

## Attachment A - Summary of Major Submittals to HRSD

Submittal Description	Submittal Format	Number of Copies	Distribution List	Reference Section
PER Draft	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Engineering Library</li> <li>Operations Department</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
PER Draft	8 ½" x 11" double sided paper bound copy	TBD	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Operations Department</li> <li>Engineering Director</li> </ul>	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
<b>Infrastructure Condition Assessment Plan</b>	Incorporated into PER draft and final	TBD	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Chief of Asset Management</li> </ul>	Section 20 – Condition Assessment Protocol for Replaced or Abandoned Pipelines
<b>Building Information Model (BIM) Execution Plans</b>	PDF uploaded to Unifier	TBD	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Chief of Asset Management</li> </ul>	Section 7 – HRSD Building Information Model (BIM) Requirements
PER Final	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Engineering Library</li> <li>Engineering Director</li> <li>Operations Department</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
PER Final	8 ½" x 11" double sided paper bound copy	3	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Engineering Director</li> </ul>	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
50% Design Drawings	PDF and DWG upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Engineering Library</li> <li>Project Manager</li> <li>Operations Department</li> <li>GIS/CAD Group</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements

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50% Design Drawings	Full size and/or true half scale prints	TBD	<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Chief of D&amp;C</li> <li>• Operations Department                             <ul style="list-style-type: none"> <li>○ Chief of Facility Support (1 copy)</li> <li>○ Electrical (3 copies)</li> <li>○ Instrumentation (2 copies)</li> <li>○ Automotive (1 copy)</li> </ul> </li> </ul>	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
50% Design Seamless AutoCAD file	AutoCAD dwg upload to Unifier	N/A	<ul style="list-style-type: none"> <li>• GIS/CAD Group</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
90% Design Drawings	PDF and DWG upload to Unifier	N/A	<ul style="list-style-type: none"> <li>• Engineering Library</li> <li>• Project Manager</li> <li>• Operations Department</li> <li>• GIS/CAD Group</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
90% Design Drawings	Full size and/or true half scale prints	TBD	<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Chief of D&amp;C</li> <li>• Operations Department                             <ul style="list-style-type: none"> <li>○ Chief of Facility Support (1 copy)</li> <li>○ Electrical (3 copies)</li> <li>○ Instrumentation (2 copies)</li> <li>○ Automotive (1 copy)</li> </ul> </li> </ul>	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
90% Design Specifications	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> <li>• Engineering Library</li> <li>• Project Manager</li> <li>• Operations Department</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements

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90% Design Specifications	8 ½" x 11" double sided paper bound copy	TBD	<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Chief of D&amp;C</li> <li>• Operations Department                             <ul style="list-style-type: none"> <li>○ Electrical (3 copies)</li> <li>○ Instrumentation (2 copies)</li> <li>○ Automotive (1 copy)</li> </ul> </li> </ul>	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
100% Design Drawings	PDF and DWG upload to Unifier	N/A	<ul style="list-style-type: none"> <li>• Engineering Library</li> <li>• Project Manager</li> <li>• Operations Department</li> <li>• GIS/CAD Group</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
100% Design Drawings	Full size and/or true half scale prints	TBD	<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Chief of D&amp;C</li> <li>• Operations Department                             <ul style="list-style-type: none"> <li>○ Electrical (3 copies)</li> <li>○ Instrumentation (2 copies)</li> <li>○ Automotive (1 copy)</li> </ul> </li> </ul>	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
100% Design Specifications	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> <li>• Engineering Library</li> <li>• Project Manager</li> <li>• Operations Department</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
100% Design Specifications	8 ½" x 11" double sided paper bound copy	TBD	<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Chief of D&amp;C</li> <li>• Operations Department                             <ul style="list-style-type: none"> <li>○ Electrical (3 copies)</li> <li>○ Instrumentation (2 copies)</li> <li>○ Automotive (1 copy)</li> </ul> </li> </ul>	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>

