| Submittal Description | Submittal Format | Number of Copies | Distribution List | Reference Section |
| --- | --- | --- | --- | --- |
| PER Draft | PDF upload to Unifier | N/A | * Engineering Library * Operations Department | Section 8 - PER, Design, and Construction Submittal Requirements |
| PER Draft | 8 ½” x 11” double sided paper bound copy | TBD | * Project Manager * Operations Department * Engineering Director | *{Number of copies defined in Professional Services Agreement / Amendment}* |
| Infrastructure Condition Assessment Plan | Incorporated into PER draft and final; or, for projects without a PER | TBD | * 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 | * Project Manager * Chief of Asset Management | Section 7 – HRSD Building Information Model (BIM) Requirements |
| PER Final | PDF upload to Unifier | N/A | * 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 | * Project Manager * Engineering Director | *{Number of copies defined in Professional Services Agreement / Amendment}* |
| Soil Corrosivity Analysis | PDF and spreadsheet upload to Unifier | 1 | * + Engineering Library   + Project Manager   + GIS/CAD Group | Section 8 - PER, Design, and Construction Submittal Requirements |
| 50% Design Drawings | PDF and DWG upload to Unifier | N/A | * Engineering Library * Project Manager * Operations Department * GIS/CAD Group | Section 8 - PER, Design, and Construction Submittal Requirements |
| 50% Design Drawings | Full size and/or true half scale prints | TBD | * Project Manager * Chief of D&C * Operations Department   + Support System Manager (2 copies)   + Chief of Electrical and Instrumentation (5 copies) | *{Number of copies defined in Professional Services Agreement / Amendment}* |
| 50% Design Seamless AutoCAD file (Linear projects) | AutoCAD dwg upload to Unifier | N/A | * GIS/CAD Group | Section 8 - PER, Design, and Construction Submittal Requirements |
| 50% Design BIM (Vertical projects) | Revit .rvt upload to BIM360 or other approved method as identified in the BIM Execution Plan | N/A | * Project Manager * GIS/CAD Group | Section 7 – BIM Requirements |
| 90% Design Drawings | PDF and DWG upload to Unifier (linear projects). Revit upload to BIM 360 or other approved method (vertical projects). | N/A | * 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 | * Project Manager * Chief of D&C * Operations Department   + Support System Manager (2 copies)   + Chief of Electrical and Instrumentation (5 copies) | *{Number of copies defined in Professional Services Agreement / Amendment}* |
| 90% Design Specifications | PDF upload to Unifier | N/A | * Engineering Library * Project Manager * Operations Department | Section 8 - PER, Design, and Construction Submittal Requirements |
| 90% Design Specifications | 8 ½” x 11” double sided paper bound copy | TBD | * Project Manager * Chief of D&C * Operations Department   + Support System Manager (2 copies)   + Chief of Electrical and Instrumentation (5 copies) | *{Number of copies defined in Professional Services Agreement / Amendment}* |
| 100% Design Drawings | PDF and DWG upload to Unifier (linear projects). Revit upload to BIM 360 or other approved method (vertical projects). | N/A | * Engineering Library * Project Manager * Operations Department * GIS/CAD Group | Section 8 - PER, Design, and Construction Submittal Requirements  Section 7 – BIM Requirements |
| 100% Design Drawings | Full size and/or true half scale prints | TBD | * Project Manager * Chief of D&C * Operations Department   + Support System Manager (2 copies)   + Chief of Electrical and Instrumentation (5 copies) | *{Number of copies defined in Professional Services Agreement / Amendment}* |
| 100% Design Specifications | PDF upload to Unifier | N/A | * 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 | * Project Manager * Chief of D&C * Operations Department   + Support System Manager (2 copies)   + Chief of Electrical and Instrumentation (5 copies) | *{Number of copies defined in Professional Services Agreement / Amendment}* |
| Operation & Maintenance Manual Equipment List – Exhibit C1 (Review / Approval) at 100% Design Stage | Excel upload to Unifier |  | * Project Manager * Asset Management * Operations Department | Section 8 - PER, Design, and Construction Submittal Requirements |
| Bid Documents (Drawings) | PDF upload to Unifier | N/A | * Engineering Library * Project Manager | Section 8 - PER, Design, and Construction Submittal Requirements |
| Bid Documents  (Drawings) | Full size prints | 2 | * Project Manager * Chief of D&C | *{Number of copies defined in Professional Services Agreement / Amendment}* |
| Bid Documents (Specifications) | PDF upload to Unifier | N/A | * 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 | * Contract Specialist * Project Manager | *{Number of copies defined in Professional Services Agreement / Amendment}* |
| Conformed Documents (Drawings) | PDF upload to Unifier | N/A | * Engineering Library * Project Manager * GIS/CAD Group * Operations Department | Section 16 - Preparation of and format for Conformed Documents  *{Number of copies defined in Professional Services Agreement / Amendment}* |
| Conformed Documents (Drawings) | Full size and/or true half scale prints | TBD | * Operations Department   + Full size set for Electrical staff | Section 16 - Preparation of and format for Conformed Documents |
| Conformed Documents (Seamless AutoCAD file with identified Valve Guide boundaries) | AutoCAD DWG upload to Unifier (linear projects). Revit upload to BIM 360 or other approved method (vertical projects). | N/A | * GIS/CAD Group | Section 8 - PER, Design, and Construction Submittal Requirements  Section 7 – BIM Requirements |
| Conformed Documents (Specifications) | PDF upload to Unifier | N/A | * 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 | * Project Manager * Admin * Operations Department * Chief of D&C | Section 16 - Preparation of and format for Conformed Documents  *{Number of copies defined in Professional Services Agreement / Amendment}* |
| Shop Drawings (Review / Approval) | PDF of each submitted shop drawing upload to Unifier | N/A | * 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 | * 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 |  | * Asset Management * Operations Department | Section 8 - PER, Design, and Construction Submittal Requirements |
| Shop Drawing (approved submittals at Substantial Completion) | PDF on portable media | 1 | * Chief of Interceptor System or Treatment * Support System Manager * Treatment Process Engineer | Section 8 - PER, Design, and Construction Submittal Requirements |
| Operation & Maintenance Manuals (approved submittals at Substantial Completion) | PDF on portable media | 1 | * Chief of Interceptor System or Treatment * Support System Manager * Treatment Process Engineer | 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 |  | * Asset Management * Operations Department | Section 8 - PER, Design, and Construction Submittal Requirements |
| Interim Record Drawings (at Substantial Completion Stage) | Full size prints | 4 | * 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 | * 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 | * Project Manager * Operations Department | Section 8 - PER, Design, and Construction Submittal Requirements |
| 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 | * Project Manager * GIS/CAD Group | Section 8 - PER, Design, and Construction Submittal Requirements |
|  |  |  |  |  |
| Final Record Drawings (at Final Completion Stage) | Full size prints | 4 | * 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 (linear projects). Revit upload to BIM 360 or other approved method (vertical projects). | N/A | * Engineering Library * Project Manager * GIS/CAD Group | Section 8 - PER, Design, and Construction Submittal Requirements  Section 7 – BIM Requirements |
| Final Valve Guides (at Final Completion Stage) | 8 ½” x 11” paper prints | TBD | * Project Manager * Operations Department | Section 8 - PER, Design, and Construction Submittal Requirements  *{Number of copies defined in Professional Services Agreement / Amendment}* |
| Final Valve Guides (at Final Completion Stage) | PDF and AutoCAD upload to Unifier | 1 | * Project Manager * GIS/CAD Group | Section 8 - PER, Design, and Construction Submittal Requirements |

**End of Section**