City &
County of Denver
Denver International Airport

Design Standards Manual

2012 REVISIONS
Standards and Criteria
Volume 1 of 1

0 Preface
1 Administration
2 Design Phases
3 Design Analysis Report
4 Schematic Design
5 Design Development
6 Contract Documents
7 Bid and Proposal Evaluation
8 Construction Administration
9 Record Documents
10 Design Contract and Task Close-out
11 Specifications Requirements
12 General Drawings Requirements
13 Staging and Phasing Drawings
14 Civil Drawings
15 Landscape Drawings
16 Architectural Drawings
17 Structural Drawings
18 Mechanical Drawings
19 Plumbing Drawings
20 Fire Protection Drawings
21 Electrical Drawings
22 Communications and Electronic Systems
23 Signage and Graphics Drawings
24 Specialty Systems Drawings
25 CADD Requirements
26 Surveys
27 Testing Agency Reports
28 Planning Study
29 Codes and Compliance
30 Cost Estimates
31 Construction Schedule
32 Submittals
33 Quality Control Plan
Copyright © 1989-2012 by Denver International Airport

All rights reserved

No part of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without the permission in writing from the publisher.

Printed in the United States of America
## DESIGN STANDARDS
### MANUAL 1: STANDARDS AND CRITERIA

#### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Preface</td>
</tr>
<tr>
<td>1</td>
<td>Administration</td>
</tr>
<tr>
<td>2</td>
<td>Design Phases</td>
</tr>
<tr>
<td>3</td>
<td>Design Analysis Report</td>
</tr>
<tr>
<td>4</td>
<td>Schematic Design</td>
</tr>
<tr>
<td>5</td>
<td>Design Development</td>
</tr>
<tr>
<td>6</td>
<td>Contract Documents</td>
</tr>
<tr>
<td>7</td>
<td>Bid and Proposal Evaluation</td>
</tr>
<tr>
<td>8</td>
<td>Construction Administration</td>
</tr>
<tr>
<td>9</td>
<td>Record Documents</td>
</tr>
<tr>
<td>10</td>
<td>Design Contract and Task Close-out</td>
</tr>
<tr>
<td>11</td>
<td>Specifications Requirements</td>
</tr>
<tr>
<td>12</td>
<td>General Drawings Requirements</td>
</tr>
<tr>
<td>13</td>
<td>Staging and Phasing Drawings</td>
</tr>
<tr>
<td>14</td>
<td>Civil Drawings</td>
</tr>
<tr>
<td>15</td>
<td>Landscape Drawings</td>
</tr>
<tr>
<td>16</td>
<td>Architectural Drawings</td>
</tr>
<tr>
<td>17</td>
<td>Structural Drawings</td>
</tr>
<tr>
<td>18</td>
<td>Mechanical Drawings</td>
</tr>
<tr>
<td>19</td>
<td>Plumbing Drawings</td>
</tr>
<tr>
<td>20</td>
<td>Fire Protection Drawings</td>
</tr>
<tr>
<td>21</td>
<td>Electrical Drawings</td>
</tr>
<tr>
<td>22</td>
<td>Communications and Electronic Systems</td>
</tr>
<tr>
<td>23</td>
<td>Signage and Graphics Drawings</td>
</tr>
<tr>
<td>24</td>
<td>Specialty Systems Drawings</td>
</tr>
<tr>
<td>25</td>
<td>CADD Requirements</td>
</tr>
<tr>
<td>26</td>
<td>Surveys</td>
</tr>
<tr>
<td>27</td>
<td>Testing Agency Reports</td>
</tr>
<tr>
<td>28</td>
<td>Planning Study</td>
</tr>
<tr>
<td>29</td>
<td>Codes and Compliance</td>
</tr>
<tr>
<td>30</td>
<td>Cost Estimates</td>
</tr>
<tr>
<td>31</td>
<td>Construction Schedule</td>
</tr>
<tr>
<td>32</td>
<td>Submittals</td>
</tr>
<tr>
<td>33</td>
<td>Quality Control Plan</td>
</tr>
</tbody>
</table>
PREFACE

The Denver International Airport (DIA) Design Standards have been developed to insure a unified and consistent approach to the thematic and technical design for the Denver International Airport. These standards are for use and strict implementation by all Consultants under contract to DIA, to tenants, and all other Consultants under contract to any other entity for the design of projects at the Denver International Airport.

The Standards Manuals are intended to be working documents, which will be revised and updated, as required, to address the general, conceptual, design, and technical standards for all areas of design for the DIA.

This Design Standards Manual for the Denver International Airport have been prepared for use by competent, professionally licensed architectural and engineering Consultants under the direction of DIA Maintenance and Engineering or Tenants of DIA.

The Design Standards shall not be quoted, copied or referenced in any bidding or construction contract documents. All information contained in these standards must be fully explained and shown in all bidding and contract documents.

The Design Standards Manuals are intended to be used as a whole, as each manual is complimentary to the others. In order to understand the overall thematic and design standards for the Denver International Airport, the manuals must be utilized together and not separated from the Design Standards Manuals as a whole.

The Consultant shall not reproduce, duplicate in any manner, transmit to other consultants or other entity(s) or use in conjunction with other projects without the express written consent of Denver International Airport.
SECTION 101 - TITLE, PURPOSE AND SCOPE

101.1 Title
These standards shall be known as the DIA Design Standards, may be cited as such and will be referred to herein as the “Standards”.

101.2 Purpose
The Design Standard Manuals define a precise architectural and engineering vocabulary that serve as a basis for making decisions throughout the design and construction process. The Standards provide direction without limiting the creative abilities of those who are governed by them.

101.3 Scope
The provisions of the standards shall apply to design of any building, structure, or improvement at Denver International Airport.

101.4 Format
Where specific formats are provided or referenced, those formats shall be used by the Consultant.

101.5 Procedures
The procedural guidelines contained in these manuals are intended to supplement existing Consultant's procedures and to establish a uniform basis for program control for DIA. Where the manuals are silent on a procedural matter it is incumbent on the Consultant to apply its existing corporate guidelines.

101.6 Exclusions
The standards are not all inclusive and there are areas of the standards that do not address design requirements. In these instances, the Consultant will use professional design judgment and expertise in preparing a complete system design for those areas within the Consultant's scope of work.

SECTION 102 - COMPLIANCE WITH CODES AND REGULATIONS

102.1 General
The standards are not to be used in lieu of codes or regulations that may be applicable to design or construction work. The user of the standards shall be solely responsible for the design product compliance with all codes and regulations. The standards in some cases contain requirements that are more stringent than codes or regulations. The user shall comply with the more stringent requirement unless the requirement conflicts with any code requirements.

SECTION 103 - VARIANCE AND INTERPRETATION

103.1 General
It is recognized that these standards may not contain the newest developments in technology in every case. The airport construction is not to serve as an experiment for new, untested systems, but the Consultant should present to the City any worthwhile and proven new developments in system technology, which the Consultant feels, are worthy and beneficial for consideration.

103.2 Request Submittals
Variance and Interpretation requests must meet at least one of the following criteria: (a) Improvement to design, (b) Improvement to public safety, (c) Improvement to construction schedule, (d) Construction cost
savings, (e) Operation and maintenance cost savings, (f) Conflict of established standards, (g) Design condition not covered by Design Standard Manuals, (h) Life cycle cost benefit, (i) Maintenance and Operations considerations

103.3 Request format

Variance requests shall be submitted in duplicate to the City. Requests shall contain the following information: (a) Project title and description, (b) Applicable Design Standard(s) by reference to manual, volume, part or chapter, section, subsection, and exhibit, (c) Description of requested variance including any applicable drawings and calculations to fully develop variance in question, (d) Budget impact of proposed variance, (e) Schedule impact of proposed variance, (f) Other pertinent factors, (g) Impact of variance on Design Scope of Work.

103.4 Consultant Notification

Variance requests shall be reviewed by DIA Maintenance and Engineering. The Consultant shall allow a minimum of one-week review time by DIA Maintenance and Engineering. The Consultant shall be notified in writing of interpretations or the acceptance/non-acceptance of the submittal.

SECTION 104 - PRE-WORK MEETING

104.1 General

A pre-work meeting will be scheduled by the City after issuing the Consultant's Notice to Proceed. The purpose of this meeting is to introduce the City's Representatives to their counterparts in the Consultant's organization and to establish lines of communication between these representatives and outline some contract requirements. The Consultant's Project Manager and Equal Employment Opportunity (EEO) Officer shall attend this meeting.

104.2 Notice of Meeting

The Consultant will distribute a notice of this meeting, along with an agenda of the subjects to be addressed.

104.3 Meeting Agenda:
A. The Consultant will introduce Consultant's representatives, and briefly describe each person's responsibilities. The Consultant shall provide the following:
   1. A list of all Subconsultants and design disciplines and a schedule for the first 90 days of work activities unless tasks have not been assigned.
   2. Office locations, telephone numbers, fax numbers and e-mail addresses.
   3. Document (Design Product) security procedures including the name of the Consultant's insurance company.
   4. Design Administration methods and correspondence control (Exhibit B of the Contract, Design Standards Manual 1- Appendix B Electronic Correspondence Control).
   5. Consultant Quality Control Plan
   6. The Consultant's procedures to coordinate its work with the work of other contractors and its procedures for sharing access to the worksite.
B. The City will explain and discuss the responsibilities and authorities of the City and the City's Organization. The City will provide highlights of the following information at this meeting if applicable to the Project or Task:
   1. Control of communication.
   3. SBOD - EEO and affirmative action requirements.
   4. DIA TECH. SERVICES - Payment Procedures, Monthly pay estimate cutoff dates.
   5. Authorizations and Work submittal procedures.
   6. Scheduling and coordination requirements.
   7. Quality control/assurance procedures.

Explanations provided by the City will not amend, supersede or alter the terms or meaning of any contract document and the Consultant shall not claim reliance on such explanations as a defense to any breach or failure by the Consultant to perform as specified in the Contract.

SECTION 105 - PROGRESS MEETINGS

Progress meetings will be scheduled weekly and more often as necessary by the City to promote the competent and timely execution of the contract. The meetings will be held at DIA and will be chaired by the City. The Consultant shall be available, in person at Denver International Airport or, subject to the approval of the City, be available via telephone conference. The Consultant, critical personnel and or sub consultants shall be present to assure timely transfer of information. The Consultant will be responsible for publishing minutes of the meetings.

SECTION 106 - WORK SCHEDULE

106.1 Preliminary Schedule

The Consultant shall prepare for each Project or Task a Work Schedule in Precedence Diagram Method (PDM), bar chart or other media as required by Contract or task assignment. The schedule shall describe the Consultant's plan and budget for completing the work and providing the necessary coordination with outside agencies, Consultants, construction/procurement contracts, tenants and DIA. The scope of work shall be delineated by project or task phase, task and activity. Project or task budget elements and manpower shall be assigned to activities and summarized by task and phase for program status reporting and invoice calculations.

106.2 Final Work Schedule Submittal

The Consultant, for each project, shall be required to submit a detailed schedule for design, construction, testing and occupancy in a format that is consistent with the Consultant's Contract requirements. Upon acceptance by the City, the Consultant's Schedule shall be used by the Consultant and the City to monitor progress. From the Final Work Schedule the Consultant shall also identify manpower utilization, drawing, specification, production operation, and cash flow requirements, DBE Goal status and track variances in the original plan and changes to the work.

106.3 Detailed Design Schedule Requirements

The Consultant shall prepare detail schedules to assist in controlling his work and reporting status on special features within the project. The detail schedules shall be derived from the Final Work Schedule. Formats for the detailed schedules shall be determined by City.

106.4 Schedule Revisions

Schedule revisions shall be required when changes are made to the Consultant's scope of work, work plan or schedule logic. Each schedule revision shall be submitted by written request with a reproducible hard copy clearly showing the requested changes. The Consultant shall not implement the revision until written authorization is received from the City.

106.5 Schedule Update

The Consultant must update all schedules at least monthly or as directed by the City. Updating is the systematic incorporation in the schedule of progress data, additional details as they become available, and revised forecasts. Schedule updates shall be submitted monthly in the Project Summary Schedule.
106.6 Project Summary Schedule

The Consultant shall prepare and submit Project Summary Schedule in bar chart timeline format. The Summary Schedule shall be a summarization of the updated Final Work Schedule. The summary shall show progress for each task based on measured performance. The Project Summary Schedule shall be included in the monthly report.

106.7 Other Schedule Requirements

The Consultant shall for each project or task coordinate with the City to schedule:

A. Project Procurement of long lead items
B. Project Construction
C. Occupancy of Project Facilities

All requirements for the Consultant's scheduling submittals are as established in the contract between the Consultant and CCD.

SECTION 107 - MEETING LOCATIONS

107.1 General
At the discrepancy of the City, the Consultant shall attend any meeting at DIA or via DIA's web conferencing, Adobe Acrobat Connect™.

107.2 Meetings at DIA
The Consultant shall attend any meeting at DIA at the request of the City. The Consultant shall be diligent in meeting planning and allow time for:

A. Parking and travel times from probable parking locations.
B. Escorting through secure areas.

107.3 Adobe Acrobat Connect™
The Consultant shall attend any web conference meeting at the request of the City. The Consultant shall be diligent in meeting planning and allow time for using the Adobe Acrobat Connect™ web conferencing system. Requirements for using this system are as follows:

A. Personal computer with Broadband Internet access.
B. Latest version of Adobe Flash.
C. Headset with microphone and speaker capabilities.

A City representative will distribute the web conferencing website and an optional conference call phone number for each web conference. A few minutes before the meeting is scheduled to begin, please go to the web address and login using the guest feature and call the conference phone number and enter your participant pass code. Guest logins shall use the individual's full name. When the consultant is accessing via a conference room with several attendees, the login name shall be the "Company Name" (each participant name). [Example: Shakey's Pizza (Bob, Ken, Steve).] For more information about Adobe Ready Connect visit: [http://www.adobe.com/products/acrobatconnect/gettingstarted/](http://www.adobe.com/products/acrobatconnect/gettingstarted/)

SECTION 108 - COORDINATION AND ADMINISTRATION

108.1 Procedures
The Consultant shall follow the City's procedures for coordinating and administering activities and communications between the Consultant, subconsultants, tenants, City, and other Consultants; payment submittals; reporting requirements; Consultant and City reviews and acceptances. To facilitate this coordination, Consultant shall serialize all correspondence associated with Work it performs and shall maintain correspondence logs in accordance with instructions Contained in Exhibit B Scheduling, Progress Reporting and Invoicing.

108.2 Coordination
The Consultant shall coordinate the services and work provided by all of its subconsultants working on the Project. The Consultant shall have primary responsibility of the program and processes utilized to eliminate any conflicts and inconsistencies within the final design packages prepared by the Consultant and its subconsultants.

108.3 Design Standards

The Consultant shall incorporate in Design and Construction Documents all of the applicable DIA Design Standards and City accepted criteria. If the Consultant determines that an element of the design should be covered by a Design Standard, but one does not exist for that element, it shall notify the City in writing and proceed as directed. If the Consultant finds that deviation from any Design Standard may be appropriate, the Consultant shall submit in a timely manner any proposed deviations in writing accompanied by graphic information to the City for review and or acceptance. Development of design for which a Standard modification is required or a new design is required shall not be considered an additional cost to the City. The Consultant shall also fully cooperate with other Consultants performing work at DIA and particularly those Consultants whose work connects or interfaces with the Consultant’s Scope of Work.

108.4 Communications with the Consultant

The City will transmit written instructions, responses or other communications to the Consultant. The Consultant shall, by a letter to the City, designate (by name) one or more assistant managers to receive oral and written communications when the Consultant’s manager is away from the Work site and to act as the Consultant’s designated representative. During the times that the Consultant’s manager may be temporarily absent, an assistant Consultant manager shall be authorized to act immediately on orders or instructions issued by the City.

108.5 Budget Control

The Consultant shall plan and control his work to manage the contract value. Work shall be divided into manageable sub tasks, which represent measurable units of the contract scope each with assigned budgets once established. The Consultant’s task budgets shall be adhered to unless written authorization is provided by the City. The Consultant shall include progress of work by task and discipline monthly.

END OF CHAPTER 1
CHAPTER 2
DESIGN PHASES

SECTION 201 - PHASES OF DESIGN

201.1 General
The design program shall be sequential by phases. Examples of typical phases for each project or task are illustrated below. Specific Submittal requirements shall be as follows unless documented in the Consultant’s Contract or by task:

<table>
<thead>
<tr>
<th>CIVIL/INFRASTRUCTURE</th>
<th>ARCHITECTURAL, LANDSCAPE ARCHITECTURE SIGNAGE AND GRAPHICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design Analysis Programming</td>
<td>1. Design Analysis Programming</td>
</tr>
<tr>
<td>2. Preliminary Design</td>
<td>2. Schematic Design</td>
</tr>
<tr>
<td>3. (CADD submittal)</td>
<td>3. Design Development</td>
</tr>
<tr>
<td>a. 60% submittal</td>
<td>a. 30% submittal</td>
</tr>
<tr>
<td>b. Final Review Submittal</td>
<td>b. 60% submittal</td>
</tr>
<tr>
<td></td>
<td>c. 100% submittal</td>
</tr>
<tr>
<td>5. Bid Phase</td>
<td>5. Bid Phase</td>
</tr>
<tr>
<td>a. Bid Documents</td>
<td>a. Bid Documents</td>
</tr>
<tr>
<td>b. Bid Evaluation</td>
<td>b. Bid Evaluation</td>
</tr>
<tr>
<td>b. Construction Overview (Administration)</td>
<td>b. Construction Overview (Administration)</td>
</tr>
<tr>
<td>c. Record Documents</td>
<td>c. Record Documents</td>
</tr>
</tbody>
</table>

For each deliverable, coordinate with the City for requirements regarding quantities of documents and quantities of sealed and signed documents to be submitted.

SECTION 202 - CIVIL/INFRASTRUCTURE PHASES

202.1 General
This section generally applies to all horizontal work projects, which include paving, roadways, runways, utilities, and utility systems.

202.2 Design Analysis Programming Phase
The Consultant shall prepare a Design Analysis Report, which identifies all of the design standards, parameters and documentation of criteria for the Project. This Design Analysis shall contain, but shall not be limited to the content described in Chapter 3 Design Analysis Report (Programming, Preliminary and Final Design Analysis Reports) and the Consultant’s contract.

202.3 Preliminary Design Phase
Based upon the accepted Design Analysis Programming Report, the Consultant shall perform the engineering services and prepare the Preliminary Design Documents described below:

A. Prepare preliminary design drawings and technical specifications as appropriate.
B. Preliminary Design Analysis Report.
   1. Preliminary cost estimate.
   2. Preliminary construction schedule.
   3. Field investigations, engineering surveys, soils and subsurface investigations.
4. Design and construction alternative analysis.
5. Value engineering participation.
6. Preliminary selection of manufacturers and suppliers based on design standards.
7. Required permits.
8. Required agency acceptances and agreements.
9. Long lead items and other equipment procurement plan.

202.4 Contract Documents Phase

Based upon Preliminary Design Documents, which have been reviewed by the City, the Consultant shall prepare and submit:

A. Contract Documents for the Project (Bid forms)
B. Final Contract Specifications
C. Final Contract Drawings
D. Final Soils Reports (bound separately and issued with Bid documents for information)
E. Final Design Analysis Report to include but not be limited to:
   1. Cost Estimate
   2. Construction Schedule
   4. Itemization of acquired agency acceptances and permits.

Each submittal shall be comprised of those elements of the documents begun in the preliminary design and additional documents/reports as necessary or requested. For Submittal quantities and review stages, see Chapter 32.

During this Phase, the Consultant shall also prepare and provide to the City technical data or information which is required to complete any permit application, Federal grant application or any other applications for governmental acceptances associated with the Project.

Consultant shall also file drawings, specifications and addenda with the City's Building Department for building permit review in accordance with instructions received from the City.

202.5 Bid Phase

Upon completion of the Final Review Submittal and the City’s written acceptance of this submittal, the Consultant shall complete the Contract Documents and bind them so they are ready for distribution to prospective bidders. The Contract Documents shall be completed, checked, signed and sealed by the Consultant. The City's comments from previous reviews shall be incorporated in the Contract Documents and all outstanding issues shall be resolved to the satisfaction of the City. Services during the Bid and Proposal Evaluation Phase are identified in Chapter 7 and shall include but not be limited to:

A. Final cost estimate with separate bid item list with estimated prices filled in.
B. Consultant shall prepare additional sets of Contract Documents for sale to prospective bidders.
C. Bid evaluating phase: The Consultant shall assist the City in the bidding process by
   1. Print and distribute bid documents
   2. Participate in Pre-bid meetings
   3. Prepare, process, print and distribute addenda
   4. Review requested substitutes
   5. Prepare a bid tabulations, evaluation and recommendation
D. Preparation of Issue for Construction Documents: The Consultant shall incorporate all addenda and prepare Contract Documents for issue to the Contractor within 5 days after bid opening. Table 32-1 MINIMUM SUBMITTAL REQUIREMENTS AND QUANTITIES shall establish the number of contract document sets required.

202.6 Construction Phase:
The Construction Phase shall begin at Notice to Proceed to the Contractor (NTP). Services during the construction phase shall include but not be limited to:

A. Attend weekly construction meetings or in accordance with City's instructions.
B. Visit project site at appropriate intervals; complete observation reports.
C. Review and process submittals; adhere to standard procedures established by DIA regarding stamping and filing submittals.
D. Interpret Contract Documents.
F. Prepare and negotiate Change Orders.
G. Assist City in Final Acceptance Reviews.
H. Complete Record Documents. (See Chapter 9)

SECTION 203 - ARCHITECTURAL, SIGNAGE AND LANDSCAPE ARCHITECTURE PHASES

203.1 General
This section generally applies to all vertical work projects, which include structures, buildings, landscaping, signage, mechanical, electrical, plumbing, and other disciplines. The projects of this nature may include paving, roadways, runways, utilities, and utility systems associated with this project.

203.2 Programming Design Analysis Phase
The Consultant shall prepare a Design Analysis, which shall contain all of the design standards, documents, parameters, programming and criteria for the Project. This Design Analysis shall contain, but shall not be limited to the content described in Chapter 3 Design Analysis.

203.3 Schematic Design Phase
Based upon information and data in the Design Analysis, which will be reviewed periodically by the City as it is being prepared, the Consultant shall perform certain field investigations and other design services and prepare Schematic Design Documents described below:

A. Engineering surveys and soils investigations. (bound separately and issued with Bid documents for information)
B. Schematic drawings indicating design concepts and alternative solutions.
C. Rough, to scale models of areas of the project. (If required in the Consultant Contract or if required to fully demonstrate or describe the project.
D. Schematic Design Analysis Report
   1. Initial cost estimates.
   2. Rough, to scale models of areas of the project.
   3. Lists of acquired permits, acceptances, agreements, long lead items and required actions.
   4. Preliminary list of Equipment Manufacturers and Suppliers in compliance with the Design Standards.

203.4 Design Development Phase:
Based upon the Schematic Design Documents, which shall be reviewed by the City, the Consultant shall prepare Design Development Documents. These documents shall include:

A. Design Development Drawings
B. Outline Technical Specifications
C. Preliminary Design Analysis Report
   1. Preliminary Construction Cost Estimate
   2. Preliminary Construction Schedule
   3. List of Acceptances
   4. Construction and Procurement Contract Bid Packaging
   5. Value Engineering Report (if required)
6. Three Manufacturers/Suppliers for equipment and material used in the facilities.

203.5 Contract Documents Phase

The Consultant shall be required to prepare a minimum of three submittals in the Contract Documents phase, a 30% submittal, a 60% submittal and a Final Review Submittal, unless otherwise required in the Consultant’s Contract. Each submittal shall be comprised of those elements of the documents begun in the Design Development and additional documents/reports as necessary or requested. Based upon the accepted Design Development documents, which have been reviewed by the City, the Consultant shall prepare:

A. Contract Documents for the Project
B. Final Contract Drawings
C. Final Contract Specifications
D. Engineering surveys and soils investigations. (bound separately and issued with Bid documents for information)
E. Final Design Analysis Report
   1. Cost Estimate
   2. Construction Schedule
   3. Lists of Equipment and Long Lead Items and Critical Construction Activities
   4. Itemization of acquired agency acceptances and permits
   5. CDSR
   6. Cut Sheets of all Specified or referenced work

During this Phase, the Consultant shall also prepare and provide to the City technical data or information which is required to complete any permit application, Federal grant application or any other applications for governmental acceptances associated with the Project.

203.6 Bid and Proposal Evaluation Phase

Upon completion of the Final Review Submittal and the City's written acceptance of this submittal, the Consultant shall complete the Contract Documents and bind them so they are ready for distribution to prospective bidders. The Contract Documents shall be completed, checked, signed and sealed by the Consultant. The City's comments from previous reviews shall be incorporated in the Contract Documents and all outstanding issues shall be resolved to the satisfaction of the City. Services during the Bid and Proposal Evaluation Phase are identified in Chapter 7 and shall include but not be limited to:

A. Final cost estimate with separate bid item list with estimated prices filled in.
B. Consultant shall prepare additional sets of Contract Documents for sale to prospective bidders.
C. Bid and Proposal Evaluation phase: The Consultant shall assist the City in the bidding process by performing as a minimum the following services:
   1. Print and distribute Bid or Proposal Documents
   2. Participate in Pre-bid meetings and Pre-bid site
   3. Prepare, process print and distribute addenda
   4. Review requested substitutes
   5. Prepare bid tabulations, evaluate and prepare written recommendations

203.7 Construction Phase

The Construction Phase shall begin with preparation of the Issue for Construction (IFC) submittal. The Consultant shall incorporate all addenda, bid, contract forms, substitutions, subcontracts and changes made prior to the Notice to Proceed (NTP), and a Conformed Contract Document (Contract, Technical Specifications and Drawings) shall be issued for construction. The number of copies of contract documents required shall be established in the Consultant’s Contract. If not established, quantities as indicated in Chapter 32 shall apply. Services during the construction phase are identified in Chapter 8 and shall include but not be limited to:

A. Attend weekly construction meetings or in accordance with City's instructions.
B. Visit project site at appropriate intervals; complete observation reports.
C. Review and process submittals; adhere to standard procedures established by DIA regarding stamping and Filing of submittals.
F. Prepare and negotiate Change Orders.
G. Assist City in Final Acceptance Reviews.
H. Complete Record Documents. (See Chapter 9)

END OF CHAPTER 2
CHAPTER 3
DESIGN ANALYSIS REPORT

SECTION 301 - GENERAL

301.1 Summary of work
The Consultant shall develop and maintain for each Project a Design Analysis Report. The intent of the report is to present a clear, complete and concise picture of the design of the facilities and systems. The content and format are defined below. The Consultant shall coordinate with the City on any additional requirements applicable to the project, which should be included in the Design Analysis. The Design Analysis shall be submitted for each required Phase of Work (Programming, Schematic Design, Design Development, Contract Documents). The Consultant shall prepare Design Analysis Reports, which contain all of the City accepted program criteria, parameters and criteria for each Project or task. These Manuals (Design Analysis) shall be periodically reviewed by the Consultant. These Manuals shall contain, but shall not be limited to, the following information, reviews and recommendations.

301.2 Quality Control
The Consultant shall submit a mock-up of each required submittal prior to submittal to the City for review and comment.

SECTION 302 - SUBMITTALS OF DESIGN ANALYSIS

302.1 Submittal
Submittal of the Design Analysis Reports shall be required as indicated in the Consultant’s Contract or approved task. If not defined in the Consultant’s Contract, the Consultant shall submit Design Analysis reports as defined in this Chapter and Chapter 32 shall apply.

302.2 Submittal Format Requirements
Cover sheets shall contain the following: Title of submittal, Project title and number, Consultant’s name and Contract Number, and Date. Material shall be presented in 8 1/2” X 11” format, bound in three ring binders with front face and end panel sleeves for binder identification. The binder(s) shall carry identification including the following: Volume Number, Project Name, Number, Consultant Name, Consultant Contract Number, and date of submittal, and the name of the Design Phase the submittal addresses. Submittals shall be assembled into a single volume if at all possible, except submittals for projects including more than one major facility or distinct part may be assembled into separate volumes, numbered sequentially and indicating total number of volumes. Each page of the submittal shall identify the Project Name, Number and date of submittal.

All submittals of the Design Analysis report shall be submitted in an electronic format. The current versions of the Microsoft Office Suite® shall be utilized. All sketches, diagrams, calculations, drawings, etc. shall be exhibited in the current version of Adobe Acrobat® PDF format. Refer to Chapter 25 – CADD Requirements for submittal of CADD base presentation materials.

302.3 Table of contents
The Table of Contents and subsequent division tabs shall divide the reports into the sections outlined in this Chapter. Further subdivisions are at the discretion of the Consultant.

302.4 Sheet sizes
Sheets larger than letter size folded to the prescribed size may be utilized when reduction is not feasible. When automated data processing is used, printout material shall be trimmed or reduced to the standard
sheet size. All side, top, and bottom margins shall be .75-inch minimum to permit side binding and head
to head duplication. Folded sheets shall be placed in PAPER jackets and bound into each report.

302.5 Submittal Quantity
Submit the quantities as indicated in Chapter 32.

SECTION 303 - SUBMITTALS DURING DESIGN PHASES

303.1 General
Reference Chapter 32 SUBMITTALS for quantities.

303.2 Overview
Submittal of the Design Analysis shall be required at each phase of the design process. The Consultant
shall maintain and update the Design Analysis on an on-going basis and shall not depend on benchmark
or submittal dates for timeliness of formatting and update. Drawings and or Specifications delivered
without the Design Analysis may not be accepted by DIA.

303.3 Programming Submittal of DESIGN ANALYSIS REPORT
The Consultant shall submit a Programming Report addressing all of the items noted in Section 304
below. The level of completion of the work for each item shall be reviewed with the City, at the out-set of
the Project, to assure agreement with the submittal requirements.

303.4 Programming / Schematic Design Analysis Report
The Preliminary Design Analysis Report contains and describes all design criteria, assumptions, design
calculations, design coordination, cost estimates, schedules, and other items as itemized below.
Appropriate backup material; i.e., product data, drawings, test data shall be included.

303.5 Design Development Design Analysis Report
The Consultant shall prepare a Design Development Design Analysis Report which contains the design
criteria, assumptions, relevant design calculations, a list of any deviations from the DIA or governmental
agency Design Standards or requirements, design coordination items with technical study reports and
appropriate back-up materials, including, but not limited to, catalogue cuts, product data sheets,
specifications data, systems performance data, and other data or information which is used to prepare the
Design Development Documents. This Report shall include a list of utilities and their maximum
capacities, the capacities of these utilities that will be required to supply each Project, Project systems,
and tenant supplies systems and the horizontal and vertical locations where the utilities should enter each
Project.

303.6 Final Design Analysis
The Final Design Analysis Report is a complete document within itself, containing all information from the
project inception to the final design of the project. The report summarizes the conclusions of the design,
completing and updating design calculations, costs, O and M data, projected Operating and Maintenance
cost impacts, and other information presented in the previous reports. It is part of the Final Review
Submittal due at the end of the Contract Documents Phase. The following describes the content of each
of the sections of the report. As is appropriate to the project, the content of each section shall be itemized
by discipline, i.e., civil, architectural, structural, mechanical, plumbing, fire protection, electrical power,
electrical lighting, security systems, paging systems, monitoring systems. Incorporate into the Final
Design Analysis Report revisions made as a result of final review and amendments during advertising or
bidding.

SECTION 304 - CONTENTS AND ORGANIZATION OF THE DESIGN ANALYSIS REPORT
The Design Analysis Report shall contain the following information and shall be organized as follows:

304.1 FORWORD

A. Certification of Compliance: The Consultant shall provide a written certification which indicates that to the best of the Consultant’s knowledge, information and beliefs all deliverables under this agreement conform to the DIA design standards. Any and all variances from the design standards accepted in writing shall be included. Review all project elements and identify any elements that the Consultant recommends variance from the DIA Design Standards. Include a formal request for variance.

B. Program Statement: The Consultant shall provide a program summary identifying the needs and analysis of the project. This shall include program conclusions and recommendations, and presentation of concepts based on evidence of design influencing factors, ideas and strategies to accommodate the needs.

C. Logic programs, decision matrices, associative diagrams, functional diagrams, etc.

D. Interviews and Meetings: Conduct interviews and prepares meeting minutes of all interviews. The meeting minutes shall be reviewed by and commented on by the City prior to any publication or incorporation into the manual.

E. Description of Services: A detailed description of engineering services such as soil tests, geo-technical data, surface and subsurface investigations, vibrations analyses, acoustical studies, lighting studies, seismic analyses, line-of-sight studies, vehicular and pedestrian traffic studies, surveys and other technical studies that will be required to design each Project.

F. Limits of Consultant Work: After consultation and coordination with the City, describe agreed upon specific limits for the Consultant's Scope of Work for the Projects and the work performed by other Consultants who are designing and providing services for portions of DIA which are adjacent to, would be affected by, or which must connect or interface with the Consultant's Work.

G. Project Limits: Define the limits of the "construction project" by identifying the interfaces of its work with other design work and include the records of correspondence with other Consultants, utility agencies and code agencies in the coordination of work involving interfaces. Provide a project layout including site plan, improvements, and general sections identifying the scope of the project and limits of work. Include approximate area calculations.

H. Design and Construction Schedule: Provide a preliminary design schedule and construction schedules for the Projects, which comply with and are in a format accepted by the City. Reference Chapter 31 Construction Scheduling for scheduling criteria and format.