## Attachment A - Summary of Major Submittals to HRSD

Submittal Description	Submittal Format	Number of Copies	Distribution List	Reference Section
<b>Operation &amp; Maintenance Manual Equipment List – Exhibit C1 (Review / Approval) at 100% Design Stage</b>	Excel upload to Unifier		<ul style="list-style-type: none"> <li>Project Manager</li> <li>Asset Management</li> <li>Operations Department</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Bid Documents (Drawings)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Engineering Library</li> <li>Project Manager</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Bid Documents (Drawings)	Full size prints	2	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Chief of D&amp;C</li> </ul>	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Bid Documents (Specifications)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Engineering Library</li> <li>Project Manager</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Bid Documents (Specifications)	8 ½" x 11" double sided paper bound copy	2	<ul style="list-style-type: none"> <li>Contract Specialist</li> <li>Project Manager</li> </ul>	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Conformed Documents (Drawings)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Engineering Library</li> <li>Project Manager</li> <li>GIS/CAD Group</li> <li>Operations Department</li> </ul>	Section 16 - Preparation of and format for Conformed Documents <i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Conformed Documents (Drawings)	Full size and/or true half scale prints	TBD	<ul style="list-style-type: none"> <li>Operations Department                             <ul style="list-style-type: none"> <li>Full size set for Electrical staff</li> </ul> </li> </ul>	Section 16 - Preparation of and format for Conformed Documents

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Conformed Documents (Seamless AutoCAD file with identified Valve Guide boundaries)	AutoCAD DWG upload to Unifier	N/A	<ul style="list-style-type: none"> <li>GIS/CAD Group</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Conformed Documents (Specifications)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Engineering Library</li> <li>Project Manager</li> <li>Operations Department</li> </ul>	Section 16 - Preparation of and format for Conformed Documents
Conformed Documents (Specifications)	8 ½" x 11" double sided paper bound copy	TBD	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Admin</li> <li>Operations Department</li> <li>Chief of D&amp;C</li> </ul>	Section 16 - Preparation of and format for Conformed Documents <i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Shop Drawings (Review / Approval)	PDF of each submitted shop drawing upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Project Manager</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Operation & Maintenance Manuals (Review / Approval)	PDF of each submitted shop drawing upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Project Manager</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Equipment Record – Exhibits C2 and C3 (Review / Approve)	Excel of each submitted O&M Manual		<ul style="list-style-type: none"> <li>Asset Management</li> <li>Operations Department</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Shop Drawing (approved submittals at Substantial Completion)	PDF on portable media	1	<ul style="list-style-type: none"> <li>Chief of Interceptor System or Treatment</li> <li>Chief of Facility Support</li> <li>Treatment Plant Manager</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements

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Operation & Maintenance Manuals (approved submittals at Substantial Completion)	PDF on portable media	1	<ul style="list-style-type: none"> <li>Chief of Interceptor System or Treatment</li> <li>Chief of Facility Support</li> <li>Treatment Plant Manager</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Equipment Record – Exhibits C2 and C3 (approved submittals at Substantial Completion)	Excel of each submitted O&M Manual		<ul style="list-style-type: none"> <li>Asset Management</li> <li>Operations Department</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Interim Record Drawings (at Substantial Completion Stage)	Full size prints	4	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Operations Department</li> <li>Full size set for Electrical staff</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Interim Record Drawings (at Substantial Completion Stage)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Engineering Library</li> <li>Project Manager</li> <li>GIS/CAD Group</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Interim Valve Guides (at Substantial Completion Stage)	8 ½" x 11" paper prints	4	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Operations Department</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Interim Valve Guides (at Substantial Completion Stage)	PDF and AutoCAD upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Project Manager</li> <li>GIS/CAD Group</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements

## Attachment A - Summary of Major Submittals to HRSD

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Final Record Drawings (at Final Completion Stage)	Full size prints	4	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Operations Department</li> <li>Full size set for Electrical staff</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Final Record Drawings (at Final Completion Stage)	PDF and AutoCAD upload to Unifier	N/A	<ul style="list-style-type: none"> <li>Engineering Library</li> <li>Project Manager</li> <li>GIS/CAD Group</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements
Final Valve Guides (at Final Completion Stage)	8 ½" x 11" paper prints	TBD	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Operations Department</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements <i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Final Valve Guides (at Final Completion Stage)	PDF and AutoCAD upload to Unifier	1	<ul style="list-style-type: none"> <li>Project Manager</li> <li>GIS/CAD Group</li> </ul>	Section 8 - PER, Design, and Construction Submittal Requirements

End of Section