

**ProjectDox
60% Review
Training Guide
2019**

2019 ProjectDox 60% Training Guide

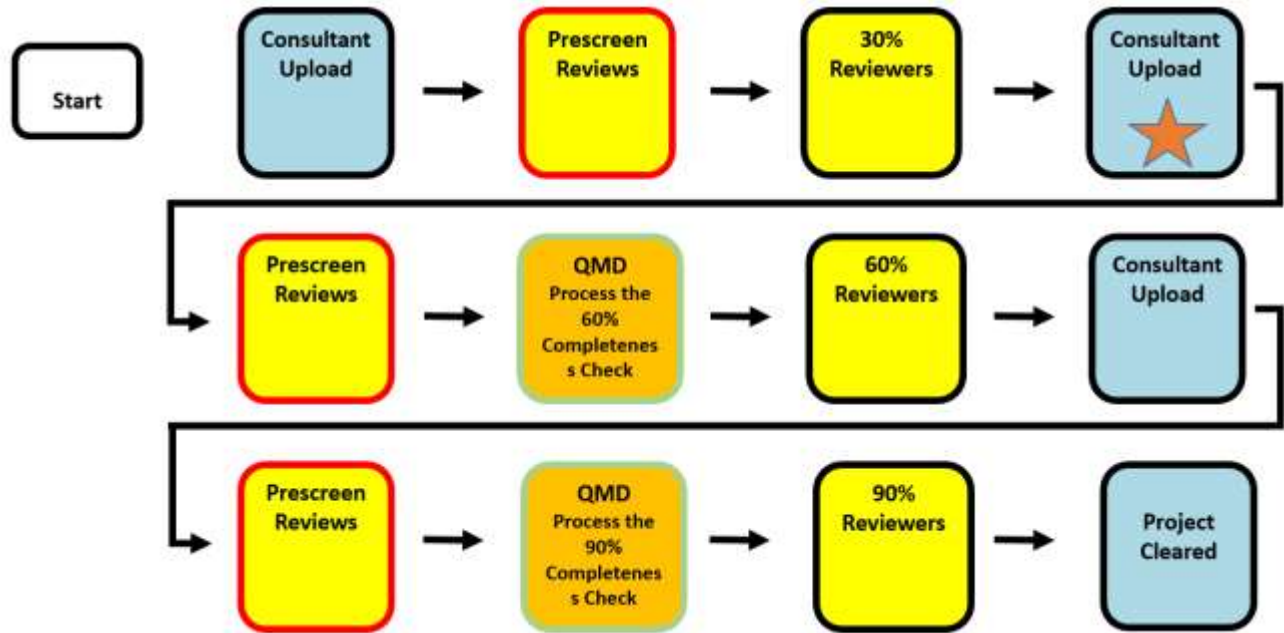
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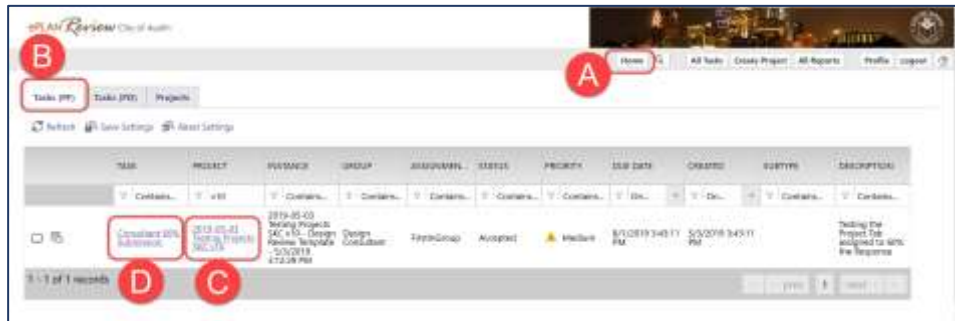
Where are we?

