

DESIGN DOCUMENT SUBMITTALS

(MILCON-UMI-BRAC)

The following document identifies the required submittals for each design phase of the project:

Contents:

E.1 Design Document Submittals

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DESIGN DOCUMENT SUBMITTALS

1. GENERAL:

- 1.1 The A/E is responsible for the accuracy and completeness of a professionally prepared design package.
- 1.2 The Owner's role is only to assist the A/E by reviewing each Design Phase submission for adherence with the Owner's criteria, design objectives, and regulations and for clarity and completeness in an effort to reduce changes to the contract during construction.
- 1.3 Owner and National Guard Bureau (NGB) review will not begin until a complete submittal package for each phase is received.
- 1.4 Supporting Design Data shall be on 8 ½x11 paper (or 11x17 paper folded to 8 ½x11). Include a Table of Contents and page numbering. Provide labeled divider sheets for Tabs.
- 1.5 Templates to be used by the A/E for Design Document Submittals (where indicated by **yellow highlighter** below) are included in the Owner supplied Project Book and electronically on the Project CD.
- 1.6 Refer to Template, **TAB T** – "IAARNG Contract Document and CADD Standards" for additional requirements.
- 1.7 Each submittal must be supported by the approved DD Forms 1390/1391 (**TAB L**).
- 1.8 There will be five Design Phase submittals as follows:
 - Schematic (10%)
 - Conceptual (30%)
 - Preliminary (60%)
 - Final (90%)
 - Bid Final (100%)
- 1.9 Artwork or special graphics are allowed but not required to enhance the appearance of the submittals. The accuracy, completeness, and quality of the information are more important than the appearance. The minimum submittal requirements at each Design Phase are as follows:

2. SUBMITTAL REQUIREMENTS:

2.1 SCHEMATIC (10%):

2.1.1 GENERAL:

- .1 Submittals for this phase shall include two components: Full size drawings and Supporting Design Data. Supporting Design Data should be submitted in one volume 'tabbed' as follows and further delineated below:
 - **Tab A: Design Schedule**
 - **Tab B: Facilities Allowances Worksheet**
 - **Tab C: Anti-Terrorism/Force Protection (AT/FP) Summary Report**
 - **Tab D: Correspondence**
 - **Tab E: Cost Estimate**

2.1.2 DRAWINGS:

- .1 **Site sketch(es)** based on A/E's initial site analysis; drawn to scale and indicating, as a minimum:
 - a. Existing conditions including major features, rough contours, pedestrian and vehicular circulation, facility layout and orientation, trees and landscaping.
 - b. Proposed additions or modifications to site features or buildings, setbacks, and relationship to adjacent facilities.
 - c. Sketches may be hand drawn or created electronically at A/E's discretion. Label multiple, alternative designs (if any) as Scheme 'A', 'B', 'C', etc.
- .2 **Floor Plan sketch(es)** drawn to scale and indicating, as a minimum:
 - a. Existing spaces (if applicable) and proposed reconfigurations or additions highlighted.
 - b. Indicate the name and net area of each existing space (if applicable) and proposed new spaces. Net area is defined as the useable floor area within walls.
 - c. Sketches may be single line, hand drawn or created electronically at A/E's discretion. Label multiple, alternative designs (if any) as Scheme 'A', 'B', 'C', etc.

2.1.3 SUPPORTING DESIGN DATA:

- .1 **Tab A: Design Schedule** (Template, **TAB F**).
- .2 **Tab B: Facilities Allowances Worksheet** (Template, **TAB G**).
- .3 **Tab C: AT/FP Summary Report** (Template, **TAB H**).
 - a. Include a copy of the Owner's "Risk and Threat Analysis".
- .4 **Tab D: Correspondence:**
 - a. Insert documentation of any design correspondence (e.g. telephone logs) not already captured in emails or meeting minutes.
- .5 **Tab E: Cost Estimate:**
 - a. This is a preliminary estimate and may be single line items for building and site calculated on a cost per square foot basis for the building type, type of construction, and scope of site work. Provide one for each Scheme.

2.1.4 REVISIONS:

- .1 After the 10% Review Meeting, the Owner may request revision(s) and resubmittal of the schematic drawings and supporting design data until all schematic requirements have been satisfied and direction is given to proceed to 30%.

