



Comment Response Form (CRF) Instructions

The CRF was developed to facilitate and keep track of review comments, responses, and ensure all comments are resolved. Comments and responses will only be accepted in this format. The form will also serve as documentation for each project.

STEP A – File Creation

1. **County Project Manager** upon receiving project submittal files, must:
 - Confirm all required submittal documents are present and complete.
 - Fill out the heading of the CRF except for the Reviewers Name, Organization, Discipline, Review Date, and Document Type.
 - Revise the CRF template file name by modifying and supplying the following: (Standard abbreviations are in the Standard File Naming Convention instructions.)
 - i. Project CIP number
 - ii. Abbreviated project name (two words only; do not need the to and from part of the description)
 - iii. Submittal phase (30%, 60%, 90%,100% or final), or in the case of a report (draft, draft final or final)
 - iv. Leave the “CRF” in the file name so we know it is a comment response form.
 - v. Note: “Document Type” and “Discipline” are to be replaced by the reviewer with their corresponding discipline and what they are reviewing.

The file name should look like the following:

XXXXXXXXX_ProjectName_XX%_Document _CRF_Discipline.docx

- The CRF, along with the documents, will be forwarded to **PW-CIPTransportationReview** for verification. Once verified it will be forwarded to **PW-CIPDistribution** for distribution. If the required files are not satisfactory, they will be returned to the **County Project Manager** for correction.
2. **PW-CIPDistribution** will distribute the files to the **Reviewers** indicating the review comments due date. The submittal will also include the CRF from the **County Project Manager** for the **Reviewers’** use.

STEP B – Initial Comments

Reviewer

1. **Reviewer will complete the review and provide comments on the CRF**
 - **Reviewer** must provide the information requested in the heading of the CRF:
 - i. Reviewer’s Name, Organization, Discipline, Review Date, and Document Type.
 - ii. Reviewer will enter the name of the primary document being reviewed. Comments can be entered on this form for other supplemental documents reviewed.
 - iii. Insert abbreviated supplemental document name above Page/Sht. # in the appropriate column, if necessary for additional comments.
 - iv. State there are comments from supplemental documents, providing the document names, in the Review Notes box.



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- **Reviewer** will type all comments under the “Comment” column and provide the appropriate plan sheet or page numbers applicable to each comment in the respective column.
- **Reviewer** will replace the word “Discipline” in the CRF file name with the **Reviewer’s** discipline (Roadway, Traffic, Stormwater, Structures, etc.) using the appropriate abbreviations in the Standard File Naming Convention instructions.
- **Reviewer** will replace the word “Document” in the CRF file name with primary document that was reviewed (Plans, PER, Drainage Report, etc.) using the appropriate abbreviations in the Standard File Naming Convention instructions.
- If the **Reviewer** has no comments, a CRF form must be returned stating “No comments” in the first comment box and rename the file by adding “No_” to the beginning of the file name.

No_XXXXXXXX_ProjectName_XX%_Document_CRF_Discipline.docx

2. **Reviewer** will forward CRF with comments on or before the comments due date with any plan markups to **PW-CIPDistribution**.
3. **PW-CIPDistribution** will verify receipt of CRFs in the Reviewer Distribution List, store CRF forms in the appropriate phase folder and then forward the link to **PW-CIPTransportationReview**. If a CRF has not been received by the due date, **PW-CIPDistribution** will follow up with the reviewer.
4. **PW-CIPTransportationReview** will review CRFs for completeness and send out to the **Consultant EOR** and the **County Project Manager**

STEP C - Initial Responses

Consultant EOR

1. **Consultant EOR** will respond to comments in the CRF
 - **Consultant EOR** will add the initial response next to the unbolded EOR: box.
 - **Consultant EOR** will rename the file by adding “Rsp_” to the beginning of the file name so we know it is the Responses supplied by the EOR. See below.

Rsp_XXXXXXXX_ProjectName_XX%_Document_CRF_Discipline.docx

2. **Consultant EOR** will submit the CRF with responses to the **County Project Manager** within three (3) weeks of the date received.

