

APPENDIX I – PROJECT DOCUMENTATION REQUIREMENT SHEET

Appendix	I	to CSMP for RFP No	908 - 2015
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Project submittals requirements for quantities and formats by category:

Document Description	Version	Paper Copies	Unit / General Format	Searchable pdf file	Electronic native file
Minutes of Meetings	all	none		1	
Technical Plans/ Memorandums/ Reports	for review	6	Sets / Bound	1	
Technical Plans/Memorandums/Reports	final	6	Sets / Bound	1	
Drawings issued independently from above	for review	6	Sets 11"x17"/ Collated - Fastened	1	
Technical Specifications/Design Criteria/Lists etc.	for review	6	Sets / Collated - Fastened	1	
Preliminary Design Cost Development Drawings (in addition to the requirements for final report)	final	+2	Full Size sets/Collated - Fastened	1	
Risk Register	for review/final	6	Sets / Collated - Fastened	1	1
Schedules or other documents with City required specific electronic file format	for review/final		as per applicable Item above	1	1
Bid Opportunity/RFP Documents	for review	6	Sets / Collated - Fastened	1	
Bid Opportunity/RFP Drawings	for review	6	Sets 11"x17"/ Collated - Fastened	1	
Bid Opportunity/RFP Documents	final	6	Sets / Collated - Fastened	1	1
Bid Opportunity/RFP Drawings	final	6	Sets 11"x17"/ Collated - Fastened	1	
Contractual documents for which wet signature is required.	original	1	Original	1	
Other Contract Administrative documents	review/final	none		1	
Consultant Progress Invoices	final	2	Sets	1	1
Bid Opportunity Progress Estimates	final	2	Sets / Collated	1	
Inspection, testing, training, commissioning records	final	3	Sets / Collated - Fastened	1	
As Built Drawings	for review/final	x/3	Sets 11"x17"/ Collated - Fastened	1	
As Built Drawings	final	1	Mylar Full Size Set		+1-Autocad
Operation and Maintenance Manuals	for review/final	x/3	Sets in Ring Binders	1	
Areal Manuals	for review/final	x/3	Sets in Ring Binders	1	1
Standard Operating Procedures	for review/final	x/6	Sets in Ring Binders	1	1

Note: Prior to any issue, the Consultant should refer to section -3.2 Documentation Submission Requirements- of document -CD CP-PL 01 Consultant Services Management Plan (Minimum Requirements)-, in particular:

- Prior to any submission the Consultant shall confirm with the City Project Manager the required format(s) and quantities of the submission.