High level ProjectDox flow

We are here ★

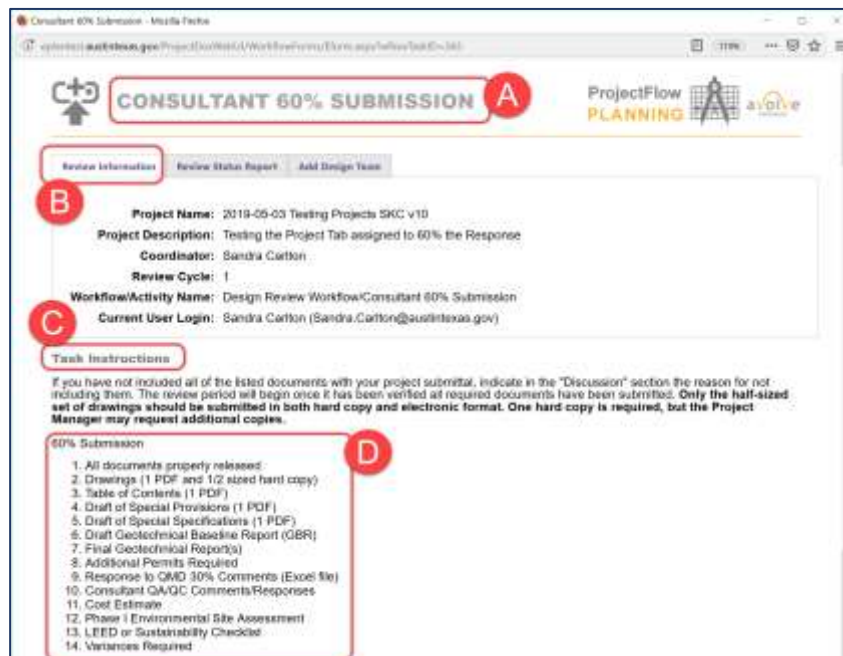


The Consultant 60% Upload



- A. The **Home** page displays
- B. **Tasks (PF)**
- C. Review the **Project first** before accepting the Task **Consultant 60% Submission**
- D. The Project Manager accepts the **Consultant 60% Submission**

The Consultant Upload Form displays



CONSULTANT 60% SUBMISSION

Review Information | Review Status Report | Add Design Team

Project Name: 2019-05-03 Testing Projects SRK v10
Project Description: Testing the Project Tab assigned to 60% the Response
Coordinator: Sandra Carlton
Review Cycle: 1
Workflow/Activity Name: Design Review Workflow/Consultant 60% Submission
Current User Login: Sandra Carlton (Sandra.Carlton@ausintexas.gov)

Task Instructions

If you have not included all of the listed documents with your project submittal, indicate in the "Discussion" section the reason for not including them. The review period will begin once it has been verified all required documents have been submitted. **Only the half-sized set of drawings should be submitted in both hard copy and electronic format. One hard copy is required, but the Project Manager may request additional copies.**

60% Submission

1. All documents properly released
2. Drawings (1 PDF and 1/2 sized hard copy)
3. Table of Contents (1 PDF)
4. Draft of Special Provisions (1 PDF)
5. Draft of Special Specifications (1 PDF)
6. Draft Geotechnical Baseline Report (GBR)
7. Final Geotechnical Report(s)
8. Additional Permits Required
9. Response to QMD 30% Comments (Excel file)
10. Consultant QA/QC Comments/Responses
11. Cost Estimate
12. Phase I Environmental Site Assessment
13. LEED or Sustainability Checklist
14. Variances Requested

- A. The **Consultant 60% Upload** form displays
- B. **Review Information** tab
- C. Notice the **Task Instructions** - *If you have not included all of the listed documents with your project submittal, indicate in the "Discussion" section the reason for not including them. The review period will begin once it has been verified all required documents have been submitted. **Only the half-sized set of drawings should be submitted in both hard copy and electronic format. One hard copy is required, but the Project Manager may request additional copies.***
- D. Notice the **60% Submission** for required Documents in the submittal
 1. All documents properly released
 2. Drawings (1 PDF and 1/2 sized hard copy)
 3. Table of Contents (1 PDF)
 4. Draft of Special Provisions (1 PDF)

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5. Draft of Special Specifications (1 PDF)
6. Draft Geotechnical Baseline Report (GBR)
7. Final Geotechnical Report(s)
8. Additional Permits Required
9. Response to QMD 30% Comments (Excel file must be saved as a **PDF** to download into **ProjectDox**)
10. Consultant QA/QC Comments/Responses
11. Cost Estimate
12. Phase I Environmental Site Assessment
13. LEED or Sustainability Checklist
14. Variances Required

All required files must be uploaded or sufficient reasons for missing files

To Start the Next Review Process:

TO START THE NEXT REVIEW PROCESS:

- Review the Discussion Board comments based on 30% Review Results.
- Review Changemarks made by selecting the "View/Edit Changemark Items" button.
- Review Comments made in Bluebeam by opening the Bluebeam Comments folder. If there is no file in the folder, there are no Bluebeam comments.
- Review Checklist made by selecting the "View/Edit Checklist Items" button.
- Based on the feedback, submit plans for the 60% Review Cycle.

Select documents folder, then select files to upload to selected folder. Repeat until all required submission files are uploaded. Please select "Upload Complete - Notify the City of Austin" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

View/Edit Changemark Items (2) **View/Edit Checklist Items (3)**

Project: 2019-05-03 Testing Projects SKC v10

Select destination folder for files:

- 2019-05-03 Testing Projects SKC v10
 - Documents (5 Files - 5 New)**
 - Bluebeam Review Comments
 - Reviewer Attachments
 - Closed
 - Quick Review

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Public Works (Office of the City Architect)	Sandra Carlton Sandra.Carlton@austintexas.gov	Released to Next Phase	Testing Recommended ChangeMarks and Checklists Review	

Task Instructions
Communicate any pertinent information about your submission to the Project Manager/City of Austin via the Discussion Board.