I. Summary of Actions: Provide a summary of the required actions, acceptances, permits or additional information from the City (including City Building Department), governmental entities and private entities, (1) which the Consultant will require to complete its Scope of Work in accordance with the Master Schedule and, (2) which the City or construction contractor will require to complete each Project.

J. Bid and Procurement Packaging: Consultant's recommendations for construction contract bid packaging for each of the Projects. The City may require the Consultant to prepare a separate bid packages to achieve the anticipated project delivery budget and schedule.

304.2 DESIGN REQUIREMENTS

The Design Analysis Report shall include a written detailed discussion of design solutions, phasing, materials, risk assessment, compatibility with building systems, all building systems, design interfaces, equipment, performance criteria, maintenance considerations, operational compatibility, alternatives,
construction scheduling, cost estimates, construction operation, special conditions and other construction-related issues.

The Consultant shall present factors considered and provided in the design of the project and project components. Supporting justification, i.e., design calculations, cost estimates and other data. Include discussion, itemized by discipline, as a minimum the following factors as appropriate to the project:

A. General Description: The General Design Description identifies and describes the facilities and systems designed by the Consultant and their relationship to codes, standards and the criteria. This shall include the detailed needs of the users and other requirements for a properly functioning facility. Establish spaces, areas, adjacencies and other relationship requirements including special equipment and systems. Identify existing systems existing systems capacities and modifications required to those capacities. If relocations are required, provide itemization of components, furnishings, etc. to be relocated to the new location. The Consultant shall include a general review of the economic factors influencing the design alternatives of the systems and materials used in the project shall be provided along with an indication of how the initial and life cycle costs are considered.

B. Design Criteria: Provide a list of general criteria that pertains to all disciplines used in the design, prescribed criteria, specific studies and minutes of pre-design conference meetings. Specific criteria used by each particular discipline shall be completely documented in the text of that discipline. Such criteria shall be referenced accordingly.

C. Design Alternatives: Provide design alternatives with recommendations regarding each alternative and the Consultant'' recommended alternative. This should include preliminary project budget and schedule impact.

D. Planning Study: Conform to requirements of Chapter 28 Planning Study.

E. Statistical Summary: The Consultant shall prepare a statistical summary of the designed Project areas in comparison to the total City approved tenant programmed Project areas, including, but not limited to, the ratio of net designed Project area to the gross building area. This statistical summary shall be updated periodically as each Project progresses and shall accompany each service phase submittal.

F. Major Components: Provide a list of all components of the facilities and systems and the categorical systems of the City, FAA, and CDOH.

G. Code Analysis: Provide a complete code and standards analysis of the project including analysis of impact on adjacent work. The code analysis shall include options of compliance with codes or standards of those jurisdictions governing the work. If the project is to have occupied space, provide a code analysis that includes identification of occupancy types of proposed uses and occupancy types of adjacent uses. Include plan drawing(s) of pedestrian exiting diagrams including contributory loads of various occupied areas, paths of egress with load factor, vertical egress paths with load factors, and opening/corridor size factors.

H. The Code Analysis shall also describe fire fighting vehicle access to the site and facility, standpipe coverage, if applicable, fire extinguisher locations, etc. The Code Analysis shall be a separately bound document and submitted to the Building and Fire Departments with the Design Development package

I. Life Safety, Security, and Communications Systems: Identify ALL life safety, security systems and communications systems including their relationship to existing systems and capacity requirements. Include analysis of required storm shelters, warning systems, barriers and required separations.

J. Systems Load Requirements: Identify design load requirements by listing all of the systems associated with a project and their proposed calculated demand and contributing loading requirements. The support data and calculations for this summary shall be located in a separate section or volume of the design analysis. These systems shall include but not be
limited to gray water, potable water, storm water (surface and piped), dirty water, fire protection water, sewage conveyance, electrical power, natural gas, communications, fire alarm, paging, security, lightning protection, cathodic protection, roadways, exit corridors, etc.

K. Design Alternatives: Define design alternatives in an effort to explore potentials for improvements in the design and/or to accommodate potential future growth, expansion or upgrade. Prepare a written description and analysis of the design alternatives for all or portions of the facilities and systems of the project. Review and analyze the potential of the following:
1. Alternate layouts, sizes, locations, and geometry
2. Alternate materials, with varying sizes and properties
3. Alternate operation and maintenance requirements
4. Alternate design requirements, i.e. codes standards and loading criteria
5. Opportunity to provide initial rough in or substrate to provide for and accommodate future expansion, growth or upgrade
6. Cost analysis of alternatives, including life cycle

L. Costs and Budget: Provide cost estimates for the construction project in compliance with Chapter 30. Account for discrepancies and propose design and budget alternatives to reconcile differences between cost and budget.

M. Value Engineering: As part of a contract Additional Services Authorization, assist the City in completing value engineering studies as required to evaluate design alternatives by comparing performance criteria with initial and operating costs, scheduling and load evaluations. If the Project is Federally funded, the Consultant shall adhere to Federal Value Engineering guidelines.

N. Operations and Maintenance Criteria (O&M): Operations and Maintenance Criteria provides a compilation of design provisions made to enhance and to reduce the time and cost of operating and maintaining the facility when completed.
1. Describe the conditions, consideration, and requirements of the design and include essential input for future use, operation, maintenance and planning activities.
2. Describe how the designed facilities and systems relate to the phasing outline in the Airport Master Plan, e.g., the fuel system designed represents (?) % of the total fuel capacity requirements of the airport.
3. Describe the control function involving inspections, monitoring, testing, maintenance and security processes associated with the facilities and systems. The intent is to determine what control functions are involved, what agencies are responsible, and what control functions are deemed most critical to satisfactory operations.

O. List of Equipment and Long Lead Items: The Consultant shall prepare a list of all long-lead-time items for each Project for which procurement activity must be accelerated. In the event that long-lead items are to be procured in advance of completion of Contract Documents for the individual Projects, the Consultant shall prepare procurement specifications, exhibits, schedules and contract procurement documents. Included shall be a list and description identifying all major equipment, fixtures, systems, software or accessories for the Project, which must be procured. Include any equipment, which the City has notified the Consultant it will furnish, and any equipment and systems, which the tenant has notified the City that the tenant will furnish.

P. Critical Construction/RFP Activities: The Consultant shall prepare a list of critical construction and manufacturing activities for the Design-Build Projects which it will observe and monitor during the Construction Administration Phase which is described in Chapter 8. These activities shall also be identified in the Contract Documents.

Q. Independent Testing Laboratory Report: The Consultant shall provide during the Design Development and the Construction Document Phase reports a matrix indicating the type, quantity, and quality of tests required by an independent testing laboratory acting as agent
of the Contractor during Construction. The matrix rows shall correlate to CSI divisions of work. The matrix columns shall identify from left to right the following: CSI Division, CSI Division Title, System or material to be tested, type of test, and quantity of tests. The quantity of tests is to be identified as actual number of tests, not as a % of the work. This information shall also be incorporated in the Consultant Cost estimate (Reference Chapter 30).

R. Contract Data Submittal Report (CDSR): This document is not part of the Bid Documents issued for Bid. The Consultant shall prepare a Contract Data Submittal Requirements (CDSR) report for each construction and/or procurement contract document package prepared. The CDSR shall be provided initially at the preliminary design phase or 60% Construction Document Submittal and with subsequent document submittals up to and including the Issue For Construction. The CDSR shall identify each submittal and acceptance required, including, but not limited to, required test reports, submittals for the design-build contracts and analyses by the contractor(s) during the duration of the work from construction notice-to-proceed to final completion. The Report format shall include the following in columns from left to right: Contract Specification Section Number, Paragraph Number, Submittal Description, Related Sections, Number of Copies, and Format of contractor’s submittal.

S. Cut Sheets: Provide in three ring binder(s) the specifications with cut sheets of all specified items and alternates at the end of each section. Annotate at the top right of each cut sheet the paragraph in the specification section where the cut sheet is applicable. The cut sheets shall be CURRENT as supplied to the Consultant during the design phase. It is the Consultant’s responsibility and LIABILITY that the items specified (up and until the date of advertisement) are available on the market. CANNED SPECIFICATIONS CONTAINING MANUFACTURER PRODUCTS ARE NOT ACCEPTABLE.

T. Soils Report: The soils report shall be reviewed and commented upon in writing by the Consultant and all subconsultants. The final design analysis shall include a written review by the soils consultant. This review shall contain geotechnical recommendations applicable to the Project.

U. FM Global Property Loss Prevention: FM Global has developed Loss Prevention Data Sheets which are guidelines to help reduce the change of property loss due to fire, weather conditions and failure of electrical or mechanical equipment. The Consultant shall review the current Loss Prevention Property Loss Prevention Data Sheets for applicability to the Project. The Design Analysis shall compile all data sheets and specific criteria that are applicable to the Project. If necessary, the Consultant, in conjunction with the assistance of the City, develop a dialog with appropriate FM Global representatives to review the design for adherence to applicable guidelines. The Consultant shall produce a detailed breakdown outlining the financial impacts of compliance with the FM Global loss prevention guidelines verses an adherence to the applicable code requirements.

V. DIA Environmental Review: Working in conjunction with the DIA Environmental Services Section, the Consultant is responsible to insure that design of the Project is done in compliance with all federal, state, local and DIA environmental regulations. The Environmental Services Section shall assist the Consultant with design reviews to determine compliance. Following the development of the project parameters, the Consultant shall initiate the ENVIRONMENTAL PLANNING CHECKLIST for review and comment by the DIA Environmental Services Section. These comments shall outline Consultant’s requirements for environmental compliance and design development document compliance.

W. Leadership in Energy & Environmental Design (LEED): The Consultant shall review the current LEED Rating System and develop design strategies for maximizing the project’s energy efficiency. Following the LEED Rating System, the Consultant and The City shall determine which level of LEED Green Building Certification is achievable for the project. Following this decision, the Consultant shall tailor the design documents to achieve this
certification. The LEED Rating System document can be obtained at the following website: http://www.usgbc.org

304.3 CALCULATIONS

This section of the Design Analysis shall be divided by design discipline. Separate volumes of the design analysis reports may be provided depending on the amount of documentation. This section shall contain copies of all design calculations from which design decisions were made. Identify load capacity requirements for all systems. This shall include the following: 1) loads of the systems designed for the Project and 2) the demand or contributory loads of the Project systems. Provide engineering load requirements, design criteria involved with design work and assumptions made to determine sizes, capacities, etc. of systems.

Identify each page with the project title and location. Present calculations in clear and legible form incorporating a tabulation showing all design loads and conditions, formulas, and references. Assumptions and conclusions shall be explained. Cross-referencing shall be clear.

When automated data processing is used, indicate the type of software used for the design analysis and include description of design methods, including assumptions, theories, and technical formulas employed. This description shall be sufficient to verify the validity of methods, assumptions, theories, and formulas, but shall not require source code documentation or otherwise compromise proprietary programs.

Submit calculations and designs performed on computers with:

A. Complete input schematic diagrams provided and clearly labeled.
B. Complete input data file clearly labeled and defined.
C. Complete output data file clearly labeled and defined.
D. CD of the input and output data in Microsoft Office XP® format.

If a standard design or other design is being site adapted and a design analysis exists, the analysis for the new project shall include appropriate material from the existing analysis modified to incorporate site adaptations and other essential requirements.

304.4 DESIGN CALCULATIONS

A. Data Base. Identify available architectural and engineering data that will be used to design the Projects. This shall include a description of all major building systems, including, but not limited to, mechanical, electrical, communications, structural, foundations, plumbing, life safety, FIDS/BIDS, public address, fire protection, security, fire alarm, fiber optics, materials handling, signage, and any other required building systems.

B. General: The following is the guideline for the minimum requirements in developing calculations. Variations due to special conditions may be necessary and will be addressed by the City when the Consultants submits the quality control program for acceptance. The procedure provides a definitive method of preparing, checking, reviewing, controlling and retaining engineering calculations. The Consultant shall have a Quality Control Program in place. All disciplines shall be included in the calculations portion of the Design Analysis.

C. Scope: The accepted procedures shall be used by the Consultant for calculations prepared for project use. This procedure applies to calculations that establish design systems, dimensions or other major parameters used for engineering design output documents prepared by the Consultant. This procedure also applies to checking documents to conform to the CADD standards. The calculations shall include but not be limited to:

1. Infrastructure support systems: geometry, loads, and schedules
   a. Roads, traffic patterns and volumes, emergency access, traffic controls & signaling
c. Storm water flow, snow removal and storage, ground water quality, environmental controls
d. Life Safety - Paging, Monitoring, Fire Alarm and Control, Fire Department Access
e. Security - Monitoring, Police Force, Fire Access
f. Egress during emergencies, egress loads contributed to other existing horizontal and vertical people mover systems.

2. Civil Systems
a. Landscaping area and irrigation loads and controls
b. Erosion Controls
c. Navaids

3. Building systems
a. Occupancy and area calculations
b. Structural Load requirements by code
c. Hazard area diagrams and calculations
d. Code Analysis – include plan drawings indicating new and existing occupancy types, occupancy numbers, exiting directions and load tabulations, egress widths and ratings of separations. This document shall be submitted to code agencies as a supplement to drawings.
e. Soils and Structural Support analysis
f. Structural Systems Analysis including vibration control
g. Mechanical systems analysis including noise and vibration analysis
h. Electrical systems analysis including cathodic protection of utilities, heat gains, harmonics
i. Plumbing systems analysis
j. Fire Protection systems analysis
k. Communications systems analysis
l. Horizontal and Vertical People Movers
m. Material Conveyance Systems

304.5 Instructions

Each calculation shall include a list of the basic criteria. These include design assumptions, applicable codes, standards and references. Major equation sources shall also be listed as well as computer program names and sources used. The source of formula, equation, input data or assumption and derivation of all uncommon equations should be shown when they are introduced into the calculation.

A. Design assumptions shall be stated so that they may be understood by the checker. Assumptions will be required in the event it becomes necessary to revise calculations or to make them available to outside parties.

B. Established design criteria and previously developed and accepted design methods and solutions should be used as guidelines and identified as the source. The applicability of existing solutions to new problems will be determined before such design methods or solutions are adopted.

C. Calculations shall be orderly and complete with enough sketches and notes so that the work can be understood. Diagrams indicating data (such as loads, flows, voltages and dimensions) shall be included along with adequate details not considered standard.

D. A flow sample flow chart depicting the preparation and checking of calculations shall be submitted to the City prior to start of calculations.

E. The pages (calculation sheets) shall be numbered in sequence. When a revision alters the total number of the sequence of pages, they shall be renumbered. Before renumbering, a copy shall be made of the affected page(s), which shall be filed in a “Superseded” binder. The originating engineer shall prepare a calculation cover sheet before calculations are submitted for checking and review.
F. The calculations for each project shall be numbered with respect to the project number system as defined by the City.

G. The calculations shall be prepared for microfilming. Lettering by hand must be legibly printed.

H. Calculations, except computer calculations, shall be made on standard 8-1/2" x 11" calculation sheets. The heading of each sheet in the set of calculations shall be completely filled in with the date, designer's name or initials, checker's name or initials, project name, calculations and sheet number, job number and subject of calculation.

I. When calculations are based upon preliminary data for early implementation of the work, such calculations shall be subjected to the complete review procedure and the responsible engineer/architect shall assure a final calculation check is made as soon as final data are available. Calculations that are the basis for establishing design criteria, dimensions, or other major parameters shall be checked and submitted to the responsible design professional for review and acceptance in accordance with this procedure.

J. The calculations involving computer printouts shall have an accompanying calculation package containing the appropriate information as outlined above. Computer printouts should be cross-referenced to their corresponding calculation package and printouts shall be labeled and filed in the same manner as the hand calculations.

K. Project originated computer programs shall have a flow diagram, sample calculation, and complete description of the program. In those cases where a sample calculation is not practical, other acceptable verification shall be used. Recognized trade or professional organizations must verify computer programs.

L. The calculation package for a standard computer program shall consist of a completed cover sheet and a complete outline of the problem, including sketches, if applicable. The users manual is the prime source of information.

M. When calculations are based upon preliminary data for early implementation of the work, such calculations shall be subjected to the complete review procedure, and the responsible Engineer/Architect shall assure a final calculation check is made as soon as final input data are available.

304.6 CONSULTANT QUALITY CONTROL OF CALCULATIONS

The Consultant shall have in place a quality control program that includes checking of calculations by independent parties or parties other than the individuals/computers performing the calculations. The responsible designer shall review all design calculations prepared by his group for technical adequacy and conformance with design requirements. Preliminary calculations shall be reviewed and initialed by the responsible designer and shall clearly be marked "PRELIMINARY". Final calculations submitted shall carry the stamp, seal, and signature of the respective Consultant. All design calculations shall be checked by a design professional that has a level of design qualifications at least sufficient to originate the calculation. The checker shall not be the originator of the calculations.

A. After verifying the basis of a calculation, the checker has the option of performing a mathematical check of verifying the calculation by an alternate means. Approximation methods may be adequate for checking. The checker shall be responsible for the following activities:
   1. Checking calculations against the design drawing to verify whether they conform with specified configurations, dimensions, and materials.
   2. Checking calculations for assumptions, analytical methods, mathematical accuracy, completeness, compliance with design criteria, and the adequacy of design.
   3. Initial and date each page of the original calculations after they are completely checked and all necessary corrections and additions have been made, or attach initialed alternate calculations, if used.
B. The checker shall assure that the following actions are taken for checking computer calculations
   1. Check the calculation package accompanying the computer printout checked in accordance with these procedures.
   2. For project originated computer programs, check the computer listing for assumptions, program theory, compliance with the flow diagram, and overall correctness.
   3. For standard computer programs, check to assure applicability of the program and assumptions made.
   4. Regardless of the computer program used, check all input data for correctness, as well as the application of output data.
   6. Calculations performed by staff personnel, specialist groups, suppliers, and service agencies shall be reviewed and subject to acceptance by the City. The Consultant is liable for the construct-ability and the function of the system designed.

C. REVISIONS TO CALCULATIONS:
   1. For revisions to calculations, including superseding calculations, the same checking procedures shall be used for the revised calculations as for the original calculations.
   2. All parts of the complete calculation, which are dependent on the revision, shall be checked and the complete original calculation shall be reviewed to determine which parts are dependent. It is not necessary to recheck parts, which are independent of the revision. Results of calculation revisions shall be made known to others who may be affected.
   3. In making revisions, including handling superseded calculations, records shall always be maintained of the original calculations, and they shall be identified as being superseded by being crossed-out and marked "SUPERSEDED". New calculation sheets shall be prepared for all such superseding calculations. Exceptions may be made to preparing new sheets where the change is very minor in nature and where the designer authorizes a cross out by initialing the change. In this case, it shall nevertheless be subject to all other revision procedures, and the change shall be identified with a revision number on the calculation cover sheet.
   4. The originals of the design calculations for each discipline and specialty group shall be kept in calculation binder that is part of the Design Analysis Report in each discipline's files which serve as the master project calculation file for reference. Calculations shall be separated into groups: Preliminary, Final and Superseded. These shall be identified by discipline or specialty group and shall include an index in each one. Pertinent Consultant and supplier calculations, designs, data and all checks performed, shall be kept with the appropriate technical file.
   5. Calculations and computer printouts shall not be removed from their binder except when they are revised or reproduced. When calculation binders are removed from files, an "OUT" card shall be inserted in their place indicating what calculations were removed, when and by whom.

304.7 Appendix

The appendices shall include cost estimates, outline specifications, data reports, product data, conference minutes and pertinent correspondence relative to the design and referenced in other sections. Each appendix shall be provided with a title page and table of contents (index). Pages shall be numbered consecutively for each appendix and identified in the table of contents. Cross-referencing shall be clear. Assumptions and conclusions shall be explained.

SECTION 305 - FAA FUNDED PROJECTS

For projects requiring FAA review, the Consultant shall adhere to the following outline when addressing requirements in Requirements of the Final Design Report.
1. **Design Analysis**
   
   **Airport Layout Considerations**
   - Airport Layout Plan (ALP) and Master Plan Conference
   - Dimensional Standards, FAR Part 77 Clearances
   
   **Soils and Grading**
   - Soil Profile and Test Results (Utilize Unified Soil Classification System)
   - Internal Drainage and Frost Conditions
   - Field and/or Laboratory CBR Test Results
   - Cut and Fill, Borrow Considerations, Waste
   - Special Compaction Requirements
   - Expansive Soil Problems
   
   **Drainage**
   - Rainfall and Runoff Data
   - Capacity and Structure Design
   - Ponding, Erosion Control, Extraordinary Features
   
   **Pavements**
   - Design Loading Basis - Critical Aircraft or Fleet of Aircraft
   - Existing Pavements
   - Material Types and Sources, Joint Design
   - Alternate Construction
   - Cost Comparison
   - Advantages/Disadvantages of Each
   - Recycling of Existing Material
   - Consideration of Fly ash in PCC Pavements
   - Modifications to Standard FAA Specifications
   - Seal Coat Justification
   - Pavement Design Form FAA 5100-1
   
   **Lighting and Navaids**
   - Existing Cable and Equipment Conditions Including Circuit Loads and Resistance to Ground Readings
   - Power Supply Sources
   - Counterpoise and Grounding
   - New Equipment, Equipment Housing, New Circuit Loads, Electrical Designs
   - Precision Approach Path Indicators (PAPI) Location and Threshold Crossing Height Calculations

2. **Cost Estimates**
   - Quantities, Unit Costs, and Labor
   - Special Considerations (Competition, Labor and Material Availability)

3. **Project Schedule**
   - Time Constraints, Liquidated Damages
   - Critical Completion Dates
   - Recommended Schedule

4. **Proposed Waiver to Standards**

**END OF CHAPTER 3**
SECTION 401 - GENERAL

Based upon information and data in the accepted Design Analysis Programming Submittal, which will be reviewed periodically by the City, the Consultant shall perform field investigations and other design services and prepare Schematic Design:

SECTION 402 - ENGINEERING SURVEYS AND SOILS INVESTIGATIONS

402.1 Site Survey
The Consultant shall perform on-site surveys to establish accurate dimensioned location information and to establish existing and proposed facilities. Surveys shall be performed in accordance with DIA Survey Standards Chapter 26.

402.2 Soils Investigations
The Consultant shall conduct engineering surveys and soils investigations, which are required to complete the design of the Projects. Reference Chapter 27.

SECTION 403 - DESIGN AND CONSTRUCTION ALTERNATIVES

403.1 General
Prepare written descriptions, analyses, and evaluations of alternative concepts or design details of portions of the Projects which the Consultant or City considers viable for designing and construction all or portions of the Projects and systems. Include Consultant's recommendations of the alternative(s), which it considers most viable.

403.2 Cost Estimates
Provide cost estimates consistent with requirements of Chapter 30.

SECTION 404 - SCHEMATIC DESIGN DOCUMENTS

404.1 Schematic Design Drawings
The Consultant shall prepare drawings, which are in sufficient detail to illustrate design concepts, systems concepts, interfaces, scale and relationships. The drawings shall identify all Project(s) components, systems, circulation and access, including, but not limited to, site plans, aircraft parking plans, interior elevations, sections, floor plans that include access locations and passenger circulation patterns, mechanical/electrical design concepts, schematic space plans, building systems, emergency exiting plans and building elevations and sections with overall dimensions. Drawings shall illustrate alternate solutions and preferred options.

404.2 Minimum Requirements
As a minimum, the schematic design documents shall define the following:

A. Organization’s functional relationships that effect facility planning
B. Building and site circulation
C. Facility Massing and scale
D. Conceptual appearance
E. Project environmental context
F. Basic exterior and interior finish material and product concepts
G. Conceptual structural, mechanical, and electrical systems
H. Circulation/conveying systems (if applicable)

404.3 Initial Schematic Design Submittal

The initial submittal should be limited to small-scale block diagrams illustrating basic functional groupings with horizontal and vertical circulation to confirm these fundamental design concepts. If there are repetitive modules (e.g., hotel guestrooms or prototype offices), include a larger-scale ½” per 1 ft study of the module.

Drawing scales should be small (e.g., the site plan should be at same scale as the survey and single line block diagrams and building sections should be at a 1/32” or 1/16” per 1 ft scale.

The initial schematic design submittal should include:

A. Site plans: Indicate orientation, site use, demolition, structure’s placement, facilities development, circulation and parking, utility systems also showing with existing utilities, landscape and hardscape concepts and forms.
B. Block diagrams (floor plans): One for each proposed level; group repetitive levels.
C. Sections: At least two perpendicular to each other at the same scale as the block diagrams to establish vertical control.
D. Exterior elevations: Block outs to illustrate massing and context.
E. Image sketches of the site and its overall development.

404.4 Final Schematic Design Submittal

The final schematic design submittal shall establish the conceptual design of the Project illustrating the scale and relationship of the Project components. This submittal further develops the initial previous submittal(s).

The final schematic design submittal should include:

A. Site plans shall indicate vehicle circulation for normal and emergency traffic and shall also indicate accessible route(s).
B. Floor plans shall indicate accessible route(s). Provide a plan for each proposed level; repetitive levels may be grouped. Establish horizontal control.
C. Exit plans shall use the same scale as the floor plans.
D. Floor plans of typical repetitive components: At ¼” per 1 ft scale with their interior elevation studies (as appropriate) at the same scale.
E. Building sections shall include at least two perpendicular to each other at the same scale as the floor plans. Establish vertical control.
F. Exterior elevations shall use the same scale as the floor plans.
G. Structural framing plans shall use the same scale as the architectural floor plans showing primary vertical and horizontal structure.
H. HVAC plans shall use the same scale as the architectural floor plans showing proposed distribution for primary vertical and horizontal HVAC systems, including shafts and schematic arrangement of primary equipment.
I. Plumbing plans shall use the same scale as architectural floor plans showing primary plumbing risers, chases, fire service risers, roof drains and overflows with stormwater
leaders, and proposed primary horizontal distribution, including location and schematic arrangement of primary equipment.

J. Electrical plans shall use the same scale as the architectural floor plans showing vertical and horizontal electrical primary and stand-by power and communication distribution, including locations and schematic arrangement of primary equipment, switchboards, and panel boards.

The Consultant shall summarize the basis of the design, which outlines the project’s opportunities and constraints. The summary shall also describe all applicable zoning regulations and building codes that affect the project. The summary shall outline all record of major design decisions.

The summary basis of design should be formatted as follows:

A. Introduction: A brief description of the project scope and purpose, data sources, and contents.

B. Part 1-Goals: The architect's understanding of the owner's project objectives stated in terms of function, form, quantity, quality, economy, and time.

C. Part 2-Facts: Identify pertinent data, laws, ordinances, regulations, jurisdictional agency requirements that influence or control the design, permitting, or construction processes. Include site analysis, a summary of planning, zoning, building, mechanical and electrical codes, and standards and environmental and archaeological requirements.

D. Part 3 – Concepts: Criteria for implementing or achieving design goals expressed in terms of theme, image amenities, configurations, and operations (e.g., general site planning, functional organization, design, site use and development, movement systems, and the facility's structural, mechanical, and electrical systems.)

E. Part 4-Needs: Space and functional program requirements (including a reconciliation of programmed and designed spaces at an appendix), schedule requirements, and budget requirements.

F. Part 5-Problem Statement: Summary statements identifying unique and essential project design and construction criteria.

G. Part 6-Appendix: Copies of conference reports, owner's directives, relevant correspondence, figures and graphical data referenced in the text, functional diagrams, space program reconciliation, reconciliation of programmed and designed spaces, reduced submittal drawings and schedules.

In the preliminary project description, describe major site, architectural, structural, mechanical, plumbing, fire protection, and electrical systems with proposed construction products and materials; include off-site improvements, if applicable.

Prepare a project material product binder, or specifications notebook, based on the design decisions reflected by the schematics, arranged initially into the 16 MasterFormat® divisions and subsequently subdivided into project specific technical sections. All product and material data should be filed in the binder as they are selected for the project use.

404.5 Design Analysis

The Consultant shall submit a Design Analysis report as defined in Chapter 3.

SECTION 405 - STUDY MODELS AND PERSPECTIVES

Study models and perspectives shall be provided if identified in the approved project or task scope. The Consultant shall prepare rough, to-scale models and/or interior and exterior perspective renderings or isometric views of areas of each Project or portions of the Project where the City and Consultant agree that the relationship of building components is difficult to study and to evaluate two-dimensionally.
SECTION 406 - SUBMITTAL REQUIREMENTS

The Consultant shall comply with Chapter 32 submittal requirements.

END OF CHAPTER 4
CHAPTER 5
DESIGN DEVELOPMENT

SECTION 501 - GENERAL

501.1 General

Based upon the accepted Schematic Design Documents reviewed and accepted by the City, the Consultant shall prepare Design Development Documents which establish and describe the size, scope, character, material composition, systems, sequence of operation/control and other features of each Project by means of plans, sections and elevations, typical construction details, three dimensional sketches, study models and equipment layouts, including specifications that identify major materials and systems and establish in general their quality levels. These Documents shall include Design Development Design Analysis Report, Technical Specifications and Construction / Procurement Contract Documents.

The Consultant shall meet with the City before the Consultant proceeds with Design Development and review the submittal requirements that apply to the / each Project. These documents, which are described in more detail below, shall be submitted to the City for its review and acceptance in accordance with Section entitled "Submittals".

SECTION 502 - DESIGN DEVELOPMENT DRAWINGS

502.1 General

Design Development Drawings shall be developed in sufficient detail to define the location, character, material composition, scope and size of each Project; to identify potential problem areas associated with completing each Project and to describe proposed solutions to the problems. These Drawings shall provide overall dimensions, code required dimensions and clearances, spot elevations and dimensions of existing and adjacent elements, and shall conform to the DIA Design Standards. A select sampling to be selected by the City of each discipline from the Final Design Development Drawings for each Project must be submitted in CADD format. (Reference Chapter 25)

502.2 Plans

Building plans, enlarged partial plans, building sections, enlarged wall sections, exterior and interior details, reflected ceiling plans, elevations, aircraft parking plan, site plan, study perspectives and study models (non-returnable) showing all building spaces and relationships. The Drawings shall fully illustrate all constructed areas, space planning and component sizes, scope, systems, interfaces, spaces, functions, general materials and finishes. The Consultant shall prepare one (1) set of presentation drawings and material / color sample finish boards of all interior and exterior materials, which are non-returnable and shall submit them to the City. The sample boards shall, as closely as possible, illustrate the material in similar ratios, as they would appear to each other, in the project

In addition to the customary structural mechanical, and electrical components, the submittal should also include the same level of information for civil, landscape / hardscape, food services, laundry, and other disciplines

Using the approved schematic design documents as a basis for continuing project development, design development decisions and their documentation would include:

A. All site improvements with building footprints by design discipline (e.g., civil, landscape/waterscape/irrigation, site utilities, and electrical)

B. Subdivision of all interior spaces with built-in fixtures and equipment, room names and numbers, wall and partition types, ceiling heights, and all openings (i.e., door, window, and louver)

C. Architectural finishes, including preliminary room finish and color schedule (applied colors may be incomplete)
D. Interior and exterior opening schedules (i.e., door, window, window wall-storefront, all – glass, interior glazed partitions, and louvers) with material and finishes
E. Toilet accessories and their locations (an item by item schedule by location) with subschedules (typical plans showing locations and elevations showing mounting heights)
F. Toilet partitions types and supports
G. Casework and countertop locations, profiles, configurations, and materials
H. Architectural woodwork locations, profiles and materials
I. Glass-fiber reinforced concrete and glassfiber reinforced gypsum locations and profiles
J. Building specialties with their locations • equipment, appliances, and furnishings with their locations and configurations •
K. Exterior horizontal and vertical closure and roofing systems
L. Exterior horizontal and vertical waterproofing
M. Foundation drainage and its connection to site drainage systems
N. Foundation, excavation, and backfill criteria
O. Horizontal and vertical circulation, including trash or linen chutes, their fire ratings, and their ancillary and equipment spaces
P. Fire-resistive assemblies and their locations
Q. Sound-rated assemblies, including operable partitions, and their locations
R. Horizontal and vertical structural systems, including sizes and fire-resistive requirements
S. Plumbing fixtures, including trim, and plumbing risers
T. HVAC systems, including their locations, sizes and locations of intakes and discharges and sized and locations of individual equipment
U. Electrical fixtures, including trim and allowance fixtures
V. Electrical power systems, including transformers, switch gear, UPS equipment, emergency or stand-by generators and primary distribution, such as panel board locations.
W. Cable TV, security, communications, fire alarm and smoke control and sound system, with their terminal and equipment locations
X. Symbolic identification of what will not be provided under the construction contract (i.e., what will be owner furnished but contractor installed and what will be owner furnished and owner installed (i.e., not-in-contract)).
Y. All drawing sheets, regardless of discipline, should have the same orientation. Architectural, structural, mechanical, and electrical floor plans should be drawn at the same scale.
Z. Minimum design development submittal items should include the following:
AA. Drawings should be organized for subsequent use as contract document drawings. Include title sheets with zoning, building, fire, life safety, plumbing, mechanical, and electrical code summaries and calculations; area and location maps; and a drawing index.
BB. Architectural drawings should include abbreviations, symbols, legends, room material code index, and general notes, as well as keynote or ConDoc’ master notes, if used
CC. Architectural site plan with cross-reference notes to work documented by other disciplines
DD. Key floor plans
EE. Exit plans with exit load calculations
FF. Accessible route plans

GG. Floor plans with room names, room numbers, room material codes (if used), wall and partition type indications, ceiling heights, openings (i.e., door, window, and louver locations with symbols), plumbing fixture locations, casework, collateral equipment, building specialties, shafts, chases, suspended slab openings, and depressed slab locations

HH. Reflected ceiling plans with light fixture locations and ceiling materials; coffers, vaults, domes, and other special construction; and operable partitions

II. Roof plans showing all equipment locations, penetrations, slopes, and drainage

JJ. Interior elevations

KK. Building sections

LL. Exterior elevations

MM. Exterior wall sections

NN. Vertical circulation, including elevator hoistways, escalators, stairs, and chutes

OO. Preliminary opening schedules (e.g., door, window, and louver) and all-glass, glazed partition schedules, with sizes, types, construction, finishes, hardware, frame types, and fire ratings

PP. Wall and partition schedules

QQ. Preliminary architectural finish and color schedules—applied finish colors may be omitted at this phase (If an interior designer is involved, ensure that the architectural room finish schedule differentiates between architecturally selected finishes and interior designer selected finishes; indicate where interior designer finishes are documented.)

