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**INFORMATION, GUIDELINES, AND REQUIREMENTS**

**FOR CONSULTANTS**

1. **CONSULTANT SELECTION PROCESS:** While each City department awards its own consultant contracts, there are general City-wide selection rules with which departments comply, depending on the type of services to be performed and the estimated dollar amount of the contract. These rules can be explored at <http://inweb/contracting/>, but the points most salient to SPR are summarized below (effective 2018).
2. **Bidding Thresholds:**
   1. Direct selection is allowed for projects under $52,000.
   2. Contracts above $52,000 require competitive solicitation or selection from the Consultant Roster.
   3. Consultant Roster may be used for projects under $305,000. Total value including amendments must remain under $381,000.
   4. When using the Consultant Roster, SPR may invite one or more Consultant Roster firms to compete or simply select one firm.
   5. For projects under $8,000, departments can direct-select any Consultant. This is best for small assignments that do not provide for scope-creep and cost escalations. If unsure, use the Consultant Roster or other procurement option.
   6. Departments may contract with a Roster firm multiple times as long as the total value of all such department contracts remain less than $609,000 per year per category.
3. **The City-wide Consultant Roster Program:** The City-wide Consultant Roster features [94 separate categories](http://fas/registration/subcategorylist.aspx) of consultant work. Interested, qualified consultants may apply at any time for evaluation and approval in a particular category, and may apply for multiple categories. Roster Consultants may be identified as follows:
   1. Access the City of Seattle’s [“Online Business Directory”](http://fas/registration/).
   2. Click on “Advanced Search”
   3. Check box for “Consultant Roster ONLY- Approved Businesses”
   4. Check the applicable consultant category(ies) for the project, then click the box that says “Find Businesses”.
4. **Direct or Consultant Roster Selection Process:** Departments generally follow an informal selection process for small consultant contracts (see paragraph 1.A.a above) and when choosing consultants from the Consultant Roster (see paragraphs 1.A and 1.B). Therefore such projects need not be advertised in the *Seattle Daily Journal of Commerce.*
5. **Formal Competitive Selection Process:** Except when utilizing the informal process described in paragraph 1.C above, Consultant contracts must be competitively bid and are advertised for a minimum of two days in the City's official newspaper (currently the *Seattle Daily Journal of Commerce*.)The department may request either a statement of qualifications or a proposal, or both, depending on the nature of the work. The department then determines the successful consultant based on pre-established selection criteria, utilizing a consultant evaluation panel for scoring purposes.
6. **GROUND RULES:** The scope of the Design Contract is project-specific, and may vary substantially from project to project. However, there are basic rules the Design Consultant must follow with respect to any Design Contract, including the following:
7. **General:** All design work must be completed in accordance with "City of Seattle Standard Specifications for Road, Bridge and Municipal Construction (most recent edition)" and the Laws of the State of Washington, and Charter and Ordinances of the City of Seattle Municipal Code (SMC) as amended and now in force, as applicable.
8. **Project Coordination:** The SPR contact person during all phases of a project will be the Project Manager, unless directed otherwise. The Project Manager must be included in all written communications regarding the project, and must be kept advised of all matters pertaining to the project.
9. **Fixed Budget:** Every SPR project has a fixed budget for construction, referred to as the Construction Contract Amount (CCA). The CCA does not include sales tax. The Design Consultant must pursue a design that can be built within the CCA limitation. If the desired project scope results in an Engineer’s estimate that approaches or exceeds the CCA, there are several potential remedies, as follows:
   1. Reduce the project scope to ensure the built cost will not exceed the CCA.
   2. Identify project features/components that are of lesser priority, and identify them in the construction documents as additive/deductive bid items that can be added/deducted from the construction contract based on actual bid results.
   3. Identify alternative configurations or material choices that can impact bid prices, and identify them in the construction documents as alternate bid items.
   4. The Project Manager, at his/her sole discretion, may seek additional budget. There are several avenues whereby additional budget can be secured, and generally such adjustments must be reviewed and approved by the SPR Project Steering Committee. In the event of a budget increase (or decrease), the Design Consultant may request a contract amendment to reflect any additional costs that they incur.
10. **SPR Design and Construction Standards:** SPR maintains both design and construction standards (referred to collectively as [SPR Standards](https://seattlegov.sharepoint.com/sites/PKS-PARKive/drawings/Standards/Forms/AllItems.aspx)) for a wide variety of policies, preferences, methods, furnishings, and materials that are applicable to SPR facilities. The intent of the SPR Standards is to improve consistency, durability, sustainability, maintainability, and/or economy beyond what can be achieved under other applicable code requirements. That said, SPR Standards are not comprehensive, and silent on many elements of park facility design and construction. Therefore, the [City of Seattle Standard Specifications and Plans for Municipal Construction](http://www.seattle.gov/util/engineering/standardspecsplans/) often apply to projects, as well as the Unified Building Code and many other applicable industry standards. ***The Design Consultant must review SPR standards to determine their applicability and utilize them whenever appropriate.*** If the Consultant discerns any conflicts between SPR Standards and other applicable City or industry codes, he/she shall notify the Project Manager and seek a resolution.