Discussion Comments

Add Comment

Show 5 records

DISCUSSION COMMENT	PARTICIPANT	DATE/TIME
Testing - Moving to the 60% review for consultant Responses	Sandra Carlton	5/3/2019 3:42:58 PM

1 - 1 of 1 records

Close

- A. **To Start the Next Review Process** displays in the middle of the form
- B. Notice the **View/Edit ChangeMark Items (2)** button
- C. Notice the **View/Edit Checklist Items (3)** button
- D. Select the **Documents** folder to add the newly requested documents based on your 60% review of **Discussion Comments and ChangeMarks**. Uploading **PDF** documents is the same as the original request
- E. Review **Discussion Documents** and prepare and enter response comments

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Submission Complete

1 - 1 of 1 records

A ☒ I have reviewed and addressed, including responses where appropriate, all changemark and checklist items.

☒ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project.

B Submission Complete Close

- A. **IMPORTANT:** must select the checkbox ☒ I have reviewed and addressed, including responses where appropriate, all ChangeMark and checklist items. near the bottom of the form
- B. One last Item, must select the checkbox ☒ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project

60% Submission Prescreen Task

A Home All Tasks Create Project All Reports Profile Logout

B Tasks (PF) Tasks (PD) Projects

C Contains Filter

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT	STATUS	PRIORITY	DUE DATE	CREATED	SUBTYPE	DESCRIPTION
60% Submission Prescreen	2019-05-03 Testing Project SAC v10 - Design Review Template	5/2/2019 12:26:40 PM	Project Manager	FirstGroup	Accepted	Medium	5/15/2019 4:07:11 PM	5/2/2019 4:07:11 PM		Testing the Project Process from Start to complete SAC
60% Submission Prescreen	2019-05-03 Testing Project SAC v10 - Design Review Template	5/2/2019 3:12:39 PM	Project Manager	FirstGroup	Accepted	Medium	5/11/2019 6:27:24 AM	5/2/2019 6:27:24 AM		Testing the Project Task assigned to 60% the Response

D 60% Submission Prescreen

1 - 4 of 7 records

- A. Home
- B. Tasks (PF)
- C. Using the **Contains Filter** enter 60% or other filters in the project
Project Manager accepts the **60% Submission Prescreen**

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60% Submission Prescreen

The screenshot shows the '60% SUBMISSION PRESCREEN' interface. At the top right is the 'ProjectFlow PLANNING' logo. Below the title bar are two tabs: 'Review Information' (labeled B) and 'Review Status Report' (labeled C). The main content area displays project details: Project Name: 2019-05-03 Testing Projects SKC v10; Project Description: Testing the Project Tabs assigned to 60% the Response; Coordinator: Sandra Carlson; Review Cycle: 1; WorkflowActivity Name: Design Review Workflow60% Submission Prescreen; Current User Login: Sandra Carlson (Sandra.Carlson@usda.hhs.gov). Below this is the 'Task Instructions' section (labeled D), which states: 'Please complete task based on action required. Design Consultant should have responded to 30% corrections and uploaded plans for 60% review. Choose to: 1. Send to QMD for 60% Completeness Check 2. Return to Consultant for 60% Submission Corrections'. Under 'Discussion Comments', there is an 'Add Comment' button and a table with 3 records. The table has columns: DISCUSSION COMMENT, ACTION/TASK, and DATE/TIME. The records are: 1. 'Testing - Moving to the 60% review for consultant response' by Sandra Carlson on 5/3/2019 1:42:19 PM; 2. 'Testing Added a new Cid Inside' by Sandra Carlson on 5/3/2019 6:37:18 AM; 3. 'Testing - Completed the prescreen for the project' by Sandra Carlson on 5/3/2019 1:14:14 AM. At the bottom (labeled E) are three buttons: 'Send to QMD 60% Completeness Check', 'Return to Consultant', and 'Save For Later'.

DISCUSSION COMMENT	ACTION/TASK	DATE/TIME
Testing - Moving to the 60% review for consultant response	Sandra Carlson	5/3/2019 1:42:19 PM
Testing Added a new Cid Inside	Sandra Carlson	5/3/2019 6:37:18 AM
Testing - Completed the prescreen for the project	Sandra Carlson	5/3/2019 1:14:14 AM

- A. **60% Submission Prescreen** displays
- B. Notice **Review Information** tab information
- C. **Review Status Report** – assists with reviewing all the steps and questions for the consultant in the 30% review
- D. **Task Instructions** - Please complete task based on action required. Design Consultant should have responded to 30% corrections and uploaded plans for 60% review.
- E. Button options for 60% Submission
 - 1. Select **Sent to QMD 60% Completeness Check** button to continue the process
 - 2. **Return to Consultant** with comments of any mission issues for ChangeMarks or Checklists (after the 30% review, this option is rarely uses)
 - 3. **Save for Later**

QMD Process

QMD 60% Completeness Check

The screenshot shows the ePLAN Review City of Austin web application. At the top, there is a navigation bar with a 'Home' button (labeled A) and a search icon. Below the navigation bar, there are tabs for 'Tasks (PF)' (labeled B), 'Tasks (PD)', and 'Projects'. The 'Tasks (PF)' tab is active, showing a list of tasks. One task is highlighted with a red box (labeled C): 'QMD 60% Completeness Check'. The task details show it is for the project '2019-04-08 Testing Projects SKC v3', with a status of 'Pending', a priority of 'High', and a due date of '5/9/2019 6:06:15 PM'. The task description is 'This is to test creating a new Project'.

- A. Home
- B. Tasks (PF)
- C. Accepts the 60% Completeness Check task

Review QMD 60% Completeness Check Form

The screenshot shows the 'QMD 60% COMPLETENESS CHECK' form. At the top, there is a header with the title 'QMD 60% COMPLETENESS CHECK' (labeled A) and the ProjectFlow Planning logo. Below the header, there are two tabs: 'Review Information' (labeled B) and 'Review Status Report'. The 'Review Information' tab is active, showing project details: 'Project Name: 2019-04-08 Testing Projects SKC v3', 'Project Description: This is to test creating a new Project', 'Coordinator: Sandra Carlton', 'Review Cycle: 1', 'Workflow/Activity Name: Design Review Workflow/QMD 60% Completeness Check', and 'Current User Login: Sandra Carlton (Sandra.Carlton@austintexas.gov)'. Below the project details, there is a 'Task Instructions' section (labeled C) with the text: 'The Design Consultant has submitted plans for 60% Review. Please perform a Completeness Check for 60% Submission. Update the Discussion Board with any issues to communicate with the PM.' Below the task instructions, there is a 'View/Edit Checklist Items (0)' button (labeled D). Below the checklist items, there is a 'Discussion Comments' section with an 'Add Comment' button (labeled E). At the bottom of the form, there is a 'Complete' button (labeled F) and a 'Save For Later' button.

- A. Review QMD 60% Completeness Check form displays
- B. Review Information tab
- C. Task Instructions - the Design Consultant has submitted plans for **60% Review**. Please perform a Completeness Check for 60% Submission. Update the Discussion Board with any issues to communicate with the PM.

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D. Selects the **View/Edit Checklist Items (0)** button

The screenshot shows the 'Workflow Review Checklist Item Viewer' form. It includes a 'Comment Type' dropdown menu (1), a list of 'Available Checks' with '60% Completeness Check' and '90% Completeness Check' (2), a 'General' tab with checkboxes for 'Design Review' (3), an 'Add Checklist Items' button (4), a 'Selected Checklist Items for All Review Cycles' table (5), and 'Save', 'Close', and 'View Full Report' buttons (6).

ID	REVIEW TYPE	DEPARTMENT	COMPLETION TYPE	CYCLE	COMMENT TEXT	APPROVAL REQUIRED	COORDINATOR COMMENTS
1	Design Review	QMD QA Review	60% Completeness Check	Final Environmental Report (submitted)			
2	Design Review	QMD QA Review	60% Completeness Check	Final Environmental Report (submitted)			

1. The **Workflow Review Checklist Item Review** form displays
 2. If missing documents
 - a. Select the Comment Type dropdown menu
 - b. Select the **60% Completeness Check**
 3. Selects checkboxes of any of the missing documents
 4. Select **Add Checklist Items** button
 5. In the **Selected Checklist items for All Review Cycles** the selected checkbox items display
 6. Selects **Save** and **Close** to close the page and return to the **QMD 60% Completeness Check**
- E. If no missing documents, you may add a discussion comment
- F. Select the **Complete** button to move workflow forward

Review QMD CC Results

The screenshot shows the ProjectDox interface. Callout A points to the 'Home' button in the top right. Callout B points to the 'Tasks (PF)' button in the top left. Callout C points to the 'Review QMD CC Results' button in the left sidebar.

TASK	PROJECT	INSTANCE	GROUP	ASSIGNED	STATUS	PRIORITY	DUE DATE	CREATED	SUBTYPE	DISCOUNT
Review QMD CC Results	2009-04-08	Design Project, QMD CC Results	Project Manager	Project Manager	Pending	Medium	5/12/2019 5:08:18 PM	5/12/2019 7:00:00 PM		This is to test creating a new Project
Review QMD CC Results	2009-04-08	Design Project, QMD CC Results	Project Manager	Project Manager	Pending	Medium	5/12/2019 5:08:17 AM	5/12/2019 6:47:51 AM		To test assigning tasks to people

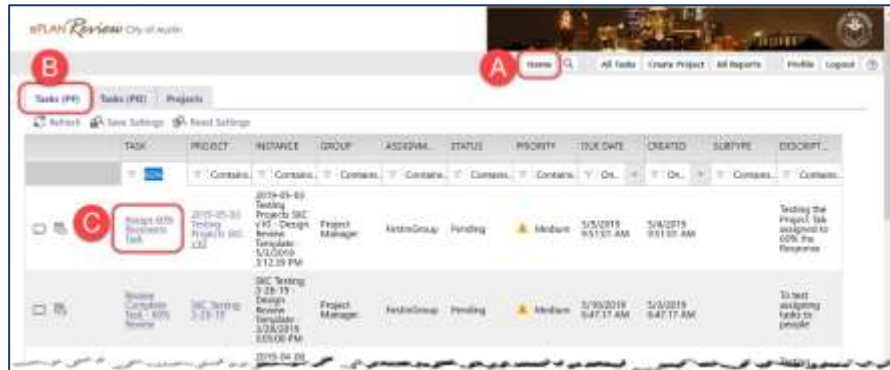
- A. Home
- B. Tasks (PF)
- C. Accept **Review QMD CC Results**

