

00 2000 - DESIGN SUBMITTAL REQUIREMENTS**DATE OF ISSUE:**

05-16-18 - Revised

06-12-17 – First issue

NOTES:

The Design Professional is responsible to provide documents to the Owner at specific phases as required by the Agreement. Design Submittals include the following:

- Pre-Design Submittal (if applicable)
- Schematic Design Submittal
- Design Development Submittal
- Construction Documents – 60% Owner Review Submittal
- Construction Documents – 100% Owner Review Submittal
- Construction Documents – Bidding and Permitting Submittal

The **CHECKLISTS** provided herein are to be completed by the Design Professional and submitted at each phase along with the submittal documents. Submittals may be transmitted electronically except where noted otherwise.

Fragmented submittals will not be reviewed until all documents are received.

The **DOCUMENT REQUIREMENTS** provided herein list the minimum information required at each phase. When the Owner agrees to combine two phases into a single submittal as is typical for smaller projects, the submittal is to include all of the information listed for **both phases**.

Cost estimates are due on the submittal due date, whether produced by the Design Professional or a Construction Manager (CM). When a CM has been retained for design phase services, each phase submittal will be the product of collaboration between the Design Team and Construction Manager.

The Design Professional is expected to review the work of consultants and make corrections in advance of submitting documents to the Owner for review.

At each phase review, the Facilities Operations Representative will submit plans to the District's Building Code and Fire Code Officials to assist the Design Professional in identifying code deficiencies.

ATTACHMENTS:

Checklist and Document Requirements for each Phase

PRE-DESIGN PHASE

The Pre-Design Phase will typically be required for new facilities, building additions, and campus-wide renovation/remodeling projects where needs must be assessed and prioritized before starting design.

CHECKLIST

Complete this checklist and include it with the submittal.

- ☐ For Renovation/Remodeling Projects: Scope Worksheet in format provided by HCSB
- ☐ For New Facilities and Building Additions: Summary of Project Scope and Budget Verification
- ☐ For New Facilities and Building Additions: Site Layout Options

This package is to be bound into a single unlocked .pdf document with a cover page listing the site name, project name, date, and submittal title: **PRE-DESIGN SUBMITTAL**.

Review comments will be returned to the Design Professional. In the event that revisions are needed, the revised documents will be submitted to the Owner for approval to commence the next phase.

DOCUMENT REQUIREMENTS

Scope Worksheet (Required for Renovation/Remodeling Projects only):

- 1) Design Professional's recommended project scope is to be listed on the Scope Worksheet, based on thorough observation of the existing conditions. Owner may provide additional scope items.
- 2) Estimated costs for each item are to be entered into the Scope Worksheet. The Owner will assist in prioritizing the work so that the project scope and budget are aligned.

Summary of Project Scope and Budget Verification (Required for New Facilities and Building Additions only):

- 1) State the general scope of the project and list any challenges which may affect cost and schedule, such as offsite issues, environmental issues, etc.
- 2) State whether the Owner's Budget is adequate to accomplish the project scope.

Site Layout Options (Required for New Facilities and Building Additions only):

- 1) Submit distinctly different site layout options, in sufficient quantity to show all feasible options.
- 2) All layout drawings are to be of presentation quality.
- 3) The layout options are to be numbered and bound into a single unlocked .pdf document.
- 4) On each layout option, list potential benefits and impacts that are unique to the scheme.

SCHEMATIC DESIGN PHASE

CHECKLIST

Complete this checklist and include it with the submittal.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Drawings conforming to the Schematic Design DOCUMENT REQUIREMENTS |
| <input type="checkbox"/> | Facility Space Chart, if applicable, in format as published by DOE or HCSB |
| <input type="checkbox"/> | Cost Estimate |
| <input type="checkbox"/> | When req'd: Proposals for surveys, geotechnical testing, request for asbestos testing, etc. |

In addition: if the estimated cost exceeds the budget, the Design Professional is required to submit written suggestions which will bring the project into alignment with the budget and still maintain compliance with District Standards.

Each document listed above is to be submitted as an individual, unlocked .pdf file.

The Facility Space Chart is a requirement for projects which involve new construction, remodeling of existing spaces, renumbering of existing spaces, and change of use. Instructions are provided on the Form.

The Owner Review will result in the submittal being approved, approved as noted, or rejected with resubmittal required.

