

2ND NATURE



COLORADO
Department of Transportation

Contractor Construction User Guide

August 2021

Table of Contents

Overview	3
User Accounts	3
General User Settings	3
Accessing the Help Center	3
Responding to Findings	4
Requesting a Deferral	5
Accessing Form 105s	6
Form 105 Email	6
Fact Sheet	6
Responding to Denied Finding Responses	7
Email Notifications	8
Issuing Findings	8
Issuing Form 105s	8
Reviewing Findings	9
Approving Findings	9
Denying Findings	10
Denying Deferments	10
Settings	11

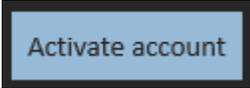
Overview

This user guide is intended for all Contractors working alongside the Colorado Department of Transportation. 2NDNATURE's Software, **2Nform**, will be utilized for tracking and responding to stormwater site inspection Findings.

User Accounts

2Nform is optimized for Google Chrome, and is available at this URL: <https://2nform.com>.

A CDOT RWPCM will create a 2Nform account for you. You should receive a welcome email with the subject line "**Welcome to 2Nform, Name!**". Click the button in the email to activate your account and create your password.



Activate account

If you are having trouble accessing this email, please first contact the RWPCM to ensure your account was created. If you are still having trouble, please contact support at customersuccess@2ndnaturewater.com.

General User Settings

To update your password in the platform:

1. Log in to 2Nform.com
2. Click on your name in the upper right-hand corner
3. Click User Settings
4. Click Change Password

To update your email or username in the platform:

1. Log in to 2Nform.com
2. Click on your name in the upper right-hand corner
3. Click User Settings
4. Click Update Username/Email

Accessing the Help Center

All 2Nform users have access to 2NDNATURE's extensive Help Center. This site is password protected, and uses a separate password from your 2Nform account. When your 2Nform account was created, you will also receive a Help Center registration email. If you need your Help Center registration email re-sent, please email: customersuccess@2ndnaturewater.com

The 2NDNATURE Help Center is accessible at this URL: <https://kb.2ndnaturewater.com/knowledge>

Responding to Findings

Construction inspections will be **completed and issued** by the RWPCM. All findings and their associated Liquidated Damages will be tracked and managed in 2Nform. All relevant tasks will be listed in the To Do List of the platform. Once your response is recorded, the task will be removed from your To Do List.

1. Log into <https://www.2nform.com>
2. Click on the **Construction** button.



3. Click **To Do** in the upper white banner.
4. Expand (if necessary) **Respond to Findings**.
 - a. Each row in the list represents a single finding for a specific project that needs a response from you. Each finding will need a response before the Due Date in order to avoid Liquidated Damages.
5. Click **Respond** to record your response to send to CDOT.
6. A pop-up will appear.
 - a. Select your response type by clicking **Resolve**
 - b. Enter your notes under "Response Notes"
 - c. Attach photos by clicking "Browse"
 - d. Click **Save**

Name: Training Project
Total Fine: \$0.00

Response 1

RELATED INSPECTION
07/22/2021

DEFERRED FOLLOW-UP
DUE DATE

RELATED INSPECTION FILE
[2Nform_Construction_DOT_20210121_report_d5fdad.pdf](#)

TEMPORARY BMP FINDINGS

SEVERITY	RESPONSE DUE	TEMPORARY BMP	LOCATION	FINDING	STATUS
Regular	07/29/2021	Plan Sheets - SWMP1		Acres of disturbance	Awaiting Response

CONTRACTOR RESPONSE

OR

RESPONSE NOTES

RESPONSE PHOTOS

[Browse](#)

File uploads are limited to 8MB *indicates required fields

Download the PDF inspection report by clicking this link.

Only enter a deferred due date if requesting a deferral.

1. Click **Resolve** if you have fixed the issue or click **Defer** if you need to request a deferral.

2. Submit your text response and notes here

3. Attach photos from your device by clicking **Browse**

4. Once completed, click **Save!**

Requesting a Deferral

Note: if you request a deferral, this will need to be accepted by the Project Engineer and RWPCM. If either denies your deferment, the Liquidated Damages timeline will not be changed. You may only request a deferral for a regular finding until 11:59pm of the issue day. Please contact CDOT for more information.