SPR Standards fall into three categories as follows:

* 1. [**Design Standards**](https://seattlegov.sharepoint.com/sites/PKS-PARKive/drawings/Standards/05-Design%20Standards?csf=1)**:** These are design criteria/guidelines for a facility, equipment, or a system, and are based on SPR’s past experiences. These standards represent the minimum acceptable standards. The standards are not specifications. When using the standards as specifications, the Consultant shall be responsible for expanding or clarifying them into standard CSI-formatted specification sections. Also included in the category of Design Standards are the Standards for Surveys & Mapping, and Standards for Computer Aided Design (AutoCAD).

* 1. **[Standard Construction Specifications:](https://seattlegov.sharepoint.com/sites/PKS-PARKive/drawings/Standards/Forms/AllItems.aspx?RootFolder=%2Fsites%2FPKS%2DPARKive%2Fdrawings%2FStandards%2F07%2DDivision%2002%2D48%20Technical%20Specifications&FolderCTID=0x0120008BAA97CE4E583D49AFC2ADD87F7749BC&View=%7B2A06B590%2D4641%2D400A%2D9D29%2D04BB47AFB48B%7D)**  Most of the standard construction specifications provided are "partial" specifications delineating SPR's minimum requirements for particular products and/or methods of installation. The Consultant shall be responsible for editing or expanding upon these specifications into detailed CSI-formatted specification sections specific to the project scope. Text identified in ***bold italics*** is intended to be reviewed and edited based on individual project conditions. Other information may be added but no information shall be removed from the Standard Specifications without the approval of the Parks Engineer through the design review (Proview Tech) process.

* 1. **[Standard Details & Plans](https://seattlegov.sharepoint.com/sites/PKS-PARKive/drawings/Standards/08-Standard%20Details%20and%20Plans?csf=1):** Standard details and plans are intended as a library of options and preferred methods of construction that have worked well for SPR in the past, and shall be included in the Contract Documents, along with additional ones provided by the Consultant, as required.

