction (for Working Drawing submittals) and Designer (for Shop Drawings and Product Data submittals)**. The email must include the following in the subject line in this order:

- Project Number
- Item Number
- Item Description

Below is an example of an email for a shop drawing submittal, but can be used for a Working Drawing or a Product Data submittal as well.

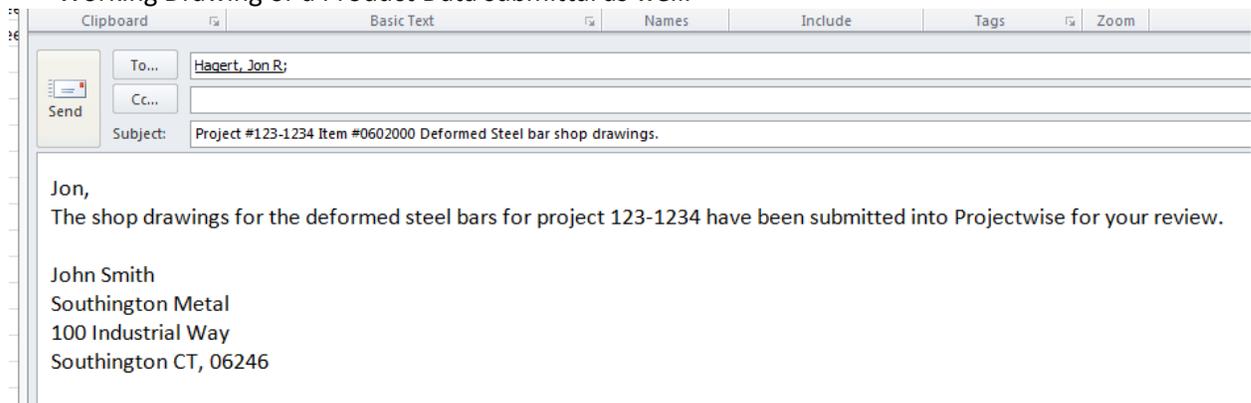


Figure 18 - Email Example for a Shop Drawing Submittals

Subsequent Submittals

This submittal type is when the working drawing, shop drawing or product data is submitted for a second third or fourth time because the Department previously reviewed an earlier submission and concluded that resubmittal was required.

To submit the updated drawings/documents.

1. Log into Projectwise – <https://ctdot.projectwiseonline.com>
2. Browse out to your project and go to the 120_Contractor_Submittal folder:

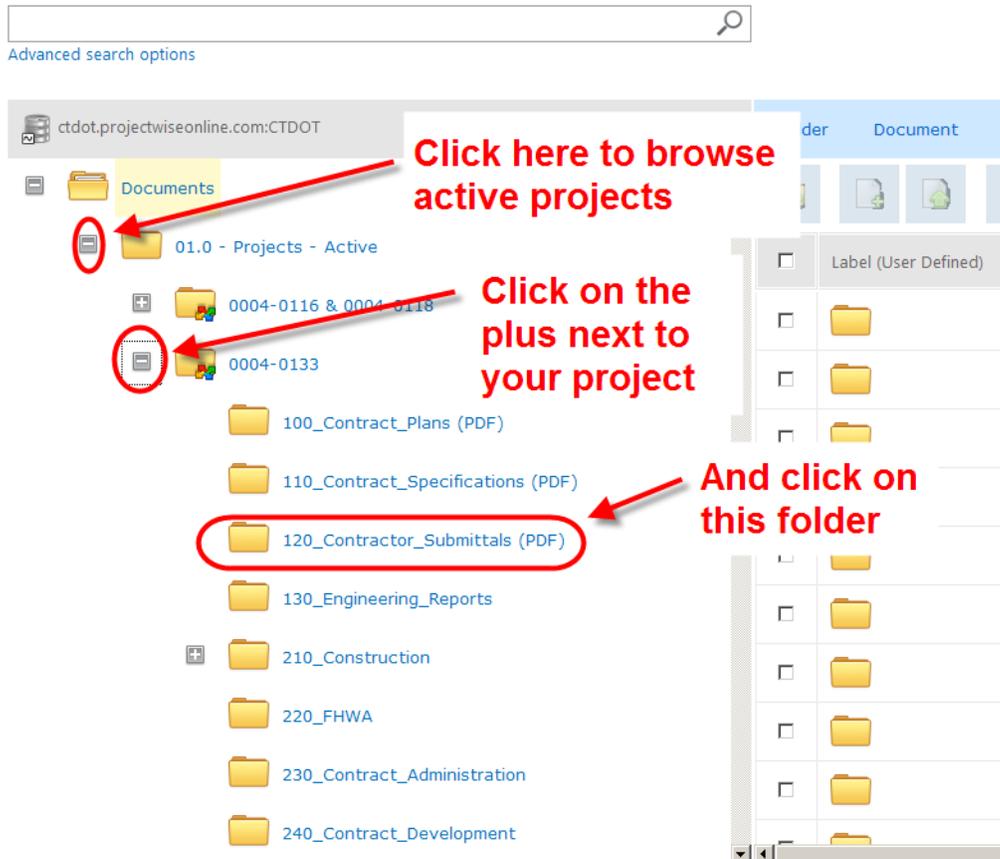


Figure 19 - Browsing to the Project

3. Next open the applicable submittal as shown below:

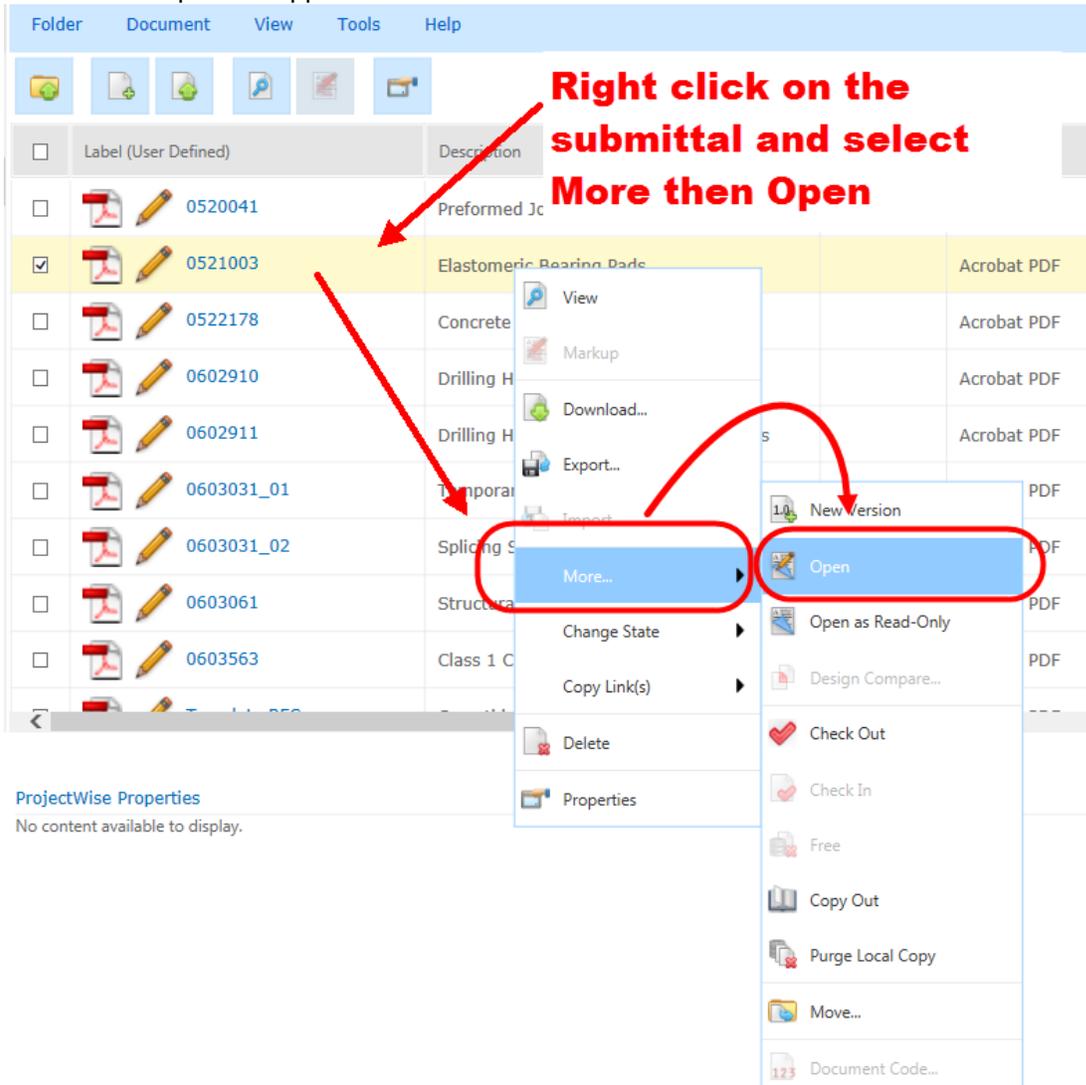


Figure 20 - Opening a Document from Projectwise

4. After the submittal opens double click on the submittal cover sheet.

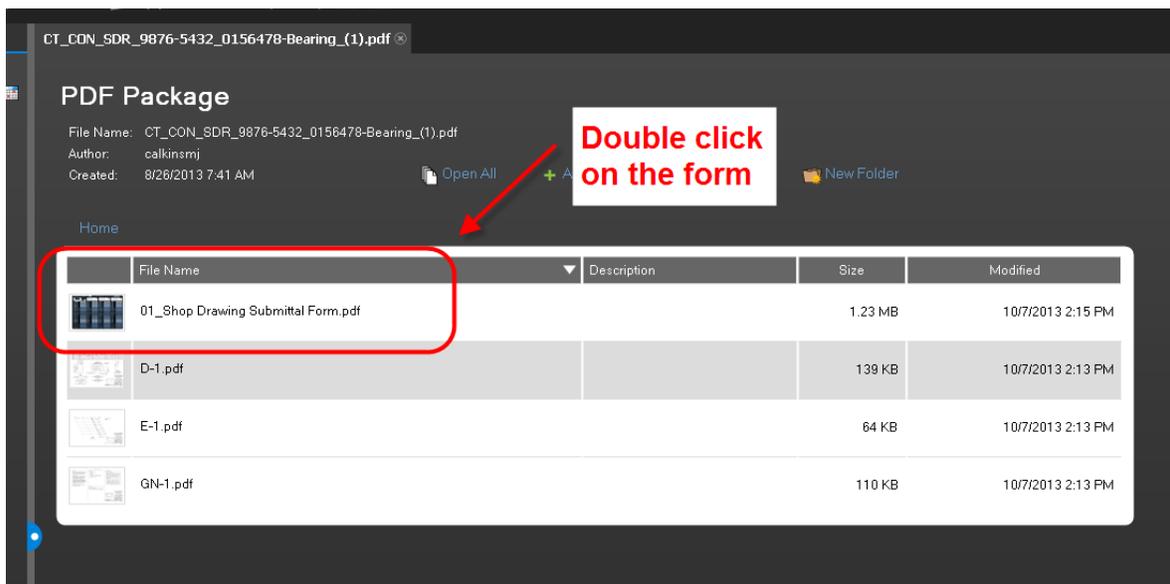


Figure 21 - Opening a file in a PDF Package

- Next fill out the fields correct submittal column. Below is an example showing the second submission column:

