

DESIGN DOCUMENT SUBMITTAL REQUIREMENTS

DOCUMENT NUMBER: 00200

APPLICATION: ELEMENTARY, MIDDLE AND HIGH SCHOOL

DATE OF ISSUE:

- 05-29-15 - **Added requirement for image files in .DWG documents**
- 04-28-15 - **Clarified Scope Verification req'mts; added specification format**
- 04-08-15 - Misc clarifications. Added Site Layout and Program Verification phases
- 04-11-12 - Added clarification below. Revised Schematic, 60%, and 100% checklists.
- 02-09-11 - A/E responses to review comments required at all phases (not 'upon request')
- 08-06-09 - Clarified DD Board Approval Checklist and CD 60% Requirements (mechanical)
- 02-20-09 - Clarified 60% requirements with regard to TECO submittal
- 07-03-07 - Simplified SD & DD cost estimate; Revised energy code calcs submittal
- 10-20-06 - Revised CD checklists and eliminated permitting submittal
- 08-09-06 - Moved submittal of Civil/Site plans to local government from DD to CD phase

NOTES:

1. Review the Agreement to determine which submittals are required for a specific project, and which of those submittals require formal approval by the School Board.
2. The Checklists are to be filled out at each phase and provided with the submittal documents.
3. Documents are to meet the attached Document Requirements. When two phases are combined into one submittal, as it typical with smaller projects, the submittal is to meet the Document Requirements for both phases.
4. **Cost Estimates are due on the date scheduled**, whether produced by the Design Professional or a Construction Manager. When a CM is retained for cost estimating services, the Owner will rely on the Design Professional to provide enough information to the CM in advance of the submittal due date to ensure that the estimate is reasonably accurate. Due to varying project scopes and estimating methods, the Design Professional is required to coordinate directly with the CM to ensure that adequate time is allowed for pricing.
5. For CD-ROM submittals, paper sleeves are preferred in lieu of plastic cases.

ATTACHMENTS:

Site Layout Selection, Check Set and Owner Approval Package, dated 04-08-15

Program Verification Phase Check Set and Owner Approval Checklists, dated 04-08-15

[Program Verification Phase Document Requirements, dated 04-28-15](#)

Schematic Design Check Set Checklist, dated 04-08-15

Schematic Design Owner Approval Checklist, dated 04-08-15

Schematic Design Document Requirements, dated 04-08-15

Design Development Check Set Checklist, dated 04-08-15

Design Development Owner Approval Checklist, dated 04-08-15

Design Development Document Requirements, dated 04-08-15

Construction Documents (60%) Check Set Checklist, dated 04-08-15

Construction Documents (60%) Requirements, [dated 04-28-15](#)

Construction Documents (100%) Check Set Checklist, [dated 05-29-15](#)

Construction Documents Final Documents Checklist, dated 04-08-15

Construction Documents (100%) Final Document Requirements, dated 04-08-15

Design Professional Close Out Document Submittal (see HCPS Close Out Procedures standard)

SITE LAYOUT SELECTION PHASE CHECK SET AND OWNER APPROVAL PACKAGE

(04-08-15)

The Site Layout Selection Phase is typically required for new facilities and for additions to existing campuses.

1) CHECK SET SUBMITTAL

- a) Submit distinctly different site layout options, in sufficient quantity to show all feasible options.
- b) All layout drawings are to be of presentation quality.
- c) The layouts are to be numbered and bound into a single .PDF and **submitted via e-mail**.
- d) Documents are to be unlocked **Adobe® PDF** files, print quality (resolution) set to 300dpi.
- e) On each drawing, list any potential impacts that are unique to the scheme, such as impacts to stormwater facilities at existing campuses, and wetland impacts at new sites.
- f) Review comments will be returned to the Architect. Additional schemes or modification of submitted schemes may be required. A minimum of three schemes will be selected by the Project Coordinator for presentation to SDHC Staff for review.

2) OWNER APPROVAL SUBMITTAL

- a) Depending on the project scope, the Project Coordinator may elect to schedule a meeting to allow the Design Professional to present the selected schemes to SDHC Staff. Alternately the Project Coordinator may review the plans with staff individually.
- b) The drawings may be submitted in .PDF, or 24" x 36" drawing format. All drawings are to be of presentation quality.

**PROGRAM VERIFICATION PHASE
CHECK SET AND OWNER APPROVAL PACKAGE**

(04-08-15)

The Program Verification Phase is typically required for new facilities and for campus-wide Renovation / Remodeling projects where an assessment of needs is required to establish the scope of work.

Check Set Checklist

- For Renov/Remodeling Projects: **Preliminary** Scope Worksheet (see HCPS Scope Worksheet standard)
- For New Facilities and Additions to existing sites: Summary of project scope and budget analysis
- LEED Worksheet (for projects that require LEED certification)
- Other information as required for the specific project

This package is to be bound into a single .PDF and **submitted via e-mail**. Documents are to be unlocked **Adobe® PDF** files, print quality (resolution) set to 300dpi. The report is to include a cover page listing the site name, project description, date, and title of the document.

