

NOD Training Guide (Mentor)

Date Created: 7/29/2021 Date Updated: 12/30/2021

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About

SCA acknowledges a change to documented work by issuing a Notice of Direction (NOD). The contractor must immediately proceed with the work described by the NOD.

Notes

While the NOD process is consistent for all project types, the terms CM Firm and CM PM are specific to Requirements projects. The CM Firm acts on behalf of the General Contractor and the CM PM is in the role of the Project Officer.

Workflow Diagram



Process Overview

NODs are initiated by the CM PM from one of four sources.

- RFI when the Closure Status is NOD Required
- Bulletin
- Change in Conditions
- Disputed NOD from an RFI

Upon submission, the NOD is sequentially DocuSign approved by the CM PM, SPO, and CPO. If the estimated cost is greater than \$100k, the VP of Construction also PIN approves. The NOD is then provided to the General Contractor, prompting creation of the CES PCO Estimate Shell for NODs that are not Disputed NODs.

Step-by-Step Instructions

Process from RFI, Bulletin, CIC, or Dispute NOD

Role		Preceding Steps		Outcome
External	\rightarrow	None.	\rightarrow	Case 1: NOD with RFP Verbiage Case 2: NOD

Steps

 Select the 'Bulletin' application > Select the desired Bulletin > Click 'Initiate NOD.' Note. Images from a Bulletin are shown in the screenshots below. The process to initiate a NOD is the same for a RFI, CIC, or Disputed NOD.

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Q Search	C10023 9/2/2021 Normal Training MC00002 - SCA C AE D.M C10013 8/19/2021 Normal Clarification on Drawing A-23 - Structural Steel / HVAC MC00002 - SCA C DM Bulletin Comments C10007 8/18/2021 Normal CTE Exterior Door Update MC00002 - SCA C DM Bulletin Comments	CONTRACT DOCUMEN COST DATES & WORKFLOW
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2. Click 'Start Processing'



3. Add Required Field NOD description > Click 'Save/Close'

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Update NOD

Role		Preceding Steps		Outcome
СМ РМ	\rightarrow	There is an existing NOD that has not been submitted.	\rightarrow	NOD is updated

Steps

1. Select the 'Notice of Direction' application > Select the desired NOD > Click 'Edit'

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2. Update NOD information > Click 'Save/Close'

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Submit NOD

Role		Preceding Steps		Outcome	
CM PM	\rightarrow	There is an existing NOD that has not been submitted.	\rightarrow	NOD is submitted.	

Steps

1. Select the 'Notice of Direction' application > Select the desired NOD > Click 'Submit'

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Approve NOD



Steps

1. Go to email account > Select email > Click 'Review Document' button in email

DocuSign

Thomas Everri	tt sent you a document to re	eview and sign.
1	REVIEW DOCUMENT	

- 2. Click 'Continue' button. Note. For First Time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' box
 - b. Select desired signature details
 - c. Click 'Adopt and Sign' button

Please Review & Act on These Documents

External REQMT-CM1-PM SCA Sandbox (Development-DEVPRO	ODUCTION-	11/18/2021 9:57:02 PM)			
Please approve the Notice of Direction C View More	CI0004 Large	e boulder in north area for Q262 Electrica	al Systems		
Please review the documents below.				<u>оо</u> (1)	TINUE OTHER ACTIONS -
	TO : ATTN:	Large boulder in north area External REQMT-CM1 SCA CM Firm 1 100 Fake Street New York, NY, 12345	DESIGN NO: LLW NO: ISSUE:	D019286 115244 Cl0004	
			Status:	Valid	
	Please	e submit your detailed proposa	l within 15 business days of y	our receipt of this	
	reques	st, for all costs associated with	the work described for the fo	llowing:	
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3. Press 'Sign' above the appropriate signature line > Click 'Finish'

Please review the documents below.				OTHER ACTIONS +
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	NOTE: This is merely a solicitation of informat nor an acknowledgement by the Authority that	tion, not a directive to proceed with the work t the work is a change to the contract.	described below	
	PROJECT: Q262 Electrical Systems TITLE: Large boulder in north area TO: External REQMT-CM1 ATTN: SCA CM Firm 1 100 Fake Street New York, NY, 12345	CONTRACT NO: DESIGN NO: LLW NO: ISSUE:	C000015851 D019286 115244 Cl0004	
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	Please submit your detailed proposal request, for all costs associated with t	within 15 business days of your rece he work described for the following:	ipt of this	
	DESCRIPTION OF WORK			
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	By: Signature of CPO	Date		
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4. For VP: Select the 'Tasks' Application > Select the task > Select 'Approve' > Enter PIN > Click 'Continue'

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