Review QMD Result Form

The screenshot shows the 'REVIEW QMD RESULTS' form. At the top right is the 'ProjectFlow PLANNING' logo. The form has two tabs: 'Review Information' (selected) and 'Review Status Report'. The 'Review Information' tab contains the following text: 'Project Name: 2019-04-06 Testing Projects SKC v3', 'Project Description: This is to test creating a new Project', 'Coordinator: Sandra Carlton', 'Review Cycle: 1', 'Workflow/Activity Name: Design Review Workflow/Review QMD Results', and 'Current User Login: Sandra Carlton (Sandra.Carlton@aus9ntexas.gov)'. Below this is the 'Task Instructions' section, which says: 'Please review the discussion board and checklists for any issues found with the QMD 60% Completeness Check review. If there are outstanding items from the review, start an Ad Hoc review with the Consultant to obtain missing items.' There is a 'View/Edit Checklist Items (2)' button. Below that is the 'Discussion Comments' section with a text area containing 'Checklist items listed' and 'Save'/'Cancel' buttons. At the bottom, there is a table with columns 'DISCUSSION COMMENT', 'APPROVAL', and 'DATE/TIME'. The table shows '0 - 0 of 0 records'. At the very bottom are 'Complete' and 'Save For Later' buttons. Red callout boxes labeled A through F point to specific elements: A points to the title, B to the tabs, C to the task instructions, D to the 'View/Edit Checklist Items' button, E to the 'Discussion Comments' section, and F to the 'Complete' and 'Save For Later' buttons.

- A. The Review **QMD Result Form** displays
- B. Notice the **Review Information** tab
- C. **Task Instructions** - Please review the **discussion board** and **checklists** for any issues found with the **QMD 60% Completeness Check** review. **If there are outstanding items from the review, start an Ad Hoc review with the Consultant to obtain missing items.**
- D. Select the **View/Edit Checklist Items** button or select the **View Status Report** for items results
- E. **Add Comments** for the project manager
- F. Select the **Complete** button or **Save For Later** review button

Assign 60% Reviewers Task



- A. Home
- B. Task (PF)
- C. Accept the Assign 60% Reviewers Task

Assign 60% Reviewers Task Form

ASSIGN 60 % REVIEWERS (A)

Review Information (B)

Project Name: 2019-03-03 Testing Projects SKC v10
 Project Description: Testing the Project Tab assigned to 60% the Response
 Coordinator: Sandra Carlton
 Review Cycle: 1
 Workflow/Activity Name: Design Review Workflow/Assign 60 % Reviewers
 Current User Login: Sandra Carlton (Sandra.Carlton@austrintexas.gov)

Task Instructions (C)

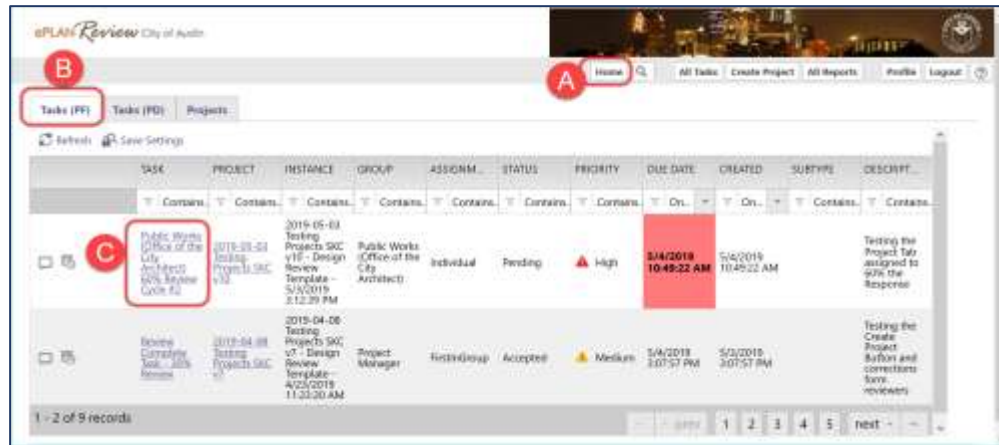
Please select the required review departments for the 60% Review from the list.