2.2 **CONCEPTUAL (30%)** (Requires NGB Review):

2.2.1 GENERAL:

- .1 Submittals for this phase shall include two components: Full size drawings and Supporting Design Data. Supporting Design Data should be submitted in two volumes 'tabbed' as follows and further delineated below:
 - a. **Vol. 1 – NGB:**
 - **Tab A: Description of Proposed Facilities**
 - **Tab B: Description of Project Site**
 - **Tab C: Design Criteria and Narratives**
 - **Tab D: Misc. Documents and Log of NGB Correspondence**

- **Tab: Cost Estimate**
- b. Vol. 2 – OWNER**
 - **TAB A - Updated Design Schedule**
 - **TAB B - Design Criteria Checklist (DCC)**
 - **TAB C – Industrial Hygiene Design Review Guide**
 - **TAB D - AT/FP Summary Report**
 - **TAB E - Previous Owner Review Comments**
 - **TAB F - Log of correspondence**

2.2.2 DRAWINGS (SITE):

.1 Vicinity Map:

- a.** Relate to north and show project location in relation to adjacent towns, cities, environmentally sensitive areas, main thoroughfares, highways, and the public street network. If the site is subject to zoning regulations, then the map will specify the classifications for the site and adjacent areas. Highlight project location.

.2 Location Map:

- a.** Draw at a larger scale than the Vicinity Map, relate to north, and show the boundary of the project site. Include the immediate surrounding area and all existing major structures in the area including names of roads, streets, streams, rivers, lakes, wetlands, flood plains, etc. Highlight project location.

.3 Existing Site Survey, to include:

- a.** Property boundaries and all structures, pavements, amenities, environmental considerations, etc.
- b.** Ground contours.
- c.** Site utility locations and capacities. (Option: Provide separate drawing or include on the Existing Site Survey).
- d.** Items to be demolished.

.4 Site Plan, to include:

- a.** Proposed building outline(s) and elevations of finished floors.
- b.** Existing and proposed driveways, roadways, parking, sidewalks and other paved areas, and fencing.
- c.** Area reserved for construction, expansion of buildings, parking, etc.
- d.** Location of wash racks, fuel storage, and pollution control devices.
- e.** Proposed landscaping.
- f.** Location of any historic or archeological sites on the property.
- g.** Existing and proposed ground contours of sufficient number of intervals to adequately show the intended concept and magnitude of proposed grading.
- h.** Storm water management solutions, and storm water pollution prevention plans. (Option: Provide separate drawing or include on the Site Plan).
- 1).** For footprints exceeding 5,000 s.f., complete and submit the “Low Impact Development (LID) Reporting Form”- see Supporting Design Data, Vol. 1, Tab D. Obtain reporting form from Owner.

- i. Existing and proposed utilities including water, sanitary sewer, storm sewer, natural gas, electrical, telecommunication, electronic security system, television cable, and fire hydrant locations. Also the location of any water wells, liquid propane gas tanks, and septic systems. (Option: Provide separate drawing or include on the Site Plan).
- j. Anti-Terrorism / Force Protection measures incorporated into the site and standoff distances if applicable.

2.2.3 DRAWINGS (BUILDING):

.1 Code Review Plan(s)

.2 Floor Plans: Simple, single-line floor plan(s) for each proposed building on the site. Include room names, room numbers, and net area for each space. Net area is defined as the useable floor area within walls. Include on the same plan or an additional plan a schematic layout of furniture and all known equipment. The spatial relationship between functions is the most important aspect of this floor plan.

.3 Elevations: Each face of each proposed building.

.4 Sections: Preliminary describing major structural systems and typical wall constructions.

