

## **Section 16 - Preparation of and format for Conformed Documents**

- A. Introduction - The Design and Construction Divisions contract with a wide variety and significant number of Professional Services firms (FIRM) for design and construction oversight responsibilities for both capital and non-capital projects. As a part of the Bid Phase services, the FIRMS are responsible to prepare addenda as necessary, assist HRSD with determining if the apparent low bidder is both responsive and responsible, and making a recommendation for award of a construction project. Following the recommendation for award of a construction contract and prior to the pre-construction meeting with the successful Contractor, the FIRM is to prepare “Conformed Documents”. The Conformed Document includes revisions to the Bid Documents that are referenced in the Addenda, Agreement and Questionnaire from the Contractor, and any other changes from the original Bid Documents. These Conformed Documents (Drawings and Specifications) are intended to assist HRSD, the FIRM, Inspectors, the Contractor, the subcontractors, and product vendors easily identify any of the changes made on the plan sheets or specification pages that were modified via Addenda. This memorandum establishes a protocol for Conformed Document preparation for those projects managed by and thru the Engineering Department. No changes other than those described within this memorandum shall be made with the Conformed Documents.
- B. Specifications - The Conformed Specifications shall include the following:
1. Specification Cover – the phrase “CONFORMED DOCUMENT” and the DATE shall be added adjacent to the Engineering’s or Architect’s Seal.
  2. Revised TABLE OF CONTENTS with the heading “ADDENDA” and a listing of all addenda generated for the project. The new ADDENDA heading shall be added immediately prior to the BIDDING REQUIREMENTS heading on Page TOC-i.
  3. An ADDENDA title page and all generated Addenda shall be included following the TABLE OF CONTENTS.
  4. The electronic version of the “Front End” documents, as modified by and furnished by HRSD’s Contract Specialist shall be included.
  5. The Contractor completed QUESTIONNAIRE, minus financial information, shall be included to replace the original Questionnaire provided with the Front End documents.
  6. The Contractor completed VIRGINIA BID BOND (these are not required for Emergency Declaration Projects) shall be included to replace the original Virginia Bid Bond provided with the Front End documents.
  7. The Contractor and HRSD completed AGREEMENT shall be included to replace the original Agreement (Section 00520) provided with the Front End documents.
  8. The Contractor completed VIRGINIA PERFORMANCE BOND shall be included to replace the original Virginia Performance Bond provided with the Front End documents.

9. The Contractor completed VIRGINIA PAYMENT BOND shall be included to replace the original Virginia Payment Bond provided with the Front End documents.
10. Annotations in the Technical Specifications sections and paragraphs referenced in the Addenda. The annotations shall be in a “Track Changes” mode with new or replaced text being bold underlined and a line thru any changed or deleted text. The Addendum responsible for the revision shall be noted in {} at the end of the sentence where the Track Change is made. An example would be {*Addenda No. 1*}.

C. Drawings - The Conformed Drawings shall include the following:

1. Drawing Cover Sheet – the phrase “CONFORMED DOCUMENT” and the DATE shall be added adjacent to the Engineer’s or Architect’s Seal.
2. Annotations on the Drawings as referenced in the Addenda shall be made to the original DWG sheets and regenerated. Changes as a result of Addenda shall be either “clouded” along with the Addendum reference or leader lines pointing to the revision along with the Addendum reference in {}. An example would be {*Addenda No. 1*}.
3. Update the title block on all modified Drawing sheets to reflect “Conformed Drawings”.
4. If additional drawing sheets are needed due to additional notes or details, the Drawing sheet number shall be the number of the preceding sheet (at the proper insertion point) with the addition of a “.1”. An example would be if a new sheet to follow C-9 is required as per Addenda No. 2, the new sheet would be “C-9.1” and inserted immediately following sheet C-9.
5. Any additional Drawing sheets inserted as a result of an Addendum will necessitate renumbering the total number of sheets and an updated Drawing Sheet Index.

D. Format and Number of Conformed Documents - Electronic and paper submittals to be delivered at the same time.

1. Electronic Format for Conformed Specifications Manual - A single Portable Document Format (PDF) format file of the Conformed Bid Documents (Project Manual) shall be prepared and delivered to HRSD. The following numbers of copies shall be delivered to HRSD’s Project Manager prior to the Pre-Construction meeting with the Contractor for distribution:
  - a. For projects that are managed in HRSD’s Unifier (Unifier) Enterprise Project Management System, the PDF file shall be uploaded to the proper project and Business Process in Unifier.
  - b. For all other projects that are not set up in Unifier, FIRM to supply PDF versions via portable media to both HRSD and Contractor.
2. Electronic Format for Conformed Drawings - A single PDF format file of the Conformed Drawings shall be prepared and delivered to HRSD. The following numbers of copies

shall be delivered to HRSD's Project Manager at the same time as the Conformed Specification PDF for distribution:

- a. For Capital Projects that are managed in Unifier, the PDF file shall be uploaded to the proper project and Business Process in Unifier.
  - b. For all other projects that are not set up in Unifier, FIRM to supply PDF versions via portable media to both HRSD and Contractor.
3. Paper Format - Refer to specifics in Attachment A of Section 8 "PER, Design, and Construction Submittal Requirements" or as otherwise negotiated for number of and specifics of paper copies.

**End of Section**