Review comments will be returned to the Architect electronically.

Owner Approval Checklist

- For Renov/Remodeing Projects: **Final** Scope Worksheet (see HCPS Scope Worksheet standard)
- For New Facilities and Additions to existing sites: Summary of project scope and budget analysis
- LEED Worksheet (for projects that require LEED certification)
- Other information as required for the specific project

This package is to be bound into a single .PDF and **submitted via e-mail**. Documents are to be unlocked **Adobe® PDF** files, print quality (resolution) set to 300dpi. The report is to include a cover page listing the site name, project description, date, and title of the document.

Submitted by:

Name

Date

1) CHECK SET SUBMITTAL

a) Preliminary Scope Worksheet (Renovation/Remodeling Projects only):

Costs for each scope item are to be listed in the high priority column, except when scope items overlap or are mutually exclusive, in which case the Owner will assist in determining which item should be listed as high priority vs. lower priority. See HCPS Scope Worksheet Standard for more information.

Scope Evaluation: All observable conditions which affect the work must be accounted for in the Scope Evaluation and on subsequent document submittals, resulting in clear, quantified and biddable documents.

1. Examples of observable conditions include items located underneath temporary and portable buildings, underneath raised decks, inside of manholes and vaults, inside of locked rooms, inside of locked panels, above accessible ceilings, behind or above existing ductwork, inside of cabinets, and the like.
2. Examples of conditions that are not observable are conditions located below ground, above inaccessible ceilings, and inside of walls, to the extent that such conditions can't be inferred from visible evidence

b) Summary of Project Scope and Budget Analysis (for New Facilities and Additions only):

State the general scope of the project and list any expected challenges which will affect cost and schedule, such as offsite issues, environmental issues, etc.

c) LEED Worksheet (for projects where certification is a contractual requirement):

Provide a preliminary LEED credit worksheet showing how the potential credits will be achieved, and listing any deviation from District Standards that may be required in order to achieve the credits.

2) OWNER APPROVAL SUBMITTAL

a) Final Scope Worksheet (Renovation/Remodeling Projects only):

Items are to be listed in the high, medium, low and not-recommended columns according to their final status, prioritized based on Owner review comments. The items in the high priority column will comprise the initial project scope. See HCPS Scope Worksheet Standard for more information.

b) Summary of Project Scope and Budget Analysis (for New Facilities and Additions only):

State the general scope of the project and list any expected challenges which will affect cost and schedule, such as offsite issues, environmental issues, etc.

c) LEED Worksheet (for projects where certification is a contractual requirement):

Provide a preliminary LEED credit worksheet showing how the potential credits will be achieved, and listing any deviation from District Standards required to achieve the credits.

Check Set Checklist

Print and complete this checklist and include it with the submittal.

- Provide one (1) printed set of Drawings conforming to the Schematic Design Document Requirements

CD-ROM Contents

- Drawings conforming to the Schematic Design Document Requirements
- Facility Space Chart (see HCPS Facility Space Chart standard)
- Cost Estimate (see HCPS Cost Estimating, GMP, Accounting Instructions standard)

This package is to be **submitted in printed form AND electronically**, according to the following criteria:

- 1) Printed drawings are to be **half-size (12" x 18")**, bound with post/screw type binders.
- 2) Documents on the CD-ROM are to be unlocked **Adobe® PDF** files, print quality (resolution) set to 300dpi (DVD media will not be accepted.) The disc label is to identify the site, project description, phase, type of submittal (ie check set or Owner approval submittal) date and design firm.
 - a. Drawings are to be combined into a single, **monochrome**, multi-page, bookmarked PDF file.
 - b. Remaining documents are to be individual PDF files.
- 3) The CD-ROM is to be submitted no later than 12:00 noon on the scheduled date. If the submittal is found to be incomplete, the start of the Owner review period will be delayed accordingly.
- 4) The cost estimate is to be in the required format, and included as part of this submittal. The cost estimate shall be based on the scope of work shown on the drawings included with this check set review package. **If the amount of the cost estimate exceeds the approved budget, the check set review package will be returned without review.**
- 5) The Project Coordinator will distribute the submittal to district staff for review, including the Building Code Manager and District Safety Office. The Design Professional may, at his option, schedule a meeting to review code issues with the BCM/DSO.

Review comments will be returned to the Architect electronically.

Submitted by:

Name

Date

Owner Approval Checklist

Print and complete this checklist and include it with the submittal.

CD-ROM Contents

- For projects that require School Board approval, submit a Brochure conforming to the Schematic Design Document Requirements.
- A/E responses to Owner's Schematic Design review comments
- Cost Estimate (required only if the cost is affected by the Owner's previous review comments)
- Additional Service proposals as required for any services that must be performed in order to produce Design Development Documents (ie surveying, geotechnical exploration, utility survey)

This package is to be **submitted electronically**, according to the following criteria:

- 1) When a Brochure is required, the document is to be a single, **high color**, multi-page, PDF file, with the file size not to exceed 20MB.
- 2) The CD-ROM is to be submitted no later than 12:00 noon on the scheduled date. If it is received late or if any required contents are missing, submittals requiring Board approval will be deferred to the next Board meeting.
- 3) Submit a completed Life Cycle Cost Analysis (see HCPS standard entitled Criteria for LCCA) no later than three (3) weeks after submitting the Owner Approval Package.