1. **Non-SPR Codes & Regulations:** The Consultant shall comply with the following Regulations, Ordinances, and Policies as applicable:
2. [SMC 22.100.010](https://library.municode.com/WA/seattle/codes/municipal_code?nodeId=TIT22BUCOCO_SUBTITLE_IBUCO_CH22.110INEXBUCO_22.110.010ADINEXBUCO) – This section of the Seattle Municipal Code (SMC) describes the Seattle Building Code (SBC), which essentially adopts the International Building Code (IBC) including but not necessarily limited to Chapters 1-33 and Chapter 35 thereof. [SMC 22.100.010](https://library.municode.com/WA/seattle/codes/municipal_code?nodeId=TIT22BUCOCO_SUBTITLE_IBUCO_CH22.110INEXBUCO_22.110.010ADINEXBUCO) for further information.
3. Rules, Regulations and/or Ordinances issued by the City of Seattle, but not specifically covered in SBC, including all applicable provisions of the [Stormwater Code](http://www.seattle.gov/dpd/codesrules/codes/stormwater/) required by SMC 22.800-22.808.
4. Federal Regulations not listed in SBC.
5. U.S. Department of Justice, Americans with Disabilities Act, [2010 Standards for Accessible Design](https://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards_prt.pdf). If outside field conditions are such that strict conformance is not practicable, the Consultant shall comply with the [Draft Accessibility Guidelines for Outdoor Developed Areas](https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas).
6. The City of Seattle's Environmental Management Program.
7. Sustainable Building Policy as adopted by the Mayor and the Council (including LEED, Green Building Rating System, Version 2.0 Final, and Seattle Supplements).
8. All substantial renovation and new construction shall comply with regulations set forth in Washington State regulations listed in the [Washington Administrative Code](http://apps.leg.wa.gov/wac/).
9. Federal, State, County, and Municipal Standards:
   * + American Society for Testing and Materials (ASTM) “Standard Consumer Safety Performance Specification for Playground Equipment for Public Use”, F1487 (most recent edition).
     + U.S. Consumer Product Safety Commission (CPSC) “[Public Playground Safety Handbook](https://www.cpsc.gov/PageFiles/122149/325.pdf)”.
     + ASTM F2223-04 Standard Guide for ASTM Standards on Playground Surfacing.
     + ASTM F1292 Standard Specification for Impact Attenuation of Surfacing Materials within the Use Zone of Playground Equipment Standard.
     + City of Seattle “[Standard Plans for Municipal Public Works Construction](http://www.seattle.gov/util/engineering/standardspecsplans/)” (most recent edition).
10. **SPR SURVEY/MAPPING RESOURCES & REQUIREMENTS:**
11. **Pre-Existing Information:** Existing maps and plans are available to the Consultant and are filed at the 800 Maynard Avenue South, 3rd floor office of the Parks Engineer. Many of these records date back over 100 years, and scales of the maps can vary considerably. Electronic survey data is also becoming an increasingly available from SPR.
12. **Accuracy of Existing Information:** Underground utility information contained in AutoCAD files, Record Documents and/or “As-builts” provided by SPR may not be accurate, due to the fact that those documents were prepared by others from past projects. When the locations of underground utilities are not known from existing data, it will be the Project Manager’s decision whether to deploy Park personnel for on-site excavation or location work. Unconfirmed utility locations must be duly identified on the Contract Documents by the Consultant.
13. **Requesting Supplemental Information:** Additional information requested by the Consultant will be reviewed by the Parks Engineer or his/her assignee for practicality and need. The Consultant must submit such information requests to the Project Manager in a writing, including sketch of area(s) in question and the particular data desired. An on-site meeting with the Consultant, the Parks Surveyor, and the Project Manager will be arranged to discuss the request.
14. **Modified Records:** In some cases AutoCAD or scanned images (tif or pdf) files can be provided to the Consultant, to be used in conjunction with the Contract Documents. Copies of City of Seattle sewer cards will be furnished when the design area is adjacent to streets and alleys, if available. Information detailed on the maps furnished by SPR may vary, and may need supplemental information added by the Consultant during development of Construction Documents.
15. **New Surveys:** If the existing general maps are sufficiently accurate and cover the general vicinity of the project, they may be utilized for design purposes. However, new General Maps (surveys) are often needed for design purposes. The Parks Engineer shall be the final authority for determining whether new surveys are needed, and their content and form. Project surveys should be conducted by SPR’s Survey Crew whenever possible. However, survey services may be contracted to a third party upon approval by the SPR Survey Chief.
16. **Survey Standards:** Whether utilizing existing, modified, or new survey information, the plan drawings reflecting survey information used for Contract Documents must be prepared in accordance with [SPR Survey Standards](file:///U:\06-PDD-Project%20Development%20Manual%20&%20Process%20Impr\Improvement%20Project\4-Processes%20and%20Forms\Portal-Referenced%20SPR%20Standards\06-SPR%20Survey%20%20Mapping%20Standards.docx).
17. **Format for Contract Drawings/Plans:** All SPR drawings must be produced using the [SPR standard title block](https://www.seattle.gov/Documents/Departments/ParksAndRecreation/PoliciesPlanning/DesignStandards/SPR-STD-C3D17.dwt). This file is a template drawing (.dwt) created in AutoCAD Civil 3D, version 2017 and contains standard layers, fonts, dimension styles, annotated text, line types, blocks, and other CAD drawing tools. The file includes six layout tabs including 36x24 Cover Sheet and Titleblock (vertical titles), 42x30 Cover Sheet and Titleblock (vertical titles), and 36x24 Cover Sheet and Titleblock (horizontal titles). The 36x24 sheets with vertical titles is the preferred sheet size type. There are non-print notes in the Paperspace of the file that give additional directions. All lettering on these drawings shall be at least 1/8" when reduced to half sized prints.
18. **TYPICAL DESIGN DELIVERABLES:** The services required of the Design Consultant will vary based on project scope, and may include any or all of the following work elements:
19. **Design Program:** The Design Program may be provided by SPR as the basis for the Design Contract, or it may be a contract deliverable in and of itself. It is a document that describes the Project’s background, anticipated project scope and schedule, important rationale around project intent, proposed public review process, environmental and permitting implications, and any other relevant project considerations. Any changes to the scope of work or to the priority of elements within the Design Program must be approved in writing in advance by the Project Manager.
20. **Project Information Signs:** A sign at the site notifying the general public of the proposed project will be furnished and installed by SPR in accordance with the project’s approved Public Involvement Plan (PIP). This item is coordinated by the Project Manager well ahead of the construction phase and is not the responsibility of the Consultant but occasionally graphics provided by the Consultant are used on the signs.
21. **Graphics:** All graphics, such as new facility identification signs, space/circulation signs, interpretative signs, traffic control signs, etc. are to be included in the design. SPR Design Standards must be used when applicable. Note that graphics, including signs, must also comply with State regulations listed in [WAC 486-66-050](http://apps.leg.wa.gov/WAC/default.aspx?cite=468-66-050), [WAC 308-61-145](http://apps.leg.wa.gov/wac/default.aspx?cite=308-61-145), [WAC 468‑66‑020](http://apps.leg.wa.gov/WAC/default.aspx?cite=468-66-020), and other applicable sections if/as applicable.
22. **Renderings:** When the plans are firm, a rendering of the project may be requested by the Project Manager for display purposes at SPR offices for public presentations if the Design Agreement so states.
23. **Variances, Grants, SEPA Information:** The Consultant shall assist SPR in applying for any zoning variances, conditional use/street use/shoreline permits, or special exceptions, and appealing any adverse determination there from; applying for funding grants; and preparing required SEPA documents, e.g., environmental impact statement (EIS) or Declaration of Non-significant Impact (DNSI).
24. **Permits:** All necessary permits are to be identified by the Consultant following a pre-application conference with SDCI (formerly DPD) including, but not limited to, master use, demolition, stormwater, grading, street use, shoreline (including Fisheries, Hydraulics, Corps of Engineers, etc.), etc., and be shown on the Bid Set Cover Sheet. The Consultant shall make application and submit the required number of sets of plans to SDCI (formerly DPD) for the Master Use Permit and assist SPR as necessary for any other required permits. SPR will furnish key plan and legal description.
    1. **Timing:** Applications for required permits shall be made as soon as practicable during design development, such that all necessary permits are obtained prior to advertisement and bidding of the construction contract.
    2. **SDCI Cover Sheet:** For permit applications submitted to SDCI, the Consultant must use the current format cover sheet required of SPR by the Seattle Department of Construction and Inspections (SDCI, formerly DPD), which can be obtained from SDCI or the SPR Project Manager. Consultant shall also provide SPR a reproducible copy of the SDCI Cover Sheet, as it was submitted to SDCI, with all corrections, (if any).
    3. **Over-The-Counter Permits**: “Over-the-Counter” permits (electrical, mechanical, etc.) are typically obtained by the Construction Contractor during construction. The Construction Contractor pays for the fees for the permits when they are picked up at SDCI after the construction contract has been awarded.