<input type="checkbox"/>	Department	Assignment	Reviewer	Priority	Due Date
<input type="checkbox"/>	QMD QA Review	FirstInGroup	[Choose a reviewer]	Low	06/01/2019
<input checked="" type="checkbox"/>	Public Works (Office of the City Architect)	AttnGroup	[Choose a reviewer]	High	05/14/2019
<input type="checkbox"/>	AULCC (ATD) Coordinator	FirstInGroup	[Choose a reviewer]	Low	05/05/2019
<input type="checkbox"/>	Austin Water (AW)	FirstInGroup	[Choose a reviewer]	Low	05/14/2019
<input type="checkbox"/>	Austin-Travis County EMS	FirstInGroup	[Choose a reviewer]	Low	05/14/2019
<input type="checkbox"/>	Community Court (CC)	FirstInGroup	[Choose a reviewer]	Low	05/14/2019
<input type="checkbox"/>	Dev (NH/D)	FirstInGroup	[Choose a reviewer]	Low	05/14/2019
<input type="checkbox"/>	Planning and Zoning (PZD)	FirstInGroup	[Choose a reviewer]	Low	05/14/2019
<input type="checkbox"/>	Police Department (APD)	FirstInGroup	[Choose a reviewer]	Low	05/14/2019
<input type="checkbox"/>	Small and Minority Business Resources (SMBR)	FirstInGroup	[Choose a reviewer]	Low	05/14/2019

Begin Review (E) **Save For Later**

- A. The Assign 60% Reviewers Task displays
- B. Notice the Review Information tab
- C. Task Instructions - Please select the required review departments for the 60% Review from the list. Select the checkbox by the City Departments to review the 60% Reviewers step.
- D. In the example we selected the Public Works (Office of the City Architect); however, the selection of departments in the 60% Review depends on the Project Manager and knowledge of requirements
- E. Select the Begin Review button to start the reviews or Save For Later button to save any changes and complete the task at a later time

Public Works (Office of the City Architect) 60% Review Cycle #2



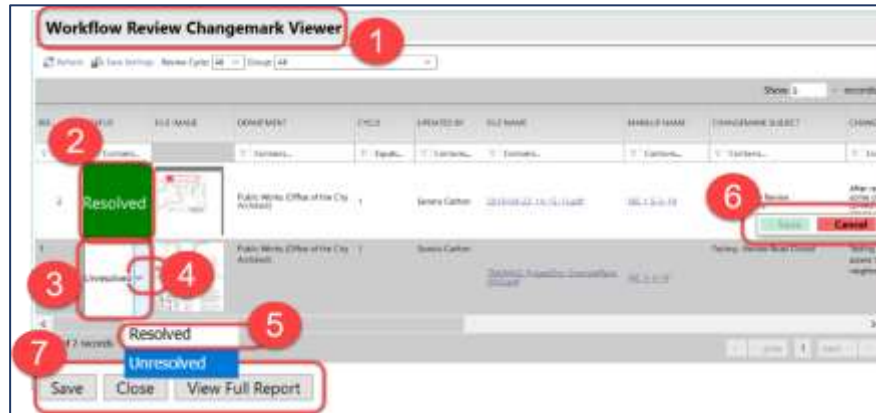
- A. Home
- B. Tasks (PF)
- C. Accept the **Public Works (Office of the City Architect 60% Review Cycle #2**

Public Works (Office of the City Architect 60% Review Cycle #2 Form

- A. **My Public Works (Office of the City of Austin Architect)** displays
- B. Notice **Review Information** tab information
- C. **Task Instructions** - Upon acceptance of task, please review the required drawings (of images) and provide any applicable comments and status. (D and E on next page)

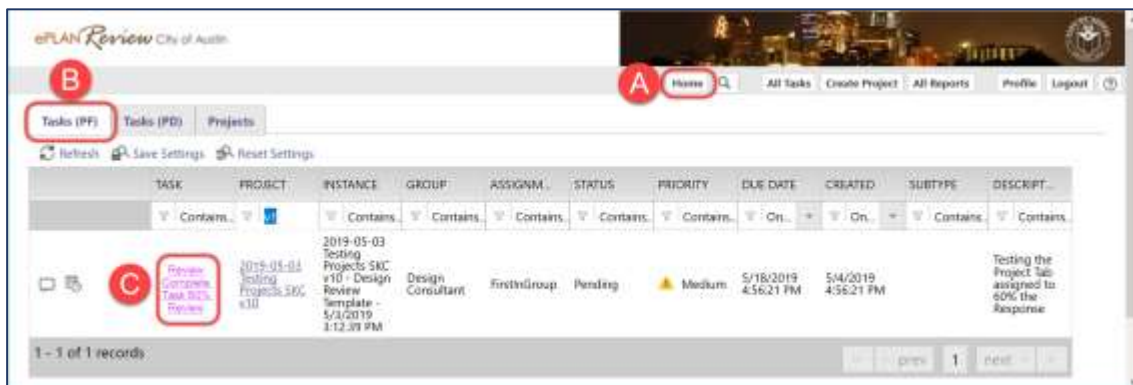
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IMPORTANT TO RESOLVE CHANGEMARKS- Select the **View/Edit ChangeMarks Items** button



1. The **Workflow Review ChangeMark Viewer** displays
 2. Notice, once a **ChangeMark** is completed, **Resolved** displays on a green background
 3. **Unresolved** displays on a red background
 4. A dropdown **menu** is available to use to either select **Resolve** or **Unresolved**
 5. Select **Resolve** to approve the **ChangeMark** has been accepted
 6. Select the green **Save** button to save the change to the **ChangeMark** along with scrolling across the page and enter a reviewer's comments about the **ChangeMarks**
 7. Select **Save** and then **Close** to end the review of **ChangeMarks**
- D. Review Status, select the **dropdown menu** and select **Release to Next Phase** or **Resubmit** for this phase
- E. When complete select **Review Completed** button

