Submitting Storm Water Management As-Builts

To submit an SWM As-Built for a project select the "Projects" Tab in the top to see a list of your assigned projects. A second row of Tabs will appear to select from. The "SWM As-Built" Tab will open a summary page of the submittals on your assigned projects.

MUTMARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION Quality Assurance Toolkit												
Inspections	Inspections Projects Permits Reference Docs Settings Log Out 🛓											
Project List Modifications SWM As-Built												
	Project List											
Search Part To search	Search Panel To search for a specific item, open the search panel by clicking the "+" symbol.											
Contract #1												
AA1515188	AA151B51	Y	MD 170 fro	om MD 648 to MD	762. Bicycle R	Retrofit		Co. AA	5	Mods	Average: A; Recent: A	7 0 –
AA1545180	AA154B51	N	Cleaning at 0208203, 0 0210304 or	nd Painting of Ex 208204, 020840 n various routes i	isting Bridge #'s 3, 0208404, 02 n AA county	s 0211011, 02 08503, 02085(01102, 0208000,)4, 02100303 and	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	/
AA1575132	AA157B51	N	MD 177 to	MD 695- Traffic I	Barrier Replace	ment in AA Co	ounty	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	1
🧭 Select	t the edit	t icon to	enter or	update the	project reco	ord as allo	wed by your	use	r rol	e.		
Contract N	umber WA	3445272]		Pro		IS 1D51	٦				
Desci	ription Imp	rovements	along I-81	from South of US	S 11 in WV to N	lorth of MD 63	/68 ir					
Projec	t Type Brid	lge Replac	ement	✓ ()		Stage Const	ruction V					
c	County Wa	shington	~		D	istrict 6	~					
Project Star	rt Date 1/6/	2017 🛃	P	Team Index	✓ Ce	entroid	NE		~			
Com	Title Nor ments repl	e from IFB: th of MD 6 lacement fo	Improvem 3/68 in MD or dual bridg	ents along I-81 fi including widenir ges 21 078 in I-8	om South of U ng and Supersti 1 over Potomac	S 11 in WV to ructure River and	< >					
		&S Permi	it Required	Inspecti	ons on Hold		t Closed					
Co	v L	iton Const	ruction	vays 🗆 Severe	weather							
QA Inspectio	on Form Q	A1 (02/18/	2015)	QA Insp	ection Priority	2 Weeks ∨						
Proi	ect Rep Je	effrev Forer	man	 ()	Yellow Card	11-375	Exp. Date 07/21	/202	20			
ESC N	lanager St	nelby Kuh		_ ()	Yellow Card	17-177	Exp. Date 04/03	3/202	20			
Superin	tendent M	atthew Ske	een	()	Yellow Card	16-212	Exp. Date 05/12	2/201	9			
QA Incentive	s Mileston	es Sheets	/Plates Doc	cuments Stakeho	Iders Permits	Resources In	spections Mods	QA	Concu	rrence SWM		

The user will see the project information. Data fields that are shaded may not be edited although the information under the available sub-tabs may.

SWM Sub-Tab

(a)

QA Incentives	Milestones	Sheets/Plates	Documents	Stakeholders	Permits	Resources	QA Inspections	Mods	QA Concurrence	SWM	
	Existing SWM Requests										
To submit a n	To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid.										
Ryan Grissinge 8/16/2017 3:24	er Rev 4 PM Fac	view Status: H ilities in packag	HD - Unde ge: WA24951	er Review; 176 SWM As-E	Built Plans	6					Add comment
1	Clic	k here to view t	ō response(s)	/comment(s)							or response>
<u>.</u>											Submittal

The **SWM** sub-tab shows details about existing As-Built submittals and status. There are several buttons to select from depending on the desired action.

[Respond] The Respond button is utilized to post new comments, questions or responses to a request.

The AB button will open the As-Built input form that can be edited by contractor representative. This form remains editable throughout the review process so that additional information may be uploaded as needed.

Submittal The New Submittal button is utilized to create a new As-Built submittal. This button should not be used to respond to an existing request.

Clicking on # Responses will expand the information to include all the comments and responses related to the specific As-Built submittal.

