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MEMORANDUM

TO: Distribution

FROM: Ali Logmanni, Manager 
Division of Planning and Engineering
Office of Engineering and Construction

DATE: November 4, 2015

SUBJECT: Design Standard (DST) 2015-04, New Section 3.1, AIRPortal Document Manager (ADM)

Effective immediately, the following modifications shall be made to the MAA Design Standards Manual, dated January 2015:

1) Insert the attached new Section 3.1, AIRPortal Document Manager (ADM).

Effective immediately, all design consultants are required to use ADM for the submission of design documents to MAA, Office of Engineering and Construction, for archiving purposes. Consultants shall continue to submit electronic and hard copy documents to MAA Task Managers for distribution and review.

Through November 30, 2015, submissions will be accepted on CDs or DVDs. After this date, all submissions for archiving are required to be made using ADM and CDs or DVDs will be rejected.

2) Section 4.3, Proposal Preparation/Scoping Meeting/Scope of Services Standard List of Deliverables table: remove the table in its entirety and replace with the attached Standard List of Deliverables table.

3) Section 4.3, Proposal Preparation/Scoping Meeting/Scope of Services: insert the attached new Standard File Naming Conventions table.

Consultants listed herein are required to distribute this design standard to their respective staff and subconsultants.

If you believe the above specifications conflict with any other codes or regulations, or if you should have any questions regarding this matter, please contact Ali Logmanni at 410-859-7768

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**MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION**

Supplement 2015-04 to the MAA Design Standards Manual

Insert the following new Section 3.1, AIRPortal Document Manager (ADM).

3 AIRPortal Application

3.1 AIRPortal Document Manager (ADM)

- 3.1.1 Purpose: AIRPortal Document Manager (ADM) is a tool that will allow MAA Design Consultants to directly submit electronic deliverables to the MAA for archiving purposes only. The purpose of ADM is to streamline the archiving process at MAA for design document submittals. ADM allows for a direct upload of the electronic version of a submittal to AIRPortal.

ADM does not eliminate the need for paper and electronic copies of documents for distribution to MAA for review. The MAA Task Manager will continue to direct these activities.

- 3.1.2 Availability: ADM is available at the following location: AIRPortal→AIRPortal Document Manager (ADM). An AIRPortal login is required to utilize the ADM.

- 3.1.3 System Requirements: The following are the system requirements to successfully install and run ADM:

- Windows 7 SP1 or higher
- .NET Framework 4.5
- 1 GHz processor
- 1 GB RAM
- 100 MB of disk space
- Internet Connectivity

- 3.1.4 Usage: Only Design Consultants that are prime on projects are authorized to submit electronic deliverables using ADM. Sub-consultants will not be able to submit electronic deliverables using ADM and therefore must transmit files to the prime for submission.

- 3.1.5 Submissions: ADM will be used for the submission of all CAD and non-CAD electronic deliverables for archiving purposes at each Design Phase as outlined in Section 4.10 DESIGN PHASES AND SUBMITTAL REQUIREMENTS and Section 6.3 RECORD

DRAWING PREPARATION. All electronic deliverables submitted using ADM must be uploaded by the prime consultant at the same time as submissions to MAA for distribution and review.

ADM is configured to accept the following eligible submissions:

- Exhibits and Presentations
- 30/60/100 Review Documents (Drawings & Specifications)
- Draft, Draft-Final and Final Reports (Engineer's Reports, Stormwater Management Reports, Geotechnical Reports)
- Bid Documents (Drawings, Specifications, Bid Forms)
- Addendums (Drawings and Specifications)
- Conformed Documents
- Record Documents

Exceptions: Hard copy documents will be submitted to MAA as outlined in Section 4.3 PROPOSAL PREPARATION/SCOPING MEETING/SCOPE OF SERVICES Standard List of Deliverables (table.)

Electronic deliverables outlined in Section 4.10 DESIGN PHASES AND SUBMITTAL REQUIREMENTS that are not reports or specifications (i.e. meeting minutes, Final Task Files, etc.) will be delivered to the MAA Project Manager as described in Section 4.10 of the DST.

- 3.1.6 SSI: Documents identified as SSI will be submitted via ADM and will follow the standard MAA naming convention outlined in the Section 4.3 PROPOSAL PREPARATION/SCOPING MEETING/SCOPE OF SERVICES Standard File Naming Conventions table.
- 3.1.7 Limitations: Users can upload files 2 GB or less in size using ADM. Any file that is larger than 2 GB must be delivered to the MAA Archive as specified in DST Section 4.10.7 Electronic Non-CAD Document Deliverable Requirements and Appendix I CADD Standards Manual Section 5.0 Electronic Deliverables.
- 3.1.8 Support: A user guide outlining step by step instructions for the submission of electronic deliverables is available at the following location: AIRPortal→Designer Tools→AIRPortal User Information. Email support can be obtained at MAAAIRPortal@bwiairport.com.

Replace Section 4.3 PROPOSAL PREPARATION/SCOPING MEETING/SCOPE OF SERVICES Standard List of Deliverables (table) with the following revision.

