

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.

Quality Assurance Toolkit

Inspections Projects Permits Reference Docs Settings Log Out

Project List Modifications SWM As-Built

Project List

Search Panel

To search for a specific item, open the search panel by clicking the "+" symbol.

Contract #▲	FMIS	E&S Per.	Description	Co.	Dist.	Mods	Grades	
AA1515188	AA151B51	Y	MD 170 from MD 648 to MD 762. Bicycle Retrofit	AA	5		Average: A; Recent: A	
AA1545180	AA154B51	N	Cleaning and Painting of Existing Bridge #'s 0211011, 0201102, 0208000, 0208203, 0208204, 0208403, 0208404, 0208503, 0208504, 02100303 and 0210304 on various routes in AA county	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	
AA1575132	AA157B51	N	MD 177 to MD 695- Traffic Barrier Replacement in AA County	AA	5	REQ.STATUS: Pending	Average: A; Recent: A	

Select the edit icon to enter or update the project record as allowed by your user role.

Project Details

Contract Number FMIS

Description

Project Type (...) Stage

County District

Project Start Date Team Index Centroid

Comments

☐ E&S Permit Required ☐ Inspections on Hold ☐ Project Closed

☐ Wetlands and Waterways ☐ Severe Weather

Contractor

QA Inspection Form QA Inspection Priority

Project Rep (...) Yellow Card Exp. Date

ESC Manager (...) Yellow Card Exp. Date

Superintendent (...) Yellow Card Exp. Date

QA Incentives Milestones Sheets/Plates Documents Stakeholders Permits Resources Inspections Mods QA Concurrence 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

QA Incentives | Milestones | Sheets/Plates | Documents | Stakeholders | Permits | Resources | QA Inspections | Mods | QA Concurrence | **SWM**

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	Review Status: HHD - Under Review; Facilities in package: WA2495176 SWM As-Built Plans Click here to view 5 response(s)/comment(s)	  
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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.



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.












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

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Ryan Dom 9/15/2017 1:34 PM	Review Status: HHD - Under Review; Facilities in package: BMP 010516 Click here to view 7 response(s)/comment(s)	 
Brandon, Scott 11/3/2017 11:43 AM	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.	
Chunca, Bittinger 11/3/2017 7:49 AM	The last I can see in the SWM As-Built & Documents section was request from HHD to PRD for review on 10/10/17. Is there any update from PRD?	
Joe, Bartell 10/10/2017 8:39 AM	Jason Ferner and Brandon Scott, HHD finds the As Built Acceptable. Please Review for conditional approval. Joe	
Chunca, Bittinger 9/28/2017 2:16 PM	The plans are located in the Documents tab, and are dated 09/26/17.	
Joe, Bartell 9/28/2017 2:00 PM	Where exactly are the latest plans? Please send a link to where plans can be found. Joe	
Chunca, Bittinger 9/28/2017 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.	
Chunca, Bittinger 9/21/2017 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 (sheets 21, 22, 22A of 35 drawings). Please include the in	



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

Creating a Submittal

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

SWM As-Built Submittal Request Form

Project
MD 51 At Virginia Avenue

SWM facilities included in this package

Comment: (500 character limit)

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v

Ensure the submittal includes the items as outlined in your contract documents: (examples include)

- Photographs during specified construction phases (These phases are listed in the SP and will appear in the plan set)
- Written description of each phase (These descriptions may appear as captions on the photos)
- Completed tabulations and checklist (Located in the plain set)
- Completed certification forms (Located in the plain set)
- Green line revision plans for each facility

* All work and files are to adhere to the CADD Standards established by the administration

Documents

Uploaded	Type	Description	Date
+ Upload Request Document			
Contr.		<input style="width: 150px;" type="text"/>	
Rec'd by		<input style="width: 150px;" type="text"/>	
Approved		<input style="width: 150px;" type="text"/>	
<div style="display: flex; gap: 10px;"> <div> Save & Submit</div> <div> CLOSE</div> </div>			

Review Status: Pre-Submittal

Notify

☐ Allera-Bohlen, Barbara - EPD Project Manager
☐ Buettner, Bill - EPD Project Manager
☐ Miller, Devin - Area Engineer
☐ Walls, Nick - Reviewer
☐ Knauer, Erin - EPD Project Manager
☐ Bartell, Joe - HHD SWM reviewer
☐ Helms, Glen - HHD Team Leader
☐ Sharar-Salgado, Daniel - Permit Reviewer HHD
☐ wingender, rachel - Developer
☐ Ferreri, Paul - Division Chief - MDE Eastern Div.
☐ ...

