



INTEROFFICE MEMORANDUM

TO: HRSD Design and Construction Standards Committee Members

FROM: North Shore & South Shore Chiefs of Design & Construction

DATE: **June 5, 2018**

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

Background

The *HRSD Design and Construction Standards* has continued to evolve over the years since its initial publication and continues to be an important guiding document for both HRSD staff and professional services consultants. The current version of these Standards is comprised of guidelines for preparation of construction documents, master technical specifications, drawing details, and a listing of standard operating procedures for both HRSD staff and consultants. The Standards is 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, or incorporated into Alternate / Collaborative Delivery projects. Recently, the update and publication frequency of this document has been included with the EPA Management, Operations and Maintenance (MOM) requirements.

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

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

- Review the membership of each of the Standards subcommittee for proper representation and balance.
- Select members for subcommittee for members rolling off of the committee.
- Discuss with subcommittee members in your Division / Department the importance of active participation on the committee.
- Channel ideas and issues to be discussed and considered by the subcommittees through your Division / Department members serving on subcommittees.

Expectations for Standards subcommittee Chairs:

- The Chair to coordinate with the Engineering Department Administrative Coordinator to create and post relevant information and files on a SharePoint site for subcommittee business.

- The Chair to establish the meeting schedule and invite members via Outlook; confirm members know of the date and time of meetings.
- The Chair to establish the agenda for each meeting and e-mail to each member.
- The Chair to lead discussions on the content within their assigned Section of the Standards and any related drawing details and master technical specifications contained within the Standards manual.
- The Chair to lead discussions on any new products, equipment or materials to be considered for incorporation into the assigned Standards section.
- The Chair to lead 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.
- The Chair to summarize the outcome of each meeting and e-mail to each member.
- The Chair to prepare the final annual draft for Design & Construction Chiefs review.
- The Chair to reconcile comments received from all reviewers.

Expectations for Standards subcommittee members:

- Members to solicit ideas from their Division and/or Department to bring before the subcommittee for consideration.
- Members regularly attend and are engaged in the issues discussed at the meeting.
- Members to 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.
- Members to engage in discussions on any new products, equipment or materials to be considered for incorporation into the assigned Standards section.
- Members to 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.
- Members should report back to their Division and/or Department the recent developments and discussions ongoing in the meetings.

The recurring schedule for upcoming publications of Design and Construction Standards shall be as follows:

- **Early June** - The Standards subcommittee Chairs to notify the North Shore and South Shore Chiefs of Design & Construction that the draft versions of the Standards sections are ready for review. These will be Word documents that are posted on SharePoint with Track Changes mode turned on.
- **Early July** – The Chiefs of Design & Construction to complete reviews.
- **Late July** – The Chiefs of Design & Construction to notify the Engineering Director to send out the links to the Standards draft documents and a review schedule for Operations Chiefs, Director of Operations, and SACA.

- **August** – all Operations chiefs, Director of Operations, SACA and Director of Engineering review final draft and post edits and comments in the SharePoint documents.
- **Late August** – The Chairs of the Standards subcommittees to review all posted edits and comments and meet with the Chiefs of Design & Construction to resolve issues.
- **September** – Engineering Department Administrative Coordinator produces the final version of Standards to be published. A summary table to be prepared for each Standards section detailing the changes incorporated from the previous version. Final versions to be posted on HRSD.com webpage along with version date.

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 Engineering Director reserves the right to wait until the next calendar year to publish a new version.