RR. Conventional and accessible toilet accessory schedules with fixture-related mounting locations and heights

### 502.3 Civil and Infrastructure

Grading, drainage, paving, fencing, and erosion control plans including existing contours, final contours, mathematized horizontal and vertical geometry, horizontal and vertical clearances, storm sewer and water lines, drainage structures and details of special structures.

Civil drawings (if part of the Consultant's services or if coordinated by the Consultant) should include:

A. Site development plan (horizontal control)

B. Site grading plan (vertical control)

C. Pavements, parking, and roadways plan

D. Site utilities plan, including above and below-ground utilities, points of connection to off-site services, buildings, and facilities (Show existing utilities at halftone-separate sheets by system if the project involves expansion of existing facilities or new construction on an already developed site.).

E. Landscape / hardscape / waterscape drawings (if part of the Consultant’s services or if coordinated by the Consultant) should include site landscape and related plans, including planting, lighting, landscape, hardscape, waterscapes, pump rooms, and related features; street or site furniture; and recreation elements and their supporting facilities.

### 502.4 Structural Drawings

Structural drawings including, but not limited to, foundations plans, caissons plans, excavation details, nominal sizes, types and cross-sections of structural members and systems; critical structural clearances,
interfaces, modifications to the base building structural systems and details necessary to define the structural system.

Structural drawings should include:

A. General notes (do not duplicate information in specifications and vice-versa)

B. Floor plans showing structural foundation systems and sub-slab construction, horizontal and vertical framing systems showing slab (or equivalent) edges, suspended slab openings, depressed slab locations, lateral load cross bracing, and typical construction details; Final structural design criteria; foundation design criteria; preliminary sizing of major structural components; critical coordination clearances; outline specifications or materials list

502.5 Systems Drawings

Systems drawings which define mechanical and electrical systems, including, but not limited to, HVAC, plumbing, fire protection, fire alarm, life safety, security, power, fiber optics, communications, gate facilities distribution, lighting, automated materials handling, grounding, lightning protection systems and other special systems which are appropriate for the Projects.

Mechanical drawings should include:

A. Floor plans showing major plant equipment sizes and locations, heating and refrigerant supplies and returns, domestic hot and cold water supplies and returns, air-handling equipment locations and air-handling distribution, air-handling supply systems and discharge locations and sizes, air-handling exhaust systems and intake locations and sizes, shafts and chases, plumbing fixture locations with fixtures keyed to plumbing fixture schedule (include fixtures and trim selected by third parties, such as interior designers), and plumbing risers

B. Fire suppression water shut-offs, controls, risers and horizontal distribution, or zones for horizontal distribution if systems will be design-build

C. Detailed plumbing, HVAC, other plumbing and mechanical systems, and fire suppression systems at typical repetitive elements

D. Site plans showing connection points for water, fire service, sanitary sewer, storm sewer, chilled water supply, and return.

E. Additional Requirements as outlined by Chapter 18 – Mechanical Drawings and Design Standards Manual 4 – Mechanical.

Electrical Systems drawings should include:

A. Floor plans showing major plant equipment locations and sizes; electrical power systems, including transformers, switch gear, UPS equipment, emergency generators, and primary distribution, including panel boards; and cable TV, security, communications, fire alarm and control, and sound systems, including equipment locations and sizes

B. Detailed electrical power, lighting, communication, fire alarm, and sound systems (extensions of / or connections existing fire alarm, sound systems security CCTV, flight information display systems or baggage information display systems must show exact points of connection to the existing systems

C. Vertical and horizontal distribution schematics (including all riser or chase locations)

D. Additional Requirements as outlined by Chapter 21 – Electrical Drawings.

The Consultant shall prepare site plans showing lighting and site power locations, service locations and sizes, including landscape and lighting locations, if applicable.

502.6 Alternatives
Analyses of alternative building utilities, building automated materials handling systems and special systems. The analyses shall include comparisons of construction and life cycle costs, and operational and maintenance advantages and disadvantages of the systems.

502.7 Security
Plans, operational procedures and installation details for a complete security system.

502.8 Signage and Graphics
Plans, sections, schedules, elevations and detail drawings of building public signage and graphics including, but not limited to, tenant requested changes to base building signage/graphics locations and selective demolition plans.

Signage and Graphics (if a part of the Consultant's services or to be coordinated by the Consultant) should include floor plans and elevations of signage and graphics, showing their size, fastenings, and atypical and typical mounting details; illumination / electrical power requirements, etc.

502.9 Interface Drawings
Plans which show system and facility interfaces with related and adjacent projects and which identify the boundaries or contract limits for the Consultant's Scope of Work and the work performed by other Consultants and design-build contractors, who are designing portions of the New Airport that are adjacent to, interface with or which would be affected by the Consultant's Scope of Work.

Interiors drawings
(if part of the Consultant's services or if coordinated by the Consultant) should include:

A. Floor plans showing floor finishes and patterns and furniture, fixture, and equipment layouts, including special interior features (e.g., Flight Information Display System Kiosk; Baggage Information Display System Kiosk, electronic ticketing kiosk, built-in and free standing items, e.g. automated teller machines, internet kiosk, public art pieces.)
B. Interior elevations with finish materials
C. Interior window treatment(s)
D. Interior finish information as required to complete architectural design development documentation
E. Interior decorative lighting, fixture locations and selection (unless allowance items).

502.10 Standard Drawings
Standard drawings, including, but not limited to, those furnished by the City, the City, the Consultant, the tenant or the tenant's Consultants.

502.11 Demolition
Demolition documents identifying the extent of demolition required prior to, or in conjunction with, the start of construction. Demolition documents shall include all systems demolition or systems to be capped off and abandoned.

502.12 Envelope
The design and location of complete and functional enclosure of all building spaces.

502.13 Art Program
Plans for incorporating the City's Art Program into the Project. In preparing these plans, the Consultant shall adhere to the requirements of the City's Art Program, which meets the requirements of Executive Order No. 92, for incorporation of the artist's works that are consistent with Design Standards for each
Project. Consideration must be given to lighting, structural systems, power, fire protection systems, finishes and security. The Consultant shall periodically review its design for each Project with the City's Art Program Manager.

SECTION 503 - PRELIMINARY TECHNICAL SPECIFICATIONS

503.1 General

The Consultant shall prepare a complete set of Technical Specifications for each Project in a format accepted by the City. An outline of Division I guide specifications (General Requirements) will be furnished by the City and shall be reviewed and commented on by the Consultant. Comments shall be submitted to the City in written form.

The Consultant shall comply with Chapter 11 – Specification Requirements.

SECTION 504 - DESIGN DEVELOPMENT DESIGN ANALYSIS REPORT

The Consultant shall comply with Chapter 3 – Design Analysis Report.

SECTION 505 - SUBMITTAL REQUIREMENTS

The Consultant shall comply with Chapter 32 Submittal Requirements.

END OF CHAPTER 5
SECTION 601 - CONTRACT DOCUMENT DEFINITION

601.1 Intent

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the CONSTRUCTION Work. Prior to beginning the Contract Documents phase, the Consultant shall completely familiarize all of his team members with the GENERAL CONTRACT CONDITIONS 1999 Edition (GCC) published by the City and County of Denver. This document shall become part of the Construction Contract and the document identifies responsibility of the Contractor, the City, and the Consultant. The Work (GCC 121 and 1801) provided by the Contractor shall be ultimately governed by this document. The individual documents comprising the Contract Documents are all essential parts of the Contract and a requirement occurring in one is binding as though occurring in all; they are complementary, and indicate the construction and completion of the Work. Anything mentioned in the Technical Specifications and not shown on the Contract Drawings, or shown on the Contract Drawings and not mentioned in the Technical Specifications, shall be of like effect as if shown or mentioned in both.

601.2 Referenced Standards

Material and workmanship specified by the number, symbol, or title of a referenced standard shall comply with the latest edition or revision thereof and amendments and supplements thereto in effect on the date the bid is received except where a particular issue or edition of a publication is indicated. In case of a conflict between the Technical Specifications and the referenced standard, the more stringent shall govern.

601.3 Precedence of Contract Documents

(Reference GCC 401)

A. Special Conditions: “Special Conditions shall be given precedence over General Conditions.” Special Conditions are authored by Airport Legal Services with input from the City and the Consultant. Special Conditions typically address the following:

1. Schedule of Work and Sequence (Milestones)
2. Liquidated Damages for each Milestone and overall Project
3. Special Security requirements
4. (Others)

B. GENERAL CONTRACT CONDITIONS: Established by City and County of Denver. The Consultant shall assure that the City provides the Consultant with a copy of this booklet. “General Conditions shall be given precedence over Technical Specifications except that if, and to the extent that, the Technical Specifications provide for a higher standard or more stringent requirements than the General conditions, the Technical Specifications shall be given precedence in such respects.”

C. “Technical Specifications shall be given precedence over Contract Drawings “ This condition dictates that the Consultant not repeat in the drawings annotations in the specifications. This condition also does NOT relieve the Consultant from completely and accurately coordinating dimensional and product profiles/illustration on the drawings. If alternate products are specified – the larger of the acceptable products shall be illustrated on the drawings.
D. “Larger scale drawings shall be given precedence over smaller scale drawings, for example: 1"=1' is larger scale than 1"=40' and 1"=1' is larger scale than 1/8"=1'.” This requirement in no way relieves the Consultant from the liability of accurate coordination of dimensions between small and large-scale drawings.

E. “In the event of conflict or inconsistency between provisions of the Technical Specifications, the more stringent shall be given precedence over the less stringent.” This requirement in no way relieves the Consultant from the liability of coordinating all aspects of the specifications, including the Division 1 Specifications.

601.4 Scope of Work

The Contract Documents contain the Scope of Work for the Contractor. The following constitute the Contract Documents:

**PART I** (Prepared by City accept as noted)
- Advertisement of Notice of Invitation for Bids.
- Instructions to Bidders.
- Addenda (if any).
- Bid Forms: Bid letter
- Contractor's Insurance Bid Document
- Bid Data Forms
- Schedule of Prices and Quantities *(Consultant Shall Assist in Preparation)*
- Notice to Apparent Low Bidder.
- Contract.
- Performance Bond.
- Payment Bond.
- Notice to Proceed.
- Form of Final Receipt.
- Construction Contract General Conditions (Separate Volume).
- Special Conditions. *(Consultant May Advise in Preparation)*

**PART II**
- Division 1 Technical Specifications (Prepared by City and Consultant)
- Division 2 - 16 Technical Specifications (Prepared by Consultant)
- Schedules (Prepared by Consultant)
- Contract Drawings (Prepared by Consultant).
- Accepted Shop Drawings, Approved Change Directives and Change Orders.

**GEOTECHNICAL STUDY** (Issued at bid time for information only)

**SECTION 602 - TRADEMARKS, COPYRIGHTS AND PATENTED DEVICES, MATERIALS, AND PROCESSES**

See GENERAL CONTRACT CONDITION # 319

602.1 Notification by Consultant

If the Contract Documents require the Contractor to use any design, device, material, or process covered by letters, patents, copyrights, trademarks, or artists, the Consultant shall notify in writing the City of any requirement for such use and shall procure suitable written acceptance with the patentee or patent owner, copyright owner, or trademark owner, which agreement shall provide that there will be no future or continuing royalties or payments by the Contractor or by the City. In example, the Consultant may not publish as part of the bid documents copies of designs, shop drawings or materials by Contractors, designers, or suppliers without written authorization from that Contractor, designer, or supplier.
602.2 Disclosure
If the Contract Documents require use of a particular design, device, material, or process, the Contract Documents shall disclose the existence of any letters, patents, copyrights, or trademarks covering it.

602.2 Liability
The Contractor need not indemnify against the negligence of the City, its officers or employees, or against claims for infringement of letters, patents, copyrights, or trademarks required by the Contract but neither disclosed in the Contract Documents nor apparent by virtue of common knowledge in the construction industry.

SECTION 603 - CONTRACT DOCUMENTS, TECHNICAL SPECIFICATIONS AND TECHNICAL REPORTS

603.1 General
Based upon Design Development Documents which have been reviewed and accepted by the City and City and the incorporation of any changes or adjustments directed by DIA, the Consultant shall prepare complete Construction Documents and shall also provide the following:

A. Agency and Utilities Applications and Permits
B. Final Design Analysis Report(s)
C. Contract Data Submittal Requirements Report (CDSR).
D. Geotechnical Study

SECTION 604 - SUBMITTAL REQUIREMENTS

The Consultant shall comply with Chapter 32 Submittal requirements.

SECTION 605 - SYSTEM COMPATABILITY

As Project systems are refined and operational requirements are defined which require interface between the Project and Denver International Airport systems. The Consultant shall specify systems controls that are compatible with existing DIA control systems, i.e., including, but not limited to, electrical, lighting controls, mechanical controls, fire protection and detection, surveillance and security. This system compatibility shall include, but not be limited to, any and all upgrades to existing systems to handle the increased existing control system responsibilities created by the addition of the systems installed with the project or task. The Consultant shall identify all necessary upgrades to existing systems and provide the necessary documentation to accomplish those upgrades within the construction contract documents. The Consultant shall identify the requirements for equipment and software compatibility and specify Project equipment and software that will facilitate that interface.

605.1 606.1 - Year 2000 Compliance
The Consultant shall specify that all date sensitive software, hardware and other products utilized in the Project be warranted for year 2000 compliance. Year 2000 Compliance shall mean that all software, files, databases, microcode, firmware and or hardware specified by the Consultant are able to accurately process Date Data from, into, and between the twentieth and twenty-first centuries including leap year calculations, when used in accordance with the product documentation provided by the manufacturer. The Consultant shall also specify:

A. That the manufacturer provide software for the conversion of any files or databases created by the most current, non-Year 2000 Compliant versions of the product(s), that the product(s) will not abnormally end or provide invalid or incorrect results as a result of Date Data, specifically including Date Data which represents or references differences centuries of more than one century; that the product(s) have been designed to ensure Year 2000
compatibility, including, but not limited to Date Data century recognition, calculations which accommodate same century and multi-century formulas and data values, and Date Data interface values that reflect the century; that all date processing by the product(s) will include four-digit year format and that the product(s) will recognize and correctly process dates for Leap year.

END OF CHAPTER 6
SECTION 701 - GENERAL

701.1 Advertisement
The project shall be advertised for bid for three (3) consecutive calendar days in newspapers and journals. The Advertisement is prepared by DIA Technical Services based on materials provided by the City. Complete sets of bid documents shall be available for distribution on the first day of advertisement.

701.2 Distribution of Documents
The Consultant shall be responsible for printing the Bid Documents (all documents listed in 601.4) or Request for Proposal Documents and distributing them to bidders and proposers and City-designated plan rooms in accordance with instructions from the City. The Consultant may charge prospective bidders and proposers a fee for such documents. The revenue generated from this fee shall cover but not exceed the Consultant's actual costs to print the documents sold to bidders or proposers and the cost of copies of such documents, which the Consultant shall provide at no cost to the City, for distribution to City-designated plan rooms. Such costs shall not exceed the local prevailing retail costs for copying and printing. Prospective bidders or proposers may obtain copies of Bid or RFP Documents at the Consultant's office or at the location designated by the City. If the Consultant is directed to sell the Bid Documents, the Consultant shall log all the names, addresses and telephone numbers of the prospective bidders and proposers who purchase the Contract or RFP Documents from the Consultant. The Consultant shall forward a facsimile of the log to the City daily until the date of bid opening.

701.3 Logging and Numbering Sets
The Consultant shall also number all sets made and log their distribution, including the number of sets purchased and amounts received from each prospective bidder or proposer. The Consultant shall submit the logs to the City on a daily basis.

701.4 Plan Room distribution
The Consultant shall distribute complete sets of bid documents and all related reports to the plan room designate below. The Consultant shall verify the current address prior to sending documents.

The Daily Journal / Dodge Plan Room  
2000 S. Colorado Blvd., Suite 2000  
Denver, CO 80222

701.5 Approval
Following CCD review and approval of the final (100%) Construction Document Phase submittal, and with written notification from the City's Project Manager, the Consultant shall complete the Contract Documents and prepare them for distribution to prospective bidders.

SECTION 702 - INTERPRETATION OF BID DOCUMENTS

702.1 Interpretation Requests
During the bid period, bidders may request, in writing, clarification or interpretation of any apparent inconsistencies between different provisions of the contract documents or any other point in the bid documents, which the bidder believes requires a decision or interpretation by the City. Any such request must be submitted in writing to the Designer of Record (Consultant), with a copy to the City not later than Three (3) working days before the date and time set for receipt of bids. The Consultant shall respond to
such information or interpretation requests to the City within 24 hours of receipt of the request from the bidder, regardless of time frame of the submittal.

702.2 Control of Information

The Consultant shall not discuss the content of the Construction Documents with Proposers. All requests for interpretations shall be forwarded to the Consultant and the City in writing. All interpretations shall be issued as addenda. The Consultant shall prepare in a timely manner so as to cause no delay written answers to questions and addenda descriptions in the format as defined by the City.

SECTION 703 - SUBSTITUTIONS

703.1 Materials and Substitutions

(The following is the typical language directed to the Contractor during the bid phase.) It is often convenient and practical to specify materials and equipment to be incorporated into the work by a proprietary name or by the name of its manufacturer. When so specified and further qualified by the phrases or equal or equivalent, it shall be understood that such specification is not intended to limit the material and equipment selection process. Rather, the specification is intended to indicate a standard of quality and capability, which will be accepted. However, all bidders desiring to use materials other than the specified material must obtain the written acceptance of the City. All such requests for acceptance of equal or equivalent material must be made in writing and, except as hereinafter provided, be submitted to the Consultant with a copy sent to the City not later than three (3) business days prior to the date and time set for opening of bids so that all such acceptances will be included in addenda to insure full and complete disclosure to all potential bidders of all accepted equal or equivalent materials. Requests containing adequate technical data to clearly demonstrate equivalency. Incomplete submittals will not be reviewed. Requests containing inadequate or incomplete information will not be considered.

An awarded Contractor may elect to use an "OR EQUAL" if published in addenda.

703.2 Substitution Form

The Contract Documents contain directions and forms for the Proposers to use in submitting substitutions. The Contractor is required to forward to the City and the Consultant their requests for substitutions. The Consultant shall in a timely manner advise the City in writing on the acceptability of substitutions of materials, software, equipment or construction methods suggested by prospective bidders prior to bid or proposal opening, including the Consultant's detailed written reasons for recommending or denying substitutions. Addenda accepted by the City shall be prepared and issued by the Consultant regarding these items.

703.3 Acceptance

Acceptance of an "OR EQUAL" by the Consultant constitutes that the Consultant has warranted the following:

A. The use of the "OR EQUAL" fulfills the specification requirements contained in the Contract Documents, and

B. The installation of the "OR EQUAL" will not impact the spatial and functional requirements for the Work or the scheduling of work performed by the City or other contractors.

SECTION 704 - ADDENDA

704.1 General

The Consultant shall prepare at no additional cost any addenda to the Contract or RFP Documents in CADD/FM format required by the City during the bidding and RFP process and shall distribute such
addenda to prospective bidders or proposers, plan holders and code agencies in accordance with instructions from the City.

704.2 Preparation
Information about any interpretation, clarification, or substitution made by the City and or the Consultant shall be assembled as addenda by the Consultant in the following manner:

A. Written description of the change: This description is part of the forward of the addenda and is typically not a Contract Document. Each item that requires change or correction is listed in order that it appears in the Bid Documents, and a general description of the change is provided referencing drawing or page number and the change that is made. The description is a vehicle to aid the proposers by providing the general understanding of the change. The actual change appears as modifications to the Bid Documents as re-issued drawings or specifications.

1. Description of Specification change: A written summary of each change sighting the Specification Section, Issue Number, Page Number, Paragraph and sub-paragraph number. The following is an example: 1. Reference Specification Section 09250 Gypsum Drywall, Issue for Bid, Page 2, Paragraph 1.07A as follows: delete “Deliver all materials to Tulsa Oklahoma” and replace with the following “Deliver materials in original packages, containers or bundles bearing brand name and identification of manufacturer of supplier”.

2. Description of Drawing change: Each description is a written summary of each change citing the Contract Document Sheet Number, Issue Number, Detail or Drawing number, and a general specific description of the change.

B. Bid Document changes:

1. Specifications: The Consultant shall prepare a complete specification section noting the addenda number and date in the footer.

2. Drawings: The Consultant shall revise the entire drawing and bubble the area affected by the change described in item (1) above, numbering the bubble with the correlative addenda number. The title block of the drawing shall have the correlative addenda number entered.

704.3 Addenda Numbering
Addenda shall be numbered consecutively beginning with the number 1.

704.4 Addenda Cost and Schedule Impacts
The Consultant shall prepare a matrix identifying all cost and schedule impacts of each addenda item. The Consultant shall immediately notify the City of any item that will impact the advertised Contractor Period of Performance or established budget for the Project.

SECTION 705 - ADDENDA SUBMITTAL AND REVIEW

705.1 Hard Copies
The Consultant shall forward two sets of completed materials to the City in a timely manner so as to cause no delay in the scheduled duration of the bid period. The City shall review and accept the corrections and clarifications and return acceptance to the Consultant to proceed with issue and distribution of each addendum. The Consultant acknowledges that proposers shall have a reasonable amount of time for review and processing of addenda after posting and distribution of addenda by the Consultant.

705.2 Magnetic Media
The Consultant shall include one set of magnetic media of the type written descriptions of addenda items.
705.3 Review
The City will review the addenda and may add items to the addenda regarding administrative items.

705.4 Approval
The Deputy Manager of Aviation shall approve in writing addenda prior to issue of addenda.

705.5 Distribution of Addenda
The Consultant shall, after receiving written acceptance of the addenda materials, shall reproduce and distribute copies of addenda to all plan holders including plan rooms, DIA Departments, and proposers who purchased complete sets of documents. There shall be no fee charged by the Consultant for any addenda preparation, reproduction and distribution unless the addenda changes are due to changes in scope directed in writing by the City. Proposers shall not be charged a fee for addenda documents.

SECTION 706 - PRE-BID / PROPOSAL MEETING AND SITE VISITS

706.1 Consultant Attendance
The Consultant shall be represented at pre-bid and pre-proposal meetings and site visits to respond to inquiries and requests for interpretations by prospective bidders and proposers unless directed otherwise by the City. The Consultant shall also prepare written responses to questions and shall forward these responses to the City for review and acceptance. Answers to questions that do not change the Contractor’s scope of work will not be issued as addenda. The questions will be issued as a simple “Question” and “Answer” summary, and shall be distributed to the Proposers at no charge after acceptance by the City.

706.2 Contractor Site Visit
The INSTRUCTIONS TO BIDDERS may include the requirement or opportunity for Contractors to visit the site. At required Contractor site visits prior to Bid opening, the Consultant shall be represented at the site visit(s). At the subject site visit(s) the Consultant shall not discuss the project with any Contractor representatives. The Consultant shall record questions for further reference. All Contractor questions shall be submitted in writing consistent with Construction Contract requirements.

SECTION 707 - OPENING OF BIDS

707.1 Bid Opening
The Consultant shall be present at Bid openings unless directed otherwise by the City. The Consultant shall receive one copy of each proposal for Consultant review of Bids and recommendation of the Apparent Low Bidder. The Consultant shall not duplicate in any form the Bid documents, and shall return the Bid documents to the City on completion of the Consultant review.

707.2 Consideration of Bids
After the Bids are opened and read and any discrepancies have been reviewed, bids will be compared based on the Total Contract Bid Amount written on page B-1 of the Bid Letter and any unit prices or task proposals that are part of the bid pricing. If a discrepancy exists between a price or amount written in words and the price or amount written in figures, the price or amount written in words shall govern, except that in the case where a price or amount shown in figures has been crossed out and replaced with a new, legible, initialed figure, the initialed figure shall govern.

707.3 Basis of Selecting the Apparent Low Bidder
Selection will be based on the lowest, responsive bid by a qualified bidder whose bid complies with all of the requirements prescribed herein. This selection shall be subject to the acceptance of such resulting contract in accordance with the Charter and ordinances of the City and County of Denver.
SECTION 708 - BID AND PROPOSAL EVALUATION

708.1 Consultant review
The Consultant shall assist the City in reviewing, checking, and evaluating bids and proposals, preparing bid tabulations, reviewing systems performance capability to meet design criteria, and making written recommendations to the City for the award of contract during the five (5) calendar days following a bid or proposal opening.

708.2 Consultant cost estimate vs. Low responsive bid
If the low responsive bid or proposal received from a responsible qualified bidder or proposer is more than the established Construction Budget for the scope of work in the bid or RFP Documents, the Consultant shall, if the City requests, either modify the Contract Documents and Specifications in a manner acceptable to the City, to bring the Contract Amount for the work within individual contract package Construction Budget or reissue the bid or proposal package. The ways in which the City may accomplish this reduction in the Contract Amount includes, but is not limited to, reissuing the Project contract package or requesting additional proposals after the design changes have been incorporated in the RFP or Contract Documents. If the Project is reissued for bid or proposal, this Paragraph will continue to be applicable until a low responsive bid or proposal is received which is within the established Construction Budget for the scope of work included in the bidding or proposal documents.

SECTION 709 - NOTICE TO APPARENT LOW BIDDER - EXECUTION OF CONTRACT

709.1 Notice to Apparent Low Bidder (NTALB)
The Apparent Low Bidder will typically be given written notice of such status by the City on the form included in the Bid Documents within ninety (90) days from the date of opening of bids.

709.2 Conformed Documents (Incorporation of addenda):
As directed by the City, the Consultant shall incorporate in the Contract Documents the addenda. Only changes made in formally issued addenda may be incorporated into the documents

A. Specifications: Cover sheet and footers of all specifications shall be changed to “Issue for Construction – (Bid opening Date)”.

B. Drawings: The most current drawings shall be revised, removing the bubbles and title block changes. The issue block on the drawings shall be changed to “00 Issue for Construction – (Bid Opening Date)”

709.3 Delivery
The City elects to deliver conformed construction documents in either one of the ways described below before execution of the contract.

A. A bound document containing the original Bid Documents and all of the prebid addenda, or

B. A bound document containing Part I of the original Bid Documents the portions of the addenda which apply to Part I and a single conformed set of Technical Specifications and Contract Documents which are produced by posting or otherwise incorporating in Part II of the original Bid Documents all of the changes to Part II which are described in the prebid addenda. If the City elects to prepare a conformed set of Technical Specifications and Contract Drawings, the following provision shall be incorporated in the Conformed Technical Specifications after the first page of the Table of Contents.

CONFORMED CONSTRUCTION DOCUMENTS
The Technical Specifications and the Contract Drawings which were included in the Bid Documents, hereinafter referred to as the "bid Documents Specifications and Drawings," have been conformed by the City. The conformed Technical Specifications and Contract Drawings were prepared by posting or otherwise incorporating the changes noted in the prebid addenda into the Bid Documents Specifications and Drawings to form a single set of construction documents. This set of construction document is attached hereto and hereinafter referred to in this document as the "Issued for Construction Documents".

The City's objective in preparing the Issued for Construction Documents is to produce a single set of documents which the Contractor and City will use during construction and which will facilitate the administration of the Contract. The City, however, recognizes that discrepancies between the Issued for Construction Document and the prebid addenda could occur. Therefore, the Contractor and City agree that both parties shall have 90 day after a fully executed contract is delivered to the Contractor to identify any such discrepancies.

If the Contractor identifies any discrepancy, it shall describe it in a written notice delivered to the City’s City within the 90-day period. If the City agrees that a discrepancy exist, the City shall correct the Issued for Construction Documents in accord with the written notice to assure that the Issued for Construction Documents accurately reflect and are consistent with the Bid Documents Specifications and Drawings and changes thereto reflected in the prebid addenda.

If the City identifies a discrepancy, it shall describe it in a written notice delivered to the Contractor's Superintendent within the above-described 90-day period. The City shall, thereafter, correct the Issued for Construction Documents in accord with the written notice. If the Contractor disagrees with any City proposed corrections or any City refusal to accept a Contractor proposed correction, The Contractor shall have the right to submit a Contractor Change Request and Request a Change Order in accordance with General Condition 1103.

During the 90-day period, the Bid Documents Specifications and Drawings and the prebid addenda shall be part of the Contract Documents and are incorporated herein by this reference. After the 90-day period has elapsed, the parties (1) agree that the Issued for Construction Documents, as corrected pursuant to this provision, accurately reflect all of the changed to the Bid Documents Specifications and Drawings contained in the addends, and (2) agree that the Bid Documents Specifications and Drawings and the portions of the prebid addenda which pertain thereto shall no longer be considered Contract Documents.

709.4 Consultant Certification

The Consultant shall perform a review of the Issued for Construction documents to verify the completeness of the Technical Specifications and Drawings. The Consultant shall issue a certification that states that Issued for Construction Documents have been reviewed for completeness and that all information contained in the Issue for Bidding Construction Documents and all prebid addenda have been incorporated into the Issued for Construction documents.

709.5 Production of copies of documents

The Consultant shall prepare the number of sets required by the City for issue to the Contractor for his signature (Second Party Signature). These documents shall be delivered to the City within 5 days after Bid Opening.

709.6 Second Party Signature

The Apparent Low Bidder shall execute the contract and return it to the City along with the required bonds and insurance forms within ten (10) calendar days after its receipt of the notice. When the executed contract and the required bonds and insurance certificates are received, acceptance for the City to contract with the Apparent Low Bidder shall be sought in accordance with the Charter of the City and County of Denver. Such notice shall not create any rights in the Apparent Low Bidder to any contract with the City.
709.7 Award of Contract

A. Contract values less than $500,000: The Contract may be awarded only after approval and signature by the following: City Attorney, City Auditor, City Clerk and Recorder, Mayor. The duration required for these signatures and approvals is typically between two weeks and six weeks.

B. Contract values over $500,000: The Contract may be awarded only after approval by City Council. The process of review and approval by City Council is typically between three and eight weeks. After City Council approval, the Contract description is advertised for a period of three days by the City Clerk and Recorder. Subject to no exceptions taken during the advertisement period, the Contract is filed as an Ordinance. The Contract is then processed for signatures as identified in paragraph 1 above. This process typically takes an additional 4 weeks.

709.8 Contract and NTP

The Consultant shall be provided by the City one copy of the executed Contract. This is typically only Part I of the Contract Documents in that the Consultant is in possession of all the other portions of the Contract which include Issue for Construction Part II Specifications and the Contract Drawings.

Notice to Proceed (NTP) is the initiation of the Construction Administration Phase of work. The NTP shall be issued to the Contractor by the City (Signed by the Deputy Manager) on the date selected by the City. The Consultant shall be advised of the NTP date.

END OF CHAPTER 7
SECTION 801 - GENERAL REQUIREMENTS

801.1 NTP
The Construction Phase begins with the Issue of Notice to Proceed (NTP) to the Contractor. The Consultant shall provide as a minimum the following services during Construction Administration:

A. Attend construction meetings in accordance with City's instructions
B. Visit project site at appropriate intervals; complete observation reports
C. Review and process submittals; adhere to standard procedures established by the City regarding stamping and filing submittals
D. Interpret contract documents
E. Review and evaluate contract documents
F. Prepare and negotiate Change Orders
G. Assist City in testing observation and final acceptance review

SECTION 802 - INCONSISTENCIES IN DOCUMENTS

802.1 Notification
If the Consultant, while it performs Construction Administration Services discovers any inconsistencies improper cross-references, omissions or ambiguities in the accepted Issued for Construction Documents, Change Directives or Change Orders in the Construction Documents it shall promptly notify the City. If the City agrees that errors or omissions in those documents exist and must be corrected, the Consultant shall make the required revisions to the documents at no cost to the City.

SECTION 803 - CONSTRUCTION AND PROCUREMENT MEETINGS

803.1 Pre-construction Conference
The Consultant shall attend the meeting set by the City. The pre-construction conference is a general review with the Contractor of all the Contract requirements.

803.2 Pre work meetings
The quality control requirements of the Contract will typically require the Contractor to set up pre-work meetings on each phase of work and sometimes on each trade prior to initiation of work for that phase or trade. The Consultant shall attend these meetings as directed by the City and shall be the expert representing each contract requirement for the general work and or the specification/drawing documents related to the trade. The Consultant shall ensure that representation for his teams are fully competent and completely familiar with the Contractors scope of work. The Consultant’s representatives shall also be completely familiar with actual construction materials, techniques, sequences of work, etc. The Contractor typically has present the trades involved. This meeting is the opportunity to set the tone of the quality of work anticipated and to review documents for questions and interpretations.

