

Session 50

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FL. Dept. of Transportation

Electronic Review Comments

Topic Description

The Electronic Review Comment (ERC) system is a web based comments and responses application for plans reviews. The statewide ERC system has been implemented in several Districts over the past 2 years. This presentation will include a presentation on the Statewide ERC system and the future plans of the system.

Speaker Biography

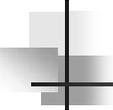
Kurt Lieblong is the State Value Engineer for the Florida Department of Transportation. After working in the private sector, Kurt has been managing the FDOT VE program since 1999. In addition to his VE duties, he has managed the implementation of the statewide ERC System and the revision of the consultant evaluation process.

Electronic Review Comments System (ERC)



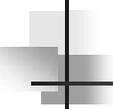
ERC Topics to Cover

- **What is ERC**
- **The Benefits of ERC**
- **The Users**
- **The Tasks**
- **Summary**



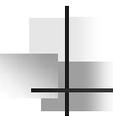
What is ERC?

- A web-based comments and responses application for plan reviews
- Creates central location for all comments and responses for submittals
- Allows for multiple access with no special software



Benefits of ERC

- Comments & Responses transferred immediately - reduced cycle time
- Eliminate retyping of comments
- Centralized location for all comments & responses
- Allows for easy tracking of review status
- Consistent format for comments & responses



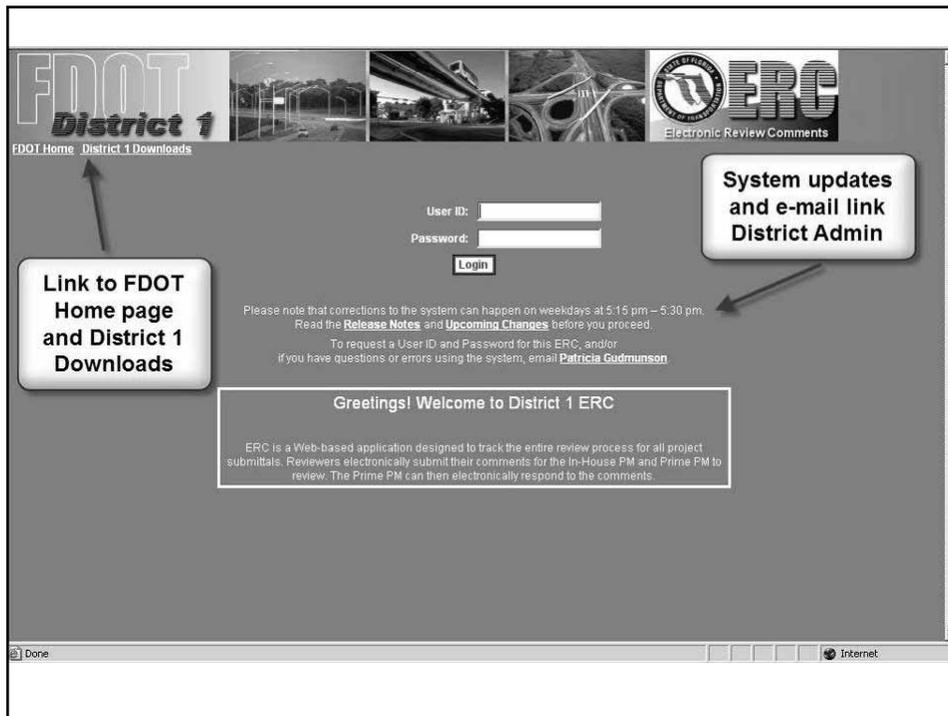
Benefits of ERC

- Archives submittals for future reference
- Sends email notices for new entries, due date reminders, late comments and responses notifications
- Accessed through the web



Login Page

- District Downloads
- Link to FDOT Web
- System Update Information
- E-mail link to District Administrator



General User Roles

4 Main Roles

- Administrator (Admin)
- Project Manager (PM)
- Reviewer and/or Lead Reviewers
- Designer and/or Consultant PM

User can have multiple roles

FDOT District 1  **ERC**
Electronic Review Comments

[FDOT Home](#) [District 1 Downloads](#)

Users with multiple roles can choose a role from here →

Your Account Has More Than One User Type/Role.
Please Choose a User Type/Role to Login As:

- [Administrator](#)
- [In-House PM](#)
- [Lead Reviewer](#)
- [Reviewer](#)
- [Prime PM/Project Engineer](#)
- [Subconsultant](#)
- [Lead Reviewer Delegate](#)

FDOT District 1  **ERC**
Electronic Review Comments

[Home](#)

User: Kurt Lieblong
Access: Administrator

HOME
SETTING OPTIONS
USERS
PROJECTS
SUBMITTALS
COMMENTS
LIST MANAGEMENT
UPLOAD FILES
SEARCH
REPORTS
ROLES
EMAIL
LINKS
HELP
EXIT

Welcome! Where would you like to start

- [Add/Edit System Users](#)
- [Add/Edit Projects](#)
- [Add/Edit Submittals](#)
- [Review Comments Status](#)
- [Add/Edit List Management](#)
- [Upload/Manage Department Files](#)