Submitted by:

Name

Date

PHASE 1 - SCHEMATIC DESIGN DOCUMENT REQUIREMENTS

(04-08-15)

1) CHECK SET SUBMITTAL

- a) The cover page is to identify the project, submittal phase, date, current school board members, design firm and, if applicable, the construction management firm.
- b) Provide a complete index or list of drawings, with drawings arranged in the set accordingly.
- c) Plans are to be oriented with NORTH at the top of the sheet unless otherwise approved. Engineering plans are to duplicate the sheet layout of the architectural plans.
- d) Provide a key plan, north arrow, and graphic scale on each sheet.
- e) Plans are to be drawn in the largest scale feasible, while showing the surrounding context as required for clarity.
- f) All drawings are to be prepared as 24" x 36". Minimum text height is 1/8" when printed full size (1/16" at half-size). All drawings are to be dimensioned with strings, not grids.
- g) Provide architectural documents that establish the conceptual design, illustrating the scale and relationship of the Project components. Include the following:
 - i) Site Plan
 - (1) Show the **entire site**
 - (2) Graphically differentiate between new and existing construction and areas to be remodeled and renovated
 - (3) Show existing and proposed covered walkways
 - (4) Show existing and new parking areas with space count for each
 - (5) Indicate proposed method of managing stormwater
 - (6) Indicate proposed method of managing environmental issues
 - ii) Overall School Plan(s) with room names
 - iii) Floor Plan(s) at 1/8" scale with the following information:
 - (1) Room names – must exactly match those listed in the Ed Spec
 - (2) Room numbers as assigned by the Design Professional (see HCPS Building and Room No. Standard)
 - (3) Programmed Minimum / Actual square footage for each space
 - (4) Door and window locations
 - (5) Graphically differentiate wall materials and new vs. existing walls
 - (6) For renovation/remodeling projects, provide a written narrative to describe the general scope of work on each floor plan to facilitate owner review.

2) OWNER APPROVAL SUBMITTAL

- a) Brochure (for projects requiring School Board approval):
 - i. The page layout is to be 8½"x 11", landscape orientation. Pages following the cover are to be numbered 2-10.
 - ii. All drawings should be of **presentation quality** (color required). The drawings included in the brochure should not be reduced Check Set drawings, since these become illegible, but should be prepared specifically for presentation purposes. This presentation is to be simple, clear and communicative.
 - iii. Brochures are to contain the following information, up to a maximum of 10 pages:
 - Cover
 - Site Plan
 - Overall School Plan(s)
 - Floor Plan(s)
 - Cost estimate (abbreviated 1-page summary)

**PHASE 2 - DESIGN DEVELOPMENT
CHECK SET REVIEW PACKAGE**

(04-08-15)

Check Set Checklist

Print and complete this checklist and include it with the submittal.

- Provide one (1) printed set of Drawings conforming to the Design Development Document Requirements

CD-ROM Contents

- Drawings conforming to the Design Development Document Requirements
- Site Survey (req'd for projects involving sitework, see HCPS Site Survey Requirements standard)
- Facility Space Chart (see HCPS Facility Space Chart standard)
- Cost Estimate (see HCPS Cost Estimating, GMP, Accounting Instructions Standard)

This package is to be **submitted in printed form AND electronically**, according to the following criteria:

- 1) Printed drawings are to be **half-size (12" x 18")**, bound with post/screw type binders.
- 2) Documents are to be unlocked **Adobe® PDF** files, print quality (resolution) set to 300dpi, recorded on CD-ROM. (DVD media will not be accepted.) The disc label should identify the site, project description, phase, type of submittal (ie check set or Owner approval submittal) date and design firm.
 - a) Drawings are to be combined into a single, **monochrome**, multi-page, bookmarked PDF file.
 - b) Remaining documents are to be individual PDF files.
- 3) The CD-ROM is to be submitted no later than 12:00 noon on the scheduled date. If the submittal is found to be incomplete, the start of the Owner review period will be delayed accordingly.
- 4) The cost estimate is to be in the required format, and included as part of this submittal. The cost estimate shall be based on the scope of work shown on the drawings included with this check set review package. **If the amount of the cost estimate exceeds the approved budget, the check set review package will be returned without review.**
- 5) The Project Coordinator will distribute the submittal to district staff for review, including the Building Code Manager and District Safety Office. The Design Professional may, at his option, schedule a meeting to review code issues with the BCM/DSO.

Review comments will be returned to the Architect electronically.

Submitted by:

Name

Date

**PHASE 2 - DESIGN DEVELOPMENT
OWNER APPROVAL PACKAGE**

(04-08-15)

Owner Approval Checklist

Print and complete this checklist and include it with the submittal.

