

Construction Advisory

CA 2012-04
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Construction Advisory
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BJO:MA

ProjectWise and Construction Documentation

This construction advisory will clarify the new process of establishing file directories for electronically signed documents (i.e., contract modifications and pay estimates) in ProjectWise and who is responsible to obtain e-signatures on MDOT Authorized Signature Form 1979. This process is to be followed for new projects as well as projects that have not yet been completed. It should be noted that documents generated before this advisory do not need to be scanned and placed into ProjectWise.

Project Wise updates:

MDOT

Due to recent changes in contract modification processing and the usage of electronic signatures, the Construction Field Services (CFS) Division has partnered with the Design Division to establish new ProjectWise directories. These directories have been created to add a folder for construction documentation. A new folder titled "Construction" has been placed under each project in ProjectWise and a few select subfolders (104-114) for electronic construction files have also been added. All newly let MDOT projects need e-signatures on contract modifications and pay estimates and these documents **MUST** be placed in the newly created "Construction" directory as follows:

- Contract modifications must be placed in subfolder 105 and file names are to follow the sequence of CM001.pdf, CM001 Calcs.pdf, and CM001 VE Calcs.pdf, etc.
- Pay estimates are to be placed in subfolder 110 and file names are to follow the sequence of PE001.pdf, etc.

In addition, all transportation service center's (TSC) ProjectWise administrators and construction staff have the ability to add other sub-directories in the "Construction" folder to accommodate any other electronic construction record needs. These folders should be named using the series number, for example 200 for engineering and 300 series for testing records, etc., in accordance with the MDOT File Manual, which is attached to BOH IM 2008-09.

All new projects will have the new directories, which includes the "Construction" directory. However, engineers are requested to please send an electronic list (preferably in Excel) of any existing project where the addition of these folders is requested. All requests are to be sent to Heather VerHage verhageh@michigan.gov.

Local Agency Projects and Consultants

After obtaining all electronic signatures on contract modifications it will be stored in the MDOT ProjectWise system; however, an electronic copy is to be emailed back to the local agency/consultant for their records and electronic storage.

MDOT Authorized Signature Form (1979)

Form 1979 has been removed from the public website. It is not intended that a new blank form be started for every project. Forms are available in each region from the Region Construction Engineer's office that are pre-filled out to the region level. It is the Region Construction Engineer's responsibility to obtain all e-signatures from CFS Division staff and Federal Highway Administration (FHWA) (if FHWA oversight) on form 1979. They will then forward the form to the TSC Construction Engineer for processing.

The TSC Construction Engineer will also pre-fill out their portions on form 1979 and forward it to the contractor for completion of the contractor's portion. This process should take place before the pre-construction meeting. When all appropriate signatures are on form 1979, it should be maintained by the project office and a copy placed in the contract modification folder in the construction directory in ProjectWise for archiving and reference.