

***CONNECTICUT DEPARTMENT OF
TRANSPORTATION***

***Construction Contractor Digital
Submission Instructions***

Version 1.01

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Introduction and Getting Started

This publication provides detailed technical and technology assistance for Contractors for submitting digital documents to the Department for construction contracts.

Contractors submitting digital documents to CTDOT, will need the following:

- 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 various resellers.
- Documents, such as working drawings and calculations, shall be digitally signed by the Professional Engineer that prepared the drawings or calculations in accordance with this publication. Documents such as letters and other correspondence from the Contractor shall be digitally signed in accordance with this publication.
- Access to CTDOT's document management system called Projectwise. All Contractor submittals shall be delivered to and reside on Projectwise. User names and passwords are requested by submitting a [CTDOT Projectwise New User Form](#).

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

- Projectwise is available in two ways. The Thick Client version is easier to use, but is not necessary to complete all the tasks associated with this publication:
 - Thin Client – Is a web based version (**Internet Explorer Must be Used, Chrome or Firefox will not work**) which is free to use and can be accessed at this website: <https://ctdot.projectwiseonline.com>
 - Thick Client – Software installed on the user's computer called, Projectwise Explorer Client and has a cost associate with it. To purchase Projectwise Explorer Client, contact Bentley at 1(800)BENTLEY.

If using the Thin Client, the following setup must be done the first time: [Projectwise Thin Client First Time Set Up](#). This step is only required once per user name. (**Internet Explorer Must be Used, Chrome or Firefox will not work**)

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

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Submittal Video:

The following video has been created showing how to submit a submittal to CTDOT. This video does not show how to set up Projectwise Thin Client, it only includes the submittal procedure:

[Contractor Submittal Instructional Video](#)

Submittal Templates

Templates have been created for the following submittal types:

- Working Drawings
- Shop Drawings
- Product Data
- RFI
- RFC

Working drawings, shop drawings, and product data submittal shall use the **Template Submittal** template. This file includes a cover letter that shall be filled out when preparing a submittal. These templates shall be saved out of Projectwise and then edited when preparing a submittal.

These templates are stored in the 120 Contractor Submittal folder under the project in Projectwise:

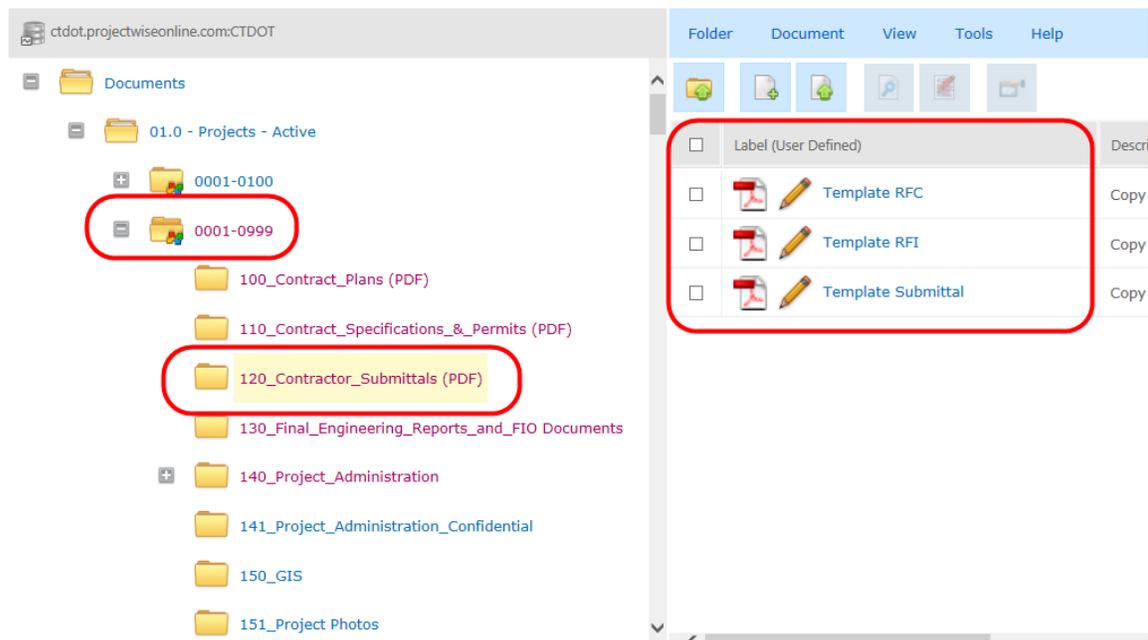


Figure 1 - Submittal Templates

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) or Adobe Approved Trusted List (AATL). The necessary hardware and software needed to apply the required digital signatures may be purchased from the vendor list provided at the following websites:

CDS - http://www.adobe.com/security/partners_cds.html

AATL - <https://helpx.adobe.com/acrobat/kb/approved-trust-list2.html>

Graphic Appearances

A graphic appearance must be attached to a digital signature when signing documents. The following section shows the graphic appearance requirements when signing as a Professional Engineer (PE) and when signing as a non-PE. For Working Drawings, two graphic appearances must be created. One is just an appearance of your PE stamp which will be attached to the digital signature, and the other appearance shall be your PE stamp along with your firm's address and be used as a watermark that shall be placed in the border of all working drawings.

Professional Engineer - Graphic Appearance of the Digital Signature

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 2 ((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 3 (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:

Regular Signer - Graphic Appearance of the Digital Signature

The following graphic appearance shall be used when signing as a regular signer. This appearance will be used for signing letters and other types of documents.

The graphic signature appearance shall be created as follows:

1. Signer must sign a blank piece of paper.
2. Scan this signature.
3. Crop the image so that the image is approximately 300 pixels wide by 100 pixels high.
4. Save the images, in PDF to an area on your PC.



Figure 4 (Example of a Graphic Image of Signature – Used with Digital Signature)

- Next follow the figure below to add the applicable graphic appearance and set the correct settings:

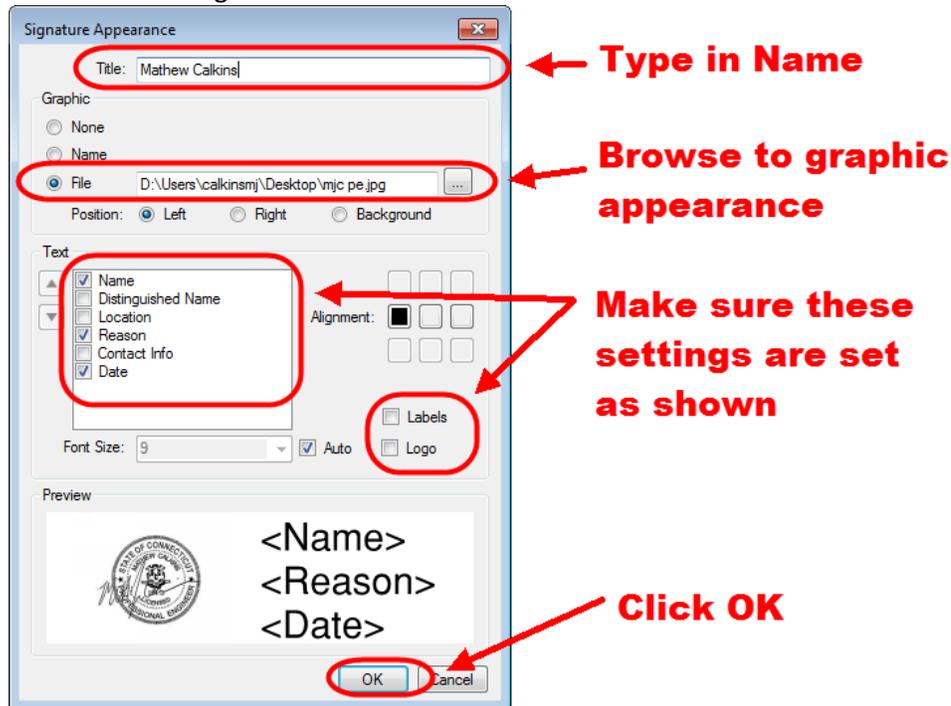


Figure 7 - Setting the Digital Appearance

- 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, calculations, and other documents in accordance with the following:

The following settings must be selected when digitally signing:

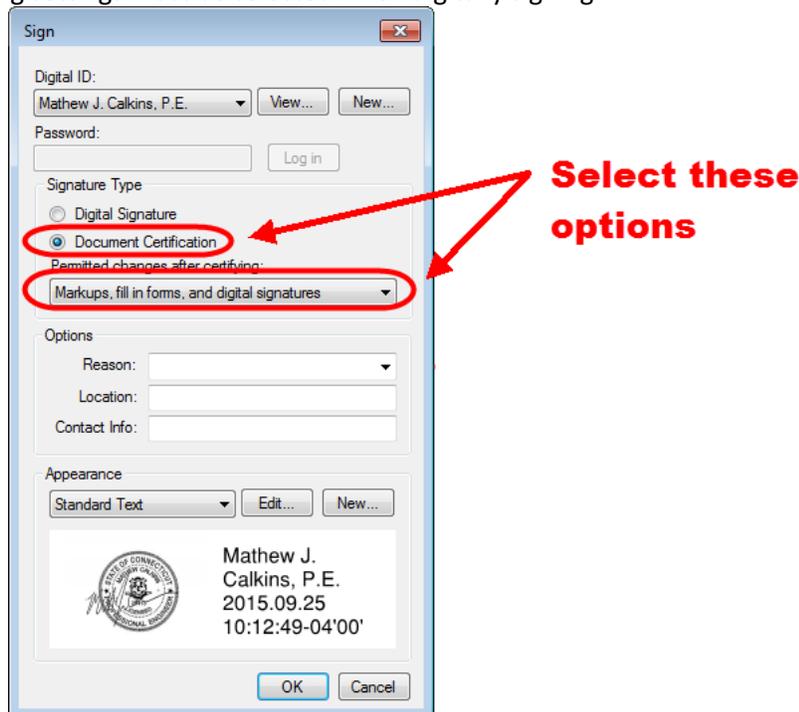


Figure 8 - Digitally Signing

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.

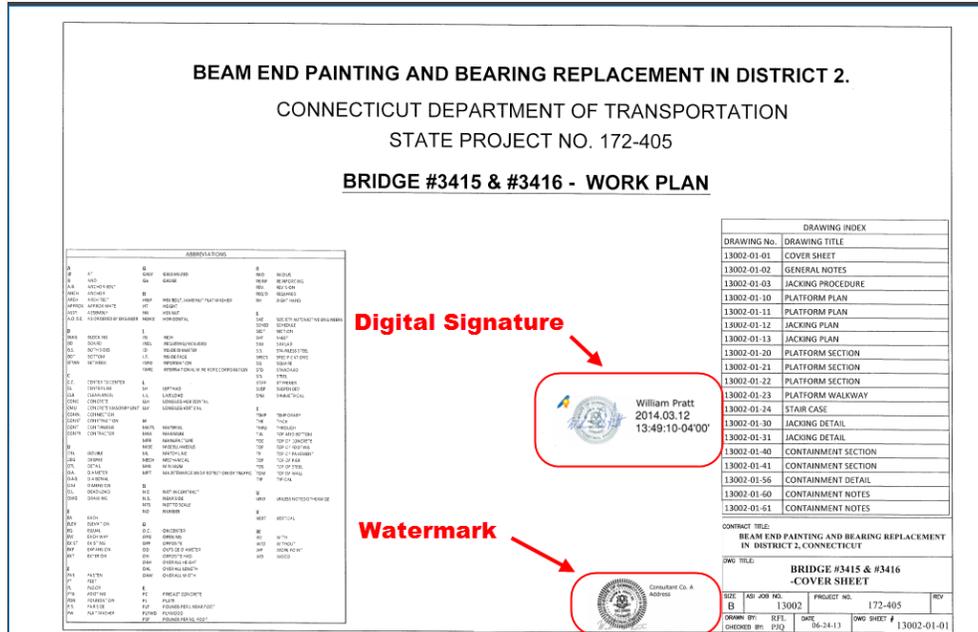


Figure 9 - Working Drawing for Permanent Structures

Working Drawing Calculations

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



Figure 10 - Working Drawing for Permanent Structures

Submitting and Preparing Contractor Submittals

The first time logging into Projectwise, this document must be followed to set up Projectwise to work correctly. This only needs to be followed the first time in: [Projectwise Thin Client First Time Set Up](#)

Working Drawings, Shop Drawings, Product Data, and Submittals

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

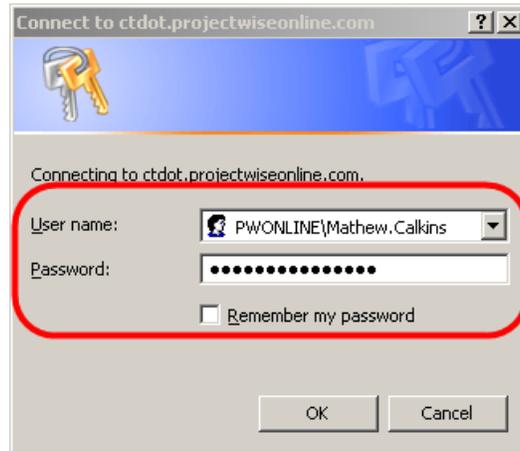


Figure 11 - Projectwise Log In Screen

2. Once logged into Projectwise go to View>Interfaces and select the “CTDOT_Doc_Code” Interface.

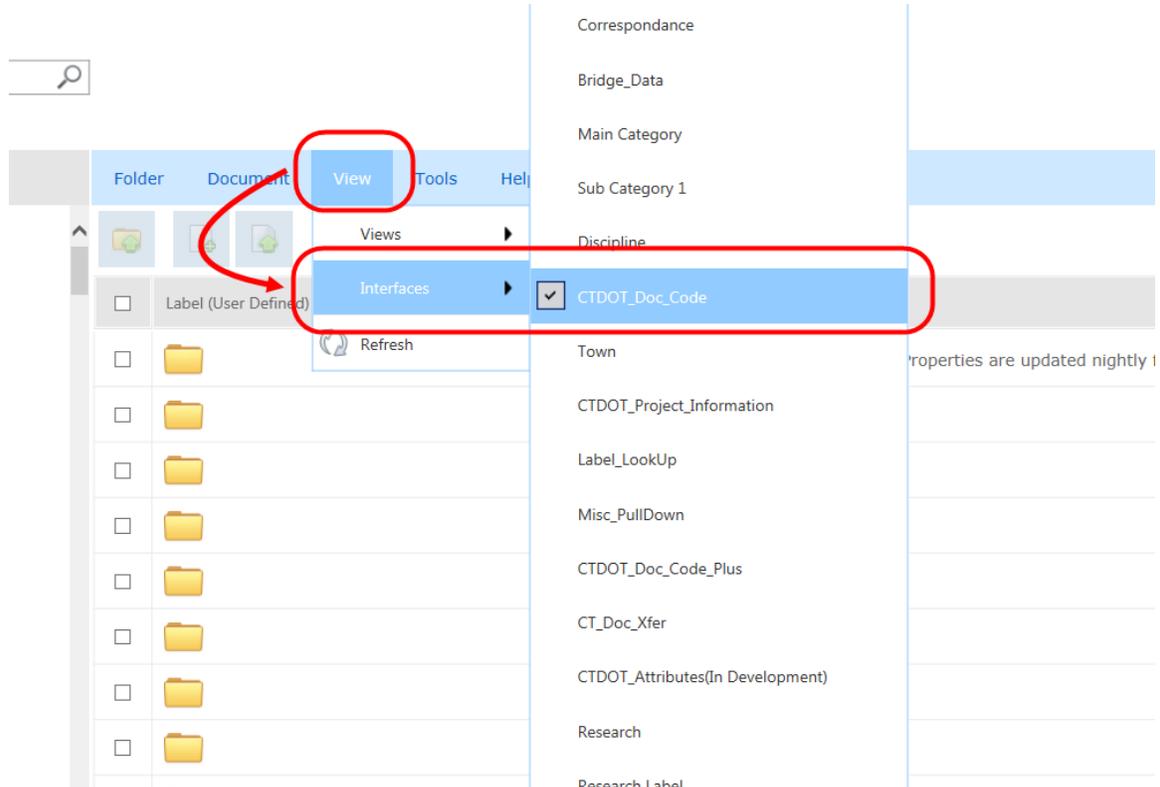


Figure 12 - Selecting the Interface

3. 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:

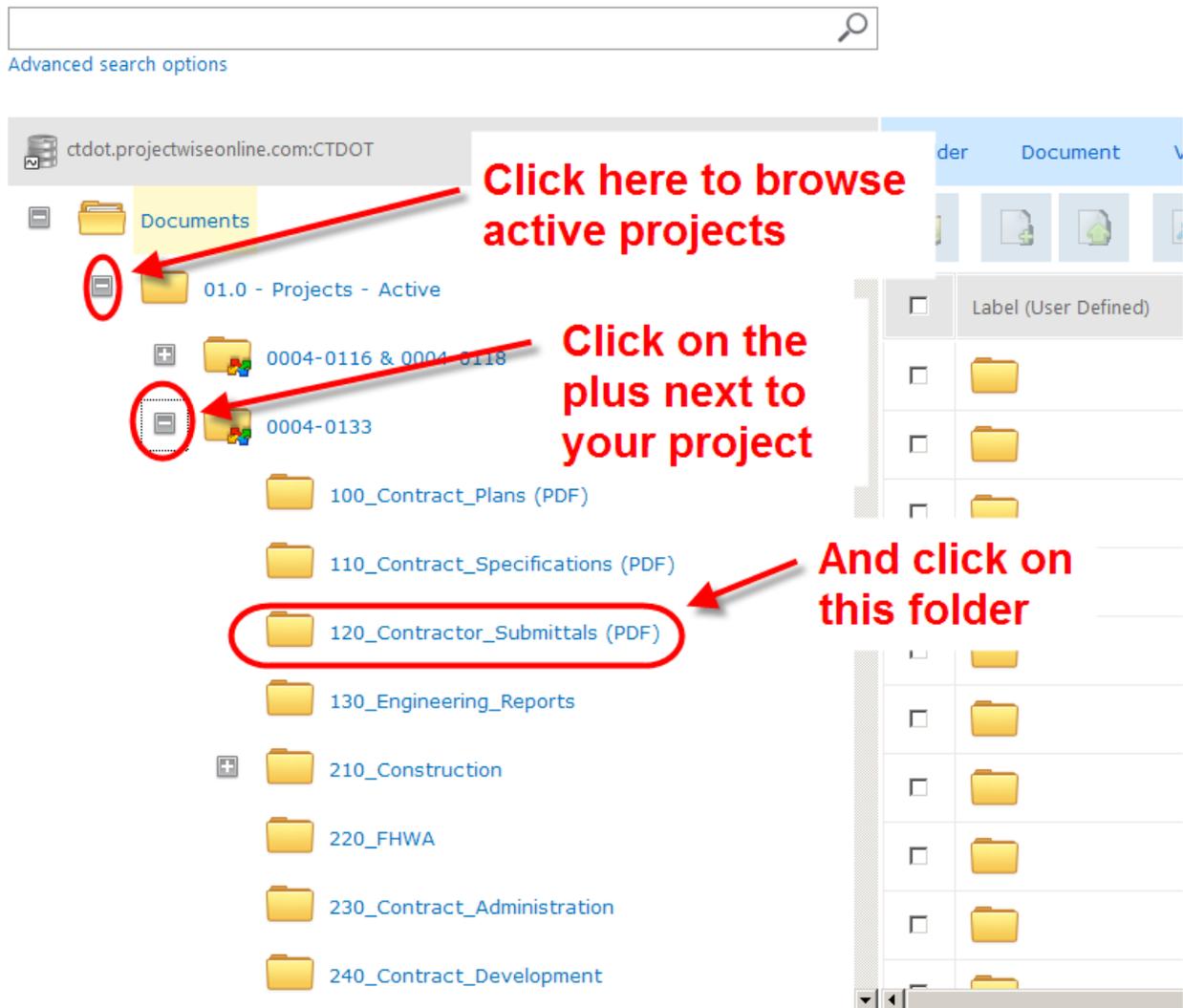


Figure 13 - Browsing to a Folder

4. Prepare the drawings/documents for the submittal in accordance with the contract specifications (usually Special Provision Article 1.05.02. For submittals that required a revised submittal due to being stamped Revise and Resubmit, the revised submittal shall be a complete submittal that includes all the drawings/documents for that submittal. Do not only include the documents that were required to be revised.

- Next open the appropriate template file located in the 120 Contractor Submittals folder under the project in Projectwise.

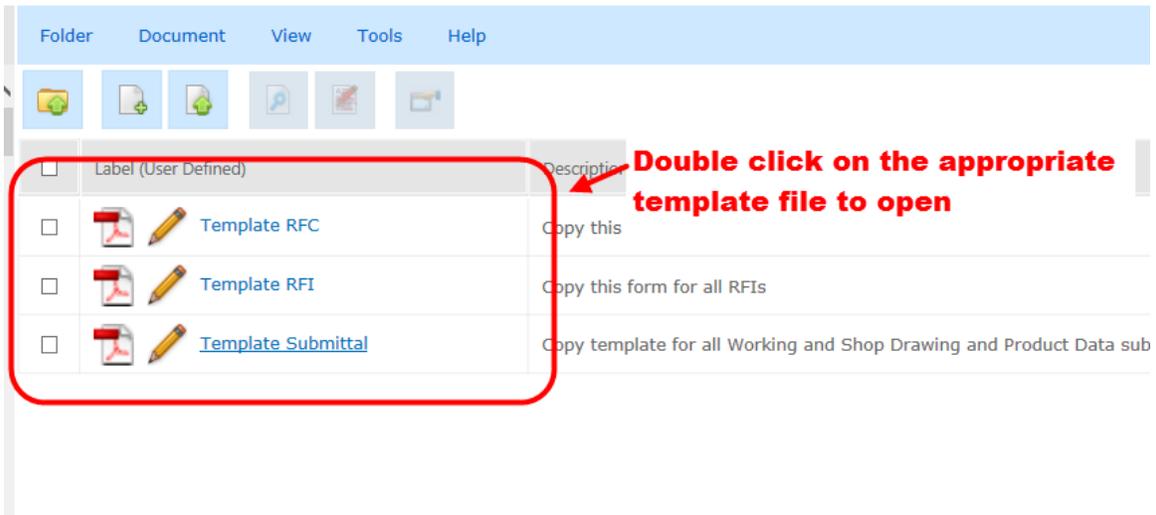


Figure 14 - Opening the Template Files

- Then save the file to your local computer.
- Next open the template file, click on the submittal cover letter file, fill out the submittal cover letter, digitally sign the letter, and then click save.
- Then add the drawings or documents for this submittal to that template file by clicking on Add Files as shown below. Then save the file as a unique name on your computer.

