

Harris County Capital Projects **Electronic Submittal Guidelines for Consultants**

This document sets forth the guidelines for electronic submittal for consultants as termed by Harris County Capital Projects. When the consultant submits documents electronically, they shall follow the procedures below. Documents not submitted properly, e.g. not following file structures or name formats, shall be rejected. PDF Documents created in accordance with these guide requires the use of Adobe Acrobat Professional.

PROCESS

1. Create a PDF file.
2. Bookmark the sections.
3. Enable the comments by going to the “comments” tab and check “Enable for commenting...” Save this setting.
4. In windows explorer, go to this address: <ftp://hcedaftp.eng.hctx.net> and under the “file” menu, log in with your username and password
5. Upload the files according the “Directory and File Structure” below.

INSTRUCTIONS

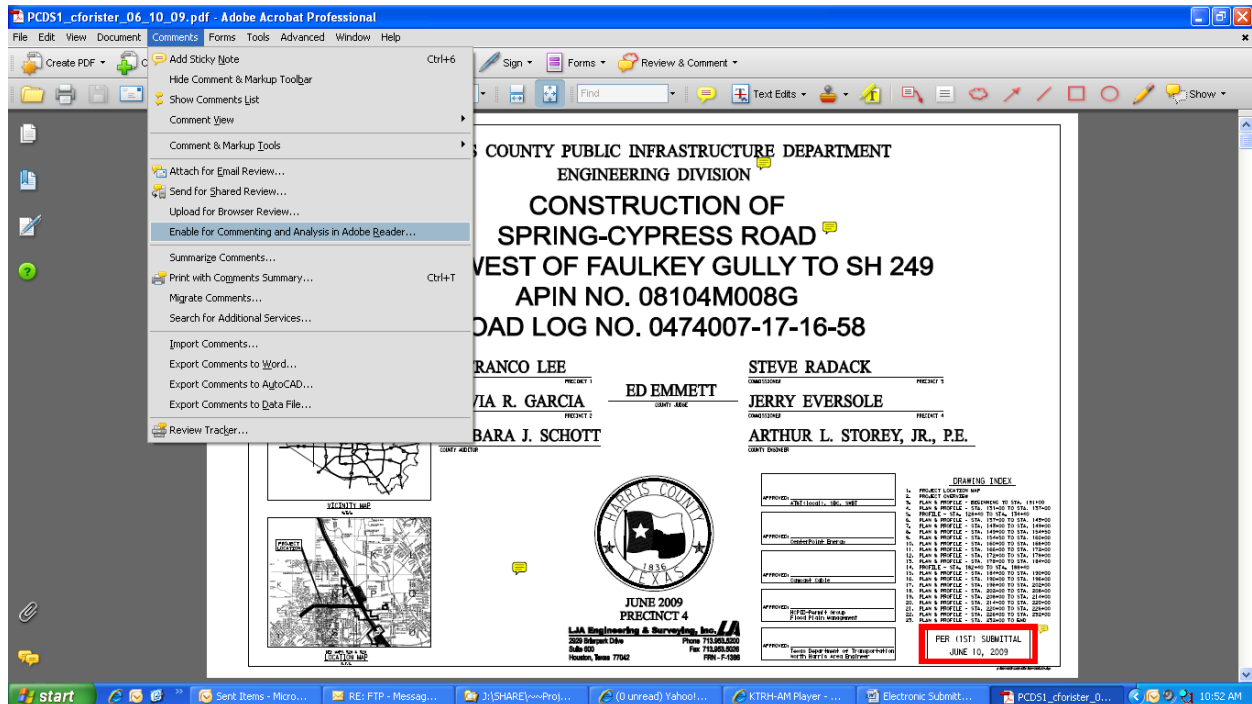
When a consultant needs to submit a report or construction documents to the Project Manager for review, the submittal shall be made electronically. The consultant will need to create PDF documents of the submittal and then upload them to the ftp site. The following process will define how to create the directory and file structures and upload the files.

