

BLDS eSubmit System **User's Manual for External Partners**

*“BLDS eSubmit combines and leverages the capabilities of several digital platforms, including Sharepoint, Bluebeam Revu, Box.com, and Microsoft Outlook, into a single process that streamlines not only the internal BLDS processes, but also the interface between HPD-BLDS, the Department of Buildings, and our other partners outside the agency. It is designed to enhance the **sustainability**, **efficiency**, **consistency**, **transparency**, and **accountability** of BLDS services.”*



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General Overview

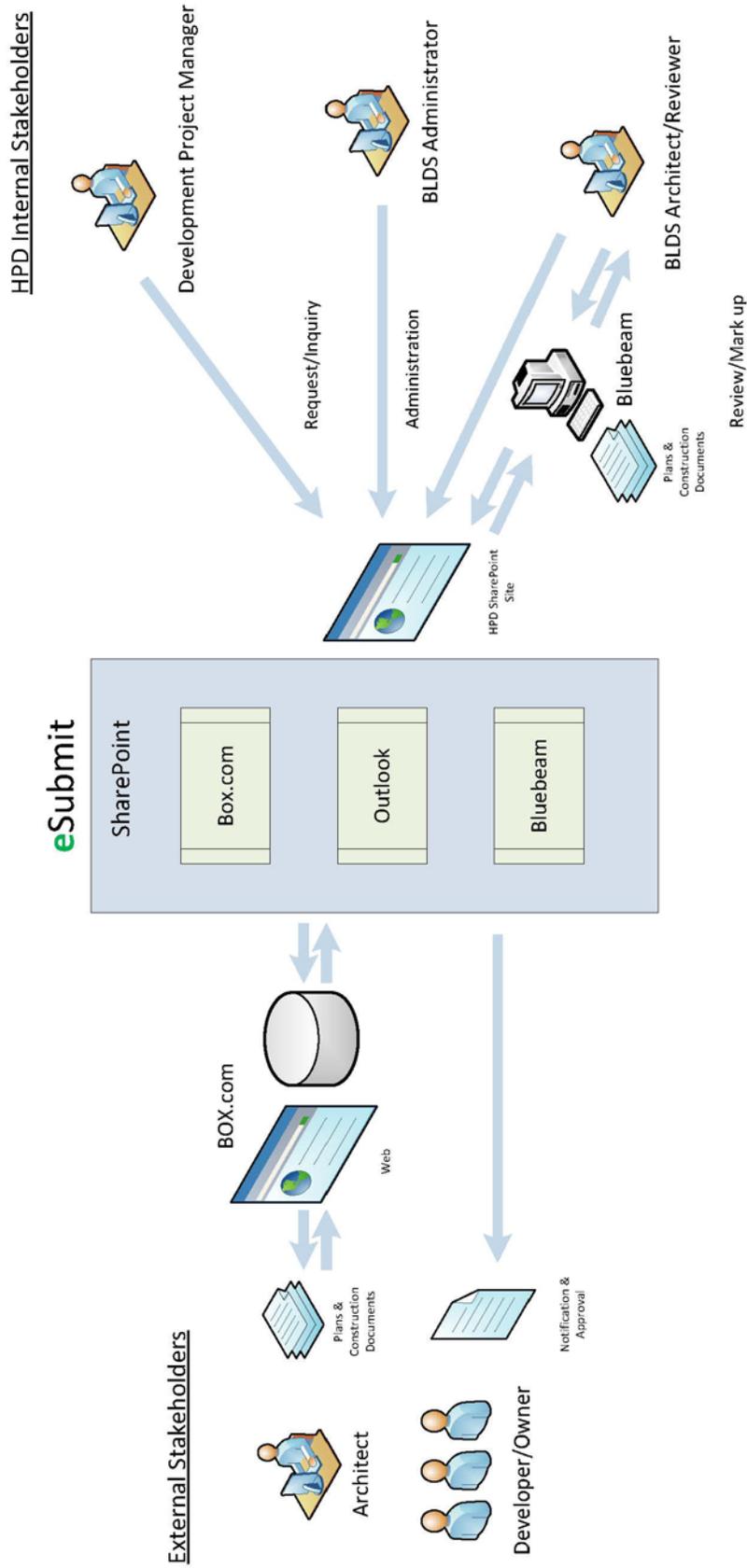
BLDS eSubmit is an electronic document submission system which combines and leverages the capabilities of several digital platforms, including Sharepoint, Bluebeam Revu, Box.com, and Microsoft Outlook, into a single process that streamlines not only the internal BLDS processes, but also the interface between HPD, the Department of Buildings (DOB), and our partners outside the agency.