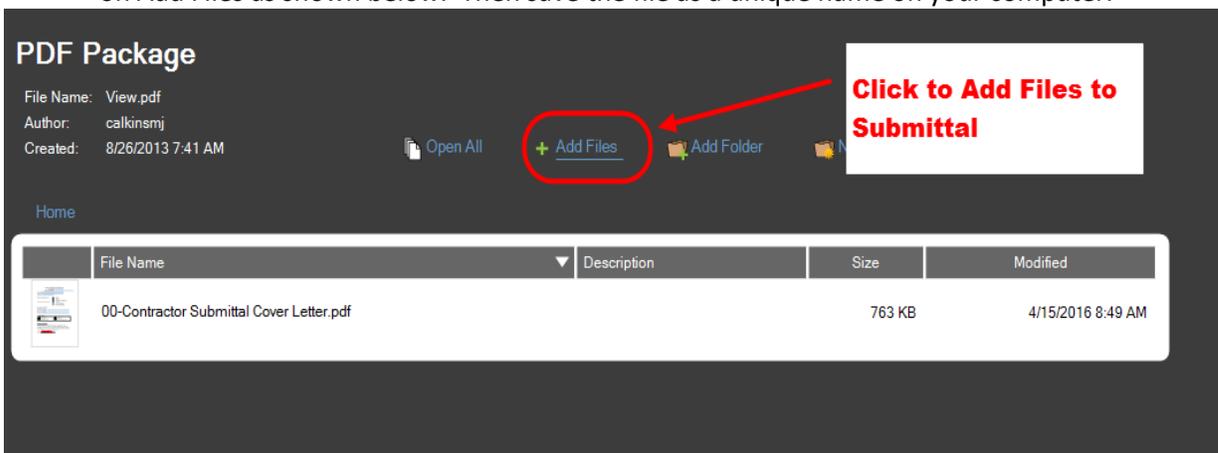


Figure 15 - Adding Files to the Template

9. Next select Document>Upload as shown below:

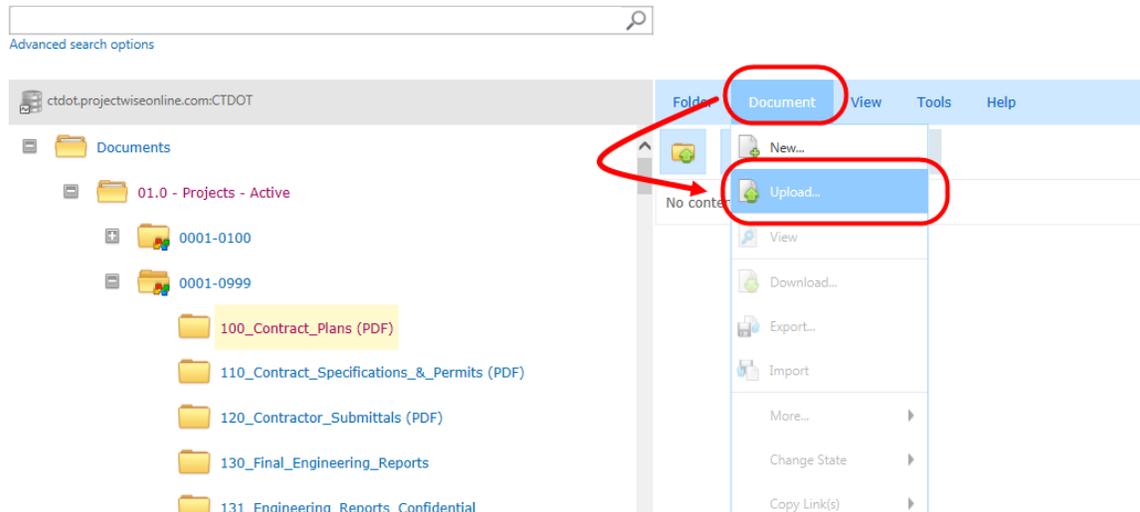


Figure 16 - Uploading Document into Projectwise (Thin Client)

10. Then browse out to the document you want to upload.

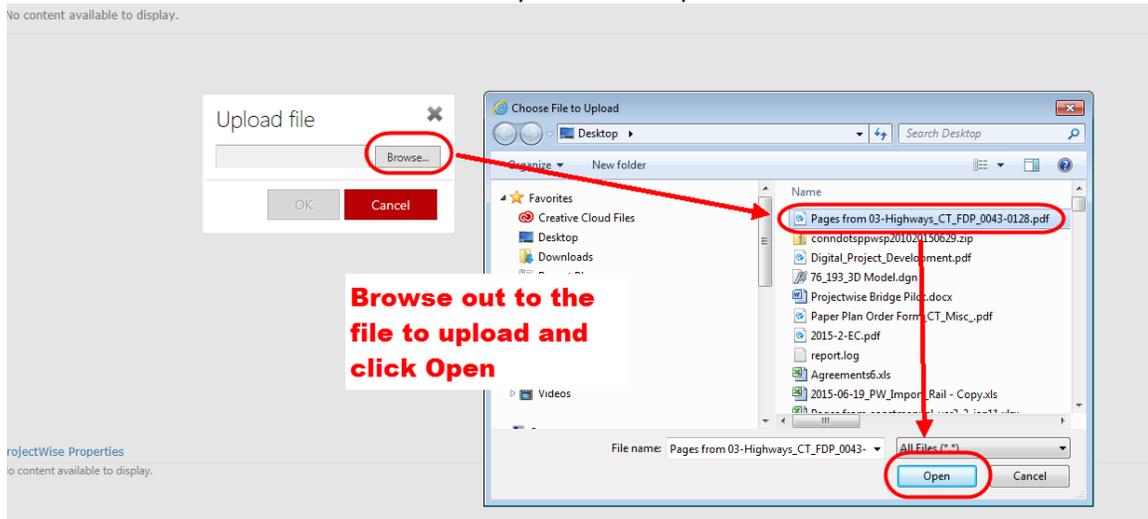


Figure 17 - Uploading a File to Projectwise

11. After the file uploads, right click on the file and select Properties:

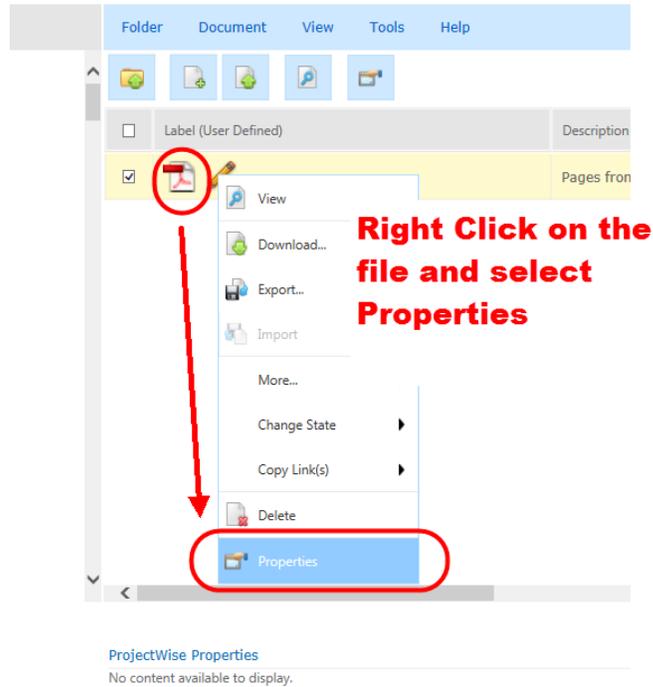


Figure 18 - Select Properties

12. Then scroll down to the bottom of the page and find the Attributes area. Assign the attributes as follows and click Save:

- Discipline = Select CTR
- Main Category = Select CONTRACTOR
- Sub-Category = Select Applicable Submittal Type
- Document Date = Type in Submittal Date
- Label = Type in label in this format - ###-Item Number-##, where the first ### is the chronological submittal number created by the Contractor starting at 001, item number is the 7 digital item number, and the last ## is the revision of a submittal number. The first version of a submittal shall be 01, the second version of a submittal shall be 02, etc.
- Description = Type in the description of the submittal.
- Asset Tags = Select the applicable asset tag for a submittal. If the submittal affects a bridge, tag that submittal with the bridge number in a five digit format, ##### or 01234.