SCHEMATIC DESIGN PHASE (continued)

DOCUMENT REQUIREMENTS

Drawings:

- 1) Cover is to identify the project name, HCSB project number, submittal title: **SCHEMATIC DESIGN DOCUMENTS**, document date, current School Board members, design team, and if applicable, the construction management firm.
- 2) Each sheet is to include the above information in the title block. The submittal date and each subsequent submittal date is to be retained in the revision box throughout design for tracking purposes.
- 3) Plans are to be oriented with NORTH at the top of the sheet unless otherwise approved. Engineering plans are to be oriented and organized the same as the architectural plans.
- 4) Provide a key plan, north arrow, and graphic scale on each sheet.
- 5) 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.
- 6) Provide Building and room numbers and room names on each plan, every discipline, no exceptions.
- 7) Provide documents which establish the proposed design, including the following:

Site Plan

Show the entire site if possible.

Graphically differentiate between new and existing construction, areas to be remodeled or renovated, and areas where no work is proposed

Show existing and new covered walkways

Show existing and new parking areas with space count for each

Indicate proposed method of managing stormwater and environmental issues

Overall Campus/Life Safety Plan

Provide preliminary life safety information

Floor Plan(s) at 1/8" scale:

For new spaces, propose new room numbers in keeping with the existing numbering system

Label Programmed Minimum / Actual square footage for each new space

Show door and window locations

Graphically indicate different wall materials, and differentiate between new vs. existing walls

For renovation/remodeling projects, provide a written narrative describing the general scope of work on **each** floor plan, including proposed engineering scope, to facilitate owner review

Cost Estimate:

Provide a cost estimate, dated to correspond with the drawing date, with breakdown as appropriate for the Phase. Include all general costs so that the estimate represents the total expected construction cost.

DESIGN DEVELOPMENT PHASE

CHECKLIST

Complete this checklist and include it with the submittal.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Drawings conforming to the Design Development DOCUMENT REQUIREMENTS |
| <input type="checkbox"/> | Facility Space Chart, in format as published by DOE or HCSB |
| <input type="checkbox"/> | Cost Estimate |
| <input type="checkbox"/> | Design Professional responses to Owner's Schematic Design review comments |
| <input type="checkbox"/> | Site Survey (for projects involving sitework) |

In addition: if the estimated cost exceeds the budget, the Design Professional is required to submit written suggestions which will bring the project into alignment with the budget and still maintain compliance with District Standards.

Each document listed above is to be submitted as an individual, unlocked .pdf file.

The Facility Space Chart is a requirement for projects which involve new construction, remodeling of existing spaces, renumbering of existing spaces, and change of use. Instructions are provided on the Form.

The Owner review will result in the submittal being approved, approved as noted, or rejected with resubmittal required.

DESIGN DEVELOPMENT PHASE (continued)

DOCUMENT REQUIREMENTS

Drawings:

- 1) Cover is to identify the project name, HCSB project number, submittal title: **DESIGN DEVELOPMENT DOCUMENTS**, document date, current School Board members, design team, and if applicable, the construction management firm.
- 2) Each sheet is to include the above information in the title block. The submittal date and each subsequent submittal date is to be retained in the revision box throughout design for tracking purposes.
- 3) 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.
- 4) Provide a key plan, north arrow, and graphic scale on each sheet.
- 5) 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.
- 6) Provide Building and room numbers and room names on each plan, every discipline, no exceptions.
- 7) Provide documents which include the following information, as applicable to the project scope:

Civil

Show the entire site if possible.

Graphically differentiate between new and existing construction, areas to be remodeled or renovated, and areas where no work is proposed

Show existing and new covered walkways

Show existing and new parking areas with space count for each

Indicate locations and depths of storm water retention area(s), if applicable. Note, for projects which will require review by the local stormwater management agency, provide sufficient information to allow the Owner to approve the design intent, so that permit applications may be submitted prior to the 60% construction document submittal.

Indicate preliminary utilities, identify points of connection, potential problems, etc.

Architectural

Site Plan

Graphically depict the project phases and dependencies (if applicable)

Graphically depict fencing, differentiating between existing and new

Show existing and new covered walkways

Overall Campus/Life Safety plan

Graphically depict rated partitions, travel distances, secondary means of egress and other life safety information

Preliminary demolition plans (if applicable)

DESIGN DEVELOPMENT PHASE (continued)

Floor Plan(s) at 1/8" scale

For new spaces, propose new room numbers in keeping with existing numbering system

For new spaces, label Programmed Minimum / Actual square footage for each new space.