Through the integrated use of these tools, external partners, including sponsors, developers, owners, and architects, are able to submit PDF drawings and documents to HPD-BLDS for review and approval purposes through the web. In addition, they will receive automated email notifications through Microsoft Outlook and SharePoint during each status change and milestone of the review process.

As part of the system, BLDS has adopted the Bluebeam software — a PDF editing tool that allows for markups and comments to be added directly on the drawings — which is the same software used by the DOB. This will position the agency to better coordinate its reviews with the DOB to reduce plan processing times, eliminate unnecessary duplication of efforts, minimize delays, and enhance the customer experience.

BLDS eSubmit Tools		
	Box.com	Transfer files (max. 50gb per file) electronically between HPD and external partners
	Microsoft Outlook/ Sharepoint	Sends automated email notifications to external partners during each status change from project intake through design acceptance.
	Sharepoint	Stores and organizes project files and documents. Tracks transaction history for each project.
	Bluebeam Revu	Marks up and adds comments directly on PDF drawings and documents. Creates summary of all comments. Comments are sent directly from BLDS to external partners.

BLDS Electronic PDF document submission - eSubmit



Highlights of BLDS eSubmit

SUSTAINABILITY

- Paperless! External architects/developers can now submit drawings/documents electronically to BLDS with a quick mouse click on their computer by uploading files through Box.com.
- External partners will only need to upload one (1) set of electronic plans which can be circulated among the different review units in BLDS vs. having to send multiple hard-copy sets to each unit.
- Cost savings for external partners: Architects/Developers will save money by eliminating the need to print and deliver large sets of plans to HPD.

EFFICIENCY

- Through Bluebeam Revu, BLDS marks-up drawings/plans and adds comments directly on the plans (in lieu of BLDS memos); this addresses the former disconnect between plans and review comments
- Streamlined review process: Use of Bluebeam mark-up tools will decrease review time per project and BLDS comments will be sent directly to external development team rather than routed to Program
- Clear and concise review comments: Shift from verbose to visual representation of comments will improve clarity of comments and decrease miscommunication
- Summary of comments can be generated through Bluebeam: Helpful for project stakeholders to get an overview of project issues that need to be addressed

CONSISTENCY

- Standardized comments and mark-up conventions established on Bluebeam will improve consistency in reviews
- Color-coded mark-ups will allow external architects/engineers/developers to easily identify comments by type (e.g. General, Accessibility, Zoning and Code, Design, MEP, Structural)
- Use of Bluebeam Revu to keep up with industry standards and be consistent with design/construction practices

TRANSPARENCY

- Streamline external communication: Through BLDS' SharePoint application, automated email messages will be sent to project stakeholders (developer, architect, owner, PM) during each project milestone from project intake through design acceptance
- Streamline internal interaction/communication between BLDS and Program: Reduce phone call/emails regarding project status by providing read-only access for Program staff to the Project Tracker and project documents/drawings on SharePoint
- Enhanced capabilities to capture project data and analytics, ease of data sorting/filtering for preparing management reports