Review Complete Task 60% Review



- A. Home
- B. Tasks (PF)
- C. Accept the **Review Complete Task 60% Review**

Review Complete Task 60% Review Form

REVIEW COMPLETE TASK - 60% REVIEW

Review Information

Project Name: 2019-05-03 Testing Projects SKC v10
 Project Description: Testing the Project Tab assigned to 60% the Response
 Coordinator: Sandra Carlton
 Review Cycle: 2
 Workflow/Activity Name: Design Review Workflow/Review Complete Task - 60% Review
 Current User Login: Sandra Carlton (Sandra.Carlton@austintexas.gov)

Task Instructions

Review the results from the 60% Review Process. Based on the Review Results, the Consultant may need to resubmit for 60% Corrections, or Submit for 90%
 Use the Discussion Board below to communicate the required submission to the Consultant.

- Send to Consultant for 60% Corrections OR 90% Submission, Select the 'Send to Consultant' drop down and the 'Corrections Required - Return to Applicant' button.
- If the Reviewer needs to make Corrections to their Review, Select the 'Internal Corrections' drop down, select the Group to perform another Review, and choose the 'Assign Internal Corrections' button.
- To Terminate the Workflow, Select the 'Terminate Workflow' drop down and the 'Terminate' button.

Select the Next Step: Send to Consultant

View/Edit ChangeMark here | Lock Items (3)

Assign	Correction	Terminate Workflow	Reviewed By	Status	Is Complete	Reviewer Comments	Send Back To
<input type="checkbox"/>	Edit Comments	Public Works (Office of the City Architect)	Sandra Carlton Sandra.Carlton@austintexas.gov	Released to Next Phase	Yes	All ChangeMarks resolved v10	Review

Discussion Comments

[Add Comment](#)

Show 5 records

Corrections Required - Return to Applicant | **Terminate Workflow** | **Save For Later**

D. Review Complete Task 60% Review displays

E. Review Information tab

F. Task Instructions

Review the results from the 60% Review Process. Based on the Review Results, the Consultant may need to resubmit for 60% Corrections, or Submit for 90%.

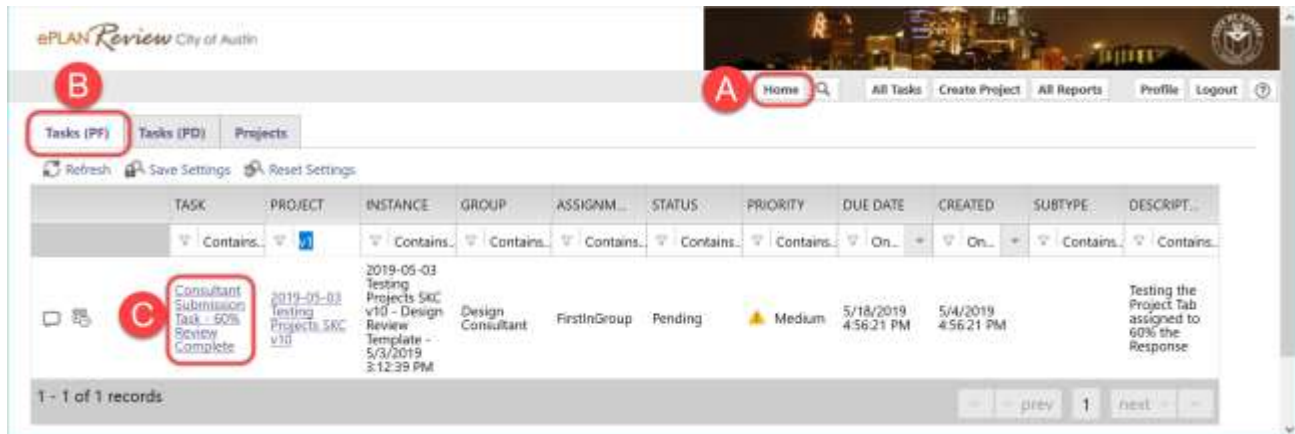
Use the Discussion Board below to communicate the required submission to the Consultant.

- Send to Consultant for 60% Corrections OR 90% Submission, Select the 'Send to Consultant' drop down and the 'Corrections Required - Return to Applicant' button.
- If the Reviewer needs to make Corrections to their Review, Select the 'Internal Corrections' drop down, select the Group to perform another Review, and choose the 'Assign Internal Corrections' button.
- To Terminate the Workflow, Select the 'Terminate Workflow' drop down and the 'Terminate' button.