CD-ROM #1 Contents

- For projects that require School Board approval, submit a Brochure conforming to the Design Development Document Requirements
- A/E responses to Owner's Design Development review comments
- Cost Estimate (required only if the cost is affected by the Owner's previous review comments)

CD-ROM #2 Contents

- Site and Overall Floor Plans for F.I.S.H. number assignment (corrected as per Owner's previous review comments)

This package is to be **submitted electronically**, according to the following criteria:

- 1) When a Brochure is required, the document is to be a single, **high color**, multi-page PDF file, with the file size not to exceed 20MB.
- 2) Drawings on **CD-ROM #2** are to be **AutoCAD® DWG** or compatible files. (DVD media will not be accepted.) The disc label should read "NEEDS F.I.S.H. NUMBERS" and should identify the site, project description, phase, date and design firm.
 - a) Bind external references to final drawings.
 - b) Site plans are to show the entire site.
- 3) Both CD-ROMs are to be submitted no later than 12:00 noon on the scheduled date. If they are received late or if any required contents are missing, submittals requiring Board approval will be deferred to the next Board meeting.

Submitted by:

Name

Date

PHASE 2 - DESIGN DEVELOPMENT DOCUMENT REQUIREMENTS

(04-08-15)

1) CHECK SET SUBMITTAL

- a. The cover page is to identify the project, submittal phase, date, current school board members, design firm and, if applicable, the construction management firm.
- b. Provide a complete index or list of drawings, with drawings arranged in the set accordingly.
- c. Plans are to be oriented with NORTH at the top of the sheet unless otherwise approved. Engineering plans are to duplicate the sheet layout of the architectural plans.
- d. Provide a key plan, north arrow, and graphic scale on each sheet.
- e. Plans are to be drawn in the largest scale feasible, while showing the surrounding context as required for clarity.
- f. All drawings are to be prepared as 24" x 36". Minimum text height is 1/8" when printed full size (1/16" at half-size). All drawings are to be dimensioned with strings, not grids.
- g. Provide documents that include the following minimum information:
 - i) **Civil**
 - (1) Show the **entire site**
 - (2) Graphically differentiate between new and existing construction and areas to be remodeled and renovated
 - (3) Show existing and proposed covered walkways
 - (4) Indicate preliminary locations and depths of storm water retention area(s)
 - (5) Indicate preliminary utilities (identify points of connection, potential problems, etc.)
 - ii) **Architectural**
 - (1) Site Plan
 - (a) Graphically depict the project phases and dependencies (if applicable), noting the start/finish dates for each phase; include Owner's abatement and/or moving activities
 - (b) Building overhangs
 - (c) Fencing – existing vs. new and permanent vs. temporary
 - (d) Existing and proposed covered walkways
 - (2) Overall School Plan(s)
 - (a) Graphically depict rated partitions, secondary means of egress and other life safety information
 - (3) Preliminary demolition plans (if applicable)
 - (4) Floor Plan(s) at 1/8" scale
 - (a) Room names and numbers – names must exactly match those listed in the Ed Spec; numbers are to be assigned by the Architect.
 - (b) Doors and windows
 - (c) Plumbing fixtures
 - (d) Major pieces of furniture and equipment, casework and instructional aids. Provide legend for these items on each plan sheet.
 - (i) Note: Owner-provided furniture and equipment appears for Owner review during this phase only, and should not be shown in future document phases unless connection to M/E/P systems is required.
 - (5) Preliminary Kitchen Plan (if applicable) at 1/4" scale
 - (6) Preliminary Roof Plan(s)
 - (7) Preliminary Exterior Elevations
 - (8) Composite Building/Wall Sections defining wall, roof, and walkway canopy construction and showing coordinated basic M/E/P systems

iii) **Mechanical**

- (1) Preliminary Plan(s) at 1/8" scale
 - (a) Room names and numbers
 - (b) Proposed HVAC layout (all buildings) showing single-line ductwork
 - (c) For renovation/remodeling projects, graphically differentiate between equipment that is new, existing to be replaced and existing to remain, and provide a written general scope of work description on each floor plan to facilitate owner review.
 - (d) Provide a brief HVAC system description on each sheet, itemized building-by-building or system-by-system
 - (e) Provide HVAC Equipment Schedules giving the equipment numbers and locations (leave data fields blank)
 - (f) Provide a key plan on each sheet
- (2) Preliminary Equipment Room Plan(s) and Sections at 1/4" scale, with dimensioned clearances

iv) **Fire Protection**

- (1) Preliminary Site Plan to include:
 - (a) Proposed location of tap, backflow preventer, and fire riser
 - (b) Proposed routing of main lines

v) **Plumbing**

- (1) Preliminary Plan(s) at 1/8" scale
 - (a) Room names and numbers
 - (b) Preliminary water and sewer routing
 - (c) Preliminary fixture layout (all buildings), including hose bibbs
 - (d) For renovation/remodeling projects, graphically differentiate between equipment that is new, existing to be replaced and existing to remain, and provide a written general scope of work description on each floor plan to facilitate owner review.
 - (e) Provide a brief plumbing system description, itemized building-by-building or system-by-system
 - (f) Preliminary plumbing fixture schedule, (see HCPS Plumbing Standard)

vi) **Electrical**

- (1) Preliminary Plan(s) at 1/8" scale
 - (a) Room names and numbers
 - (b) Preliminary power routing (transformer and panel locations)
 - (c) Preliminary light fixture layout (all buildings)
 - (d) For renovation/remodeling projects, graphically differentiate between equipment that is new, existing to be replaced and existing to remain, and provide a written general scope of work description on each floor plan to facilitate owner review.

