

Attachment A - Summary of Major Submittals to HRSD

Submittal Description	Submittal Format	Number of Copies	Distribution List	Reference Section
PER Draft	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> • Engineering Library • Operations Department 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
PER Draft	8 ½" x 11" double sided paper bound copy	TBD	<ul style="list-style-type: none"> • Project Manager • Operations Department • Engineering Director 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
PER Final	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> • Project Manager • Engineering Library • Engineering Director • Operations Department 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
PER Final	8 ½" x 11" double sided paper bound copy	3	<ul style="list-style-type: none"> • Project Manager • Engineering Director 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
50% Design Drawings	PDF and DWG upload to Unifier	N/A	<ul style="list-style-type: none"> • Engineering Library • Project Manager • Operations Department • GIS/CAD Group 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
50% Design Drawings	Full size and/or true half scale prints	TBD	<ul style="list-style-type: none"> • Project Manager • Chief of D&C • Operations Department <ul style="list-style-type: none"> ○ Chief of Facility Support (1 copy) ○ Electrical (3 copies) ○ Instrumentation (2 copies) ○ Automotive (1 copy) 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
50% Design Seamless AutoCAD file	AutoCAD dwg upload to Unifier	N/A	<ul style="list-style-type: none"> • GIS/CAD Group 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP

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90% Design Drawings	PDF and DWG upload to Unifier	N/A	<ul style="list-style-type: none"> • Engineering Library • Project Manager • Operations Department • GIS/CAD Group 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
90% Design Drawings	Full size and/or true half scale prints	TBD	<ul style="list-style-type: none"> • Project Manager • Chief of D&C • Operations Department <ul style="list-style-type: none"> ○ Chief of Facility Support (1 copy) ○ Electrical (3 copies) ○ Instrumentation (2 copies) ○ Automotive (1 copy) 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
90% Design Specifications	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> • Engineering Library • Project Manager • Operations Department 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
90% Design Specifications	8 ½" x 11" double sided paper bound copy	TBD	<ul style="list-style-type: none"> • Project Manager • Chief of D&C • Operations Department <ul style="list-style-type: none"> ○ Electrical (3 copies) ○ Instrumentation (2 copies) ○ Automotive (1 copy) 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
100% Design Drawings	PDF and DWG upload to Unifier	N/A	<ul style="list-style-type: none"> • Engineering Library • Project Manager • Operations Department • GIS/CAD Group 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP

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100% Design Drawings	Full size and/or true half scale prints	TBD	<ul style="list-style-type: none"> • Project Manager • Chief of D&C • Operations Department <ul style="list-style-type: none"> ○ Electrical (3 copies) ○ Instrumentation (2 copies) ○ Automotive (1 copy) 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
100% Design Specifications	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> • Engineering Library • Project Manager • Operations Department 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
100% Design Specifications	8 ½" x 11" double sided paper bound copy	TBD	<ul style="list-style-type: none"> • Project Manager • Chief of D&C • Operations Department <ul style="list-style-type: none"> ○ Electrical (3 copies) ○ Instrumentation (2 copies) ○ Automotive (1 copy) 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Operation & Maintenance Manual Equipment List – Exhibit C1 (Review / Approval) at 100% Design Stage	Excel upload to Unifier		<ul style="list-style-type: none"> • Project Manager • Asset Management • Operations Department 	PER, Design, and Construction Submittal Requirements
Bid Documents (Drawings)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> • Engineering Library • Project Manager 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Bid Documents (Drawings)	Full size prints	2	<ul style="list-style-type: none"> • Project Manager • Chief of D&C 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>

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Bid Documents (Specifications)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> Engineering Library Project Manager 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Bid Documents (Specifications)	8 ½" x 11" double sided paper bound copy	2	<ul style="list-style-type: none"> Contract Specialist Project Manager 	<i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Conformed Documents (Drawings)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> Engineering Library Project Manager GIS/CAD Group Operations Department 	Preparation of and format for Conformed Documents <i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Conformed Documents (Drawings)	Full size and/or true half scale prints	TBD	<ul style="list-style-type: none"> Operations Department <ul style="list-style-type: none"> Full size set for Electrical staff 	Preparation of and format for Conformed Documents
Conformed Documents (Seamless AutoCAD file with identified Valve Guide boundaries)	AutoCAD DWG upload to Unifier	N/A	<ul style="list-style-type: none"> GIS/CAD Group 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Conformed Documents (Specifications)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> Engineering Library Project Manager Operations Department 	Preparation of and format for Conformed Documents
Conformed Documents (Specifications)	8 ½" x 11" double sided paper bound copy	TBD	<ul style="list-style-type: none"> Project Manager Admin Operations Department Chief of D&C 	Preparation of and format for Conformed Documents <i>{Number of copies defined in Professional Services Agreement / Amendment}</i>

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Submittal Description	Submittal Format	Number of Copies	Distribution List	Reference Section
Shop Drawings (Review / Approval)	PDF of each submitted shop drawing upload to Unifier	N/A	<ul style="list-style-type: none"> Project Manager 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Operation & Maintenance Manuals (Review / Approval)	PDF of each submitted shop drawing upload to Unifier	N/A	<ul style="list-style-type: none"> Project Manager 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Equipment Record – Exhibits C2 and C3 (Review / Approve)	Excel of each submitted O&M Manual		<ul style="list-style-type: none"> Asset Management Operations Department 	PER, Design, and Construction Submittal Requirements
Shop Drawing (approved submittals at Substantial Completion)	PDF on CD	1	<ul style="list-style-type: none"> Chief of Interceptor System or Treatment Chief of Facility Support Treatment Plant Manager 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Operation & Maintenance Manuals (approved submittals at Substantial Completion)	PDF on CD	1	<ul style="list-style-type: none"> Chief of Interceptor System or Treatment Chief of Facility Support Treatment Plant Manager 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP

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Equipment Record – Exhibits C2 and C3 (approved submittals at Substantial Completion)	Excel of each submitted O&M Manual		<ul style="list-style-type: none"> Asset Management Operations Department 	PER, Design, and Construction Submittal Requirements
Interim Record Drawings (at Substantial Completion Stage)	Full size prints	4	<ul style="list-style-type: none"> Project Manager Operations Department Full size set for Electrical staff 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Interim Record Drawings (at Substantial Completion Stage)	PDF upload to Unifier	N/A	<ul style="list-style-type: none"> Engineering Library Project Manager GIS/CAD Group 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Interim Valve Guides (at Substantial Completion Stage)	8 ½” x 11” paper prints	4	<ul style="list-style-type: none"> Project Manager Operations Department 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Interim Valve Guides (at Substantial Completion Stage)	PDF and AutoCAD upload to Unifier	N/A	<ul style="list-style-type: none"> Project Manager GIS/CAD Group 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Final Record Drawings (at Final Completion Stage)	Full size prints	4	<ul style="list-style-type: none"> Project Manager Operations Department Full size set for Electrical staff 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP
Final Record Drawings (at Final Completion Stage)	PDF and AutoCAD upload to Unifier	N/A	<ul style="list-style-type: none"> Engineering Library Project Manager GIS/CAD Group 	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP

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Final Valve Guides (at Final Completion Stage)	8 ½" x 11" paper prints	TBD	<ul style="list-style-type: none">• Project Manager• Operations Department	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP <i>{Number of copies defined in Professional Services Agreement / Amendment}</i>
Final Valve Guides (at Final Completion Stage)	PDF and AutoCAD upload to Unifier	1	<ul style="list-style-type: none">• Project Manager• GIS/CAD Group	PER, Design, and Construction Submittal Information for Design & Construction Division Managed Projects SOP

End of Section