		Existing SWM Requests	
To submit a new SWM A	AS-Built, click the "N	New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific s	submittal from within the grid.
Ryan Dom R 9/15/2017 1:34 PM Fa Cl Brar 11/3	Review Status: Hi acilities in packag Click here to view 7 ndon, Scott 3/2017 11:43 AM	HD - Under Review; e: BMP 010516 response(s)/comment(s) PRD has reviewed the As-built package for BMP 010516 and finds it structurally acceptable. We will follow up with an Acceptance letter to HHD.	Add comment or response>
Chu. 11/3	unca,Bittinger 3/2017 7:49 AM	The last I can see in the SWM As-Builts & Documents section was request from HHD to PRD for review on 10/10/17. Is there any update from PRD?	Q
Joe, 10/1	,Bartell 10/2017 8:39 AM	Jason Ferner and Brandon Scott, HHD finds the As Built Acceptable. Please Review for conditional approval. Joe	
Chu. 9/28	Inca,Bittinger 8/2017 2:16 PM	The plans are located in the Documents tab, and are dated 09/26/17.	
Joe, 9/28	,Bartell 8/2017 2:00 PM	Where exactly are the latest plans? Please send a link to where plans can be found. Joe	<u>A</u>
Chu. 9/28	unca,Bittinger 8/2017 8:42 AM	Re-Submission of SWM As Built Green Lines dated 09/26/17 have been reviewed by District Six and comments have been addressed. Original Report with photos and new submittal is reviewed by D6 MDOT SHA and is ready for HHD review.	Q
Chu. 9/21	Inca,Bittinger 1/2017 1:58 PM	SWM As Built Submittal needs to be Green Line on the Original Contract Drawings. There are three sheets included in the Contract Drawings with the elevations that need verified, SW-1 through SW-3 (sheets21,22, 22A of 35 drawings). Please include the in	Q
1			

Select the magnifying glass to view the details of the comment

In the Existing SWM Requests section the top line of information shows the Package Status and the Final Mod Status. This is important in keeping track of where the request currently is in the process. The status's and definitions are listed below.

Status:	Contractor - Pre-submittal	The Contractor has started the process of entering information into the toolkit for submission but has yet to sign the submittal
	District - Pending	The submittal is pending the Districts review and signature
	HHD – Under Review	The AS-Built package is at HHD for review. HHD retails control of the package until it is signed for Final Approval
	Final Approval	The AS-Built package has been accepted by all necessary parties and has been signed for Final Approval by HHD.

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Creating a Submittal

When starting a new submittal, the user will see the As-Built Submittal Request Form. This form should be competed entirely to provide as much information to the reviewers as possible.

	SWM As-Built Submittal Re	equest Form	
Project MD 51 At Virginia Avenue			
SWM facilities included in this package			
Comment: (500 character limit)	$\hat{}$		
Ensure the submittal includes the items (examples include)	s as outlined in your contract documents:	Review Status: Pre-Submittal	
- Photographs during specified construction will appear in the plan set)	n phases (These phases are listed in the SP and	Notify	^
- Written description of each phase (These photos)	e descriptions may appear as captions on the	☐ Buettner, Bill - EPD Project Manager ☐ Miller, Devin - Area Engineer	
- Completed tabulations and checklist (Loc	cated in the plain set)	Walls, Nick - Reviewer	
- Completed certification forms (Located in	n the plain set)	Knauer, Erin - EPD Project Manager	
- Green line revision plans for each facility		Bartell, Joe - HHD SWM reviewer	
* All work and files are to adhere to the CA	ADD Standards established by the administration	Sharar-Salgado, Daniel - Permit Reviewer HHD wingender, rachel - Developer Ferreri, Paul - Division Chief - MDE Eastern Div.	~
Documents	~		
Uploaded	Гуре	Description Date Date	
Dioad Request Document			
A Contr.			
()√ Rec'd by			
Approved			
Save & UCLOSE			

The digital As-Built package should be attached to the submittal.

Documents			
Uploaded	Туре	Description	Date
Upload Request Document			
Document Type GPS/Waypoint			
Description			
File Browse			
Date 🥩			
Cancel Add			

Clicking on Upload Document will provide a menu for uploading files to the As-Built form.

Click the Save & Submit button to ensure entered information is saved by the system.

Even though you have clicked the save and submit button the form can still be edited and attachments can still be added up until the package is approved.

