

Section XV - PER, Design, and Construction Submittal Requirements

- A. Introduction - In an effort to reduce paper and to further implement the Oracle Unifier Project Management System, the Engineering Department has implemented standards for storage of plans, Bid Documents, Operations and Maintenance (O&M) manuals, and shop drawings. It is critical that Engineering's Project archival systems maintain the official records of shop drawings, O&M manuals, and all other project related correspondence until such time as the project is closed out. Paper submittals from FIRM will continue for staff review and use with the number of copies detailed within this Section.
- B. Requirements for Submittals – FIRM shall following the requirements detailed in the listed paragraphs.
1. Provide all stages of PER, plan, and specification submittals in Portable Document Format (PDF) in addition to the traditional or desired number of paper copies for review. PDF files shall be formatted with bookmarks and each submittal shall be a single PDF as opposed to a collection of PDF files for individual chapters, plan sheets, etc.
 2. Seamless AutoCAD files in “dwg” format to be prepared and submitted to HRSD for the purpose of populating the GIS with alignments of new / relocated / rehabilitated pipeline and show locations of pump stations, metering values, gate valves, air vents, etc and for establishing a numbering scheme for Valve Guides. The timing and content of submittals follow:
 - a. Prepare and submit a “seamless” CAD file showing the proposed improvement limits at the 50% design stage. This information will be used to show the overall limits and alignment of the project.
 - b. Prepare and submit a “seamless” CAD file with the proposed improvements and delineations for proposed Valve Guides at the Conformed Drawing submittal stage. The GIS/CAD Division will review the proposed Valve Guide locations and layouts and will assign numbers for Interim and Final Valve Guides. The HRSD Project Manager will coordinate with the FIRM to incorporate these assigned asset numbers into the generated Valve Guides.
 - c. Submit to HRSD Project Manager unless otherwise detailed in the Professional Services Agreement / Amendment the following:
 - i. One (1) AutoCAD seamless file of the project limits on CD at the 50% design stage.
 - ii. One (1) AutoCAD seamless file of proposed improvements and proposed Valve Guide delineations on CD at the Conformed Documents stage.
 - iii. The Project Manager shall submit to the Engineer the assigned Valve Guide numbering scheme for production of Interim and Final Valve Guides.

3. Interim Record Drawing submittals must be submitted to HRSD Project Manager a minimum of 5 business days in advance of the scheduled tie-in for force main project or HRSD taking operational possession of the constructed facility. FIRM to incorporate this requirement into the Construction Bid Documents.
 - a. Interim Record Drawings shall be prepared by the FIRM and transmitted to the HRSD Project Manager along with the tie-in plan. The Project Manager shall review a paper copy of the Interim Record Drawings for accuracy and completeness. Any required revisions shall be coordinated with the FIRM and the corrected version resubmitted back to the HRSD Project Manager.
 - b. Interim Record Drawings shall be the following formats: (a) full size paper prints redlined with legible marks indicating changes, additions, or deletions; (b) PDF scan of the Interim Record Drawings.
 - c. Refer to the “Drawings, Record Drawings, and Valve Guides” section in this manual for the latest information to be included with Record Drawings.
 - d. Submit to HRSD Project Manager unless otherwise detailed in the Professional Services Agreement / Amendment the following:
 - i. Four (4) 24” x 36” full size paper copies of Interim Record Drawings.
 - ii. One (1) PDF scan of the Interim Record Drawings on CD or in Unifier if available.
4. Interim Valve Guide submittal must be a minimum of 5 business days in advance of the scheduled tie-in for force main project or HRSD taking operational possession of the constructed facility. FIRM to incorporate this requirement into the Construction Bid Documents.
 - a. Interim Valve Guides shall be prepared by the FIRM and transmitted to the HRSD Project Manager along with the tie-in plan. The Project Manager shall review a paper copy of the Interim Valve Guides for accuracy and completeness. Any required revisions shall be coordinated with the Engineer and the corrected version resubmitted back to the HRSD Project Manager.
 - b. Interim Valve Guides shall be the following formats (a) AutoCAD “dwg”, (b) PDF, and (c) 8½” x 11” paper copies.
 - c. Submit to HRSD Project Manager unless otherwise detailed in the Professional Services Agreement / Amendment the following:
 - i. Four (4) 8½” x 11” paper copies of each Interim Valve Guide.
 - ii. One (1) AutoCAD dwg file of each Interim Valve Guide on CD or in Unifier if available.

