

Submitting a PDC Document Request

UCF Staff Instructions

Requests for construction documents (drawings, manuals, etc.) must be made through e-Builder, and can be submitted by either UCF staff or outside vendors. You will receive email notifications from e-Builder for each step in your court that you are responsible for completing.

*Prior to submitting request: If you are unsure if you, or the requesting vendor, has an active account with e-Builder, please contact John Settle john.settle@ucf.edu or Matthew Green matthew.green@ucf.edu to inquire.

<u>If the project has an 8-digit PDC project number (e.g. 19082001):</u>	<u>If the project does not have an 8-digit PDC project number:</u>
<ul style="list-style-type: none"> • Login to e-Builder <ul style="list-style-type: none"> ○ Go to https://fp.ucf.edu/ ○ Click yellow e-Builder tab ○ Login with your NID and NID password • Open the project <ul style="list-style-type: none"> ○ Click Projects tab at top ○ Use search bar on right to find project • Select Processes on left • Select Start Process on right • Select "14 - Document Request Form (FP100)" 	<ul style="list-style-type: none"> • Log in to e-Builder <ul style="list-style-type: none"> a. Go to https://fp.ucf.edu/ b. Click yellow e-Builder tab c. Login with your NID and NID password • Select Projects at top • Type "FP100" into search bar on right • Select "FP100 - File Request Repository" • Select Processes on left • Select Start Process on right • Select "14 - Document Request Form (FP100)"

- Fill in all required fields
 - The UCF Requester is the UCF employee managing the project who will verify the validity of the request, and will usually be the same person as the UCF Project Manager.
 - Fill out the "Contract Vehicle" section to the best of your knowledge.

* UCF Requester Name:

* Contract Vehicle:

- CSC Vendor (must list CSC vendor name)
- UCF Procurement guidelines - under \$10K, one proposal
- UCF Procurement guidelines - \$10K to \$35K, two proposals
- UCF Procurement guidelines - \$35K to \$75K, three proposals
- UCF Procurement guidelines - over \$75K, public ITN (must list ITN number from UCF Procurement)
- Piggyback contract (must list piggyback contract details)
- UCF Internal

- If the request includes multiple buildings, just list the building numbers, do not submit multiple requests.

* Building Name:

* Building Number:

- Select the requesting business name from the drop-down menu. **If the vendor is not listed, select “Other” at the bottom of the drop-down menu. This will trigger a separate NDA step that the vendor will be notified about once the request form is finished and submitted.**

Requesting Business Information

Choose the name of the business requesting the files in the dropdown box below. If the business is not listed, choose Other at the end of the list.

* Requesting Business:	If the business is not on this list, choose Other at the bottom and type the business name into the field below.	* Contact Name:	<input type="text"/>
Requesting Business Name (Other):	<input type="text" value="-- Please select an option --"/> <ul style="list-style-type: none"> Song & Associates Starr Mechanical Structural Technologies Superior Hardware Products Tampa Contract Floors Tarkett Terracon Territo Electric Thornton Tomasetti TLC Engineering Trane U.S. Turner Construction Company UCF Campus Client Venergy Group VMDO Architects Walker Architects Walter P. Moore Yates Electric Zyscovich Architects Other 	* Business Service Provided:	<input type="text"/>

Files Requested

* Building Name:

* Building Number:

* Room Number:

* Scope of Work:

* File Types Requested:

- After you fill in all the required fields for the request form, click the Submit button:

NDA Step (required if NDA not on file):

- All requesting vendors are required to have an NDA on file in order to view construction documents, and the NDA form is built into this process. The vendor will “sign” the NDA by typing their name and position title, then select “NDA Signed” from the drop-down menu and click “Take Action.”

NDA Recipient has agreed to all NDA terms and conditions, without exception.

* Recipient Signature:

* Recipient Title:

NDA Signed

- If you are the Project Manager, the process will be routed back to you for a review step. Select “Reviewed” from the drop-down menu and click “Take Action.”

Reviewed

- For the final step, you will need to delegate the step to the vendor. Select “Delegate” in order for the vendor to receive a notification email that the files are ready for pickup.

- Select the vendor contact person from the “Select a User” drop-down menu. Leave “Select a Role” as “All Users.” Then click “Delegate Authority.”

* Select a Role:

* Select a User: