

Kahua Focus Day Questions and Answers

Use Ctrl 'F' to search on a specific word

The following questions were asked during the Kahua Focus Day held February 1, 2023. Two sessions were held, one on Submittals and the other on Design Review.

Use the [Kahua Support & Feedback Form](#) or email kahuasupport@gsa.gov if you are unable to find the answer to your question.

Quick Link: [Design Review Walk Through Q&A](#)

SUBMITTALS WALK THROUGH

- ▶ **Can the person acting as Submittal Coordinator also act as the Submitter?**
If there isn't someone who needs to manage the submission, the Initial Submitter can be used as the Submittal Coordinator. The Submittal Coordinator is notified when the Primary Responder submits their response. They will also be responsible for marking the submittal complete and distributing to anyone else that would need to get it. This will work for some project teams but not others.
- ▶ **Is it possible to create a distribution list, so that I don't need to add names individually?**
It is possible to create a distribution list. You can work with your Regional Kahua Program Manager to help with this task.
- ▶ **As a consultant reviewer, how can I complete a task so it does not show in my task list after leaving comments?**
When you click Respond, the task should move from your ACTIVE Task list to your COMPLETED Task list.
- ▶ **Specifications and drawings are critical for a submittal reviewer. How can they easily pull that up while reviewing a document?**
If the specifications and drawings are located in Kahua, users can open the app they are in and right click on an app name in the left navigation pane (ie. File Manager or CSI Codes) and select Open in a New Window. This will allow you to move that application to another screen while keeping Submittals open in the main screen.

- ▶ **As part of the AE's contract they are required to perform an initial review. However, they are not the final approver. How should this be organized for the GSA Coordinator/Official Approver to get notified of the submission.**

This is something that will have to be determined as a project team. The workflow isn't adjustable so it may be that this step would need to be managed outside of the workflow. You can use the Send feature, which would create an email with the link to the record where they could review and provide markups and comments (before the submittal is Submitted to Reviewers, which puts it in the workflow.) They would be able to respond to the email when finished and the Submittal Coordinator could then start the workflow.
- ▶ **Is there a pulldown for CSI codes?**

There is a CSI Codes app. Within the app, the PM can import the project's specific codes and it will be available throughout various apps.
- ▶ **The Subsequent Reviewers cannot see the comments by the AE or the Coordinator. This can lead to duplication of comments. Can the comments by all reviews be accessible for viewing by all reviewers?**

This would be an enhancement request. Please use the [Kahua Support & Feedback Form](#) to submit your suggestion.
- ▶ **Does the PM/COR need to add their names to the Response Distribution to receive email notifications?**

Yes. Only the Submittal Coordinator is notified when the Response is submitted and then the Submittal Coordinator will distribute it. Technically, it opens the Send wizard which includes the list in the Response Distribution in the To field and anyone can be added or removed before sending the email.
- ▶ **Where can I configure the time for submittal responses?**

You would need to request to have that configured for your project. You could submit a support ticket with the details using the [Kahua Support & Feedback Form](#) or send an email to kahuasupport@gsa.gov.
- ▶ **Would it be better to have multiple "Official Reviewers" under Consultant Reviewer so the task is not removed if another "Official Reviewer" responds?**

Yes, that is a good workaround but keep in mind you will still need an Official Reviewer and when that person responds, it will still pull the Task from everyone listed as Consultant Reviewers.
- ▶ **In reference to people being out of the office, is there a tool in Kahua that people can show/mark themselves "out of the office/unable to respond to requests"?**

Under My Settings you are able to set an OUT OF OFFICE delegation that will forward filtered Tasks to someone else. To turn your notifications off, put yourself as Do Not Disturb in Teams.

- ▶ **Is there any way to modify the standard naming convention that is used by Kahua? In my Tasks and also emails, the names are very long so I cannot see the actual subject line.**

This would be an enhancement request. Please use the [Kahua Support & Feedback Form](#) to submit your suggestion.

- ▶ **Can we include a request for cost estimates. Such as Move and Rep?**

Please use the [Kahua Support & Feedback Form](#) to submit your suggestion.

- ▶ **Why would you as a submitting vendor have the option to mark the submittal as complete before it is even submitted?**

In some scenarios, project teams may need to create a submittal line item and upload documents in the references section for record tracking purposes. In those cases, the submittal does not have to be routed for review and can be closed or marked complete.