PDF CREATION

When creating a pdf documents, the document must be legible. The documents shall be created at either 11x17 or 8½x11 and to a specified scale. This means construction documents that are typically 22x34, the text must be large enough that when printed on 11x17 the text and other features can easily be read. Typically the text should be a minimum of Leroy 50 scale. There are typically two methods for creating a PDF:

1. Print out the report, construction documents, e.g. and scan it into the computer. The scan must be a minimum of 600 x 600 dpi (dots per inch) and to the specified scale.
2. Convert the documents from the CAD program (or whatever program is being used). When using this method, the document must be created as a simple PDF, no embedding or hyperlinks are to included in the document.

Once the PDF is created, it must be “comment enabled.” To make the file “comment enabled”, select the “comments” tab and scroll down and select the “Enable for Commenting and Analysis in Adobe Reader” as shown below. This is required because not every one has a professional version. When the consultant has selected the tab, the “save as” box will appear; save the file with a name in accordance with the guidelines below. **The consultant shall verify that the files are “comment enabled.”** This can be done by opening the file on a computer that has adobe reader. If a button for “Review and Comments” appears, then the file is “comment enabled.”



UPLOAD FILES

Once the file(s) have been created, they are ready to be uploaded to the ftp site. The consultant will need to request a log in and password for his company if one has not been previously created. Once the consultant has his company’s log in and password, the files shall be uploaded in accordance with these instructions.

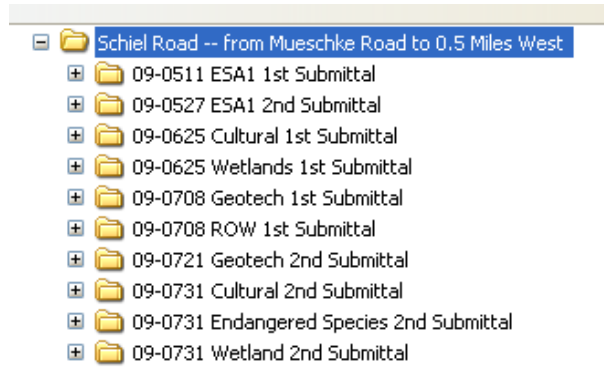
To access the ftp site, right-click the START button, select “Explore” in the Address box, type <ftp://hcedaftp.eng.hctx.net>, click on “File” and select “Login As...”, enter your credentials. You will be sent to a folder only for your company.

Under the folder for your company will be sub-folders for individual projects. Select the specific project folder; if one does not exist, create a main folder with the project name and limits, e.g. Spring Cypress Seg B -- from Faulkey Gully to SH249. Under this folder the individual submittals will be uploaded.

REPORT SUBMITTAL

Under the Project Folder Main Directory (Named with Project Name and Limits)

- ⇒ File Folder (Named for Date and Type Submittal and Submittal# i.e. YY-MMDD Geotech 1st Submittal)
 - One File preferably

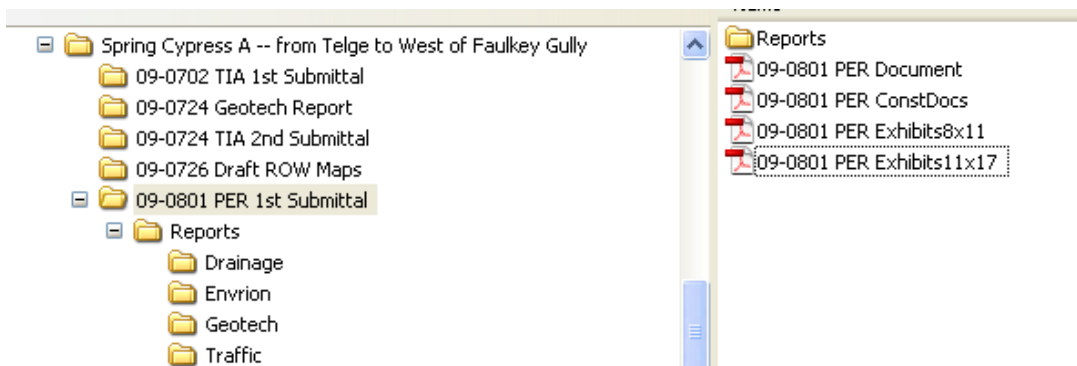


STUDY REPORT (Previously the PER)

