

2ND NATURE



COLORADO
Department of Transportation

Project Engineer Construction User Guide

August 2021

Table of Contents

Overview	3
User Accounts	3
General User Settings	3
Accessing the Help Center	3
Issuing a Form 105	4
Reviewing Findings	6
Accessing the To Do List	7
Open Project Findings	7
Open Findings	7
Reviewing Deferrals	9
Email Notifications	10
Issuing Findings	10
Issuing Form 105s	11
Reviewing Findings	11
Approving Findings	12
Denying Findings	12
Denying Deferments	13
Settings	13

Overview

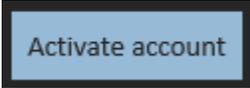
This user guide is intended for all Project Engineers (PEs) working alongside the Colorado Department of Transportation. 2NDNATURE's Software, **2Nform**, will be utilized for tracking and responding to stormwater site inspection Findings.

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.

A rectangular button with a black border and a light blue background, containing the text "Activate account" in a dark blue font.

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 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>

Issuing a Form 105

Once an RWPCM issues findings to the contractor, the PE and Contractor will be sent an email notification, and a new task will appear in the **Formal Communications** section of the To Do List. Follow the steps below to review, edit, and send Form 105s to the contractor.

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) **Formal Communications**.
 - a. Each row in the list represents a single Form 105 for a specific project. If a project has multiple regular, chronic, and/or severe findings, the project may have more than one Form 105 to issue.
 - b. **Any item with a "PE" icon in the Assigned To column will indicate tasks that you as the Project Engineer will need to complete.**
5. Click **Send** to open the window to edit, preview, and send the Form 105.

The screenshot shows the 2nFORM software interface. At the top, there's a navigation bar with '2nFORM 2nd Findings' and user information 'michelle+findings_revi...'. Below this is a breadcrumb trail: 'Construction > To Do'. A calendar view shows '86 Days to Go' and months from July to June. There are three expandable sections: 'Open Project Findings' (16 items), 'Formal Communications' (8 items), and 'Open Findings' (2 items). The 'Formal Communications' section is expanded, showing a table with the following data:

ID	Project Name	Location	Contractor	Type	Temporary BMP	Due Date	Assigned To	Actions
000000	Training Project	1488 Colorado Blvd	2NDNATURE	Regular	2 Findings	07/29/2021	PE	Send

6. Fill out all required and relevant fields for the Form 105.
 - a. Use the **Clear** button below the signature box to redraw the signature (if needed)
 - b. Use the **Preview** button to preview what the PDF will look like
 - c. **Please note that if you preview the PDF, you still need to click Send in order to save and send the document to the contractor!**
7. Click **Send**.
8. A confirmation window will appear, click **Send** again.
9. The Contractor(s) will receive an email notifying them that a PE has issued an Form 105, and will have the Form 105 as an attachment to the email.

Project ID: 000000

INSPECTION

INSPECTION TYPE	DATE	INSPECTION REPORT
Routine Insp	07/22/2021	2Nform_Construction_DOT_20210121_report_d5fdad.pdf

REGULAR FINDINGS

RESPONSE DUE DATE
07/29/2021

TEMPORARY BMP	LOCATION	FINDING	STATUS	FINE
SWMP1 - Plan Sheets		Acres of disturbance	Awaiting Response	\$0.00
SS10 - Outlet Protection and/or Velocity Dissipators	SH 70	Outlet Protection has exceeded its useful life and must be replaced.	Awaiting Response	\$0.00

FORMAL COMMUNICATION

REFERENCE # Project No.

COMMENTS / ADDITIONAL INSTRUCTIONS

These are my additional instructions about these findings. These are my additional instructions about these findings. These are my additional instructions about these findings. These are my additional instructions about these findings.

SIGNATURE*



TITLE*

DATE*

Download the PDF inspection report by clicking this link.

Make sure to fill out all relevant and required fields

Use the clear button to reset the signature section if needed.

The **Preview** button will generate a PDF preview. **Make sure to press Send to send the Form to the contractor! Just clicking Preview will not save or send the Form!**

Reviewing Findings

Construction inspections will be completed by the RWPCM. The RWPCM will issue findings to the Contractor through 2Nform. All findings and their associated Liquidated Damages will be tracked and managed in 2Nform. All relevant review tasks will be listed in the **Open Findings** section of the To Do List. The **Open Project Findings** section of the To Do List is view-only for PEs, and provides a way to track the status of findings on a project-scale. No actions are needed from the PE on anything listed in the **Open Project Findings** section.

Accessing the 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.

Open Project Findings

Each row in the Open Project Findings section of the To Do List represents a single *inspection* for a project. The Type (# Findings) column indicates how many findings and what types were issued for that inspection. Any project that hasn't had their findings issued to the contractor yet will be assigned to the RWPCM. Once the RWPCM issues findings for a project, the PE may view all findings for a single project by clicking **View**.

