



INTEROFFICE MEMORANDUM

TO: HRSD Design and Construction Standards Committee Members and Sponsors

FROM: Directors of Design and Construction Departments

DATE: Updated January 27, 2025

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

Background

The HRSD Design and Construction Standards (Standards) have continued to evolve over the years since its initial publication and continue to be an important guiding document for HRSD staff and professional services consultants and, by reference, is the basis for design-build contract requirements. The current version of these Standards is comprised of instructions for the preparation of design and 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. The update and publication frequency of this document is included with the EPA Management, Operations, and Maintenance (MOM) requirements. Historically, we have published these standards once per year. They are also incorporated into all of our Professional Services contracts by reference to ensure our projects are always being designed in accordance with the latest version of the Standards. Thus, mid-year changes are typically not made to the published Standards but can be made on a project-by-project basis, if appropriate.

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

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

- Annually review the membership of each Standards committee for proper representation and balance.
- Select members for the Standards Committee when vacancies arise.
- Discuss with Standards Committee 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 committees through your Division / Department members serving on Standards committees.

Expectations for Standards Committee Chairs:

- Establish the meeting schedule and invite members; confirm members know of the date and time of meetings.
- Establish the agenda for each meeting and distribute it to each member before the meeting.

- Lead discussions on the content within the assigned Section of the Standards and coordinate with other committees, as needed, including for review of related drawing details and master technical specifications within the Standards manual.
- Lead discussions on any new products, equipment or materials to be considered for incorporation into the assigned Standards section.
- 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 related standard details or technical specifications.
- Summarize the outcome of each meeting and distribute a summary to each committee member within a week of each meeting.
- Prepare the final annual draft for the Directors of Design and Construction to review. The annual draft shall be provided as a red-lined version of the previous year's approved version of the Standards section, which will be kept on the D&C Standard's SharePoint site.
- Compile and reconcile comments received from all reviewers.

Expectations for Standards Committee Members:

- Solicit ideas from their respective Division and/or Department to bring before the committee for consideration.
- Regularly attend and engage on the issues discussed at the meeting.
- 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.
- Engage in discussions on any new products, equipment or materials to be considered for incorporation into the assigned Standards section.
- 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.
- Report back to their respective 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:

- **Late January** – Review and update Standards Committee members and leadership.
- **Early April** – The Standards Committee Chairs to notify the Directors of Design and Construction that the draft versions of the Standards sections are ready for review. These will be Word documents posted on SharePoint with Track Changes mode turned on.
- **Late April** – The Directors of Design and Construction complete their reviews.
- **Early May** – The Directors of Design and Construction to notify the Chief Engineer to send out the links to the Standards draft documents and a review schedule for Chief Operating Officer and Directors within Operations.
- **Late May** – all Operations Directors, Chief Operating Officer, and Chief Engineer review final draft and post edits and comments in the SharePoint documents.
- **Early June** – The Directors of Design and Construction review all posted edits and comments and meet with the Committee Chairs, as necessary, to resolve issues. The

Directors of Design and Construction prepare the sections of the Standards for upload by the IT Department. A summary table to be prepared detailing major changes incorporated from the previously published version.

- **July 1** – Final version of Standards to be posted on the 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 Chief Engineer reserves the right to wait until the next calendar year to publish a new version.