For new spaces, show major items of furniture and equipment, as well as casework and instructional aids. Provide legend for these items on EACH plan sheet

Provide a preliminary roof plan, if applicable

For new buildings, preliminary exterior elevations

For new buildings, preliminary building and wall sections defining wall, roof and walkway canopy construction and showing coordinated basic MEP systems

For all projects, provide keynotes to define the scope of work

For all projects, graphically indicate different wall materials, and differentiate between new vs. existing walls and partitions

For renovation/remodeling projects, graphically differentiate between equipment that is new, existing to be replaced, and existing to remain, and provide a written narrative describing the scope on each floor plan to facilitate Owner review

Mechanical

Floor Plans at 1/8" scale

Proposed HVAC layout showing single-line ductwork, if applicable

For renovation/remodeling projects, graphically differentiate between equipment that is new, existing to be replaced, and existing to remain, and provide a written narrative describing the scope on each floor plan to facilitate Owner review

Provide preliminary equipment room plans and sections at 1/4" scale, with dimensioned clearances, for projects where new equipment is provided

Fire Protection

Site Plan showing location of tap, backflow preventer, fire riser and route of main lines

Plumbing

Preliminary Site Plan

Floor Plans at 1/8" scale showing fixture layout, including hose bibs and floor drains

Electrical

Preliminary Site Plan

Floor Plans at 1/8" scale showing proposed power routing (transformer and panel locations).

Cost Estimate:

Provide a cost estimate in CSI division format, dated to correspond with the drawing date, with breakdown as appropriate for the Phase. Include all general costs so that the estimate represents the total expected construction cost.

CONSTRUCTION DOCUMENT PHASE – 60% OWNER REVIEW

CHECKLIST

Complete this checklist and include it with the submittal.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Drawings conforming to the 60% Construction DOCUMENT REQUIREMENTS |
| <input type="checkbox"/> | Specifications conforming to the 60% Construction DOCUMENT REQUIREMENTS |
| <input type="checkbox"/> | Design Professional responses to Owner's Design Development review comments |
| <input type="checkbox"/> | Florida Energy Efficiency Code Calculations (when applicable) |
| <input type="checkbox"/> | Fire Sprinkler Hydraulic Calculations (when applicable) |
| <input type="checkbox"/> | Copy of Letter from the A/E to Power Company confirming approval of the proposed primary service route and transformer location, with approved drawings attached (when applicable) |
| <input type="checkbox"/> | Copy of permit application(s) to SWFWMD and EPC (when applicable) |
| <input type="checkbox"/> | Copy of transmittal letter from the A/E to Hernando County Health Department, requesting review of food service facilities (when applicable) |
| <input type="checkbox"/> | Copy of transmittal letter from the A/E to Hernando County Planning Department, Requesting site development review of 100% civil/site documents (when applicable) |

Each document listed above is to be submitted as an individual, unlocked .pdf file.

The Owner review will result in the submittal being approved, approved as noted or, if incomplete, submittal will not be reviewed.

CONSTRUCTION DOCUMENTS PHASE – 60% OWNER REVIEW (continued)

DOCUMENT REQUIREMENTS

Drawings:

- 1) Cover is to identify the project name, HCSB project number, submittal title: **60% CONSTRUCTION DOCUMENTS**, document date, current School Board members, design team, and if applicable, the construction management firm.
- 2) Each sheet is to include the above information in the title block. The submittal date and each subsequent submittal date is to be retained in the revision box throughout design for tracking purposes.
- 3) 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.
- 4) Provide a key plan north arrow, and graphic scale on each sheet.
- 5) 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.
- 6) Provide Building and room numbers and room names on each plan, each discipline, no exceptions.
- 7) Provide documents which describe in full detail the requirements for construction. Include the following minimum information, **as applicable to the project scope:**

Civil

100% completed drawings, as submitted to local stormwater agencies for review and permitting. Where such review is required by the project scope, 60% documents will not be accepted for Owner review until the applications have been submitted to the agencies.

Landscaping

Completed planting plan
Preliminary irrigation plan

Architectural

Completed Site Plan

Indicate the location, height and type of permanent fencing
Graphically differentiate between existing and new fencing
Provide details for sidewalks, dumpster enclosures, bollards, fencing, etc.
Indicate existing and new covered walkways

Construction Phasing and Staging Plan

Show proposed temporary fence routes to allow for fire safety review
Show proposed construction entrance and staging/storage area
Graphically indicate phasing limits and note dependencies and durations, if applicable

Completed Overall Campus/Life Safety Plan

Demolition plans

Completed Roof Plans, with preliminary roof details

CONSTRUCTION DOCUMENT PHASE – 60% OWNER REVIEW (continued)

Completed Floor Plan(s) at 1/8" scale

Show dimension strings, wall section cuts, interior elevation keys, door and window tags, etc.

Show Contractor-provided equipment, casework and instructional aids

Show Owner-provided furniture and equipment to the extent that it affects MEP systems and outlet locations, such as administrative desks, computer stations, and appliances.