7. Log into <https://www.2nform.com>
8. Click on the **Construction** button.



9. Click **To Do** in the upper white banner.
10. Expand (if necessary) **Respond to Findings**.
 - a. Each row in the list represents a single finding for a specific project that needs a response from you. Each finding will need a response before the Due Date in order to avoid Liquidated Damages.
11. Click **Respond** to record your response to send to CDOT.
12. A pop-up will appear.
 - a. Select your response type by clicking **Defer**
 - b. Enter a new requested due date in the **Deferred Follow-Up Due Date**
 - c. Enter your notes under "Response Notes"
 - d. Attach photos by clicking "Browse"
 - e. Click **Save**

Name: Training Project **Total Fine: \$0.00**

Response 1

RELATED INSPECTION: 07/22/2021

RELATED INSPECTION FILE: [2Nform_Construction_DOT_20210121_report_d5fdad.pdf](#)

DEFERRED FOLLOW-UP DUE DATE:

SEVERITY	RESPONSE DUE		
Regular	07/29/2021		
TEMPORARY BMP	LOCATION	FINDING	STATUS
Plan Sheets - SWMP1		Acres of disturbance	Awaiting Response

CONTRACTOR RESPONSE: OR

RESPONSE NOTES:

RESPONSE PHOTOS:

Buttons:

File uploads are limited to 8MB *Indicates required fields

Annotations:

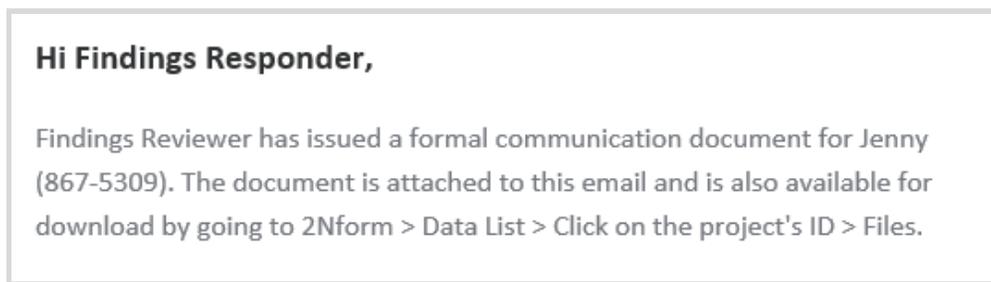
- Download the PDF inspection report by clicking this link.
- Only enter a deferred due date if requesting a deferral.*
- 1. Click **Resolve** if you have fixed the issue or click **Defer** if you need to request a deferral.
- 2. Submit your text response and notes here
- 3. Attach photos from your device by clicking **Browse**
- 4. Once completed, click **Save!**

Accessing Form 105s

Once an RWPCM issues findings, the PE will then be tasked with issuing a Form 105 through 2Nform. Once the PE issues the Form 105, an email notification will be sent to the Contractor, and cc the RWPCM and PE (if they have subscribed to cc'd emails). The Form 105 will also be saved in the project's Fact Sheet.

Form 105 Email

The Form 105 file will be attached to the email. Below is an example of what the email notification should look like.



Fact Sheet

The Form 105 will also be saved and accessible through 2Nform. To access past Form 105s:

1. Log into <https://www.2nform.com>
2. Click on the **Construction** button.



3. Click on the **List** toggle icon in the upper right-hand corner of the white banner
4. Click on the ID of the project of interest to open the Fact Sheet
5. Scroll to the **Files and Plans** section of the page
6. Click the **Download** icon to download the PDF Form 105

▼ Files And Plans

Type ↑	File Location	Approval Date	Actions
Formal Commu...	Form105-E6KSP2.pdf	07/21/2021	

Responding to Denied Finding Responses

If a response is denied by CDOT, a status of "Denied" will appear in the status column. If a deferral request is denied by CDOT, a status of "Deferred - Denied" will appear in the status column.

