



This document will cover Best Practices for Electronic Plan Reviews using Bluebeam Revu.

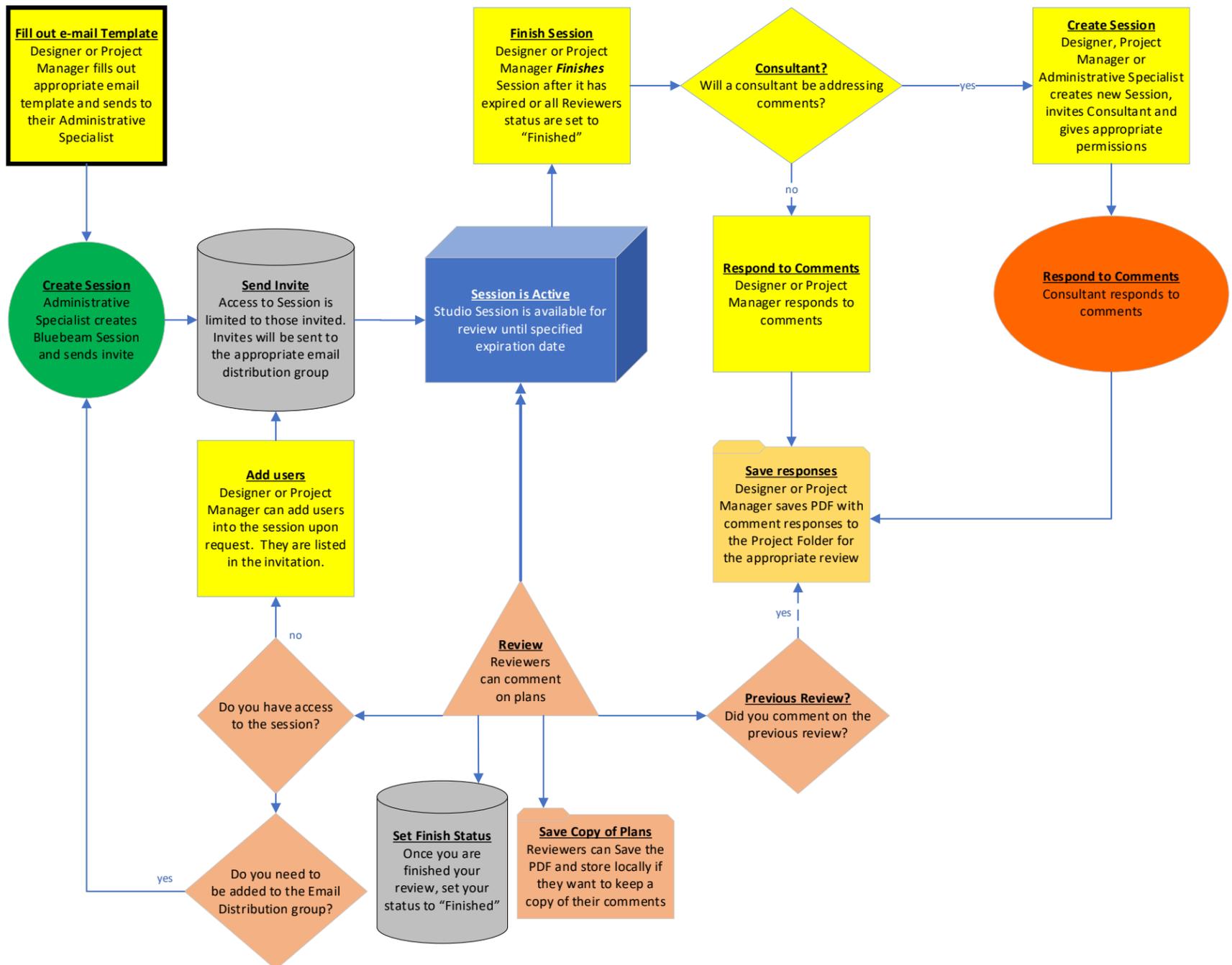
Overview

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Electronic Plan Distribution Process

Project Development and Bridge have adopted the following process for Department wide Electronic Plan Distributions.

