

Section I - Introduction

- A. Purpose – The purpose of this document is to present information to Professional Services Firms that will allow them to design projects, prepare construction documents and provide contract administration and inspection more efficiently while satisfying the needs and desires of HRSD. The term “FIRM” is used throughout this document to refer to the firm or individual providing professional consulting services for the design, contract administration, and inspection of HRSD facilities. HRSD expects the FIRM to bring their experience, expertise, and enthusiasm to projects while recognizing the culture and desires of HRSD. The FIRM must carefully review the information contained in this document, raise questions where appropriate, and deliver projects, which incorporate HRSD standards as laid out in this document. HRSD must be specifically advised of any cases when these standards that make up this document have not been incorporated in the final plans, specifications, and Bid Documents.
- B. Expectations, Outcomes and Sustainability – For an Engineered Construction Project to be successful, a number of outcomes are required. These outcomes include meeting project quality, schedule and cost objectives. Projects must meet all regulatory, environmental, safety and other needs of HRSD and the citizens we serve. Each project results in the delivery of infrastructure assets to HRSD. These assets must provide the needed level of service, within an acceptable level of risk, at the lowest life cycle cost. As such, FIRMS should consider the full life cycle of assets when planning, designing, and constructing HRSD projects. Life cycle cost accounting should include capital, operating, maintenance, rehabilitation, and decommissioning costs of the asset. FIRMS should compare asset alternatives based on Net Present Value (NPV) per anticipated years of service (NPV/anticipated years of service). HRSD strives to deliver projects sustainably. To be consistent and develop a common understanding of what sustainability means, FIRMS shall utilize the Institute for Sustainable Infrastructure (ISI) Envision checklist when evaluating and designing projects. The Envision checklist will assist the project team in identifying and engaging stakeholders, identifying project risks and opportunities, and evaluating the project from multiple perspectives. Because project adjustments can be most economically incorporated early in a project’s life, the first use of the Envision checklist should occur sometime between the start of preliminary engineering and the start of project design. The primary goal of utilizing ISI Envision is to plan, design, and construct better infrastructure projects for HRSD, our ratepayers, and our local partners; not to receive accreditation or an award. In some instances pursuing project accreditation and award may be justified. Better infrastructure projects are the result of evaluating the project from economic, social, and environmental perspectives (the triple bottom line), and evaluating project alternatives and project components based on their life cycle costs.
- C. Project Delivery Methods – As a political subdivision of the Commonwealth of Virginia, HRSD follows the requirements of the Virginia Public Procurement Act. In addition, HRSD has developed the HRSD Procurement Policy to more specifically define our efforts to meet specific procurement related matters. Engineered construction projects are typically delivered using a Design-Bid-Build method, however HRSD has the authority to use alternative forms of project delivery if certain procedures and requirements are followed. Alternative (or

Collaborative) delivery methods including: Construction Management, Job Ordering Contracting and Design-Build are used on a case by case basis and most of the standards related to these delivery methods have not been formalized. Proposed alternative delivery projects should be implemented based on recent comparable projects until formal standards are adopted by HRSD for these less familiar project delivery methods.

- D. Distribution - This document is incorporated by reference into all HRSD Professional Services Agreements for the design and construction of HRSD facilities. This document is posted on the HRSD web site at www.hrsd.com
- E. Preparation of Design Documents – HRSD employs numerous FIRMs for technical assistance in the preparation of design documents. Each of these FIRMs bring unique expertise to the design effort. These differences result in new ideas and methods for both the design and implementation of HRSD’s Capital Improvement Program. Although HRSD has some specific preferences for certain aspects of the design, much of the procedures, details and technical information required for the project should be determined by the FIRM. The following information is an overview of some of the general requirements required by HRSD for the preparation of design documents.
1. Study and Preliminary Engineering Report (PER)
 - a. Studies and PERs should clearly state the purpose, goals and assumptions used in preparation of the document.
 - b. The PER should include an Executive Summary in the front of the document. The Executive Summary should include a brief overview of the project, recommendations, all project costs and schedule to implement the work. The Executive Summary should be limited to approximately five (5) pages. The PER should consider alternates for the the various systems, processes and equipment to be included in the final design. A thoughtful method of comparing various alternatives is needed with specific recommendations.
 - c. Large amounts of data or other technical information should be included in an appendix with a summary of the information included in the text of the document.
 - d. Total project cost estimates should be provided listing design, construction, land acquisition, wetlands mitigation and all other anticipated project costs. Costs should also include necessary contingencies and these contingencies should be clearly defined. Along with each developed and published project or construction cost estimate by the FIRM, the ENR Construction Index of the month the estimate was prepared shall be documented in the footnote of the published cost estimate. HRSD desires to use the following cost estimate classes as defined by AACE International for the various stages of study and plan development:

