

<u>Submittal Description</u>	<u>Submittal Format</u>	<u>Number of Copies</u>	<u>Distribution List</u>	<u>Reference Section</u>
PER Draft	PDF upload to Enterprise Project Management (Unifier) system	N/A	• Engineering Library • Operations Division • Chief Engineer • Real Estate Manager	Section 8 – PER, Design, and Construction Submittal Requirements
	8 ½" x 11" double-sided paper copy	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
Infrastructure Condition Assessment Plan	Incorporated into PER draft and final, or for projects without a PER	TBD	• Project Manager • Director of Asset Management	Section 20 – Condition Assessment Protocol
Building Information Model (BIM) Execution Plans	PDF uploaded to Unifier	TBD	• Project Manager • Director of Asset Management	Section 7 – HRSD Building Information Model (BIM) Requirements
PER Final	PDF upload to Unifier	N/A	• Project Manager • Engineering Library • Chief Engineer • Operations Division • Real Estate Manager	Section 8 – PER, Design, and Construction Submittal Requirements
	8 ½" x 11" double-sided paper copy	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
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

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50% Design Drawings	PDF and DWG upload to Unifier	N/A	• Engineering Library • Project Manager • Operations Division • GIS/CAD Group	Section 8 - PER, Design, and Construction Submittal Requirements
	Full-size and/or true half-scale prints	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
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
Plats	Refer to Section 9	N/A	• GIS/CAD Group	Section 9 – Real Estate, Acquisition, and Plat Guidelines
Preconstruction Assessment and Damage Mitigation Report	Stage 1 and 2 reports (draft and final): PDF uploaded to Unifier Stage 3 documentation via flash drive to HRSD PM	N/A	• Engineering Compliance Manager • Real Estate Manager • Project Manager • Director of D&C	Section 12 – Preconstruction Assessment and Damage Mitigation
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 Division • GIS/CAD Group	Section 8 - PER, Design, and Construction Submittal Requirements

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	Full size and/or true half-scale prints	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
90% Design Specifications	PDF upload to Unifier	N/A	• Engineering Library • Project Manager • Operations Division	Section 8 - PER, Design, and Construction Submittal Requirements
	8 1/2" x 11" double-sided paper copy	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
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 Division • GIS/CAD Group	Section 8 - PER, Design, and Construction Submittal Requirements Section 7 – BIM Requirements
	Full size and/or true half-scale prints	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
100% Design Specifications	PDF upload to Unifier	N/A	• Engineering Library • Project Manager • Operations Division	Section 8 - PER, Design, and Construction Submittal Requirements
	8 1/2" x 11" double-sided paper copy	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>

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Operation & Maintenance Manual Equipment List – Exhibit C1 (Review / Approval) at 100% Design Stage	Excel upload to Unifier		• Project Manager • Asset Management • Operations Division	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
	Full-size prints	2	• Project Manager • Director of D&C	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Bid Documents (Specifications)	PDF upload to Unifier	N/A	• Engineering Library • Project Manager	Section 8 - PER, Design, and Construction Submittal Requirements
	8 ½" x 11" double-sided paper bound copy	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
X, Y, Z Coordinates	Spreadsheet (uploaded to Unifier separate from Contractor pay request)	N/A	• GIS/CAD Group	Section 01323
	PDF upload to Unifier	N/A	• Engineering Library • Project Manager • GIS/CAD Group • Operations Division	Section 16 - Preparation of and format for Conformed Documents <i>{Number of copies defined in Professional Services Agreement / Amendment}</i>

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Conformed Documents (Drawings)	Full size and/or true half-scale prints	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
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 Division	Section 16 - Preparation of and format for Conformed Documents
	8 ½" x 11" double-sided paper copy	TBD	• As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
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	1	• Asset Management • Operations Division	Section 8 - PER, Design, and Construction Submittal Requirements

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Shop Drawing (approved submittals at Substantial Completion)	PDF on portable media	1	Operations Departments as appropriate	Section 8 - PER, Design, and Construction Submittal Requirements
Operation & Maintenance Manuals (approved submittals at Substantial Completion)	PDF on portable media	1	Operations Departments as appropriate	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 Division	Section 8 - PER, Design, and Construction Submittal Requirements
Interim Record Drawings (at Substantial Completion Stage)	Full-size prints	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
	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	8 ½" x 11" paper prints	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>

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Substantial Completion Stage)	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	TBD	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
	PDF and AutoCAD upload to Unifier (linear projects). Revit upload to BIM 360 or other approved method (vertical projects).	N/A	• 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	As requested	<i>{Number of copies defined in Professional Services Agreement/Amendment or as requested}</i>
	PDF and AutoCAD upload to Unifier	1	• Project Manager • GIS/CAD Group	Section 8 - PER, Design, and Construction Submittal Requirements