- The Designer or Project Manager fills out the appropriate email template located on the DRC and sends to their respective Administrative Specialist.
- The Administrative Specialist creates the Bluebeam Session and sends the invite out based on the appropriate Email Distribution Group.
 - The Designer or Project Manager will be listed at the bottom of the invitation as the Point of Contact.
 - Session access is limited to those who are invited.
 - It is up to the Reviewing Manager to assign the Review to their staff and request access.
 - Any access requests should go through the Point of Contact listed in the invitation.
 - The Administrative Specialists maintain the Email Distribution Groups. Contact them for a copy or to be added to a specific group.
- The Review Session will be active until the Expiration date listed in the invite. Multiple notification emails will be sent out as the deadline approaches.
 - While the Review Session is active, the reviewer has access to save a copy of the review locally for their records.
- Once the Review Session has expired, the Designer or Project Manager will *Finish* the Session.
 - A copy of the Review Session should be stored in the Project Folder under the appropriate Review stage.
 - All comment responses will made inside the PDF. This replaces the old Comment Response form and should be referenced for Responses to past reviews. This location will also be referenced in the invitation for future reviews.
 - If a consultant will be addressing the comments, the Designer or Project Manager should cleanup the comments as necessary, create a new Session and send invite to the applicable people. The Session can be created by the Administrative Specialist upon request.