2.2.4 SUPPORTING DESIGN DATA: VOL. 1 - NGB:

.1 Organize under 4 Tabs as described below. (Items for TAB D will be prepared by the Owner and provided to the A/E for inclusion in the bound submittal)

.2 Tab A: Description of Proposed Facilities:

a. Project Summary to include the following:

- 1). Project Title, Project Number, and Contract Number. Use the same title used on the approved DD Forms 1390/1391.
- 2). Brief Project Description to include type of facility, purpose and function.
- 3). Project Scope (Expand on the scope in the DD Form 1390/1391).
- 4). Maximum Construction Cost (must match that shown on the DD Form 1390/1391).
- 5). Copy of the Floor Plan(s) on 11x17 (folded to 8½x11).
- 6). Designation of Units to occupy the building and total number of occupants including daily (full-time) and training assembly (weekend) occupancy.
- 7). Hours of operation including weekday, weekend, and night hours.

b. Room Summary for each space to include the following (Use information provided by the 415 Series Design Guides, Owner and User input, and other criteria, regulations, or standards described in the Project Book):

- 1). Room Name, number, and function of the room. Room names and numbers shall match those used on floor plan(s) and shall reflect the room's function.
- 2). Approximate Room Dimensions (L x W x H) and floor area.
- 3). Daily (full-time) and training assembly (weekend) occupancy.
- 4). Number and type of workstations or other system furniture required.

- 5). Architectural requirements such as doors, finishes (floor, walls, ceiling), natural light, acoustical treatment, 1st or 2nd floor, relationships to other rooms, etc.
- 6). Structural Requirements such as overhead hoists, blocking for hanging equipment.
- 7). Mechanical Requirements such as HVAC, compressed air, industrial ventilation, water, floor drains.
- 8). Electrical requirements such as light levels, dimming capabilities, power, grounding, IDS, shielding, etc.
- 9). Telecommunication requirements such as data systems, sound systems, paging systems, projection systems, ICN requirements, etc.
- 10). Electronic Security System Requirements such as Intrusion Detection Systems (IDS), Access Control Systems (ACS), Video Surveillance Systems (VSS), and Security Intercom Systems (SIS).
- 11). Equipment such as copiers, coffee makers, televisions, television brackets, kitchen equipment, projection screens, projectors, projector mounts, shelving, pallet racks, toilet and bath accessories, etc. Designate each piece of equipment as either: Government Furnished/Government Installed (GF/GI), Government Furnished/Contractor Installed (GF/CI), or Contractor Furnished/Contractor Installed (CF/CI)

.3 Tab B: Description of Project Site:

- a. **Drawings:** Insert copies of the Vicinity Map, Location Map, Existing Site Survey, and Site Plan(s) on 11x17 (folded to 8½x11).
- b. **Geotechnical Report** (if available).
 - 1). Include "Declaration of Soil Bearing Capacity". (Obtain form from Owner).
- c. **Environmental Requirements:**
 - 1). Include "Environmental Baseline Study".
 - 2). Address environmental considerations not addressed elsewhere in the submittal (if any) that may impact on the design of the facility. Examples include:
 - Water quality
 - Additional volume capability required within the water system
 - Solid waste disposal criteria (Federal, State, and Local)
 - Sewage disposal method and system capacity
 - Project siting relative to floodplains and wetlands
 - Design for outside noise level reduction
 - Low Impact Development Best Management Practices incorporated (Refer Section 438 of the Energy Independence and Security Act (EISA)).
- d. **Architectural Treatment:**
 - 1). Describe the architectural treatment and types of construction of surrounding facilities (if any). Where compatibility to an existing architectural treatment is desired or required, explain how the proposed design maintains consistency with the facility's surroundings.

.4 Tab C: Design Criteria and Narratives

- a. **Approved DD Form 1390/1391 (TAB L).**
- b. **Facilities Allowances Worksheet** - updated (Template **TAB G**).
- c. **Design Narratives:** For each discipline below, provide a brief description of the scope of work and any unique project requirements. List all design references including codes, design guides, publications, and other design criteria.
 - 1). Civil
 - 2). Architectural
 - 3). Structural
 - 4). Mechanical (Plumbing and HVAC)
 - 5). Electrical
 - 6). Telecommunications
 - 7). Fire Protection
 - 8). Electronic Security Systems

.5 Tab D: Miscellaneous Documents and Log of NGB Correspondence.

- a. **State Fire Marshal Review Summary:**
 - 1). Review the “Building Code Plan Review Submittal Process” online and follow the instructions to request a preliminary plan review and to register the project online:
<https://dps.iowa.gov/sites/default/files/state-fire-marshal/building-code/bc-plan-review.pdf>
 - 2). Include all preliminary plan review correspondence and feedback from the State Fire Marshal.
 - 3). Insert printouts of any pdfs created online such as:
 - a) Building Code Plan Review Submittal
 - b) Initial Plan Review Comments
 - c) Initial Plan Review Response, etc:
 - 4). Include any other correspondence or feedback from the State Fire Marshal outside of the online process.
- b. **National Environmental Policy Act (NEPA) documentation.**
- c. **Certificate of Title or License** (as applicable).
- d. **Low Impact Development (LID) Reporting Form.**
- e. **Log of Correspondence with NGB**

.6 Tab E: Cost Estimate - updated:

- a. Itemize by Specification Division/Section and provide total cost for Base Bid.
- b. List Proposed Alternate Bid Items and associated costs and provide total cost for Base Bid plus ABI's.

2.2.5 SUPPORTING DESIGN DATA: VOL. 2 - OWNER (Bound separately from above):

.1 Tab A: Design Schedule – updated (Template **TAB F**).

- .2 **Tab B: Design Criteria Checklist (DCC) Statement of Review (TAB M)**: Submit a statement that all involved Architects and Engineers have read the DCC in its entirety. At this stage, the A/E's should be familiar with the requirements in this document to help prevent future redesign and corrections.
- .3 **Tab C: Industrial Hygiene Design Review Guide** (See **TAB V**): Submit a statement that all involved Architects and Engineers have read the Guide in its entirety.
- .4 **Tab D: AT/FP Summary Report** - updated (Template **TAB H**).
- .5 **Tab E: Previous Owner Review Comments** (with 'playback' by A/E).
- .6 **Tab F: Correspondence** – updated.

2.3 **PRELIMINARY (60%)** (Requires NGB Review):

2.3.1 GENERAL:

- .1 Submittals for this phase shall include three components: Full size drawings, Outline Specifications, and Supporting Design Data. Supporting Design Data should be submitted in two volumes 'tabbed' as follows and further delineated below:
 - a. **Vol. 1 – NGB:**
 - **Tab A: Description of Proposed Facilities**
 - **Tab B: Description of Project Site**
 - **Tab C: Design Criteria and Narratives**
 - **Tab D: Misc. Documents and Log of NGB Correspondence**
 - b. **Vol. 2 – OWNER**
 - **Tab A: Updated Design Schedule**
 - **Tab B: Design Criteria Checklist**
 - **Tab C: Industrial Hygiene Design Review Guide**
 - **Tab D: AT/FP Summary Report**
 - **Tab E: Previous Owner Review Comments**
 - **Tab F: Log of correspondence**

2.3.2 DRAWINGS (SITE):

- .1 Update all items listed in Conceptual (30%) Phase.

2.3.3 DRAWINGS (BUILDING):

- .1 **Code Review Plan(s).**
- .2 **Demolition Plan(s).**
- .3 **Floor Plan(s)**, to include:
 - a. Overall dimensions and individual room dimensions.
 - b. Room names, room numbers, and net area for each space. Net area is defined as the useable floor area within walls. Include on the same plan or an additional plan a schematic layout of furniture and all known equipment.
 - 1). In multiple-unit facilities, identify storage and administrative space by assigned unit.
 - c. Fenestrations (i.e. windows, skylights, clerestories, and other glazed apertures in the facility).
 - d. Building gross area

- .4 Reflected Ceiling Plan(s).**
- .5 Enlarged Kitchen and Restroom plans.**
- .6 Roof Plans.**
- .7 Schedules:**
 - a. Include Room Finish Schedule, Door Schedule, and Door, Frame, and Window Types.
 - b. Substitutes for finishes authorized in the applicable design guide shall be listed as alternates.
- .8 Elevations:** Interior and exterior (each face of each proposed building).
- .9 Building and Wall Sections.**
 - a. Minimum of two wall sections cut in areas that provide the most information on the proposed design including foundations, floor systems, wall construction, window and eave treatment, ceiling systems, structural support, roofing systems, and special features. Indicate the height of clearances from floor to ceiling and/or roof structure and any difference in height of floor levels.
- .10 Building Utility Plans,** to include:
 - a. Room names and numbers.
 - b. Heating and ventilating systems with type of energy source, the number, location, and estimated capacity of heating equipment.
 - c. Air-conditioning or evaporative cooling systems, if authorized; the number, location, and estimated capacity of cooling equipment.
 - d. Electrical systems to include lighting, power, and telecommunication. Include number and type (schedule) of lighting fixtures proposed, and locations of all electrical devices and telecommunication data ports.

