KELLY SCOCCO
Director

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF
PUBLIC SERVICE

5.14.24

Bluebeam Plan Disposition and Response Procedure

Purpose: The Columbus Department of Public Service is offering 2 options for disposition of comments returned with a following submittal. The first option is to use the spreadsheet for dispositions as the City has been doing for many years. The newest option is to use the "Reply" function within Bluebeam to respond to comments. Consultants choosing the latter option after the first review will not receive an Excel disposition for subsequent submittal. Instructions for both methods are contained herein.

Option #1: Spreadsheet disposition of comments:

After comments are made in Bluebeam the session is closed and comments are saved for archiving and returned to the project manager and the consultant. The following options are the required steps to compiling the standard City of Columbus disposition document:

1. Save a copy of the original review session as a "Return file." This pdf file contains all of the review comments that were generated.

Example:

(DPS Master) ###E Project Name Ph# and/or Stg# (#th Rev) Summary (RETURN).pdf

(DPS Master) 3857E Summit Signals Ph2 Stg3 (5th Rev) Summary (RETURN).pdf

2. Create a CSV: From the dropdown summary menu, (within the Return file), select CSV Summary. The CSV Summary Box will appear.

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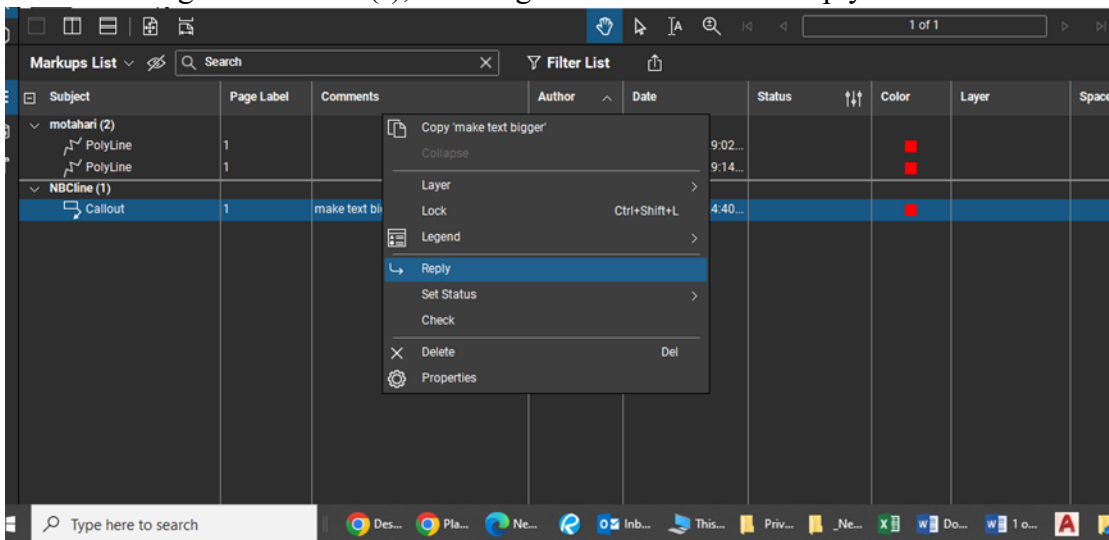
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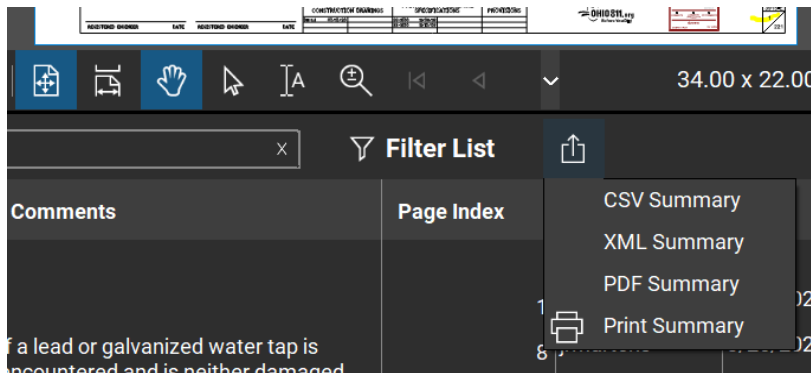
5.14.24

3. The data from the CSV file is then transferred to a specialized template file (available on request) using standard Excel copy/paste operations; save this Excel spreadsheet as an Excel Workbook in the same folder as the CSV file.

4. This Excel file will be bundled together with the pdf "Return" file and delivered to the project manager.

5. This process will be repeated until the plan has been reviewed without further comments.
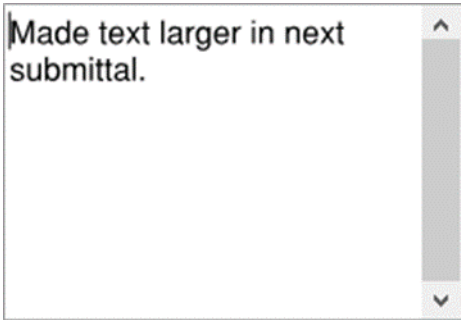
Option #2: "Reply" Disposition of comments:

1. Select the comment for reply. This can be done by clicking on the comment directly on the file or by clicking on the comment in the Markup List window at the bottom of the screen.