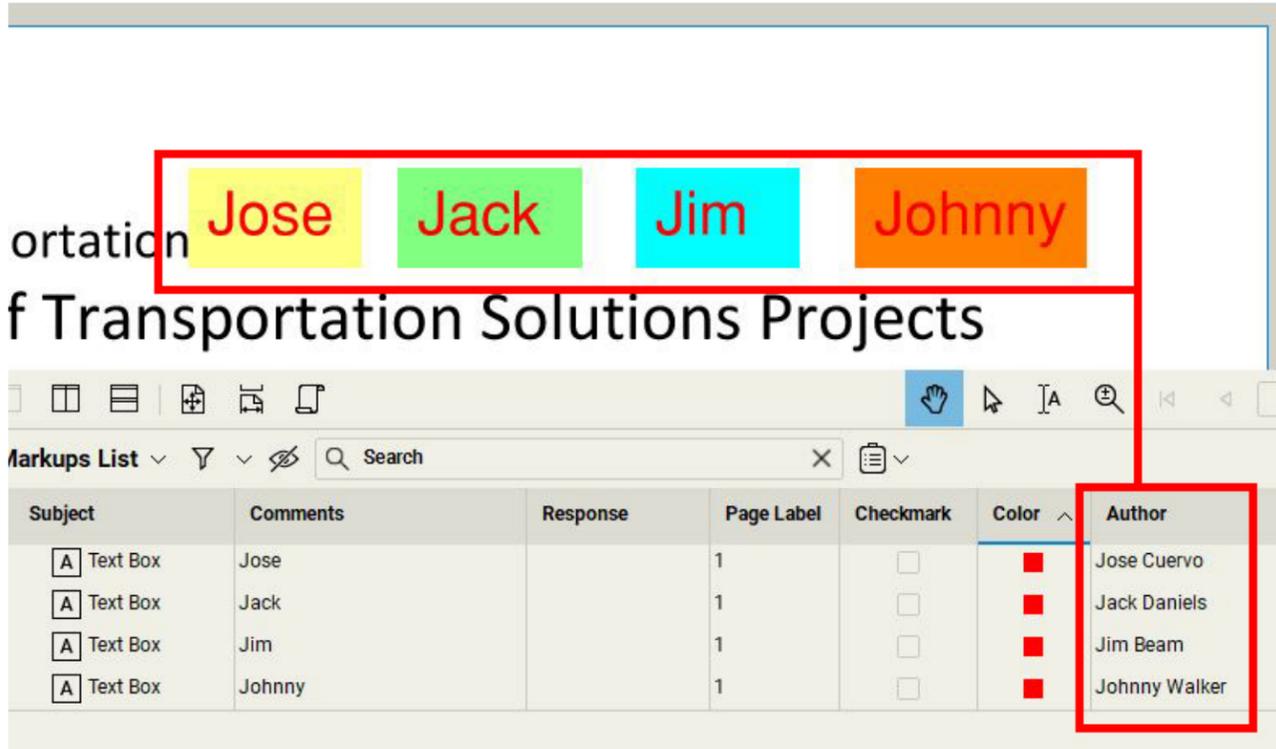




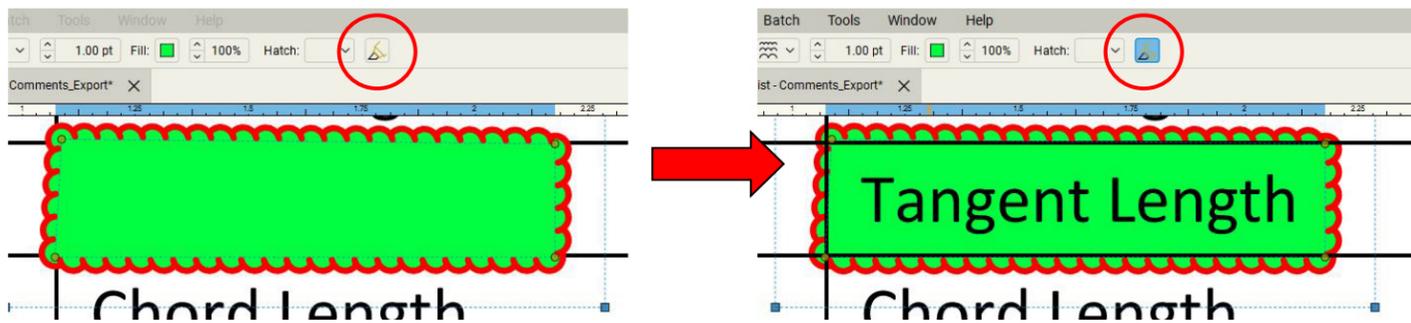
Best Practices for Commenting on Plans

This section is intended to provide Guidelines for commenting on plans and is based on a consensus from Design. Training is available on the DRC that goes into further detail on many of the following topics.

1. It is not necessary to create a legend for your comments in the document, as this is handled by your log-in to Bluebeam Studio, and only adds clutter to the document.



2. Do not add opaque backgrounds to your comment boxes as it obscures what is underneath. This also applies to inserting Pictures.
 - 2.1. An alternative for Inserting Pictures, is to attach an image to your comment.
 - 2.2. If you *must* create a filled in area, reduce the opacity or turn on **Highlight mode**.



3. Do not add another Leader box to reply to a comment, instead use the Reply feature.

Property Mosaic Sheet*

Sheet Layout	with Road Names & MR numbers	& Existing RW baselines
<input type="checkbox"/>	North Arrow (Upper right corner of sheet)	
<input type="checkbox"/>	Show road systems and project Right-of-Way baselines. Mosaic should be scaled smaller than plan sheets to show a greater portion of the project on each sheet.	Shading of the acquisitions
<input type="checkbox"/>	Show Property Lines	
<input type="checkbox"/>	Include all parcel identifiers 1-L, 2-L, etc. These identifiers should not change after being assigned.	
<input type="checkbox"/>	Show Begin/End Acquisition limits.	
<input type="checkbox"/>	Create Ownership of Record Table. Table shall provide the current owner's name as listed on the deed record, parcel number, county assessment number, and title source for each parcel.	

KEEP IN

May need further discussion...why does this info have to be in 2 locations?

L and R designations are no longer being used. Parcels are not identified using only numbers.

Suggest removing the requirement for county assessment number and title source. Redundant information since already on plan sheets, and can be source of incorrect information if not updated.

Who is actually referencing this information on this sheet and not off the right-of-way plan sheet?

Real Estate/Team Support utilize during reviews as an index/ table of contents and Real Estate uses during acquisition process.

Team Support manual will state all parcels

Do all parcels within project limits get and Identifier, or just the parcels that are being effected by an easement or take?

Date Last Modified: 08/31/2018

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4. Whenever possible, highlight text or items and add your comment to the **Comments Column** for the highlight. This can also apply to lines, clouds, circles, etc... This is especially important on sheets with many comments.

The screenshot shows a table with four rows of highlighted text. The first row is highlighted in yellow and labeled "Degree of Curvature". The second row is highlighted in red and labeled "Curve Length". The third row is highlighted in blue and labeled "Tangent Length". The fourth row is highlighted in blue and labeled "Chord Length". Below the table is the Markups List table:

Subject	Comments	Response	Page Label	Checkmark	Color	Author	Status
[A] Highlight	Please revise this text		5	<input type="checkbox"/>	Yellow	David.Kleinot	
Cloud	Modify this text		5	<input type="checkbox"/>	Red	David.Kleinot	
Pen	Remove this text		5	<input type="checkbox"/>	Red	David.Kleinot	

5. Group any like comments together. See the Bluebeam Training on the DRC for additional details on how to do this.
6. Do not add **Pop-Up Notes** to items drawn inside a Review Session. This blocks plan data and markups that are underneath, and this information is already in the **Comments** column of the Markups List.
- 6.1. If you or someone else has added a **Pop-Up Note**, you can close them one at a time by hitting the X in the upper right corner of the **Pop-Up Note**, or right-clicking on the item and choosing **Close Pop-Up Note**. Closing **your Pop-Up Note** will close it for all other users. Creating a **Pop-Up Note** for **your** item, opens it for all users. Closing another users **Pop-Up Note** will close it for you only.