2.3.4 OUTLINE SPECIFICATIONS:

- .1** Include enough information to support the design intent and cost estimate.
- .2** Include life cycle cost analyses for proposed non-standard systems.
- .3** Each section should include a brief description of each system or piece of equipment.
- .4** Items or finishes not authorized Federal support shall be listed as alternates.
- .5** The use of proprietary equipment or materials that would limit the number of bidders or require a payment for permits, royalties, etc., are generally not authorized Federal funding. Specifically identify any proposed use of proprietary or sole-sourced item. Provide sufficient detailed reasoning and justification that the item uniquely satisfies a project requirement.

2.3.5 SUPPORTING DESIGN DATA: VOL. 1 - NGB:

- .1** Organize under 4 Tabs as described below. (Items for TAB D will be prepared by the Owner and provided to the A/E for inclusion in the bound submittal)
- .2 Tab A: Description of Proposed Facilities:**
 - a. **Project Summary** Update the Conceptual (30%) Project Summary.
 - b. **Room Summary** Update the Conceptual (30%) Room Summary.
- .3 Tab B: Description of Project Site:**

a. Geotechnical Report.

- 1). Include "Declaration of Soil Bearing Capacity". (Obtain forms from Owner).

b. Environmental Requirements:

- 1). Update the Conceptual (30%) Environmental Requirements.

c. Architectural Treatment:

- 1). Update the Conceptual (30%) statement.

.4 Tab C: Design Criteria and Narratives

a. Approved DD Form 1390/1391 (TAB L).

b. Facilities Allowances Worksheet - updated (Template TAB G).

c. Design Narratives: Update and expand on the Conceptual (30%) Design Narratives. Include the following:

1). Civil:

- a) Description, analysis, and calculations for site utility systems and connections including water, storm, sewer, drainage, fire protection, electricity, natural gas, and telecommunications.
- b) Paving design sheets, calculations, and test data.

2). Structural: Preliminary load analysis and calculations.

3). Mechanical:

- a) Design data and calculations used for the determination of the overall heat transmission coefficients ("U") for the type of exterior wall and roof construction proposed for the facility (Alternately, this may be included in the architectural division).
- b) Cooling/heating load calculations.
- c) HVAC system load calculations and a simple, abbreviated life cycle cost analysis (LCCA).
- d) HVAC equipment selection data and manufacturer's product data.
- e) HVAC system ductwork calculations.
- f) HVAC system piping and hydronic calculations.
- g) Building ventilation/exhaust requirements, to include indoor air quality calculations
- h) Fire water demand and fire protection system hydraulic calculations.
- i) Fixtures for plumbing systems (hot and cold water and sewer).
- j) Plumbing system fu/flowrate calculations.
- k) Plumbing system hot water calculations.
- l) Fuel load and fuel gas systems piping size calculations.
- m) Compressed air/vacuum system calculations.
- n) Roof drainage calculations.
- o) Preliminary site pressure data.

4). Electrical:

- a) Building lightning protection risk analysis and surge protection analysis.
- b) Preliminary load calculations/code analysis.
- c) Emergency power system generator size calculations.
- d) Building and site illumination calculations and photometrics.
- e) Building preparation conduits and cable trays.
- f) Coordination with State Director of Information Management (DOIM).
- g) Equipment manufacturer's product data.

.5 Tab D: Miscellaneous Documents and Log of NGB Correspondence.

- a. Update all Conceptual (30%) TAB D Items. Update as required.
- b. Include State rebuttal to NGB Conceptual (30%) review comments.