STEP D – Assessment of EOR Responses, and Reviewer Objections

County Project Manager

1. **County Project Manager** will confirm all CRFs provided to the **Consultant EOR** have been returned with responses.
2. **County Project Manager** will file responses in the approved project phase folder
3. **County Project Manager** will notify **PW-CIPTransportationReview** responses have been received and provide link to phase folder.



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PW-CIPTransportationReview

1. **PW-CIPTransportationReview** will confirm all comments have responses and forward to **PW-CIPDistribution**. If responses have not been completed, CRFs will be returned to **County Project Manager** to address with the **Consultant EOR**.

PW-CIPDistribution

1. **PW-CIPDistribution** will distribute CRFs to **Reviewers** by link to the appropriate phase folder.

Reviewer

1. **Reviewer** will accept or reject each response by selecting YES or NO under the “Accept” column. If YES is selected, the **Reviewer** will select the date in the “Resolved Date” column.
2. **Reviewer** will rename the file by replacing “Rsp_” with “Acpt_” in the file name if ***all*** comments have been accepted. See below.

Acpt_XXXXXXXX_ProjectName_XX%_Document_CRF_Discipline.docx

3. If NO is selected for any response, **Reviewer** will provide additional comment/explanation in the objection box **OBJ:** . No date will be entered at this time.
4. **Reviewer** will rename the file by replacing “Rsp_” with “Obj_” in the file name if there are objections to any of the responses. See below.

Obj_XXXXXXXX_ProjectName_XX%_Document_CRF_Discipline.docx

5. The **Reviewer** will then return the CRF to **PW-CIPDistribution**, *within (2) weeks* of the date received.

PW-CIPDistribution

1. **PW-CIPDistribution** will verify receipt of CRFs in the Reviewer Distribution List, store CRF forms in the appropriate phase folder and then forward to **PW-CIPTransportationReview**. If a CRF has not been received by the due date, **PW-CIPDistribution** will follow up with the **Reviewer**.

PW-CIPTransportationReview

1. **PW-CIPTransportationReview** will review CRFs for completeness and send out to the **Consultant EOR** and the **County Project Manager**.

STEP E – EOR Response to Objections

Consultant EOR

1. **Consultant EOR** will respond to the objection(s) in the bolded **EOR:** Box within *(2) weeks of receipt* and return the CRF to the **County Project Manager**.

County Project Manager

1. **County Project Manager** will confirm all CRF objections provided to the **Consultant EOR** have been returned with responses.



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2. **County Project Manager** will file responses to objections in the appropriate project phase folder
3. **County Project Manager** will notify **PW-CIPTransportationReview** responses to objections have been received and provide link to folder.

PW-CIPTransportationReview

1. **PW-CIPTransportationReview** will review that all responses to objections have been completed and forward to **PW-CIPDistribution**. If responses to objections have not been completed, CRFs will be returned to **County Project Manager** to address with the **Consultant EOR**.

PW-CIPDistribution

1. **PW-CIPDistribution** will distribute CRFs to **Reviewers** for resolution by link to the appropriate phase folder.

STEP F – Objection Resolution and Response Acceptance

Reviewer

1. **Reviewer** will select yes in the accept box and select the date for all responses to objections that are acceptable.
2. **Reviewer** will call the **Consultant EOR** to resolve responses to objections that are not acceptable. If there are many unresolved comments, a meeting may be required. Once the comment is resolved, the **Reviewer** will provide the resolution in the Resolution box **RES:** then select YES in the accept box and select the date.
3. **Reviewer** will rename the file by replacing “Obj_” with Acpt_” in the file name if **all** comments have been resolved and accepted. See below.

Acpt_XXXXXXXX_ProjectName_XX%_Document_CRF_Discipline.docx

4. The **Reviewer** will then return CRF to **PW-CIPDistribution**, *within (2) weeks* of the date received.

PW-CIPDistribution

1. **PW-CIPDistribution** will verify receipt of CRFs in the Reviewer Distribution List, store CRFs in the appropriate phase folder and then forward to **PW-CIPTransportationReview**. If a CRF has not been received by the due date, **PW-CIPDistribution** will follow up with the **Reviewer**.

PW-CIPTransportationReview

1. **PW-CIPTransportationReview** will review and forward accepted CRFs to **Consultant EOR** and **County Project Manager** indicating the review process is complete for this phase.

STEP G – Review Process Repeats for Each Project Phase