

8.6 Required Consultant Document Submission

8.6.1 Responsibilities

8.6.1.1 Project Manager (PM)

The PM is responsible for organizing the prime consultant's, sub-consultant's and construction manager's document submissions through the course of the project. At the project start, the PM will notify all team members of the following:

- project name
- project number (BAS/IMP/CRO#) which must be in the project email subject line
- drawing submission requirements including all reports and assessments
- the holdback noted in the Client/Architect Agreement Supplementary Conditions that will not be released until record documents are submitted to UCalgary in a format acceptable to the University

All milestone packages prior to substantial completion shall be submitted to the PM.

8.6.1.2 Prime Consultant

The prime consultant is responsible for gathering all required documents from all sub-consultants and coordinating with the contractor. The submittal package must be coordinated and complete.

Sub-consultants include, but are not limited to structural, mechanical, electrical, civil, landscape and specialty consultants.

8.6.1.3 University's Records Management Office (RMO)

The RMO is the "gatekeeper" of all project documents. The RMO may return project documents if they are not in compliance with University standards.

Contact RMO (copy PM and related personnel) for any record document enquiries.

Submit record documents after substantial completion directly to RMO.

8.6.1.4 University's Signage Coordinator

University room numbers are assigned by the University's signage coordinator within Campus Architecture (CA). Early in the design development (DD) phase, the PM will require floor plans of the prime consultant for the purpose of numbering rooms.

8.6.2 Submittal Packages

Generally the university reviews documents at the completion of schematic design (SD), design development (DD) and agreed-upon milestones through the contract documents (CD) phase. The PM is responsible for coordinating and communicating the following packages.

8.6.2.1 Surveys and Geotechnical Reports

- Submit all documents in PDF format.
- Submit survey drawings in DWG format.

8.6.2.2 City of Calgary Permits

Permit includes, but is not limited to development liaison (DL) and building permit (BP) document submissions with associated schedules and City responses.

UCalgary undertakes a DL instead of a development permit (DP) for projects on provincial land governed by the Post-Secondary Learning Act. The DL process resembles the DP process except that the City comments are often less thorough and are not binding.

UCalgary applies for a BP in a manner similar to the any other commercial project though strictly speaking projects on provincial land governed by the Post-Secondary Learning Act are not required to do this. The University does this in good faith to acknowledge the value the City brings in reviewing our projects with respect to the Safety Codes Act.

- Submit all documents in PDF format.
- Submit architectural floor plans in DWG format, also RVT format if the project is modelled in Revit.

8.6.2.3 University Reviews (throughout the project)

At the completion of SD, DD, and CD at agreed-upon milestones,

- Submit all documents and the respective reports in PDF format.
- Submit hard copies if requested by the University for review purposes.

8.6.2.4 Room Number Assignment

- Submit architectural floor plans in PDF format for room numbering purposes early in the DD phase.
- Submit any subsequent changes to room layouts that are likely to affect room numbering in PDF format.

8.6.2.5 Issued for Tender (IFT)

- Submit all project documents in PDF format.
- Submit draft design phase LEED documentation for projects pursuing LEED certification.

8.6.2.6 Issued for Construction (IFC)

- Submit all project documents in PDF format.
- Submit architectural floor plans in DWG format for Archibus updates, also RVT format if the project is modelled in Revit, so that any service planning and the space inventory can be prepared.
- Submit hard copies if requested by the University for reference purposes.
- Submit final design phase LEED documentation for projects pursuing LEED certification.

8.6.2.7 As-built Documents

- For large projects, submit architectural floor plans in PDF format.
- Submit temporary Operation & Maintenance (O & M) manuals for critical pieces of equipment as requested by Facility Management (FM).

8.6.2.8 Record Documents (at 3 Months After Substantial Completion)

- Submit all record documents in PDF and DWG format, also RVT format if the project is modelled in Revit.
- Submit record architectural composite plans in DWG format.
- Submit final O & M manuals in PDF and paper (2 sets) format.
- Submit one set of approved shop drawings inserted into the O & M manuals.
- Submit copies of all addenda and the change order summary sheet.
- Submit final construction phase LEED documentation for projects pursuing LEED certification

8.6.3 Submittal Requirements**8.6.3.1 Electronic Documentation Submittal Prior to Substantial Completion**

Submit documents using the following media:

- USB flash drive with project name and content description
- CD/DVD labelled with project name and content description
- Project FTP or portal site as determined by project team
- Email attachments

8.6.3.2 Electronic Documentation Submittal After Substantial Completion

Submit all record documents including prime consultant and all sub-consultant documents together using the following media:

- USB flash drive with project name and content description; or
- CD/DVD labelled with project name and content description

8.6.3.3 Record Documents Delivery Address (Must submitted with transmittal letter)

University of Calgary, Physical Plant Building
Records Management, PP101
3838 24th Ave. NW
Calgary, Alberta T2N 1N4

8.6.3.4 PDF Format

Save drawings and documents as full (original paper) size.