G. Selection of dropdown menu as mentioned in C above

H. Select Corrections Required – Return to the Applicant, Terminate the Workflow , Internal Correction or Save For Later

Consultant Submission Task 60% Review Complete



- A. Home
- B. Tasks (PF)
- C. Accept the **Consultant Submission Task 60% Review Complete**

The Submission Task – 60% Review Complete

The screenshot shows the 'CONSULTANT SUBMISSION TASK - 60% REVIEW COMPLETE' form. The form has a header with the title and logos for ProjectFlow, PLANNING, and avolve. Below the header, there are tabs for 'Review Information' (labeled B), 'Review Status Report', and 'Add Design Team'. The 'Review Information' tab is active, displaying the following information:

- Project Name:** 2019-05-03 Testing Projects SKC v10
- Project Description:** Testing the Project Tab assigned to 60% the Response
- Coordinator:** Sandra Carlton
- Review Cycle:** 2
- Workflow/Activity Name:** Design Review Workflow/Consultant Submission Task - 60% Review Complete
- Current User Login:** Sandra Carlton (Sandra.Carlton@austintexas.gov)

Below the 'Review Information' tab, there is a section for 'Task Instructions' (labeled C) which states: 'If you have not included all of the listed documents with your project submittal, indicate in the "Discussion" section the reason for not including them. The review period will begin once it has been verified all required documents have been submitted. **Only the half-sized set of drawings should be submitted in both hard copy and electronic format. One hard copy is required, but the Project Manager may request additional copies.**'

Below the 'Task Instructions' section, there is a section for '90% Review Submission' (labeled D) which lists the following documents:

1. All documents properly released
2. Drawings (1 PDF and 1/2 sized hard copy)
3. Project Manual (1 PDF per Volume)
4. Final Geotechnical Report(s)
5. Final Geotechnical Baseline Report (GBR)
6. LEED or Sustainability Checklist
7. LD Calculation Form
8. Additional Permits Required
9. Response to QMD 60% Comments (Excel file)
10. Consultant QA/QC Comments/Responses
11. Cost Estimate
12. Easement Provisions
13. Phase I Environmental Site Assessment
14. Variances Required

- A. The **Submission Task – 60% Review Complete** form displays
- B. **Review Information** tab
- C. Notice the **Task Instructions** - *If you have not included all of the listed documents with your project submittal, indicate in the "Discussion" section the reason for not including them. The review period will begin once it has been verified all required documents have been submitted. **Only the half-sized set of drawings should be submitted in both hard copy and electronic format. One hard copy is required, but the Project Manager may request additional copies.***

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D. Notice, the **90% Review Submission**

1. All documents properly released
2. Drawings (1 PDF and 1/2 sized hard copy)
3. Project Manual (1 PDF per Volume)
4. Final Geotechnical Report(s)
5. Final Geotechnical Baseline Report (GBR)
6. LEED or Sustainability Checklist
7. LD Calculation Form
8. Additional Permits Required
9. Response to QMD 60% Comments (Excel file must be saved as **PDF** to download to **ProjectDox**)
10. Consultant QA/QC Comments/Responses
11. Cost Estimate
12. Easement Provisions
13. Phase I Environmental Site Assessment
14. Variances Required

All required files must be uploaded or sufficient reasons for missing files

To Start the Next Review Process:

TO START THE NEXT REVIEW PROCESS:

- Review the Discussion Board comments based on 30% Review Results.
- Review Changemarks made by selecting the "View/Edit Changemark Items" button.
- Review Comments made in Bluebeam by opening the Bluebeam Comments folder. If there is no file in the folder, there are no Bluebeam comments.
- Review Checklist made by selecting the "View/Edit Checklist Items" button.
- Based on the feedback, submit plans for the 90% Review Cycle, OR submit corrections for the next 60% Review.

Select documents folder, then select files to upload to selected folder. Repeat until all required submission files are uploaded. Please select "Upload Complete - Notify the City of Austin" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

A View/Edit Changemark Items (2) View/Edit Checklist Items (3)

B Project: 2019-05-03 Testing Projects SKC v10

C Select destination folder for files:

- 2019-05-03 Testing Projects SKC v10
 - Documents (7 Files - 3 New)
 - Bluebeam Review Comments
 - Reviewer Attachments
 - Cleared
 - Quick Review

D Discussion Comments

Add Comment

Show 5 records

DISCUSSION COMMENT	PARTICIPANT	DATE/TIME
0 - 0 of 0 records		

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Public Works (Office of the City Architect)	Sandra Carlton Sandra.Carlton@austintexas.gov	Released to Next Phase	All ChangeMarks resolved v10	

Task Instructions

E ☒ I have uploaded all required documents.

F Submission Complete Save For Later

A. To Start the Next Review Process displays in the middle of the form

B. Notice the **View/Edit ChangeMark Items (2)** button (the ChangeMarks are resolved in **My Public Works (Office of the City of Austin Architect)** above)

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- C. Ensure the **Documents** folder has all documents based on **Discussion Comments** and **ChangeMarks**. Uploading more documents is the same as the original request
- D. Review **Discussion Comments** and prepare to enter needed response comments
- E. Be sure and select the checkbox ☒ by **I have uploaded all required documents**
- F. Select **Submission Complete** button to send the project to the 90% Reviews

Process continues to the 90% Assign Reviewers to determine if the Design Consultant submitted acceptable files, OR, submitted corrections from the 60% Reviews.