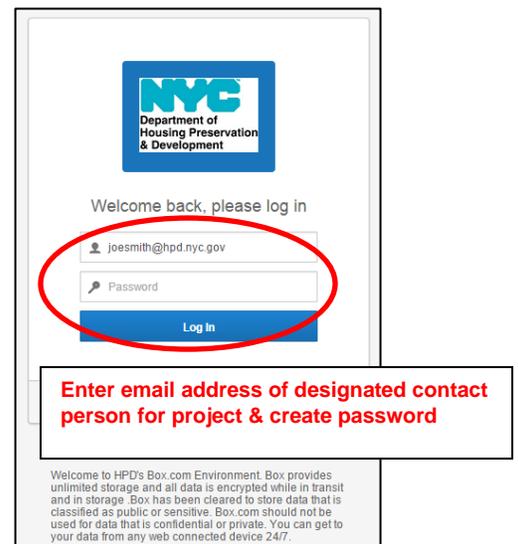
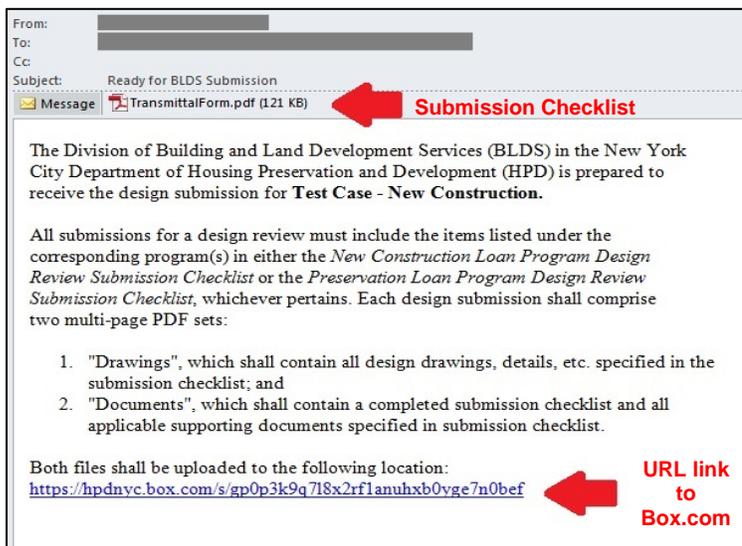
ACCOUNTABILITY

- New "Project Intake" process will verify submission completeness and readiness, and confirm project feasibility before a review is conducted
- Through BLDS' SharePoint, a transaction history log is maintained, which shows project status, length of response time, number of rounds of review, etc. This avoids finger-pointing, data embellishment, etc.
- Ability to generate analytic reports to determine productivity of both internal and external stakeholders and identify project delays/unresponsiveness

How to Navigate Through BLDS eSubmit

I. Initial Setup/ Initiation Request

- 1) **Contact Program/PM.** To initiate the BLDS eSubmit process, contact the HPD Project Manager (PM) assigned to your project or the program division when you are ready to submit the initial project submission for BLDS review. The PM will send an electronic request to BLDS to begin the process. At this time, you must identify the email addresses to be associated with each member of the development team. These addresses will receive all correspondence, and will be the only addresses permitted access to the secured file transfer folder.
- 2) **BLDS creates folder on Box.com.** Once BLDS receives the electronic request from program staff, BLDS will create a secured, limited-access folder on Box.com where you can upload/download drawings and documents for your project.
- 3) **Set up User ID/Password.** HPD will grant you access to their Box.com account and you will receive an automated email notification with a URL link to Box.com prompting you to setup a User ID and Password. Click on the URL link and follow instructions on the Box.com website to set up your User ID and Password. Note: The User ID should match the e-mail address to which the automated email notification was sent. i.e. the email of the contact person for the project.



II. Project Submission

- 1) **Submission Checklist.** The automated email notification from HPD will also contain the submission checklist, which describes the 2 sets of PDFs that will be required: 1) Drawings and 2) Documents. To avoid project delays, ensure that all items listed on the checklist are included in the project submission. Incomplete submissions will not be reviewed and may cause delays in the project schedule. Remember to include a copy of the submission checklist (filled-out) as part of the "Documents" PDF set.
- 2) **File Naming Convention.** Prior to uploading files to the Box.com folder, files should be named using the following naming convention (Note: If the project address has not yet been established, using the project name is sufficient.):