Figure 22 - Subsequent Shop Drawing Submittals

- After the fields are filled in, click save and close the cover sheet as shown below:

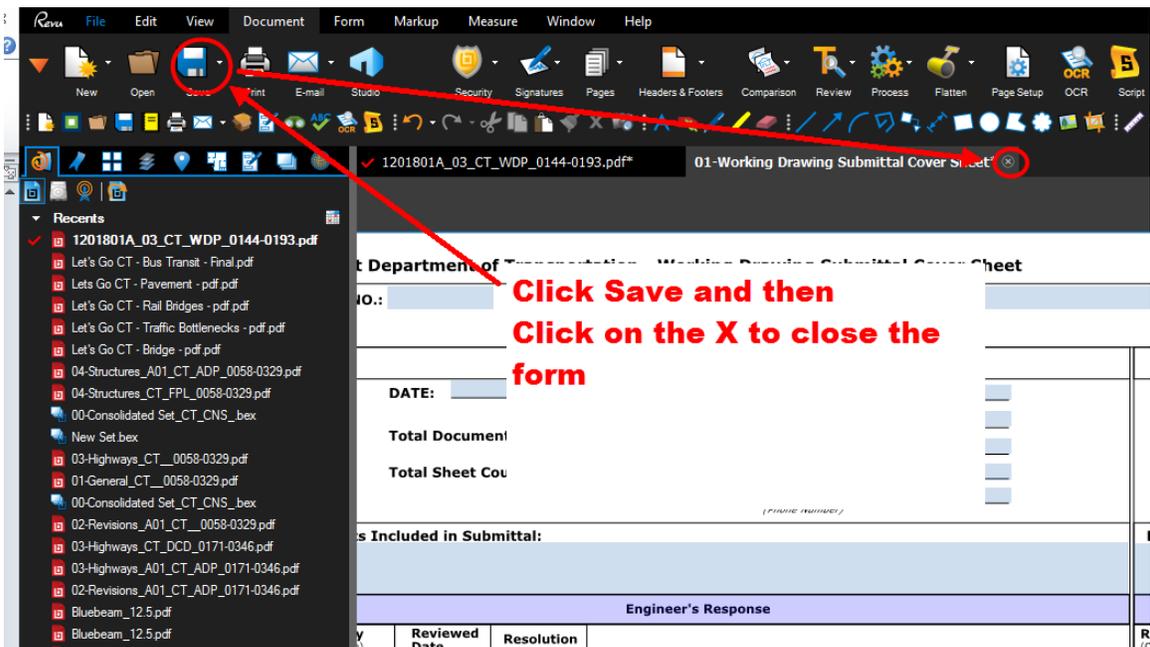


Figure 23 - Filling in Fields for Second Submission

- Delete the working drawing, shop drawing and product data materials documents being superseded and add and check in current/ revised documents.

- To add the revised drawings/documents click on the Add files icon and then select the revised drawings/documents and click Open as shown below: The figure below shows a shop drawing submittal but the same procedure is used for adding the revised drawings, calculations, or catalog cuts to a Working Drawing submittal or for Product Data submittals.