803.3 Weekly Meetings
The Consultant shall attend weekly construction and procurement meetings and such other construction meetings, which the City notifies the Consultant is needed to maintain construction schedules and quality.
803.4 Written Communications with the Contractor
All written communications with the Contractor shall be transmitted by the City. The Consultant shall not, without written acceptance from the City, communicate in writing to the Contractor. (Reference GCC 309)

803.5 Suggestions to the Contractor
The Consultant shall not discuss any Project items with the Contractor without the City or his designated representative being present. Any discussions that take place will be documented by the Consultant in the Consultant Observation Report. (Reference GCC 312)

803.6 Consultant Authority
The Consultant does not have the authority to modify the terms and conditions of the construction contract. That authority rest solely with the City and County of Denver.

SECTION 804 - CONSTRUCTION OBSERVATION

804.1 Site Visits
The Consultant shall conduct the site visits with the City or his designated representative and, prior to leaving the site, will verbally discuss with the City or his authorized representative any observed defects, deficiencies and other problems and possible solutions to those problems. Unless required by Contract, the Consultant shall not be required to make exhaustive or continuous site visits to check quality or progress of the work. Such activities shall be conducted in accordance with any additional instructions from the City to observe activities associated with the construction of the Project. During these visits the Consultant shall review the quality of the work, answer questions regarding the Project design and investigate the circumstances surrounding any defects or deficiencies in the work and any other failure of the work to comply with the Contract Documents observed and/or reported by the Consultant's personnel or the construction inspectors retained by the City. The Consultant shall also monitor, during these visits, any critical construction activities identified in the Contract Documents for the Projects or requested by the City or City including, but not limited to, field fabricating or forming of major work components, mockups, testing and balancing of systems, fixture installation, electrical wiring, and the installation of any corrosion control devices and other materials required by the Contract Documents for the Project.

804.2 Fabrication and Assembly
The Consultant shall visit the Project sites and other sites in the Denver metropolitan area where manufacturing, assembly, fabrication or similar activities are occurring (1) at intervals appropriate to the progress of construction/manufacturing (weekly or more frequently to the Project site if necessary or if requested by the City), and (2) during critical construction and manufacturing processes. Consultant visitation to out of region (Denver Metropolitan area of 5 tangent counties) is required, the Consultant shall arrange for such visitations at the direction of the City.

SECTION 805 - CONTRACTOR / MANUFACTURER INSPECTION AND ACCEPTANCE REVIEWS

The Consultant shall assist the City in reviewing the contractor's or manufacturer's work in the following manner:

805.1 Preliminary and completion inspections
The Consultant shall participate in inspections to establish the completion status of each Project including the following inspections: initial inspection, completion inspection, pre-final inspection and final inspection. Participate in other inspections and testing/start-up as required by the City, which include completion inspections of phases of the work and inspections of mockups and equipment startups. The Consultant shall prepare and submit written reports to the City on the results of the inspections within 24 hours.
805.2 Punch lists
The Consultant shall assist the City in the preparation of punch lists and subsequent walk-through verification that the contractor has completed the work identified on the punchlist in an acceptable manner.

805.3 Final Inspection and Certifications
The Consultant shall participate with the City and City in the preparation of any final inspection certificates and documents required to close out affected contracts and to facilitate final payment by the City. The Consultant shall coordinate with all government agencies including but not limited to the Denver Building Inspection Division (BID) and Denver Fire Department (DFD) and provide the needed information to these departments to assure the issuance of all permits and certificates of occupancy.

805.4 Warranties
Review and determine the acceptability of any written warranties and guaranties required by the Contract Documents for each Project, which the contractor submits to the City prior to the City's acceptance of final payment.

SECTION 806 - OBSERVATION REPORTS

806.1 Reports
The Consultant shall prepare and submit within twenty four (24) hours after a site visit a written observation report to the City which describes the extent of the visit and summarizes the Consultant's observations, recommendations and answers given to questions raised by the City or City representatives. This report shall include (1) a description of all defects in materials incorporated in the work or stored-on-site materials, furnishings, equipment and workmanship or any other failure by the Contractor or its subcontractors of any tier to perform their work in full compliance with the Contract Documents for the Projects which it observes during its visits to the Projects and/or manufacturing sites and (2) Consultant recommendations for correcting such observed defects and non-conforming work. The Consultant shall immediately notify the City both verbally and in writing of any such defects and/or non-conforming work that it observes which have potential to delay a Project if they are not addressed immediately. This notice shall contain the Consultant's recommendations for correcting such defects, non-conforming work and/or failures.

806.2 Protection
The Consultant shall endeavor to protect the City against defects and deficiencies in the work performed by contractors on the Projects, including any failure of the work to conform to contract drawings and specifications, but the Consultant does not assume to have control over, have charge of and is not responsible for any of the contractors' or manufacturers' construction means, methods, techniques, sequences, procedures or safety precautions and programs in connection with the construction of the Projects or for the failure of any of the contractors to perform their work in accordance with the contract documents.

SECTION 807 - REVIEW OF CONTRACTOR / PROCUREMENT SUBMITTALS

807.1 Submittal Review Process
The Contractor shall submit all documents described in the Contract Documents and any other written communications to the City unless otherwise specified in the Contract Documents. The Consultant shall not review submittals submitted directly by the Contractor to the Consultant unless directed in writing by the City.

A. The City will transmit copies of submittals to the Consultant. The Consultant shall be responsible for pick-up of submittals at DIA, and return of submittals to DIA within 7 calendar days unless notified in writing by the City.
B. The Consultant shall prepare and keep current a log of submittals indicating status of submittals, date received, date submitted to subconsultants, and date returned to DIA. The submittal log shall be available at each construction meeting for review. The format of the log shall be as directed by the City.

807.2 Consultant Review of Submittals

Note that as part of the Consultant’s scope, the Contractor Document Submittal Report (CDSR) prepared as part of the Final Design Analysis Report should agree with the Contractor’s submittal schedule. The report should contain all submittals required by the Contractor.

A. The Consultant shall review and accept Contractor submittals including but not limited to: all drawings, specifications, samples, certificates, product data, mix designs, mockups, test data and results, test procedures and other contractor/procurement submittals required by the construction contract documents for all of the Projects for conformance with the design concept of the Project and the Contract Documents. These submittals include those listed in the CDSR or requested/transmitted to the Consultant by the City, and all submittals shall be submitted in accordance with instructions received from the City for conformance with the construction contract documents with such reasonable promptness so as to cause no delay in the progress of the work.

B. All reviews and acceptances shall be completed and the submittal returned to the DIA Construction Project Manager's within seven (7) calendar days after the Consultant receives them, unless the City has established a shorter review period for particular submittals in writing. The returned submittal shall include the Consultant's comments and any corrections or revisions, which are required to obtain its acceptance. Comments shall be on the submittal and may not be provided on separate correspondence. Annotations of submittals shall be made on reproducible ink. No color highlighting will be accepted.

C. In order to facilitate the 7 day turn-around on Contractor Submittals, for submittal reviews conducted by the Consultant or subconsultants, outside of the metropolitan Denver area, the Consultant is responsible for transmitting, both ways, the document to the out of Denver parties via the most expedient method available. This will mean by, but not limited to, overnight express delivery service.

D. The Consultant shall not use shop drawings or contractor submittals as a vehicle for making changes to the Contractors Scope, correction of design errors and omissions. Completion of the design in the Shop Drawing Process is not acceptable. The design shall be complete at time of Bid advertisement. In the event the Consultant, during its review identifies deficiencies in Contract Documents, the Consultant shall immediately notify the City and review the issues for further direction.

807.3 Consultant Review Stamp

The Consultant and all lower tier subconsultants shall use a review stamp format consistent with the Construction Contract Documents Part I in the language of the review and the marking of the status.

The Consultant shall mark, sign, and date the review; the Consultant and Subconsultant review stamp shall have the following marks: (The marks have the following meanings)

A. **ACCEPTED** is an acceptance, and means that the illustration and description appears to conform to the respective requirements of the Contract Documents.

B. **ACCEPTED AS NOTED** is an acceptance, and means that the illustration and description appears to conform to the respective requirements of the Contract Documents after changes in recognition of the reviewer’s comments. Submittals so marked need not be resubmitted.

C. **REVISE AND RESUBMIT** means that the submittal is unacceptable and shall be revised and resubmitted.
D. **WILL BE RETURNED SEPARATELY** means the submittal will be returned via a separate delivery from the CM-30 transmittal form. This item may be checked in conjunction with other submittal status review comments.

E. **NOT ACCEPTED** means that the submittal is not acceptable and that a new submittal in accordance with the Contract Documents shall be made.

F. **RECEIPT ACKNOWLEDGEMENT** means the City receives the item but no review was made. This mark is for use in resubmitting items that were previously accepted as noted and the Contractor has incorporated the notes and wants the City's staff to have the same material that the Contractor's field staff is using.

G. **SUBMITTAL NOT IN COMPLIANCE** means that the submittal is not in compliance with the requirements of Division 1 Specification Section 01300 – Submittals and has not been review or accepted. (The Consultant shall review and become familiar with the requirements of Section 01300 – Submittals)

The Consultant’s review is limited to the above categories. No other submittal review categories shall be noted on the contractor submittals without the written permission of the DIA Construction Project Manager.

Review of a separate item will not constitute review of an assembly in which the item functions. The City will withhold acceptance of submittals, which depend on other submittals not yet submitted. Review and acceptance will not relieve Contractor from his responsibility for accuracy of submittals, for conformity of submittal document to requirements of Contract Drawings and Specifications, for compatibility of described product with contiguous products and the rest of the system, or for protection and completion of the Contract in accordance with the Contract Drawings and Specifications.

**807.4 Review**

The Consultant shall review and accept/status contractor and/or City Remedial Action Requests (RARs) and Non-Conformance Requests (NCRs) forwarded to the Consultant by the City. The purpose of these written requests is to correct deficiencies in the work.

**SECTION 808 - INTERPRETATION OF CONTRACT DOCUMENTS**

**808.1 Consultant review and response**

The Consultant shall in a timely manner provide, when requested by the City, interpretations of the Contract Documents for the Projects. Such interpretations shall be expressed in supplementary drawings or sketches in CADD/FM format, specifications and instructions that the Consultant or the City may determine are necessary to provide affected contractors with sufficient direction to continue their work. All supplementary documents shall be distributed to the City in accordance with the City's instructions. The Consultant shall respond to any questions or comments by the City concerning the Contract Documents for the Projects and possible variations in those Documents, which would be accepted in the field to help maintain Project progress and Project quality and still conform to the design intent.

**808.2 Request for Information (RFI)**

(Reference GCC 404) The Contractor shall submit any requests for information or clarification of drawings and specifications to the City. The City will forward the RFI to the Consultant. The Consultant shall provide written responses to Contractor Requests for Information (RFIs). The response time to the RFI shall be no greater than five (2) calendar days from receipt of RFI but in no case shall the RFI response time by the Consultant cause delay to the Contractor's Work. The City will forward the Consultants response to the Contractor.

**808.3 Consultant Timely Notification**

The Consultant shall notify the City in a timely manner so as to cause no delay to the project whether or not the information that clarifies or answers the RFI is a change in the work scope of the Contractor. The
answer to an RFI is NOT a vehicle or substitution for completion of the Contract Documents as required in Chapter 6. Design by RFI is not acceptable. If the answer to an RFI constitutes a change in scope, the Consultant, when directed by the City, shall prepare the Change Request and any necessary drawings, cost estimates and specifications that are associated with it.

808.4 Time extensions or changes in Construction Contract Amount

When the City responds to such Contractor requests for explanation or clarification, it will issue a response, which can consist of a written explanation with or without drawings. Written responses and or drawings are typically prepared by the Consultant and furnished to the City for response. Responses to requests for information shall neither authorize nor constitute time extensions or changes in Contract Amount. Should the Contractor believe that the response to requests for information requires a change in Contract Time and/or Contract Amount, it must submit a Contractor Change Request to the City in accordance with GCC 1103.

SECTION 809 - CHANGES IN THE CONSTRUCTION WORK - ADMINISTRATIVE VEHICLES

809.1 Issue of Changes to the Work GCC 1101

The City may, without notification to any Contract surety, require the Contractor to perform additive or deductive changes to the Work without invalidating the Contract or the surety bond. All changes shall be accomplished by either a written Change Order or a written Change Directive. If a Change Directive is used, a Change Order will be executed when the terms of the change are agreed upon.

809.2 Contractor Performance of Changes

The Contractor shall promptly perform changes in the Work, which are described in Change Orders, and Change Directives in accordance with applicable provisions of the Contract Documents, unless otherwise provided in the Change Order or Change Directive.

809.3 Change Notice (CN)

The City will issue a notice informing the Contractor of a planned change in the Work and its scope, and requesting the Contractor's detailed price proposal. The Contractor shall submit a priced proposal for performing the proposed change in the Work. Change notices are typically not schedule sensitive items. The Change Notice may be accompanied by a Change Request (CR) document.

809.4 Change Directive (CD)

A Change Directive is a written order signed by the Manager of Aviation or his designated representative, which directs the Contractor to commence a change in the Work, prior to complete agreement on a Change Order. A Change Directive may be used when:

A. The City determines that the Contractor must proceed immediately to perform a change in the Work in order to avoid an adverse impact on the schedule or other unchanged work, and sufficient time is not available to negotiate an adjustment to the Contract Amount or Contract Time, or

B. The City and Contractor have not completed their negotiation and reached agreement on all of the terms of a Change Order, but the City requires the Contractor to proceed without such agreement.

C. Upon receipt of a Change Directive the Contractor shall promptly sign the Change Directive and return it to the City, and shall promptly proceed with performing the change in the Work. Additionally, the Contractor shall comply with all of the requirements of GCC 1102.

809.5 Change Order (CO)

A Change Order is a written instrument signed by the Manager of Aviation, other designated parties, and the Contractor which contains their agreement upon all of the following matters:
A. A change(s), addition(s) or deletion(s) to the Work;
B. The amount or method of the adjustment in the Contract Amount, if any (see GCC 1104); and
C. The extent of the adjustment in the Contract Time or Period of Performance (see GCC 1105), if any.

No change of Contract Time or Contract Amount, or any other change to the Contract shall be binding until the Contract is modified by fully executed Change Order.

Change Order Execution. When the City and Contractor reach agreements on the adjustments to the Contract Amount and/or Contract Time, if any, as appropriate, such agreements shall be promptly recorded in an executed Change Order.

809.6 Contractor Change Request: GCC 1103
The Contractor shall give the City prompt written notice of such matters in a letter or notice denominated "Contractor Change Request," and request a Change Order if the Contractor:

A. Receives any oral or written instructions, directives or interpretations of Contract Documents, or determinations from the City or,
B. Identifies what it believes are design errors or omissions or any other errors or omission in the Contract Drawings or Technical Specifications, or
C. Encounters a differing site condition; or,
D. Is delayed in the progress of the Work; or,
E. Becomes aware of any other matter or circumstance, which it believes would require a change in Contract Time or Contract Amount.

All Contractor Change Requests shall be dated, numbered sequentially, and shall describe the action or event, which the Contractor believes, may require the issuance of a Change Order. The Contractor shall also provide descriptions of possible Contractor actions or solutions to minimize the cost of the Contractor Change Request and, when possible, provide an estimate of the adjustment in the Contract Time and Contract Amount, which it believes, is appropriate.

SECTION 810 - CHANGES IN THE WORK - CONSULTANT REQUIREMENTS
The Consultant when requested by the City shall assist the City in a timely manner to review, evaluate, prepare and process all Change Notices, Change Directives and Change Orders described in the City's Construction Contract Documents and all Change Requests prepared by others in the following manner:

810.1 Change Request (CR)
A Change Request is a set of documents (specifications, drawings, and other documents) that describe a desired change to a project. The Change Request may be issued to the Contractor as an attachment to a Change Notice, a Change Directive, or a Change Order. When directed by the City, the Consultant shall prepare a Change Request including but not limited to the following:

A. Cost Estimate consistent with Standard Cost Estimate format.
B. Evaluation of Schedule impact stated in days of duration and specifying Contractor activities impacted.
C. Document Preparation. The Consultant shall prepare specifications and construction drawings to depict the change proposed. Prepare appropriate revisions to the contract drawings and specifications for the Projects required by the change and provide the number of copies of these documents as required in the Consultant’s "Issue for Construction"
Submittal requirements. The Consultant shall, during the Construction Administration Phase of each Project, incorporate all accepted Change Directives and Change Orders into the CADD/FM model as they are issued. The Consultant shall continually update all CADD/FM drawings for each Project during the Construction Phase in such a manner that at the completion of the Construction Phase of each Project, all accepted changes should have been incorporated into the contract drawings and specifications. The Consultant shall place in the title block and/or footer of the document indication of the Change Request number and the date. Revisions shall be “bubbled” in black ink and noted with the CR number. Subject to issue of a Change Directive or Change Order, the subsequent CR Change would have the CR 01 bubbles and annotations removed from the documents. The annotation in the title block or footers will remain the duration of the Construction Contract until the time of Record Document or Project Record development by the Consultant. Change Requests shall be numbered sequentially. Change Request number one issued on the 12th of March 1999 would be labeled “CR 01 12 MAR99”.

D. Upon written acceptance by the City, interim changes to the Contract Documents may be made on 8-1/2” x 11”, 8-1/2” x 14” or 11” x 17” documents. The Consultant shall provide the same quantity and type of copies as those in the Issue For Construction submittal.

E. The Consultant shall include with any submittal of a CR that the documents are in compliance with all code and regulatory agency requirements.

810.2 Review and Negotiation of Changes

Assist the City and City in the review and negotiation of costs and durations submitted by the contractor which are associated with changes and recommend acceptance or rejection of such costs and durations.

810.3 Design Alternatives

The Consultant shall prepare and develop alternate designs and documentation when requested by the City to help maintain each Project schedule and budget.

810.4 Code Agency Submittal

The Consultant shall assure that CR developed by the Consultant complies with code agency requirements before issue of the change to the Contractor. The Consultant shall provide all code agencies stamped copies of Change Requests that have been issued the Contractor as a CD or a CO. One stamped copy shall also be forwarded to the City.

810.5 Change Analysis

Provide to the City, when requested, the Consultant's evaluation of whether or not the scope of work described in a third party submittal of a change is complete, what impact the change may have on other portions of the contractor's work and on construction work by other contractors, the impact of the change on schedules and an estimate of the cost of the proposed change in the work.

810.6 Written Recommendations

Provide written recommendations to the City on the desirability of the proposed change.

SECTION 811 - CONTRACTOR SUBSTITUTIONS GCC 406

811.1 General

The Consultant shall in a timely manner review, evaluate and make recommendations on all contractor requests for the use of "or equals" and substitutions. If the Consultant does not recommend acceptance of a substitution or an "or equal," it shall provide specific and detailed reasons for its denial in writing.

811.2 Substitution requirements
The Contractor may ask for substitution of specified material or equipment with equal or equivalent items only under the following circumstances:

A. The Contractor provides evidence to the City which in the City's opinion, establishes that an item of specified material is not available or

B. The Contractor provides evidence to the City which, in the City's sole opinion, establishes that the specified item will have an unreasonable delivery time due to no fault of the Contractor or

C. If the Special Conditions allow the use of equal or equivalent.

If any of these circumstances occur Contractor shall request acceptance for a substitution at least 30 days before the material or equipment must be ordered. All requests shall be in writing as part of a submittal. The request shall describe all features of the requested substitution including any tie in with other elements of the construction including utilities and controls along with the substitute materials or equipment's size and capacity. The request must be submitted on the form provided by the City and shall list all differences from the product described in the Technical Specifications, include the price of the specified item and the requested substitution, and describe any advantages or disadvantages of the proposed substitution. If the or equal or equivalent material or equipment costs less than that specified, the Contractor shall so state in its submittal and if the City accepts the proposed substitution it may issue a Change Order to reduce the Contract Amount by the amount of the direct cost savings to the Contractor GCC 406.3. If the equal or equivalent material or equipment is accepted for the reasons described in GCC 406.1 (1) or (2), the City may issue a change order to increase the Contract Amount by the direct cost increase to the Contractor.

811.3 Availability of specified materials and products

The Consultant shall, at time of bid advertisement, assure that all materials and items specified are available on the market.

SECTION 812 - MISCELLANEOUS SERVICES

The Consultant agrees to perform the following services whenever they are requested by the City or the City.

812.1 Written Opinions

The Consultant shall provide a written opinion on whether any failures by a contractor or manufacturer to perform in accordance with the Contract Documents are of sufficient magnitude to constitute a basis for terminating the contract.

812.2 Contractor Claims

The Consultant shall in a timely manner provide assistance in the review and analysis of CCRs and contractor claims for changes in Contract Price and Contract Time. This assistance shall include providing the City with a written analysis of whether and to what extent a CCR or claim has any basis, and if not, providing the reasons why the CCR or claim should be denied. The Consultant, when requested by the City, shall make its personnel available to serve as witnesses for the City in administrative or legal proceedings, which involve or relate to the design or construction of the Projects.

812.3 Certifications

The Consultant shall provide a Consultant's certificate which may be required by an applicable Airport bond ordinance or other City ordinance, by any government agency providing funds for the Projects or any other local, state or federal agency with jurisdiction over the Projects, so long as it contains terms and conditions which the Consultant has a reasonable basis for certifying based on its expertise and experience on the Projects.
812.4 Product Records
The Consultant shall provide product and equipment record document information in electronic and hard copy format approved by the City that can be entered into the DIA CADD/FM files.

812.5 Additional Services
Provide other assistance and advice requested by the City or City, which is reasonably related to the Work it is required to perform during the Construction Phase. This assistance shall include, but shall not be limited to, assisting contractors' coordination for work with interfacing contractors and preparing design modifications required by the City to maintain the progress of the work, design intent and quality of work.

SECTION 813 - CHANGE ORDER / DIRECTIVE TRACKING

813.1 General
At the time of signing each Project change order / directive, each pay item of a change order or each change directive shall be categorized as one of the following.

813.2 Betterment Change Order / Directive.
A Betterment Change Order / Directive is a change order or change directive authorizing or directing changes in the work that is not essential for the completion of the Project in accordance with the Construction Documents approved by the City and the City, but is desired by the City to achieve either a better operating facility or more expeditious or economical construction process.

813.3 Required Change Order / Directive
A Required Change Order / Directive is a change order or Change Directive authorizing and directing change in the work that is (1) necessary to complete the Project as set forth in the Construction Documents, (2) made essential by the passage, adoption of promulgation of laws, statues, ordinances or regulations or an interpretation or application thereof intervening after the Owner shall have approved the Construction Documents and before the work shall have been completed and (3) under circumstances where the intervening passage, adoption, or promulgation of such laws, statutes, ordinances or regulations or the intervening interpretation or application thereof were unforeseen, unforeseeable and unknown by the Consultant at the time of the City's approval of the Construction Documents.

813.4 Errors and Omissions Change Order / Directive
An Errors and Omissions Change Order / Directive is a change order or change directive authorizing and directing change in the work arising out of an error, omission, ambiguity, defect or deficiency in the services performed under this scope of work by the Consultant or its subconsultants including, without limitation, the preparation of the Contract Documents and corrections of which is necessary in order to complete the Project as it would have been designed if such error, omission, ambiguity, defect, deficiency had not occurred.

813.5 Submittal
The Consultant shall prepare and submit to the City and City on a monthly basis, a summary of all Change Orders and Change Directives. The summary shall (a) categorize each Change Order and Change Directive and (b) explain the cause of each Change Order and Change Directive.

END OF CHAPTER 8
SECTION 901 - RECORD DOCUMENTS

All Documents shall be dated the date of Project Final Completion and shall be noted as "Project Record" in the title block or footer. Cover sheets of Specifications and Drawings shall be titled "Project Record". When each Project Contractor record documents are provided to the Consultant, the Consultant shall perform the following tasks:

901.1 Record Drawings
Incorporate in CADD format all changes in the Projects and any deviations between the drawings and the work actually performed, no matter how insignificant, including all clarifications made during construction based on marked-up prints, Change Directives (CD)s, Change Orders (CO), Request for Information (RFI), drawings and other data furnished to the Consultant by the City and City. The Consultant shall maintain on an ongoing basis from Contractor Notice to Proceed to Construction Contract Final Completion the Record Drawing information based upon information provided by the City. Annotations in the title block shall be removed and “Project Record” and date of Final Construction Contract Completion shall be entered in the Title Block.

901.2 Specifications
Incorporate all changes in Microsoft Word 2000® format in the Projects and any deviations between the specifications and the work actually performed, no matter how insignificant, including all clarifications made during construction based on marked-up specifications, CDs, COs, RFI, cut sheets, submittals, other data furnished to the Consultant by the City and City. The Consultant shall maintain Record Specification information based upon information provided by the City. Annotation in the footer of the specifications shall be consistent with 901.1 above. The Consultant shall also annotate within each specification section the product used (add products for which a Change Order was issued for substitution). Review procedures of specification annotation with the City prior to proceeding with specifications record development. Typically products or changes(additions) formally issued are identified by underline. Products not used or deletions are identified by strikeout. Identify the change (Change Order or Request For Information number) in bold typing adjacent to the change.

901.3 Final Design Analysis Report (Conformed)
Provide update and any modifications to the final design analysis report required due to changes made during the course of construction of the project. Submit PDF files in accordance with Chapter 32.

901.4 Certification
Include a certification on the cover sheet of drawings and specifications stating that to the best of its knowledge and belief the Consultant certifies that all construction shown in these record drawings has been completed in substantial conformance with the Contract Documents, and that all changes from the Contract Documents as bid have been noted to the best of its knowledge and belief. The Consultant shall include its full business address, phone numbers and a statement of disclaimers where appropriate.

901.5 Submittal
Refer to Chapter 32.

END OF CHAPTER 9
CHAPTER 10
DESIGN CONTRACT AND TASK CLOSEOUT

SECTION 1001 - GENERAL

Work specified in this section includes procedures required prior to acceptance of the Consultant's Work.

1001.1 Document Inspection

The Consultant shall inspect records of all submittals completed to assure that all deliverables required by the Contract have been completed. Inspection shall include inspection of each submittal to assure that each submittal is complete and in compliance with the Consultant Contract including the DIA Design Standards.

1001.2 Final Review

The Consultant shall meet with the City to review the status of Work completed prior to submittal for Project or Task Closeout. When the Consultant considers that the Work is complete, he shall submit written certification that:

A. Work has been completed in compliance with the Contract and all submittals have been received by the City.
B. Work has been completed in accordance with the Assigned Project or Task.
C. Review of all Contractor submittals is complete and third party inspections required by code agencies have been completed, submitted and accepted.
D. If the Project or Task required installation or Construction, the Record Documents have been submitted and accepted by the City.
E. All damaged or destroyed real, personnel, public or private property has been repaired or replaced.
F. All operation and maintenance manuals have been submitted and all training has been completed.
G. All personnel badges and vehicle permits have been returned.

1001.3 City Review

The City and authorized staff will inspect to verify status of completion with reasonable promptness after receipt of such certifications. If the City finds incomplete or defective work:

A. The City, at the City's sole discretion, either terminate the inspection or prepare a list and notify the Consultant in writing, listing incomplete or defective work.
B. The Consultant shall take immediate steps to remedy stated deficiencies and send second written certification to the City that Work is complete.
C. The City will then re-inspect Work.

1001.4 Final Adjustment of Accounts

The Consultant shall submit a final statement of accounting to the City.

A. Statement shall reflect all adjustments to the Contract Amount:
   1. The original Contract or Task Amount.
   2. Additions and deductions resulting from: Previous amendments and or allowances. Final quantities for unit price items. Along with this statement shall be detail backup for the quantities.
   3. Deductions for incomplete work and or damaged property.
4. Other adjustments.
   B. Total Contract Amount, as adjusted.
   C. Previous payments.
   D. Sum remaining due.

END OF CHAPTER 10
CHAPTER 11
SPECIFICATIONS REQUIREMENTS

SECTION 1101 - GENERAL REQUIREMENTS

1101.1 Consultant Requirements
The Consultant shall provide complete specifications for all Projects and or Tasks. Specifications include tables and schedules, and shall be arranged as noted in this Chapter.

1101.2 Compliance
The Specifications are part of the Contract Documents and shall comply with requirements of Contract Documents identified in Chapter 6.

1101.3 Location
Specifications are to be located in Part II of the Construction Contract. Part II of the Specifications shall include all general requirements, product data sheets (if required), finish/room schedules, door schedules, equipment schedules, hardware schedules, fixture schedules, other appropriate schedules and the Technical Specifications and criteria required to construct or prepare design/build proposals to construct the Projects. Part II of the Specifications shall be prepared by the Consultant based upon the Consultant's previously accepted Preliminary Technical Specifications. Division 1 - General Requirements shall be prepared jointly by the City and the Consultant.

1101.4 Consultant Preparation
The Consultant shall be responsible for preparation of the following Contract Document Specifications:

Part II Specifications

Division 1 - General Requirements: Standard Division 1 in draft stage is available from the City.

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01010</td>
<td>Summary of Work **</td>
</tr>
<tr>
<td>01012</td>
<td>Referenced Material**</td>
</tr>
<tr>
<td>01014</td>
<td>Work Sequence and Constraints**</td>
</tr>
<tr>
<td>01015</td>
<td>Security Requirements*</td>
</tr>
<tr>
<td>01016</td>
<td>Vehicle Permitting**</td>
</tr>
<tr>
<td>01020</td>
<td>Utilities Interface**</td>
</tr>
<tr>
<td>01025</td>
<td>Measurement for Payment *</td>
</tr>
<tr>
<td>01050</td>
<td>Layout of Work and Surveys **</td>
</tr>
<tr>
<td>01051</td>
<td>Project Coordination**</td>
</tr>
<tr>
<td>01060</td>
<td>Regulatory Requirements ***</td>
</tr>
<tr>
<td>01070</td>
<td>Abbreviations and Symbols ***</td>
</tr>
<tr>
<td>01091</td>
<td>Referenced Standards**</td>
</tr>
<tr>
<td>01095</td>
<td>Definitions and Conventions**</td>
</tr>
<tr>
<td>01110</td>
<td>Construction Safety*</td>
</tr>
<tr>
<td>01200</td>
<td>Project Meetings *</td>
</tr>
<tr>
<td>01300</td>
<td>Submittals *</td>
</tr>
<tr>
<td>01310</td>
<td>Schedule *</td>
</tr>
<tr>
<td>01340</td>
<td>Shop Drawings, Product Data and Samples*</td>
</tr>
<tr>
<td>01370</td>
<td>Schedule of Values *</td>
</tr>
<tr>
<td>01400</td>
<td>Contractor Quality Control **</td>
</tr>
<tr>
<td>01401</td>
<td>Independent Testing Agency**</td>
</tr>
</tbody>
</table>
Division 2 through 16: The Consultant shall prepare Division 2 through 16 specifications, Construction Drawings, Schedules, Allowances and Bid forms in compliance with DIA Standards.

SECTION 1102 - FORMAT

1102.1 Style

Use The Associated Press Stylebook (available in most bookstores) as a companion writing style guide. It alphabetically lists preferred spelling, standard abbreviations and numbering styles.

1102.2 Construction Specification Institute (CSI) Format

Follow the CSI Manual of Practice for all definitive requirements of the following:

A. Elements of a Project Manual,
B. Specification Writing Techniques
C. Production Techniques
D. Special Applications

1102.3 Construction Specification Institute (CSI) Divisions

The general CSI division breakdown of divisions 1-16 will be followed. The general CSI section format will be followed as the basis for the content and arrangement of the specification sections. Appropriate articles will be utilized to expand on these headings.

Part 1 General
Part 2 Products
Part 3 Execution

The following Part 4 and Part 5 shall be included:

Part 4 Measurement for Payment
Part 5 Method of Payment
Note: Method of payment for each specification section may vary, depending on the inclusion or exclusion of unit pricing, owner allowances, sequencing, etc.

SECTION 1103 - STANDARD TEXT ELEMENTS

1103.1 General
A Microsoft Word template for creating specifications with all DIA styles outlined in this chapter is available from the DIA Project Manager upon request.

1103.2 Margins
A. Top and bottom margin, 0.5 inches, 0.0 Gutter, 0.5 inches Header and Footer margins.
B. Left and Right Margins are each 1.0-inch.

1103.3 Typeface and Line Spacing
Print text in 10 pt. Arial normal type with 10 pt. Bold Section Titles in upper case, Line spacing is single space unless specified otherwise.

1103.4 Tab Set
Text formatting will be done by tab spaces. The standard tab is one tab equals 0.5 inches unless otherwise specified.

1103.5 Header
At the top of each text page is a six line flush right and flush left header. Border them on top and bottom. Set three returns below the bottom border. Set margins at standard 1" left and right. Typeface shall be 8 pt. upper case Arial bold

Line 1: Flush left: "TECHNICAL SPECIFICATIONS"
Flush right: "DENVER INTERNATIONAL AIRPORT"

Line 2: Flush left: enter Division number and name
Flush right: enter Construction Contract title (max of 26 Characters)

Line 3: Flush left: enter CSI Section number and Section Name
Flush right: enter Construction Contract Number (as provided by City)

The following example is reduced in width for clarity. Provide borders as indicated above and below text.

TECHNICAL SPECIFICATIONS DENVER INTERNATIONAL AIRPORT
DIVISION 1 - GENERAL REQUIREMENTS CONTRACT TITLE
SECTION 01014 - WORK SEQUENCE AND CONSTRAINTS CONTRACT NO. 12345678

1103.6 Footer
At the bottom of each text page is a six line flush right and flush left header and Section/Page Number Centered. Border them on top. Set three returns above the border. Set margins at standard 1” left and right. All typefaces in the footer shall be 8 pt. lower case Arial bold.

