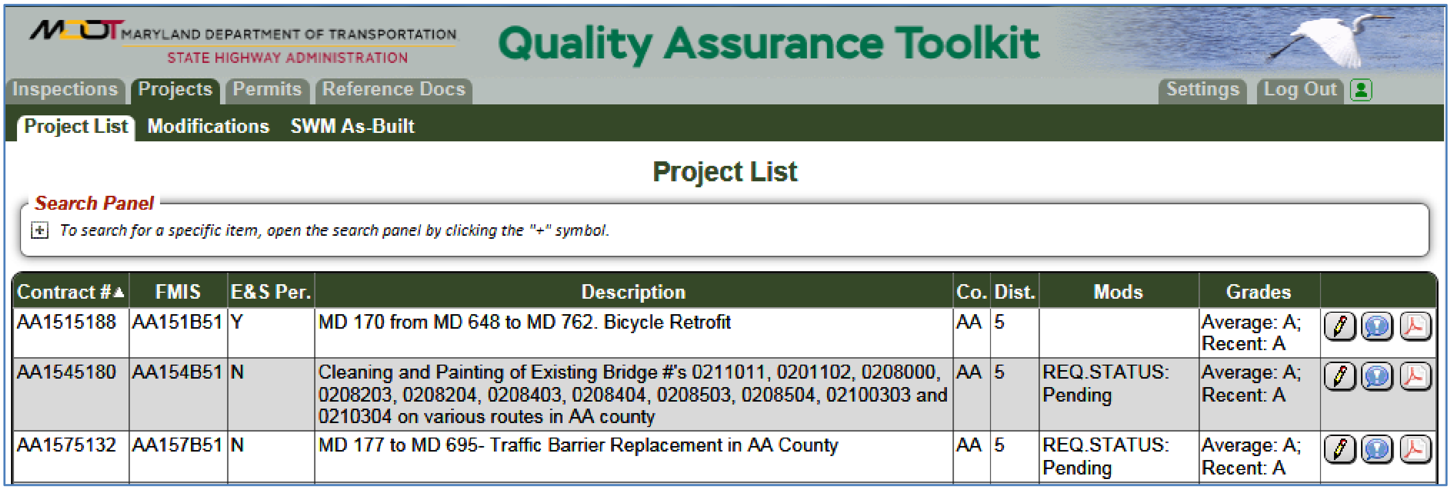
Submitting a Modification Request

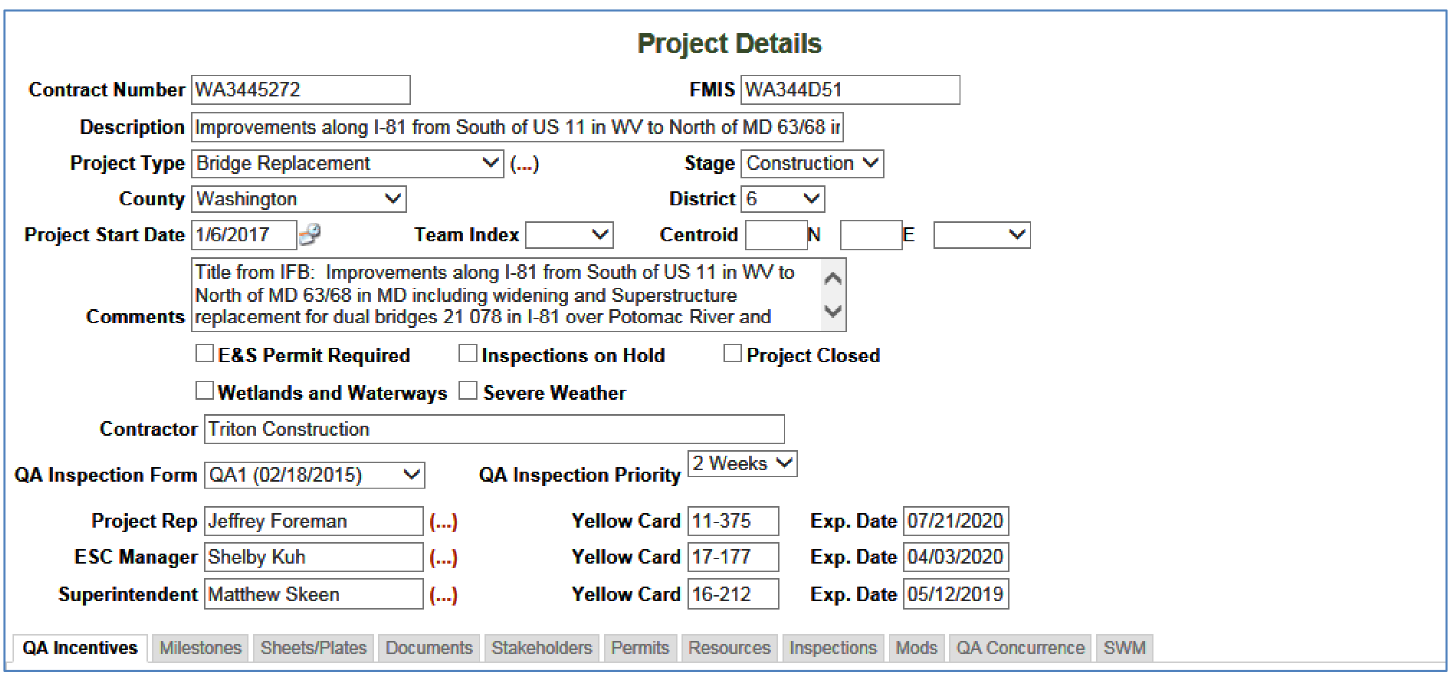
Field Modifications are to be submitted through the QA Toolkit for review by the appropriate Office/Agencies. This system is not to be utilized for Red-Line revisions or Design Submittals on Design Build Projects. The following is a step by step description of the process in the Toolkit.

