

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"> • Engineering Library • Operations Department 	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"> • Project Manager • Operations Department • Engineering Director 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Infrastructure Condition Assessment Plan	Incorporated into PER draft and final; or, for projects without a PER	TBD	<ul style="list-style-type: none"> • Project Manager • Chief of Asset Management 	Section 20 – Condition Assessment Protocol for Replaced or Abandoned Pipelines
Building Information Model (BIM) Execution Plans	PDF uploaded to Unifier	TBD	<ul style="list-style-type: none"> • Project Manager • Chief of Asset Management 	Section 7 – HRSD Building Information Model (BIM) Requirements
PER Final	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> • Project Manager • Engineering Library • Engineering Director • Operations Department 	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"> • Project Manager • Engineering Director 	<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"> • Engineering Library • Project Manager • Operations Department • GIS/CAD Group 	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"> • Project Manager • Chief of D&C • Operations Department <ul style="list-style-type: none"> ○ Chief of Facility Support (1 copy) ○ Electrical (3 copies) ○ Instrumentation (2 copies) ○ Automotive (1 copy) 	<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"> • GIS/CAD Group 	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"> • Engineering Library • Project Manager • Operations Department • GIS/CAD Group 	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"> • Project Manager • Chief of D&C • Operations Department <ul style="list-style-type: none"> ○ Chief of Facility Support (1 copy) ○ Electrical (3 copies) ○ Instrumentation (2 copies) ○ Automotive (1 copy) 	<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"> • Engineering Library • Project Manager • Operations Department 	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"> • Project Manager • Chief of D&C • Operations Department <ul style="list-style-type: none"> ○ Electrical (3 copies) ○ Instrumentation (2 copies) ○ Automotive (1 copy) 	<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"> • Engineering Library • Project Manager • Operations Department • GIS/CAD Group 	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"> • Project Manager • Chief of D&C • Operations Department <ul style="list-style-type: none"> ○ Electrical (3 copies) ○ Instrumentation (2 copies) ○ Automotive (1 copy) 	<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"> • Engineering Library • Project Manager • Operations Department 	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"> • Project Manager • Chief of D&C • Operations Department <ul style="list-style-type: none"> ○ Electrical (3 copies) ○ Instrumentation (2 copies) ○ Automotive (1 copy) 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>

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Submittal Description	Submittal Format	Number of Copies	Distribution List	Reference Section
Operation & Maintenance Manual Equipment List – Exhibit C1 (Review / Approval) at 100% Design Stage	Excel upload to Unifier		<ul style="list-style-type: none"> Project Manager Asset Management Operations Department 	Section 8 - PER, Design, and Construction Submittal Requirements
Bid Documents (Drawings)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> Engineering Library Project Manager 	Section 8 - PER, Design, and Construction Submittal Requirements
Bid Documents (Drawings)	Full size prints	2	<ul style="list-style-type: none"> Project Manager Chief of D&C 	<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"> Engineering Library Project Manager 	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"> Contract Specialist Project Manager 	<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"> Engineering Library Project Manager GIS/CAD Group Operations Department 	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"> Operations Department <ul style="list-style-type: none"> Full size set for Electrical staff 	Section 16 - Preparation of and format for Conformed Documents

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Submittal Description	Submittal Format	Number of Copies	Distribution List	Reference Section
Conformed Documents (Seamless AutoCAD file with identified Valve Guide boundaries)	AutoCAD DWG upload to Unifier	N/A	<ul style="list-style-type: none"> GIS/CAD Group 	Section 8 - PER, Design, and Construction Submittal Requirements
Conformed Documents (Specifications)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> Engineering Library Project Manager Operations Department 	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"> Project Manager Admin Operations Department Chief of D&C 	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"> Project Manager 	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"> Project Manager 	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"> Asset Management Operations Department 	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"> Chief of Interceptor System or Treatment Chief of Facility Support Treatment Plant Manager 	Section 8 - PER, Design, and Construction Submittal Requirements

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Submittal Description	Submittal Format	Number of Copies	Distribution List	Reference Section
Operation & Maintenance Manuals (approved submittals at Substantial Completion)	PDF on portable media	1	<ul style="list-style-type: none"> • Chief of Interceptor System or Treatment • Chief of Facility Support • Treatment Plant Manager 	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"> • Asset Management • Operations Department 	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"> • Project Manager • Operations Department • Full size set for Electrical staff 	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"> • Engineering Library • Project Manager • GIS/CAD Group 	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"> • Project Manager • Operations Department 	Section 8 - PER, Design, and Construction Submittal Requirements

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Submittal Description	Submittal Format	Number of Copies	Distribution List	Reference Section
Interim Valve Guides (at Substantial Completion Stage) Including final version of digital spreadsheet containing X,Y,Z coordinates	PDF and AutoCAD upload to Unifier	N/A	<ul style="list-style-type: none"> Project Manager GIS/CAD Group 	Section 8 - PER, Design, and Construction Submittal Requirements
Final Record Drawings (at Final Completion Stage)	Full size prints	4	<ul style="list-style-type: none"> Project Manager Operations Department Full size set for Electrical staff 	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"> Engineering Library Project Manager GIS/CAD Group 	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"> Project Manager Operations Department 	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"> Project Manager GIS/CAD Group 	Section 8 - PER, Design, and Construction Submittal Requirements

End of Section