For a PDF version of each discipline drawings, save one set as a combined file and one set as single sheet files.

8.6.3.5 AutoCAD DWG Format

Refer to Design Standard Section 8.3 - *CAD Standard* for AutoCAD drawing requirement.

8.6.3.6 Revit RVT Format

Under development

8.6.3.7 O & M Manual Binder for Major Capital Projects (Construction value over \$1,000,000)

Use the expandable O & M manual standard binder.

Print all labels on binder hard cover. (See figure 8.6.3.6)

Color code binders as follows:

- White – Architectural
- Green – Mechanical
- Orange – Electrical
- Blue – Other disciplines/information

8.6.3.8 O & M Manual Binder for All Other Projects

Include all documentation in a single expandable binder or three ring binder.

Use divider tab to separate each discipline. If more than one binder is required, label as a set (e.g. Volume 1 of 2).

Print all labels on binder hard cover. (See figure 8.6.3.6)

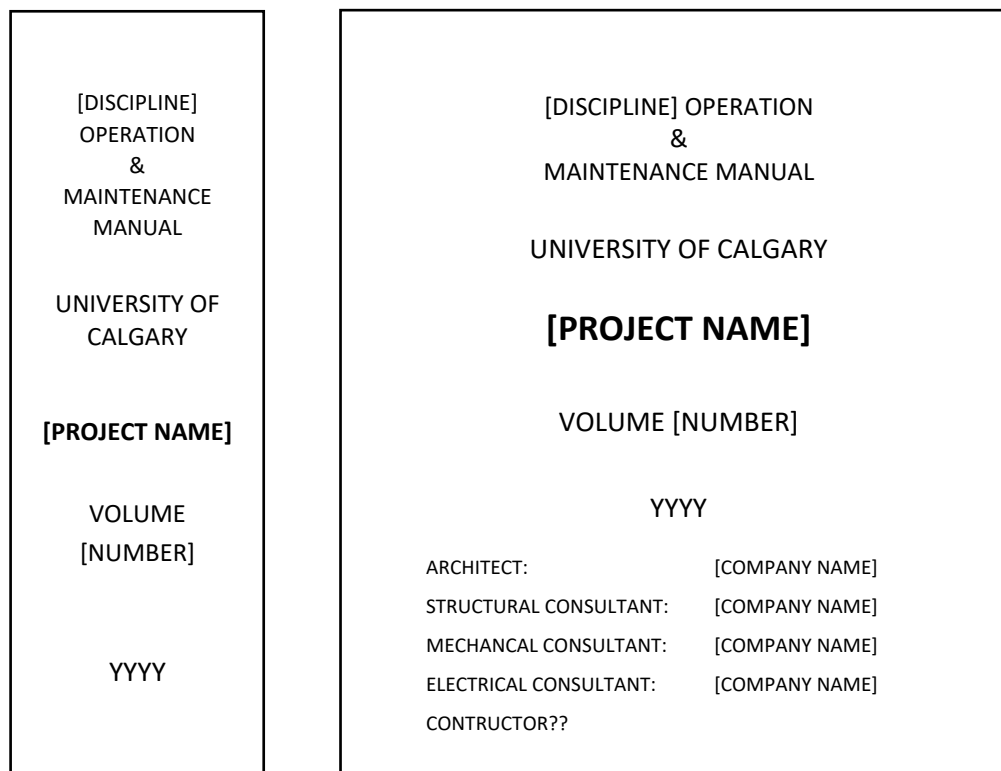


Figure 8.6.3.6. Illustration of Operation & Maintenance Manual Binder Spine and Front Cover

Revision History

Revision Date	Version	Description
Oct 2018	1.0	Baseline version
August 10, 2023	1.0	Added Revision History table to end of document and reset to Version 1.0.