



Connecticut DOT

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Bureau of Engineering and Construction

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ENGINEERING & CONSTRUCTION DIRECTIVE

Chief Engineer

Conversion to Digital Contractor Submissions

This directive establishes the requirement for, and procedures related to, the submittal and processing of Shop Drawings, Working Drawings and Product Data (Catalog Cuts) through the Department's digital document control solution, Bentley System's "ProjectWise Deliverables Management" (PWDM). This directive supersedes conflicting information in other Department documents, such as, but not limited to the Bridge Design Manual and Construction Manual.

To implement this new process, the following related documents shall be included in State-administered construction contracts with Final Design Plan (FDP) dates after August 15, 2017:

- Section 1.05 (Control of the Work) Owned Special Provision;
- "Notice to Contractor – Construction Contractor Digital Submissions" (This notifies the Contractor of the digital submission requirements);

The Section 1.05 Owned Special Provision and Notice to Contractor (NTC) are available through the Department's [Owned Special Provision Web page](#).

Note that neither this directive, nor the associated Owned Special Provision, affect contractor submittals governed by specification Section 1.20-1.05 (Control of Work for Facilities Construction).

In addition to the noted Owned Special Provision and NTC, a [Contractor's Digital Submission Manual \(CDSM\)](#) has been developed and the [Digital Project Development Manual \(DPDM\)](#) has been revised to support implementation.

The Owned Special Provision incorporates the [CDSM](#) by reference, thereby requiring the Contractor to use the techniques, protocols, formats and other provisions defined therein.

The roles and responsibilities of the Department (staff and consultants) are defined primarily by the specifications (e.g., Owned Special Provision) and the [DPDM](#), as clarified in this directive.

A multi-disciplinary Bureau work group was assembled to develop the processes and support documentation (e.g., special provisions, NTC, manuals, work flows) associated with the transition to digital submissions. Discussions in that work group revealed some inconsistent practices and confusion regarding roles, terminology and intra-Department coordination practices. Although these conditions preceded the conversion to digital contractor submissions, this change was taken as an opportunity to clarify roles. The table below summarizes the roles of the Department Designers and Construction Districts for submittals covered by this Directive. Most of the confusion involves working drawings.

	Submission Category		
	Shop Drawings	Working Drawings	Product Data
Department's Designer	RRA	RCO	RRA
Construction District		RROA	

RRA = **R**eceives submittal from Contractor, **R**eviews submittal, **A**cts on submittal

RCO = if requested by Construction District, **R**eviews and **C**omments on submittal (Optional)

RROA = **R**eceives submittal from Contractor, **R**eviews submittal and **O**ptional comments/input from Designer, **A**cts on submittal

Working drawings will be submitted to the Construction District. The Construction District should consult the Department Designer when the submission involves structures or complex engineering. The Construction Manual provides examples of Working Drawing submissions that should be reviewed by the Department Designer. When so requested, the Designer reviews the submittal, comments and applies Review stamps, as appropriate, and sends the District a Working Drawing Response Memo which includes a Recommended Disposition for each element of the contractor's submittal.

To elaborate and further clarify the work flows, including the roles of the Department's Designer and Construction Districts, a [Primer on Processing Digital Contractor Submittals](#) was prepared.

The [primer](#) summarizes some key points related to processing digital contractor submissions with a focus on Department responsibilities and coordination. **The primer is intended to provide an easily-read instructional overview that paraphrases the exacting language used in contracts. It is important to understand that the contract documents (i.e., including special provisions) and the [DPDM](#), not the primer, control the actual requirements and should be referenced for all project decisions.** It is not intended that the [primer](#) will be maintained and updated.