2) **OWNER APPROVAL SUBMITTAL**

- a) Brochure (for projects requiring School Board approval):
 - i) The page layout is to be 8½"x 11", landscape orientation. Pages following the cover are to be numbered 2-10.
 - ii) All drawings should be of **presentation quality** (color required). The drawings included in the brochure should not be reduced Check Set drawings, since these become illegible, but should be prepared specifically for presentation purposes. This presentation is to be simple, clear and communicative.
 - iii) Brochures should contain the following information, up to a maximum of 10 pages:
 - Cover
 - Site Plan
 - Overall School Plan(s)
 - Floor Plan(s)
 - Conceptual drawings (3-D images to illustrate massing, materials and overall appearance)
 - Cost estimate (abbreviated 1-page summary)

PHASE 3 – SITE DESIGN DOCUMENTS
SITE DESIGN CHECK SET REVIEW PACKAGE

(04-08-15)

Check Set Checklist

Print and complete this checklist and include it with the submittal.

This submittal will be scheduled for projects requiring approval by environmental, stormwater management, and other government agencies. The purpose of this interim review is to allow the Owner to review the final site design in advance of submittal to those agencies.

CD-ROM Contents

- Drawings conforming to the Site Design Documents Requirements

This package is to be **submitted electronically**, according to the following criteria:

- 1) Documents on the CD-ROM are to be unlocked **Adobe® PDF** files, print quality (resolution) set to 300dpi, (DVD media will not be accepted.) The disc label should identify the site, project description, phase, type of submittal (Site Design Check Set), date and design firm.

Drawings are to be combined into a single, **monochrome**, multi-page, bookmarked PDF file.

- 2) The CD-ROM is to be submitted no later than 12:00 noon on the scheduled date. If the submittal is found to be incomplete, the start of the Owner Review period will be delayed accordingly.

Review comments will be returned to the Architect electronically.

Submitted by:

Name

Date

**PHASE 3 – SITE DESIGN DOCUMENTS
DOCUMENT REQUIREMENTS**

(04-08-15)

1) CHECK SET SUBMITTAL

- a) The cover page is to identify the site, project description, submittal type (Site Design Check Set), date, current school board members, design firm and, if applicable, the construction management firm.
- b) Provide an index of drawings, with drawings arranged in the set accordingly
- c) Provide 100% complete civil construction documents that describe in full detail the site development, including any offsite work.
- d) Do not include drawings in the Site Design Check Set that are unnecessary for bidding and construction. If additional information is needed by the reviewing agencies to facilitate their review, the engineer may submit it separately to those agencies to the extent that such information is not in conflict with the Owner's interests or with the information shown on the Site Design Check Set.

**PHASE 3 - CONSTRUCTION DOCUMENTS
60% CHECK SET REVIEW PACKAGE**

(04-08-15)

Check Set Checklist

Print and complete this checklist and include it with the submittal.

- Provide three (3) printed sets of Drawings and Specifications conforming to the 60% Construction Documents Requirements (Coordinator will send: [1] to the Maint. Dept.; [1] to the AC Dept.).
- One (1) printed copy, signed and sealed, of the Florida Energy Efficiency Code Calculations

CD-ROM Contents

- Drawings and Specifications conforming to the 60% Construction Documents Requirements
- Florida Energy Efficiency Code Calculations, electronically signed & sealed at engineer's option
- Fire Sprinkler Hydraulic Calculations (if applicable)
- Copy of Letter from the A/E to TECO confirming approval of the proposed primary service route and transformer location, copied to the TECO Field Engineer, with approved drawings attached.
- Copy of cover Letter from A/E to Hillsborough County Planning & Growth Mgmt Dept, requesting site development review of 100% civil documents (for projects where submittal is required)
- Copy of permit applications to SWFWMD and EPC, **OR** letter from the A/E certifying that stormwater and/or environmental permit applications are not required
- Copy of transmittal letter from the A/E to the Hillsborough County Health Department, requesting a review of food service facilities, if applicable

This package is to be **submitted in printed form AND electronically**, according to the following criteria:

- 1) Printed drawings are to be **half-size (12" x 18")**, bound with post/screw type binders.
- 2) Printed specifications are to be bound with post/screw type binders and are to have green Mechanical/Plumbing pages and pink Electrical pages, no exceptions.
- 3) Documents on the CD-ROM are to be unlocked **Adobe® PDF** files, print quality (resolution) set to 300dpi (DVD media will not be accepted.) The disc label should identify the site, project description, phase, type of submittal, date and design firm.
 - a. Drawings are to be combined into a single, **monochrome**, multi-page, bookmarked PDF file. Optionally, multiple PDF files may be submitted with each discipline's drawings combined into a single multi-page, bookmarked PDF file
 - b. Specifications are to be combined into a single, multi-page, bookmarked PDF file.
 - c. Remaining documents are to be individual PDF files.
- 4) The check set review package is to be submitted no later than 12:00 noon on the scheduled date. If the submittal is found to be incomplete, the Owner review period will be delayed accordingly.

