

Guidance for the Use of ProjectWise in Section Offices for Construction Administration

General

This guidance entails responsibilities for Section Office personnel and will follow the ProjectWise Construction folder structure. Each section of this guidance will detail what files should be stored in each segment of the folder structure, who is responsible for placing the files there, what the file type will be, how each file will be named, and the security status of the file.

Any questions or issues can be addressed by Division of Construction ProjectWise Administrators including Matt Looney, Beth Whitt and Rachel Mills. Whenever possible use the folder structure as outline below, however you do have the ability to add, delete or rename folders to each project as needed. This will especially be useful when categorizing correspondence.

Users should pay particular attention to naming conventions. It is of the utmost importance that files are named properly and can be identified as to CID and type of document by the name chosen.

As-Built Drawings

Details: Store as-built drawings here.

Responsible Party: Section Office, District Office, and Central Office Division of Construction Administrative Branch

File Type: PDF and DGN

Naming Convention: CID followed by "AsBuiltSheet<plan section><sheet number>.dgn" and CID followed by "AsBuiltPlans.pdf" Example: 101310AsBuiltSheetS10.dgn or 101310AsBuiltPlans.pdf

File Security: KYTC Read Only

Server Location: KYTC/District of Project

Claims

Details: Any submittals or correspondence concerning a claim or dispute on the project should be stored here.

Responsible Party: Section Office or Central Office Division of Construction Field Liaison

File Type: Various

Naming Convention: CID followed by "<Contractor indicator><claim topic and number if applicable><subject of file>.file type" Example: 101310AllenCoRailRoadClaimNoticeofChange.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Contract Documents

Award Work Order & Contract

Details: Documents prepared and provided by Construction Procurement including the signed Contract, Notice to Begin Work/Work Order.

Responsible Party: Central Office Division of Construction Procurement

File Type: PDF

Naming Convention: CID followed by "WorkOrder.pdf" or CID followed by "Contract.pdf" Example: 101310WorkOrder.pdf or 101310Contract.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Change Orders

Change Order #XXX

Folder Name: The number of this folder should correspond with each change order number. Additional folders should contain the same structure. Copying, adding, and changing the folder name can be completed by the Section Office. If you need assistance contact Central Office Division of Construction ProjectWise Administrator.

Change Order Hard Copy

Details: A scanned copy of the approved change order should be placed in this file.

Responsible Party: Central Office Division of Construction (Beth Whitt)

File Type: PDF

Naming Convention: CID followed by "ChangeOrderXXX.pdf" Example: 101310ChangeOrder001.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Supporting Documentation

Details: This involves any correspondence, email, photos, sketches, calculations, invoices, etc. that supports or justifies the need for the change order or the price of the work involved. In any instance where price justifications are supplied from invoices from the Contractor, this information needs to be stored here.

Responsible Party: Section Office

File Type: Various (preferably PDF or DOCX)

Naming Convention: These may vary but the file names should begin with CID "CO###<document indicator i.e. email, invoice, calculations.etc.>.docx, pdf, etc. Example: 101310CO001Invoice.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Construction Revisions

Details: The Section Office will need to initiate the Construction Revision and cover sheet and get the project engineer and Chief District Engineer's signatures. The Section Engineer will then process the revision to their Central Office Division of Construction Field Liaison where the revision will get the remaining signatures and be stored here. Currently, we are in a transition away from using Mylar sheets. A policy is currently being developed to govern this process. Regardless, the signature sheet will need to remain on some form of paper format.

Responsible Party: Section Office to initiate; Central Office Division of Construction to finalize (Field Liaisons and Beth Whitt)

File Type: PDF and DGN

Naming Convention: CID followed by "ConstRev#<plan section><sheet number>.dgn" and CID followed by "ConstRev#.pdf" Example: 101310ConstRev1S10.dgn or 101310ConstRev1.pdf

File Security: KYTC Read Only or recreation as Construction Revision or As-Built

Server Location: KYTC/District of Project

Contractor's Payrolls

Details: These documents are provided either to the Section Office or Construction Procurement weekly for federally funded projects. They should be compiled/scanned into a single file for a given week, i.e. one file for all the contractors who worked in that week. On State funded projects, payrolls may be requested anytime but must be submitted for the seasonal/bi-annual wage rate check for each contractor. Completed wage rate checks (TC 14-312) should also be stored here.