Note: remove the room square footage information which is provided on previous submittals

Kitchen Plan, if applicable, at 1/4" scale

Completed major wall sections

Completed Finish Schedule

Completed Door Schedule, Door Type Elevations, and preliminary door details

Completed Window/Glazing Schedules and Elevations, and preliminary window details

Casework Elevations

Structural

Completed Foundation, Elevated Floor and Roof Framing Plans

Structural details

Mechanical

Floor Plans at 1/8" scale

Provide Air Balance Tables listing exhaust and outside air ventilation CFM for each building

Completed Demolition Plans

Enlarged equipment room plans and sections at 1/4" scale, with dimensioned clearances for projects where new equipment is provided

Completed HVAC Schedules

Chilled Water and Condenser Water Schematic Piping Diagram

Control System Schematics

Fire Protection

Site Plan showing tap Location, backflow preventer, fire riser and route of main lines

Plumbing

Site Plan showing tap location

Floor Plans at 1/8" scale showing fixture layout, including hose bibs and floor drains

Completed Plumbing Fixture Schedule with fixture descriptions

Electrical

Site Plan showing transformer location, parking lot lighting, exterior walkway lighting, etc.

Overall Campus Systems Plans, showing Voice/Data, Intercom, Fire Alarm, CCTV, etc.

Completed Electrical Legend and Fixture Schedule

Power/Data/TV Floor Plans at 1/8" scale showing all proposed device locations

Fire Alarm/Intercom/Security Plans at 1/8" scale showing all proposed device locations

Specifications

Submit specifications that have been written/edited for the specific project. Unedited versions of MasterSpec sections will not be reviewed.

CONSTRUCTION DOCUMENT PHASE – 100% OWNER REVIEW

CHECKLIST

Complete this checklist and include it with the submittal.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 100% complete Drawings |
| <input type="checkbox"/> | 100% complete Specifications |
| <input type="checkbox"/> | Design Professional responses to Owner's 60% review comments |
| <input type="checkbox"/> | Facility Space Chart, in format as published by DOE or HCSB |
| <input type="checkbox"/> | Cost Estimate OR letter stating that the Project, as submitted, is within budget |

Each document listed above is to be submitted as an individual, unlocked .pdf file.

The Facility Space Chart is a requirement for projects which involve new construction, remodeling of existing spaces, renumbering of existing spaces and change of use. Instructions are provided on the Form.

The Owner review will result in the submittal being approved, approved as noted, or rejected with resubmittal required. The Design Professional is encouraged to carefully review and coordinate the work of the various disciplines prior to submitting documents for Owner review. Resubmittal will directly impact the construction schedule.

DOCUMENT REQUIREMENTS

Drawings and Specifications are to be 100% complete for Owner Review. Comply with previously stated document requirements, including the following:

- 1) Cover is to identify the project name, HCSB project number, submittal title **100% CONSTRUCTION DOCUMENTS – OWNER REVIEW SET**, document date, current School Board members, design team, and if applicable, the construction management firm.
- 2) Each sheet is to include the above information in the title block. The submittal date and each subsequent submittal date is to be retained in the revision box throughout design for tracking purposes.

CONSTRUCTION DOCUMENT PHASE - BIDDING AND PERMITTING SUBMITTAL

CHECKLIST

Complete this checklist and include it with the submittal.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Three (3) printed signed/sealed copies of 100% complete Drawings and Specifications |
| <input type="checkbox"/> | 100% complete Drawings |
| <input type="checkbox"/> | 100% complete Specifications |
| <input type="checkbox"/> | Facility Space Chart, if revised after 100% Owner Review |
| <input type="checkbox"/> | Design Professional responses to Owner's 100% Construction Document review comments |

Each document listed is to be submitted as a single, unlocked .pdf file on a flash drive unless otherwise noted above.

Printed sets of specifications are to be bound with post and screw type fasteners.

The Owner will transmit the printed sets to the Building Code and Fire Code Officials for review. Refer to the Code Review and Permitting Procedures Standard for additional information.

Changes to these documents may be made by addenda prior to Award of Contract.

Addenda shall be submitted in the same format and quantity as the original Bidding Documents.

Addenda require Owner review and approval prior to issue.

Addenda require review by the Building Code and Fire Code Officials.

Bidding Documents will become the basis for the Contract Sum and along with any issued addenda, will be approved by the School Board.

DOCUMENT REQUIREMENTS

Drawings and Specifications are to be 100% complete for Owner Review. Comply with previously stated document requirements, including the following:

- 1) Cover is to identify the project name, HCSB project number, submittal type: **CONSTRUCTION DOCUMENTS**, document date, current School Board members, design team, and if applicable, the construction management firm.
- 2) Each sheet is to include the above information in the title block. The submittal date and each subsequent submittal date is to be retained in the revision box throughout design for tracking purposes.