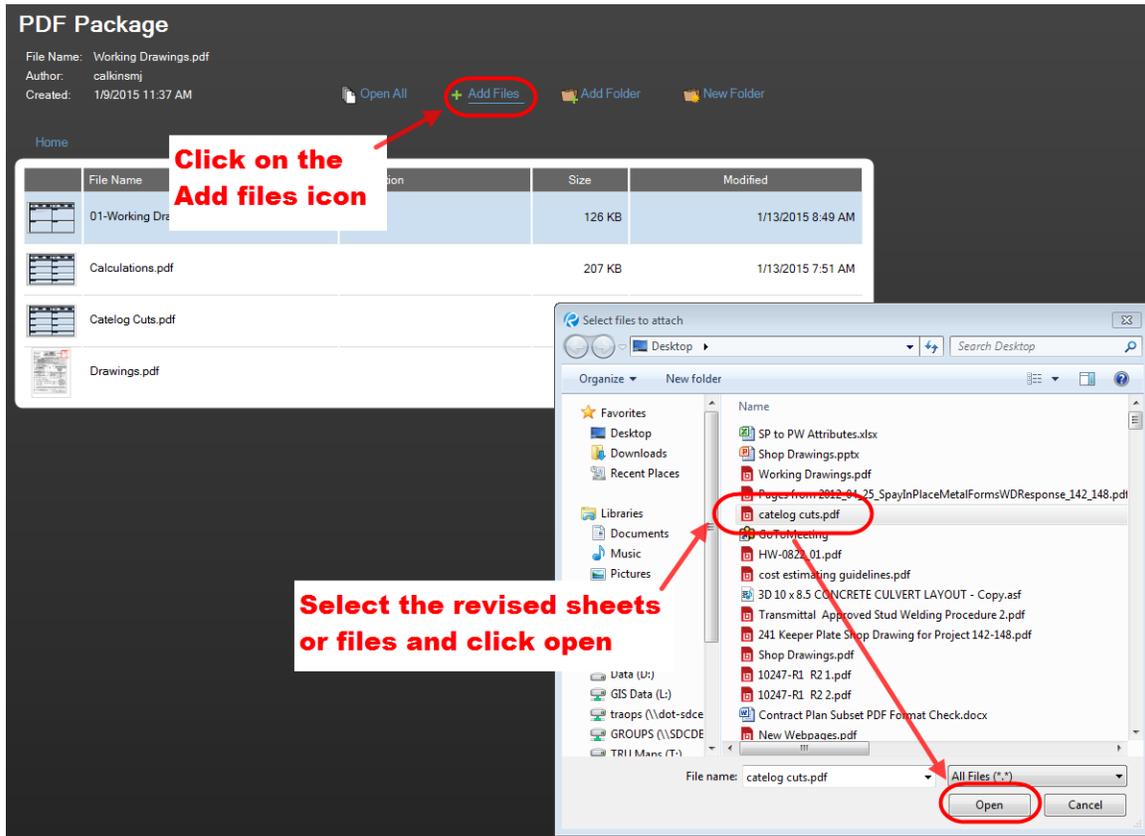


Figure 24 - Adding Revised Sheets

- Then click save and close Bluebeam.

10. Next go back to Projectwise and right click on the submittal in Projectwise and select Check In as shown below:

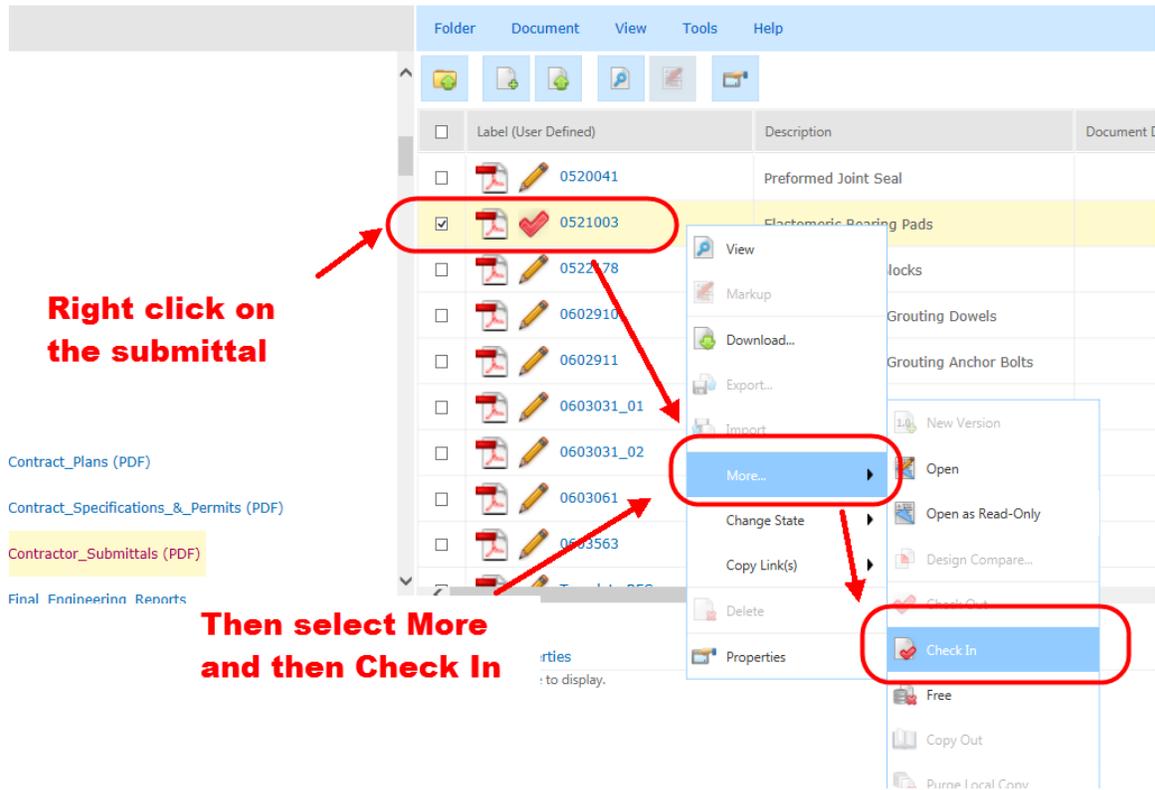


Figure 25 - Checking a Document In

11. After the revised submittal is uploaded to Projectwise, send an email **notifying District Construction (for Working Drawing Submittals) and Designer (for Shop Drawings and Product Data Submittals)**. The email must include the following in the subject line in this order:

- Project Number
- Item Number
- Item Description
- 2nd Submission, or 3rd Submission, etc. as appropriate.

Below is an example of an email for a shop drawing submittal, but can be used for a Working Drawing or a Product Data submittal as well.