Select the "Projects" Tab at the top of the page to see a list of your assigned projects.



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, 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	WA3445272	FMIS	WA344D51
Description	Improvements along I-81 from South of US 11 in WV to North of MD 63/68 ir		
Project Type	Bridge Replacement (...)	Stage	Construction
County	Washington	District	6
Project Start Date	1/6/2017	Team Index	
Centroid	N E		
Comments	Title from IFB: Improvements along I-81 from South of US 11 in WV to North of MD 63/68 in MD including widening and Superstructure replacement for dual bridges 21 078 in I-81 over Potomac River and		

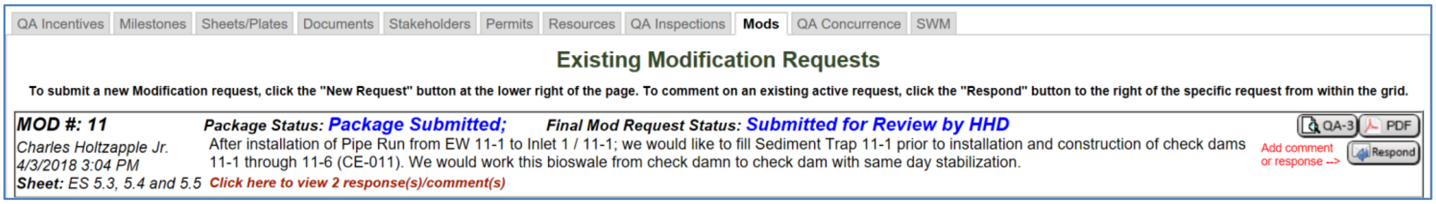
E&S Permit Required | Inspections on Hold | Project Closed | Wetlands and Waterways | Severe Weather

Contractor	Triton Construction				
QA Inspection Form	QA1 (02/18/2015)	QA Inspection Priority	2 Weeks		
Project Rep	Jeffrey Foreman (...)	Yellow Card	11-375	Exp. Date	07/21/2020
ESC Manager	Shelby Kuh (...)	Yellow Card	17-177	Exp. Date	04/03/2020
Superintendent	Matthew Skeen (...)	Yellow Card	16-212	Exp. Date	05/12/2019

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 some of the information under the available sub-tabs may.

Mods Sub-Tab



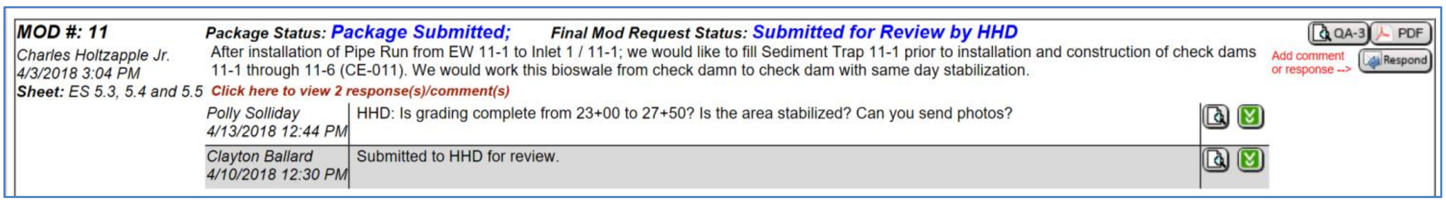
The **Mods** sub-tab shows details about existing modification request and status. There are several buttons to select from depending on the desired action.