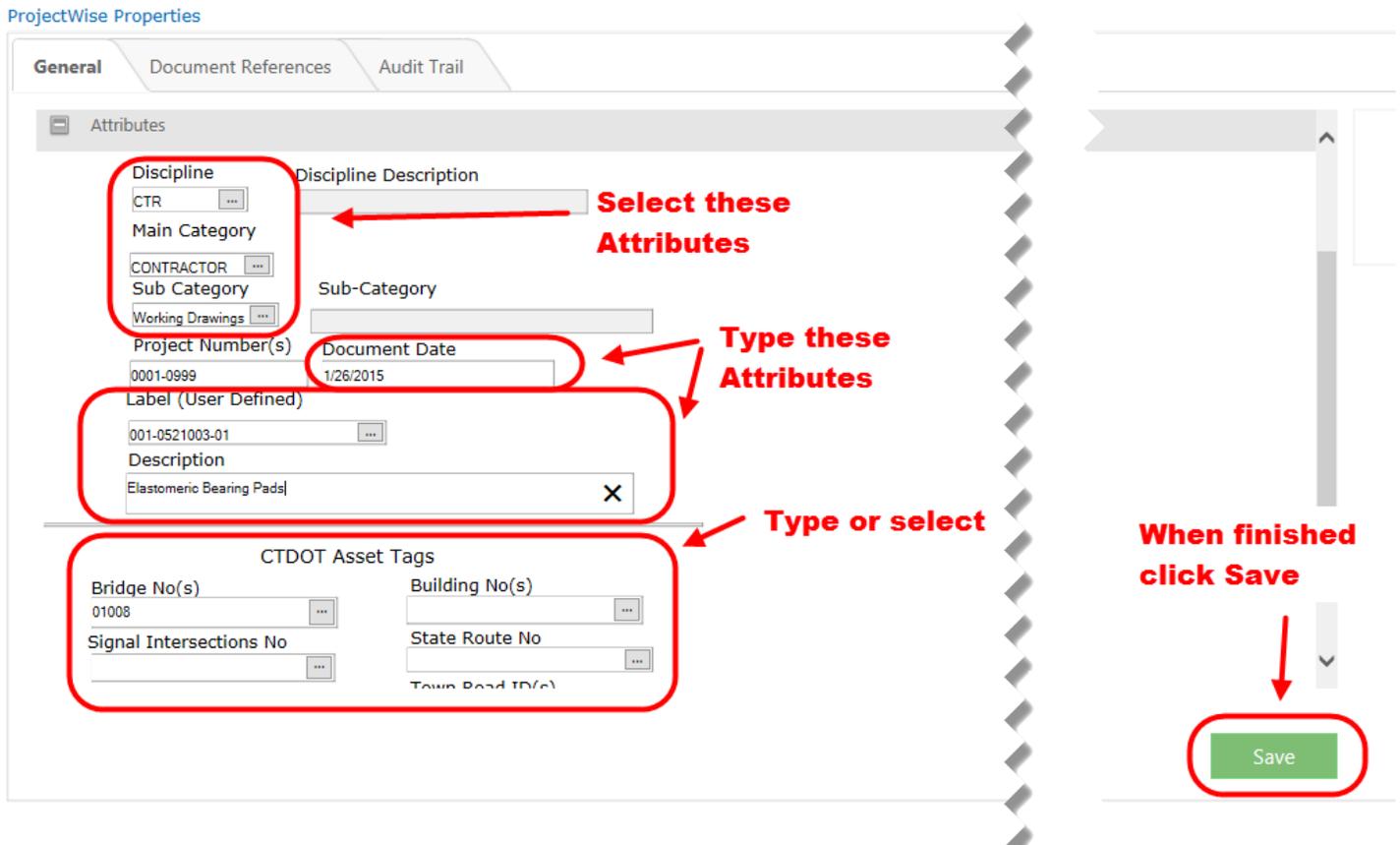


Figure 19 - Assigning Attributes

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

- Full Project Number (####-####)
- Type of Submittal (WD, SD or PD)
- Full Item Number
- Submittal Number
- Brief Description

Examples: **0144-0193 – WD1201801A-001 – Site 5 Drilled Shaft Foundation**

Also include a link to the submittal, by copying the link as shown below:

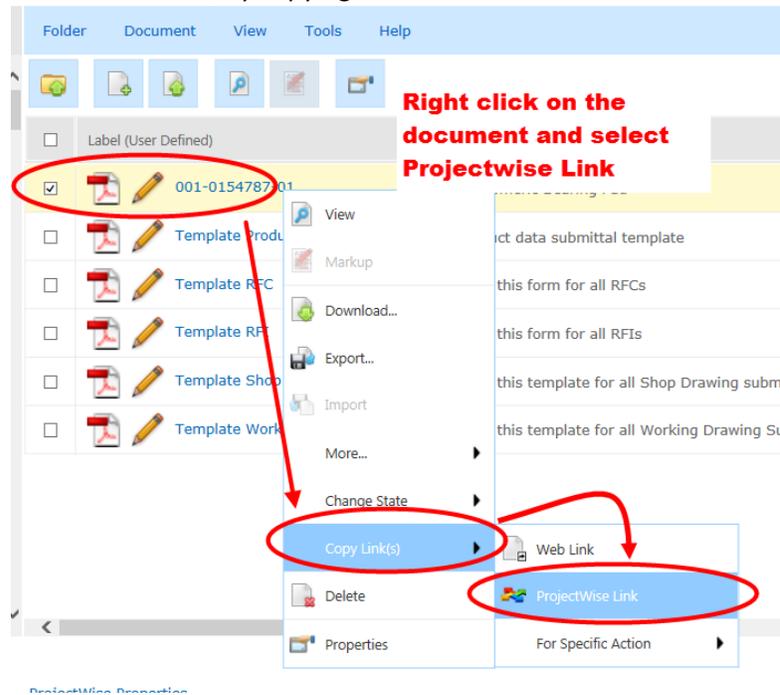


Figure 20 - Projectwise Link

Then click Allow Access:

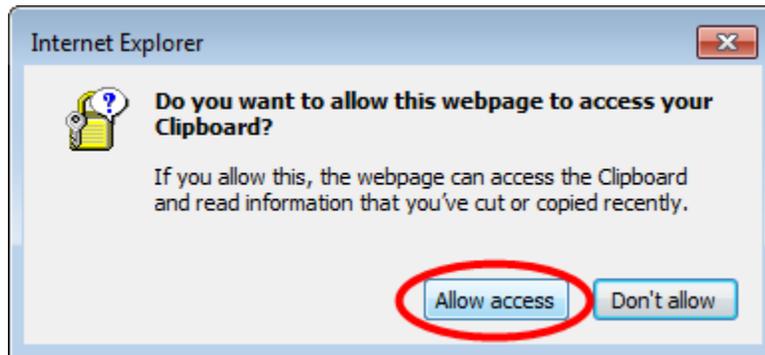


Figure 21 - Allow Access

Then right click in the email and select Hyperlink:

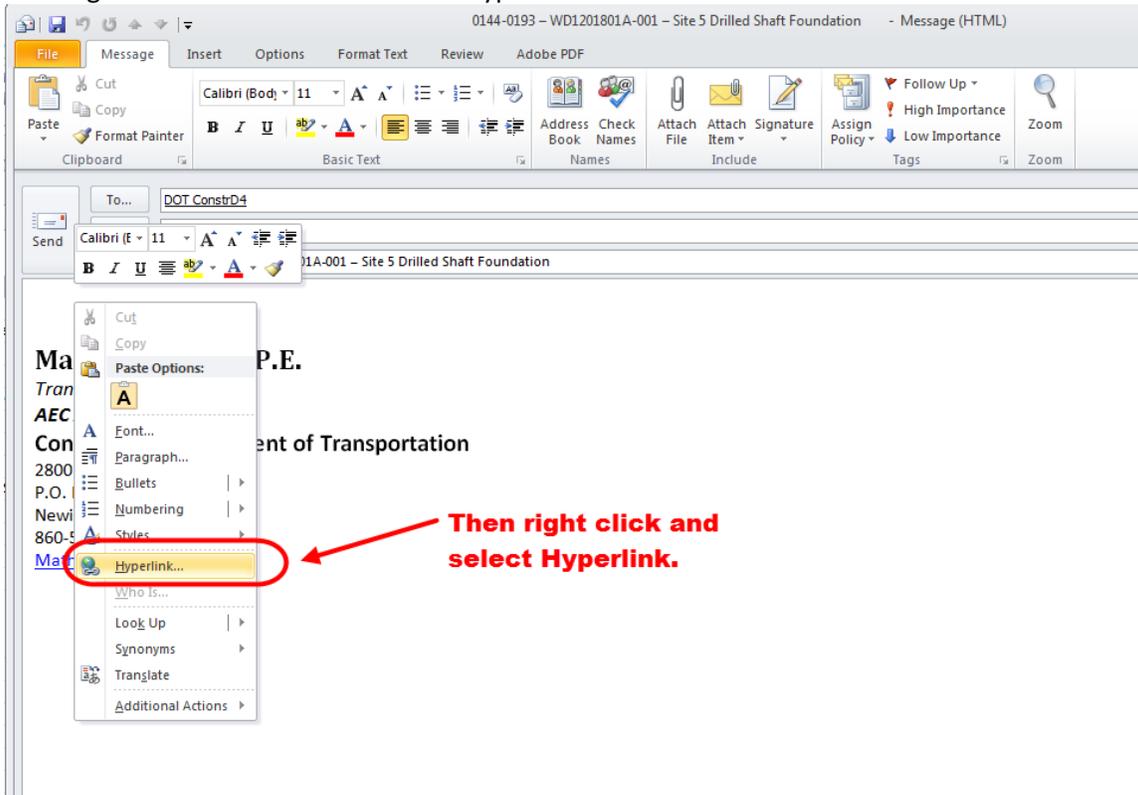


Figure 22 - Adding Hyperlink to Email

Then paste the Projectwise link into the address bar and select OK:

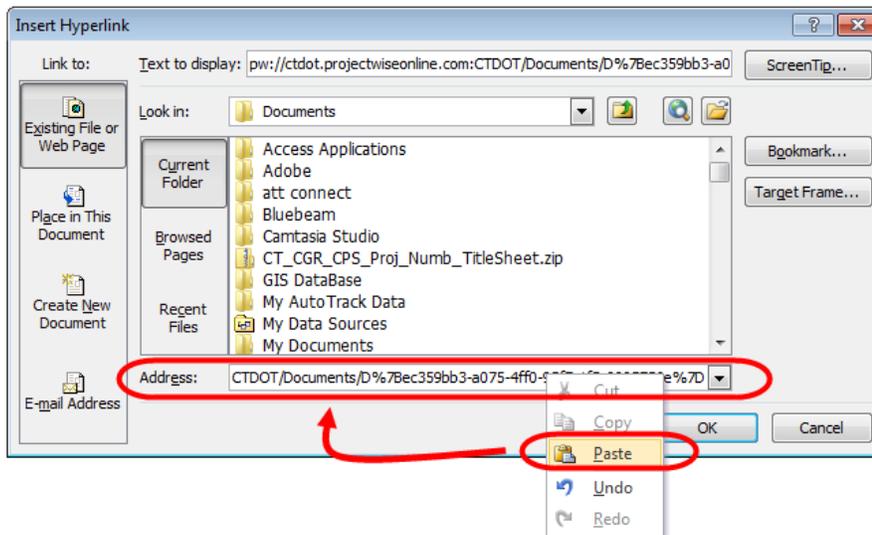


Figure 23 - Pasting a Hyperlink

Below is an example of an email for a shop drawing submittal, but the process is the same for a Working Drawing or a Product Data submittal.