- iii. One (1) PDF file of each Interim Valve Guide on CD or in Unifier if available.
5. Final Record Drawings submittal at project Final Completion stage. Refer to the “Drawings, Record Drawings, and Valve Guides” section in this manual for the latest information to be included with Record Drawings.
- a. Final Record Drawings to be prepared by the FIRM and transmitted to the HRSD Project Manager. The Project Manager shall review a paper copy of the Final Record Drawings for accuracy and completeness. Any required revisions shall be coordinated with the FIRM and the corrected version resubmitted back to the HRSD Project Manager.
 - b. Final Record Drawings shall be the following formats:
 - i. AutoCAD dwg for each plan sheet,
 - ii. A single PDF file for each volume of Record Drawings,
 - iii. Full size paper prints (*HRSD Project Manager to determine the need*).
 - c. Submit to HRSD Project Manager unless otherwise detailed in the Professional Services Agreement / Amendment the following:
 - i. Four (4) 24” x 36” full size paper copies of Final Record Drawings. (*HRSD Project Manager to determine the need*)
 - ii. One (1) PDF file of each volume of Final Record Drawings on CD or in Unifier if available.
 - iii. One (1) AutoCAD dwg file of each Final Record Drawing sheet on CD(s) or in Unifier if available.
6. Final Valve Guides shall be prepared by the FIRM and submitted at project Final Completion stage. Refer to the “Drawings, Record Drawings, and Valve Guides” section in this manual the latest information to be included with Valve Guides.
- a. Final Valve Guides to be transmitted to the Project Manager. The Project Manager shall review a paper copy of the Final Valve Guides for correct numbering assignment as determined by HRSD GIS/CAD Division and completeness. Any required revisions shall be coordinated with the FIRM and the corrected version resubmitted back to the HRSD Project Manager.
 - b. Final Valve Guides shall be the following formats (a) AutoCAD “dwg”, (b) PDF, and (c) 8½” x 11” paper copies.
 - c. Submit to HRSD Project Manager unless otherwise detailed in the Professional Services Agreement / Amendment the following:

- i. Four (4) 8½” x 11” paper copies of each Final Valve Guide. (*HRSD Project Manager to determine the need*)
 - ii. One (1) AutoCAD dwg file of each Final Valve Guide on CD or in Unifier if available.
 - iii. One (1) PDF file of each Final Valve Guide on CD or in Unifier if available.
7. Shop Drawings for each project shall be submitted to HRSD’s Project Manager. Refer to Master Specification Section “01340 Submittals” contained within this manual for further information. The following is in addition to Unifier submittals. The format for Shop Drawings are to be PDF and distributed by the Project Manager as follows:
- a. For force mains and gravity sewers – CD containing PDF files at Substantial Completion stage to appropriate Chief of Interceptor Systems or in Unifier if available.
 - b. For pump stations, PRS, flow meters, pressure sensors and other mechanical systems for Interceptor Systems – CD containing PDF files prior to Substantial Completion stage to appropriate Chief of Interceptor Systems, to Operations Support Systems Manager, and Chief of Electrical and Energy Management or in Unifier if available.
 - c. For treatment plants and outfalls – CD containing PDF files prior to Substantial Completion or before taking operational ownership of a process or component to Operations Support Systems Manager, Chief of Electrical and Energy Management, and to appropriate Plant Manager or in Unifier if available.
8. Operations and Maintenance (O&M) Manuals for each project shall be submitted to HRSD’s Project Manager. Refer to Master Specification Section “01340 Submittals” contained within this manual for further information. Operation & Maintenance Manual Equipment List (Exhibit C1) shall be prepared and submitted in Excel format to HRSD at the 100% design stage. HRSD Asset Management and Operations will review and approve the proposed list of equipment that would require O&M Manual submittal. Exhibit C1 will provide HRSD with the data to populate the Computerized Maintenance Management System (CMMS) and establish the system and process hierarchy. Updated Exhibit C1 and Exhibits C2 and C3 shall be submitted in Excel format prior to substantial completion in accordance with Master Specification Section “01340 Submittals”. The following is in addition to Unifier submittals. The format for O&M manuals are to be PDF and distributed by the Project Manager as follows:
- a. For pump stations, PRS, flow meters, pressure sensors and other mechanical systems for Interceptor Systems – CD containing PDF files prior to Contractor / FIRM component training or operational ownership to appropriate Chief of Interceptor Systems, Operations Support Systems Manager, and Chief of Electrical and Energy Management.
 - b. For treatment plants – CD containing PDF files prior to Contractor / FIRM component training or operational ownership to Operations Support Systems

Manager, Chief of Electrical and Energy Management, and to appropriate Plant Manager.

9. Conformed Documents specifics are defined in the section entitled “Preparation of and Format for Conformed Documents” within this manual. The following is in addition to Unifier submittals. HRSD’s Project Manager shall make the necessary copies of the received PDF version of Conformed Documents for each project and distribute as follows:
 - a. For force mains and gravity sewers – CD containing PDF files prior to Pre-Construction Meeting to appropriate Chief of Interceptor Systems.
 - b. For pump stations, PRS, flow meters, pressure sensors and other mechanical systems for Interceptor Systems – CD containing PDF files prior to Pre-Construction Meeting to appropriate Chief of Interceptor Systems, Operations Support Systems Manager, and Chief of Electrical and Energy Management.
 - c. For treatment plants and outfalls – CD containing PDF files prior to Pre-Construction Meeting to Operations Support Systems Manager, and Chief of Electrical and Energy Management, appropriate Senior Plant Manager and Plant Manager.

C. Attachment A summarizes the major list of submittals to HRSD.

D. Attachment B is the Equipment Records template Excel file.