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

The PDF button will generate a printable QA-3 form in its most recent version including all related responses and attachments. This will be a complete modification record in PDF format.

The QA-3 button will open the QA-3 input form that can be edited by contractor representatives or the Construction PE. This form remains editable until the request is submitted for review.

The New Request button is utilized to create a new modification request. 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 modification request.

Select the magnifying glass to view the details of the comment.

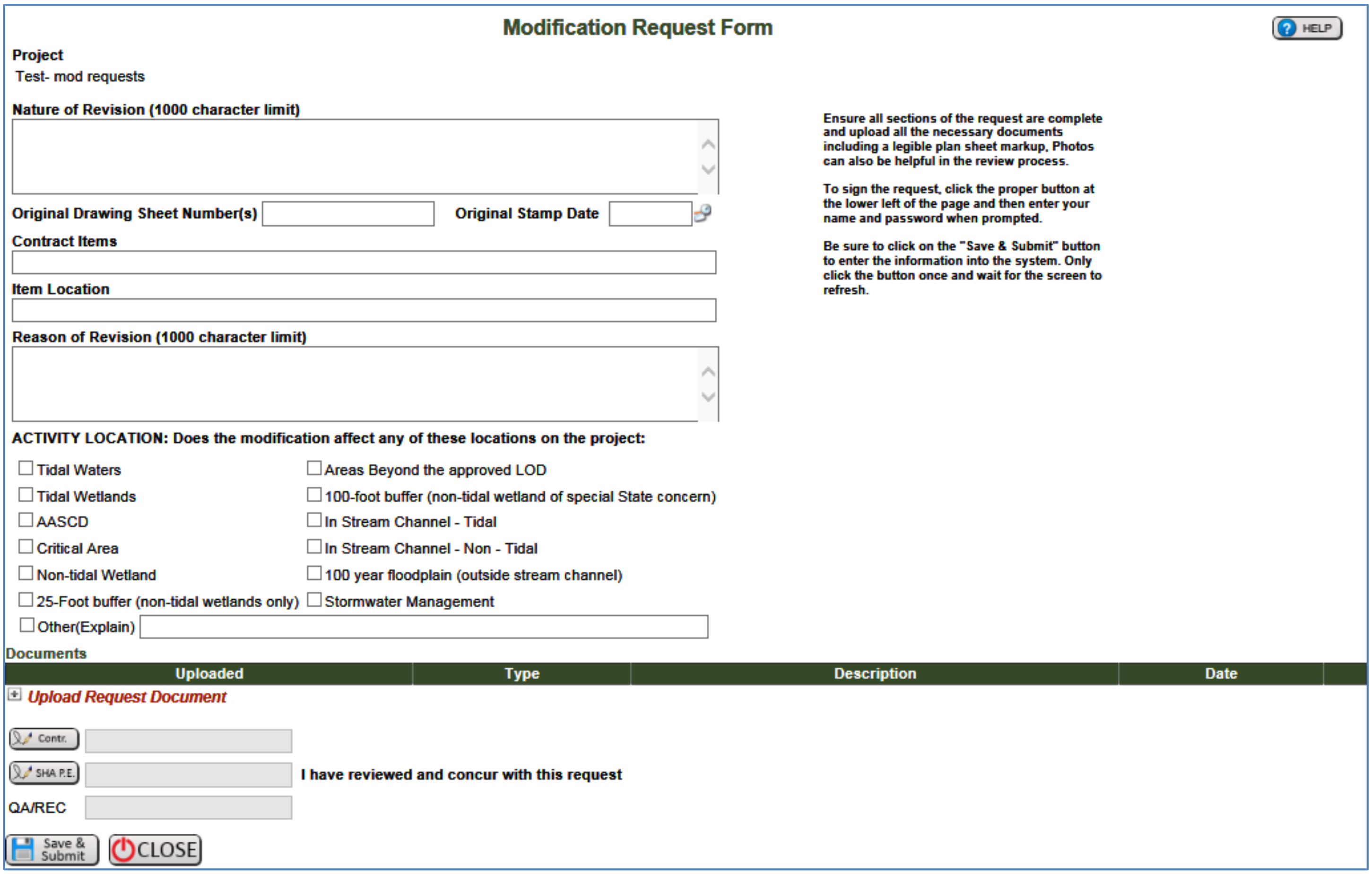
Select the download icon to download a PDF of the response and associated attachments.