Figure 24 - Email Example for a Shop Drawing Submittals

Submitting RFIs and RFCs

The first time logging into Projectwise, this document must be followed to set up Projectwise to work correctly. This only needs to be followed the first time in: [Projectwise Thin Client First Time Set Up](#)

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>

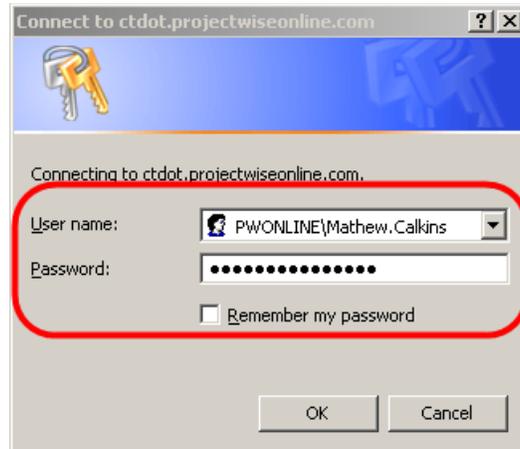


Figure 25 - Projectwise Log In Screen

6. Next upload the file to Projectwise by click on the upload icon as shown below:

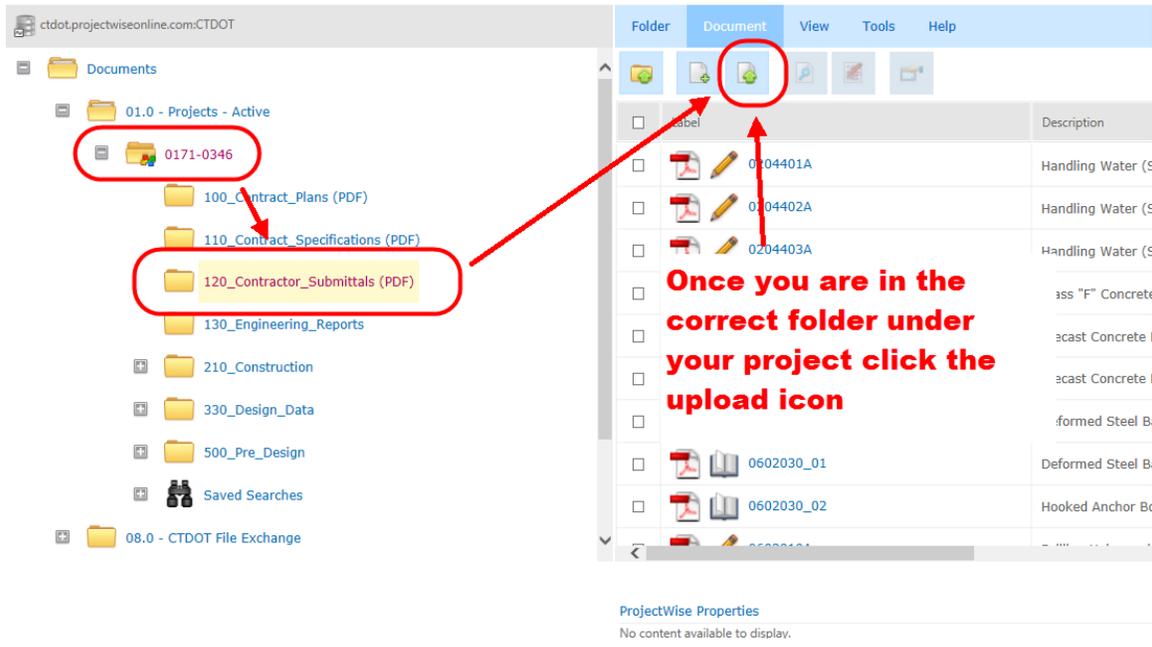


Figure 28 - Uploading a file to Projectwise

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

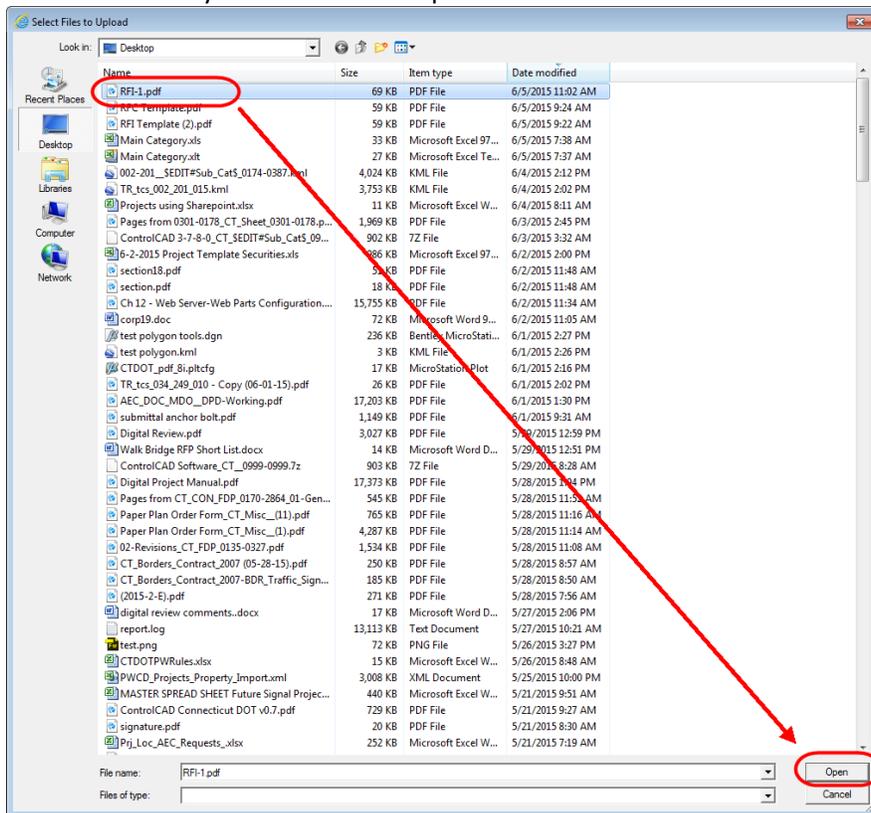


Figure 29 - Selecting a file

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

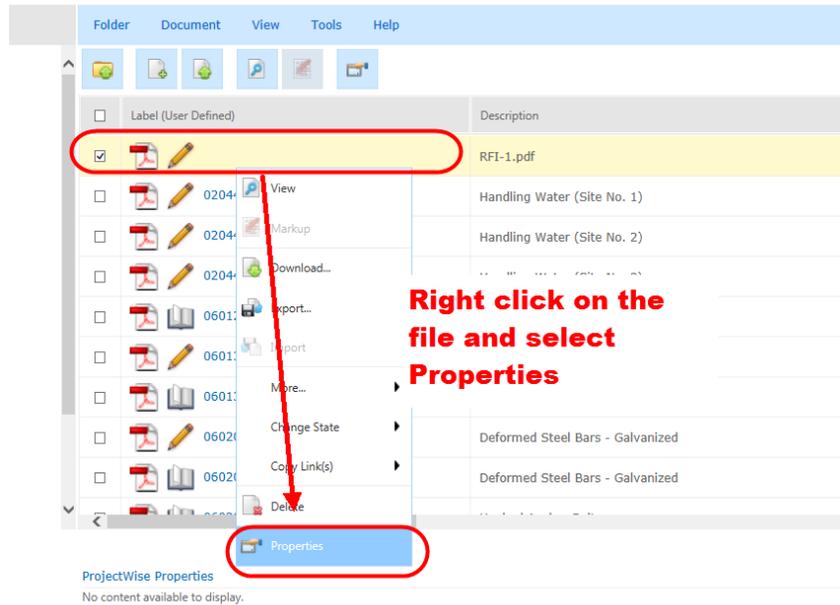


Figure 30 - Attributing a Document

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

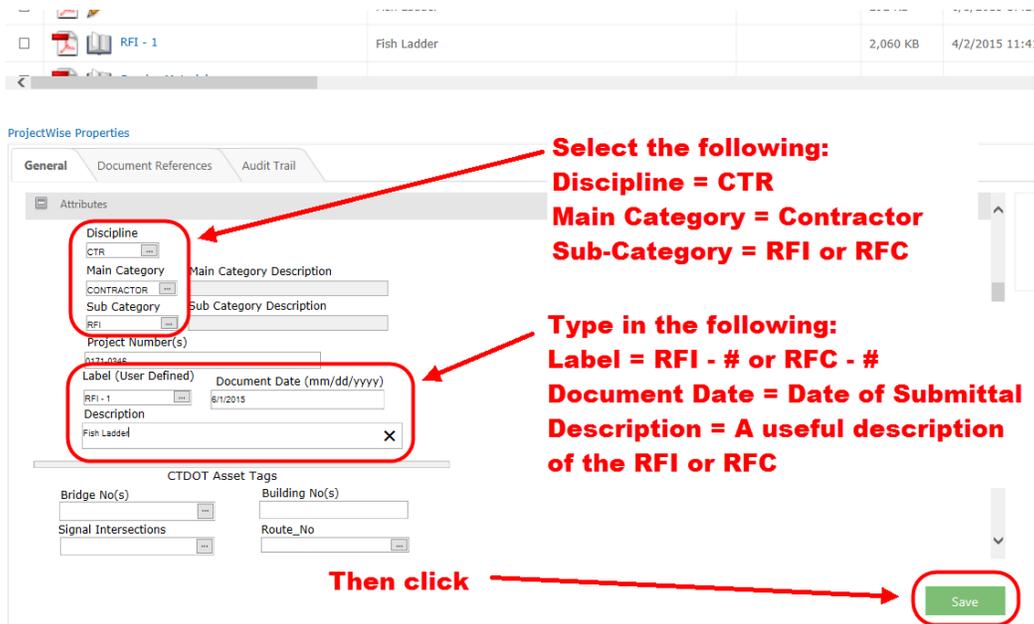


Figure 31 - Attributing a Document

10. After the RFI or RFC is uploaded into Projectwise, send an email notifying **District Construction**. The email must include the following in the subject line in this order:

- Full Project Number (####-####)
- RFI or RFC Number
- Brief Description

Examples:

- 0152-0157 – RFI 003 – Survey Vertical Control
- 0098-0071 – RFC 002 – Lightweight Fill

Also include a hyperlink to the submittal in the email.

Submitting Other Documents – Letters, Material Certifications, etc.

The first time logging into Projectwise, this document must be followed to set up Projectwise to work correctly. This only needs to be followed the first time in: [Projectwise Thin Client First Time Set Up](#)

The following shows the procedures and responsibilities of the Contractor when submitting other document types:

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

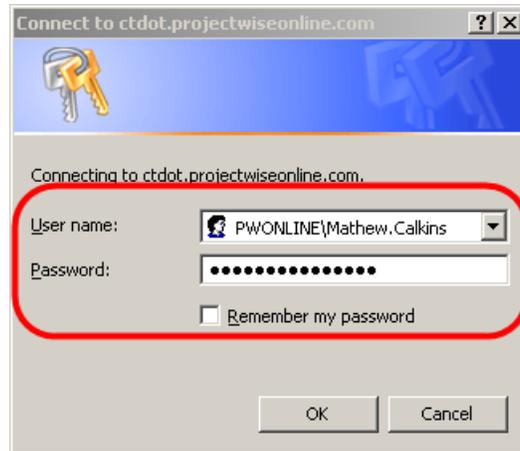


Figure 32 - Projectwise Log In Screen

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:

