



eBuilder User Guide



Construction Submittal Workflow



Design Review

Collaboration

Approved Construction Plan Set



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Getting Started

The City of Miami strives to be a **Service City** every day by streamlining our internal processes; making it easier to register, pay, and receive city services. We introduce eBuilder, a project management system designed to make city construction submittals easier, faster, and available from your home or office computer at any time.

eBuilder User Guide Audience

This guide is intended for individuals who have a working knowledge of the City of Miami's project lifecycle.

eBuilder Video Tutorials

Please visit the **City of Miami's Technology eLearning Hub** on YouTube or Vimeo. Click the links listed below or search for eBuilder on YouTube or Vimeo. *Note: Videos are in progress.

• YouTube: https://youtu.be/C4yyK_t_R2g

eBuilder Technical Support

Please email eBuilder system questions or issues to the eBuilder Technical Support team:

Email: ebuilder@miamigov.com

Construction Submittal (CS) Workflow



Workflow

The construction submittal process in eBuilder is designed to be simple, efficient, and intuitive. eBuilder manages plans submitted by general contractors. For the construction submittal process, the Contractor is an actor within eBuilder who can submit deliverables such as shop drawings, product data, test reports, manuals etc. to the Engineer of Record for review. Upon review, the Engineer of Record has several options. They can Approve, Approve as Noted, or Reject the submittal. If rejected, the initiator or applicant, can revise and resubmit their deliverable.

Definitions

Term	Explanation
Actor	Role defined in the system with various permissions.
Initiator	Person who submits construction plans for approval also known as the
	Contractor for this process.
Process Headers	Sections of the workflow that offer data including project name, history, a
	snapshot of the current step, status, number, and relevant dates
Process Instance	Tabs that allow user to add comments, documents, processes, and forms.
Tabs	



CONSTRUCTION SUBMITTAL ROLES AND PROCESS

Purpose

eBuilder's submittal process helps the team actively manage construction submittals confirming that the contractor's planned work will meet the project's specifications. This process will streamline the project, so the general contractor and the Engineer of Record collaborate within a single system.

"Start Step" Contractor

The Contractor will initiate the process in e-Builder and submit its deliverables for review by the Engineer of Record. Prior to submitting its deliverables, the Contractor should make sure to complete the following:

- 1. Address all required fields in the process (in red asterisk)
- 2. Attached copies of its deliverable package (i.e. Shop Drawings, Product Data etc.)
- 3. Determine whether the deliverable is a substitution and provide a justification if applicable.

Engineer of Record / AE

The EOR/AE should review the submittal information submitted by the Contractor. Once reviewed, the EOR/AE may take one of the following actions:

- 1. Take the **Revise & Resubmit** action
 - A. The process will return to the Contractor for the contractor to provide additional information or clarification. You will be required to add a Comment.
 - B. The Revision Counter will increment each time the process returns to the Contractor for revision.

Or

2. Take the action is **Approved** action, then the process will advance to **Finish** with a submittal status of **Approved**.

or

3. If **Approved as Noted** is selected, then the process will advance to **Finish** with a submittal status of **Approved as Noted**

or

- 4. If **Rejected**, the process will advance to **Finish** with a submittal status of **Rejected** *or*
- Take the Void action, the process will advance to Finish with a submittal status of Void

Contractor Revise and Resubmit

The Contractor should review the Comments tab to determine the need for revision. Once that item has been addressed, the Contractor should complete the following actions:

- 1. Select Resubmit
- 2. The process will return to the EOR/AE step for further action.

Construction Submittal

Step 1: Log in to eBuilder

Step 2: Select the Processes tab.



Step 3: Select the desired project.

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Step 4: Select type of process in the dropdown and click Start Process.