Review comments will be returned to the Architect electronically.

Submitted by:

Name

Date

PHASE 3 - CONSTRUCTION DOCUMENTS 60% DOCUMENT REQUIREMENTS

(04-28-15)

1) CHECK SET SUBMITTAL

- a. The cover page is to identify the project, submittal phase, date, current school board members, design firm and, if applicable, the construction management firm.
- b. Provide a complete index or list of drawings, with drawings arranged in the set accordingly.
- c. Plans are to be oriented with NORTH at the top of the sheet unless otherwise approved. Engineering plans are to duplicate the sheet layout of the architectural plans.
- d. Provide a key plan, north arrow, and graphic scale on each sheet.
- e. Plans are to be drawn in the largest scale feasible, while showing the surrounding context as required for clarity.
- f. All drawings are to be prepared as 24" x 36". Minimum text height is 1/8" when printed full size (1/16" at half-size). All drawings are to be dimensioned with strings, not grids.
- g. Provide documents that describe in full detail the requirements for construction of the Project. Include the following minimum information:
 - i) **Civil**
 - (1) 100% completed drawings corrected per the Owner's Site Design Phase review comments and matching those submitted for SWFWMD, EPC, and other local government/agency approval. 60% check sets will not be accepted for Owner review until the documents have been submitted to all agencies for review and permitting.
 - ii) **Landscape**
 - (1) Completed Planting Plan
 - (2) Progress Irrigation Plan
 - iii) **Architectural**
 - (1) Completed Site Plan
 - (a) Clearly showing the scope of all site work, including location, height and type of permanent fencing
 - (b) Details for sidewalks, dumpster enclosures, fencing, etc.
 - (2) Construction Phasing and Staging Plan, including:
 - (a) Construction entrance, subcontractor parking and staging area, and project sign location
 - (b) Locations of construction staging and storage area and Principal's trailers (at new school sites only)
 - (c) Location, height and type of temporary fencing and both existing and new permanent fencing
 - (d) Where required, identify an adequately sized area where temporary buildings may be placed (including classrooms, group toilet trailers, storage trailers and/or administrative trailers). This area should be located such that it does not conflict with construction activities or underground utilities. Student and public access and safety concerns must be taken into account when locating the temporary facilities.
 - (e) A schedule indicating the phasing of the work (if applicable)
 - (f) Identify which existing facilities are affected by each phase
 - (3) Completed Overall Campus / Life Safety Plan(s)
 - (4) Progress Demolition Plans (for renovation/remodeling projects), including HVAC, plumbing and electrical demolition

- (5) Completed Floor Plan(s) at 1/8" scale, including:
 - (a) Room names and numbers – names must exactly match those listed in the Ed Spec; room numbers assigned by Architect in Design Development are to be replaced with HCPS-assigned F.I.S.H. numbers
 - (b) All dimension strings, wall section cuts, interior elevation keys, door & window tags, etc.
 - (c) Contractor-provided equipment, casework and instructional aids
 - (d) Owner-provided furniture and equipment, but only if connection to M/E/P systems is required
 - (e) For renovation/remodeling projects, **delete** the written general scope of work description required in previous phases
 - (6) Completed Kitchen Plan (if applicable) at 1/4" scale, matching that submitted for permitting.
 - (7) Completed Roof Plans, with preliminary roof details
 - (8) Completed major Wall Sections
 - (9) Completed Finish Schedule (room numbers assigned by Architect in Design Development are to be replaced with HCPS-assigned F.I.S.H. numbers)
 - (10) Completed Casework Elevations
 - (11) Progress Door Schedules and Elevations
 - (12) Progress Window/Glazing Schedules and Elevations, and typical window details
- iv) **Structural**
- (1) Completed Foundation, Elevated Floor and Roof Framing Plans
 - (2) Progress structural details
- v) **Mechanical**
- (1) An index of drawings on the first sheet, if ten or more drawings are provided
 - (2) Completed Plan(s) at 1/8" scale, including:
 - (a) Air Balance Table that lists quantities of exhaust air cfm and outside air ventilation cfm for each building to confirm that the design offers a positive building pressure
 - (b) Table showing the Summer/Winter, indoor and outdoor design temperatures
 - (c) Table for outside air ventilation used for the air conditioning systems based on HCPS Standard 15100: *Mechanical Systems – Design Criteria*
 - (d) For renovation/remodeling projects, **delete** the written general scope of work description required in previous phases.
 - (3) Completed Demolition Plans (for renovation/remodeling projects)
 - (4) Completed HVAC Schedules including, where applicable:
 - (a) Existing Equipment Schedule for equipment to be re-used, identifying the "As Is:" performance data and the "New/Changed to:" performance data. State the requirement that the scope of the work includes making necessary adjustments
 - (5) All hydronic piping schematics (where applicable)
 - (6) Chilled water and condenser water schematic piping/flow diagram
 - (7) Control system schematics
- vi) **Fire Protection**
- (1) Completed Site Plan to include:
 - (a) Tap location
 - (b) Backflow preventer location
 - (c) Fire riser location
 - (d) Route of main lines
 - (2) Progress Floor Plans at 1/8" scale
- vii) **Plumbing**
- (1) An index of drawings on the first sheet, if ten or more drawings are provided
 - (2) Completed Plan(s) at 1/8" scale
 - (a) For renovation/remodeling projects, **delete** the written general scope of work description required in previous phases.
 - (3) Completed plumbing fixture schedule, including fixture descriptions, based on HCPS Standards
 - (4) Progress piping layouts for special systems such as acid waste, kitchen equipment, etc