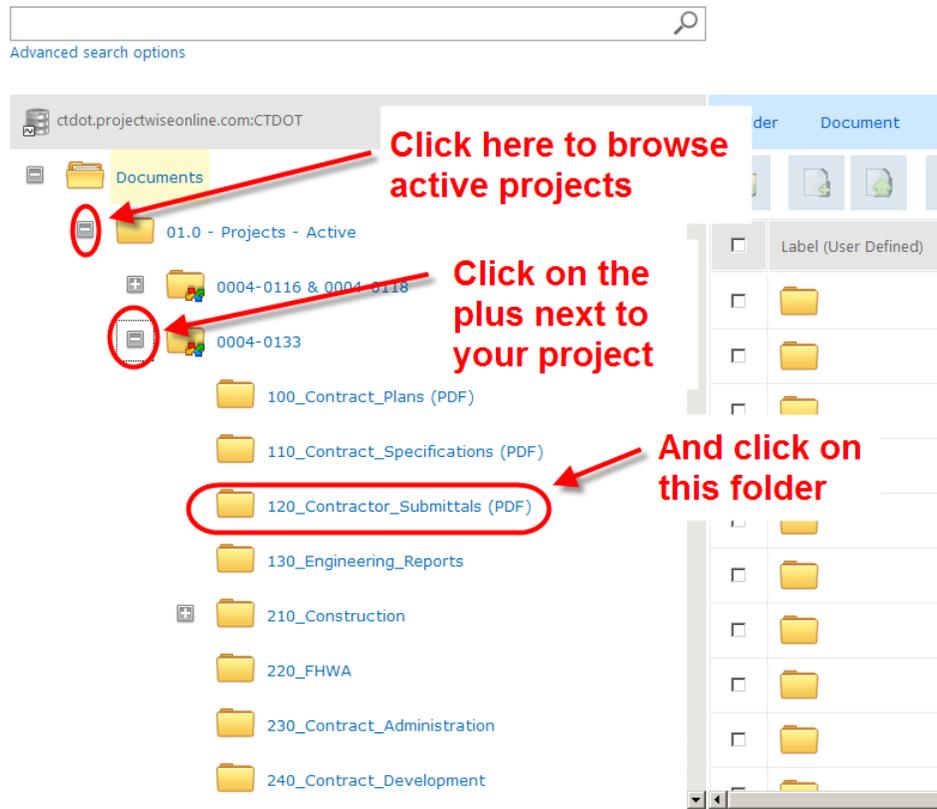


Figure 33 - Browsing out to a Folder

3. Next upload the file to Projectwise by click on the upload icon as shown below:

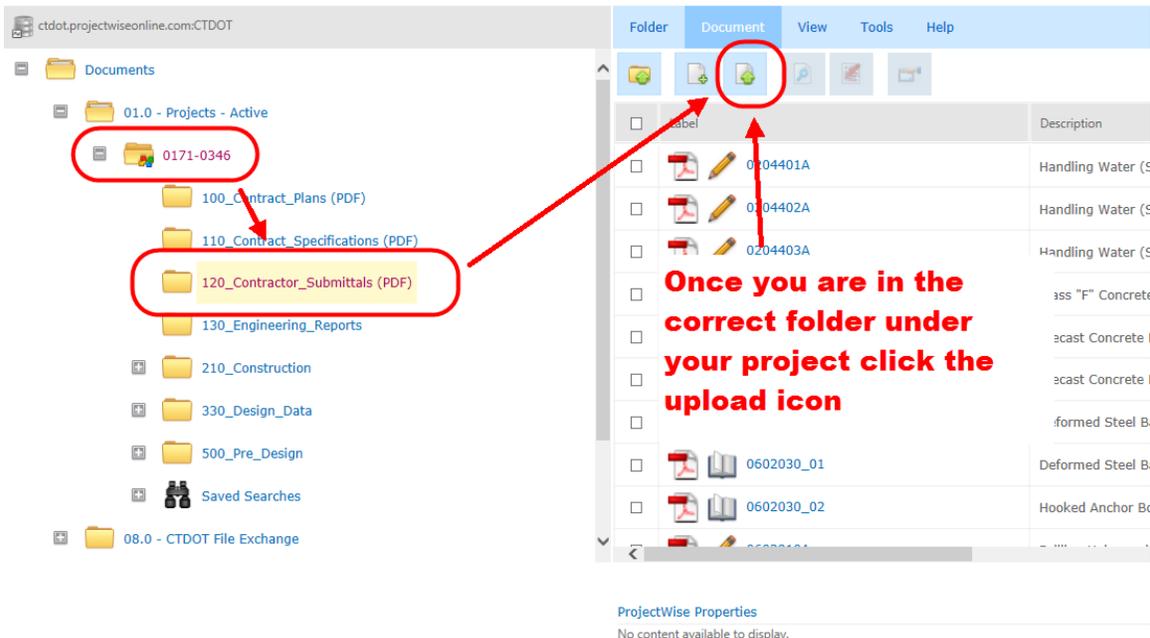


Figure 34 - Uploading a file to Projectwise

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

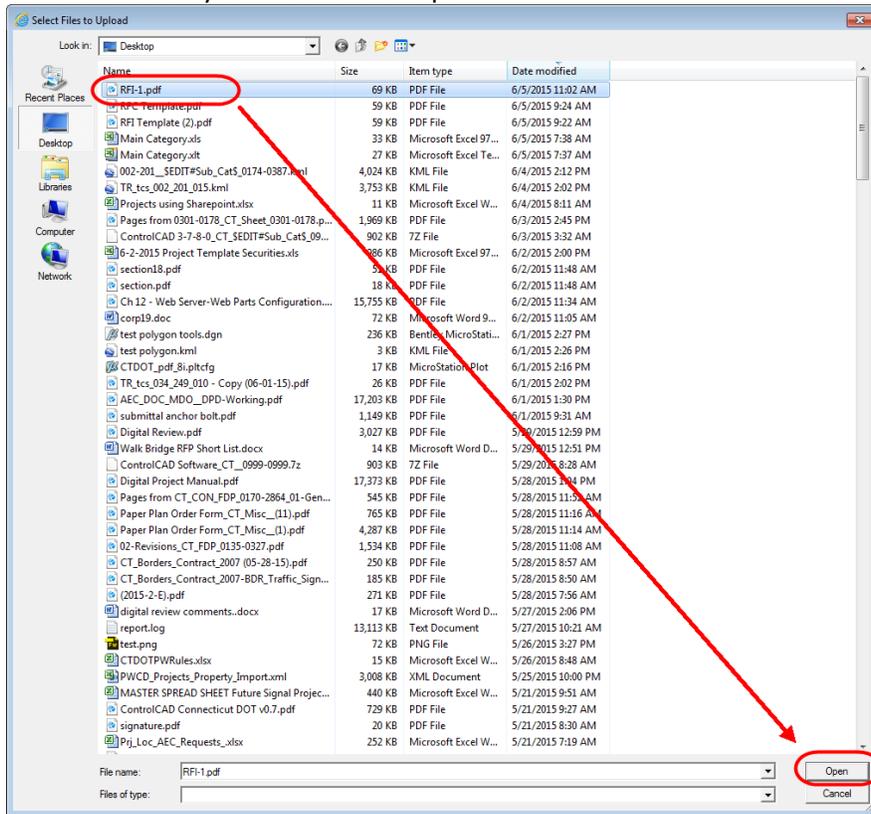


Figure 35 - Selecting a file

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

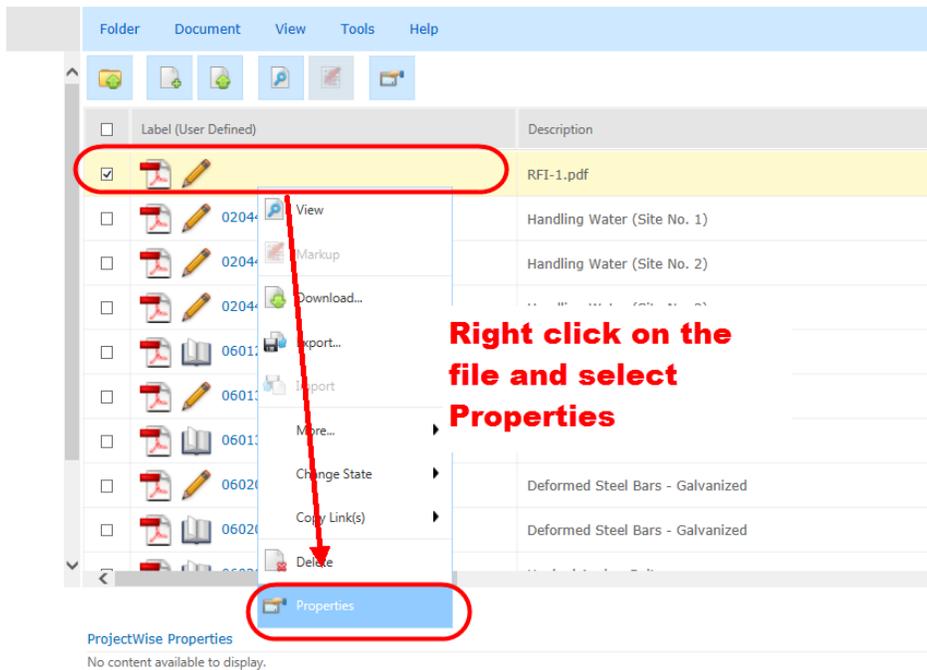


Figure 36 - Attributing a Document

6. Then scroll down to the bottom of the page and assign the applicable attributes for the document type shown in this table:

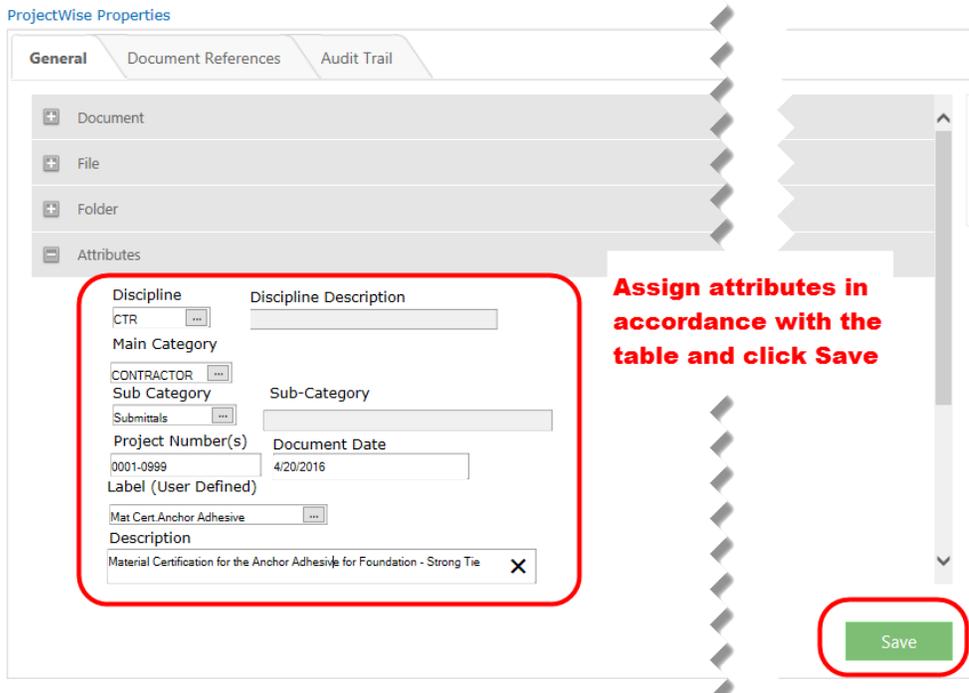


Figure 37 - Assigning Attributes

Document	Attributes						
	Discipline	Main Category	Sub Category	Label	Document Date	Description	Asset Tags
Contractor Submittals – 120_Contractor_Submittals							
Working Drawings for Permanent Structures	CTR	CONTRACTOR	Working Drawings	###-Item Number-##	Date of Submittal	Type a useful description	Assign Applicable asset tags
Working Drawings for Temporary Structures	CTR	CONTRACTOR	Working Drawings	###-Item Number-##			Assign Applicable asset tags
Shop Drawings	CTR	CONTRACTOR	Shop Drawings	###-Item Number-##			Assign Applicable asset tags
Product Data	CTR	CONTRACTOR	Product Data	###-Item Number-##			Assign Applicable asset tags
Submittals – Material Certs., other types of submittals	CTR	CONTRACTOR	Submittals	Self-explanatory label of the submittal			Assign Applicable asset tags
RFI	CTR	CONTRACTOR	RFI	RFI - #			N/A
RFC	CTR	CONTRACTOR	RFC	RFC - #			N/A
Correspondence – Letters, etc.	CTR	CONTRACTOR	Correspondence	Self-explanatory label of the submittal			N/A

14. After the submittal is uploaded to Projectwise, send an email notifying **District Construction**. The email must include the following in the subject line in this order:

- Full Project Number (#####-#####)
- Type of Submission
- Brief Description

Examples:

- **0172-0417 – Price Submission – Unsuitable Material Excavation**
- **0152-0149 – Letter – Request for Time Extension**