In the Existing Modification 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 possible status's and their definitions are listed below.

Package Status:	Pre-Submittal	*The Modification Request has been entered into the system and is in a cursory review awaiting submittal*
	Package Submitted	*The Package has been submitted for a formal review*
	Package Withdrawn	*The Request has been withdrawn for reasons listed*

Final Mod Request Status:	Pending	*The Modification Request has been entered into the system and is in a cursory review awaiting submittal*
	Submitted for Review	*The Request has been submitted for a formal review*
	Approved	*The Request has been approved and is complete*
	Denied	*The Request has been denied for the reason listed*
	Request Withdrawn	*The Request has been withdrawn for reasons listed*

A New Modification Request



Modification Request Form

HELP

Project

Test- mod requests

Nature of Revision (1000 character limit)

Original Drawing Sheet Number(s) Original Stamp Date

Contract Items

Item Location

Reason of Revision (1000 character limit)

ACTIVITY LOCATION: Does the modification affect any of these locations on the project:

- Tidal Waters
- Areas Beyond the approved LOD
- Tidal Wetlands
- 100-foot buffer (non-tidal wetland of special State concern)
- AASCD
- In Stream Channel - Tidal
- Critical Area
- In Stream Channel - Non - Tidal
- Non-tidal Wetland
- 100 year floodplain (outside stream channel)
- 25-Foot buffer (non-tidal wetlands only)
- Stormwater Management
- Other(Explain)

Ensure all sections of the request are complete and upload all the necessary documents including a legible plan sheet markup, Photos can also be helpful in the review process.

To sign the request, click the proper button at the lower left of the page and then enter your name and password when prompted.

Be sure to click on the "Save & Submit" button to enter the information into the system. Only click the button once and wait for the screen to refresh.

Documents

Uploaded	Type	Description	Date

Upload Request Document

Contr.

SHA P.E. I have reviewed and concur with this request

QA/REC

Save & Submit CLOSE

When starting a new request, the user will see the modification request form. This form should be competed entirely to provide as much information to the reviewers as possible. This information is no different than if the user were completing a paper version of the QA-3 except the system already has many of the project details so the user does not have to enter that basic information.

The **Activity location** is very important as it will help to determine who must review the request.

Attachments should be added to help the reviewers understand the changes being requested.

Documents

Uploaded	Type	Description	Date

Upload Request Document

Document Type GPS/Waypoint

Description

File Browse...

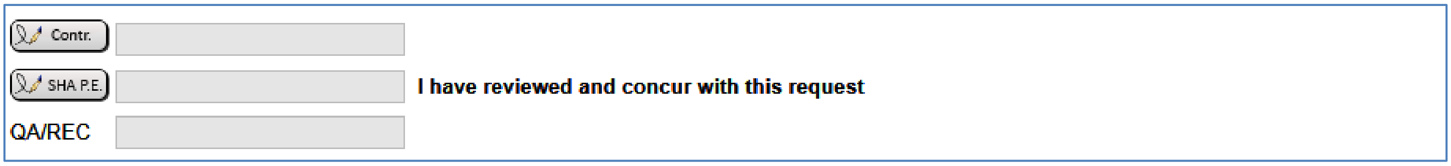
Date

Cancel Add

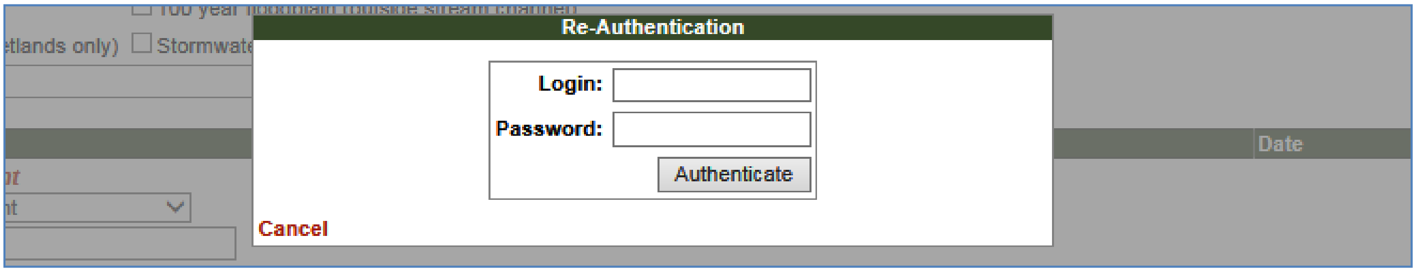
Clicking on Upload Request Document will provide a menu for uploading files to the QA-3 form.