1. Log into <https://www.2nform.com>
2. Click on the **Construction** button.



3. Click **To Do** in the upper white banner.
4. Expand (if necessary) **Respond to Findings**.
5. Click **Respond** to record your response to send to CDOT.
6. A pop-up will appear.
7. This time, a second tab will appear with "Response 2". The first tab will read "Response 1 - DENIED".
8. Enter your notes in the second tab under "Response Notes".
9. Attach photos by clicking "Browse".
10. Click **Save**

Select this tab to view past responses and outcomes

With the second tab selected, leave your response notes and photos here

Name: **Test Training Project**
Total Fine: **\$0.00**

Response 1 - DENIED

Response 2

RELATED INSPECTION 12/14/2020	RELATED INSPECTION FILE 2Nform_Construction_20201206_report_da95eb.pdf
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TEMPORARY BMP FINDINGS				
SEVERITY Regular	RESPONSE DUE 12/18/2020			
TEMPORARY BMP	LOCATION	FINDING	STATUS	FINE
Plan Sheets - SWMP1		SWMP administrator for design	Denied	\$0.00

CONTRACTOR RESPONSE

OR

RESPONSE NOTES

RESPONSE PHOTOS

[Browse](#)

MS4 RESPONSE

MS4 REVIEW NOTES

Keeping this open. Please revise

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Email Notifications

Issuing Findings

Anytime a RWPCM issues findings, 2Nform will send an email notification to the Contractor and cc the PE and RWPCM (if they have subscribed to cc'd emails). Below is an example of what the email body should look like.

Hi Findings Responder,

You have new tasks in the 2Nform construction module.

2nd Findings has issued findings for Training Project (000000). Your response is due by 07/29/2021.

Please log into 2Nform.com, navigate to Construction, and click on the To Do tab to complete your tasks.

Issuing Form 105s

Anytime a PE issues a Form 105, the Contractor, 2Nform will send an email notification to the Contractor and cc the RWPCM and PE (if they have subscribed to cc'd emails). The Form 105 file will be attached to the email. Below is an example of what the email body should look like.

Hi Findings Responder,

Findings Reviewer has issued a formal communication document for Jenny (867-5309). The document is attached to this email and is also available for download by going to 2Nform > Data List > Click on the project's ID > Files.

Reviewing Findings

Anytime a Contractor submits their response to a finding, 2Nform will send an email notification to the PE and cc the RWPCM and Contractor (if they have subscribed to cc'd emails). Below is an example of what the email body should look like.

Hi Findings Reviewer,

You have new tasks in the 2Nform construction module.

Findings Responder has responded to a finding for Test Project (000-123) and it is ready for your review.

Please log into 2Nform.com, navigate to Construction, and click on the To Do tab to complete your tasks.

Approving Findings

Anytime a PE approves a Contractor's finding response, 2Nform will send an email notification to the RWPCM and cc the PE and Contractor (if they have subscribed to cc'd emails). Below is an example of what the email body should look like.

Hi Brian Reiser,

You have new tasks in the 2Nform construction module.

Test PE has approved a finding for Tom Boyce Water Quality Training Facility (00000) and they are awaiting your response.

Please log into 2Nform.com, navigate to Construction, and click on the To Do tab to complete your tasks.

Denying Findings

Anytime a PE denies a Contractor's finding response, 2Nform will send an email notification to the Contractor and cc the PE and RWPCM (if they have subscribed to cc'd emails). Below is an example of what the email body should look like.

Hi Findings Responder,

You have new tasks in the 2Nform construction module.

Findings Reviewer has denied a finding for Test Project (000-123) and needs your response.

Please log into 2Nform.com, navigate to Construction, and click on the To Do tab to complete your tasks.

Denying Deferments

Anytime a PE denies a Contractor's deferral request, 2Nform will send an email notification to the Contractor and cc the PE and RWPCM (if they have subscribed to cc'd emails). Below is an example of what the email body should look like.

Hi Findings Responder,

You have new tasks in the 2Nform construction module.

Findings Reviewer has denied a deferment for Training Project (000000) and needs your response.

Please log into 2Nform.com, navigate to Construction, and click on the To Do tab to complete your tasks.

Settings

Users may update their email notification settings by going into their **User Profile**:

1. Click on your name in the upper right-hand corner
2. Click **User Profile**
3. Click Notification Settings
4. Update your settings and click **Save**

New tasks in my To Dos - if checked, this will send you an email any time a new task is assigned specifically to you (we recommend always keeping this ON).

New tasks assigned to other people in my projects - if checked, this will send cc you on an email any time a new task is assigned to anyone else on your associated project(s).

