

EPDS – Design-Build Submittal Reference Card

Process Flow	Roles	Owner Inputs/Actions	EPDS Workflow Actions	Notifications
	Project Document Control	<u>Input:</u> - Upload Source File - native format - Presentation File (*) - pdf format - Name - Title (same as Name) - Contractor's Notes (include contractors transmittal #) - Due Date - Received Date - Parties: Source Contact and Company - Parties: Manager Contact and Company (Discipline Lead) - Phases (type of submittal) - Custom MSG (next step expectations)	<div style="border: 1px solid black; background-color: #90EE90; padding: 5px; width: fit-content; margin: auto;"> SUBMIT [to Discipline Lead] </div>	CC: Project Document Control
	Project Document Control	<u>If Rejected Input:</u> - New DB Submittal (on Reference Tab) - Go to step 6.1	<div style="border: 1px solid black; background-color: #90EE90; padding: 5px; width: fit-content; margin: auto;"> SAVE </div>	
	Discipline Lead Or Project Document Control	<u>Review:</u> - Source & Presentation File(s) - Name & Title - Contractor's Notes - Receive Date, Parties & Phase <u>Input:</u> - Review Team (on Review Process page) + Step Number (*) + Reviewing Contact & Company + Sent for Reason + Due Date	<div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; width: fit-content; margin: auto;"> START REVIEW </div>	CC: Corridor Mgr Deputy Corridor Mgr NTTA Technical Lead Construction Mgr Project Document Control
	Reviewers	<u>Review:</u> - Source File & Presentation File - Due Date <u>Input:</u> - Attachments/Supporting Documents - Review Team (on Review Process page) + Reviewers name from dropdown list + Recommendation + Review Comments + Attach Review Comment Form (*) - Click FINISH REVIEW when complete	<div style="border: 1px solid black; background-color: #FF69B4; padding: 5px; width: fit-content; margin: auto;"> FINISH REVIEW </div>	
	Discipline Lead	NOTE: DL compiles comments and recommendations. Determines to accept or reject the submittal based on reviewers comments/feedback <u>Input:</u> - Reviewer's Notes (DL comments) - Custom MSG (next step expectations)	<div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; width: fit-content; margin: auto;"> Forward [to Document Control] </div>	
	Project Document Control	<u>Review:</u> - Reviewer's Notes / Recommendations <u>Input:</u> - Attach signed transmittal & documentation for Originator - Custom MSG (next step expectations)	<div style="border: 1px solid black; background-color: #90EE90; padding: 5px; width: fit-content; margin: auto;"> Forward [to Discipline Lead] </div>	
<p style="color: red; font-weight: bold;">Reject</p> <p style="text-align: center;">Accept</p>	Discipline Lead	<u>Input:</u> - Custom MSG (next step expectations) - Remove Date from below custom msg	<div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; width: fit-content; margin: auto; margin-bottom: 10px;"> REJECT [to Document Control] </div> <div style="border: 1px solid black; background-color: #FFFF00; padding: 5px; width: fit-content; margin: auto;"> ACCEPT [to Document Control] </div>	CC: Corridor Mgr Deputy Corridor Mgr NTTA Technical Lead Construction Mgr Project Document Control

(*) Indicates optional field entry