

MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
  
SPECIAL PROVISION  
FOR  
**CONSTRUCTION DOCUMENT MANAGEMENT**

COS:RJC

1 of 3

APPR:JJG:LFS:03-27-20  
FHWA:APPR:03-30-20

**a. Description.** This work consists of meeting MDOT's construction document management (CDM) system requirements. Submit all project documentation for this contract in electronic format and place it in MDOT's CDM system, unless otherwise noted in this special provision. No paper documents, in printed format (faxes, letters, etc.) are permitted except as allowed by this special provision or specifically approved by the Engineer. The Contractor is responsible for keeping all information in the CDM system up to date throughout the execution of the contract.

**b. Digitally Encrypted Electronic Signatures.** All documents that require Contractor or subcontractor signatures or signed authorizations by the Contractor or subcontractor must be signed using an MDOT issued digitally encrypted electronic signature. The MDOT approved digital signature tool is the DocuSign Signature Appliance. Digital signatures and software are provided by MDOT at no cost. Instructions on how to acquire and use MDOT's digitally encrypted electronic signature can be obtained at the following website. The website also provides support for users.

[www.michigan.gov/MDOT-esign](http://www.michigan.gov/MDOT-esign)

Scanned signatures, retail point of sale scribble capture, cursive fonts or other non-conforming signatures are not permitted in lieu of digitally encrypted electronic signatures.

All fillable forms must retain the ability to be fillable upon submission to the Engineer. Submitted documents are not to be locked (preventing further changes to the form) when placing a digitally encrypted signature. DocuSign Signature Appliance tracks all changes to a document after placing a digital signature (track changes) and this information is embedded into the document as part of the digital signature signing process. Locked documents do not allow additional processing (information entry) by the Engineer and all locked documents will be returned to the Contractor for resubmission.

Failure to submit documents utilizing the MDOT digitally encrypted electronic signature process (DocuSign Signature Appliance) will result in the documents being rejected by the Engineer and returned to the Contractor. No payment will be made for any affected work items until all required documents are received with validated digitally encrypted signatures.

**c. Contractor Access to MDOT's Construction Document Management System (ProjectWise).** The Contractor must use MDOT's current CDM system (ProjectWise). ProjectWise access is available at no cost to all contractors, suppliers and other vendors associated with the project. ProjectWise access is granted in two ways, a web based access portal or full version of the software installed on a company's computer. User account setup, installation details, and access to ProjectWise may be requested by sending an e-mail request to:

[MDOT-ProjectWiseConst@michigan.gov](mailto:MDOT-ProjectWiseConst@michigan.gov)

**d. Contractor Authorized Requestors.** Designate two authorized requestors at the preconstruction meeting. The authorized requestors are:

1. The only individuals that can request the Engineer to provide or withdraw ProjectWise access for this contract.
2. Responsible to designate contract roles in ProjectWise (submitter or read only).
3. Responsible for promptly notifying the Engineer of any ProjectWise user access changes for this contract.

**e. Training.** Additional documentation and training for CDM system processes, details of scheduled classes, and methods for requesting training are available at the following website:

<https://mdotjboss.state.mi.us/SpecProv/projectwisesupport.htm>

**f. Technical Issue Resolution.** Upon discovery of a ProjectWise access issue immediately notify the Engineer with a copy sent to the following e-mail resource:

[MDOT-ProjectWiseConst@michigan.gov](mailto:MDOT-ProjectWiseConst@michigan.gov).

**g. Document Format and Naming Standards.** The Engineer may reject documents that are deemed to be unsuitable. This includes documents submitted that are named incorrectly, illegible, unreadable, locked, etc. Re-submit any corrected documents via ProjectWise. Failure to address rejected documents may delay progress payments.

Use the document naming conventions as documented by the Department and maintained on the Department's website:

[https://www.michigan.gov/documents/mdot/MDOT\\_Contractor\\_Standard\\_Naming\\_Conventions\\_for\\_Document\\_Submittals\\_653665\\_7.pdf](https://www.michigan.gov/documents/mdot/MDOT_Contractor_Standard_Naming_Conventions_for_Document_Submittals_653665_7.pdf)

**h. Document Workflows.** Electronic review/approval of documents will be accomplished through ProjectWise workflows and e-mail notifications. A workflow is an ordered group of milestones, or states, through which a document passes on its way to completion.

Documents placed in the ProjectWise Contractor In-Box folders will initially have a state of "Pending." Once the Contractor has finalized the document, change the state from "Pending" to "Submitted."

Complete the following actions:

1. Upload all documents into the corresponding Contractor In-Box folder.
  - A. Ensure all documents are named correctly per the document naming conventions.
2. Select the "Change State" option and then select "Next" to submit the document.
3. When the email message appears please send to the Engineer, or their approved

representative, providing notification that there are new documents submitted.

The Engineer will review all documents added to these folders and move them to the appropriate document folder for further review, processing, or records storage.

Furnish paper bills of lading/delivery tickets to the Engineer on the jobsite for any material that is paid based on weight or shipping volume, unless utilizing a Department approved e-ticketing process. Scanning of other manifests, seed tickets, or delivery confirmations will be as directed by the Engineer.

**i. File/Document Retention.** The electronic files stored in ProjectWise are the official project documentation and will be retained per the Department's document retention schedule.

**j. Measurement and Payment.** The work included in this special provision will not be paid for separately and is considered to be included in other items of work in the contract.