



QRG - Sharefile Folder Structure

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The ShareFile folder structure for NDOT will follow the breakdown as shown below:

- 1) Contract I.D. and Name
 - a. Contract Documents
 - i. Signed Contract
 - ii. Plans
 1. Letting Plans
 2. Plan revisions
 - iii. Traffic control
 - iv. Shop drawings
 - v. Contact information
 - b. Materials Acceptance Documents
 - i. Group 1 – Grading
 - ii. Group 4 – Culverts
 - iii. Group 6 – Bridge
 - iv. Group 8 – Electrical
 - v. Group 10 - Miscellaneous
 - c. Change Orders
 - d. Labor Compliance
 - i. Certified Payrolls
 - ii. Training Hours



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The following pages provide information on the uses of the folders and the responsible party(s) to act within these folders.

Contract Documents

Folder	Description
Signed Contract	If the Contractor and PM agree, the executed contract may be uploaded to ShareFile by either the Contractor or the PM. <i>Disclaimer: The Department of Transportation does not guarantee that the contract available in this folder is the current contract document. The executed contract including all addendums are the contract documents.</i>
Plans	The Contractor and PM may mutually agree on uploading plans and plan revisions. Both parties should be aware that there is risk if the most recent revised plans have not been uploaded. <i>Disclaimer: The Department of Transportation does not guarantee that the plans available in this folder are current contract documents. The letting plans or subsequent revised plans stored in OnBase and transmitted to the Contractor from Construction Division are the contract documents.</i>
- Letting Plans	NDOT PM or Contractor may upload to ShareFile as mutually agreed.
- Plan Revisions	NDOT PM or Contractor may upload to ShareFile as mutually agreed.
Traffic Control	NDOT PM may upload the project specific traffic control plan to ShareFile, if desired.
Shop Drawings	Prime Contractor may upload shop drawings to ShareFile, however, the approval process will follow the established Workflow outside of ShareFile.
Submittals	Prime Contractor to upload project required submittals to ShareFile. Additional folders may be established, by mutual agreement of the PM and the Contractor, to help organize information.
Contact Information	Prime Contractor to upload to ShareFile (Applicable Project Personnel/Subs/Suppliers) NDOT PM to upload to ShareFile (Applicable Project Personnel)



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Materials Acceptance Documents

- The purpose of this folder is to provide a place for the Prime Contractor to delegate access to Subcontractors/Supplies to post project documentation. The folders within the Materials Acceptance Documents folder will account for each GROUP listed in the project plans. The NDOT PM and/or the Prime Contractor will build this list of folders based on the specified groups the pertain to the project plans.
- There is a specific Naming Convention for the PDF's that will be posted to these folders. The reason for the Naming Convention, is to allow the use of ShareFile's search function to quickly filter and locate documents. There are two primary sets of rules to follow when labeling PDF's prior to posting to ShareFile. This process is to be used by any user responsible for uploading Material Acceptance Documents to ShareFile.

Rule #1 – Posting a Material Acceptance Document that pertains to a single Bid Item

- The PDF label will include:
 - Four Digit Bid Item Number o SPACE o HYPHEN o SPACE
 - Full Bid Item Description
 - Example: 0034 - 24" Culvert

Rule #2 – Posting a Material Acceptance Document that pertains to multiple Bid Items

- The PDF label will include:
 - Four Digit Bid Item Number o SPACE
 - Four Digit Bid Item Number o SPACE
 - Four Digit Bid Item Number
 - (Continue this until all Bid Items are included)
 - SPACE o HYPHEN o SPACE
 - Full Bid Item Description
 - Example: 0034 0037 0038 – Culvert Items

Change Orders – this folder may be used by the prime contractor to initiate change order requests and to provide required change order documentation to justify need, costs, and time extensions. If the Contractor and the PM agree, executed change order documents may be uploaded ShareFile. The existing change order approval process will remain unchanged and will not occur within ShareFile.

Labor Compliance

The Labor Compliance folder is for the Prime Contractor to post Certified Payrolls. Each time a report is available for a new subcontractor, a folder is to be added to the Labor Compliance folder to keep the Certified Payrolls organized by subcontractor.



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The Naming Convention for these uploads will be as follows:

- Company Name
- SPACE
- Week Ending
- SPACE
- Day/Month/Year
- SPACE
- DBE (if applicable)

Example: John Doe Construction Week Ending 7/3/22

Folder	Responsible Party to Upload
Certified Payrolls	Prime Contractor to upload to ShareFile (Prime/Subs)
- Prime Contractor	Prime Contractor to upload to ShareFile
- Sub #1	Prime Contractor to upload to ShareFile
- Sub #2	Prime Contractor to upload to ShareFile
Training Hours	Prime Contractor to upload to ShareFile

General Notes

- Identifying steps necessary to assign and maintain folder permissions. Ultimately, this will be the NDOT PM and Prime Contractor PM to facilitate.
- Provide clarity on how NDOT PM and/or Prime Contractor PM will request files and how Subs/Suppliers will share files through the use of the "Request Files" option for each folder.