Standard List of Deliverables								
	Letter Size (8 1/2" x 11")	Half Size (11" x 17")	Full Size (22" x 34")		DWG (e-Transmit)	PDF/MS Office	PDF	GDB (File GDB)
	PAPER	PAPER	PAPER	MYLAR				
	QUANTITY OF HARD COPIES				AIRPortal		QUANTITY OF ELECTRONIC MEDIA (CD/DVD)	
CTP Cost Estimates							(1)	
Technical Memorandum							(1)	
Draft Study Report	(4)					ADM	(4)	
Final Draft Study Report	(5)					ADM	(5)	
Final Study Report	(5)					ADM	(5)	
Concept Plans		(5)					(10)	
Renderings		(5)					(5)	
PowerPoint Presentations						ADM	(5)	
Preliminary Design-Build Drawings		(5)	(5)		ADM	ADM	(10)	
Preliminary Design-Build Specifications	(5)					ADM		
Final Design-Build Drawings		(5)	(5)	(1)	ADM	ADM	(10)	
Final Design-Build Specifications	(5)					ADM		
30% Drawings		(5)			ADM	ADM	(6)	
30% Outline Specifications	(5)					ADM		
30% Engineer's Report	(5)					ADM		
30% Cost Estimate								
60% Drawings		(5)			ADM	ADM	(6)	
60% Specifications/Bid Forms	(5)					ADM		
60% Engineer's Report	(5)					ADM		
60% Cost Estimate								
100% Drawings		(5)			ADM	ADM	(6)	
100% Specifications/Bid Forms	(5)					ADM		
Final Engineer's Report	(5)					ADM		
100% Cost Estimate								
Geotechnical Report	(4)					ADM	(5)	
Bid Drawings (Comprehensives)		(3)			ADM		(2)	
Bid Specifications/Bid Forms (Comprehensives)	(1)					ADM		
Cost Estimate to Match Bid Forms (Comprehensives)	(1)					ADM	(1)	
Bid Drawings		(2)			ADM	ADM	(40)	
Bid Specifications/Bid Forms	(2)					ADM		
Cost Estimate to Match Bid Forms							(1)	
Addendum Drawings		(2)	(2)			ADM	(40)	
Addendum Specifications/Bid Forms	(4)					ADM		
Conformed Drawings		(2)	(1)		ADM	ADM	(2)	
Conformed Specifications/Bid Forms	(2)					ADM		
Conformed GIS Data						ADM		(1)
Record Drawings				(1)	ADM	ADM	(1) - (2 if AIP)	
Record Specifications								
Record GIS Data						ADM		(1)
Photographs							(1)	
Final Stormwater Management Report	(2)					ADM	(3)	

All electronic documents (pdf, dwg, etc.) must comply with MAA's standard naming convention.

Quantities indicate the suggested number of CD/DVDs to be provided unless directed otherwise by the MAA Task Manager.

Digital Plan and Specification submissions (30%, 60%, 100%, etc.) may be combined on 1 CD/DVD.

ADM is the AIRPortal Document Manager tool used for direct submission to MAA for archiving purposes.

For GIS Deliverables, please contact the AIRPortal Administrator to coordinate prior to upload.

For presentations and photographs, reduce file sizes as appropriate.

Supplement 2015-04 to the MAA Design Standards Manual

Insert Section 4.3 PROPOSAL PREPARATION/SCOPING MEETING/SCOPE OF SERVICES Standard File Naming Conventions (table.)

STANDARD NAMING CONVENTIONS				
Document Type	File Format	Naming Convention	Example	Submission Notes
Plans/Drawings	PDF	<V#>_<sequence#>_<sheet #>_<sheet title><_SSI/>.pdf	V2_0201_ES202_PORTAL DETAILS.pdf	Submitted as individual files, 1 per sheet in set. ALL CAPS acceptable.
	PDF	<V#>_<Project Title><_SSI/>.pdf	V2_B-C Security Checkpoint and Connector.pdf	Submitted as single, multi-page document
	eTransmit File Format	<V#>_<Project Title><_SSI/>.zip	V2_B-C Security Checkpoint and Connector.zip	Submitted as a single file or as volumes as required
Technical Specification/Bid Forms	PDF/DOCX	<Project Title>_<V#><_SSI/>.pdf/.docx	B-C Security Checkpoint and Connector_V1.pdf	
Design Reports/Studies	PDF/DOCX	<DOCUMENT TITLE>_<V#>_<REVISED>_<date using the format yyyyymmdd><_SSI/>.pdf/.docx	B-C Security Checkpoint and Connector_V2_20120501.pdf	
Geotechnical Reports (Borings and Corings)	PDF/DOCX	<DOCUMENT TITLE>_<V#>.pdf/.docx	Runway 15R-33L Safety Area Improvements.pdf	Full Geotechnical Report
	PDF	<B (Boring) or C (Coring)> - <AE Task No.> - <Location Number>.pdf	B-2616.00-AJK-67.pdf	Individual Logs
Powerpoint Presentation	PDF/PPTX	<DOCUMENT TITLE>_<REVISED>_<date using the format yyyyymmdd><_SSI/>.pdf/.docx	International Terminal Presentation_20040209_SSI.ppt	
Other documents (cost estimate, technical memorandum, concept plan, rendering, etc)	PDF	<DOCUMENT TITLE>_<REVISED>_<date using the format yyyyymmdd><_SSI/>.pdf	MTN Rehabilitation of Helipad Taxiways_20120214.pdf	
<p>KEY:</p> <p><RED BOLD> is required</p> <p><BLUE italics> as needed</p> <p>Special characters ("/", "\", "&", "*", etc) are not permitted in file names.</p> <p>Filenames will use a combination of upper and lowercase letters to improve readability.</p> <p>Filenames that are excessively long may require truncating using acceptable MAA abbreviations.</p>				