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

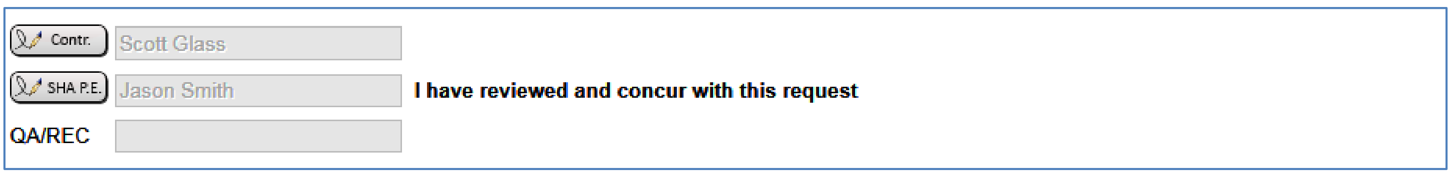
Even though you have clicked the save and submit button, the form can still be edited and attachments can still be added up until the package is sent to reviewers. This occurs when the QA Program is satisfied the package is complete and in a state ready for formal review.



The Contractor must sign the request and the Construction PE must concur 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.



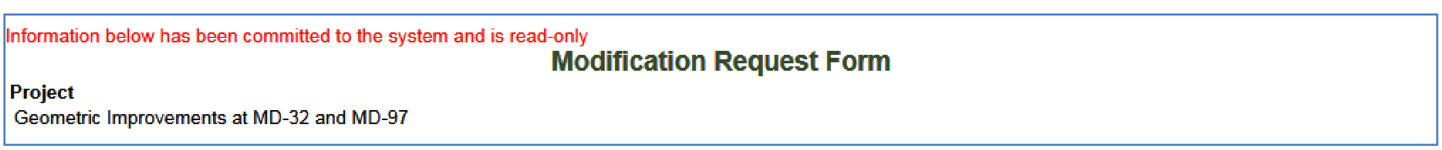
The users name will then appear on the modification request form.

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

It is only necessary to click the Save and Submit button one time. Clicking buttons in the system multiple time in rapid succession may introduce duplicate or erroneous information.

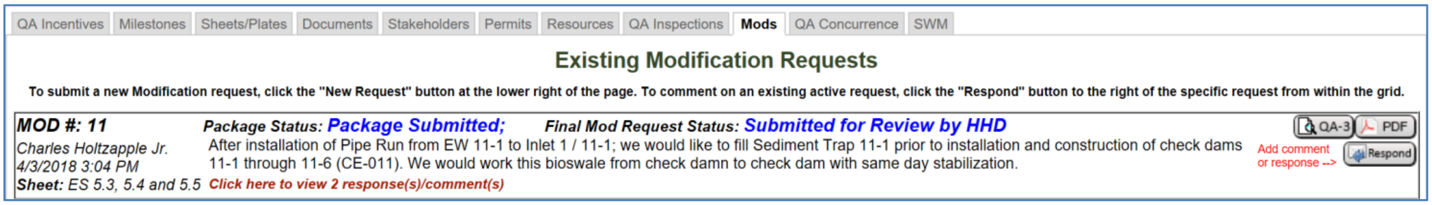
Even though you have clicked the save and submit button the form can still be edited and attachments can still be added up until the package is sent to reviewers. This occurs when the QA program is satisfied the package is complete and in a state ready for formal review.

When the package is complete and ready for review the QA program package reviewer will sign the request and send it to the appropriate reviewers.