Quality Assurance Toolkit

At the bottom of the form are three sections for signature to be completed by different stakeholders.

Contr. The contractor signs the submittal by clicking on this button.

The District Representative sings for acceptance by clicking this button. With the Districts acceptance, the submittal goes to a formal review.

Mapproved Final Approval is signed by HHD when the review process is complete by clicking this button.

Signing a Submittal

Ontr.
≫ Rec'd by
Approved

The Contractor must sign the submittal and the District representative must also sign with a signature before the request can be sent for review. Click on the appropriate button to electronically sign the request.

	Re-Authentication	
tlands only) 🗆 Stormwat		
	Login:	
_	Password:	Date
nt	Authenticate	
nt 🗸	Cancel	

A window will appear to enter your login information. The system will compare this information with the users' role to ensure they are authorized to sign the request.



The users name will then appear on the modification request form.

Save & Click the Save & Submit button to ensure entered information is saved by the system.

Even though you have clicked the save and submit button the form can still be edited and attachments can still be added up until the final approval.

When the submittal has been saved, the system will automatically send notification to the District representative for a cursory review. When the District representative has signed for the submittal the system will automatically notify the necessary parties for a formal review. When a submittal has been sent to review comments can be added through the response system by anyone although any attachment should be added directly to the As-Built package itself on the by utilizing the AB button.

Posting Comments, Questions and Reponses

Existing SWM Requests							
To submit a new SWM AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the grid.							
Ryan Grissinger 8/16/2017 3:24 PM Eacilities in package: WA2495176 SWM As-Built Plans Click here to view 5 response(s)/comment(s)	Add comment or response>						
A response or comment can be added in the SWM subtab.							
Click the Respond button to post new comments, questions or respondence	nses.						
SWM As-Built Response Form							
Project: AL2915187 - MD 51 At Virginia Avenue	Review Status: HHD - Under Review						
SWM Facilities included in this package: BMP 010516	Notify in addition to those listed above						
Stakeholders who will be notified of this response: (Select additional if needed)	Allera-Bohlen, Barbara - EPD Project Manager						
Joe Bartell; Chunca Bittinger; Steve Buckley; Stephen Bucy; Ryan Dom; Jason Ferner; Devin Miller; Brandon Scott; Derick Winfield	Anderson, Kobert - HHD Reviewer						
SWM Response Text (500 character limit)	Barben, Jake - EPD Project Manager						
	 ☑ Bartell, Joe - HHD SWM reviewer ☑ Bittinger, Chunca - Field Coordinator □ Bogale, Tesfamichael - PRD Team Leader □ Boone, Virginia (Ginny) - Project Manager 						
Any necessary documents should be uploaded on the As-Built Submission page							
Previous Responses	an Accentance letter to HHD						
11/3/2017 11:43 AM							
Chunca,Bittinger The last I can see in the SWM As-Builts & Documents section was request from HHD to PRD for review on 10/10/ 11/3/2017 7:49 AM	17. Is there any update from PRD?						

The response page has multiple fields in a single view. The different fields may be edited depending on the users account settings. Any project stakeholder may post a response or comment at any time up until the submittal is approved.

The upper right section shows the current submittal status.

The left side of the screen is very similar to an email system. The stakeholders who are receiving emails in this response chain are listed near the top. Comments may be added in the **SWM Response Text** field.



When all the information has been added into the response click the Save and Submit button to ensure the information is added to the project record.

Notifications of a new response comment will be sent to those listed in the stakeholder field. If you wish to include additional stakeholders in the response chain select their name in the lower right section of the page. When a stakeholder has been added to the response chain they will receive email notification until the submittal is completed

When the response has been saved it can no longer be edited or deleted. It is a permanent part of the project record.

Existing SWM Requests						
To submit a new SWM	AS-Built, click the "New Submittal" button at the lower right of the page. To comment on an existing active submittal, click the "Respond" button to the right of the specific submittal from within the g	rid.				
Tom Linsenmeyer	Review Status: Final Approval;	AB				
1/11/2017 8:27 AM	Facilities in package: new					
	Click here to view 2 response(s)/comment(s)					

When a submittal is complete and has been approved then responses may no longer be entered in to the system and the submittal may no longer be edited by any stakeholder.