



INTEROFFICE MEMORANDUM

TO: HRSD Design and Construction Standards Committee Members and Sponsors

FROM: Chiefs of Design and Construction Divisions

DATE: Updated August 12, 2020

SUBJECT: Guidelines for HRSD Design and Construction Standards and Expectations of Committee Members

Background

The HRSD Design and Construction Standards (Standards) has continued to evolve over the years since its initial publication and continues to be an important guiding document for both HRSD staff and professional services consultants. The current version of these Standards is comprised of instructions for preparation of construction documents, master technical specifications, and drawing details for both HRSD staff and consultants. These Standards are not to be used as an attachment or referenced document within Bid Documents, but rather a document to be used by those creating Bid Documents and Drawings. Recently, the update and publication frequency of this document has been included with the EPA Management, Operations and Maintenance (MOM) requirements.

This memorandum details the expectations of all those involved and the steps leading up to publications of an annual update to these Standards.

Expectations for Directors and Chiefs of the Engineering and Operations departments:

- Review the membership of each Standards subcommittee for proper representation and balance.
- Select members for Standards subcommittee for members rolling off of the committee.
- Discuss with Standards subcommittee members in your Division / Department the importance of active participation on the committee.
- Channel ideas and issues to be discussed and considered by the Standards subcommittees through your Division / Department members serving on Standards committees.

Expectations for Standards Committee Chairs:

- The Chair to coordinate with the Engineering Department administrative support staff to create and post relevant information and files on a SharePoint site for Standards subcommittee business.

- The Chair to establish the meeting schedule and invite members via Outlook; confirm members know of the date and time of meetings.
- The Chair to establish the agenda for each meeting and e-mail to each member.
- The Chair to lead discussions on the content within their assigned Section of the Standards and coordinate with other committees as needed for related drawing details and master technical specifications within the Standards manual.
- The Chair to lead discussions on any new products, equipment or materials to be considered for incorporation into the assigned Standards section.
- The Chair to lead discussions on any new or additional drawing details and/or master technical specifications that should be incorporated into the Standards manual to supplement the assigned Standards section and coordinate with other committees as necessary who oversee standard details or technical specifications.
- The Chair to summarize the outcome of each meeting and e-mail to each committee member.
- The Chair to prepare the final annual draft for the Chiefs' of Design and Construction Divisions review.
- The Chair to reconcile comments received from all reviewers if requested.

Expectations for Standards Committee Members:

- Members to solicit ideas from their Division and/or Department to bring before the committee for consideration.
- Members regularly attend and are engaged in the issues discussed at the meeting.
- Members to engage in discussions on the content within their assigned Section of the Standards and any related drawing details and master technical specifications contained within the Standards.
- Members to engage in discussions on any new products, equipment or materials to be considered for incorporation into the assigned Standards section.
- Members to engage in discussions on any new or additional drawing details and/or master technical specifications that should be incorporated into the Standards to supplement the assigned Standards section.
- Members should report back to their Division and/or Department the recent developments and discussions ongoing in the meetings.

The recurring schedule for upcoming publications of Standards shall be as follows:

- **Mid September** - The Standards subcommittee Chairs to notify the Chiefs of Design and Construction Divisions that the draft versions of the Standards sections are ready for review. These will be Word documents that are posted on SharePoint with Track Changes mode turned on.
- **Mid October** – The Chiefs of Design and Construction Divisions to complete reviews.

- **Late October** – The Chiefs of Design and Construction Divisions to notify the Engineering Director to send out the links to the Standards draft documents and a review schedule for Operations Chiefs and Director of Operations.
- **November** – all Operations chiefs, Director of Operations, and Director of Engineering review final draft and post edits and comments in the SharePoint documents.
- **December** – The Chiefs of Design and Construction Divisions to review all posted edits and comments and meet with the Subcommittee Chairs if necessary to resolve issues.
- **January** – The Chiefs of Design and Construction Divisions to ready the sections of the Standards for upload by Amy Seron (IT Department). A summary table to be prepared detailing major changes incorporated from the previous published version. Final version to be posted on HRSD.com webpage for download or online reference.

In the event that there are not enough changes to warrant revisions to the *HRSD Design and Construction Standards* in a given year, then the Engineering Director reserves the right to wait until the next calendar year to publish a new version.