Processes for z - Testing - zzzz12345 - 40-B123456	5 🔹					
Filter Processes						Start Proces
Search In	Processes Initiated By Me P	rocesses In My Court 🔍 All Pro	cesses			
Type of Process	Non-Compliance Monitoring (Ol	d) (NCM) 🔹 🗹 Draft	🗹 Open 🔲 Finished			
Status	All Statuses 🔻					
Step Name		•				
Containing Text						
						Filter
Processes Reports (0)						
						Print Log
Process Su	ıbject	Step	In Step Since	Date Due 🔺	Status	Requested Comment
			No items match the criteria for this view.			

Step 5: Select **Construction Submittal (CS)** process. Fill in the required fields that are marked with a red asterisk in order to advance.

Constr	ruction Submitta	l (CS)										
Start Pı	rocess						Print	Check Spelli	ng Sub	mit	Save Draft	Cance
	Pr	oject:	ZUAT - Non-C	ost Processes					3			
	Project Nur	mber:	ZZZZZ									
	Pro	ocess:	Construction 5	Submittal						```	\backslash	
											\backslash	
Details	Attached Documents (0)	Attache	d Processes (0)	Attached Forms (0)							N	
Subm	ittal Info											
	* Submitta	al Title:	Structural St	eel Shop Drawings								
	Submittal Package N	umber:	CS - 11									
	Re	vision:										
	Review	Status										
	* p	riority	Normal				•					
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	* Package Co	ntains:	Operations/	Maintenance Manuals	s		•					
			Product Dat	3								
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			Note: Please h	old Ctrl to select multiple	e items from the list.							
	Other Descr	ription:										
	* Spec S	ection:	051000 - St	uctural Metal Framing)		Ŧ					
	★ Spec Subs	ection:	051200 - Str	uctural Steel Framing			•					
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Step 6: When the required fields are complete and the construction submittal is attached, please click **Submit** in the upper right-hand corner of the screen.

Step 7: Upon review, the Engineer of Record has several options: **GC Revise, Approved**, **Approve as Noted**, **Void** or **Rejected**.

struction Submittal (CS) - 1			Delete Instance V		Workflow Override		All Fields Vie	ew In	Instructio	
		Please select an action 💙	Take Action	Check Spelling	Print	Сору	Delegate	Save	Can	
Project:	z -External Testing	Please select an action GC Revise	Number:	TestExternal						
Process Document:	CS - 1 Show History Current Actors	Approved App. As Noted	Due Date:							
Current Workflow Step:	EOR/AE Show Workflow Diagram	Rejected	Due Date:	08.02.2020 05:10PM						
Subject:	CS - 1 - Remodel Dining Room- 7/19/2020 5:10:57 PM	1.000								
Status:	Submitted									

Step 8: Select **Take Action** in order to move the process forward. If the **Save** option is selected, then the process will stay in the reviewer's queue.

Submittal Info	
Submittal Title:	Remodel Dining Room
Submittal Package Number:	CS-1
Revision:	
Review Status:	
Priority:	Low
Package Contains:	Shop Drawing
Spec Section:	006000 - Project Forms
Spec Subsection:	00611313 Performance Bond Form
Comments on package contents:	
Package:	Council on mark jpg /version 2) Properties Download (5.4KB) Redline
Is this a substitution submittal?: 🔞	No
Provide a Justification:	Please review the attached picture
Review	
Date Recieved:	07.19.2020
Consultant	
* Response:	
Date to Sub-Consultant:	
Name of Sub-Consultant:	
Date from Sub-Consultant:	
Date to GC:	
	Please select an action v Take Action Check Spelling Print Copy Delegate Save Cancel

Step 9: If **GC Revise** is selected by the EOR/AE, then the Contractor can revise and resubmit the deliverable. A formal response is required in order to submit a revision.

Step 10: The EOR/AE will need to provide the reasons for the revision as shown below. They will then add a comment and select **GC Revise** in the following screen:

	ié 14 ?
Construction Submittal (CS) - 1	Instructions
Add a comment.	
Add Comment Private Please see attached revised drawing. Check Spelling GC Revise Cancel	

Step 11: The Contractor will receive a notification to view the response and resubmit their plans.