Responsible Party: Section Office

File Type: PDF

Naming Convention: "<first date of the week as YYYYMMDD> Payroll<CID>.pdf" Example: 20100920Payroll101310.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Proposal & Addendums

Details: Documents provided by Construction Procurement. This folder will include the proposal and addendums.

Responsible Party: Central Office Division of Construction

File Type: PDF

Naming Convention: CID followed by "Proposal.pdf" or CID followed by "Addendum#X.pdf" Example: 102913Proposal.pdf, or 102913Addendum#1.pdf

File Security: KYTC Read Only

Server Location: KYTC/District of Project

Q & A

Details: PDF print of all Questions and Answers posted to the website for a given CID.

Responsible Party: Central Office Division of Construction

File Type: PDF

Naming Convention: CID followed by "QandA.pdf" .Example: 102913QandA.pdf.

File Security: KYTC Read Only

Server Location: KYTC/District of Project

Correspondence General

Contractor Performance Reports

Details: Copies of the signed Contractor Performance Reports should be placed in this file once complete.

Responsible Party: Various.

File Type: PDF or other

Naming Convention: "<CID><"Contractor Performance Report"><CONTRACTOR NAME>.pst"

File Security: Read Only

Server Location: KYTC/District of Project

General Email

Details: Store any email correspondence relating to the project here. When inputting email with the same subject line, ProjectWise will use a numbering convention to differentiate the files. It may be more beneficial to rename the files as below with the date sent. In this scenario, ProjectWise would only number the files if an email of the same subject was sent on the same day. Subfolders should be added for each individual adding email under this folder, i.e. if you are adding an email to this folder you should create a folder named "MyNameCorrespondence."

Responsible Party: Various.

File Type: Outlook or Various

Naming Convention: "<date sent as YYYYMMDD><subject indicator><CID>.pst"

File Security: Read Only

Server Location: KYTC/District of Project

Letters, Memos and Project Notices

Details: Any letters and memos or written correspondence that does not fit well into other areas of this folder structure should be stored here. These could be to or from Central Office Divisions, District office, or Section office levels. This folder should also contain project notices such as Work Start Notice, Work Complete Notice, Meeting Minutes,

Responsible Party: Section Office or Various(those sending or receiving the correspondence)

File Type: Various/PDF

Naming Convention: "<date sent as YYYYMMDD><Recipient><document type, letter, memo, RFI, etc.><CID>.file type Example: 20100920AllenCoLetter101310.pdf"

File Security: Read Only

Server Location: KYTC/District of Project

Final Project Documents

Details: As you can tell, finalizing a project and submitting the required documents to the District Office and Central Office Division of Construction can be optimized by already having everything electronically stored in ProjectWise. Use this area for any supporting documents, notes, the final estimate, formal acceptance, final release, and other information relating to finalizing the contract. The Section Office can notify the District Office that documentation is stored in ProjectWise and ready for their check. The District Office can likewise do the same for the Central Office Division of Construction.

Responsible Party: Section Office, District Office, and Central Office Division of Construction
Administrative Branch

File Type: Various

Naming Convention: <VARIOUS>Final.pdf, CIDformal acceptance report.pdf, CIDfinalestimate.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Inspection Reports

Final Inspections

Details: Central Office Division of Construction Field liaisons will no longer attach these in SiteManager. The files will be stored here and a link sent to the Section Office and District PD&P TEBM as well as an emailed PDF of the file to the Contractor and FHWA if applicable. The Contractor's email address used will be as provided on the Preconstruction Checklist, according to a Central Office list, or the Field Liaison may request it from the Section Office.

Responsible Party: Central Office Division of Construction Field Liaison and Section Office

File Type: PDF

Naming Convention: CID followed by "Final<items covered by the inspection if applicable>InspRep.pdf"

Example: 101310FinalInspRep.pdf or 101310FinalRdwylInspRep.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Interim Inspections

Details: This folder should contain any inspections that are not considered final. Examples would be seeding and erosion control inspections, and Electrical inspections if corrective work is required.

Responsible Party: Central Office Division of Construction Field Liaison, Section Office, Division of Traffic, etc.