Line 1: Flush Left – Issue for _________. During the Design Phases and before Issue for Bid, Indicate the Phase such as “Issue for DD Review: 13 March 1999”. At Issue for Construction enter “Issue for Construction” and the date of the bid opening. At record drawing phase, enter “Project Record” and the date of Final Completion of the Construction or Installation

Line 4: Centered: Place initials of author of Specification Section
1104.1 Location
TABLE OF CONTENTS shall be at the beginning of each manual and volume, and will be designated Table of Contents in the left header and in the footer (TOC). TABLE OF CONTENTS title shall be immediately below the header and centered.

1104.2 Line Spacing
All line spacing shall be Single space.

1104.3 Line Numbering
In general, line numbering is not used at DIA. Upon request of the DIA Project Manager line numbering shall be incorporated into the specifications. The individual pages for the technical shall use automatic line numbering function of the word processing program. In the case of one side or two sided printing of the specification document, the line numbering must be shown on the right hand margin.

1104.4 Page Numbers
Number pages in each section beginning with section number and hyphenated page number. Repeat for each section.

1104.5 Section Title
10 pt. Arial Bold, centered at the top of the page. No returns prior to title entry are required in that the header carries 3 returns to allow visual spacing in the print out. Section titles correspond to standard sixteen divisions of CSI Master Format, CDOT and or the FAA Specifications numbers. Division and number are flush left, followed by a hyphen and division title.

SECTION 1105 - TEXT PAGES

1105.1 General
These follow many of the same rules as the Table of Contents page. The exceptions follow:

1105.2 Exceptions
The following is the general format to be used (utilize hanging indents)

PART 2 - PRODUCTS

2.01 MANUFACTURERS

A. Ceiling Type C4.4
1. **Tile**: White mineral lay-in boards, 24" x 48", 5/8” thick, square edge, NRC rating .5- to .60, Class A fire rating.

   a. **Acceptable Manufactures**:

   1.) Celotex Corporation

SECTION 1106 - TABLE AND FIGURE INDEXES

1106.1 **Location**

These indexes appear immediately after the Table of Contents and are designated List of Figures and List of Tables under the volume number and title in the page header. In the text, figures and tables are located as closely as possible to the narrative they illustrate.

1106.2 **Title**

Like the Table or Contents, the titles for these indexes are located 1/2” below the header and centered between the margins. In each case, the title is in 10 pt. upper case bold.

1106.3 **Format**

A. Divide each index into division. Place division numbers flush left, tab once and begin title.

B. Identify each table or figure by section, part or division and number in series.

C. Table or figure number should be flush with section title.

D. Indent 1 tab (1/4”) and begin graphic title.

E. Print section numbers and title in 10 pt. upper case bold

F. Print chart or figure number and title in 10 pt. upper case normal

G. Include section numeral along with page number and place flush left.

SECTION 1107 - TABLES AND CHARTS

1107.1 **Location**

Tables and charts are located as closely as possible to the narrative they illustrate. The tables and charts may be incorporated into the text in MS Word format. Note that tables and charts used in the specifications must be submitted in magnetic media. Full-page charts or tables immediately follow the page they illustrate. They may be either horizontal or vertical. Always allow 1 inch along the binding edge to assure legibility after reproduction and 3-hole punch.

1107.2 **Numbering**

Table and chart numbering is by section, part or CSI division and table number (i.e. Division 2, Section 02700, part 8, table number 3 would become Table 02700.8.3) Print in 10 pt., upper/lower case bold.

1107.3 **Titles**

Titles are centered above the table or charts and printed in 10 pt. upper case bold.

1107.4 **Typeface**


SECTION 1108 - NOMENCLATURE

1108.1 **Terminology**
Terminology used in all documents shall be in accordance with the terms established in the Standards and generally accepted throughout the industry and must be consistent throughout the documents.

1108.2 Abbreviations
Abbreviations shall be avoided unless listed and fully explained in Division 1 or within the specification section the abbreviation occurs.

1108.3 Generic Terms
Generic terms shall be used throughout the documents, except that the names of manufacturers, trade names, and model numbers may be specified as described under "Detail Specifications" of this section.

SECTION 1109 - BIDDING REQUIREMENTS

Division 0 of the specifications will include the Advertisement for Bids, Bidding Requirements, Instruction to Bidders, Proposal and Bond Forms, Contract Forms, General Conditions, Special Conditions and other such documents which DIA requires to complete this Division of Specification. Division 0, Bid Forms and Special Conditions, will be prepared by the City with input from the Consultant in accordance with the guidelines and instructions furnished by the City.

SECTION 1110 - DETAIL SPECIFICATIONS

1110.1 General Requirements
This portion of the specifications will describe specific project requirements and quality of materials, processes, and workmanship. The detail specifications will include the following items, when applicable:

A. Names of manufacturers - minimum of three (3)
B. Trade names and model numbers of products
C. Type, grade, and quality of materials.
D. Alloy of metals
E. Type and grade of finishes
F. Physical properties
G. Required performance, tests, and submittal
H. Methods of fabrication
I. Methods of installation
J. Tolerances
K. Warrantees

1110.2 Standard Specifications
DIA provides and maintains and standard set of DIA specific boiler plate specifications for Divisions 1-16. These specifications are to be used on all projects in the Terminal, Concourses and adjoining areas. The Architect/Engineer shall obtain a set of the most current specifications from the DIA Project Manager at the start of each project. In no case shall specifications be re-used on projects.

In the event that a specification does not exist, the Architect/Engineer may develop specifications based on MasterSpec™ or other industry standard specification. Non standard specifications shall be submitted to the DIA Project Manager for an independent review and acceptance, separate from the standard contract document reviews.

1110.3 Products and Materials
Specific products or materials required by these Design Standards Manuals shall be specified on each project to maintain design continuity, engineering efficiency and ease of maintenance. The "required" products or materials must be confirmed in writing by the City. DIA Standard specifications shall be used
for all projects. The Architect/Engineer shall obtain a set of the most current specifications from the DIA Project Manager at the start of each project. In no case shall specifications be re-used on projects.

1110.4 Specifying and Review of Products and Material Submittals

All products, materials, process, etc. which the Consultant deems necessary to specify within the Project specification, to identify Contractor requirements for quality of materials, procedures and processes and workmanship must require a Contractor submittal that must be reviewed by the Consultant in accordance with the requirements of Chapter 8 – Construction Administration. At no time shall any Contractor submittals not undergo a Consultant review for compliance with the Project specifications. Using the standard specification formats and protocols for preparation of the Project specification, should the Consultant believe that a Contractor submittal for a product, material or workmanship issue not require a submittal, written approval from the City must be obtained; to delete any requirement for the deletion of a submittal requirement of the specifications or the Consultant not reviewing the Contractor submittal for compliance to the specification requirements. In the event that a specification does not exist, the Architect/Engineer may develop specifications based on MasterSpec™ or other industry standard specification. Specifications used in this manner shall be submitted separately from the contract documents for a separate review.

1110.5 Redundancy

Care must be taken to assure that information contained in any section is not redundant, in conflict or at variance with the General Conditions, Special Conditions, Detail Specifications or Drawings.

1110.6 Reference

Each section of the Detail Specifications must list a cross reference to related work specified in other sections of the detail specifications, in order to clearly define the limits of the work described in each section.

1110.7 Industry Codes and Standards

Industry codes and standards may be referenced in the detail specifications in order to require compliance with these codes and standards. Such references shall not be used as a means to supersede the design indicated on the project drawings, or to take the place of a complete design.

1110.8 Design Standards

The specifications shall not contain any reference to compliance with the Design Standards by name. The Design Standard Manuals are to be used as a guide to the design of a project and not as a contract document for construction.

1110.9 Federal Aviation Administration (FAA) Requirements

The Consultant shall produce a report, which details the specific Federal Aviation Administration (FAA) requirements for contractor activities during construction on operating airports. This report shall contain copies of the rules, regulations and advisory circulars that specify contractor activities while constructing the Project. Following the review and acceptance of the report, the Consultant shall prepare or modify a contract document section, which specifically details contractor requirements for compliance with the FAA rules and regulations.

1110.10 REDLINE Specifications

All specifications are required to be submitted in redline format at all intermediate submittals of the Contract Documents (DD, 30%, 60%, 90%, 100%, etc). Specifications shall be edited in Microsoft Word with the track changes tool enabled (striking out deleted items and adding comment bubbles or bold text of new items). The intent of this step is to quickly identify to DIA Review Staff standard specification items
that are being removed and non-standard items that are being added to the spec. This requirement shall not be waived for any project.

SECTION 1111 - SPECIFICATIONS REQUIREMENTS CHECKLIST

1111.1 Specifications Requirements Checklist:

Following each technical specification section, Divisions 2 through Division 16, the Consultant shall develop and place the Specifications Requirements Checklist (SRC), Table 1110.7-A. This checklist is to provide a quick reference for the requirements of the Project’s contract specifications. The Consultant may determine at which level of project development for submission of the SRC as part of a preliminary specification submittal. As a minimum, the SRC must be included starting with the 30% Construction Document review submittal.

The Consultant shall not use the Specifications Requirements Checklist to identify contract specifications requirements for the construction contract. All specification requirements noted on the Specifications Requirements Checklist must be clearly defined and documented within the text of that particular contract specification section.
### Table 1111.27-1

**SPECIFICATION REQUIREMENTS CHECKLIST**

|-------------|--------------------------|-------------|---------|---------------|-------|------------|-----------------|-------------|---------------|---------------------|----------------|----------------|---------------------|-----------------|-------------|----------------------|---------------------|---------------|-------------------------|-------------|-----------------------------|----------------|------------------------|-----------|---------------------------------------------------|

**Specification Requirements Checklist Disclaimer:** This Contract Specifications Requirements Checklist is provided to supply a summary of the individual requirements for a contract specification section. It is not meant to be an all-inclusive listing of the contract specification requirements. In the event that a conflict exists between Contract Specifications Requirements Checklist and any part of the contract specification, the written requirements of the contract specification shall take precedence over the Contract Specification Requirements Checklist.
Legend:

1. **Item Number**: Assign each product called out in a specification, a numerical identifier, i.e. 1,2,3 etc.
2. **Specification Item Name**: Call out each product item in a specification, i.e., Face Brick, Flashing, Grout, Reinforcing, Doors, panic hardware, elevator, carpet, etc.
3. **Manufacturers Data**: Place a check (❑) in the column if a manufacturers data submittal is required.
4. **Samples**: Place a check (❑) in the column if manufacturer’s samples are required.
5. **Plans**: Place a check (❑) in the column if plan views are required in the shop drawing submittal.
6. **Elevations**: Place a check (❑) in the column if elevation views are required in the shop drawing submittal.
7. **Details. Calc. (Calculations)**: Place a check (❑) in the column if additional details and calculations are required in the shop drawing submittal.
8. **Eng. Stamp (Engineer’s)**: Place a check (❑) in the column if shop-drawing submittals are required to have an engineer’s stamp.
9. **Agency Review**: Place a check (❑) in the column if an agency review is required, i.e. sign off for elevator installations, etc.
10. **Ops and Maint. Manuals (Operations and Maintenance Manuals)**: Place a check (❑) in the column if operations and maintenance manuals are required.
11. **Yrs. of Exp. Installer (Years of Experience of Installer)**: Place the number of years of experience an installer must have in the manufacture of a product, i.e. 5, 10 (years), etc.
12. **Yrs. of Exp. Manuf. (Certification by Manufacturer)**: Place the number of years for the system warranty, i.e. 5, 10 (years) etc.
13. **System Warranty**: Place the number of years for the system warranty, i.e. 5, 10 (years) etc.
14. **Finish Warranty**: Place the number of years for the finishes warranty, i.e. 5, 10 (years) etc.
15. **Ind. Laboratory Test (Independent Laboratory Test)**: Place a check (❑) in the column if independent laboratory testing is required.
16. **Construction Testing**: Place a check (❑) in the column if the Contractor must perform test in the field, i.e. flood testing a waterproofing system, etc.
17. **Testing Period**: Place the time required for the duration of the test, i.e. 1W = 1 week, 7D = 7 days, 1M = 1 month, etc.
18. **Pre-Installation Conference**: Place a check (❑) in the column if a pre-installation / pre-work meeting is required.
19. **Mock Up**: Place a check (❑) in the column if a site mock-up is required, i.e. masonry walls, precast panels etc.
20. **Special Testing Requirements**: Note any special testing requirements. Notations are not necessary for code required testing, only testing specifically requested by the contract specifications.
21. **Maint. Contract (Maintenance Contract)**: Place the number of years of the term for special maintenance service contracts, i.e. elevator / escalator maintenance.
22. **Overstock Materials**: Place in the column the amount the owner is to receive as overstock materials, i.e. square yards of carpet – 1000sqyd; boxes of floor tile - 20B = 20 boxes, etc.
23. **Training**: Place a check (❑) in the column if the Contractor is to provide training to the Owner’s personnel.
24. **Installed and Warranty by Installer outlined in other Spec Section**: Place the CSI specification section number for items that are specified in one section but the installation warranty is covered by another specification section, i.e. Section 08800 GLAZING. the products are specified in this section but the systems warranty is specified in SECTION 08410 ALLUMINUM ENTRANCES AND STOREFRONT. In this instance, for products described in Section 08800 but warranted in Section 08410, place the spec number “08410” in the column associated with that product.

End of Chapter 11
CHAPTER 12
GENERAL DRAWINGS REQUIREMENTS

SECTION 1201 - GENERAL

As of 2011 all projects shall be done using Autodesk Revit and Civil 3D. Refer to Design Standards Manual 12 for detailed procedures and requirements.

SECTION 1202 - LEGACY PROJECTS

In some instances, Autodesk Revit and Civil 3D may not be required by the DIA Project Manager. Refer to 2010 DSM 1, chapter 25 for specific CAD requirements.

END OF CHAPTER 12
SECTION 1301 - ALP KEY PLAN

1301.1 Background
The City will provide CADD\FM background drawings for Consultant use in developing the ALP (Airport Layout Plan) Key Plan.

1301.2 Site Access
The Consultant shall indicate routes the Contractor Personnel and the Contractor Delivery shall be required to take in order to access the work site. Included shall be indications of vehicle gates that access the restricted area if the work activity is in the restricted area.

1301.3 Haul Routes
Indicate haul routes for truck movements such as earth fill supply or removal, including borrow and waste locations. Indicate security gate numbers.

1301.4 Trailer Site and Employee Parking
Include in the Key Plan the referenced location for the Contractors trailer, employee parking. The Plan for these areas shall be presented in larger scale drawing(s) as part of the drawing set.

SECTION 1302 - STAGING PLAN - VERTICAL ELEMENTS AND LIGHTING RESTRICTIONS

1302.1 General
Provide large-scale staging plans indicating grade level elevations and allowable height above existing grade that equipment may extend. Include also photometric studies of anticipated site lighting required during Contractor execution of the work. This document shall be submitted to DIA Planning and DIA Operations to assure conformance with FAA and DIA Operational requirements. See Chapter 28 for further information.

SECTION 1303 - STAGING PLAN - GENERAL

1303.1 Utility Access
The Consultant shall provide documentation of the source of Utilities during construction including quality and capacity of the following: Communications, Fire Protection Water, Electrical Power, Potable Water, and Storage areas.

1303.2 Environmental Controls
Provide documentation locating and defining erosion control, storm water control, temporary drainage, security, spoils areas and locations of de-watering control areas.

1303.3 Temporary Facilities
Provide documentation locating and defining employee parking, delivery, pedestrian and construction barriers, contractor storage and laydown areas, security requirements, winter protection, signage, trailers, lighting, fencing, and other requirements as directed by the City. The Consultant shall provide guidelines for temporary structure orientation and appearance.

1303.4 Temporary Traffic Control
Vehicle and pedestrian re-routing, including required temporary signage, signals, etc. Temporary Pavement markings shall be shown at 1"=100’ or at a scale as directed by the City.

1303.5 Preliminary Plans
Preliminary traffic control modification plans for construction of the Project shall be included in the schematic design submittal. The Consultant will consult with the Project Manager and other Airport Operations personnel in developing the staging and phasing plan.

1303.6 Hazard locations
Provide set back of work and constraints.

SECTION 1304 - SEQUENCING PLANS

1304.1 General
The Consultant shall provide construction-sequencing plans where construction sequences must be controlled to assure proper safety and operations at DIA. Include sequencing of pedestrian or vehicular routing, signage, staging areas, etc.

1304.2 Traffic Control
Preliminary traffic control modification plans for construction of the Project shall be included in the schematic design submittal. The Consultant will consult with the City’s City and other airport operations personnel in developing this plan.

1304.3 Operating Facility
Denver International Airport is an operating air and ground transportation facility. All parties participating in the development of this Project understand that construction will cause disruptions in the normal operations of the facility. However, normal or modified operations must continue at all times. The Consultant shall identify the sequencing and staging implications of constructing the Project under the constraints required for maintaining airport operations. The Consultant shall prepare construction drawings and specifications to describe the airport operational constraints, which will affect the construction of the Project.

1304.4 Analysis
The Consultant shall analyze and quantify the effects of construction sequencing, staging and constructibility on construction cost and schedule and incorporate these effects into its construction estimate and construction schedule. The construction contract documents shall clearly communicate the construction sequencing, staging requirements and airport operational constraints that are necessary for the Contractor to understand, prepare its bid and construction of the Project.

SECTION 1305 - DEMOLITION AND SITE PREPARATIONS

1305.1 General
Drawings shall be prepared which clearly indicate altered, discontinued, and removed work where extensive removal and/or demolition operations are required. Demolition drawings shall indicate but not be limited to the following pertinent information.

1305.2 Civil Drawings
Provide as a minimum the following information:
   A. Location and size of existing utilities or other elements.
B. Other information to clearly indicate the extent of known conditions and materials and the extent to which these are to be maintained, modified or removed.

C. Location, size and type of existing vegetation and extent to which existing vegetation is to be removed, pruned or protected and maintained.

D. Location and extent of topsoil on-site or in stockpile, indications of directions for retention, stripping, stockpiling or spreading of topsoil.

E. Symbols that are used for the demolition work shall be the same as those used on the drawings for new construction.

1305.3 Structural and Architectural
Demolition drawings shall be prepared which clearly indicate altered, discontinued, and removed work where extensive removal and/or demolition operations are required. Demolition drawings shall indicate but not be limited to the following pertinent information:

A. Location and size of structural members

B. Methods of closing openings

C. Other information to clearly indicate the extent of known materials and conditions to be removed.

D. Symbols that are used for the demolition work shall be the same as those used on the drawings for new construction.

E. Allowable loads on existing structures, constraints.

F. Locations allowed for dust or protection barriers, including type of barriers. Include drawings and constraints of barrier construction where protection of existing work is required.

1305.4 Systems Drawings

A. Fire zone interruption

B. Paging interruption

C. IMPACC system tie in

D. Baggage system interruption

E. Cut off of HVAC and impact on other systems

F. Temporary heating inside occupied areas.

G. Freeze protection

H. Ice, snow wind considerations

I. Emergency features - emergency shut-off locations

J. Emergency lighting and exiting requirements

K. Electrical lockout procedures

L. Lighting and Power systems interruptions

M. All interruptions to movement or operational activities

END OF CHAPTER 13
SECTION 1401 - CONTENTS

1401.1 General
Unless otherwise specified in this section, the Civil Engineering project drawings shall conform to Standard Drawing Format procedures. The drawings shall indicate complete design. Prior written acceptance is required for any design-build component.

1401.2 Design Requirements
Refer to DIA Design Standards Manual (DSM) 6 for detailed requirements of Civil Design, Details and Specifications.

1401.3 Categories
A. General Civil Notes
B. General Contract Layout Plan
C. Abbreviations and Symbols
D. Contract Quantities Schedules
E. Soil Boring Logs
F. Typical Cross-sections
G. Runway, Taxiway, and Roadway Alignments
H. Alignment Data
I. Site Grading Plans
J. Drainage Plans and Details
K. Utilities Profiles
L. Paving Plans and Details
M. Marking Plans and Details
N. Electrical and Lighting Plans and Details
O. Signing Plans and Details
P. Cross-Sections

1401.4 Bridge Drawings
A. Bridge Plan and Elevation
B. Foundation Plans and Details
C. Structural Plans and Details
D. Drainage/Utilities Plans and Details
E. Marking Plans and Details
F. Lighting/Electrical Plans and Details

NOTE: The actual packages may split these into separate units.
1401.5 Sequence

Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project.

Refer to Design Standards Manual (DSM) volume 12 – Chapter 2.

SECTION 1402 - RUNWAY, TAXIWAY AND ROADWAY ALIGNMENT

1402.1 Scale

The upper half of the sheet shall be a plan of appropriate scale. The following scales shall be used unless acceptance to do otherwise is given by the City:

A. Runway, taxiway, apron: Horizontal geometry shall be shown at 1"=100', Pavement markings shall be shown at 1"=100', Paving, grading and drainage plans shown at 1"=40', Profile scales shall vary to suit the level of detail to be shown. Maximum horizontal scale 1"=200', Maximum vertical exaggeration shall be 20:1. Minimum vertical exaggeration shall be 4:1.

B. Roadways: Scales shall vary to suit the level of detail to be shown. For roadways with complex geometry and dense utilities, a plan scale of 1"=10' shall be used. Plans of medium complexity shall use 1"=20'. Plans of low complexity shall use 1"=40'. Unpaved roads with no utilities or very simple utilities and which have very little detail to be shown may use scales of 1"=50' or 1"=100'.

C. Profiles shall generally be shown at the same horizontal scale as the plan views except that the horizontal scale need not exceed 1"=20' (1"=10' shall not be used). A vertical scale: 1"=5' shall be used.

It is assumed that those roads with plan scales of 1"=50' up to 1"=100' shall not require profiles. If profiles are required, they shall be drawn with a horizontal scale of 1"=50'.

1402.2 Stationing

Stationing shall be indicated in relation to the scale as follows:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Station at</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&quot; = 50'</td>
<td>Each 100 ft</td>
</tr>
<tr>
<td>1&quot; = 100' or greater</td>
<td>Each 500 ft</td>
</tr>
</tbody>
</table>

The station shall be identified by a tick mark 1/8" long. The numerals shall be 3/32" high. Station equalities shall be shown as a 1/8" open square. The equation shall be shown on a fine line drawn perpendicular to the stationed line.

1402.3 Legend

To be issued by Consultant as project progresses.

1402.4 Roadways

Where perimeter roads, access roads, etc., are to be constructed, they shall be solid lines defining the edges of the proposed alignment. Where applicable, the centerline of roads or structures shall be shown.

1402.5 Utilities

When a set of plans is to be prepared, the plan and profile sheets need show only utilities that have a major effect on the runways, taxiways, roadways, or structures. Underground Utilities: Underground utility layouts shall be shown on the appropriate paving, grading or drainage plans. Profiles shall be shown at the same scales as the plan sheets. Vertical profiles shall be 1"=5'. Utility identification structure is outlined in CADD Requirements.
1402.6 Match Lines
Each sheet shall bear match lines at each end, drawn perpendicular to the alignment, preferably at a full station. The lines shall be made up of a long dash 3/4" long and short dashes 1/8" long; the pattern repeats. The match lines shall be labeled, "MATCH LINE-STA 25+00" in letters and numbers approximately 3/16" high.

1402.7 Profile Grid
The horizontal scale shall be the same scale as the plan. The horizontal/vertical scale ratio shall be a maximum of 1/10 or a minimum of 1/5, as appropriate. Elevations shall be indicated at 10 ft. intervals. Stations shall be shown along bottom of profile grid at 4" spacing. Numbers shall be approximately 3/16" high.

1402.8 Runway and Roadway Profiles
The profile shall be shown by a single solid line. The top edge of this line defines the grade line profile of the runway or roadway. Significant points designating changes in grade shall be shown by an open circle of 1/8" diameter. These points shall be identified by a fine vertical line drawn to the circle showing the station and pertinent abbreviation. (Reference CADD Symbols)

Profile tangent intersections shall be identified by open triangles 1/8" on a side. A fine vertical line shall be drawn to the triangle and the station, abbreviation (PIVC), and the elevation shall be shown. Reference CADD Symbols.

A. Ground Line: The profile of the existing ground along the centerline of the runway, road, etc., shall be shown by a freehand style broken line and shall be labeled "EXISTING GROUND".

B. Utilities: Where they cross the runways, taxiways, or roadways, utility lines shown in plan shall also be shown in profile.

1402.9 Profile Match Line
Match lines shall be designated as in Section 10.7.5 describing Match lines. In addition, the elevation of the profile grade shall be shown.

1402.10 Alignment Data
These sheets shall be arranged in tabular form showing all horizontal points. The tables shall be arranged by runway, taxiway, etc., and read from the top to the bottom of the page. Table headings are as follows:

<table>
<thead>
<tr>
<th>Station</th>
<th>Point</th>
<th>Y</th>
<th>R</th>
<th>L</th>
<th>E</th>
<th>T</th>
<th>LS</th>
<th>AS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y and X= coordinates</td>
<td>R = radius of curvature</td>
<td>L = total curve length</td>
<td>E = super elevation in feet</td>
<td>T = length of tangent</td>
<td>LS = length of spiral</td>
<td>AS = spiral intersection angle</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1402.11 Roadway and Runway Sections

A. Nomenclature: Runway sections, including earthwork sections, shall be referred to as cross-sections.
B. Identifying Symbols and Titles: Road and runway sections shall be indicated on the plan by a section symbol and shall be identified by station below the section detail.

C. Orientation: Cross-sections shall be taken looking ahead on line. When more than one cross-section is drawn on one sheet, they shall be oriented so that the section station increases from the bottom to the top of the sheet.

D. Typical Cross-sections: Typical cross-sections shall be shown at appropriate points along the runway or roadway. They shall include the runway or roadway, shoulders and other miscellaneous typical details.

E. Special Cross-sections: Special cross-sections shall be provided in areas where they will be useful in clarifying construction details.

1402.12 Typical Details
Typical details shall eventually become project standards. They shall include runway, taxiway, apron, roadway and miscellaneous civil details.

1402.13 Drainage
Drainage layout sheet shall include detailed layout information for all utilities. These depictions shall be plan and profile sheets with horizontal scale (1" = 50'). Sheets shall be referenced by number to the layout index.

1402.14 Utility Lines
The location shall be shown by lines and identifiers as described in the CADD Symbol Standards.

1402.15 Drainage Details
These details shall include typical and special details. Typical details shall become project standards.

END OF CHAPTER 14
SECTION 1501 - CONTENTS

1501.1 Contents

The drawings shall present all information relative to the size, form, location and arrangement of the landscape components and systems of the project. The drawings shall indicate complete design. Prior written acceptance is required of any design-build components. The following shall be included on the landscape architectural drawings, when applicable to the specific project:

A. Location of materials, assemblies, products and accessories.
B. Size, thickness and significant dimensions of all landscape elements.
C. Relationship of adjacent dissimilar materials.
D. Soil boring or test pit logs including locations.
E. Irrigation drawings shall present all necessary information to show location and/or routing of all landscape irrigation system components. Drawings shall indicate at a minimum the following items as applicable to the specific area irrigation system: Spray and rotor heads, non-pressure (lateral) piping, drip tubing, electric control valve(s), air relief valve(s) quick coupling valve(s), isolation gate valve(s), pressure regulating valve(s), pressure (mainline) piping, effluent distribution piping, backflow preventer, master valve(s), water meter(s), point of connection and service line, field controller(s), chemical/fertilizer injection assembly(s), sleeving.
F. Separate drawings shall be prepared indicating power source wiring diagrams, controller(s), point of connection and service lines.

SECTION 1502 - SEQUENCE

1502.1 Numbering

Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project.

Refer to Design Standards Manual (DSM) volume 12 – section 404.1.6.5 Sheets.

SECTION 1503 - PLANS

1503.1 Landscape Plans

Plan view drawings shall present the following minimum information:

A. North direction arrow, located in accordance with drawing format requirements.
B. Floor elevation of adjacent structures using survey datum elevations and reference elevations if applicable.
C. Cross reference symbols or notations to sections, elevations, detailed plans, details or other related information continued in the drawings so these drawing elements can be readily located.
D. Extent and location of all proposed materials, patterns and finishes for all landscape elements shall be clearly indicated.
E. Topographic Drawings indicating existing conditions – contours, existing utilities, and drainage.
F. Topographic Drawings indicating contours and drainage of proposed plan.  
G. Topographic Drawings indicating Construction Staging, Contractor access, environmental control requirements during construction.

1503.2 Irrigation Plans  
Irrigation plans shall present the following minimum information.  
A. Location and size of all system components including Controllers.  
B. Routing and sizing of all piping.  
C. Description of requirements for point(s) of connection.  
D. Description of requirements for field controller installation including electrical source and controller size.  
E. Separate plans indicating power, controllers and signaling/control wiring. Plans shall be dimensioned. Note that locates for all buried devices shall be dimensionally located on Record Drawings.

1503.3 Irrigation Schedule  
Schedule shall be structured in columns showing from left to right, the component or piping symbol, manufacturer, model number, description of item, and appropriate detail number(s).  
A. Model number, manufacturer and nozzle size for all spray and rotor heads.  
B. Class of schedule and material type for all piping.  
C. Manufacturer and model number of all system components.

1503.4 Key symbols  
A. Electric control valves shall be labeled with hexagon symbol indicating valve size, controller and station number, and designed flow rate in gallons per minute.  
B. Pressure setting of all regulating valves.  
C. Location of all evergreen trees located within irrigated turf area.  
D. Specific irrigation notes as required to clearly communicate design and installation intent.  
E. Location and description of existing components, piping or conditions.  
F. Construction notes describing any special irrigation conditions.  
G. Designed static water pressure  
   1. Drip emitter schedule for specific size and type of plant material.

1503.5 Sections  
Sections and elevations shall be provided to indicate the correct vertical relationships, size and location of the landscape components.

1503.6 Details  
Construction details shall be provided which illustrate the intent of installation of all landscape components and systems including irrigation systems and components. Details shall clearly identify all required assembly parts, sizes and dimensions. Details shall be numbered and appropriately keyed with overall landscape and irrigation plans, detailed plans and schedules.

1503.7 Continuation
Drawings shall indicate, where applicable, any continuation from one drawing to another and where plans and system layouts are continued on another drawing. The location of the drawing on which the continuation appears shall be noted at the point of break in the plans. Reference Match Line 10.7.5.

1503.8 Demolition and Site Preparation

Drawings shall be prepared which clearly indicate altered, discontinued, and removed work where extensive removal and/or demolition operations are required. Demolition drawings shall indicate but not be limited to the following pertinent information.

A. Location and size of existing utilities or other elements.

B. Other information to clearly indicate the extent of known conditions and materials and the extent to which these are to be maintained, modified or removed.

C. Location, size and type of existing vegetation and extent to which existing vegetation is to be removed, pruned or protected and maintained.

D. Location and extent of topsoil on-site or in stockpile, indications of directions for retention, stripping, stockpiling or spreading of topsoil.

E. Symbols that are used for the demolition work shall be the same as those used on the drawings for new construction.

END OF CHAPTER 15
SECTION 1601 - CONTENTS

1601.1 Contents
The drawings shall present all information relative to the size, form, location and arrangement of the project components. The drawings shall indicate complete design. Prior written acceptance from the City is required for any design-build component. The following items shall be included on the architectural drawings, when applicable to the specific project:

A. Location of materials, assemblies, products, and accessories
B. Size, thickness, and significant dimensions of all building elements
C. Gauges, except for prefabricated and assembled units.
D. Diagrams of specially fabricated connections
E. Relationships of adjacent dissimilar materials
F. Soil boring or test pit logs including locations

1601.2 Design Requirements
Refer to DIA Design Standards Manual (DSM) 2 for detailed requirements of Architectural Design, Details and Specifications.

1601.3 Sequence
Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project.

Refer to Design Standards Manual (DSM) volume 12 – section 404.1.6.5 Sheets.

SECTION 1602 - PLANS

1602.1 Floor Plans
Plan view drawings shall present the following minimum information:

A. North direction arrow located in accordance to drawing requirements and at top of drawing where feasible
B. Floor elevation. The floor elevation shall be keyed to DIA database in at least one location on each floor plan. The elevation shall be clearly defined as finish floor or elevation of structural floor.
C. Identify and indicate the correct horizontal relationship, size and location of all components. Avoid repeating dimensions that are to be found on large-scale drawings.
D. Cross reference symbols or notations to sections, elevations, insert plans, larger scale plans diagrams and other drawing details so these drawing elements can be readily located

1602.2 Reflected Ceiling Plans
Reflected ceiling plan drawings shall clearly delineate all systems including but not limited to materials, soffits, ceilings, partitions, exterior walls, columns, lighting, sprinklers, monitoring devices, diffusers, grilles, registers, signage, and furring elements. The reflected ceiling plans shall carry the same minimum information is itemized in 1602.1 above.
1602.3  Large Scale Plans
Where large-scale plans are presented, critical dimensions for code compliance shall be identified.

1602.4  Precedence
There is no precedence; plan drawings of the same areas that are presented at different scales shall not deviate.

1602.5  Roof Plans
Provide roof plans that indicate all components of other disciplines including but not limited to lighting protection, mechanical, electrical, plumbing, access systems and communications systems. Indicate traffic pads from all access points to and around roof mounted equipment or areas requiring maintenance and access. Show storm water flow directions, crickets, flashings and materials.