ID	Project Name	Location	Contractor	Type (# Findings)	Status	Due Date ↑	Assigned To	Actions
000-123	Test Project	I-270 E	2NDNATURE	Chronic Severe...	Flagged	n/a	R	
000-123	Test Project	I-270 E	2NDNATURE	Severe (1), Chr...	Flagged	n/a	R	
000-123	Test Project	I-270 E	2NDNATURE	Severe (1), Reg...	Issued	n/a	GC	View
000-123	Test Project	I-270 E	2NDNATURE	Chronic (1)	Issued	n/a	GC	View
867-5309	Jenny	I-270 E	2NDNATURE	Regular (4), Co...	Issued	n/a	GC	View

Any project that hasn't had findings issued yet will be assigned to the RWPCM

Once the RWPCM issues findings for a project, the PE may view all findings for a single project by clicking **View**

Open Findings

Each row in the list represents a single finding for a specific project.

Any finding that has the status of "Accepted - Date" or "Deferred - Requested" will need an approval from the PE and RWPCM to close out that finding.

Any item with a "PE" icon in the Assigned To column will indicate tasks that you as the Project Engineer will need to complete!

If an item has a "GC" icon in the Assigned To column, this will indicate that these tasks are currently on the Contractor's To Do List - nothing will be needed from you (the Project Engineer) at that time.

1. Click **Review** to record your response to send to the Contractor.
2. A pop-up will appear.

ID	Project Name	Location	Type	Temporary BMP	Status	Due Date	Assigned To	Actions
20865	US 34 Republican River Bridges	n/a	Chronic	Solid Waste Management	Deferred - 12/14/2020	12/08/2020	GC	Respond
17866	120th Ave. & US 287 Connection Phase 2	n/a	Regular	Illicit Connection/Illicit Discharge Detection and Reporting	Awaiting Response	12/11/2020	GC	Respond
ABC123	Test Training Project	n/a	Regular	Formal Communication	Accepted - 12/15/2020	12/18/2020	PE	Review
ABC123	Test Training Project	n/a	Regular	Silt Fence	Accepted - 12/15/2020	12/18/2020	PE	Review

You can sort the list by clicking the column titles

Anything with the status "Awaiting Response" is on the Contractor's To Do List and still needs their response submitted

Any task with a status of "Accepted - Date" and assigned to PE will need your final review

3. Review the Contractor's response and image(s).
4. Select your response type by clicking **Resolve** or **Keep Open (Approve or Deny)**
5. Enter your notes under "MS4 Review Notes"
6. Click **Save**

Note: if you click Keep Open (Deny), this will send a request back to the Contractor for further response, along with an email notification saying that you've denied their finding. This will still follow the same timeline for Liquidated Damages. You will need to repeat steps 1 - 6 for each finding until you click Resolve.

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

RELATED INSPECTION 12/14/2020 RELATED INSPECTION FILE
[2Nform_Construction_20201206_report_759146.pdf](#)

TEMPORARY BMP FINDINGS

SEVERITY	RESPONSE DUE			
Regular	12/18/2020			
TEMPORARY BMP	LOCATION	FINDING	STATUS	FINE
Silt Fence - SC1	location description nu...	T-posts are not equippe...	Accepted - 12/15/2020	\$0.00

CONTRACTOR RESPONSE

RESPONSE NOTES

Fixed T-posts

RESPONSE PHOTOS



MS4 RESPONSE

OR

MS4 REVIEW NOTES

File uploads are limited to 8MB * Indicates required fields

Click this link to download the inspection report

This section provides an overview of the finding

Review the Contractor's response here

Click **Resolve** to close the finding or **Keep Open** to push back to the Contractor. Leave any comments in the notes below.

Make sure to click **Save** to send the response to the Contractor

Reviewing Deferrals

A Contractor may request a deferral as part of their response as well (see subsection 208.09 for more information). If a Contractor requests a deferral, the Status in the Open Findings section of the To Do List will say “Deferred - Requested” and the Action button will say **Review Deferral**.

1. Click **Review Deferral** to record your response to send to the Contractor.
2. A pop-up will appear.
3. Review the Contractor’s response and image(s).
4. Select your response type by clicking **Approve Deferral** or **Reject Deferral**
5. Enter your notes under “MS4 Review Notes”
6. Click **Save**

Status	Due Date	Assigned To	Actions
Deferred - Requested	07/29/2021		Review Deferral

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

TEMPORARY BMP FINDINGS

SEVERITY	RESPONSE DUE	TEMPORARY BMP	LOCATION	FINDING	STATUS
Regular	07/29/2021	Outlet Protection and/or Velocity Dissipators - SS10	SH 70	Outlet Protection has exceeded its useful life and must be replaced.	Deferred - Requested

CONTRACTOR RESPONSE

RESPONSE NOTES

I am requesting a deferment because these outlet protection devices are out of stock until August 20th.

RESPONSE PHOTOS

MS4 RESPONSE

OR

MS4 REVIEW NOTES

File uploads are limited to 5MB *Indicates required fields

Download the PDF inspection report by clicking this link.

“Deferred Follow-Up Due Date” is the new due date that the Contractor is requesting

Review the Contractor’s response and request, and then click either **Approve Deferral** or **Reject Deferral**.

Make sure to click **Save!**

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 to 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).