viii) **Electrical**

- (1) An index of drawings on the first sheet, if ten or more drawings are provided
- (2) Electrical Site Plan showing transformer location, future portable classroom systems stub-out location, parking lot lighting, exterior walkway lighting, etc.
- (3) Overall campus systems plans, as follows:
 - (a) Voice/Data, CCTV and Power shown together on a single, separate plan
 - (b) Intercom, Fire Alarm, and Security shown together on a single, separate plan
 - (c) Show proposed routing of all conduit at existing campuses
- (4) Completed Plan(s) at 1/8" scale, including:
 - (a) For renovation/remodeling projects, **delete** the written general scope of work description required in previous phases.
 - (b) All proposed lighting, power and systems devices
 - (c) Security system zoning and panel locations
 - (d) Electrical legend and fixture schedule

ix) **Specifications**

- (1) **DO NOT submit master specifications or duplicates of HCPS Standards that have not been edited for the specific project**
- (2) Specifications are to be provided in standard outline format clearly showing the hierarchy of the information.
- (3) Paragraphs are to be identified using an alternating series of numbers and letters to indicate their respective level of importance.
- (4) Paragraphs that modify the item above are to be indented.

**PHASE 3 - CONSTRUCTION DOCUMENTS
100% CHECK SET REVIEW PACKAGE**

(04-08-15)

Check Set Checklist

Print and complete this checklist and include it with the submittal.

- Provide three (3) printed sets of Drawings and Specifications conforming to the 100% Construction Documents Requirements. (Coordinator will send: [1] to the Maint. Dept.; [1] to the AC Dept).

CD-ROM Contents

- Drawings and Specifications conforming to the 100% Construction Documents Requirements.
- Cost Estimate (see HCPS Cost Estimating, GMP, Accounting Instructions Standard) OR a letter certifying that the scope of work shown in the 100% Construction Documents is within budget.
- Facility Space Chart (see HCPS Facility Space Chart Standard).
- A/E responses to Owner's 60% Check Set review comments.

This package is to be **submitted in printed form AND electronically**, according to the following criteria:

- 1) Printed drawings are to be **half-size (12" x 18")**, bound with post/screw type binders.
- 2) Printed specifications are to be bound with post/screw type binders and are to have green Mechanical/Plumbing pages and pink Electrical pages, no exceptions.
- 3) Documents are to be unlocked **Adobe® PDF** files, print quality (resolution) set to 300dpi (DVD media will not be accepted.) The disc label should identify the site, project description, phase, type of submittal, date and design firm.
 - a) Drawings are to be combined into a single, **monochrome**, multi-page, bookmarked PDF file.
Optionally, multiple PDF files may be submitted with each discipline's drawings combined into a single multi-page, bookmarked PDF file
 - b) Specifications are to be combined into a single, multi-page, bookmarked PDF file.
 - c) Remaining documents are to be individual PDF files.
- 4) The check set review package is to be submitted no later than 12:00 noon on the scheduled date. If the submittal is found to be incomplete, the Owner review period will be delayed accordingly.
- 5) If submitted, the cost estimate is to be in the required format. The cost estimate shall be based on the scope of work shown on the drawings included with this check set review package. If the amount of the cost estimate exceeds the approved budget, the check set review package will be returned without review.

Review comments will be returned to the Architect electronically.

Submitted by:

Name

Date

**PHASE 3 - CONSTRUCTION DOCUMENTS
FINAL DOCUMENT PACKAGE**

(05-29-15)

Final Construction Documents Checklist

Print and complete this checklist and include it with the submittal.

- Three (3) printed sets of Drawings and Specifications conforming to the 100% Construction Document Requirements. (Coordinator will send one set each to OSD and NAACP).
- One (1) printed Facility Space Chart (see HCPS Facility Space Chart Standard). (Coordinator will send to the Coordinator for Schedules & Standards).
- One (1) printed set of Furniture & Equipment Plans – updated to show any changes made after Owner approval of Design Development documents. Note: these will be used to purchase Furniture and Equipment for new facilities and additions to existing campuses.