.6 Tab E: Cost Estimate - updated:

2.3.6 SUPPORTING DESIGN DATA: VOL. 2 - OWNER (Bound separately from above):

- .1 Tab A: Design Schedule** – updated (Template **TAB F**).
- .2 Tab B: Design Criteria Checklist** (with 'playback' by A/E) (**TAB M**).
- .3 Tab C: Industrial Hygiene Design Review Guide** (with 'playback' by A/E) (**TAB V**).
- .4 Tab D: AT/FP Summary Report** - updated (Template **TAB H**).
- .5 Tab E: Previous Owner Review Comments** (with 'playback' by A/E).
- .6 Tab F: Correspondence** – updated.

2.4 FINAL (90%) (Requires NGB Review):

2.4.1 GENERAL:

- .1** The Final (90%) submittal shall be considered by NGB as biddable contract documents, ready for advertisement.
- .2** Submittals for this phase shall include three components: Full size drawings, Specifications, and Supporting Design Data. Supporting Design Data should be submitted in two volumes 'tabbed' as follows and further delineated below:
 - a. Vol. 1 – NGB:**
 - **Tab A: Description of Proposed Facilities**
 - **Tab B: Description of Project Site**
 - **Tab C: Design Narratives**
 - **Tab D: Misc. Documents and Log of NGB Correspondence**
 - b. Vol. 2 – OWNER**
 - **Tab A: Updated Design Schedule**
 - **Tab B: Design Criteria Checklist**
 - **Tab C: Industrial Hygiene Design Review Guide.**
 - **Tab D: AT/FP Summary Report**
 - **Tab E: Previous Owner Review Comments**
 - **Tab F: Log of correspondence**

2.4.2 DRAWINGS:

- .1 Drawings shall include the necessary plans, elevations, sections, schedules, details and notes prepared in sufficient detail to assure:
 - a. Complete construction of all elements of the project buildings and exterior supporting facilities.
 - b. Coordination of drawings and specifications to eliminate omissions, conflicts, or ambiguities.
 - c. Completion of all details referenced in the specifications.
 - d. Clear and uniform interpretation of project scope and complexity by all qualified bidders.
 - e. Conformance to NGB comments on conceptual and preliminary submittals, as modified by State and NGB agreement on problems and issues.
 - f. Complete delineation of any alternate bid items and substitutes designated as "Contractor's Option".
- .2 Refer to Template, **TAB T** – "IAARNG Contract Document and CADD Standards" for additional requirements.

2.4.3 SPECIFICATIONS:

- .1 Include front end specifications provided and edited by the Owner.
- .2 All items that are excess to authorization must be bid separately as an alternate bid item. However, alternate bidding is not required on a substitute to an authorized item when it is designated as a "Contractor's Option".
- .3 The specifications shall provide a clear and accurate description of the technical requirements of the material or product required in the completed project. Such descriptions shall not contain features that unduly restrict competition. The descriptions may include a statement of the qualitative nature of the material or product specified or, when necessary, may set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
- .4 When it is impractical or uneconomical to develop a clear and accurate description of the technical requirements, a "Brand Name or Equal" description may be used as a means to define the performance or other salient requirements of a specified item. In addition, a single manufacturer can be defined as a "Quality Standard" provided a statement is included that other manufacturers with a similar degree of quality will be acceptable. In all cases when a brand name is specified, the specific features of the named brand that must be met by the contractor must be clearly stated in the submission.
- .5 Refer to Template, **TAB T** – "IAARNG Contract Document and CADD Standards" for additional requirements.

2.4.4 SUPPORTING DESIGN DATA: VOL. 1 - NGB:

- .1 Organize under 4 Tabs as described below. (Items for TAB D will be prepared by the Owner and provided to the A/E for inclusion in the bound submittal)
- .2 **Tab A: Description of Proposed Facilities:**
 - a. **Project Summary** Update the Preliminary (60%) Project Summary.
 - b. **Room Summary** Update the Preliminary (60%) Room Summary.
- .3 **Tab B: Description of Project Site:**

a. Geotechnical Report.

- 1). Include "Declaration on Uniformity of Area Soil Conditions" and "Declaration of Soil Bearing Capacity". (Obtain forms from Owner).

b. Environmental Requirements:

- 1). Update the Preliminary (60%) Environmental Requirements.

c. Architectural Treatment:

- 1). Update the Preliminary (60%) statement.