- ▶ **Do the Reviewers in your drop down need to be loaded into the project for access?**

Anyone in the Project Directory will show up in the dropdown. If they aren't in the directory, you can uncheck the box at the top of the dropdown list that will give you access to anyone that has a contact record in Kahua.

- ▶ **If a Reviewer has commented on a submittal, and while making comments the Original Submitter recalls the submission, are the Reviewer's comments lost?**

If they haven't submitted their response, the comments would be lost.

- ▶ **Is there a way to generate or pre-populate submittals from a submittal registry?**

Yes. You can work with your regional Kahua Program Manager to import your submittal register.

- ▶ **How do you open the attachment to review?**

In the references section, click the document you would like to view and click the view button. This will open the viewer window.

- ▶ **Are you able to add a cover page with notes to the submission?**

You can utilize the Add Composite option in the References section to select the record's portable view (transmittal) and all or any documents that have been uploaded to combine them into one file.

- ▶ **Many submittal packages are prints or scans of product data and are typically 20-30 MB. Are there any file size limitations, and if so, what are they?**

There is no maximum file size upload limit for Kahua. Users can upload files of any size but should be advised the success of the upload will be dependent upon their internet connection. With any large document, the user should remain active in Kahua during the upload to avoid a time out.

- ▶ **What if each item in the package has a different determination?**
You can set the determination in the Item record. and then you would also set a package determination. If they are all the same, you can set it at the Package Level and it will flow down to the items.
- ▶ **If there are markups, should they not be approved?**
Using the Kahua markup tool provides the ability to annotate a document with clouds, lines, arrows, and texts. The official submittal response is provided within the submittals app. The project team and PM can determine to what extent the markup tool can be used for their submittal process.
- ▶ **Are you able to download submittals (pdf format?) once reviewed or at the end of the project and place them in the official Google Drive project folder?**
Yes.
- ▶ **Is there any clarification or specific definitions for the different Submittal response codes? Certain response codes appear to be the same. Is there any way to insert a response code that is not included in the list?**
The PM can request configurations.
- ▶ **Is there a way to keep Kahua open on my desktop for 4-6 hours as opposed to having to go through the secure log-in process multiple times each day?**
You will have to log back into the system if you have a period of inactivity. This is going to be the case for most GSA applications.
- ▶ **Can you add additional reviewers after the submission is already out for review?**
If the workflow is in your court, you are able to add additional reviewers.
- ▶ **Can we submit to an office instead of individuals?**
No, the field is for individuals, not companies/offices.
- ▶ **Did you state that GSA is the Official Reviewer and not the Architect?**
That would be determined by the project's requirements.
- ▶ **Can you highlight text while reviewing the submission?**
There is a highlighter option in the Markups tool.
- ▶ **Is it possible for Kahua to "Auto-flatten" PDFs that are uploaded as RFI/Submittal responses (thereby disallowing the receiving party from being able to modify markups)?**
No. If anything is called into question, the History would show any changes that are made, by whom, and the date/time they were made.

➤ **Where do I find the option to allow Markups?**

Access to Markups is dependent on the project role, and the workflow step.