2. After selecting the comment(s); then "right click" and select "reply."

3. Once text box is open now you can add your reply to the previous comment(s).

THE CITY OF
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ANDREW J. GINTHER, MAYOR

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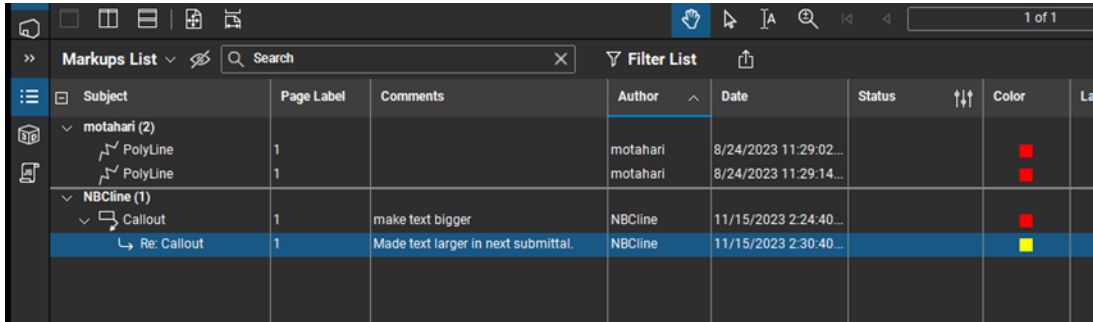PUBLIC SERVICE

5.14.24

Made text larger in next submittal.

4. After entering the comment in the "text box" select enter. Then the comment will be identified with a turn arrow on the PDF plan sheet. As the reviewer zooms in and out during their review, the "reply" symbol will reduce and increase in size so that it will never get in the way of previous comments (Please see below).
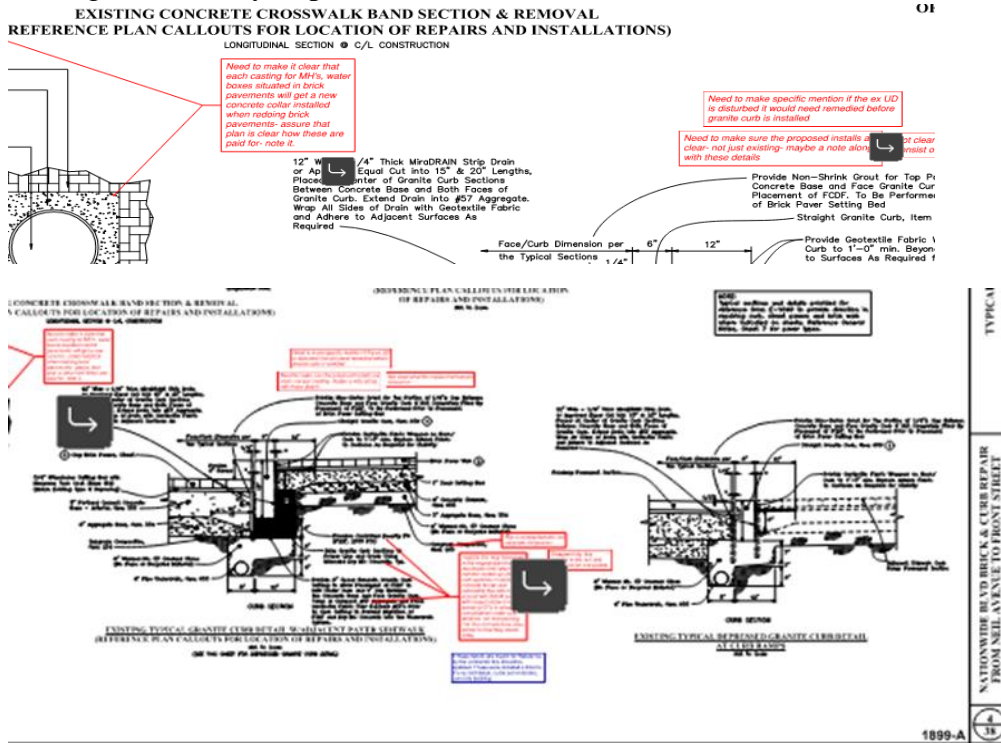
5. The "reply" will also appear in the Markups list with the turn arrow symbol directly below the comment it is associated with and identified by "Re: Callout" (see below).

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF
PUBLIC SERVICE

5.14.24

6. As each submittal is made for review this process will be repeated until the plan has been reviewed without further comments.

7. Once the plan is reviewed with "no further comments" the session will be closed. The "Return" file pdf will be made available for delivery to the project manager and the Consultant.

Both options are available for use, but for each submittal only one form of disposition shall be used (e.g. all Stage 2 documents shall use one type of disposition). Plans shall not be resubmitted until ALL plan review comments have been addressed. Include date of submittal on the disposition of comments spreadsheet.

Please contact Nathan Cline (nbcline@columbus.gov) with any questions.