SECTION 1603 - SECTIONS

1603.1  Precedence
There is no precedence; plan drawings of the same areas that are presented at different scales shall not deviate.

1603.2  Sections
Sections shall be provided to completely define the character of construction elements. Above or below grade elevations shall be keyed to the DIA Datum base. Notes such as "similar to" shall not be acceptable. Consultant shall provide design of each type of detail.

SECTION 1604 - ELEVATIONS

1604.1  Exterior elevations
Exterior elevations shall be provided for all exterior planes of new or modified construction, and shall include all other systems including but not limited to civil, mechanical, electrical, plumbing, fire protection, lighting, communications, lightning protection, fences, and access systems. Indicate the correct vertical relationships, size, and location of the components.

1604.2  Interior elevations
Interior elevations shall be provided for all interior plans of new or modified construction, and shall include all other systems installed in or on the surfaces.

1604.3  Material definition
Different materials shall be delineated to clearly define separation of materials.

SECTION 1605 - DEMOLITION DRAWINGS

1605.1  General
Demolition drawings shall be prepared which clearly indicate altered, discontinued, and removed work where extensive removal and/or demolition operations are required. Demolition drawings shall indicate but not be limited to the following pertinent information:
   A. Location and size of structural members
   B. Methods of closing openings
   C. Other information to clearly indicate the extent of known materials and conditions to be removed.
D. Symbols that are used for the demolition work shall be the same as those used on the drawings for new construction.

E. Complete design and detailing of systems interruptions and protection of adjacent or affected systems and operations from damage due to interruptions and or construction activities.

SECTION 1606 - COMPOSITE DRAWINGS

The Consultant shall coordinate and prepare composite drawings showing all disciplines on one drawing. Each discipline shall be identified by a specific color. One set of plots shall be submitted to the City as indicated in Chapter 32 indicating ceiling cavity spaces and utility/structural drawings. The Consultant shall ensure that the project systems are completely coordinated and that no designed interference exists. This includes conduit routings, drain lines, sprinkler systems, etc.

SECTION 1607 - EGRESS PLANS

The Consultant shall provide floor plans indicating safety egress from the facility(s) that shall include blocks of occupancy types, calculated quantity of occupants, and calculated egress widths. Includes shall be block diagrams indicating the egress schemes. These documents are not part of the Construction or issue for bid documents.

END OF CHAPTER 16
SECTION 1701 - CONTENTS

1701.1 Definition
A structural drawing delineates the various portions of the overall structural system. All construction materials shall be defined with dimensions, sizes, and locations in the structure. The drawings shall indicate complete design. Prior written acceptance from the City is required for any design-build component. Structural drawings shall be coordinated with other disciplines and shall include penetrations and other accommodations required.

1701.2 Design Requirements
Refer to DIA Design Standards Manual (DSM) 3 for detailed requirements of Structural Design, Details and Specifications.

1701.3 Sequence
Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project.
Refer to Design Standards Manual (DSM) volume 12 – section 404.1.6.5 Sheets.

SECTION 1702 - FOUNDATION PLANS

Foundation plans show location, size and type of foundations, which support the building. Plan views locate supported columns, grade beams, basement walls (if any), location and size of piles, equipment pedestals, and any other items, which are part of the foundation. Cross sections and details shall be provided to show dimensions and shapes of all concrete items not completely defined in plan. Show number and location of piles (if any) along with type, size, and length. Show reinforcing bars, anchor bolts and other embedded items, joints and penetrations. Give material properties for concrete, reinforcing steel and all other parts of foundations. Indicate on foundation plans all required penetrations and references for any modifications to reinforcing or structure required for penetrations.

SECTION 1703 - FLOOR PLANS

1703.1 Structural Steel Framing
Show framing for each floor level, and elevations (top of steel) for all members. Locate all beams with respect to column lines and give sizes. Locate all support points for equipment, posts, hangars, stairs, etc. Cut sections referring to structural steel details shall be required. Provide loads for any connections to be designed by contractor.

Define by notes all grades of steel used, types and sizes of connections (with details as required) designed by Engineer and refer to all standard drawings, charts, tables, notes, etc. for information required to construct a safe and complete floor system.

1703.2 Floor Plans
Show all plan dimensions of floor. Give outer limits, location and size of openings, elevations for all areas, floor types (concrete, grating, floor plate, etc.) and thickness, equipment supports, and any other items to be incorporated in the floor construction. Cut sections and indicate details shown on same or other sheets to show edge details, equipment pedestals, reinforcement, anchor bolts and miscellaneous embedments.
Define reinforcement grades and sizes, bar grating or floor plate sizes and details, locate all floor construction joints, reinforcement lap, splices as required. Define and locate all penetrations. Define steel decking wherever used as concrete form or otherwise shall be defined. Give material properties required for all concrete, steel, floor topping, or other materials used.

NOTE: EACH MEMBER MUST BE DRAWN. NOTATIONS SUCH AS “8 JOIST @ 4’0” O.C.” ARE NOT ACCEPTABLE DUE TO THE REQUIREMENT TO PROVIDE COMPOSITE DRAWINGS.

1703.3 Roof Plans
Define all plan dimensions and openings as for floors. Give top of steel elevations, sizes and locations of all beams, purlins, and joists. Define roof type (concrete, steel deck, etc.) Provide framing as required around openings. Give loading requirements for steel deck roofs, such as live load, wind uplift, and attachment to framing for diaphragm action. Define roof slope and locate drains. Locate support points for all roof-mounted equipment such as HVAC equipment, tanks, etc.

NOTE: EACH MEMBER MUST BE DRAWN. NOTATIONS SUCH AS “18 JOIST @ 4’0” O.C.” ARE NOT ACCEPTABLE DUE TO THE REQUIREMENT TO PROVIDE COMPOSITE DRAWINGS.

SECTION 1704 - ELEVATIONS AND WALL SECTIONS

1704.1 Show all columns, beams, bracing on column lines. Size columns and bracing. Define connections or show loads for connections to be designed by contractor. Give size for all struts and beams not shown on floor plans. Show framing at doors, windows, etc. Provide details for any non-standard connections.

On exterior walls, show girt system. Show sizes, spacing, and locate sag rods. Detail special girts, parapet construction, framing around openings, etc. Types and sizes of siding to be coordinated with architectural drawings.

SECTION 1705 - STANDARD DRAWINGS, SCHEDULES, TABLES AND DETAILS

1705.1 Drawings
In lieu of detailing repeated identical items on all views where they occur, detail on standard drawings and refer to them by letter or number designations. The drawings include, but are not limited to, the following:

A. General Notes and Details: Include references to pertinent codes and standards. Give design criteria and loads as required. Show standard details for treatment of concrete edges, joints, penetrations, and anchor bolts. Detail standard handrails and ladders and their anchorage to structure.

B. Column Schedules: Show location and size of columns used. Detail splices and base plates, showing shear bars, anchor bolts, grout and any other required features.

C. Bracing Connections: Show typical details for diagonal bracing. List all combinations of vertical, horizontal and diagonal connections between braces, beams and columns and reference by letter or number designations to plans and elevations.

D. Standard Beam and Joist End Connections: Detail typical connections, showing required tolerances, edge distances, pitch, gage, etc. Show manner of designating connections on plans. If standard connections are used for given beam sizes, list.

E. Non-standard Connections: Detail as required except where shown on plan or elevation drawings.
F. Stair Details: Show plan and elevations for all stairs, with riser and tread dimensions. Show reinforcing for concrete stairs. For steel stairs, show all member sizes, connections, bracing and supports.

G. Girt Details: Show all girt bracket types, sag rods and joints between girt sections and all connections. Detail special built-up girt sections.

H. Miscellaneous Details: Show details for all welded girders, trusses, built-up members, and assemblies used. Show all necessary views of crane girders, crane columns, and brackets and attachment to building, crane stops, clearance requirements, and dimensions relative to building column lines and elevations. Provide details for fabrication of floor plates, floor bracing and all other miscellaneous items to be installed by the contractor.

END OF CHAPTER 17
SECTION 1801 - CONTENTS

1801.1 Definitions
A mechanical drawing delineates equipment, materials, components, ductwork, piping and accessories to convey liquids, and gases for the construction of mechanical systems. Mechanical systems include HVAC, plumbing, fire protection, building automation and any process system requirements. The drawings shall indicate complete design. Prior written acceptance is required for any design-build component.

1801.2 General Requirements
These drawings establish the requirements for construction of the facility design, including pertinent services, equipment, and other features required for the performance of the mechanical equipment. These drawings incorporate dimensions, symbols, reference to codes, conventions, schedules, diagrams, etc., in describing the size and routing of pipes, the kind of material to be used, equipment criteria, duct sizes and shapes, amount of flow and the temperature of material in pipes and ducts, valve types and location, floor and wall penetrations, tank construction, equipment, piping insulation, and other facets of mechanical design as are required.

1801.3 Design Requirements
Refer to DIA Design Standards Manual (DSM) 4 for detailed requirements of Mechanical Design, Details and Specifications.

SECTION 1802 - SEQUENCE

1802.1 Numbering
Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project.
Refer to Design Standards Manual (DSM) volume 12 – section 404.1.6.5 Sheets.

1802.2 Demolition
Demolition drawings shall be developed in accordance with Chapter 25. Demolition plans shall subgroups to the work that is being identified. Demolition drawings of mechanical systems shall call out all ductwork, insulation, piping and associated controls to be removed. Controls shall be called out to be removed in the programming of that system. Abandoned in place piping and ductwork is not allowed unless obtained in writing by the DIA Project Manager.

SECTION 1803 - FLOW DIAGRAMS

1803.1 Schematic Illustrations
Flow diagrams are schematic illustrations of piping or duct circuits including equipment, components and instruments involved in the mechanical system. The purpose of flow diagrams shall be to define a mechanical system with respect to flow directions, component sizes, control functions, operational and flow balances.

1803.2 Key Drawings
Flow diagrams are key drawings, which form a basis for detail design drawings, maintenance, operator training, and construction. Because of the definitive nature of flow diagrams, they shall be developed
prior to the commencement of construction document phase piping drawings or any detail design drawings, which may be affected by the flow diagrams.

1803.3 Flow diagrams shall be required to illustrate the following:
A. HVAC airflow - all HVAC systems and relative pressurization of spaces.
B. Chilled water piping systems.
C. Cooling tower water and/or condenser water systems.
D. Process systems; chemical feed systems.
E. Hot water piping systems.
F. Plumbing waste and storm drainage systems: diagrams shall be provided and show calculated fixture unit counts on all sections and equipment.
G. Plumbing hot and cold water supply systems: diagrams shall be provided and show calculated fixture unit counts on all sections and equipment.
H. Automation; temperature controls.
I. Standpipe systems and fire risers.
J. Smoke Pressurization and exhaust.
K. Gas piping systems. Gas piping systems shall include calculations of inches of water and shall note the demand loads of all equipment to be connected to the gas system.
L. Fuel systems.

Existing flow diagrams shall be modified to show new work and modifications to any equipment represented in the diagram. The need for additional flow diagrams shall be determined on a project by project basis by the Design Engineer (supervisory) and the DIA Project Manager. The need for additional flow diagrams shall be based on the complexity of piping the mechanical system. Flow diagrams shall include contributory loads and demand loads of existing systems or systems to be provided by others and shall be so noted and quantified.

SECTION 1804 - FLOW DIAGRAM REQUIREMENTS

1804.1 General Requirements
All piping, ductwork, and equipment shall be represented on flow diagrams in schematic form. Accurate depiction of physical relationships is essential for clarity, e.g., a pressure vessel with nozzles located on top, bottom, and sides should appear on the flow diagram with nozzles shown in approximately the same relationship. Piping specialties and special features shall bear a reasonable resemblance to the actual items or installations.

1804.2 Flow Direction
A flow direction arrow shall appear at each line junction or change of direction in order to illustrate the flow direction clearly.

1804.3 Limits of Construction
Purchased equipment packages, which are pre-assembled or pre-piped, shall be so designated with a dashed line to indicate the limits of the vendor-supplied portion.

1804.4 Instruments and Controls
Instrument Society of America (ISA) symbols shall be used to represent instruments and control loops, as shown in the legend in the appendix, Section V, of this manual. Instruments shall be identified by a tag number inside a circular balloon, in accordance with ISA standards. Tag numbers shall be permanently affixed to each instrument.

1804.5 Set Points
Set points for relief valves, limit switches, control valves, dampers and operating temperatures shall be indicated. Failure positions shall be called out for control valves and dampers (fail open, fail closed).
Other instrument set points or operating control points shall be called out as appropriate to aid design and construction.

1804.6 Logic
For complex systems or those systems controlled by Direct Digital Control (DDC), a written logic description shall be added to the flow diagrams or included in the project Technical Provisions of the Specifications.

1804.7 Operating Controls
Consideration shall be given to all anticipated operating conditions, including start-up and shutdown. Flow diagrams shall show bypasses, start-up lines, shutdown lines, and any valves, controls, etc., required for any anticipated operating condition.

1804.8 Identification Tags
Facilities management identification tag numbers and basic design parameters shall be shown on the flow diagrams in a neat format along the top or bottom of each drawing. Engineer shall obtain equipment tag numbering from DIA Project Manager.

1804.9 Existing System Tie-in
When new mechanical systems are to be tied into existing systems or systems being designed by others, each tie-in shall be identified on the drawings by a hexagon symbol, as per the legend in the Appendix, Section V, of this manual. Bearing a unique tie-in number. The designer shall include a list of tie-ins on the drawings as required for a project. The tie-in schedule shall note the tie-in number, piping, ductwork or other service, and the extent of interruption required to affect each tie-in. This schedule shall be used to help coordinate construction with normal operations in order to minimize unscheduled down time.

1804.10 Symbols
Symbols used on flow diagrams for valves, instruments, and accessories shall conform to standards established by the legend.

1804.11 Gravity Drainage
When a specific service requires positive gravity drainage, arrows and notes on the flow diagram shall illustrate the slope required. Plans shall indicate starting and ending invert elevations.

SECTION 1805 - DRAWINGS FOR MECHANICAL SYSTEMS

1805.1 General
Piping drawings shall delineate the components required to convey the fluids. Drawings shall be completely coordinated with other disciplines and existing systems to ensure no conflicts occur in the documents. Drawings shall include but not be limited to such items as the supply and distribution of potable water, sanitary water and waste, storm waste, chilled water, systems for fire protection, drainage, fuel supply to boilers and heating water. Piping drawings, or a set of piping drawings, delineate the kind, size, and routing of pipe, hose and tubing, the associated vessels and equipment, and other facets of mechanical design by incorporating dimensions, symbols, codes, conventions, schedules and diagrams.

1805.2 Flow Diagrams
When flow diagrams are required they shall be completed prior to commencement of detail piping drawings.

1805.3 Enlarged Plans
When adequate detail cannot be shown on arrangement plans, enlarged plans shall be provided.
1805.4 Drawing Delineation

The following rules shall be followed in the delineation of piping drawings:

A. Exposed pipe shall be shown as a single thick line, and hidden or buried pipe shall be shown as a thick dashed (hidden) line; however, in order to delineate clearances and special conditions, 6" and larger pipe shall be shown using a double line, drawn to scale shown, the actual pipe dimensions, and pipe centerline.

B. When new and existing piping, ductwork and/or equipment are shown on the same drawing, existing pipe, ductwork and equipment shall be shown using a light or shaded line. New equipment shall be drawn with darker lines than main piping.

C. All ductwork shown on plans shall be shown using a double line, drawn to scale shown, the actual duct dimensions, and round duct centerline. Single line representation shall only be used for flexible ductwork to diffusers/grilles.

D. Pipe shall be identified as to size and service code (fluid in pipe).

E. Valve stems, hand wheels, etc., even though shown symbolically, shall be drawn to scale where a clearance problem may exist or where removal or operation may be critical.

F. The scale used for Mechanical drawings shall be as follows:
   1. General site routing plans - 1/10" to 1/20" = 1'-0"
   2. Piping plans (including double line piping) 1/8" to 1/4" = 1'-0"
   3. Enlarged Plans, Sections and details - 1/4" to 3/4" = 1'-0"

G. Pipe & ductwork mains and branches shall be dimensionally located from the facilities structure, such as column lines, walls, ceiling, equipment, supports, etc., or from recognized bench marks; as required or justified by complexity or space constraints.

H. Pipe(s) & ductwork shown in elevation or section shall have their centerline or bottom of pipe/duct elevations given above or below grade or floor elevation to a reference datum plane. All pipe/duct elevations shall be identified on the drawings and coordinated with other items vertically.

I. When draining of horizontal piping is required or drip stations are called for, the slope in lines shall be called out by an arrow placed adjacent to the applicable line.

J. The slope shall be indicated in fraction of an inch per foot or the elevation given at both ends of the slope. Invert elevations shall be given at the start point of the first bend, and obstruction clearance, at tie-ins to existing piping and/or when the continuation of the piping is covered by another discipline.

K. When more than one system or service is delineated on the drawing, line designations shall be used.

L. When pipe or tubing runs are grouped close together, the line designations shall be called out.

M. Guides, anchors and expansion compensators shall be located and described.

N. Diffusers, register and grilles shall be called out with a minimum face size, design airflow, specification type, and maximum pressure drop or maximum throw at 100 fpm.

O. Ductwork and piping callouts shall be labeled in the direction of fluid flow and indicate equipment service.
   1. In the example below, the exhaust air is labeled correctly and the supply air is labeled incorrectly. It should read "34x16 from above" or better "34x16 from AHU-CX"
1806.1 General

Heating, ventilating, and air-conditioning drawings delineate the components required to supply or move air by natural or mechanical means. Such air may or may not be conditioned, i.e., filtered, tempered and/or humidified. These drawings shall establish procedures for construction of the facility design, including pertinent services, equipment, and utilities. The delineation for these drawings shall incorporate dimensions, symbols, codes, conventions, schedules, diagrams, etc., in describing the ducts blowers, filters, heating or cooling coils, roof exhausts, grilles, dampers, air-conditioning units, pumps, and controls, ducts and equipment. The drawings shall be completely coordinated with all other design disciplines to assure that there are no designed conflicts and that the systems can be installed as delineated.

1806.2 Combined Drawings

HVAC Systems and piping systems for HVAC systems may be combined on the same set of drawings where practical and prior written acceptance form the City has been issued.

1806.3 Drawing Delineation

The following rules shall apply when detailing these drawings:

A. Drawings shall be prepared showing routing of ducts and piping and location of ducts, grilles, and required ventilation, exhaust, and/or air-conditioning equipment. The preferred scale for arrangements is $1/4" = 1'-0"$. (To aid in checking drawings and resolving potential interferences among other components, such as piping, electrical, architectural, etc., the heating, ventilation, and air-conditioning drawing shall be prepared to the same scale as these other drawings, where feasible).

B. Duct layouts shall include grille sizes, CFM, splitters, outlet control dampers, elbows, access doors, branches, volume control dampers, louver openings, booster heating equipment, test holes, and other miscellaneous components equipment and controls.

C. When duct sizes are given, the first dimension is the side shown, for example, 20x12. The 20” dimension is the width and the 12” dimension is the depth where the duct is shown in plan.

D. Material for ducts, gauge of metal, type and spacing of joints and reinforcements, type and spacing of hangers, angle or change in size transitions, and cross bracing shall be covered in the specifications.

E. Direction of flow shall be indicated by an arrow.

F. All parts such as coils, fans, dampers, filters, housings, compressors, and miscellaneous items shall be called out on the drawing. A schedule may be employed for this purpose. A schedule lists the type, size, capacity, speed, pressure, type enclosure, fins per inch and rows, and other pertinent components in tabular form. Deviations for the Standard schedules shall be approved by the DIA Project Manager prior to use.

G. Automatic control diagrams for ventilation, heating, and air-conditioning systems shall show:
   1. All controllers, sensors, thermocouples, valve and damper operators, relays, and accessories necessary to illustrate the functions and sequence of operation of all principal components in the system.
   2. The set point and throttling range of all controllers.
   3. The normally open or closed position of all valves and dampers.
   4. A list or matrix of inputs and outputs.
   5. The sequence of operation of the system through a complete winter-summer cycle, including the off and fire alarm conditions shall provided in the specifications.

END OF CHAPTER 18
SECTION 1901 - GENERAL

1901.1 Definitions
A plumbing drawing delineates equipment, materials, components, ductwork, piping and accessories to convey liquids, and gases for the construction of mechanical systems. Mechanical systems include HVAC, plumbing, fire protection, building automation and any process system requirements. The drawings shall indicate complete design. Prior written acceptance is required for any design-build component.

1901.2 General Requirements
These drawings establish the requirements for construction of the facility design, including pertinent services, equipment, and other features required for the performance of the mechanical equipment. These drawings incorporate dimensions, symbols, reference to codes, conventions, schedules, diagrams, etc., in describing the size and routing of pipes, the kind of material to be used, equipment criteria, duct sizes and shapes, amount of flow and the temperature of material in pipes and ducts, valve types and location, floor and wall penetrations, tank construction, equipment, piping insulation, and other facets of mechanical design as are required. Drawings shall be completely coordinated with other disciplines to ensure there are no conflicts and that the systems can be installed as delineated.

1901.3 Design Requirements
Refer to DIA Design Standards Manual (DSM) 4 for detailed requirements of Plumbing Design, Details and Specifications.

SECTION 1902 - SEQUENCE

1902.1 Numbering
Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project.
Refer to Design Standards Manual (DSM) volume 12 – section 404.1.6.5 Sheets.

1902.2 Demolition
Demolition drawings shall be developed in accordance with Chapter 25. Demolition plans shall subgroups to the work that is being identified. Demolition drawings of plumbing systems shall call out all insulation, piping and associated controls to be removed. Controls shall be called out to be removed in the programming of that system. Abandoned in place piping is not allowed unless obtained in writing by the DIA Project Manager.

SECTION 1903 - FLOW DIAGRAMS

1903.1 Schematic Illustrations
Flow diagrams are schematic illustrations of piping or duct circuits including equipment, components and instruments involved in the mechanical system. The purpose of flow diagrams shall be to define a mechanical system with respect to flow directions, component sizes, control functions, operational and flow balances.

1903.2 Key Drawings
Flow diagrams are key drawings, which form a basis for detail design drawings, maintenance, operator training, and construction. Because of the definitive nature of flow diagrams, they shall be developed
prior to the commencement of construction document phase piping drawings or any detail design drawings, which may be affected by the flow diagrams.

1903.3 Requirements
Flow diagrams shall be required to illustrate the following:

A. Process systems; chemical feed systems.
B. Hot water piping systems.
C. Plumbing waste and storm drainage systems: diagrams shall be provided and show calculated fixture unit counts on all sections and equipment.
D. Plumbing hot and cold water supply systems: diagrams shall be provided and show calculated fixture unit counts on all sections and equipment.
E. Automation; temperature controls.
F. Standpipe systems and fire risers.
G. Gas piping systems. Gas piping systems shall include calculations of inches of water and shall note the demand loads of all equipment to be connected to the gas system.
H. Fuel systems.

The need for additional flow diagrams shall be determined on a project by project basis by the Design Engineer (supervisory) or City. The need for additional flow diagrams shall be based on the complexity of piping the mechanical system.

SECTION 1904 - FLOW DIAGRAM REQUIREMENTS

1904.1 General
Piping and equipment shall be represented on flow diagrams in schematic form. Accurate depiction of physical relationships is essential for clarity, e.g., a pressure vessel with nozzles located on top, bottom, and sides should appear on the flow diagram with nozzles shown in approximately the same relationship. Piping specialties and special features shall bear a reasonable resemblance to the actual items or installations.

1904.2 Flow
A flow direction arrow shall appear at each line junction or change of direction in order to illustrate the flow direction clearly.

1904.3 Limits of Construction
Purchased equipment packages, which are pre-assembled or pre-piped, shall be so designated with a dashed line to indicate the limits of the vendor-supplied portion.

1904.4 Instruments
Instrument Society of America (ISA) symbols shall be used to represent instruments and control loops, as shown in the legend in the appendix, Section V, of this manual. Instruments shall be identified by a tag number inside a circular balloon, in accordance with ISA standards. Tag numbers shall be permanently affixed to each instrument.

1904.5 Set Points
Set points for relief valves, limit switches, control valves, dampers and operating temperatures shall be indicated. Failure positions shall be called out for control valves and dampers (fail open, fail closed). Other instrument set points or operating control points shall be called out as appropriate to aid design and construction.
1904.6 Controls
For complex systems or those systems controlled by Direct Digital Control (DDC), a written logic description shall be added to the flow diagrams or included in the project Technical Provisions of the Specifications.

1904.7 Operating Conditions
Consideration shall be given to all anticipated operating conditions, including start-up and shutdown. Flow diagrams shall show bypasses, start-up lines, shutdown lines, and any valves, controls, etc., required for any anticipated operating condition.

1904.8 Identification Tags
Facilities management identification tag numbers and basic design parameters shall be shown on the flow diagrams in a neat format along the top or bottom of each drawing.

1904.9 Exiting System Tie-in
When new plumbing systems are to be tied into existing systems or systems being designed by others, each tie-in shall be identified on the drawings by a hexagon symbol, as per the legend in the Appendix, Section V, of this manual bearing a unique tie-in number. The designer shall include a list of tie-ins on the drawings as required for a project. The tie-in schedule shall note the tie-in number, piping, ductwork or other service, and the extent of interruption required to affect each tie-in. This schedule shall be used to help coordinate construction with normal operations in order to minimize unscheduled down time.

1904.10 Symbols
Symbols used on flow diagrams for valves, instruments, and accessories shall conform to standards established by the legend.

1904.11 Gravity Drainage
When a specific service requires positive gravity drainage, arrows and notes on the flow diagram shall illustrate the slope required.

SECTION 1905 - DRAWINGS FOR PIPING

1905.1 General
Piping drawings shall delineate the components required to convey the fluids. Included shall be such items as the supply and distribution of potable water, sanitary water and waste, storm waste, chilled water, systems for fire protection, drainage, fuel supply to boilers and heating water. Piping drawings, or a set of piping drawings, delineate the kind, size, and routing of pipe, hose and tubing, the associated vessels and equipment, and other facets of mechanical design by incorporating dimensions, symbols, codes, conventions, schedules and diagrams.

1905.2 Flow diagrams
When flow diagrams are required they shall be completed prior to commencement of detail piping drawings.

1905.3 Drawing Delineation
The following rules shall be followed in the delineation of piping drawings:

A. Exposed pipe shall be shown as a single thick line, and hidden or buried pipe shall be shown as a thick dashed (hidden) line; however, in order to delineate clearances and special conditions, 6” and larger pipe shall be shown using a double line, drawn to scale shown, the actual pipe dimensions, and pipe centerline.
B. When new and existing pipe and/or equipment are shown on the same drawing, existing pipe and equipment shall be shown using a hidden line. New equipment shall be drawn with lighter lines than main piping.

C. Pipe shall be identified as to size and service code (fluid in pipe).

D. Valve stems, hand wheels, etc., even though shown symbolically, shall be drawn to scale where a clearance problem may exist or where removal or operation may be critical.

E. The scale used for piping drawings shall be as follows:

F. General site routing plans - 1/10" to 1/20" = 1'-0"

G. Piping plans (including double line piping) 1/8" to 1/4" = 1'-0"

H. Enlarged Plans, Sections and details - 1/4" to 3/4" = 1'-0"

I. Pipe mains and branches shall be dimensionally located from the facilities structure, such as column lines, walls, ceiling, equipment, supports, etc., or from recognized bench marks; as required or justified by complexity or space constraints.

J. Pipe(s) shown in elevation or section shall have their centerline or bottom of pipe elevations given above or below grade or floor elevation to a reference datum plane. All pipe elevations shall be identified on the drawings and piping coordinated with other items vertically.

K. Piping callouts shall be labeled in the direction of fluid flow and indicate equipment service.

L. When draining of horizontal lines is required or drip stations are called for, the slope in lines shall be called out by an arrow placed adjacent to the applicable line.

M. The slope shall be indicated in fraction of an inch per foot or the elevation given at both ends of the slope.

N. When more than one system or service is delineated on the drawing, line designations shall be used.

O. When pipe or tubing runs are grouped close together, the line designations shall be called out.

P. Guides, anchors and expansion compensators shall be located and described.

SECTION 1906 - PLUMBING

1906.1 General

Plumbing drawings delineate the components required to supply domestic hot and cold water to plumbing fixtures and then to remove this water after use through a sanitary drainage and vent system. A re-circulation hot water piping system or thermal expansion may be required by the International Plumbing Code (with Denver Building (Plumbing) Code Amendments). These drawings shall establish procedures for construction of the plumbing system design, including pertinent utility connections, plumbing fixtures and piping. The delineation for these drawings shall incorporate dimensions, symbols, codes, conventions, schedules, diagrams, etc., in describing the plumbing system design.

1906.2 Detailing Requirements

The following rules shall apply when detailing these drawings:

A. Drawings shall be prepared showing routing of domestic cold, hot and re-circulating hot water piping. Sanitary drainage and vent piping shall also be shown. Sanitary drainage and vent piping shall also be shown. The preferred scale for arrangements is 1/4" = 1'-0". (To aid in checking drawings and resolving potential interferences among other components, such as ductwork, electrical equipment, etc.). The plumbing drawing shall be prepared to the same scale as the drawings of the other disciplines, where feasible.

B. Plumbing drawings shall include pipe sizes and routing, design fixture unit counts or design flow rates, direction of flow, clean-out locations, plumbing fixture schedule, invert elevations for sanitary drainage piping, and locations for vent piping roof penetrations.

C. Materials for piping, insulation and equipment such as water meters, water heaters, water hammer arresters, infrared sensing devices for automatic valve control and plumbing fixtures, shall be covered in the technical specifications of Division 15.
D. An isometric diagram to five feet outside the buildings shall be provided for the domestic hot and cold water piping, with re-circulation hot water piping included on the isometric where applicable. Indicate water heater location, valves and tie-in location for connection to water utility service. Indicate all water meters as necessary.

E. An isometric diagram shall be provided for the sanitary drainage and vent piping to five feet outside the building, with pertinent invert elevations indicated.

F. An isometric diagram shall be provided for the following additional plumbing systems:
   1. Gas Piping Systems
   2. Storm Water Systems (Primary and Secondary)
   3. Grease Waste and Vent Systems

G. All plumbing fixtures shall be itemized in a schedule(s) on the drawings. The schedule shall list the type of fixture, and connection sizes of hot, cold, sanitary and vent piping. Water heaters may be scheduled in cases where several are required.

H. Automatic (infra-red) lavatory valve operators and flush valves shall be coordinated with the electrical engineer and shown on the plumbing drawings.

1906.3 Service Diagrams

On all projects requiring natural gas service, compressed air or other types of pressured systems, provide as part of the construction documents flow diagrams indicating demand loads. An example may be a flow diagram indicating gas service with regulator size, and inches of water demand calculations for each element or devices to be served by the gas service. Include identification at each device the range of pressures acceptable for start-up, testing and operation of the device.

END OF CHAPTER 19
SECTION 2001 - GENERAL

2001.1 Definitions

A fire protection drawing delineates equipment, materials, components, piping and accessories to convey liquids, and gases for the construction of fire protection systems. The drawings shall indicate complete design. Prior written acceptance is required for any design-build component. These drawings establish the requirements for construction of the facility design, including pertinent services, equipment, and other features required for the performance of the mechanical equipment. These drawings incorporate dimensions, symbols, reference to codes, conventions, schedules, diagrams, etc., in describing the size and routing of pipes, the kind of material to be used, equipment criteria, duct sizes and shapes, amount of flow and the temperature of material in pipes and ducts, valve types and location, floor and wall penetrations, tank construction, equipment, piping insulation, and other facets of mechanical design as are required. Drawings shall be complete and coordinated with other disciplines to ensure there are not conflicts and that the systems can be installed as delineated.

2001.2 Design Requirements

Refer to DIA Design Standards Manual (DSM) 4 for detailed requirements of Fire Protection Design, Details and Specifications.

SECTION 2002 - SEQUENCE

2002.1 General

Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project. Refer to Design Standards Manual (DSM) volume 12 – section 404.1.6.5 Sheets.

SECTION 2003 - FLOW DIAGRAMS

2003.1 Schematic

Flow diagrams are schematic illustrations of piping or duct circuits including equipment, components and instruments involved in the mechanical system. The purpose of flow diagrams shall be to define a mechanical system with respect to flow directions, component sizes, control functions, operational and flow balances.

2003.2 Key Drawings

Flow diagrams are key drawings, which form a basis for detail design drawings, maintenance, operator training, and construction. Because of the definitive nature of flow diagrams, they shall be developed prior to the commencement of construction document phase piping drawings or any detail design drawings, which may be affected by the flow diagrams.

2003.3 Requirements

Flow diagrams shall be required to illustrate the following:

A. HVAC airflow - all HVAC systems.
B. Chilled water piping systems.
C. Cooling tower water and/or condenser water systems.
D. Process systems; chemical feed systems.
E. Hot water piping systems.
F. Plumbing waste and storm drainage systems.
G. Plumbing hot and cold water supply systems.
H. Automation; temperature controls.
I. Standpipe systems and fire risers.
J. Gas piping systems.
K. Fuel systems.

The need for additional flow diagrams shall be determined on a project by project basis by the Design Engineer (supervisory) or City. The need for additional flow diagrams shall be based on the complexity of piping the mechanical system.

SECTION 2004 - FLOW DIAGRAM REQUIREMENTS

Flow diagram requirements shall conform to requirements in Chapter 19, Plumbing.