File Type: PDF

Naming Convention: CID followed by "Final<items covered by the inspection if applicable>InspRep.pdf"

Example: 101310InterimInspRep.pdf or 101310InterimRdwylInspRep.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Materials Documentation

Details: Any materials documentation other than non-spec materials should be stored here. Examples include, concrete and asphalt mix designs, asphalt core sheets, any materials test reports, certifications and Final Materials Certification Letter.

Responsible Party: Various. While this documentation may come from various sources, the Section Office needs to ensure documentation is populated in this folder.

File Type: PDF, MS Excel, Various

Naming Convention: "<date sent as YYYYMMDD>AsphCores<subject indicator><CID>.file type"

File Security: Read Only

Server Location: KYTC/District of Project

Non Spec Materials

Details: Any documentation in regards to Non Spec Materials should be placed in this folder. This would include the official notice from Materials and any related items (e.g. emails, invoices, tickets, etc.).

Responsible Party: Various

File Type: PDF, Outlook, various

Naming Convention: names should include CID followed by description of material involved in notification.

File Security: Read Only

Server Location: KYTC/District of Project

Pictures

Details: Any project photo should be stored here. It is strongly encouraged to create specific subfolders for individual structures or other significant portions of the design.

Responsible Party: Various.

File Type: PDF, JPG, TIFF, Various

Naming Convention: "<date taken as YYYYMMDD><subject indicator><CID>.file type"

File Security: Read Only

Server Location: KYTC/District of Project

Roadway

Electrical

Details: The electrical shop drawings are reviewed by the Central Office Division of Traffic Operations. Submittals regarding piezometric traffic counting loops are reviewed by the Central Office Division of Planning. These are sent to the Section Office. Store these files here or ask that they be stored here.

Responsible Party: Section Office or Central Office Divisions of Traffic Operations and/or Planning

File Type: PDF

Naming Convention: CID followed by "ElecShopDrwg<subject>.pdf" Example:

101310ElecShopDrwgApproval.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Erosion Control and Seeding Inspection Reports

Details: These reports should be available from the Section Office for the intermittent reports but Stephen Bowling and Beth Day may also complete intermediate or final inspections. These files should be stored here.

Responsible Party: Section Office, Stephen Bowling, or Samuel Collins

File Type: PDF

Naming Convention: "<date inspected YYYYMMDD><Inspection Type>InspRep<CID>.pdf" Example:

20100920IntmedErosionContRep101310.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Traffic Control

Details: Any documents related to project traffic control should be stored in this location. This could include Traffic Control Inspections, Traffic control complaints, or any letters, memos, or notes relating directly to traffic control issues.

Responsible Party: Various.

File Type: PDF, Outlook, Various

Naming Convention: "<date sent as YYYYMMDD>Elec<subject indicator><CID>.file type" Example:

20140205traffic inspection 101321.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Structures

Drawing # XXXXX

Folder name: The name of this folder should be changed to match the drawing number of the structure on the project. Separate folders should be created for each individual structure on a project.

Details: Store any documentation specifically related to a structure in this location.

Responsible Party: Various.

File Type: PDF, Outlook, Various

Naming Convention: "<date sent as YYYYMMDD><subject indicator><CID>.file type" Example:
20121201pachometer sheet.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Submittals

Details: Any submittals, including shop drawings, should be stored here, i.e. overhang designs, false work, etc. The responses to these submittals should also be filed here.

Responsible Party: Section Office, District Office, Central Office Division of Construction Field Liaison

File Type: PDF

Naming Convention: CID followed by "<document type><structure number>.pdf" Example:
101310OverhangDesign25675.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Subcontracts

DBE from Construction Procurement

Details: These documents are submitted and handled by Central Office Division of Construction Procurement. Due to signed affidavit requirements, these files will require scanning.

Responsible Party: Central Office Division of Construction (Ben Baker).

File Type: PDF

Naming Convention: CID followed by "Subcontract#<Contractor Indicator>.pdf" Example:
101310Subcontract2AllenCo.pdf

File Security: Read Only

Server Location: KYTC/District of Project

Received in Construction

Details: These documents are submitted and handled by Central Office Division of Construction. Due to signed affidavit requirements, these files will require scanning.

Responsible Party: Central Office Division of Construction (Ben Baker).

File Type: PDF

Naming Convention: CID followed by "Subcontract#<Contractor Indicator>.pdf" Example:
101310Subcontract2AllenCo.pdf

File Security: Read Only

Server Location: KYTC/District of Project