DESIGN REVIEW WALK THROUGH

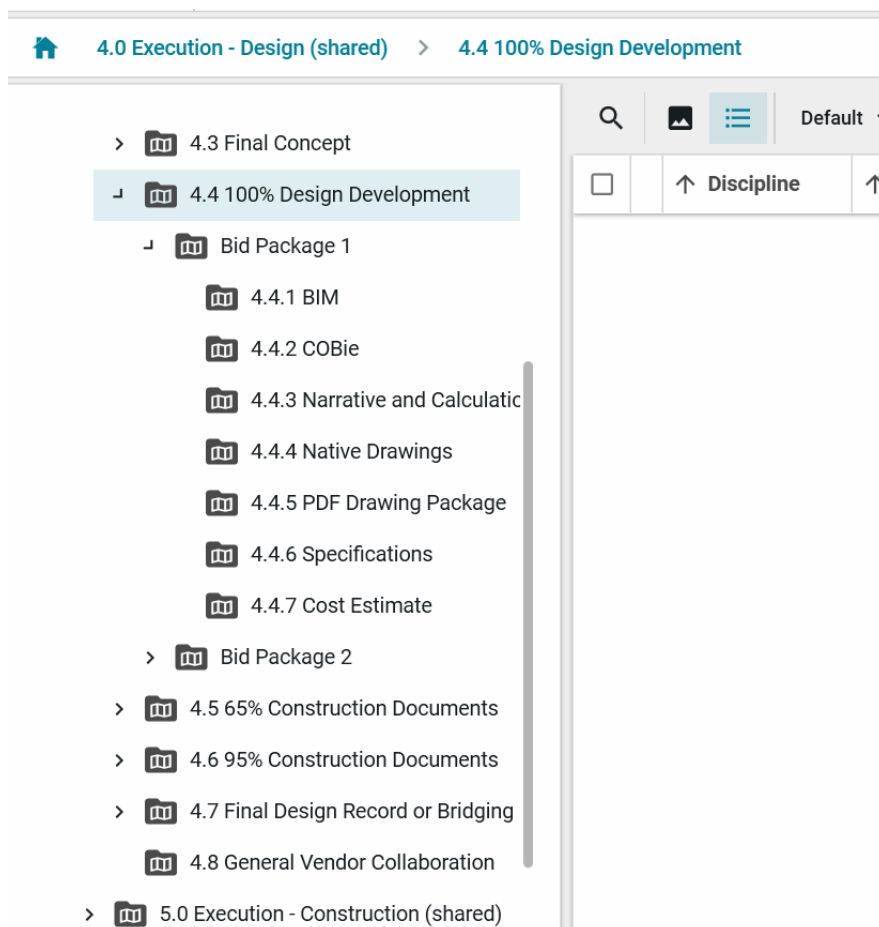
➤ **Are Planning Managers included in the review?**

If the Planning Manager is involved in Design Reviews, they will need to be added to the Regional SME group in your region. Your regional Kahua Program Manager can give you the correct access.

➤ **How should design files be handled on projects that have multiple bid packages or multiple phases?**

When a project consists of multiple bid packages the PM should create a Controlled Bid Package subfolder for each package within each Design Review Phase subfolder that was automatically created by Kahua. See the image below the text...

The controlled deliverable subfolders should be created in each Bid Package subfolder (i.e. BIM, COBie, Narrative and Calculation, etc).



▲ **Is this folder structure generated/created automatically in Kahua? Or does the AE need to do this on their own?**

The folder structure is created automatically in Kahua. It is set up purposely that way to make sure everybody understands what the deliverables are and the phases in which they are submitting those deliverables.

▲ **Can you explain the difference between native drawings and PDF drawings?**

Native drawings are drawings created in their native formats such as DWG files. PDF files are PDFs of those drawings.

▲ **Does the A/E have the ability to add additional folders?**

The internal users such as the GSA PM, EXT-CMa, or EXT-PM have the ability to add subfolders to the existing folder structure. Users with the ability to create subfolders can choose between any of the available folder types.

▲ **Does Kahua have a way of reviewing CAD Drawings from A&E Teams?**

No, Kahua does not. Kahua is a repository where the deliverables are placed for review. DWG files will need to be reviewed within autocad to verify GSA CAD compliance. Reviews of the construction documents will be done in a pdf environment.

▲ **Do we upload a separate PDF for by trade (Arch, Mech, Elec, Fire Alarm) etc?**

The PDF drawing package can be separated by discipline if helpful to the review process. However, the PDF Drawing Package for the Final Record submittal should be in one file package for all drawings.

▲ **Are there GSA required file naming conventions?**

Each region should set up a file naming standard that is consistently followed. Further discussion should be had concerning a file naming standard nationally for certain file types to facilitate storage and management of electronic files nationally.

▲ **Does Kahua meet the encryption requirements we are supposed to follow for CUI?**

Yes. Kahua has a FedRAMP moderate and GSA Authority to Operate (ATO) that ensures Kahua follows all requirements in support of hosting, storing, transmitting CUI/SBU.

▲ **What is the difference between controlled and not controlled folders?**

Controlled Folder – This type of folder is used as a robust Drawing Log and to manage any type of document. This folder group offers Revision Management, Review and Approval Workflow with ‘Ball-in-Court’ tracking, and Distribution Management.

▲ **Are shop drawings also sent to all SMEs**

Shop drawings are not part of the design review process. Shop drawings are part of the construction review process. All shop drawings should be dealt with as submittals in the shop drawing review process.