SECTION 2005 - DRAWINGS FOR PIPING

2005.1 General

Fire Protection Drawings shall delineate the components required to convey the fluids. Included shall be such items as the supply and distribution. Piping drawings, or a set of piping drawings, delineate the kind, size, and routing of pipe, hose and tubing, the associated vessels and equipment, and other facets of mechanical design by incorporating dimensions, symbols, codes, conventions, schedules and diagrams.

Systems shall never be shown support by slab on grade without flex connections.

Where systems require structural penetration for clearances of other project elements, provide a complete design including required penetration sizes and completely coordinate with the Structural Engineer all penetrations sizes and locations.

2005.2 Flow Diagrams

When flow diagrams are required they shall be completed prior to commencement of detail piping drawings.

2005.3 Delineation

The following rules shall be followed in the delineation of piping drawings:

A. Exposed pipe shall be shown as a single thick line, and hidden or buried pipe shall be shown as a thick dashed (hidden) line; however, in order to delineate clearances and special conditions, 6" and larger pipe shall be shown using a double line, drawn to scale shown, the actual pipe dimensions.

B. When new and existing pipe and/or equipment are shown on the same drawing, existing pipe and equipment shall be shown using a hidden line. New equipment shall be drawn with lighter lines than main piping.

C. Pipe shall be identified as to size and service code (fluid in pipe).

D. Valve stems, hand wheels, etc., even though shown symbolically, shall be drawn to scale where a clearance problem may exist or where removal or operation may be critical.
E. The scale used for piping drawings shall be as follows:
   1. General site routing plans - 1/10" to 1/20" = 1'-0"
   2. Piping plans (including double line piping) 1/8" to 1/4" = 1'-0"
   3. Sections and details - 1/4" to 3/4" = 1'-0"

F. Pipe mains and branches shall be dimensionally located from the facilities structure, such as column lines, walls, ceiling, equipment, supports, etc., or from recognized bench marks; as required or justified by complexity or space constraints.

G. Pipe(s) shown in elevation or section shall have their centerline or bottom of pipe elevations given above or below grade or floor elevation to a reference datum plane. All pipe elevations shall be identified on the drawings and piping coordinated with other items vertically.

H. When draining of horizontal lines is required or drip stations are called for, the slope in lines shall be called out by an arrow placed adjacent to the applicable line.

I. The slope shall be indicated in fraction of an inch per foot or the elevation given at both ends of the slope.

J. When more than one system or service is delineated on the drawing, line designations shall be used.

K. When pipe or tubing runs are grouped close together, the line designations shall be called out.

L. Guides, anchors and expansion compensators shall be located and described.

SECTION 2006 - FIRE PROTECTION

2006.1 Drawings

Fire protection drawings delineate the components required to provide fire protection to the design facility. This includes all methods of fire protection, wet-pipe, dry-pipe, deluge systems, carbon dioxide systems, Halon systems, foam systems, pre-action systems, fire extinguishers, fire hoses and standpipes. These drawings shall establish procedures for construction of the fire protection system design, including water connections to the fire main, sprinkler heads, piping, alarms, valves, etc. The delineation of these drawings shall incorporate dimensions, codes, conventions, schedules, diagrams, etc., in describing the fire protection system design.

2006.2 Detailing

The following rules shall apply when detailing these drawings:

A. Drawings shall be prepared showing routing of fire protection piping. The preferred scale for arrangements is 1/4" = 1'-0".

B. To aid in checking drawings and resolving potential interferences among other components, such as ductwork, electrical equipment, etc.) The fire protection drawings shall be prepared to the same scale as the drawings of the other disciplines.

C. Fire protection drawings shall include pipe sizes and routing, direction of flow, test connections points, riser diagrams showing valves and alarms, fire extinguisher and hose locations.

D. Materials for piping, valves, sprinkler heads, alarm devices and fire department connections shall be covered in the technical specifications of Division 15.

E. The requirements of Section 10.22.3, Flow Diagram Requirements, and 10.22.4, Drawings for Piping shall also apply to the fire protection drawings.
F. Density and remote square footage requirements shall also be indicated.

END OF CHAPTER 20
SECTION 2101 - GENERAL

2101.1 General Information and Requirements
The electrical drawings described in this section shall be prepared as applicable, depending upon the characteristics and complexity of the particular projects involved. These drawings shall be provided when essential in planning, procurement, construction, evaluation, recording, and use of the particular projects. The drawings shall indicate complete design. Prior written acceptance is required for any design-build component.

2101.2 Definition
Facility electrical drawings are graphic representations of facilities electrical design requirements.

2101.3 Design Requirements
Refer to DIA Design Standards Manual (DSM) 5 for detailed requirements of Electrical Design, Details and Specifications.

2101.4 Completeness
Facility electrical drawings, when interpreted in association with the construction specifications, shall:

A. Furnish sufficient information to permit installation of manufactured equipment that requires electrical service WITHOUT CONFLICT WITH WORK OF OTHER DISCIPLINES.
B. Furnish sufficient information to manufacture equipment that is of special design, made exclusively to meet the requirement of the project. Components and systems shall be UL listed.
C. Describe items so that they may be procured.
D. Furnish sufficient information to permit planning, construction, evaluation, recording, repair, and maintenance of facilities.
E. Furnish the above in sufficient completeness for accomplishment without the need of assistance from the Consultant.

2101.5 Sequence
Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project.
Refer to Design Standards Manual (DSM) volume 12 – Chapter 404.1.6.5 Sheets.

2101.6 Electrical and Electronic Symbols
Electrical and electronic symbols, when used, shall be in accordance with American National Standards Institute, in accordance with Section 2112 - Symbols for Electrical Drawings. Other symbols, if devised by the Consultant, shall be shown in the "ITEM" column and explained in the "DESCRIPTION" column of the LEGEND with indication "FOR THIS PROJECT ONLY."

2101.7 Symbols for Other Functional Disciplines
Symbols for functional disciplines other than electrical shall be as specified in the respective sub-sections of this manual.

2101.8 Functional Designations
Functional designations, when used, shall be in accordance with Section 2111 - Function Designations.

2101.9 Delineation Types

Electrical drawings shall generally include, as required, the following types of delineations:

A. Block diagrams
B. One-line diagrams
C. Schematic diagrams
D. Connection diagrams
E. Facility electrical power distribution plan(s)
F. Facility lighting plan(s). (Outdoor & Indoor)
G. Facility communications plan(s) and risers
H. Facility grounding plans and risers
I. Facility security plans and risers
J. Facility lightning protection plans
K. Fire alarm plans and risers
L. Panel, circuit and other schedules
M. Detail drawings

The number of delineation drawings for a project shall be kept to a minimum, consistent with clarity for constructability.

2101.10 Delineation Drawings

Subject to City acceptance, the drawings for projects need not contain all delineation types. For example, projects consisting only of a single building and a relatively simple electrical system may not need a block diagram(s) or single-line diagram(s) if the information normally found in them is effectively conveyed by other delineation types. Different and various combinations of delineation types may be shown on the same drawing, except that lighting and power shall always be on separate plans. Each delineation shall be identified by its type below the area where it is displayed, e.g., SCHEMATIC DIAGRAM. These delineations shall not be included on architectural, structural, civil, or mechanical drawings. If delineation drawings are different than outlined herein, then the Drawing Index shall clearly show combination of delineation.

2101.10 Legend

Electrical drawings shall contain a legend of symbols. The symbols as used in accordance with Section 2112 - Symbols for Electrical Drawings shall be considered standard for application to electrical drawings. If a nonstandard symbol is not fully described by supplementary notation where it is shown, it should be:

a) Contained in the "LEGEND", b) Explained in the notes to eliminate possibility of misinterpretation if paragraph (a) is insufficient, c) Noted "FOR THIS PROJECT ONLY."

2101.11 Specification Relationship

Specifications, which are a portion of a contract package, shall include an electrical section. The electrical drawings, together with the specifications shall specifically describe all the electrical design requirements of the project. Vendor information drawings may be included as reference drawings subject to written approval from the Manufacturer. Electrical drawings, which may form a part of a purchase specification drawing, may be included as reference drawings. The Consultant by submitting the documents for Bid, ensures that space allocations for equipment specified is adequate and compliant with all code requirements, including clearance requirements and free of conflicting space requirements of all other trades.
SECTION 2102 - ELECTRICAL PLANS

2102.1 Definition
Electrical plans consist of scaled delineations and line symbology arranged to depict circuits and electrical equipment installation. Diagrams and the specifications supplement the plans to present the required information for facilities. The following types of plans are included:

A. Electrical equipment arrangement
B. Facility electrical power distribution, including underground distribution
C. Facility grounding
D. Facility lighting, indoor & outdoor
E. Facility security
F. Facility lightning protection
G. Facility communications
H. Fire alarm

2102.2 Symbols
Electrical symbols used shall be in accordance with Section 2112 - Symbols for Electrical Drawings. Electrical items such as wire, conduit, cable, electrical equipment, etc., shall be delineated by line work distinguishable from line work used to depict items shown for reference or orientation. Lines between boxes on power and lighting circuit plans shall indicate cable, conduit, duct, and wire runs. Separate lines for wires within these carriers are generally not shown except by symbol. Conduit runs shall generally be indicated by straight lines run parallel to building lines, walls, floors, ceilings, etc.

Circuitry not depicting conduit routing shall be generally depicted by curved lines. When these lines are used without additional qualification, they may be interpreted as permitting the most direct, non-interfering route compliant with codes and workmanship standards. This system may ONLY BE USED BY THE DESIGNER IF the designer has professionally designed the system to guarantee no interference to the route during construction. It is the Consultant’s responsibility to design the project, not the Contractor’s. Assuming the Contractor will “figure it out” is not responsible Professional Design. When a specific routing of conduit, wire, and cable run is required, the routing of these runs shall be dimensioned and/or covered by note. Specific routing location run shall be required when routing is buried, to be placed in concrete, or to be routed through penetrations to prevent conflict or to assure clearances. Dimensional locations of routing shall be shown.

Circuit designation shall be shown for feeders, e.g.:

A. A = Alarm Circuit
B. C = Control Circuit
C. L = Lighting Circuit
D. D = DC Circuit

2102.3 Marking
Requirements for the marking of safety or warning notices, of an electrical nature, on equipment, doors, enclosures, etc., not otherwise provided for in the specification shall be included on the drawings.

2102.4 Future Space
When space is specifically set aside for the possible future installation of equipment such as a transformer, such space shall be indicated in dashed lines, dimensioned and labeled.
2102.5 Spares
Spare wires, cables, conduits, terminals, circuit breakers, etc., shall be shown and identified as spares.

2102.6 Cross-reference
Applicable drawings, including other discipline drawings, shall be referenced. Reference to vendor information drawings shall not be used. Reference made shall be to specific vendor equipment drawings only when equipment is known or received.

2102.7 Arrows on wires
The use of arrowheads on lines, which depict wire, cable, or conduits, shall be limited to the indication of "home runs" ("home runs" are those returning, without interruption, to the local panel board). Location and elevation of wire ways, electrical bus and cable trays shall be shown.

2102.8 Completeness
The completeness of the drawings shall be such that additional drawings need not be made in the field to interpret the design. The drawings shall permit the development and analysis of applicable "vendor information drawings." Unless included in the specification, the following items shall be included on the drawings:

A. Extent of utilization of National Testing Laboratory acceptance of items.
B. Compliance, as applicable, to the National Electrical Code.
C. Marking or tagging requirements, i.e., Underwriter's labels, wire sizes, fuse ratings, etc.
D. Labeling of circuits and equipment.

2102.9 Load balancing
The plans shall be so delineated that the proximity to balance load conditions can be ascertained.

2102.10 Special requirements
Special requirements such as those indicated below shall be included on the drawings:

A. Number, size, and location of building expansion joints.
B. Construction details, such as when a conduit passes from a floating floor to a rigid structure.

2102.11 Views
More than one plan view of the same area may be required to show different electrical systems, such as communications on one, power on another, and lighting on another. The plan view(s) shall be supplemented, as required, by sections, elevations, and details.

2102.12 Details
Details depict features, which require delineation in addition to that provided on the basic plan or elevation.

2102.13 Devices
Devices, which have different energized and de-energized appearance, shall be shown in the de-energized condition.

2102.14 Scale
Scales 1/8"=1'0" and larger shall generally be used. Drawings shall be the same scale as the architect's drawings, unless a larger scale is required. Drawing "north" orientation shall be the same as the architect's drawings. Building areas shall be the same as the architect's drawings and presented in the same order.

SECTION 2103 - FACILITY ELECTRICAL POWER DISTRIBUTION PLAN(S)

2103.1 Definition
Facility electrical power distribution plan(s) depict primary and secondary power distribution, control and grounding, excluding lighting, and communications. Plans shall show equipment arrangements, configuration and information to locate, position and mount electrical equipment.

2103.2 Primary Supply
The primary supply cables to, and the secondary feeder cables or busways from, service entrance equipment shall be shown.

2103.3 Secondary Circuits
Connections of secondary circuits to utilization points and associated equipment such as panelboards, distribution transformers, converting equipment, etc., shall be shown.

2103.4 Panel Board Schedules
Power panelboard schedules shall be shown. The total connected load (KVA) and the estimated demand load (KVA), including the demand factor used, shall be shown on the schedule with phases balanced.

2103.5 Panel Board Drawings
Panel Boards, existing and new, shall be delineated in plan and elevation, showing all equipment adjacent to the installation dimensionally. New and existing equipment shall be indicated to scale. If optional panel board manufacturers are specified, the LARGEST panel shall be shown, and the code required clearances shall be indicated on the drawings. Delineation of the equipment shall be provided to the extent that its orientation with surroundings clearly depicts correct top-to-bottom and front-to-back positioning. Plan views shall be oriented the same as architectural plan views. Surrounding equipment and areas shall be identified. Door swings, clear areas required for placement of parts, etc., shall be shown.

2103.6 Delineation
Equipment shall be dimensionally located from column lines, walls, ceilings, etc.

2103.7 Grounding
Grounding design shall comply with DIA Cathodic Protection requirements and shall be delineated on the drawings including detailing of the grounding bars. Grounding paths shall be shown whether made through wires, buses, conduit, ducts, rods, or other items serving as ground conductors. Bonding information shall be included, unless covered in specification. Grounding conductor sizes and locations shall be delineated.

2103.8 Raceways
Raceway systems and components (cable tray, conduit, pull boxes, wireway, etc.) shall be dimensionally located and described. Coordination of locations with other building systems is the responsibility of the Consultant. The Consultant shall ensure there are not conflicts with work to be performed by other disciplines.

2103.8 Equipment
Equipment shall be identified by notes or in a material list. Equipment shall be delineated indicated dimensions of the largest (or equal) manufactured equipment. Access clearances for equipment shall be delineated on the drawings. Provide concrete housekeeping pads for floor-mounted electrical equipment.

2103.9 Emergency Power
Standby or emergency power systems shall be included and identified.

2103.10 Transformers
Transformers shall be pad mounted on the floor if the transformer is 35 KVA or greater. Heat load of the transformer(s) shall be documented on the drawings and shall be addressed in the HVAC cooling calculations.

2103.11 Receptacles
Receptacles shall be defined by symbol and "home-run" circuit number. Note mounting height when different from typical. The panel for the home run shall be indicated on the drawings, and shall be keyed by room number as well as panel number. Intermediate pull boxes shall be designated on the drawings and shall be coordinated with all other building systems to assure access.

SECTION 2104 - FACILITY LIGHTING PLANS

2104.1 Definition
Facility lighting plan(s) are electrical plans, which depict the lighting circuits, lighting control circuits, fixtures, and accessories within a facility. Facility lighting plans delineate the installation of the lighting system beginning with the power source at the service entrance equipment or the lighting transformer and panelboards and extending to the light fixtures.

2104.2 Circuits
Lighting circuits shall generally be shown separate from other circuits. Lighting circuits may include feeders, transformers, panelboards, wires, cables, raceways, switches, lamps, outlets, emergency lighting batteries, relays, etc.

2104.3 Delineation
Delineation for systems shall include runs from the service entrance equipment through the lighting control panelboards and conductors to the lights. Size, material, etc., shall be given for wire, conduit, and special fittings.

2104.4 Panels
Panelboard connection details shall be shown; a panelboard schedule shall be used. The mounting height shall be given by note or in elevation if not covered in the specification. Panel schedules shall describe equipment and its location (Room Number).

2104.5 Symbols
The lighting symbols shall include light fixture type number or letter code within or adjacent to them with their "home-run" branch circuit number, and a lower case letter indicating switches by which they are controlled. Note height if different from typical. "Night lights" or "security lighting" circuits shall be distinguishable from the other lighting.

2104.6 Layout and Location
Coordinate lighting layouts with location of mechanical and other electrical equipment. Mounting height for fixtures shall be given by note or shown on elevations. The mounting height of switches shall be given by note or in elevation unless covered in the specification.
2104.7 Emergency Lighting

Emergency battery-powered lighting units, which are activated by power failures, shall clearly indicate the lighting circuits to which they are connected and that they are connected on the line side of all switches per applicable code.

SECTION 2105 - FACILITY COMMUNICATIONS PLAN(S)

2105.1 Definition

Facility communication plans are electrical plans which depict the interconnecting electrical circuits between devices such as telephones, closed-circuit television, intercoms, public address, etc., as well as the various alarm or signaling systems such as fire detection and alarm, energy management and control system and security alarm, etc.

2105.2 Locations

The location of the communication equipment shall be shown or noted. The interconnecting wiring and/or cabling shall be shown. When more than one system is shown on a plan, each shall be made clearly discernible. Raceway systems and components (cable tray, pull boxes, conduit, wireway, etc.) shall be located and described as required. Communication systems may be integrated together into common data communication links.

SECTION 2106 - DIAGRAMS - GENERAL

2106.1 Definition

An electrical diagram is a graphic explanation of the manner in which an electrical installation or system performs its intended function. It depicts the characteristics and relationships of items within a specified area or functional system by the use of symbols and lines. Diagrams, depending upon the type, shall show flow, function, or physical connections.

2106.2 Layout

The layout of electrical diagrams shall be such that the main features are prominently shown. The parts of the diagram shall be spaced to provide an even balance between blank spaces and lines. A sufficient blank area should be provided in the vicinity of symbols to avoid crowding of notes. Provide blank spaces for planned additions.

A. Diagram line work shall be of medium line width except where otherwise specified in the respective paragraph for a particular diagram type.

B. A set of electrical drawings shall include either a one-line diagram, schematic diagram, or both. Drawing titles shall include the delineation type, as follows, when the drawing contains only a single delineation.
   1. Block diagram
   2. Single-line diagram
   3. Schematic diagram
   4. Connection diagram

C. When combinations of electrical delineation types are included on the same drawing, the entry for the type of drawing in the title block shall be selected to adequately define the drawing content. Typically, if a drawing combines all of the delineation types, the entry in the title block shall be ELECTRICAL DIAGRAMS. Facilities diagrams shall consist of the following types as required by project:
   1. Block diagram.
3. Schematic diagram.
4. Connection diagram.

D. When a circuit contains parts, which need to be shown grouped, the grouping shall be indicated by means of a boundary line enclosure.

E. All lines between blocks or symbols shall be vertical or horizontal, with the use of diagonal lines restricted.

F. Lines shall be as direct and short as possible without the use of diagonal lines. Lines shall have a minimum number of turns and crossings, crossings shall be looped.

G. The nomenclature or other designations used for identification of blocks, symbols, equipment, etc., shall be in accordance with the device, equipment marking, or the standards established for the facilities.

H. Interface reference for flow lines, etc., that are “from” or “to” features not included on the drawing shall have a direction arrow.

I. Notes concerning physical or functional information shall be used, as required, when it is necessary to have an accompanying description to clarify the graphic presentation.

J. More than one type of diagram may be included on one drawing; however, they should usually be kept separate from plan drawings.

K. Connecting lines should preferably be drawn horizontally or vertically and with as few bends and crossovers as possible. When connecting lines are drawn parallel, the spacing between lines after fifty percent (50%) reduction shall be legible.

L. A specific diagram type may include supplementary information beyond the requirements outlined in its descriptive text. For example, a block diagram or connection diagram may include schematic information, while a schematic diagram may include wiring information. The combination of information on a specific diagram type is dependent upon increasing the utility of the diagram. The entry for the type of drawing in the title block shall be selected based upon the major purpose of the drawing.

SECTION 2107 - BLOCK DIAGRAMS

2107.1 Definition

A block diagram describes the concepts and/or organization of an equipment or facility by the use of rectangular blocks, representing functions or groups of functions. Interconnecting lines establish the relationships between blocks and indicate the direction of information flow. A block diagram is used to give a quick over-all picture of a system and the general interrelationships between components of that system. It may be used for general arrangement studies, functional explanations, systematization of facilities, or for design discussion purposes.

2107.2 Requirements

A. Diagrams:

1. A block diagram shall be presented in as simple a form as possible. Rectangular blocks shall be used to represent functional electrical systems or parts thereof and/or major elements of an electrical system or circuit. Various other symbols may be used as supplementary information to increase the utility of the diagram.

2. Identifying nomenclature shall be included within the blocks.
3. Block diagrams may be made for any level of project activity. For example, a block diagram at the highest level may be made for a complete project, or any lower-order stage.

4. Related mechanical, electro-mechanical, or optional apparatus may also be included on block diagrams in rectangular form.

5. Mechanical connections between such elements shall be illustrated with dashed lines connecting the applicable blocks.

6. If the form of the circuit involves multiple sources and common or similar circuits, or variations thereof, tabulations may be used.

7. If a block diagram must be divided and placed on more than one drawing, the division of the circuit should be made in a logical manner, that will avoid confusion and at a point of minimum information transfer.

B. Connecting Lines:

1. Lines connecting blocks shall indicate relationships, direction of flow of the system, sequence of operation, etc. The arrangement of lines and blocks shall show action or energy flow in functional sequence from top to bottom and/or left to right of the diagram, starting at the top left or top center and ending at the bottom right of the diagram.

2. Connection lines shall be labeled, where necessary, to make the meaning clear and unmistakable. When dashed lines are used for more than one purpose on a block diagram, these purposes shall be made clear by label, legend, or note.

3. Connecting lines may include arrows to further define the circuit flow.

SECTION 2108 - ONE-LINE DIAGRAMS

2108.1 Definition

A single-line diagram shows, by means of single lines and graphic symbols, the course of an electrical/electronic circuit or system of circuits and the component devices or parts used therein. The principal objective of the single-line diagram is to record a maximum of significant information in a minimum of space. Facilities single-line diagrams are most useful in representing power distribution and communication systems. It may be used in the study and explanation of the facilities. A single-line diagram conveys basic information about the operation of a circuit or system of circuits. It omits much of the detailed information usually shown on schematic or connection diagrams. A single-line diagram delineates, in more detail than a block diagram, information, which will subsequently be shown on other diagrams.

2108.2 Requirements

The requirements specified in Section 2109 - Schematic Diagrams shall apply in addition to the following:

A. Only one phase of a multiphase system and one polarity of a dc system shall be used to simplify the circuit and to include the necessary essentials.

B. Descriptive nomenclature, when used, shall be placed above or to the right of the subject element or connecting line unless other placement has a distinct advantage for the particular application.

C. All symbols shall be of the single-line type.

D. A single-line diagram is termed functional if various line widths are used to separate categories of circuits. When this type of diagram is made, the line widths shall be defined. No more than two widths of lines shall be used. Heavy-width lines represent power circuits and medium-width lines represent control and measurement circuits.
E. Nominal voltages shall be used for supplementary information in the designations of systems.

F. Power transformer impedance shall be indicated on the drawing.

G. Transformer voltage representation shall use the symbols dash (−) and slant (/) as follows:

H. The dash (−) is used to separate the voltage ratings of separate windings on a transformer, e.g., 13.8 KV -480V.

I. The slant (/) is used to separate multiple voltages or indicate taps of the same winding, e.g., 208Y/120.

J. Transformation ratios shall use the slant (/) as the separation between the values.

K. A one-line diagram may show only the power circuits or be extended to include secondary and control circuits in the simplified form.

L. The one-line diagram may include pertinent rating information about its items; for example voltages of potential transformers, ampere rating of current transformers, fault current, interrupting capacity, breaker frame and trip ratings of circuit breakers, motor horsepower ratings, load estimates, bus ampere and voltage rating.

M. A one-line diagram may also include wire and cable information, and further descriptions of elements; i.e., element categories, models, drawing numbers, functional designations, length of cable.

N. Indicate distribution equipment, power, control and metering, and protective relay circuits from the incoming feeder to ultimate motor lighting panel or other load, including item names.

O. Winding connection symbols shall be used adjacent to the symbols for the transformer windings.

P. The quantity of a particular device may be indicated on a single-line symbol when it is necessary to define its quantity in relation to the graphical symbol. The numeral indicating quantity is placed adjacent to the symbol. The number 3 adjacent to the magnetic overload device indicates that there are three circuits like the one shown.

Q. A note shall be included with the legend or notes indicating the function of the quantity numeral, e.g., "THE NUMERAL ADJACENT TO RELAYS DENOTES QUANTITY."

R. Device lists shall be incorporated on the drawings and included as part of the legend, when functional designations per Section 1910 Connection Diagrams are used. In addition, the meaning of each suffix used with a device function number should be listed if it is not included with a complete device function number. The following illustrates a device list.

Examples of Device Function Numbers

1A    Master Element
1M    Master Element
23    Temperature Control Device
38    Bearing Protective Device
43    Manual Transfer Switch
47    Phase Sequence Voltage Relay
49    Machine Thermal Relay
51    AC Time Overcurrent Relay
51N   AC Time Overcurrent Relay (Neutral)
52    AC Circuit Breaker
52X   Auxiliary Relay for 52
86    Locking-out Relay

S. Protective relays may be included along with an indication by operator dash lines on the device that the relay acts upon.
T. Electrical values and other functional information shall be included as necessary to allow
analysis of the circuit.

Examples of some types of information that may apply are as follows:

A. Current, voltage and interrupting rating of circuit breakers.
B. Primary and secondary voltages and kVA ratings of power transformers.
C. Voltage and kVA or kW rating of generators.
D. Voltage and HP rating and type of motors.
E. Rating and type of load on feeder circuits.
F. Ratings of power and control sources.
G. Circuit breaker frame trip and interrupting current.
H. Switches ampere rating.
I. Ratings of instrument transformers, fuses, resistors, capacitors, and contractors, motor
   starters.
J. Resistance to ground, inductance, and temperature ratings.
K. Voltage and current waveforms.
L. Bus amperage, voltage and fault current capacity.

SECTION 2109 - SCHEMATIC DIAGRAMS

2109.1 Definition

A schematic diagram shows, by means of lines and graphic symbols located in sequence of function, an
electrical/electronic circuit or system circuits. A schematic diagram is particularly useful where the
electrical relationships or circuits and device elements are the principal considerations. It may be used in
systematization and/or circuit analysis. A schematic diagram emphasizes the device elements of a
circuit, as distinguished from the physical arrangement of conductors, devices, etc., of a circuit system.
The circuit layout follows the signal or transmission path from input to output, left to right, or in the order of
functional sequence without regard to the actual physical shape, size, or location of the device. They
show, in straight-line form, all circuits and items within a defined area or portion thereof.

2109.2 Symbols

Electrical item symbols shall be shown in their de-energized state unless otherwise noted on the drawing.
In general, terminal symbols may be omitted unless required for clarification.

A. The diagram shall be arranged so that the drawing user can follow the functional
relationships (input to output, source to load, order of potential utilization, etc.). Layout
should be such that the path of energy flows from left to right, top to bottom, or a
combination thereof.

B. Items of the circuit shall be assigned functional designations. The designations shall be
placed adjacent to their symbols, preferably above or to the right of the symbol.

C. Descriptive nomenclature shall be used to label all inputs and outputs of the schematic
diagram. Physical operating label nomenclature (for example, PUSH TO TEST) should be
placed adjacent to the push-button switch that will have such a label.

D. For interrupted single lines, the line identification may also serve to indicate destination. In
general, identification practice for interrupted single lines shall be the same as for grouped
and bracketed lines described in the paragraph on interrupted grouped lines. When
interrupted lines are grouped and bracketed, line identifications shall be shown. Bracket
destinations or connections may be indicated either by means of notations outside the
brackets or by means of a dashed line. When the dashed line is used to connect brackets, it shall be drawn so that it will not be mistaken for a continuation of one of the bracketed lines. The dashed line shall originate in one bracket and terminate in no more than two brackets. Letters, numbers, abbreviations, or other identifiers for interrupted lines shall be located as close as possible to the point of interruption.

E. The relation of switch position to circuit function shall be shown on schematic diagrams. For simple toggle switches, it may be sufficient to identify position with notations such as ON-OFF. For more complex switches, position-to-function relations may be shown either near the switch symbol or at a more convenient location on the drawing. When rotary switches perform involved functions a tabular form of presenting supplementary information is preferred, such as a selector switch contact development table.

F. When parts of rotary switches are designated S1A, S1B, S1C, etc., the suffix letters A, B, C, etc., shall start from the knob or actuator end and then be assigned sequentially away from this position. Each section of the switch shall be shown viewed from the same end. When both sides of a rotary switch section are used to perform separate switching functions, the front (knob or actuator end) and rear symbols should be differentiated by appropriately modifying the reference designation, for example S1A FRONT and S1A REAR.

G. When portions of connectors and terminal boards are separated on the diagram for drawing convenience, the words "PART OF" shall precede their designation labels or each individual terminal shall be labeled with its reference designation. When the separation of portions of connectors or terminal boards on the same drawings becomes extensive, the separated parts may be identified as individual terminals. If individual terminals from different parts, such as connectors, are intermixed, mechanical connecting lines shall be omitted.

H. When mechanical functions are closely related to certain electrical functions, the mechanical components shall be linked to the applicable graphic symbols of the schematic diagram.

I. Connecting points of lines should not be purposely laid out to represent actual physical arrangement of wires. This type of information will be provided by connection diagrams.

J. Terminal identifications may be added to graphic symbols to indicate actual physical markings, which appear on or near item terminations.

K. When terminals or leads of multi-lead items are identified on the item by a wire color, code, letter, number, or geometric symbol, this identification shall be shown on or near the connecting line adjacent to the symbol.

L. When rotary-type, adjustable resistors are shown on schematic diagrams, it is desirable to indicate the direction of rotation with respect to an arbitrary reference point. It is customary to refer to the rotary motion as clockwise or counterclockwise when rotation is viewed from the knob or actuator end of the control.

M. Subdivisions of items may be identified by adding a suffix letter to the designation of the part. For example, CB1A and CB1B identify electrically separate sections of a dual circuit breaker designated CB1. In cases where multiple items are physically integral but are shown separately they shall be identified by suffix letters. Where they are shown together within an enclosure, the assignment of suffix letters is optional.

N. Portions of multi-item components may be shown at different locations on the schematic diagram. In such cases, suffix letters added to reference designations will indicate the relationships of the subdivisions to the whole components.

O. In schematic diagrams for switching circuits, reference designations may be aligned along one edge of the circuit instead of being shown at the symbol. Mechanical linkage lines of multi-item switching devices and reference designations for individual contacts may be omitted when the association of parts is clear.
P. Explanatory information in the form of notes, that describe sequence of operations or the dependence of a circuit upon other actions, may be located adjacent to the particular related device, schematic delineation, or with the notes of the drawing.

SECTION 2110 - CONNECTION DIAGRAMS

2110.1 Definition

A connection diagram shows the general physical arrangement and electrical connections of a unit or of its component devices or parts. It may cover internal or external connections, or both, and contains such detail as is needed to make or trace the connections on the equipment. An interconnection diagram is a form of connection diagram, which shows the external wiring connections between different units of an equipment or different equipment of a system. Connection diagrams are used as a guide for installation of wire or cable. They are used for circuit tracing but not for circuit analysis. They serve the following purposes:

A. Furnish information showing electrical connections for an installation in diagram form.
B. Facilitate determination of electrical connection adequacy.
C. Terminals shall be named, spare terminals indicated.
D. Facilitate maintenance of equipment.

Supplement schematic and single-line diagrams by relating circuit information with the actual wiring and relative location of items. Connection diagrams are classified as either "lineless" or "line" types. The "line" type classification includes two subtypes: the point-to-point and the cable (or highway) type. The point-to-point diagram shall be used when the quantity of connections is small. The cable or highway type, as well as the "lineless" type, shall generally be used for a complex connection diagram.

2110.2 Common Requirements

A. The physical arrangement of device terminals and connections thereto are generally pictorially shown.
B. All connections shall be listed or all lines and symbols required to fully represent wire, cable, and circuit items and their connections within a defined area shall be depicted.
C. Point-to-point wire and/or cable types, connection information, and specific terminal identifications shall be shown.
D. System items, whenever feasible, shall be represented by rectangles and/or circles. Other geometric shapes, which approximate the outline of the item, and are simple in form may be used. These outlines may encompass portions of their internal circuits in single-line or schematic form where more rapid understanding of the drawing will result, e.g., fuses, circuit breakers, switches, etc.
E. Terminations on items shall be represented by attached lines, rectangles, or circles. They shall be identified by letters, numbers, pigtail colors, or other nomenclature. This identification shall agree with actual marking on the item, when possible, and shall be compatible with other designations of the same item within the drawing set.
F. Item symbols shall be identified with the functional designations or other nomenclature assigned to them on single-line and/or schematic diagrams of the facility.
G. Rating and circuit function information, which is indicated, on single-line and/or schematic diagrams shall not be duplicated on connection diagrams. however, polarities and phase indications shall be included.
H. To avoid possible damage to equipment by improper connections, every consideration shall be given to indicating proper phasing. The diagram shall specify wires, which must be grouped in conduits as well as the proper identification of the wires and conduits. If
conduits are not used, the wires must be grouped in a convenient manner to facilitate identification.