Quick Start Menu

Internet

General Tasks

- Enter Project Data

The screenshot displays the 'Projects - Add New Project' web application interface. At the top, there is a header with the FDOT District 1 logo on the left and the ERC (Electronic Review Comments) logo on the right. Below the header, the page title 'Projects - Add New Project' is centered. A user information box on the left shows 'User: Kurt Lieblong' and 'Access: Administrator'. A note states: '* Note: All 11 digits are required for the FPID before you can continue.' Below this, there are four dropdown menus for 'FM', 'Segment', 'Phase', and 'Sequence'. The main form area contains several input fields: 'Project Name' (a large text area), 'State Road No.' (a dropdown menu), 'Common Rdwy Name' (a text field), 'Mile Post' (a text field), 'Section' (a text field), 'County' (a dropdown menu), and 'FDOT Timesheet Job No.' (a text field). On the far left, a vertical navigation menu lists various system functions: HOME, SETTING OPTIONS, USERS, PROJECTS (with sub-links for Add/Edit, PM Assignment, Lead Rev. Assignment), SUBMITTALS, COMMENTS, LIST MANAGEMENT, UPLOAD FILES, SEARCH, REPORTS, ROLES, EMAIL, LINKS, HELP, and EXIT.

Projects - Edit Project

User: Kurt Lieblong
Access: Administrator

Items with an * (asterisk) are required fields.
* Note: All 11 digits are required for the FPID before you can continue.

FM: 887654 Segment: 2 Phase: 52 Sequence: 01

Full FPID: 887654-2-52-01 Description: PBSJ Test Project for District 1 Delete Phase

Project Name: PBSJ Test Project for District 1

State Road No: 100

Common Rdwy Name: Test Road

Mile Post: 23.4 To Mile Post: 34.9

Section: 56 B

County: [Dropdown]

Leon Delete
Walton Delete

FDOT Timesheet Job No: 345345-78

Submit Delete Project Add New FM Phase Assign PM's Assign Lead Reviewer

These buttons appear once the information is entered and the screen refreshes

General Tasks

- Enter Project Data
- Enter Submittal Data

User: Kurt Lieblong
Access: Administrator

Submittals - Add New Submittal

FPID:

Project Name:

State Road No: Common Rdwy Name:

County:

Submittal Phase: **Final**

Submittal Description:

Document Types:

Submittal Received Date: Submittal Input Date:

Comments Due Date: Responses Due Date:

User: Kurt Lieblong
Access: Administrator

Submittals - Edit Submittal

FPID: 998561-0 - 32-01

Project Name: PBS&J Testing ERC System

State Road No: 147 Common Rdwy Name: Commonwealth Drive

County: Leon

Submittal Phase: **Initial**

Submittal Description: **Test**

Document Types:

Submittal Received Date: 6/20/2006 Submittal Input Date: 6/26/2006

Comments Due Date: 6/28/2006 Responses Due Date: 6/30/2006

Close Submittal?:

Additional buttons and options are available once the information is entered

General Tasks

- Enter Project Data
- Enter Submittal Data
- Assign Lead Reviewers and Reviewers

The screenshot displays the 'Submittals - Lead Reviewer Assignments' page in the FDOT District 1 ERC system. The interface includes a navigation menu on the left with options like HOME, SETTING OPTIONS, USERS, PROJECTS, SUBMITTALS, COMMENTS, LIST MANAGEMENT, UPLOAD FILES, SEARCH, REPORTS, and ROLES. The main content area shows project details for 'PBS&J Testing ERC System' (FPID: 998561-0-32-01) and 'Common Rdwy Name: Commonwealth Drive'. It lists 'In-House PM(s): Kenny Lewis' and 'Prime PM(s)/Project Engineer(s): Ahmed Moyoan'. The 'Submittal Phase' is 'Initial' with a 'Comments Due' date of 6/28/2006. There are dropdown menus for 'Lead Reviewer' and 'Supervisor'. A table lists the current assignment for 'Gudmunson, Patricia' with 'Delete' and 'Unassign' buttons. Action buttons include 'Add to Current Submittal', 'Back to Submittal', 'Assign PMs', 'Assign Reviewers', and 'Assignment Email to All'.

FDOT District 1 **ERC** Electronic Review Comments

User: Kurt Lieblong
Access: Administrator

Submittals - Reviewer Assignments
 To add Reviewers to a submittal, select a project, select a submittal, select the assigned Lead Reviewer's name and then the Reviewer's name. Then click on the "Add Reviewer to Submittal" button.