Construction Submittal (CS) - 1				Delete Ir	stance	forkflow Override	All Fields Vi	w I	nstruction
			Resubmit	♥ Take Action	Check Spelling	Print Cop	y Delegate	Save	Cancel
Project:	z -External Testing		Project Number:	TestExternal					
Process Document:	CS - 1 Show Mistery 1. Current Actors		Overall Due Date:						
Current Workflow Sterv	Initiator Reside & Resubmit Show Workflow Diagram		Sten Due Date:						
Subject	CS - 1 - Remodel Dining Room- 7/19/2020 5:10:57 PM		orep bue bure.						
Status:	Submitted								
Details Comments (2) Attached Documents (1) Attached Process	es (0) Attached Forms (0) Attached To (0)								
Submittal Info									
* Submittal Title:	Remodel Dining Room								
Submittal Package Number:	CS - 1								
Revision:	1								
Review Status:	Revise & Resubmit								
* Priority:	Low			~					
* Package Contains:	Are-Built Bid Sub-Initials Centifications Mode/Ups Operations/ Maintenance Manuals			*					
Other Description	Note Please hold Ctrl to select multiple items from the list.								
* Const Description	Openno Review Former								
- spec section:	Constantial Development Development			*					
- Spec Subsection:	UUD 11313 Performance Bond Form			*					
Anticle or Paragraph:	522								
Country.									
Comments on package contents:									
 Package: 	RFI-00001 - Hurricane Impact Wini or Browse Computer Browse e-B	silder							
Is this a substitution submittal?	© No								
* Provide a Justification:	Please review the attached picture								
Sub-Contractor:									
300-00108001	L								
			Resubmit	✓ Take Action	Check Spelling	Print Cop	y Delegate	Save	Cance

Step 12: The Contractor will need to address the review comments and enter all relevant information and click **Resubmit** and **Take Action**.

Process Headers Explained

The purpose of this is to demonstrate how to navigate within the process. **Show History** will delineate each step and their corresponding time and actor who changed/added to process. **Current Actors** will list all relevant project members.



More importantly, the **Current Workflow Step** will demonstrate the current step in which the process resides. The workflow will display the entire process with the current step highlighted in blue.



Ensure that all documents, processes, and attached forms are included specifically in the Process Instance Tabs section.

Process Instance Tabs

Various tabs allow you to provide substantiating documentation if needed.

Details	Comments (0)	Attached Documents (1)	Attached Processes (0)	Attached Forms (0)	Attached To (0)

Comments: Actor may request internal/external comments and/or leave their own comments. Comments are saved and can be reviewed later.

Details Com	ments (1)	Attached Documents (0)	Attached Processes (0)	Attached Forms (0)	Attached To (0)			
							Request Comment	Commen
	Private	Comment 🔻						
Make Private		Will send to sub-contractor/\	vendor to get appropria	te model # for gym lig	ht fixtures.	Ciandress Ja	ackson, e-Builder, Inc, 04.10	.2020 10:45
Make Private		Will send to sub-contractor/	vendor to get appropria	te model # for gym lig	ht fixtures.	Ciandress Ja	ackson, e-Builder, Inc, 04.10 Request Comment	.2020 10:45 /

Attached Documents: Actor may upload documents to attach from their computer or select a file from within the document structure of the current project.

iails Comments (1) Attached Documents (1) Attached Processes (0) Attached Forms (1	Attached To (0)			
	Show Thumbna	Download	Attach Documents	Remove Documents
File Name	Attached By	Date Attached 🔺	Seq # - Step Name	Attached To
RFI-00001 - Missing details and finishes.pdf (version 1) Properties Download (104.4KB) Redline Stamp Remove	Lozano, Carlos (City of Miami)	03.11.2020 10:04 AM	4 - Mail Merge	Public Comment
		Download	Attach Documents	Remove Documents
		Download	Attach Documents	Keniove Docur

Attached Processes: Displays process instances that have been attached by the current or previous actor(s).

Attached Forms: Displays Forms that have been attached by the current or previous actor(s).

Attached To: Displays where the current process instance is attached within the system.