

A PDM in Transition and CDOT's Transition to Electronic Documentation

Project Management related content in the Project Development Manual ("PDM") is transitioning to the CDOT Program/Project Management website: (<https://www.codot.gov/business/project-management>). Eventually, much of this content will again transition to CDOT's new project management software platform (called OnTrack) that is currently under development. When the transition is complete, the PDM will be revised to reflect only the remaining content with the acknowledgement that CDOT is in the process of transitioning to the use of technology to improve project delivery, including the use of electronic rather than paper records.

Two Procedural Directives, PD 21.1 and PD 508.1, issued in May and June 2019, provide the basis for CDOT's record retention and eSealing eConstruction effort. These two directives apply to CDOT employees and to contractors, consultants and local agencies who develop, transfer, augment, or are in any way involved with or responsible for CDOT project records. They apply to all CDOT projects including local agency and Innovative: P3, Design-Build and CMGC projects.

The main requirements of CDOT's directives are as follows. Please review the entire directives for more comprehensive guidance.

- **CDOT's EDMS for Project Records**
 - Bentley ProjectWise Explorer is the Electronic Document Management System (EDMS) for archiving all electronic Project Records set forth in the CDOT Record File Plans.
 - If project consultants are using Aconex, the PM and CDOT Resident Engineer must develop a phased approach to migrate records into ProjectWise Explorer on an ongoing basis within 45 days of the project final acceptance.
- **CDOT Record File Plans.** CDOT's Record File Plans contain a list of the public records that are required to be retained, as well as the electronic folder in ProjectWise Explorer where they will be archived. For local agencies, contractors and consultants, a link to the CDOT Record File Plans is included in all Project Share sites.
- **Adobe Sign: CDOT's Electronic Signature Software for Project Records.**
 - Adobe Sign is the electronic signature and professional seal software selected by CDOT and required for use on Project Records.

- For all Project Records that do not require a CDOT Controller/State Controller signature, Adobe Sign shall be used for both eSignatures and eSeals on Project Records. Note that Adobe Sign is permissible for use on contract modification orders ("CMO") given that CMOs do not require a signature by the Office of the State Controller. Adobe Sign work flows for Project Records will significantly cut down time routing paper records for signature, and will automatically archive the signed Project Record in ProjectWise.
- Professional Engineer Sealing. All CDOT, local agency and consulting Engineers must utilize electronic sealing (rather than mechanical sealing on paper) by January 2020 unless an exception request and approval is granted by the Chief Engineer. Beginning January 2021, no exemptions will be granted to the electronic sealing requirements.
- Sealed Project Records must be retained in ProjectWise Explorer in conformance with the CDOT Record File Plans.
- Unless otherwise notified by the Chief Engineer, Adobe Sign is CDOT's approved electronic workflow signature software for "Project Records." This includes the use of Adobe Sign for sealing with the professional engineer seal (see Procedural Directive 508.1 below, which sets forth requirements for sealing). Adobe Sign may not be utilized for any document which requires a signature from the CDOT Controller or State Controller.
- CDOT's Sealing requirements are dictated by and adhere to the Sealing requirements for licensed engineers set forth in the AES Board Rules, 4 CCR 730-1, which have the effect of law. The AES Board Rules dictate which documents require a Seal. These include Record Sets, Contract Modification Orders, VECP's M&S Standards and changes thereto.
- Responsibilities
 - Engineer in Responsible Charge: Must seal respective documents for work within their scope of work, including local agencies. Must ensure that all seals are obtained on the record set. This includes the limitation of scope for each seal.
 - The Engineer in Responsible Charge on a local agency project with COOT oversight is required to Seal all documents within the scope of their work. They shall be responsible for depositing the Seal Record Set into ProjectWise within 45 days of the award.