Select a Project: 998561-0-32-01 PBS&J Testing ERC System

Selected Project Information
 FPID: 998561-0-32-01
 Project Name: PBS&J Testing ERC System
 State Road No.: 147

Submittal Information
 Select a Submittal: Initial Test
 Submittal Phase: Initial
 Submittal: Test
 Received: 6/20/2006 Input: 6/26/2006 Comments Due: 6/28/2006 Responses Due: 6/30/2006
 Closed: No

Lead Reviewers
 -- Select a Lead Reviewer --

Reviewers	Allowed to Submit	Supervisor
-- Select a Reviewer --	<input checked="" type="checkbox"/>	-- Select a Supervisor --

Buttons: Add Reviewer to Submittal, Back to Submittal, Assign PMs, Assign Lead Reviewers, Send Assignment Email to All

Navigation Menu: HOME, SETTING OPTIONS, USERS, PROJECTS, SUBMITTALS (Open, Closed, On Hold, All, PM Assignment, Subconsultant Reassignment, Lead Reviewer Assignment, Reviewer Assignment), COMMENTS, LIST MANAGEMENT, UPLOAD FILES, SEARCH, REPORTS, RULES

General Tasks

- Enter Project Data
- Enter Submittal Data
- Assign Lead Reviewers and Reviewers
- Reviewers Enter Comments

FDOT District 1 **ERC** Electronic Review Comments

User: Kurt Lieblong
Access: In-House PM

Comments - Add/Edit

Related Submittals
 FDOT Timecharge No: 345345-78
 State Road No: 100
 Common Rdwy Name: Test Road
 County: Leon
 Walton

Project Name: PBS&J Test Project for District 1
Mile Post: 23.4 to Mile Post: 34.9
Section: 56 B

Submittal Description: PBS&J Reviewer SubmittTest
Submittal Phase: III
Comments Due: June 29, 2006
Reviewer: Kurt Lieblong

Navigation: HOME, USERS, PROJECTS, SUBMITTALS, COMMENTS, RESPONSES, FOLLOW-UP RESPONSE, SEARCH, REPORTS, ROLES, LINKS, HELP, EXIT

Comment Entry Form:

Number	Comment
1	<p>Date: 6/29/2006 Repeat Comment: <input type="checkbox"/></p> <p>Area of Review: DESIGN1 Reference/Page No: <input type="text"/></p> <p>DESIGN1 Delete</p> <p>Comment: <input type="text"/></p> <p>Spell Check Save Comments Add On-hold Comment</p> <p>No Comments: <input type="checkbox"/></p>

General Tasks

- Transfer Comments to Designer/Consultant PM
- Designer/Consultant PM Enters Responses

General Tasks

- Transfer Comments to Designer/ Consultant PM
- Designer/Consultant PM Enters Responses
- Review Comments & Responses

ELECTRONIC REVIEW COMMENTS



FPID: 998561-0-32-01
State Road No: 147
Common Rdwy Name: Commonwealth Drive
Mile Post: 1.0 to Mile Post: 1.15
Section: All
Submittal Description: Testing ERC system
Reviewer Name: Anita Acre

Project Name: PBS&J Testing ERC System
Submittal Phase: I
County: Leon
Lead Reviewer Name: Anita Acre

No.	Ref/Pg #	Area of Review	Comment	Response / Rejection / Follow-up Response
1	01	RW	Testing comment 1	Response:
2	02	RW	Testing comment 2	Response: Looks good Rejection #: Please try again Rej. Response #: Looks good
3	03	RW	Testing comment 3	Response: looks good
4	04	RW, STRUCT	Testing comment 4	Response:

ELECTRONIC REVIEW COMMENTS



FPID: 998561-0-32-01
State Road No: 147
Common Rdwy Name: Commonwealth Drive
Mile Post: 1.0 to Mile Post: 1.15
Section: All
Submittal Description: Testing ERC system
Reviewer Name: Jessica Gray

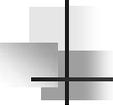
Project Name: PBS&J Testing ERC System
Submittal Phase: I
County: Leon
Lead Reviewer Name: Anita Acre

No.	Ref/Pg #	Area of Review	Comment	Response / Rejection / Follow-up Response
1	01	DRAIN	Testing comment 1	Response: No response Rejection #: This is a rejected response Rej. Response #: No response
2	02	DRAIN	Testing comment 2	Response: This is a test Rejection #: This is not a test. Rej. Response #: This is a test
3	03	DRAIN	Testing comment 3	Response: klfjdfjdfjdfj,dfjdfj
4	04	DRAIN	Testing comment 4	Response: Jessica, please try again Rejection #: will do

General Tasks

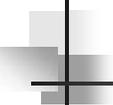
- Transfer Comments to Designer/Consultant PM
- Designer/Consultant PM Enters Responses
- Track Due Date and Late Entries
- Close out Submittal in ERC

Check box to close submittal



Project Manager Benefits

- Track Reviewer Comments and Designer Responses
- Review Comments in advance
- Respond to comments in lieu of Designer
- Eliminate mail out preparations
- Transfer comments to Designer immediately or as needed



Designer/Consultant Benefits

- Can respond immediately via web
- Check submittal status
- Review comments by discipline
- No lost/late mailings
- Can review history of previous submittals

ERC Summary

- Time Saver – quickly close review cycle
Uniform process for making comments and responses
- Web-based accessible
- Eliminate wait time and need for mailing comments and responses
- History readily available for anyone with access

Questions



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www.dot.state.fl.us/projectmanagementoffice/