- Class 5: up to 2% project definition (Initial Budget Development stage) with expected accuracy range of -20% to -50% under and +30% to +100% above calculated cost.
 - Class 4: project definition between 1% and 15% (Study or PER stage) with expected accuracy range of -15% to -30% under and +20% to +50% above calculated cost.
 - Class 3: project definition between 10% and 40% (Preliminary Design stage) with expected accuracy range of -10% to -20% under and +10% to +30% above calculated cost.
 - Class 2: project definition between 30% and 70% (Final Design stage) with expected accuracy range of -5% to -15% under and +5% to +20% above calculated cost.
 - Class 1: project definition between 70% and 100% (Bid Advertisement or Preconstruction stage) with expected accuracy range of -3% to -10% under and +3% to +15% above calculated cost.
- e. Studies and PERs must be provided in an electronic PDF format for ease of use by HRSD. Paper copies may also be required and the quantity of those is project specific.
- f. Specific requirements for the technical aspects of the study or PER will be included in the Professional Services Agreement.
- g. PERs should be prepared in compliance with the Commonwealth's Sewage Collection and Treatment (SCAT) Regulations.
- h. In addition to the architectural guidelines in the HRSD Design and Construction Standards, there is a need for high level of review and buy-in at early stages of concept development for pump stations, PRS, above ground storage tanks, and buildings that HRSD will construct in the communities that we serve. The involvement of HRSD's Architectural Review Committee will provide direction to our design engineers and architects at the earliest possible stage to help ensure our designers and staff can verify the proper land requirements and secure stakeholder buy-in for both form and function of these facilities such that these facilities can be efficiently brought to completion. The following steps are to be followed for discussed vertical construction projects:
- 1) FIRM to research the current zoning, and building styles (residential, public, business) in the surrounding neighborhoods or areas within one-half mile radius of the proposed construction site.
 - 2) FIRM to review the current architectural guidelines in Section VII Pump Stations of these Standards for best fit styles to blend into the surrounding areas where the facility is to be constructed or renovated.
 - 3) FIRM to present architectural treatment options (minimum of two) along with opinion of probable construction costs (Class 4 level) for each option to the HRSD Project Manager at the draft Preliminary Engineering Report (PER)

stage for review. These architectural renderings shall be at a level of development to envision how the structure would blend into the surrounding area and what the facility would look like from the street frontage perspective.

- 4) HRSD Project Manager to submit the architectural rendering options to the HRSD Architectural Review Committee and the Director of Engineering for comment and direction. This committee to be comprised of the following HRSD members: General Manager, Director of Communications, Community Relations Liaison, and the department director for whom the facility is being constructed for.
- 5) The HRSD Architectural Review Committee to schedule a meeting within two (2) weeks of submittal of the renderings with the HRSD Project Manager and the FIRM to discuss their comments and guidance for moving forward.
- 6) The HRSD Project Manager and the FIRM to modify the renderings according to direction given by the HRSD Architectural Review Committee and resubmit to the Committee for concurrence within two (2) weeks of the first meeting with the Committee.
- 7) The accepted architectural concept by the Committee will be incorporated into the final PER by the FIRM.
- 8) The FIRM to base their scope of services and fee proposal for the design phase upon the final PER recommendations.
- 9) Depending on the locality's review and approval process regarding architectural style and landscaping, the FIRM will need to accommodate within their proposed completion schedule for additional submittals and reviews by governing bodies.

2. Project Manual (Contract Requirements, Technical Specifications and Construction Drawings)

- a. The FIRM should prepare the Project Manual in accordance with this document and all state and local regulatory requirements. The Project Manual should generally be organized as follows:
 - Volume 1: Construction Contract Requirements and Technical Specifications
 - Volume 2: Construction Drawings
 - Volume 3: Other documents as required
- b. The documents used for regulatory approval and for construction bidding must be sealed and signed by a Professional Engineer or Architect licensed in the Commonwealth of Virginia.
- c. The type of media and method used for the distribution of the Project Manual shall be agreed upon by HRSD and the FIRM prior to finalization of the design documents.
- d. Specific requirements for the technical aspects of the Project Manual are described further in this document and will be included in the Professional Services Agreement.