CD-ROM #1 Contents

- Drawings and Specifications conforming to the Final Construction Document Requirements
- Brochure (when required)
- Facility Space Chart (see HCPS Facility Space Chart standard)
- A/E responses to Owner’s 100% Check Set review

CD-ROM #2 Contents

- Drawings conforming to the Final Construction Document Requirements (Coordinator will send to the Coordinator for Schedules & Standards).

This package is to be **submitted in printed form AND electronically**, according to the following criteria:

- 1) Printed drawings are to be **half-size (12” x 18”)**, bound with post/screw type binders.
- 2) Printed specifications are to be bound with post/screw type binders and are to have green Mechanical/Plumbing pages and pink Electrical pages, no exceptions.
- 3) Documents on **CD-ROM #1** are to be unlocked **Adobe® PDF** files, print quality (resolution) set to 300dpi (DVD media will not be accepted.) The disc label is to identify the site, project description, type of submittal, date and design firm.
 - a) When a Brochure is required, the document is to be a single, high color, multi-page PDF file with the file size not to exceed 20MB.
 - b) Drawings are to be combined into a single, **monochrome**, multi-page, bookmarked PDF file.
Optionally, **if specifically approved due to file size**, multiple PDF files may be submitted with each discipline’s drawings combined into a single multi-page, bookmarked PDF file
 - c) Specifications are to be combined into a single, multi-page, bookmarked PDF file.
- 4) Drawings on **CD-ROM #2** are to be **AutoCAD® DWG** or compatible files. (DVD media will not be accepted.) The disc label is to read “CONSTRUCTION DOCUMENT CAD FILES” and should identify the project, date and design firm.
 - a) Bind external references to final drawings.
 - b) **Referenced image files are to be attached in the drawing with NO PATH NAME specified, and also included on the CD.**
 - c) Provide an electronic table of contents.
 - d) Provide one .dwg file for each drawing included in the construction documents, named with the sheet number first, followed by the drawing title.

Submitted by:

Name

Date

PHASE 3 - CONSTRUCTION DOCUMENTS
100% CHECK SET AND FINAL DOCUMENT REQUIREMENTS

(04-08-15)

1) **100% CHECK SET SUBMITTAL**

- a) The cover page is to identify the project, submittal phase, date, current school board members, design firm and, if applicable, the construction management firm.
- b) Provide a complete index or list of drawings, with drawings arranged in the set accordingly.
- c) Plans are to be oriented with NORTH at the top of the sheet unless otherwise approved. Engineering plans are to duplicate the sheet layout of the architectural plans.
- d) Provide a key plan, north arrow, and graphic scale on each sheet.
- e) Plans are to be drawn in the largest scale feasible, while showing the surrounding context as required for clarity.
- f) All drawings are to be prepared as 24" x 36". Minimum text height is 1/8" when printed full size (1/16" at half-size). All drawings are to be dimensioned with strings, not grids.
- g) Plans are to be 100% complete, in accordance with the Design Agreement.

2) **FINAL CONSTRUCTION DOCUMENT SUBMITTAL**

- a) Brochure (will typically be required for projects where School Board approval of Construction Documents is scheduled):
 - i) The page layout is to be 8½"x 11", landscape orientation. Pages following the cover are to be numbered 2-10.
 - ii) All drawings should be of **presentation quality** (color required). The drawings included in the brochure should not be reduced construction drawings, since these become illegible, but should be prepared specifically for presentation purposes. This presentation is to be simple, clear and communicative.
 - iii) Brochures should contain the following information, up to a maximum of 10 pages:
 - Cover
 - Site Plan
 - Overall School Plan(s)
 - Floor Plan(s)
 - Conceptual drawings (3-D images to illustrate massing, materials and overall appearance)
- a) Tables of contents for specifications and all drawings are to be stamped "FINAL CONSTRUCTION DOCUMENTS" and are to have incorporated all previous Owner review comments.
- b) The Final Construction Documents will be the basis for the Contract Sum. For projects where School Board approval is scheduled, the Project Coordinator will submit the Construction Documents to the School Board for approval along with the recommendation to approve the Guaranteed Maximum Price or Award of Contract, as applicable.
- c) The Design Professional is to submit the Final Construction Documents, including any subsequent addenda, directly to Building Code Management Dept, along with a completed permit application form. Refer to the Building Code Management website found at www.sdhc.k12.fl.us/departments/21/building-code for code review and permitting requirements.

- d) Changes to these documents may be made by addenda prior to Owner approval of the Construction Documents and GMP / Award of Contract. **Addenda shall be submitted in printed form AND electronically**, according to the following criteria:
- i) New or revised drawings shall be printed in quantities noted in the checklist above, punched for binding into the sets previously submitted.
 - ii) Written addenda, including new or revised specifications, shall be printed be on yellow or "Goldenrod" paper in quantities noted in the checklist above, punched for binding into the Project Manual previously submitted, then signed and sealed.
 - iii) Addenda and all documents issued therein are also to be submitted electronically on a single CD-ROM.