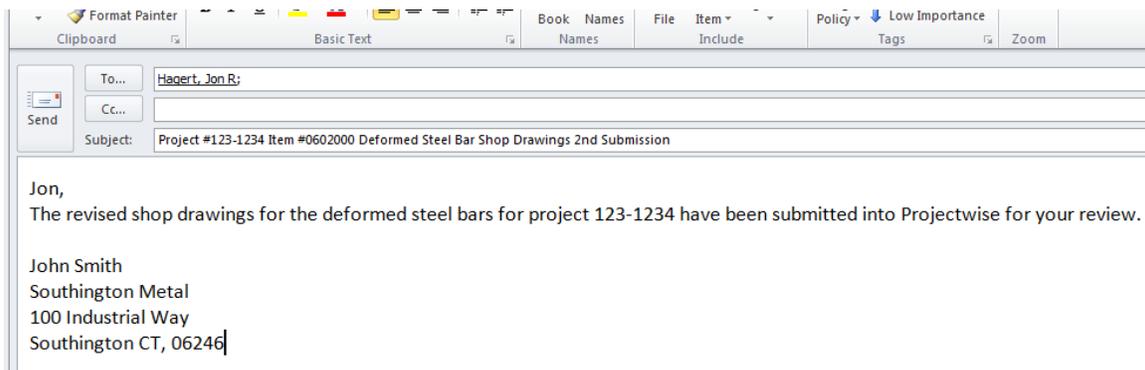


Figure 26 - Email for Revised Submittal

Submitting RFIs and RFCs

The following shows the procedures and responsibilities of the Contractor when submitting an RFI or RFC.

1. Log into Projectwise by clicking on this link and entering your Projectwise Username and Password- <https://ctdot.projectwiseonline.com>

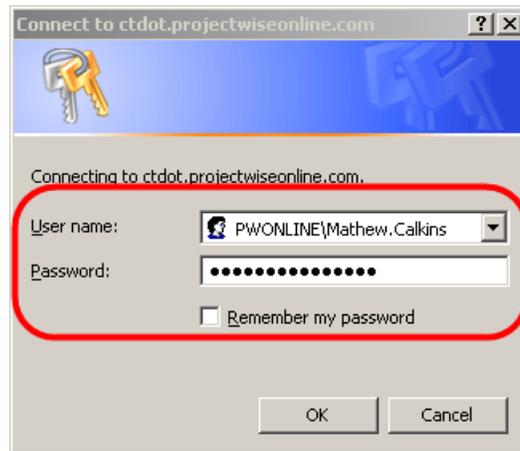


Figure 27 - Projectwise Log In Screen

2. Browse to the active construction projects located in the 01.0 – Projects Active area in Projectwise. Then browse out to your project and click on the 120_Contractor Submittal folder as shown below:

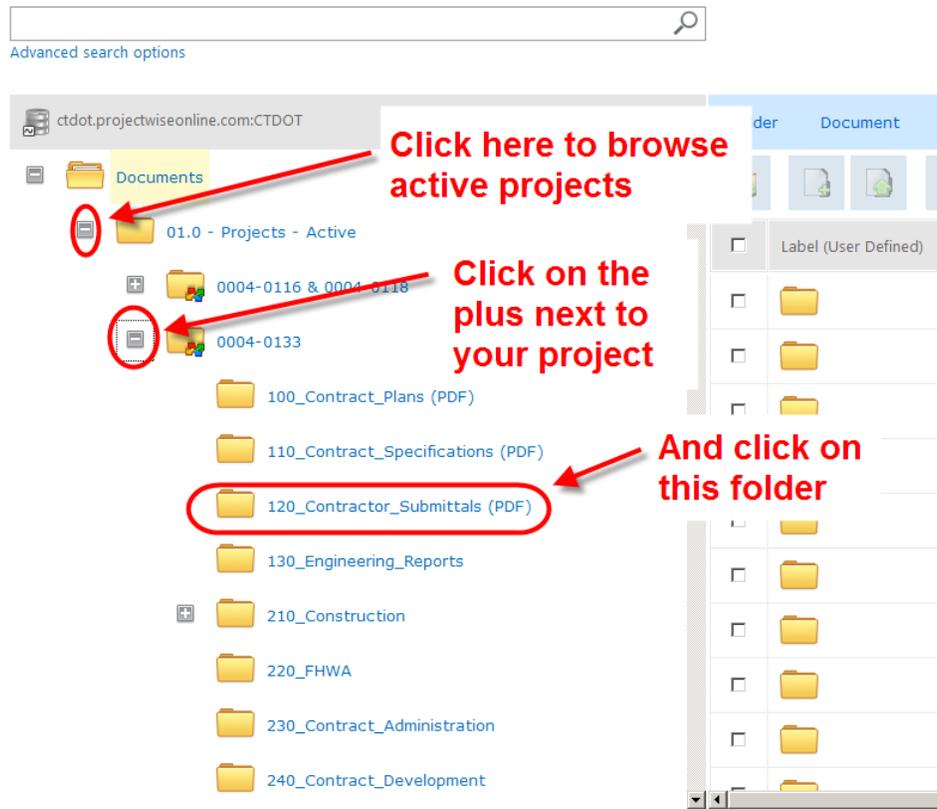


Figure 28 - Browsing out to a Folder

3. Next left click on the RFI or RFC Template file and it will open.

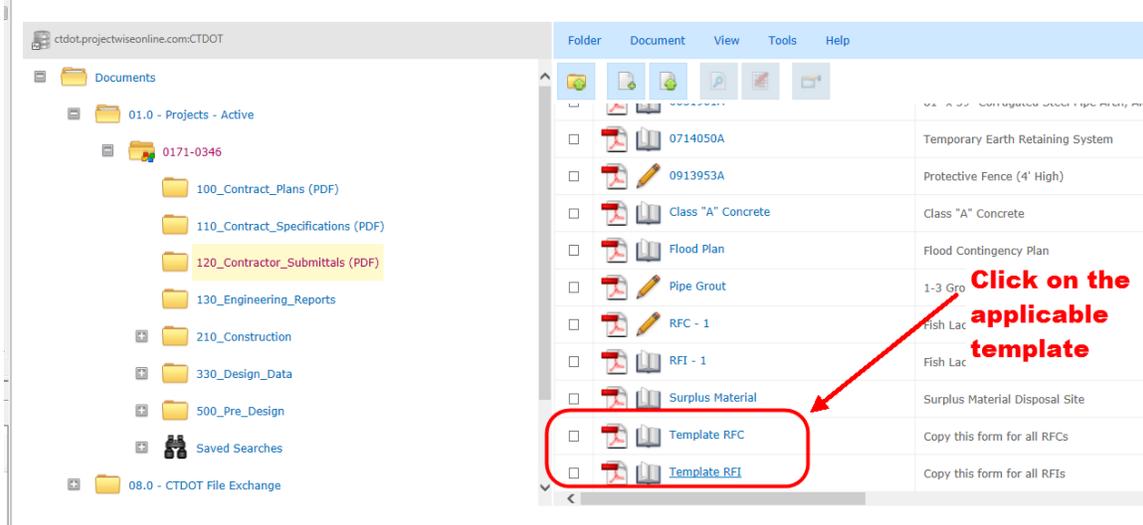


Figure 29 - Opening the Template

4. After the form opens, save a copy of the form to your computer.

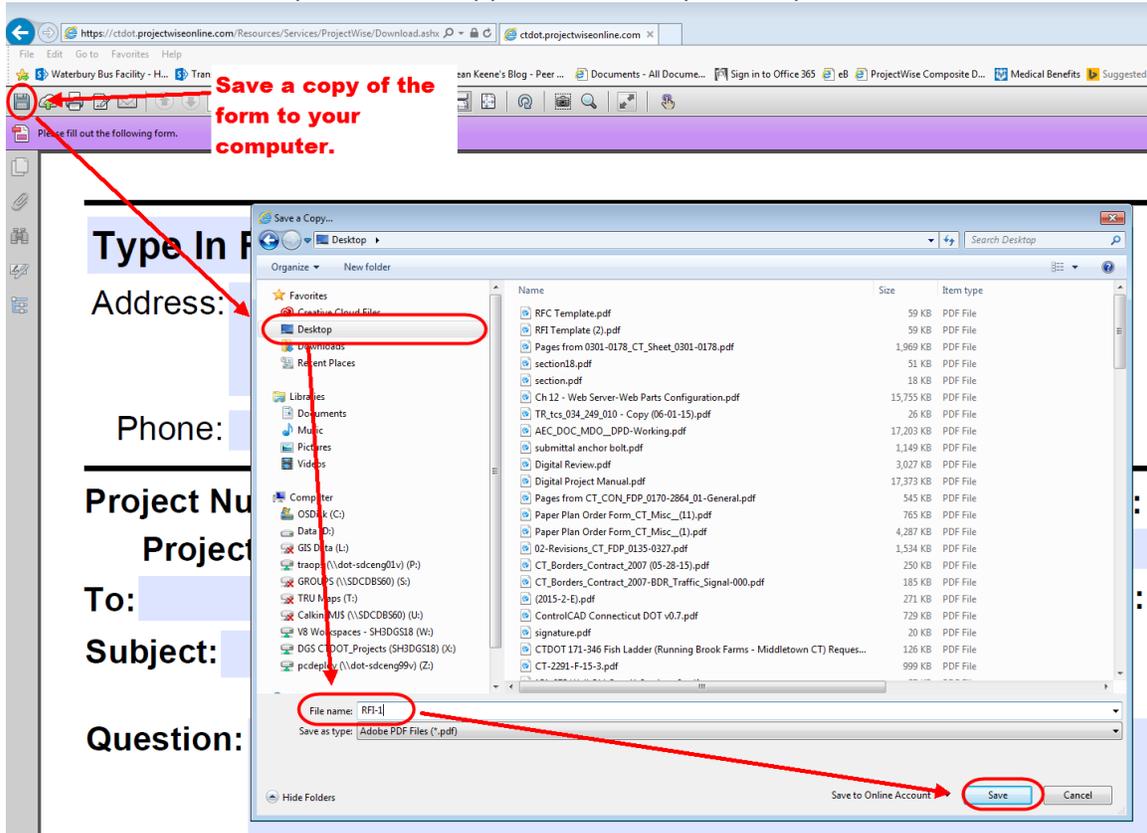


Figure 30 - Saving the Form to your Computer

5. Then open and edit the form using Bluebeam. Drawings can be added to the form as necessary. Once the form has been edited save the form and close Bluebeam.
6. Next upload the file to Projectwise by click on the upload icon as shown below:

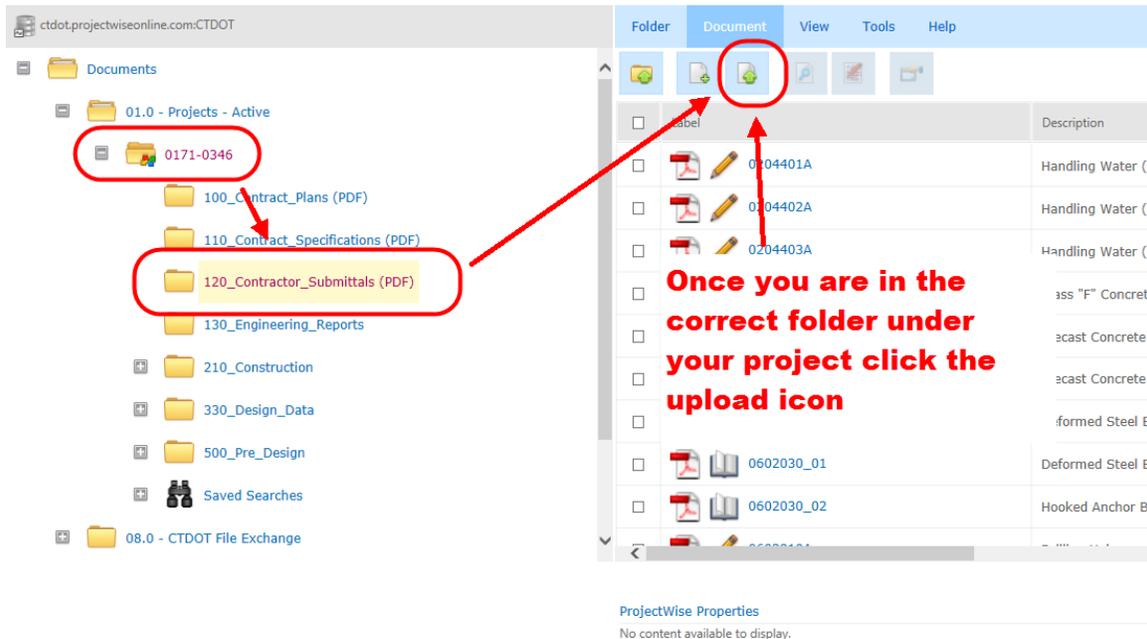


Figure 31 - Uploading a file to Projectwise

7. Next browse out to your file and click open:

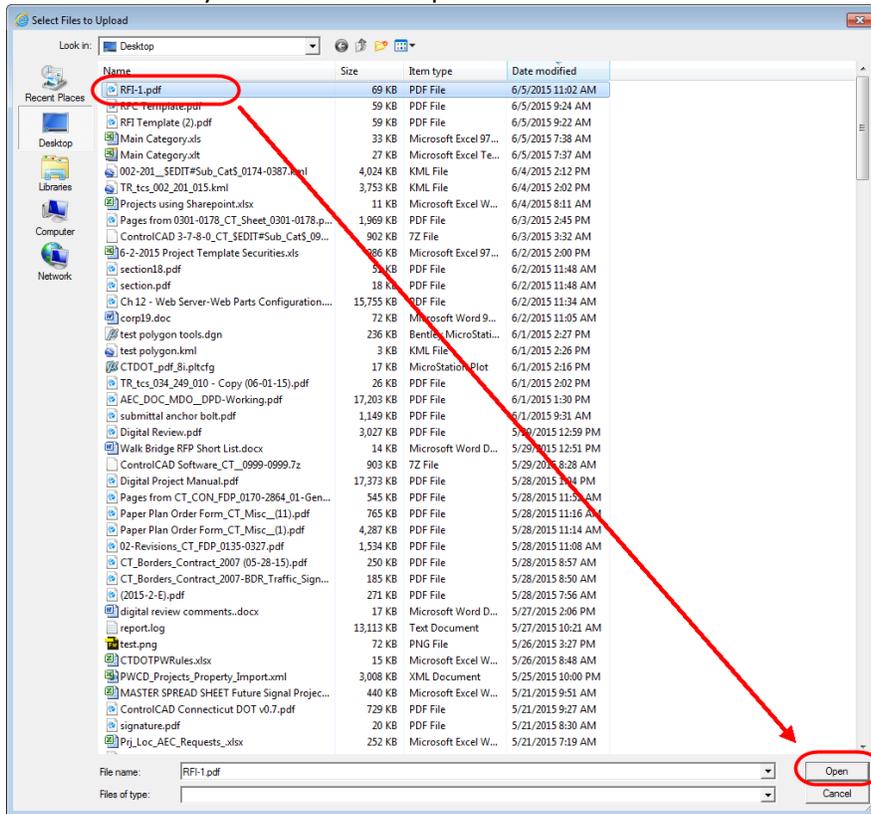


Figure 32 - Selecting a file

8. After the file uploads go to view>interface and select CTDOT_Doc_Code:

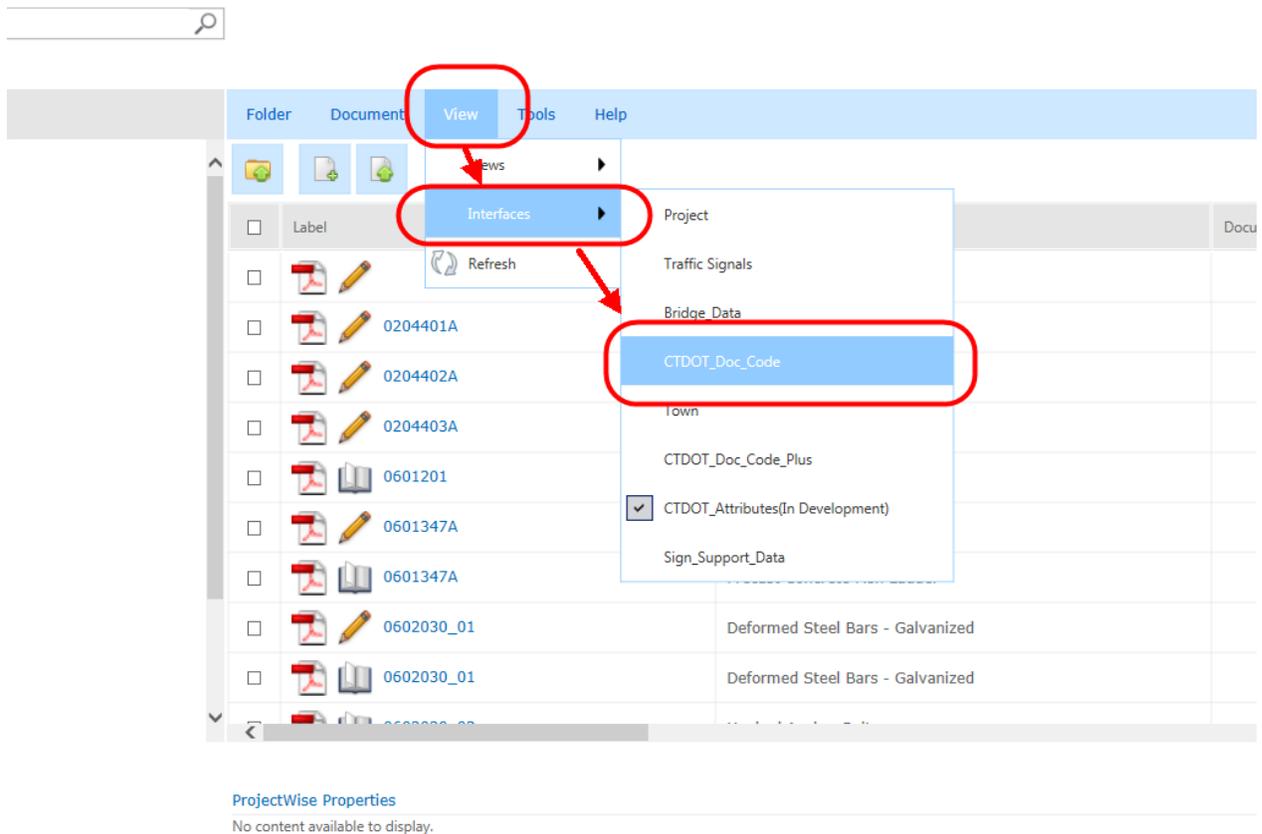


Figure 33 - Selecting the Interface

9. Next right click on the file and click Properties:

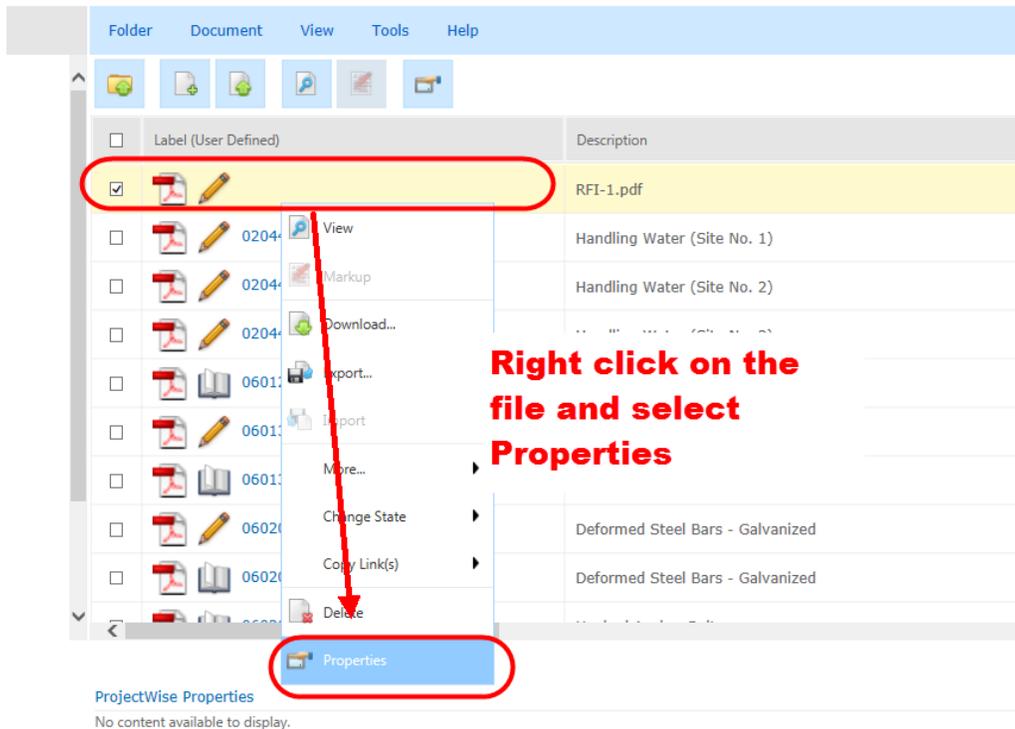


Figure 34 - Attributing a Document

10. Then scroll down to the bottom of the page and assign the attributes as shown below:

The screenshot shows a document titled "RFI - 1" with a file name "Fish Ladder", size "2,060 KB", and date "4/2/2015 11:4". Below is the "ProjectWise Properties" window with the "Attributes" tab selected. The "Attributes" section contains several fields:

- Discipline:** CTR
- Main Category:** CONTRACTOR
- Sub Category:** RFI
- Label (User Defined):** RFI - 1
- Document Date (mm/dd/yyyy):** 6/1/2015
- Description:** Fish Ladder

Red annotations provide the following instructions:

- Select the following:**
 - Discipline = CTR
 - Main Category = Contractor
 - Sub-Category = RFI or RFC
- Type in the following:**
 - Label = RFI - # or RFC - #
 - Document Date = Date of Submittal
 - Description = A useful description of the RFI or RFC
- Then click** (pointing to the Save button)

Figure 35 - Attributing a Document

11. Next email District Construction that an RFI or RFC has been submitted.