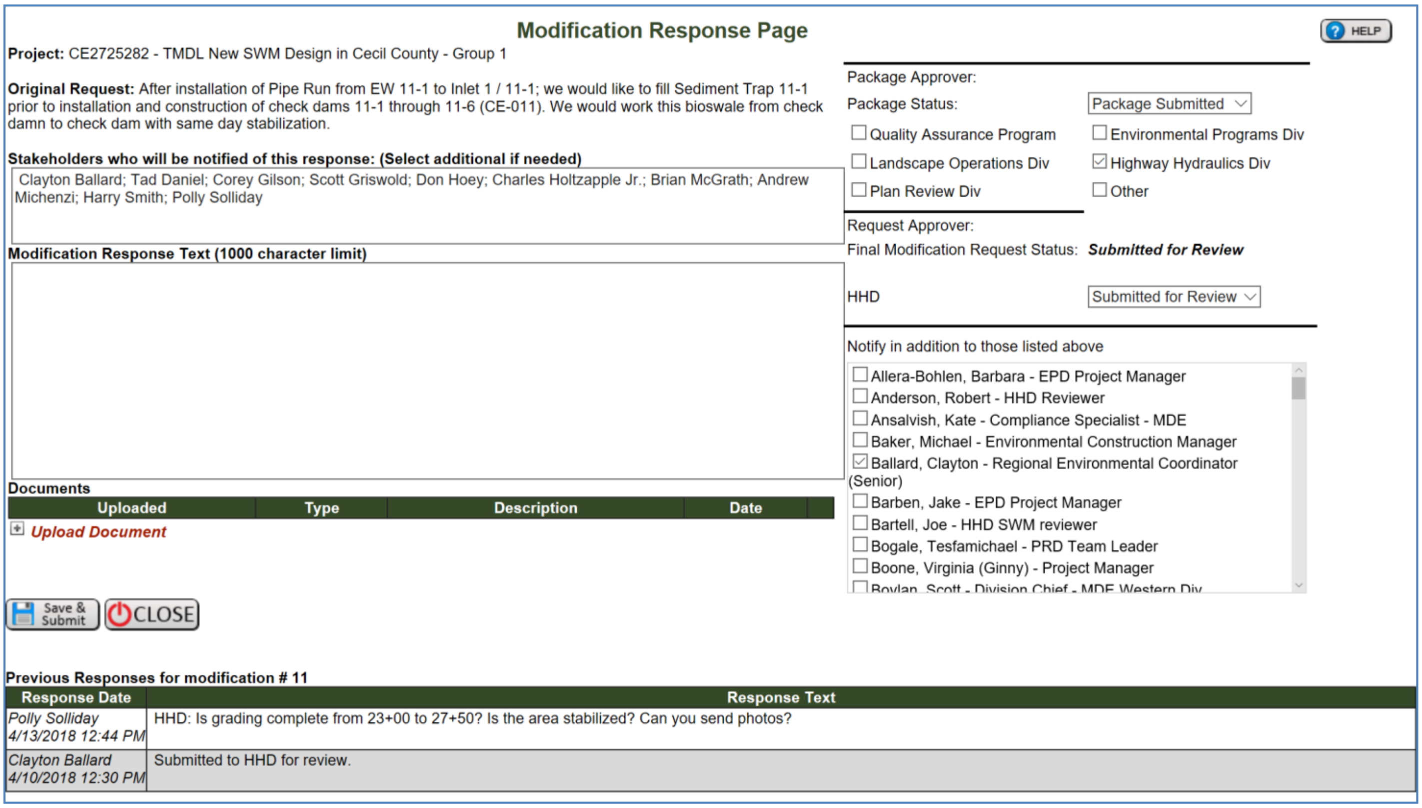
When a request has been sent to review the QA-3 form can no longer be edited by any user, Comments, Question or additional attachment can be added through the response system.

Repond and Comment



A response or comment can be added in the **Mods** subtab

Click the Respond button to post new comments, questions or responses to a request.



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 request is approved or denied.

The upper right section shows the current package status and who is currently reviewing the information. This area also shows the **Final Modification Request Status**, when multiple groups or agencies must approve a request the Final Status will not show Approved or Denied until all the groups or agencies have competed review. The information in this area may only be changed by a package reviewer or a request reviewer.

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 **Modification Request Text** field. Attachments may be added to the response in the lower section as in other parts of the Toolkit.

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 modification is completed

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

Always refer to the "**Final Mod Request Status**" to know if the request has been approved or not, never proceed with work based on a single comment as multiple parties may need to approve a modification request. When a modification request is complete and has been approved or denied then responses may no longer be entered in to the system and the modification may no longer be edited by any stakeholder.