Under the Project Folder Main Directory (Named with Project Name and Limits)

- ⇒ File Folder (Named for Date and Type Submittal and Submittal# i.e. YY-MMDD Study Report 1st Submittal)
 - File (Named YY-MMDD Study Report)
 - Provide one document with the Study Report as per the outline provided. (8½ x 11 PDF)
 - File (Named YY-MMDD Schematics)
 - Provide one document of Schematics or preliminary construction drawings for the PER. (11x17 PDF)
 - File (Named YY-MMDD Study Report Exhibits 8x11 or YY-MMDD Study Report Exhibits11x17)
 - Provide two files that include supporting documentation, exhibits, and alternatives to the design. It is not necessary to include exhibits that are already incorporated in the preliminary construction documents such as the drainage areas and calculation, typical sections, etc.
 - The first file should be an 8½ x 11 PDF containing:
 - construction cost estimate
 - “No objection“ letters that were produced for adjacent developments
 - Variances and approvals
 - Bridge reports
 - Other documents of same size

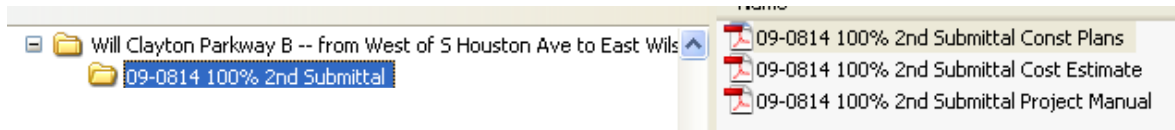
- The second should be an 11x17 PDF of the exhibits.
Exhibits should include:
 - Aerial photos
 - Ground photos
 - FIRM maps
 - alternatives to the design
 - Existing plans and plat from previous
 - Current or adjacent designs and other documents of same size.
 - File Folder (Reports)
 - File Folder (Geotech)
 - Files include reports from the geotechnical consultant
 - File Folder (Environ)
 - Files include reports from the environmental consultant. ESA1, Wetlands, Cultural, Endangered Species, other reports as necessary. Include concurrence correspondence from agencies if available.
 - File Folder (Traffic)
 - Files include reports from the traffic consultant.
 - File Folder (H&H)
 - This folder should be organized the same and submitted to HCFCFCD for approval. Include HCFCFCD responses.
 - File Folder (other reports as necessary)
 - Files include report
 - File Folder (Responses)
 - This folder shall contain the previous submittals that have all of the comments.



DESIGN SUBMITTAL

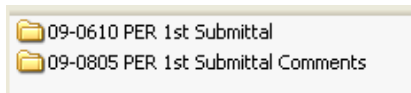
Under the Project Folder Main Directory (Named with Project Name and Limits)

- ⇒ File Folder (Named for Date and Type Submittal and Submittal# i.e. YY-MMDD 75% 1st Submittal)
 - File (Named YY-MMDD 75% 1st Submittal Cost Estimate)
 - This should be a copy of the Bid Form that is included in the project manual with the cost filled in. (8½ x 11 PDF)
 - File (Named YY-MMDD 75% 1st Submittal Construction Plans)
 - Provide one document of construction drawings (11x17 PDF)
 - File (Named YY-MMDD 75% 1st Submittal Project Manual)
 - Provide one document with the necessary documents per the checklist (8½ x 11 PDF) excluding the bid form



