PROJECT DESIGN & REVIEW PROCEDURES:

Seattle Parks & Recreation (SPR) has defined five separate "levels" or "phases", to describe the level of completion achieved in the project design and review (ProView & ProView Tech) process of any given project. The following are step by step procedures the Consultant to follow for the design and review of projects for Seattle Parks & Recreation. In order for any design to successfully achieve a particular phase of design & review completion,, the following criteria must be met:

SCHEMATIC DESIGN

Provide sketches, drawings, and other documentation as required and requested, to convey the following information for the entire approved project scope:

- Depict all required elements such as field layouts, paths, building location, parking, access, etc., including orientation and approximate dimensions;
- Show relationships between required elements such as parking and access;
- Selection of building mechanical, structural, HVAC and other systems;
- Listing of suggested materials, finishes and landscape design concepts;
- Description of permits and schedule for various timelines involved;
- Realistic schedule for subsequent design and construction;
- Provide estimates of probable Construction Contract Amounts (CCA).

DESIGN DEVELOPMENT

Provide drawings and other documentation as required and requested, to convey the following information for the entire approved project scope:

- Designer's annotated responses to schematic review comments (accept, clarify, or out of project scope);
- Drawing table of contents/index listed on cover page of preliminary drawing package;
- Drawings include internal building room layouts and dimensioned rooms, cross sections, building elevations, structural systems, mechanical systems and layout;
- Civil site work layouts;
- Outline of specifications;
- Identification of the basic materials being used for the construction;
- Play elements defined, including location and size;
- Verify estimate of probable construction costs per established CCA.

65% CONSTRUCTION DOCUMENTS

Provide drawings and other documentation as required and requested, to convey the following information for the entire approved project scope:

- Designer's annotated responses to Design Development review comments;
- Drawings include details of building, most of the interior elevations, window and door locations, building materials, selection of mechanical and electrical equipment;
- Layout of ducting, lighting and similar features shown and coordinated;
- Layout of site elements including sewer and waterline locations and electrical and communication feeds to the building or within the site;
- Landscaping plans to show plant selections and defined location of planting beds, curbs and walks and parking layouts with ADA access defined;
- Almost all technical specifications are complete;
- Calculations for structural, mechanical and electrical designs submitted;
- Underground utilities including electrical, sewer, storm drainage, and irrigation systems are designed to at least 65% levels so that technical reviews can be accomplished;
- Provide detailed estimate of probable construction costs per established CCA, using CSI format for presentation of estimate.

95% CONSTRUCTION DOCUMENTS

Provide drawings and other documentation as required and requested, to convey the following information for the entire approved project scope:

- Designer's annotated responses to 65% CD review comments;
- Documents ready for construction with few exceptions;
- Final coordination between specifications and drawings, and among disciplines, has been completed by the designer;
- All elevations have been checked for utility inverts and ADA requirements;
- All materials are identified and included in specifications;
- All required CSC plans have been developed;
- Underground utilities including electrical, sewer, storm drainage, and irrigation systems are designed to at least 95% levels so that technical reviews can be accomplished;
- Provide final detailed construction costs estimate, demonstrating estimate is within the agreed CCA, using CSI format for presentation of estimate;
- The Parks Project Manager confirms the method of bidding, either Regular Bid or Roster Bid at the phase and the final "boiler Plate" is prepared accordingly.

100% CONSTRUCTION DOCUMENTS

Provide drawings and other documentation as required and requested to convey the following information for the entire approved project scope:

- Designer's annotated responses to 95% CD review comments;
- Designer has completed all revisions to plans and specifications. The drawings and specifications must reflect all comments from all prior reviews or the designer has explained why they were not included in the final package;
- SPR provides the Division 00 & 01 boiler plate sections, with Division 00 being prepared by the Parks Engineer's staff and Division 01 being prepared by the Project Manager with input by the Consultant as required;
- The Contract Documents are stamped and signed by all the Consultants and all the Sub-consultants;
- The Project Manager submits the Contract Documents to the SPR Engineering, Design and Technical Services Section for final review and signature along with their 100% Project Information Package which contains a checklist of required information and documents that are submitted at this phase and also lists the Consultant's responsibilities going forward;
- The Contract Documents are reviewed and signed by the Parks Engineer and sent to the Department of Finance & Administrative Services (DFAS), Purchasing & Contracting Services Division (PCSD) for their review;
- PCSD sends their review comments to the Project Manager and Parks Engineer for the final corrections which are either completed by the Parks Engineer, the Project Manager or in some instances the Consultant depending on the level of correction needed;
- The project Manager sends annotated responses and corrections to PCSD comments back to PCSD for their approval and signing of the Contract Documents;
- The Contract Documents are sent to the eBid system for posting to their Website and bidding purposes.

END OF SECTION