25. **Soils Information/Tests:** When required, this information often will be provided by SPR, but in some cases must be subcontracted for by the Consultant in accordance with the terms of the Design Agreement.
26. **Engineering Calculations/Analyses**: As required by the Scope of Work and all pertinent regulations, laws, and/or standards.
27. **AMWO Asset Matrix:** SPR utilizes an Asset Management Work Order (AMWO) system to organize, dispatch, and track maintenance activity related to its facility assets. An asset is generally considered a system or major component of a system within a given SPR facility/property that requires periodic maintenance/inspection and/or is covered under a warranty. The AMWO Asset Matrix is intended to provide the data necessary to update the AMWO system to reflect the changes caused by Project implementation. The AMWO Asset Matrix should be prepared at two stages during the project life as follows:
    1. **Preliminary:** At the 60-65% CD phase, the Consultant must prepare a spreadsheet list describing all assets that will be either removed, modified/refurbished, or added by a given Project, submitted using a template spreadsheet provided by SPR.
    2. **Final:** Update the AMWO Asset Matrix as needed prior to Physical Completion of the project, utilizing As-Built and O&M information obtained from the Contractor. For modified or new assets, the list must include all warranty provisions, recommended inspection frequencies, recommended maintenance frequencies, and brief description of the O&M information provided by the Contractor for each asset.
28. **Construction Contract Documents:** Construction Contract Documents (CDs) consist of Drawings/Plans, Terms and Conditions, Specifications, Appendices, and any other information required to ready the work for Bidding purposes. Several rounds of review are required as the design progresses, [described below](#CDRevu). The drawings/plans must be bound together in a Plan Set, and all other items are bound together in the Project Manual (which sometimes can consist of two or more volumes for complicated projects).
    1. **Project Manual:** SPR utilizes CSI (Construction Specification Institute) format for the specifications of most construction projects. Most projects are bid on a Lump Sum basis, with options for additive, deductive, or alternate bid items when appropriate. Unit pricing is occasionally utilized for specific aspects of a Project. SPR staff and the Consultant must work together to develop the Project Manual as follows:
       * **Division 0:** This division includes the City’s general terms and conditions, bidding instructions, Bid form, administrative requirements, cover sheets, section divider sheets, table of contents, etc. SPR staff prepare this section, with input from the Contractor such as Engineer’s estimate and Bid Form items/format. SPR staff also bind this with the remaining divisions immediately prior to bidding.
       * [Division 1](https://seattlegov.sharepoint.com/sites/PKS-PARKive/drawings/Standards/06-Division%2001%20General%20Requirements?csf=1)**:** This division contains supplemental terms and conditions and administrative requirements that are particular to SPR (as opposed to other City Departments), as well as Project-specific summary information. The SPR Project Manager assembles most of this division with support from the Consultant and SPR administrative staff.
       * [Divisions 2 to 48](https://seattlegov.sharepoint.com/sites/PKS-PARKive/drawings/Standards/07-Division%2002-48%20Technical%20Specifications?csf=1)**:** These divisions are the responsibility of the Consultant. They are to be developed as required and appropriate for the Project scope, and utilizing [SPR standard specification templates](#SpecTemp) whenever possible.
       * **Appendices**: Appendices generally contain background information useful for understanding the project requirements, but not directly related to the Work required nor the terms and conditions. The Contractor must work cooperatively with the SPR Project Manager to identify and provide any materials that should be included as an Appendix to the Project Manual.
       * **Standard Terminology:** The terminology defined below must be utilized wherever appropriate in the Project Manual:
         + ***Owner:*** City of Seattle’s Department of Finance & Executive Administration, Purchasing & Contracting Services Division
         + ***Administering Department:*** Seattle Parks and Recreation Department
         + ***Engineer:*** The Parks Engineer or his/her authorized staff representative. Use “Engineer” when referring to City staff acting under the authority of the Parks Engineer.
         + ***Consultant:*** The design professional(s) that have provided the design for the project. The terms “Architect” or “Consulting Engineer” can sometimes be used to help clarify the project manual language.

The terms “Landscape Architect”, “Inspector”, and “Owner’s Representative” are not defined terms within City contracts, and must not be used on the Contract Documents.

* 1. **Plan Set:** The Consultant provides all drawings to be included in the Plan Set. Unless specified otherwise by SPR, the Consultant must properly utilize the [SPR titleblock](#DrawForm).
     + **Cover Sheet:** Must include the Project name, PW contract number, specification number, funding sources, authorizing ordinances, activity number, vicinity map, locality map, legal description of project area (furnished by SPR), list of all required permits and variances as applicable, list of consultants, plan/sheet index and a basic symbol legend. The final version must be stamped by the primary Consultant for the Project.
     + **Every Sheet:** Must have the titleblock accurately and completely filled out. The final versions must be stamped and signed by the responsible licensed designer.

1. **Bidding Support and Contract Addenda:** The Consultant must attend pre-Bid site walk-throughs and provide all information required to respond to any questions that arise during bidding, including clarification of Contract requirements and preparation of revised or additional plans and specification sections. Such information must be provided to all potential Bidders in the form of Contract Addenda, coordinated by the SPR Project Manager and administrative staff.
2. **Construction Support:** The Consultant must provide technical expertise and design support throughout Project construction, including but not limited to attending weekly progress meetings, preparation of meeting minutes, submittal review and response preparation (all submittals must go through the SPR Project Manager), inspections, troubleshooting, commissioning, inspection at substantial completion, creation of punchlist, inspection at physical completion, etc.
3. **CONTRACT DOCUMENT REVIEW PROCESS:**
4. Consultants shall submit to the Project Manager up to eight (8) copies of plans, specifications and cost estimates for review at the Schematic, Design Development and the 65% and 95% Construction Document phases as appropriate for each project. Project Manager will, in turn, distribute copies to appropriate staff for their review. After reviewing the documents, staff will send the comments, in writing, on the Project Review Form back to the Project Manager. These comments will be reviewed and resolved at the ProView Team meetings including ProView Tech review meetings at the 65% and 95% Contract Document phase submittals.

B. The Consultant is required to respond in writing to all design review comments transmitted by the Project Manager noting the final resolution/disposition of each comment.

1. Presentations to the public, the Seattle Design Commission and other groups, if applicable, normally follow ProView Team meetings.

D. Any financial or design issues that cannot be resolved in the ProView Team meetings shall be forwarded to the Project Steering Committee for final resolution.

19. **CIRCULATION/BIDDING/AWARD:** Procedures for all DFAS-PCSD construction contracts must be discussed with the Project Manager prior to submission of the Contract Documents to SPR for review.

20. **DISTRIBUTION OF CONTRACT DOCUMENTS TO BIDDERS:**

A. Once the 100% Contract Documents are signed by the Parks Engineer and the Contracting Manager for the DFAS-PCSD, they are sent to the printer and eBid by SPR. A final review and compilation of the Contract Documents by both SPR and DFAS-PCSD occurs at this phase and final revisions may be required before the Contract Documents are signed.

B. Documents are available on-line at [www.ebidexchange.com/seattle](http://www.ebidexchange.com/seattle). Potential bidders must complete a free registration prior to viewing, printing, saving to their own equipment at no cost, or ordering full or partial document sets and/or CDs through the Web site. These documents may also be available at your area plan center, but the official plan holders list includes only those bidders who download directly from the Web site. Addenda and other project information will only be sent to official plan holders (including plan centers that obtained documents through the Web site). For help using this site, or to order documents if you are unable to access the Web site, please call eBid Systems at 206-855-8430 or toll-free at 1-888-291-8430. Free Internet access to obtain these documents is available at Seattle Neighborhood Service Centers and most public libraries. Contractors can view plans and specifications on a PC at DFAS-PCSD at the street address identified in the Bid Submittal section.

NOTE: The bids are **ALWAYS** opened on Wednesdays at the DFAS-PCSD offices at the Seattle Municipal Tower in downtown Seattle.

C. Usually, the project is advertised in the Daily Journal of Commerce (for five consecutive days) the day after CDs are sent to the printer.

21. **PRE-CONSTRUCTION MEETING:** After the General Contractor has posted his/her bond and insurance, and the DFAS-PCSD has accepted it, the Project Manager calls for a Pre-Construction Meeting. A sample of suggested agenda for this meeting can be obtained from the Project Manager. SDCI (formerly DPD) may also require a pre-construction meeting if special inspections or other unique permitting requirements exist.

22. **CONSTRUCTION PERIOD:** Prior to advertising for bids, the Consultant shall provide SPR with the recommended number of working days to complete the Work of the Contract and dates for Substantial and Physical Completion are established, for inclusion in the Project Manual.

23. **AS-BUILTS/RECORD DOCUMENTS:**

A. At Substantial Completion the Contractor shall submit to the Consultant the “As-builts” as recorded on a clean set of the Contract Documents per Section 01 78 39. In general, on larger projects, the Contractor shall have a survey of the X, Y, and Z components identified and provided for final “as-built” development. The Engineer shall confirm the level of “as-built” control to be done by the Contractor.

B. The Consultant shall then transfer the Contractor’s “as-built” information onto the final Record Documents and submit to the Engineer as described as follows:

1. At thirty (30) days after Physical Completion of the Contract Work, the Consultant shall furnish Seattle Parks & Recreation (SPR) with the stamped and signed original drawings (on high quality bond paper) along with a CD of the Project Manual (Specifications) in Microsoft Word format.

**2. The Record Documents shall be burned onto a CD as electronic media that is compatible with AutoCAD 2007 or later version** files in accordance with the SPR Standard for Computer Aided Design (AutoCAD). A**ll external references (xref's) shall be bound into the drawing files and the plot style (.ctb) files from all Consultants and Sub-consultants shall also be included if the PARKS.ctb is not used. The drawings shall also be converted to either .pdf, or .tif files burned onto the same CD, so that they can be uploaded to the Parks Facility Plans Web site.**

**3. Prepare an “ERMS Index Listing” for each drawing in the entire drawing set, utilizing the MS Excel template file below. The index shall be fully completed so as to include all the indexing metadata indicated within that template as appropriate for each drawing**

**.**

**4. Send ‘record drawings’ reflecting ‘as-built’ conditions to reprographics company of Parks’ choice for reproduction on mylar. Parks will pay the direct cost of these mylar drawings. Consultant shall sign and stamp mylar record drawings, and make one paper copy thereof (at consultant’s cost). The final record drawings (mylar and one paper copy) shall be delivered to Parks, accompanied by a CD or DVD containing electronic copies of the record drawings and the completed “ERMS Index Listing”. The electronic drawings shall be provided in both AutoCAD (release 2007 or later, as described in paragraph 23.B.2 above) and PDF formats. PDF documents must be single-page, one drawing per file.**

24. **OPERATION & MAINTENANCE (O & M) MANUALS:**

**A.** At thirty (30) days after Physical Completion, the Consultant shall furnish the Engineer with the Contractor provided and SPR approved O&M Manuals, per Section 01 78 23 and Warrantees, per Section 01 78 36. Also, the Consultant shall develop and provide a Preventive Maintenance Schedule using the 2004 CSI format, based upon the contents of the O&M Manuals.

25. **WARRANTIES:**

A. **General:**

1. Shall be in writing.

2. Typically, all Warrantees shall cover the one year general contractor time for roofing, painting, and mechanical systems and equipment. In certain cases, the Warranty period may be longer than one year.

3. Shall be in written form and shall state the terms, date, length of Warranty period, and shall be signed by an authorized person that can obligate the Contracting and/or supplying companies financially.

B. **Procedures:**

1. The Contractor shall send all Warrantees to the Consultant.

2. The Consultant shall bind copies of all Warrantees into each copy of the Operation & Maintenance (O&M) Manual, per General Requirements Section 01 78 23 - Operation & Maintenance Manual.

3. The Project Manager, after receipt from the Consultant, shall send the originals to Seattle Parks & Recreation (SPR) Design and Technical Services Section for filing in the facilities files.

C. **FIRST YEAR - Process:**

1. A defect is found and called into the Consolidated Work Order System @ 206-684-7250.

2 A work order is sent to a Facilities Maintenance Services to determine if work required is covered under a current Warranty. Reference the O&M manuals.

3. If covered, the work order is sent to the Project Manager for processing.

4. The Project Manager contacts the contractor and coordinates the work with appropriate SPR Facilities Maintenance Divisions including inspections and acceptance of the work.

5. A record of the work order repair is placed into the O&M manuals. The Project Manager shall coordinate.

D. **BEYOND FIRST YEAR - Process:**

1. A defect is found and called into the Consolidated Work Order System.

2. The work order is sent to Facilities Maintenance Services shop for warranty determination.

3. If covered, same process as in 1.03 above. Typical work would be roofing, painting, and mechanical equipment.

4. If not covered, the Facilities Maintenance Division becomes the work order coordinator and coordinates work with the appropriate Divisions including inspections and acceptance of work.

5. Record of the work order repair is placed into the O & M Manuals.

END OF SECTION