For drawings: BOROUGH_BLOCK_PROJECT NAME_PROJECT ADDRESS_DWGS
Example: MN_01635_LEXINGTON GARDENS_DWGS

For documents: BOROUGH_BLOCK_PROJECT NAME_PROJECT ADDRESS_DOCS
Example: MN_01635_LEXINGTON GARDENS_DWGS

III. Project Intake

- 1) Upon receipt of the project submission, BLDS will review the submission to confirm that all the required items listed on the submission checklist are included.
 - a) **BLDS Design Submission Incomplete: Resubmission Required-** If the submission is incomplete and/or BLDS determines that additional information is required, you will receive an email notification from HPD with a list of required materials to be submitted before BLDS can complete the review. The email will also have a URL where you may upload your files:

The Division of Building and Land Development Services (BLDS) in the New York City Department of Housing Preservation and Development (HPD) has determined that the design submission received on [date] for [project name] is incomplete. The following omissions must be addressed before BLDS can commence the design review:

[missing materials]

Please resubmit a complete application, including all materials. All submissions for a design review must include the items listed under the corresponding program(s) in either the New Construction Design Review Submission Checklist or the Preservation Design Review Submission Checklist, whichever pertains. Each design submission shall comprise two multi-page PDF sets:

1. *“Drawings”, which shall contain all design drawings, details, etc. specified in the submission checklist; and*
2. *“Documents”, which shall contain a completed submission checklist and all applicable supporting documents specified in the submission checklist.*

Each file must be less than 50 MB in size. Both files shall be uploaded to the following location:

[path to Box.com folder]

The architect, owner, and developer will each have separate restricted access privileges to this file exchange folder by secure login, using the email address to which this message was sent.

- b) **BLDS Design Submission Received: Confirmation Notice-** If the submission has all the information listed on the submission checklist and BLDS can start the review process, you will receive an email confirmation from HPD:

Subject: BLDS Submission Reviewed: Confirmation Notice

This notice is a confirmation that the Division of Building and Land Development Services (BLDS) in the New York City Department of Housing Preservation and Development (HPD) has received a complete design submission for [project name] on [date]. BLDS will send a notification when the review is completed.

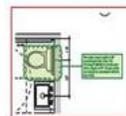
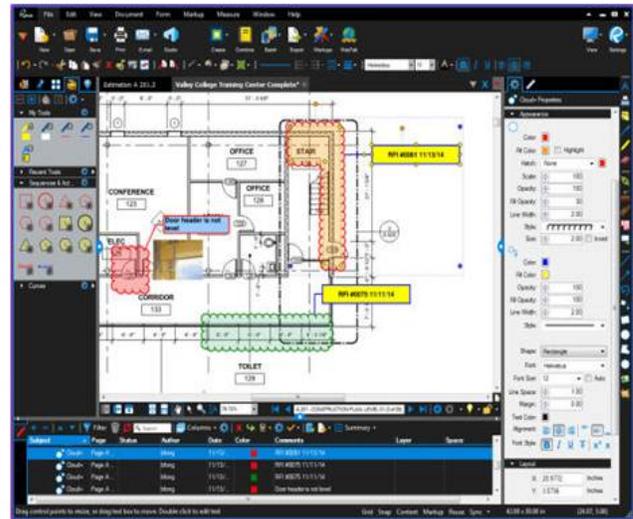
IV. Project Review

- 1) **Bluebeam Revu.** As part of the paperless review process, BLDS will use Bluebeam Revu to markup the PDF drawings and documents. Markups and comments are color-coded according to comment type. Along with the marked-up documents, you will receive a PDF summary of comments appended and hyperlinked to the original PDF pages.

Comment Type	Color
General	Red
Zoning and Code	Blue
Accessibility	Orange
MEP	Purple
Structural	Pink

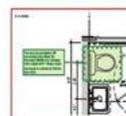
The New BLDS Design Review Memo

Through the use of Bluebeam Revu, BLDS review comments are color-coded & added directly to the drawing set. Comments are summarized in a report appended to the marked-up drawing set & hyperlinked to the corresponding location of the comment on the drawing set.