- e. Project and construction cost estimates during plan development shall be as described above in paragraph E.1.d. of this section.
 - f. Vertical construction projects (pump stations, PRS, treatment plants, administrative buildings) are to be designed in a 3-D CADD format that can be viewed and reviewed by HRSD staff with NavisWorks or other non-licensed viewer software packages. The FIRM shall continue to incorporate changes proposed by the Contractor during submittal reviews and Change Proposals to confirm that alternate equipment, materials, and changes from the FIRM's developed Bid Documents will not cause further conflicts. The final 3-D design files are also to be delivered to HRSD in their native software format.
- F. Common Historical Issues in the Design and Construction Phase - HRSD has routinely encountered a number of recurring issues in both the design and construction phases of projects. Some of these relate to HRSD preferences that may differ from the FIRM's or industry's normal practices. These are summarized below by design and construction phase.
- 1. Design Phase
 - a. Specification sections were included in the Bid Documents that are not applicable to the specific project.
 - b. Plans and specifications were not well coordinated.
 - c. The general intent is that existing HRSD drawings are to be reviewed and all pertinent information included on current project drawings so that these drawings represent the complete picture of the HRSD facility in the areas covered.
 - d. Sequences of construction to ensure maintenance of plant operations (MOPO), pipelines and pumping stations were not prepared or carefully considered.
 - e. Technical specifications were not coordinated with HRSD standard front end documents. Do not repeat in the technical specifications items that are covered in the front end documents.
 - f. X-references used in drawings were not bound to drawings before record drawings are delivered to HRSD.
 - g. A consistent format (font, page numbering, paragraph numbering, etc.) was not used throughout the technical specifications.
 - h. Existing field conditions were not verified at final design stage, resulting in conflicts.
 - i. Location of piping and appurtenances such as air release valves and isolation valves in busy intersections needs to be considered for maintenance and operation access.

- j. Access for sampling or maintenance of equipment needs to be considered at treatment plants, pump stations, covered tanks and other facilities.
- k. Lack of consideration of how the project will negatively impact the public (noise, odors, access, etc.)

2. Construction Phase

- a. FIRM's submittal reviewers were not carefully checking that Contractor submittals were in full compliance with the Bid Documents, and the approved products and materials do not result in conflicts with other aspects of the physical space or other aspects of the Contract Documents.
- b. Field personnel (FIRM's representative) did not have a copy of nor were familiar with plans, specifications and approved shop drawings / submittals.
- c. Field personnel did not check materials received against approved shop drawings / submittals.
- d. Field personnel used personal experience, not plans and specifications, when considering changes, answering questions, etc.
- e. Field personnel relied on Jurisdictional/VDOT or other agency inspectors for contract item compliance when either the jurisdiction or VDOT was administering the construction contract that included impacts on HRSD facilities.
- f. Field personnel relied on Contractor's record drawing keeping and failed to closely monitor progress and field changes. Field personnel should keep their own record drawing information and frequently review Contractor's record drawings.
- g. FIRM failed to prepare independent cost estimates for use in verifying/negotiating changes with Contractor.
- h. Field personnel were unaware of special features for the project. Design personnel should brief field personnel on special features and participate in startup to ensure compliance with the specifications.
- i. Field and design personnel did not receive copies of all change documents, i.e., addenda, change orders, field orders, work change directives, etc.
- j. Consideration was not given to final site restoration including work best performed by certified landscape contractors.
- k. Field personnel were not monitoring, documenting nor enforcing when the Contractor was outside of rights of way and easements that he was limited to work within.

1. Field personnel were not monitoring, documenting nor enforcing when the Contractor was violating jurisdictional maintenance of traffic restrictions.

G. Use of Autonomous Vehicles (AVs)

Due to potential issues with the use of prohibited airspace, privacy concerns, the changing regulatory environment and the risk of injury and damages that could result from the use of AVs, HRSD requires that the use of AVs must comply with all relevant regulations, insurance requirements and policies. The use of AVs should be limited to circumstances when the AV provides HRSD with a financial, safety or functionality benefit over other reasonably available options. When the use of the AV will involve a Consultant, Contractor, or other individual, written permission from the HRSD Department Director and the HRSD General Manager will be required. The request submitted must clearly state the need and benefit afforded by using the AV, the name of the individual controlling the AV and insurance coverages. The request should note that the use of the AV and responsible individual controlling the AV will fully meet all federal, state, and local regulations relating to the use of AVs.

End of Section