CONTRACT DOCUMENT - TECHNICAL REVIEW (ProView Tech) PROCESS:

The following is the approved procedure for distribution and review of Contract Documents for all projects processed through the Parks Planning & Development Division that will be reviewed by Parks Facilities Maintenance/Resources/Operations staff. The following steps are required for each review phase, unless specifically waived by the Parks Engineer.

1. **General:** Contract Documents ("CD's"), aka plans and specifications, are to be reviewed by **Engineering, Design &Technical Services (EDTS)** and the **ProView Tech (PVT) Review Stakeholders** at both the 65% and 95% completion levels. **65% CDs** are defined as **65% complete for all elements** (all sheets and specification sections) of the design. This includes but is not limited to at least 65% of the landscape and irrigation designs. **95% CDs** are defined as **95% complete in all aspects** including incorporation of 65% comments with written responses. If CDs do not meet these basic milestones for completeness (as determined by the Facilities Maintenance Manager, the Parks Resource Manager, the Construction Manager, and the Parks Engineer) then the project will not be reviewed and will be sent back to the PM to be resubmitted.

2. **Provision of Contract Documents by Design Consultant:** The Design Consultant shall provide the Project Manager with six (6) full sets of CDs, accompanied by electronic versions of all CDs.
   a. Electronic versions shall be provided on a compact disk or DVD disk. Emails are acceptable provided the total sum of the file sizes does not exceed 10MB.
   b. Electronic versions of plans/drawings shall be provided in TIF and PDF format.
   c. Electronic files of specifications shall be provided in MSWord document format, with "track changes" feature enabled.
   d. Plans/drawings intended for the district staff may be reduced to half size if readable at that scale. For larger projects such as Community Centers and buildings, the plans and specs can be limited to only those sheets that apply to the elements to be reviewed by the district staff (e.g, Layout/Grading, Drainage, Landscape and Irrigation Systems).
   e. Westbridge staff will always be provided complete, full-size plan sets.

3. **Notification to ProView Technical Review Participants:** The Project Manager (PM) shall schedule a PVT review session by arrangement with the PVT Coordinator (Janet Macri). The PM shall then send an email notification, advising all Parks stakeholders that the CDs will be distributed for review and the date of the scheduled PVT review. When making this notification, the PM shall attach the standard form used to provide Review Comments (available in the Forms Workbook). This email notification shall be sent to the following individuals, at minimum:

- Engineering Section Coordinator (Joe Neiford)
- Construction Manager (Chris Jewell)
- Parks Engineer (Becky Rufin)
- Senior Landscape Architect assigned to the sector (see Item 6 below)
- Facilities Maintenance Manager (Dan Johnson)
- Assistant Facilities Maintenance Supervisors (Ed Jackson and Andrea Eyre)
- PVT Coordinator (Janet Macri or designee)
- Parks Resource Manager (Aaron Bert or Robert Stowers)
- Parks Resource (District) Crew Chief
- Environmental Stewardship Manager (David Broustis)
- Natural Resources Manager (Cheryl Fraser)

The above individuals shall attend the PVT review session and/or delegate attendance to subordinate staff at their discretion, except attendance by at least one person from EDTS is required. If unable to attend, ALL written comments must be submitted to the PVT coordinator 24 hours PRIOR to ProView Tech, for compilation.

Distribution of Construction Documents: The Project Manager shall deliver the CD's as follows:

- 1 Set - Deliver directly to Engineering Section Coordinator (Joe Neiford). Joe will enter the project onto the "White Board" at the time the CD's are delivered to him.
- 3 Sets - Physically deliver to the PVT Coordinator (Janet Macri) at the Westbridge Shops
- 1 Set - Physically deliver to the Parks Resource Manager, unless specifically declined.
- 1 Set - Physically deliver to the Parks Resource (District) Crew Chief, unless specifically declined.
- Electronic Sets - Send to all of the above, and in addition, to the Natural Resources Manager (Cheryl Fraser) and Environmental Stewardship Manager (David Broustis).

4. **ProView Technical Review:** Construction Documents must be delivered per Item 4 above no later than 3:30 PM Monday (or 3:30 PM Tuesday, if Monday is a holiday or furlough day) of the week prior to the scheduled review session (i.e., 9 days prior). PVT reviews are scheduled and CD's reviewed at Westbridge on Wednesdays starting at 9:00 AM.

5. **Engineering, Design, & Technical Services Review:** The EDTS Landscape Architects will review all projects that contain landscape, irrigation, play areas, and other site design elements. The Landscape Architects are assigned to maintenance districts as follows:

- Pamela Alspaugh (CW& SE)
- R. Frank Robinson (NE & SC)
- Ted Holden (prior NC & CE)
- Joe Neiford (NW & SW)
- Shwu-jen Hwang (Downtown, excluding prior NC).

The EDTS Architect and Engineers will review all building projects and anything that has structural or engineering related elements (such as walls and bridges). The Construction Manager and his staff will review all projects for TESC, sewer, drainage, paving, and related elements for constructability issues.

6. **Review Comments:** Written comments shall be generated by all review participants who have comments and provided electronically. Shops and District staff may forward their comments to the PVT Coordinator no later than 3:30 PM the day after the scheduled PVT meeting. The PVT Coordinator shall compile any comments received and forward them to the PM. EDTS staff may provide their comments directly to the PM. Review comments shall be provided on the standard review comment form provided with the PVT notification (see Item 3 above). The CDs can also have redlined and color post-it comments affixed, though, post-it comments must also be documented on the form so they won't be lost. All comments are due to the PM no later than 3:30 PM three business days after the scheduled PVT meeting. Failure to provide comments shall be construed as the reviewer being satisfied with the CDs. The PM will compile all comments within a single document, provide the compiled comments to the Designer, and ensure the comments are filed both electronically (on the U drive) and physically (in the project file).

7. **Designer Response:** After each review phase, the Designer shall review and respond to all comments from all Parks staff, revising CD's in accordance with each comment response. Requested variances from Parks Standards shall be directed to and must be approved by the Parks Engineer. Comments shall be completely addressed in the next CD package. If for any reason a comment is not fully incorporated, the Designer shall provide an explanation. The Designer's response to review comments shall be provided by updating the compiled review comments document to indicate how each and every review comment was incorporated in the next CD submittal. The updated (with responses) comments document shall be provided with the next CD submittal.

8. **Extra Review Cycles:** **No new comments should be received after the 95% review.** If unusual circumstances, or if a significant scope or design change occurs at or after the 95% Review, an additional review cycle may be added. The decision to do so shall be at the discretion of the Park Engineer, in consultation with the Facilitiesy Maintenance Manager and Parks Resource Manager.

9. **Final (100%) Review:** After the 95% CD review process is complete, the Designer shall incorporate/respond to 95% review comments, complete the 100% CD package, and return the 100% CDs to the PM. The PM shall then:

   a. Provide the Designer's 95% review comment response document electronically to the PVT stakeholders for their final review. PVT stakeholders will be provided a minimum 3-day turnaround for response or comment. No response shall be construed as approval of the CDs. If responses or comments are received after the 3-day deadline, they may or may not be incorporated in the CD's at the discretion of the Parks Engineer.

   b. Submit final documents to EDTS and the Parks Engineer for signing. EDTS staff will conduct a final review of the documents for completeness and correctness before

they are signed and sent to DEA for their administrative review. Colleen Ducey (EDTS) will prepare the Division 00 segment immediately prior to signing.

c. After Department of Finance & Administrative Services - Purchasing & Contracting Services Division (DFAS-PCSD) completes their review, the PM will work with Colleen Ducey to incorporate final corrections, DFAS-PCSD will sign off and the project will go out to bid.

END OF SECTION