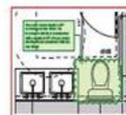
Subject: Design
Page: Page A-500.00
Author: Victorim

The water closet depth is 30" according to tear sheet. On Drawing A-500.00, it is indicated with a depth of 28". Please revise drawing to be consistent with the tear sheet.



Subject: Design
Page: Page A-500.00
Author: Victorim

The water closet depth is 30" according to tear sheet. On Drawing A-500.00, it is indicated with a depth of 27". Please revise drawing to be consistent with the tear sheet.



Subject: Design
Page: Page A-500.00
Author: Victorim

The water closet depth is 30" according to tear sheet. On Drawing A-500.00, it is indicated with a depth of 28". Please revise drawing to be consistent with the tear sheet.

- a) **BLDS Design Submission Reviewed: Resubmission Required-** Upon completion of design review, BLDS will upload the marked-up plans and documents to the project folder in Box.com, where you can retrieve them. If a resubmission is required, you will receive the following email notification and will have to resubmit a revised set of drawings/documents in response to BLDS' comments. The revised drawings/documents should be uploaded to the same project folder in Box.com.

The Division of Building and Land Development Services (BLDS) in the New York City Department of Housing Preservation and Development (HPD) has reviewed a design submission for [project name], and requests a revised submission that addresses the comments within. The BLDS design review is available for download from the following location:

[path to Box.com folder]

The architect, owner, and developer each has separate restricted access privileges to this file exchange folder by secure login, using the email address to which this message was sent.

Please resubmit a complete application that includes all materials, even if previously submitted. All submissions for a design review must include the items listed under the corresponding program(s) in either the New Construction Design Review Submission Checklist or the Preservation Design Review Submission Checklist, whichever pertains. Each design submission shall comprise two multi-page PDF sets:

- 1. "Drawings", which shall contain all design drawings, details, etc. specified in the submission checklist; and*
- 2. "Documents", which shall contain a completed submission checklist and all applicable supporting documents specified in the submission checklist.*

You may upload these materials to the same folder from which you retrieved the BLDS design review. Each file must be less than 50 MB in size.

- b) **BLDS Design Acceptance-** Upon completion of design review, if BLDS determines that the design is acceptable, the project will receive a design acceptance. You will receive an email notification of the design acceptance from HPD. Project teams should aim to secure BLDS design acceptance within a maximum of (3) three rounds of reviews.

Subject: Design Acceptance

The Division of Building and Land Development Services (BLDS) in the New York City Department of Housing Preservation and Development (HPD) has determined that the design submission received on [date] for [project name] is acceptable. No further design review submissions are required.

Projects developed under HPD's new construction loan programs are reviewed to verify compliance with the HPD Design Guidelines and to assist the development team by identifying potential areas of non-compliance with applicable rules, regulations, codes, and design requirements as mandated by city, state, and federal authorities having jurisdiction.

Projects developed under HPD's preservation loan programs are reviewed for general compliance with program requirements and to assist the development team by identifying potential areas of non-compliance with applicable rules, regulations, codes, and design requirements as mandated by city, state, and federal authorities having jurisdiction.

Projects developed under the Inclusionary Housing Program that are selected to participate in the audit process are reviewed for compliance with the New York City Zoning Resolution, Section 23-90, and applicable accessibility requirements.

The Development Team is responsible for ensuring that the development fully complies with all applicable laws, including, but not limited to: the New York City Zoning Resolution, the New York City Construction Codes, the New York City Housing Maintenance Code, the New York State Multiple Dwelling Law, the Fair Housing Act, and Section 504 of the Rehabilitation Act of 1973. Projects receiving New York State Homes and Community Renewal (HCR) funding must also comply with the HCR Design Guidelines.

HPD-assisted projects are subject to Green Communities certification: the development team must submit the required documentation for review to the HPD Planning Division and Enterprise Green Communities.

For more information, please visit the HPD website at <http://www1.nyc.gov/site/hpd/developers/BLDS-eSubmit.page>

For questions or comments, please email HPD-BLDS at CONTACT.eSubmit@hpd.nyc.gov.