▲ **If we forgot to add a SME reviewer after the package is submitted for review, can we go back and add additional reviewers?**

To add a SME reviewer to the review after the package has been processed to the SME's the package should be recalled, and resubmitted...care should be taken when recalling packages to avoid confusion with SMEs that have already started their review of the package. The design review package can be recalled only while it is assigned to the SMEs, which is called the Preliminary Review. Another option is to have the "incorrect user" delegate their task as a SME reviewer to the "correct user" through the Tasks app.

▲ **How is R9 assigning Central Office reviewers?**

Regions should coordinate their design reviews from Central Office Technical SMEs with Ben Pisarcik, benjamin.pisarcik@gsa.gov, in Central Office to identify Central Office SMEs required for each phase. SMEs can be added to the package specifically by the PM. Central Office SMEs are not automatically identified for a design review request because they are not always involved in the design review process beyond concept. However, you might have a region that is using Central Office SMEs because they don't have the technical expertise within their region.

▲ **Who can we speak with about how to add a CMA, A/E, and Client representative?**

When the PM or CMA processes the files from File Manager to the Design Review app, they can add additional CMA, A/E and Client representatives as a reviewer or add them down below to the notifications field. If you've got a CMA that is going to be helping with reviews, you can add them as a reviewer, and they will receive notifications to review. Another option is to add them to the notifications field and they will receive a notification when the review is complete.

▲ **Should the PM be listed as a SME so that they can add their comments and possibly comments from customer agencies?**

No, this is not necessary. PMs will have the opportunity to review the files, and add comments at any time during the review period.

▲ **Is this replacing Dr. Checks?**

Kahua offers most of the same functionality as Dr. Checks. Dr. Checks may still be in use on specific projects - recommend reaching out to the GSA Kahua Program Manager and/or GSA Project Manager.

▲ **As a R7 SME, I receive many emails about project design reviews and project submittal reviews. Why is it that submittal review emails have two separate projects listed in the emails but the submittal is for only one of the projects?**

Could you please submit a support ticket with the details using the [Kahua Support & Feedback Form](#) so that we can look into this further.

- ▶ **Who are the Central Office SMEs? Is there a list of their names in Kahua?**
There is not a list of names in Kahua. Contact Ben Pisarcik. benjamin.pisarcik@gsa.gov for a list of SMEs.
- ▶ **Can you download a document, say to Bluebeam, mark it up, and then upload it as a reviewed document?**
The preferred method is that the Kahua mark-up tool is used for comments/mark-ups. Regarding use of Bluebeam, a user can download a file from Kahua, and mark-up that file in a locally installed version of Bluebeam (Bluebeam cloud does not comply with Federal IT Security requirements). If Bluebeam is used for mark-ups, mark-up comments cannot be imported into Kahua.
- ▶ **At 14 days how are comments deemed final and how do you address late comments?**
It is recommended that the PM send a message a few days ahead of the due date to the group of reviewers reminding them of the due date, and indicating to them that they must have their reviews submitted by that date or they will not be able to comment. The PM should encourage the reviewers to contact them directly to request that they don't close the review if the reviewer needs a little more time to complete their review. Closing the review is completely under the control of the PM.
- ▶ **Is there only an option to have one comment at the moment? Or, does using multiple comments work?**
You can insert multiple comments.
- ▶ **This limitation of characters on the comments means other reviewers cannot see the full comment either?**
There is no limitation. Reviewers can see the full comment as long as the comment is saved.
- ▶ **Can the collection of comments on a submittal be downloaded by the AE into an Excel spreadsheet for them to track the comment resolution from their team.**
Yes. From the Design Review Comments tab, the list of comments can be exported to excel and pdf.
- ▶ **When will the AE training be available showing how the AE provides responses? How will the SMEs be able to see and respond to the AE responses?**
Training is provided for design review once a month. Please refer to our training calendar located on GSA.gov [here](#). In addition, there are self-paced training videos broken down by role/responsibility located on GSA.gov [here](#). Lastly, users can request project team training by submitting a support ticket using the [Kahua Support & Feedback Form](#).

- ▲ **On a DB can we put the builder in Kahua and require him to comment on the design in Kahua?**

You can add anyone with an active Kahua user account as a SME reviewer. As a PM or CMA, you have the ability to add and remove users as needed for the design review set.