.4 Tab C: Design Criteria and Narratives

- a. **Approved DD Form 1390/1391 (TAB L).**
- b. **Facilities Allowances Worksheet** - updated (Template **TAB G**).
- c. **Design Narratives:** Update the Preliminary (60%) Design Narratives.

.5 Tab D: Miscellaneous Documents and Log of NGB Correspondence.

- a. Update all Preliminary (60%) TAB D Items.
- b. Include State rebuttal to NGB Preliminary (60%) review comments.

.6 Tab E: Cost Estimate - updated:

2.4.5 SUPPORTING DESIGN DATA: VOL. 2 - OWNER (Bound separately from above):

- .1 Tab A: Design Schedule** – updated (Template **TAB F**).
- .2 Tab B: Design Criteria Checklist** (with 'playback' by A/E- Note: all items must be addressed or marked "N/A" at this stage) (**TAB M**).
- .3 Tab C: Industrial Hygiene Design Review Guide** (with 'playback' by A/E- Note: all items must be addressed or marked "N/A" at this stage) (**TAB V**).
- .4 Tab D: AT/FP Summary Report** - updated (Template **TAB H**).
- .5 Tab E: Previous Owner Review Comments** (with 'playback' by A/E).
- .6 Tab F: Correspondence** – updated.

2.5 BID FINAL (100%) (Requires NGB Submission):

2.5.1 GENERAL:

- .1** Drawings and specifications shall be 100% complete and in final form- ready for reproduction.
- .2** Submittals for this phase shall include two components: Full size drawings and specifications.

2.5.2 DRAWINGS:

- .1** When approved, upload to the printer's website for reproduction.
- .2** Refer to Template, **TAB T** – "IAARNG Contract Document and CADD Standards" for additional requirements.

2.5.3 SPECIFICATIONS:

- .1** Insert Owner's "boilerplate" front end specifications and upload to printer's website for reproduction per Owner's directions.

- .2 Refer to Template, **TAB T** – “IAARNG Contract Document and CADD Standards” for additional requirements.

3. SUBMITTAL DISTRIBUTION, MEDIA, AND QUANTITIES:

3.1 Refer to **TAB T** for Electronic Deliverable requirements.

3.2 Distribution:

3.2.1 Forward submittals to the Project Manager identified in **Tab B** - Project Summary.

- .1 Forward a copy directly to the User Representative identified in **Tab B** - Project Summary when directed by the Project Manager.
- .2 Owner may request some half-size copies in lieu of full-size at their discretion.
- .3 Refer to chart on following page for deliverable requirements at each phase.

	Copies	Media	File Format	Comments
10% (Schematic)				
Drawings:	4	hard copy		Full size, bound.
	1	electronic copy	PDF	Include .dwg file of floor plan(s) and site plan if available
Supporting Design Data:	2	hard copy		Printed double-sided and bound or 3-ring binder
	1	electronic copy	PDF	
30% (Conceptual), 60% (Preliminary), and 90% (Final)				
Drawings:	5	hard copy		Full size, bound. <u>1 set signed and sealed @ 90%</u>
	1	electronic copy	PDF	Include .dwg file of floor plan(s) and site plan if available
Specifications:	5	hard copy		Printed double-sided and bound. <u>1 set signed and sealed @ 90%</u>
	1	electronic copy		
Supporting Design Data				
Vol. 1:	3	hard copy		Printed double-sided and bound or 3-ring binder
	1	electronic copy	PDF	
Vol. 2:	2	hard copy		Printed double-sided and bound or 3-ring binder
	1	electronic copy	PDF	
100% (Bid Final)				
Drawings:	3	hard copy		Full size, bound. <u>1 set signed and sealed</u>
	1	electronic copy	DWG PDF	Include Revit model on CD if available. When approved by Owner, upload PDF's to printer's website for reproduction
Specifications:	3	hard copy		Printed double-sided and bound.
	1	electronic copy	DOC PDF	Insert Owner boilerplate front end and upload to printer's website
Record Documents (Under Title II / Type C Services)				
Drawings:	1	hard copy		Full size, bound.
	1	electronic copy	DWG PDF	Include Revit model on CD if available.
Specifications:	1	hard copy		Printed double-sided and bound.
	1	electronic copy	DOC PDF	