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

Documents

Uploaded	Type	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.


Save & Submit 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.

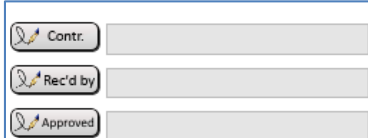
At the bottom of the form are three sections for signature to be completed by different stakeholders.

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

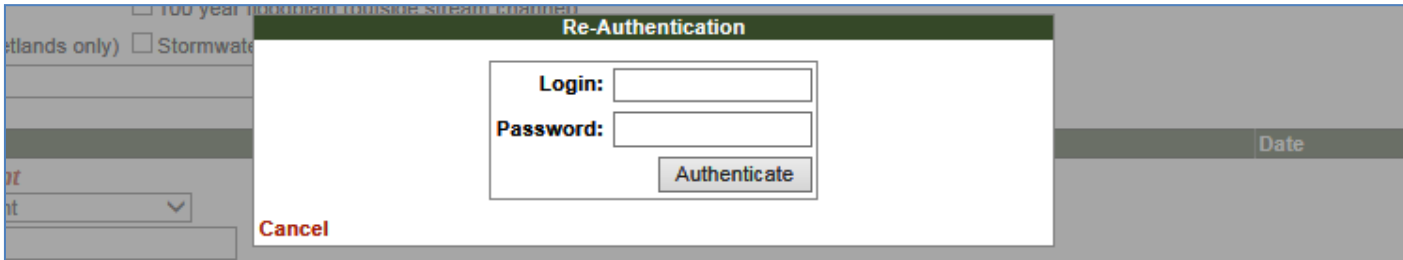
 Rec'd by The District Representative signs for acceptance by clicking this button. With the District's acceptance, the submittal goes to a formal review.

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

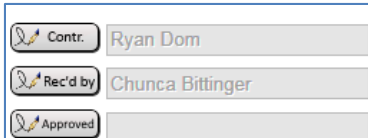
Signing a Submittal



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.



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.

 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 Responses

Existing SWM Requests

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Ryan Grissinger 8/16/2017 3:24 PM	Review Status: HHD - Under Review; Facilities in package: WA2495176 SWM As-Built Plans Click here to view 5 response(s)/comment(s)	
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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 responses.

SWM As-Built Response Form

Project: AL2915187 - MD 51 At Virginia Avenue SWM Facilities included in this package: BMP 010516 Stakeholders who will be notified of this response: (Select additional if needed) Joe Bartell; Chunca Bittinger; Steve Buckley; Stephen Bucy; Ryan Dom; Jason Ferner; Devin Miller; Brandon Scott; Derick Winfield	Review Status: HHD - Under Review Notify in addition to those listed above <input type="checkbox"/> Allera-Bohlen, Barbara - EPD Project Manager <input type="checkbox"/> Anderson, Robert - HHD Reviewer <input type="checkbox"/> Ansalvish, Kate - Compliance Specialist - MDE <input type="checkbox"/> Baker, Michael - Environmental Construction Manager <input type="checkbox"/> Ballard, Clayton - Regional Environmental Coordinator (Senior) <input type="checkbox"/> Barben, Jake - EPD Project Manager <input checked="" type="checkbox"/> Bartell, Joe - HHD SWM reviewer <input checked="" type="checkbox"/> Bittinger, Chunca - Field Coordinator <input type="checkbox"/> Bogale, Tesfamichael - PRD Team Leader <input type="checkbox"/> Boone, Virginia (Ginn) - Project Manager
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SWM Response Text (500 character limit)

Any necessary documents should be uploaded on the As-Built Submission page

Previous Responses	
Brandon, Scott 11/3/2017 11:43 AM	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.
Chunca, Bittinger 11/3/2017 7:49 AM	The last I can see in the SWM As-Built & Documents section was request from HHD to PRD for review on 10/10/17. 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

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Tom Linsenmeyer 1/11/2017 8:27 AM	Review Status: Final Approval; Facilities in package: new Click here to view 2 response(s)/comment(s)	
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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.