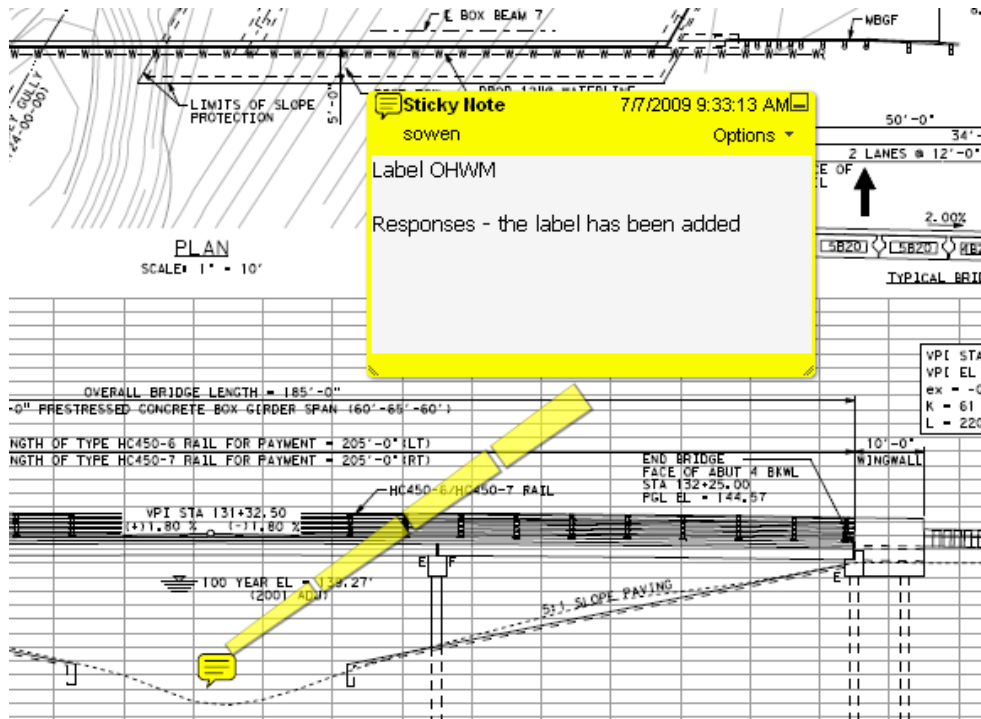
RETRIEVING COMMENTS

Once comments have been made, they will be uploaded to ftp site by the Harris County project manager. The comments will be in a folder that has the same name as the original submittal except for the date on the folder will be the date the files were uploaded and the word “comments” will follow the name as shown below.



ADDRESSING COMMENTS

When addressing the comments, type your responses directly in the comment field. This way the comments and your responses will be together and easily reviewed.



Include a sub-folder with the comments from the previous submittal that include your responses. The sub-folder structure shall be the same as the previous submittal except the word “responses” should be added to the main sub-folder.

Name	Size	Type	Date Modified
Spring Cypress B -- from West of Faulkney Gully to 5H249			
09-0610 PER 1st Submittal			
09-0825 PER 2nd Submittal			
Reports		File Folder	8/28/2009 3:38 PM
Responses		File Folder	8/28/2009 3:37 PM
09-0825_PER_Const_Plans	37,578 KB	Adobe Acrobat Doc...	8/28/2009 2:29 PM
09-0825_PER_Document	621 KB	Adobe Acrobat Doc...	9/8/2009 10:50 AM
09-0825_PER_Exhibits_8x11	9,006 KB	Adobe Acrobat Doc...	8/28/2009 2:36 PM
09-0825_PER_Exhibits_11x17	7,370 KB	Adobe Acrobat Doc...	8/28/2009 2:36 PM
09-0825_PER_ROW	1,510 KB	Adobe Acrobat Doc...	8/28/2009 8:39 PM
Responses			
Reports			
Environ			
Geotech			
H&H			
Traffic			