The screenshot shows a plan view of a road with various markings and annotations. A red pop-up note is displayed over the plan, with the text "Change markings in this area." and a red 'X' in the upper right corner. A context menu is open over the pop-up note, showing options such as Cut, Copy, Paste, Format Painter, Delete, Close Pop-Up Note, Reset Caption Position, Layer, Order, Alignment, Edit Action..., Capture..., Flatten, Lock, Legend, Reply, Set Status, Check, Alert Attendee, Add to Tool Chest, Set as Default, Apply to All Pages, and Properties. The Markups List table at the bottom shows the following entry:

Comments	Page Label	Author
Change markings in this area.	8	David Kleinot



Best Practices for Viewing and Responding to Comments

All comments are stored within the PDF and the *Excel Comment Form* should no longer be used. This functionality is completely contained within Bluebeam's **Markups List**, pictured below. For additional training on sorting, filtering and manipulation of the Markups List, see the training on the DRC.

Subject	Comments	Page ...	Checkmark	Color	Author	Status	Date
Arrow		40	<input type="checkbox"/>	■	Naa-Atswei Tetteh		2/12/2020 6:46:22 PM
PolyLine		40	<input type="checkbox"/>	■	Josephus van Boekhold		2/13/2020 11:35:24 AM
PolyLine		40	<input type="checkbox"/>	■	Josephus van Boekhold		2/13/2020 11:35:51 AM
PolyLine		40	<input type="checkbox"/>	■	Josephus van Boekhold		2/13/2020 11:35:49 AM
41 (18)							
Callout	PLACE AT ACTUAL YIELD POINT (TYP.)	41	<input type="checkbox"/>	■	Josephus van Boekhold		2/10/2020 10:56:00 PM
Callout	16-FOOT WIDE TURN LANE IS TOO WIDE. STRIPE SOME SORT OF FLUSH MEDIAN	41	<input type="checkbox"/>	■	Josephus van Boekhold		2/13/2020 4:26:23 PM
PolyLine		41	<input type="checkbox"/>	■	Josephus van Boekhold		2/10/2020 10:58:17 PM
PolyLine		41	<input type="checkbox"/>	■	Josephus van Boekhold		2/10/2020 10:59:47 PM
Callout	YELLOW EDGE LINE	41	<input type="checkbox"/>	■	Josephus van Boekhold		2/10/2020 10:59:55 PM
Ellipse		41	<input type="checkbox"/>	■	Josephus van Boekhold		2/10/2020 11:00:08 PM
Callout	LANE WIDTH DIMENSIONS MISSING (TYP.)	41	<input type="checkbox"/>	■	Josephus van Boekhold		2/12/2020 12:49:56 PM
Callout	RECOMMEND TO STRIPE AS A FLUSH MEDIAN, RATHER THAN A TWLTL, AS DISTANCE OF LANE IS RATHER SHORT	41	<input type="checkbox"/>	■	Josephus van Boekhold		2/12/2020 12:49:29 PM
Length Measurement	16 ft	41	<input type="checkbox"/>	■	Josephus van Boekhold		2/10/2020 11:02:47 PM
Callout	Why bike symbol at this location? Opinion would be to relocate symbol to station 165+25	41	<input type="checkbox"/>	■	john.fiori		2/12/2020 11:22:35 AM

All responses to comments should be done inside of Bluebeam and should, at a minimum, utilize the following procedure:

1. Set the status of the comment. The DelDOT profile has standardized statuses and instructions for loading the profile are on the DRC.
2. If a more detailed response is needed, select the comment, right click and choose **Reply** and fill in the **Response Column**.

Subject	Comments	Response	Status	Author	Date
Pen	Please make the		Not Applicable set by David.Kleinot on 6/22/2020 at 3:24:04 PM	David.Kleinot	6/22/2020 3:20:43 PM

- 2.1. The **Response Column** should only be used to provide the official response to a comment.
- 2.2. The response should be entered in the **Reply**, not the original comment.

Subject	Comments	Response	Status	Author	Date
Pen	Please make the following change.		Not Applicable set by David.Kleinot on 6/22/2020 at 3:24:04 PM	David.Kleinot	6/22/2020 3:20:43 PM
Re: Pen		This is not per current DelDOT standards		David.Kleinot	6/22/2020 3:27:06 PM

3. If you do not see the **Response Column** or the DelDOT specific Statuses, please make sure you have the latest version of the DelDOT Bluebeam profile loaded. Instructions for this are available on the DRC. The DelDOT Bluebeam profile is available on the DRC for those who need it externally.
4. For jobs where consultants are addressing the comments, the following procedure should be followed:
 - 4.1. The Designer or Project Manager should finish the session per the instructions on the DRC.
 - 4.2. Any cleanup, grouping, organization or removal of comments may be done at this point.
 - 4.3. Create a new Session following the *Internal Electronic Plan Distribution* instructions on the DRC and invite the appropriate people.
 - 4.4. The consultant should adhere to the above for replying to comments.