I. Pre-wired connections are those made by the equipment or item manufacturer. Pre-wired connections may be indicated by drawing notes directed to the connecting line indicating that the connection is pre-wired.

J. Connections shown with solid lines outside of the symbol outline indicate connections, which are required to be made by those making the installation.

K. The item symbols may be arranged in the manner, which provides the simplest, most diagrammatic form of representation. They may also be arranged to approximate their actual physical relationship with each other.

L. Information notes may be included for clarification and explanation as required.

2110.3 Requirements for Line-Type Connection Diagram

A. Continuous lines to represent conductors between the terminals of one item and the terminals of another item shall be shown.

B. The lines shall be drawn horizontal or vertical wherever possible and as direct as practical. Double crossovers should be avoided.

C. Wire sizes shall be indicated in terms of American Wire Gage numbers. Insulation and cable composition shall be defined by the drawing note, which may call for the applicable specification. When a number of wires are the same size, it is recommended that a general note such as the following be included:

D. "ALL WIRES 12AWG (SPECIFICATION NO.) UNLESS OTHERWISE SPECIFIED."

E. Multi-conductor cables shall utilize ICEA/NEMA method 1 (CEA S-19-81 Table 5-2) color coding utilizing colored insulation and contrasting tracers for a total of 127 positive conductor codings. Spare wire shall be indicated.

F. Wire colors shall be indicated for wire other than that which is part of cable assembly information included on another drawing or specification. It is preferred that color designations be shown above the line to which they belong. Wire color designations shall be placed at both ends of a connection line unless the connection shown is short, in which case a single indication is sufficient. Wire colors shall be indicated by showing abbreviations shown below. Shielded wire shall be indicated.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>BK</td>
<td>Black</td>
</tr>
<tr>
<td>W</td>
<td>White (Neutral Conductor Only)</td>
</tr>
<tr>
<td>R</td>
<td>Red</td>
</tr>
<tr>
<td>G</td>
<td>Green</td>
</tr>
<tr>
<td>OR</td>
<td>Orange</td>
</tr>
<tr>
<td>BL</td>
<td>Blue</td>
</tr>
<tr>
<td>Y</td>
<td>Yellow</td>
</tr>
<tr>
<td>BR</td>
<td>Brown</td>
</tr>
</tbody>
</table>

2110.4 Requirements for Highway Line-Type Connection Diagram

A. The highway line-type connection diagram is basically the same as the point-to-point line-type diagram with the exception that groups of inter-item connecting lines are merged into paths called highways instead of being shown for the entire run as individual lines.

B. From the device or component terminals, short lines or feed line are drawn perpendicular to the cable or highway line. The junction of the feed line with the highway line shall be indicated with an inclined or curved line. The curved or inclined line indicates the run direction in joining the cable or highway line.
C. Crossing of lines shall be avoided. If this is not possible, they should be looped at 90° with respect to each other.

D. Wire data on feed lines shall include wire destinations, color and wire type.

E. Feed-line destinations may be indicated by specifying function or other designations and terminal number of the component to be connected.

F. Wires which must be segregated for electrical reasons from other wires, or which are otherwise critical, shall be shown separately or run directly from terminal to terminal.

G. More than one cable or highway line may be used to facilitate indication of wire runs or to indicate grouping of particular wires into cable or harness assemblies. A drawing note with the aid of a symbol, if necessary, shall identify the highways as being part of the same or different cable assemblies.

H. Wire groupings may be shown as in interrupted line, identified with a symbol, and the destination grouping with the same symbol and letters or numbers.

2110.5 Requirements for Lineless-Type Connection Diagram

A. Continuous connecting lines between items are omitted. Short spur lines from connectors, terminals, terminal boards, etc., shall be used in conjunction with item and item terminal designations to convey the connection information.

B. Destinations shall be indicated in terms of designators or other nomenclature established on the single-line and schematic diagrams and referred to in or near item symbols on the connection diagram.

C. These designations shall be followed by a dash number(s) or letter(s) to indicate to what terminal, connector, pigtail, lead, etc., they are to be connected. If the item description nomenclature is too long, it may be abbreviated.

D. One end of each wire or cable shall specify the wire size and type and be placed, preferably, above one of the spur lines, unless better indicated by note.

E. One end of each wire shall include its color code in the terms specified by Section 1910.3 and be placed above the spur line unless it may be better indicated by note.

F. If the wires for mating between item connections are furnished with items, they shall be labeled "PGT" (pigtails). In such cases the wire size and type may be omitted.

SECTION 2111 - FUNCTION DESIGNATIONS

2111.1 Definitions

Functional designations are words, abbreviations, or meaningful number or letter combinations, usually derived from the function of an item, and used on drawings, equipment, and instructional material to identify items of a complete control system or equipment in terms of function.

2111.2 General Requirements

Switchgear and control device designations shall be applied as outlined under definitions. In general, on one complete drawing or set of drawings, only one system of designations shall be used. When using functional designations on an individual equipment, supplementary letters or numbers shall have one meaning only and the meaning shall be clearly designated in a device list on the drawing.

2111.3 Switchgear Designations

Switchgear designations are numbers that describe the functions performed by electric devices in switching circuits used in the generation, transmission, and distribution of electric power. Supplementary letters and numbers are used with the basic designation to permit positive identification of an item.
A device function number, with appropriate suffix letter or letters where necessary, shall be used to identify the function of each device in all types of partial automatic and automatic, and in many types of manual, switchgear. These numbers shall be used on drawings, in publications, and in specifications. In addition, for automatic switchgear, the number shall be placed on or adjacent to each device in the assembled equipment so that the device may be readily identified. Designations shall be in accordance with designations for Electric Power Switchgear Devices and Industrial Control Devices.

2111.4 Control Device Designations

Control device designations are letters used to identify the function of electric control devices on power utilization equipment. Suitable prefix numbers and letters are added to the basic designation to distinguish between devices performing similar functions.

The assignment of designations to devices on a specific equipment is governed solely by the function or functions performed by each device on a particular equipment and not by the type or nature of the device or its possible use for other functions in other equipment. Thus, the same type of device may perform different functions in different equipment or even in the same equipment. It may, therefore, be identified by different designations. Designations shall be in accordance with ANSI/IEEE C37.2-1979, Electrical Power System Device Function.

SECTION 2112 - SYMBOLS FOR ELECTRICAL DRAWINGS

2112.1 Definition

Electrical/Electronic Symbols for Diagrams are graphical symbols providing coverage for electrical and electronic diagrams. Correlation of symbols with parts lists, descriptions, or instructions may be established by means of reference and functional designations. Symbols shall be in accordance with American National Standards Institute Y32.2, Graphical Symbols for Electrical and Electronics Diagrams. Notify the City of any inconsistency between the DIA Design Standard Symbols and the ANSI Standards.

It should be noted that letter combinations used as part of graphical symbols are not abbreviations. Functional designations shall be assigned in accordance Section 1911 - Functional Designations.

2112.2 Symbols

Symbols for Electrical Plans are graphical symbols that provide coverage for architectural and electrical layout drawings. Functional electrical and electronic symbols should be used to provide full coverage for these drawings. Symbols shall be in accordance with American National Standards Institute Y32.9, Graphic Symbols for Electrical Wiring and Layout Diagrams used in Architecture and Building Construction.

2112.3 Labels

Labels for panelboards and electrical equipment shall designate the source location ("Fed from."). voltage and ampacity. The prefixes to be used for panelboard numbers shall be compliant with Table 1 of this Section.

### TABLE 1

**ELECTRICAL PANEL NAMING CONVENTIONS**

<table>
<thead>
<tr>
<th>Use DIA utility map for main and secondary grids</th>
<th><strong>NAMING ELECTRICAL PANELS for Grounds &amp; Outlying Buildings</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: L-13F4TDEH1-A</td>
<td></td>
</tr>
</tbody>
</table>

L-13 Utility map book page location choices:
A through FF (West to East) and 1 through 31 (South to North)
F4 Location grid on above page choices: A through J (West to East) and 1 through 10 (North to South)
T Indicates TENANT panel if appropriate choices: T [TENANT] or blank [no space] if DIA
D Indicates distribution panel if appropriate choices: D [DISTRIBUTION]
or blank [no space] if NOT DISTRIBUTION

**E**  Indicates panel feeder function choices: **E** [EMERGENCY or ESSENTIAL POWER] or **U** [UPS origin]

**H**  Panel voltage choices: **H** = 600 or 480Y/277  or **L** = 208Y/120 or 240/120

**1**  Sequence number of this panel supplied from this source choices: 1…**N**

**-A**  Sub-fed panel suffix, if appropriate choices: -A …as required

**NAMING ELECTRICAL PANELS for Concourse Buildings and Tunnel System**

Example:  **B-AW1TDEL1-A**

**B-**  Concourse letter choices: **A** through **C** (South to North)

**A**  Floor choices: **T** [tunnel] or **B** [basement] or **A** [apron] or **C** [concourse] or **M** [mezzanine] or **4** [fourth floor] or **5** [fifth floor] or **R** [roof]

**W1**  Core area choices: **CE** [center core east side] or **CW** [center core west side] or **E1** … **E3** [sub-core number east of center core] or **W1** … **W3** [sub-core number west of center core]

**T**  Indicates TENANT panel if appropriate choices: **T** [TENANT] or blank [no space] if DIA

**D**  Indicates distribution panel if appropriate choices: **D** [DISTRIBUTION] or blank [no space] if NOT DISTRIBUTION

**E**  Indicates panel feeder function choices: **E** [EMERGENCY or ESSENTIAL POWER] or **U** [UPS origin]

**L**  Panel voltage choices: **H** = 600 or 480Y/277  or **L** = 208Y/120 or 240/120

**1**  Sequence number of this panel supplied from this source choices: 1…**N**

**-A**  Sub-fed panel suffix, if appropriate choices: -A …as required

**NAMING ELECTRICAL PANELS for Terminal, AOB & Parking Structures**

Example:  **6-11CTDEL2-A**

**6-**  Floor choices: **T** [tunnel] or **1** through **11**, depending on building

**11C**  Module designation (see Architectural designation) choices: **01** through **15** and **A** through **D**

**T**  Indicates TENANT panel if appropriate choices: **T** [TENANT] or blank [no space] if DIA

**D**  Indicates distribution panel if appropriate choices: **D** [DISTRIBUTION] or blank [no space] if NOT DISTRIBUTION

**E**  Indicates panel feeder function choices: **E** [EMERGENCY or ESSENTIAL POWER] or **U** [UPS origin]

**L**  Panel voltage choices: **H** = 600 or 480Y/277  or **L** = 208Y/120 or 240/120

**2**  Sequence number of this panel supplied from this source choices: 1…**N**

**-A**  Sub-fed panel suffix, if appropriate choices: -A …as required

END OF CHAPTER 21
CHAPTER 22
COMMUNICATIONS\ELECTRONIC SYSTEMS

2201.1

2201.2

SECTION 2202 - GENERAL

2202.1 General Information and Requirements

It is the intent of this section to provide engineers and designers performing design work for Denver International Airport “DIA” with systems overviews, configurations and specific design requirements. Communications and Electronic Systems addressed in this section include:

A. Security Card Access System (SCAS)
B. Closed Circuit Television System (CCTV)
C. Fire Alarm System (FAS)
D. Voice Paging System (VPS)
E. Public Affairs Television System (PATV)
F. Premise Wiring Distribution System (PWCS)
G. Parking / Ground Transportation Revenue Control System (PGTS)
H. Flight and Baggage Information Display System (FIDS / BIDS)
I. Data Acquisition and Control System (DACS)

SECTION 2203 - DRAWINGS

2203.1 Drawings

The communications and electronic systems described in this section shall be designed and drawings shall be prepared as applicable, based upon the characteristics and complexity of the particular projects involved and as determined by each system narrative contained in these design standards. Drawings shall be provided when essential in planning, procurement, construction, evaluation, recording, and use of the particular projects. All drawings shall indicate complete design.

2203.2 Definition

Facility communications and electronic systems drawings are graphic representations of facilities design requirements.

2203.3 Completeness

Facility communications and electronic systems drawings, when interpreted in association with the construction specifications, shall:

A. Furnish sufficient information to permit installation of manufactured equipment that satisfies the design requirements.

B. Furnish sufficient information to manufacture equipment that is of special design, made exclusively to meet the requirement of the project. Components, assemblies and systems shall be UL listed.
C. Describe items so that they may be procured.
D. Furnish sufficient information to permit planning, construction, evaluation, recording, repair, and maintenance of facilities.
E. Furnish the above in sufficient completeness for accomplishment without the need of assistance from the Consultant.

2203.4 Drawing Sequence
Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project.

Refer to Design Standards Manual (DSM) volume 12 – section 404.1.6.5 Sheets.

2203.5 General Notes, Drawing Index, Symbols and Abbreviations
These sheets shall contain Notes that are applicable (or General) to all sheets in the set of drawings and in addition contain the drawing symbology as required in 2202.14 below. These sheets shall also contain a complete drawing index for the document set.

2203.6 Site Plan
The site plan shall identify where applicable all site facilities required in support of the specified Communications and Electronic Systems including: Conduits and their interconnection to existing conduits (ductbanks) resources and cabling systems. In addition the site plan shall indicate all existing utilities and all Communications and Electronic Systems devices and conduits which are located external to the building and indicate connections (penetrations methods) to internal systems. Where applicable external devices and equipment e.g. towers, antennas etc. shall be shown including all internal and external connections. Keyed symbology shall be shown which directs the contractor to specific installation, provisioning and configuration details which shall be included in the detail sheets. All required connections to the grounding system shall be indicated.

2203.7 Floor Plans / Roof Plans
Plan drawings shall be provided which indicate all communications and electronic systems devices and equipment locations and include conduit interconnection between devices. All device locations shall be coordinated with all disciplines including architectural finishes and features. Keyed symbology shall be shown which directs the contractor to specific installation, provisioning and configuration details which shall be included in the detail sheets.

When more than one system is shown on a plan, each shall be made clearly discernible by system. Conduits indicated on the plans shall either be shown as routed to their specific termination location (Equipment or Terminal cabinet) or be indicated by schedule for termination location. All conduits shall be coordinated with the requirements of the conduit riser diagram. Devices indicated on plans shall be coordinated with the requirements as indicated in Point-to-Point diagrams.

2203.8 Equipment Rooms and Layouts and Elevations
Coordinated equipment room layouts and wall elevations shall be provided which indicate scaled layout of the equipment room and all Communications and Electronic Systems and facilities co-located within the equipment room. Equipment rooms and layouts shall provide sufficient detail which permit coordinated construction and include the following elements:

A. Interconnection between equipment
B. Conduit termination’s
C. Grounding connections
D. Electrical connections and grounding bars
E. Floor mounted and wall hung equipment placement
F. Cable tray configurations
G. All penetration and fire sealant/safing details
H. Clearance zones for servicing equipment
I. Locations and sizing of cooling equipment required.

Where new equipment and or facilities are specified / required for installation in an existing equipment room, layouts shall be provided which coordinate the placement of new equipment with existing equipment. Detail provided shall be as indicated above. New equipment shall be delineated by a different line type from existing equipment so that positive identification between new and existing equipment is assured.

2203.9 Functional Block Interconnection Diagrams

A block diagram describes the concepts and/or organization of an equipment or facility by the use of rectangular blocks, representing functions or groups of functions. Interconnecting lines establish the relationships between blocks and indicate the direction of information flow. A block diagram is used to give a quick over-all picture of a system and the general interrelationships between components of that system. It may be used for general arrangement studies, functional explanations, systematization of facilities, or for design discussion purposes.

A. Diagrams:
1. A block diagram shall be presented in as simple a form as possible. Rectangular blocks shall be used to represent functional electrical systems or parts thereof and/or major elements of an electrical system or circuit. Various other symbols may be used as supplementary information to increase the utility of the diagram.
2. Identifying nomenclature shall be included within the blocks.
3. Block diagrams may be made for any level of project activity. For example, a block diagram at the highest level may be made for a complete project, or any lower-order stage.
4. Related mechanical, electro-mechanical, or optional apparatus may also be included on block diagrams in rectangular form.
5. Mechanical connections between such elements shall be illustrated with dashed lines connecting the applicable blocks.
6. If the form of the circuit involves multiple sources and common or similar circuits, or variations thereof, tabulations may be used.
7. If a block diagram must be divided and placed on more than one drawing, the division of the circuit should be made in a logical manner, that will eliminate confusion and at a point of minimum information transfer.
8. When abbreviations or symbols are used on any drawing, provide on that same drawing keynote, abbreviation and symbol legend.

B. Connecting Lines:
1. Lines connecting blocks shall indicate relationships, direction of flow of the system, sequence of operation, etc. The arrangement of lines and blocks shall show action or energy flow in functional sequence from top to bottom and/or left to right of the diagram, starting at the top left or top center and ending at the bottom right of the diagram.
2. Connection lines shall be labeled, where necessary, to make the meaning clear and unmistakable. When dashed lines are used for more than one purpose on a block diagram, these purposes shall be made clear by label, legend, or note.

3. Connecting lines shall include arrows to further define the circuit flow.

2203.10 Point-to-Point Wiring Diagrams

Point-to-Point wiring diagrams describe the detailed wiring configuration and arrangement of the specific system utilizing lines connected to specific equipment terminals and equipment pieces. Point-to-Point wiring diagrams indicate the required system color coded interconnection details at the component level. Point-to-Point wiring diagrams shall be required at the design level only for those Electronic and Communications Systems where interconnection to existing equipment is required. Point-to-Point shall be provided only for the specific interface location and configuration. In the cases where new systems are designed and do not require interconnection to existing systems, system concepts and intent shall be conveyed through the Functional Block diagram, riser diagrams, floor plans, elevations and the project specifications. When required, Point-to-Point wiring diagrams shall contain the following detail.

A. All wiring by type and size required between all system components
B. Indicate wire color coding
C. Indicate terminal strip numbers and positions
D. Indicate current, signal and data flow

2203.11 Systems Riser Diagrams

Communications and Electronic Systems riser diagrams indicate the distribution of major systems components, wiring systems and their interconnection requirements. Riser Diagrams shall always be provided for cabling systems and indicate:

A. Equipment rooms
B. Cable quantities
C. Cable types
D. Termination locations
E. Keyed reference to related details
F. In multi-floor facilities, riser diagrams shall be organized by level.

For simpler designs not containing cabling distribution systems specific riser diagram information (e.g. major component location information may be incorporated into the Functional Block Diagram).

2203.12 Conduit / Cable Tray Riser Diagrams

Conduit riser diagrams are provided to indicate the configuration, location, quantity and size of the conduit / cable tray infrastructure required in support of the specified Communications or Electronic System. In multi-level facilities, conduit riser diagrams shall be organized by level. All conduit riser diagrams shall indicate the following information:

A. Equipment rooms (or conduit termination locations)
B. Conduit quantities
C. Conduit sizes
D. Conduit identification schemes
E. Interfaces to cable trays.
F. Grounding and bonding requirements
G. Cable Tray systems

Conduits which are specified or scheduled for installation of fiber optic cables shall be configured with appropriate bending radii and bend requirements. All conduit and cable tray systems shall be installed in compliance with applicable codes and DIA Standards. Conduit shall have not more than 270 degrees of bend between pull locations and shall have a minimum of 1” size. Review sizing and bends with Project Manager at Design Development Phase.

Terminal cabinets, equipment back boards and other conduit termination facilities and locations are considered part of an integrated conduit riser diagram and shall be shown on the conduit riser diagram. Branch conduits installed in support of devices need not be shown on the conduit riser diagram.

The conduit riser diagram shall be coordinated with the system riser diagram. Such that cross reference between systems cables and conduit / tray infrastructure are achievable. All conduit and cable tray systems shall be configured and suitably sized to permit the segregation of cables by conduit / tray segment by signal level as follows:

A. Less than 10V
B. 10V - 70.7V
C. Greater than 70.7 volts
D. Telecommunications cabling (Voice and Data) cables shall never be mixed with dissimilar resources.

2203.13 Systems Details

Systems details are provided to indicate specific installation techniques and systems configurations. System details shall be provided in support of the design and installation intent indicated on other sheets, and call attention to the specific conditions and requirements necessary to ensure that the installed system configuration is compliant with the design intent and requirements. Details shall be provided for all conditions where specific direction cannot be properly conveyed or is indicated on other sheets.

2203.14 Communications and Electronic Systems Symbols

Communications and Electronic Systems and electronic symbols, when used, shall be in accordance with American National Standards Institute standards, in accordance with Section 1912 - Symbols for Communications and Electronic Systems Drawings. Other symbols, if devised by the Consultant, shall be shown in the "ITEM" column and explained in the "DESCRIPTION" column of the LEGEND with indication "FOR THIS PROJECT ONLY."

2203.15 Symbols for Other Functional Disciplines

Symbols for functional disciplines other than Communications and Electronic Systems shall be as specified in the respective sub-sections of this manual.

2203.16 Functional Designations

Functional designations, when used, shall be in accordance with Section 1911 - Function Designations.

2203.17 Drawing Delineation Types

Communications and Electronic Systems drawings shall generally include the following types of delineations:

A. Block diagrams
B. One-line diagrams
C. Schematic diagrams
D. Connection diagrams
E. Facility Communications and Electronic Systems power requirements plan(s)
F. Facility communications plan(s) and risers
G. Facility grounding plans and risers
H. Facility security plans and risers
I. Facility lightning protection plans
J. Fire alarm plans and risers
K. Panel, circuit and other schedules
L. Detail drawings

The number of delineation drawings for a project shall be adequate to describe the entire system including existing system and device locations, demolition of systems, reuse of systems or devices, and new work.

2203.18 Delineation Drawings

Subject to Project Manager acceptance, the drawings for projects need not contain all delineation types. For example, projects consisting only of a single building and a relatively simple Communications and Electronic Systems may not need a block diagram(s) or single-line diagram(s) if the information normally found in them is effectively conveyed by other delineation types. Each delineation shall be identified by its type below the area where it is displayed, e.g., SCHEMATIC DIAGRAM. These delineations shall not be included on architectural, structural, civil, mechanical or electrical drawings. If delineation drawings are different than outlined herein, then the Drawing Index shall clearly show combination of delineation.

2203.19 Specification Relationship

Specifications which are a portion of a contract package shall include Communications and Electronic Systems technical specifications sections. Each Communications or Electronic System section shall have its own General Requirements section which is specifically tailored to the requirements of the Electronic and Communications system requirements. The Communications and Electronic Systems drawings, together with the specifications shall specifically and adequately describe all the Communications and Electronic Systems design requirements of the project. Vendor information drawings may be included as reference drawings subject to written approval from the Manufacturer. Communications and Electronic Systems drawings which may form a part of a purchase specification drawing may be included as reference drawings. Prior written acceptance is required for any design-build component.

SECTION 2204 - SECURITY CARD ACCESS SYSTEM (SCAS)

2204.1 System Description

The security environment at DIA FAA is Federal Aviation Regulation 107.14 compliant and is comprised of two (2) specific secure areas including:

A. Sterile and Restricted areas. Sterile areas are those areas in the terminal, concourses, and other facilities where the occupants have been screened.

B. The restricted area is comprised of the Airport Operating Area “AOA”. Individuals with badged access to the restricted area must enter or leave the AOA environment through an access control door.

Access control doors are required at all points which provide access from public or sterile locations to the AOA regardless of building type or location.

2204.2 Administrative Acces
A third “Administrative” access control area is defined at DIA. Administrative areas are those areas which for reasons other than the requirements of FAA FAR 107.14 access control is required by DIA. These areas or requirements shall be defined by the DIA Project Manager.

2204.3 Security Card

The Security Card Access system at DIA interfaces to two (2) external systems. These include the Closed Circuit Television System “CCTV”, and an interface to an Audio system which provides 2 way communications between certain door types and the airport operation center.

2204.4 SCAS

The SCAS at DIA is an existing and fully operational campus wide integrated system. All access control doors and the systems related functionality at DIA are maintained from a single system. The SCAS utilizes multiple door type configurations which in turn require different conduit rough-in schemes and door frame and door hardware configurations. DIA Planning and Development maintains a library of the various conduit rough-ins, door frame types and hardware configurations.

2204.5 Consultant Design and Contract Document Requirements

Whenever a Consultant’s design scope meets the criteria as described above for FAR 107.14, administrative requirements or external system interface, and the addition of a security door is required, the Consultant shall be required to initiate a meeting with the DIA Planning and Development Project Manager, and DIA Access Services to review the specific access requirements. Design decisions with respect to access control door types, quantities and interfaces will be made. In support of the Consultants design activities, DIA maintains a comprehensive set of as-built documentation, which upon request will be made available to the Consultant for review in the development of the design. The design Consultant shall be responsible for coordination of, specifying and drawing preparation of the following design elements which will comprise a functional extension of the SCAS.

A. Security door conduit rough-in details: The applicable detail or details to be used shall be provided to the design Consultant once the specific detail(s) are identified. The appropriate CADD files of the detail(s) shall be given to the Consultant for inclusion into the construction documents.

B. Security door frame details: The applicable detail or details to be used shall be provided to the design Consultant once the specific detail(s) are identified. The appropriate detail(s) shall be given to the Consultant for inclusion into the construction documents.

C. Door Hardware: The applicable hardware types and details to be used shall be provided to the design Consultant once the specific detail(s) are identified. An appropriate hardware list shall be given to the Consultant for inclusion into the construction documents.

D. Security Card Access System Interconnecting Conduits: Conduits and raceways tie the new Access Control Door(s) or devices to the existing system shall be required. The design Consultant shall be required to conduct a building and site investigation to establish the exact inner / inter-building and or the site conduit configuration. All conduit specifications provided by the design Consultant for SCAS work shall be suitably sized for the cabling to be installed. Where installation of fiber optic cables are indicated by DIA, the Consultants specifications shall be representative of those requirements.

E. External Systems Interconnecting Conduits: Where identified by DIA and tie ins to external systems are required, the design Consultant shall be required to include in the design all necessary conduit systems and wires. These requirements shall be coordinated with the DIA project Manager.

All other Security Card Access Control System components including electronic interfaces to external systems, wiring and software shall be installed by DIA Maintenance unless the Project Manager requires the Consultant to design and specify this work. Verify with the Project Manager the scope requirements during the Programming Phase of Design. The Consultant shall require in the door hardware
specifications that a coordinated commissioning test of all SCAS doors installed as part of the work be jointly tested by the Contractor supplying the door hardware system, and DIA Maintenance. This will ensure proper hardware / electronic systems interface and operation. This testing shall be coordinated by the DIA Planning and Development Project Manager.

SECTION 2205 - CLOSED CIRCUIT TELEVISION SYSTEM (CCTV)

2205.1 System Description
The CCTV system at DIA is an existing fully functional system. The CCTV system is utilized for general surveillance throughout the DIA campus and SCAS door monitoring. The system is comprised of a 2040 input American Dynamics “AD” cross point switcher with audio follow. Over 675 inputs are connected to the system. All camera video is transported between the camera and AD headend via 62.5um fiber optic cable using fiber options fiber optic multiplexers. A variety of camera configurations are utilized at DIA including indoor and outdoor, fixed and remote controllable types.

2205.2 Specific requirements
Quantity and general location of CCTV cameras shall be provided by the DIA Project Manager on a project by project basis. The design Consultant shall be required to review the requirements provided by the project Manager to validate the functionality and direction provided by the DIA Project Manager. The design Consultant shall be responsible for the design and specification of all CCTV system components, wiring systems (both coaxial and fiber optic as applicable) and interfaces to the headend system. Final system connection and system software programming at the headend shall be completed by the DIA Maintenance Division.

2205.3 Infrastructure
DIA has in place an extensive site, intra-building and inner building copper and fiber optic infrastructure which is utilized in the transport of various signals (including CCTV) throughout the DIA campus. This infrastructure is maintained by US West under a maintenance agreement with the Management Information Division at DIA. The Consultants design shall be coordinated with those resources and include all work required (including costs) by US West to implement transport of signals between CCTV cameras and the system headend.

2205.4 Installation Details and Parts
DIA Planning and Development maintains a library of CCTV installation details and parts lists which are utilized at DIA. The design Consultant shall be responsible for initiating a meeting with the Project Manager to obtain appropriate details to ensure that all designs provided are compliant and compatible with existing systems and components. In support of the Consultants design activities, DIA maintains a comprehensive set of as-built documentation, which upon request will be made available to the Consultant for review in the development of the design.

2205.5 Specifications
The design specifications shall require that an integrated CCTV system test be conducted by the installing Contractor and the DIA Maintenance Division. This test will be conducted to ensure proper operation of Contractor supplied and installed equipment and work performed by the DIA Maintenance Division. Under no circumstance shall the Consultants specification and project requirements allow the contractor to make connections to existing equipment without direct supervision by DIA Maintenance.

SECTION 2206 - FIRE ALARM SYSTEM (FAS)

2206.1 System Description
The fire alarm system at DIA is a point addressable type and is fully operational. Fire Alarm system requirements throughout the DIA campus vary based upon the facility location and type. In contiguous facilities, specifically:

A. Terminal Building
B. Concourses A, B and C,
C. AGTS / Baggage tunnel
D. Airport office building

2206.2 System Compatibility

All equipment installed in the above facilities shall match the equipment type presently installed and are UL listed for operation with the equipment presently installed. All equipment installed in contiguous facilities shall be manufactured by Edwards System Technology “EST” unless otherwise directed by the Project Manager. This is considered the main system at DIA. Remote buildings located throughout the DIA Campus utilize one of three equipment manufacturers.

2206.3 Assurance Review

The DIA Maintenance Division is solely responsible for the maintenance of all fire alarm systems located within City owned facilities on the DIA campus. Any and all plans developed for implementation on the DIA Campus shall be submitted to the Project Manager for review by the Maintenance Division. The Consultant is responsible for procuring written acceptance by DIA Maintenance.

There are four potential design conditions which the Consultant may encounter at DIA. These include:

A. The expansion or addition to the main system within contiguous facilities. In this case the designer shall specify a functional extension of the existing system.
B. The expansion or addition of an existing fire alarm system in a remote facility. In this case the designer shall specify a functional extension of the same type as the existing system.
C. Remodel or modification to existing facilities.
D. A new standalone facility is to be constructed which is remote from the main system. In this case the designer may specify one of the following system manufacturers.
   1. Simplex
   2. Pyrotronics
   3. Edward Systems Technology “EST”
   4. Notifier

DIA has standardized on these manufacturers to minimize to the maximum extent possible the requirements for maintenance training and spare parts inventory.

2206.4 Additions to the Main Fire Alarm System

When additions to the main fire alarm system are required the design Consultant shall be required to perform a comprehensive site investigation and conduct interviews to determine the configuration of the existing system in the area to be modified or constructed. During this site investigation the Consultant shall:

A. Determine the requirements for the need of additional equipment. If additional equipment is required, the Consultant shall be required to determine:
   1. Signaling line capacity within the construction area.
   2. Capacity of initiating circuit within the construction area.
   3. Required device locations
4. Interface point for both signaling and initiating circuits.
5. Determine the impact on the existing smoke zone(s) within the construction area.
6. Determine the impact on the sprinkler zone(s) within the construction area.

In support of the Consultant's investigative activities, DIA maintains a set of as-built documentation provided by Fire Alarm installers, which upon request will be made available to the Consultant for review in the development of the design. The accuracy of such information must be field verified.

The Consultant shall be responsible for the design of all notification, initiation, control devices, raceways, and modifications required for the complete expansion to the existing Fire Alarm system in compliance with the requirements of NFPA, Denver Fire Prevention Bureau and DIA Life Safety Team. Plans shall be compliant with the design standards and include all devices and their locations. All conduits shall be indicated with interconnection to the existing system. The design shall be consistent with device and system requirements as indicated in the DIA Standard Specification 16721.

The Consultant shall define the sequence of operation in both written form and single line diagram. The single line diagram shall indicate all fire alarm devices and all devices to be monitored, controlled or activated by the Fire Alarm System. This includes but is not limited to fire/smoke dampers, HVAC units, exhaust/pressurization fans, Fire Doors, flow switches, tamper switches, pressure switches, pre-action panels, low air switches and fire pumps.

Fire Alarm system support devices such as power boosters and panels shall be located in secured electrical rooms.

All Conductors shall be in 1” or larger conduit. Use of Cable tray for conductors is not acceptable.

The Consultant shall provide CADD files to the Fire Alarm system distributor for the development of Fire Alarm "Shop Drawings".

### 2206.5 Expansion or addition of an existing fire alarm system in a remote facility

When the Consultant's scope of work requires that a functional extension of an existing operational fire alarm system located in a non-contiguous building be designed, the requirements identified above under additions to the Main Fire Alarm System shall apply.

### 2206.6 Standalone Facility

When the Consultant's scope of work requires that a new fire alarm system be installed within a new facility, the Consultant shall observe the requirements for accepted manufactures system as indicated above. In addition, when a standalone fire alarm system is installed on the DIA campus in a non-contiguous facility, a remote tie in to the main system is required. This remote tie in is comprised of two (2) monitor points including (1) Alarm and (1) trouble. These (auxiliary contacts) points are in addition to the remote (off-site) system signaling (Central Station) requirements of NFPA and shall be demarked at the telephone board located with the facility. Demarcation shall be in a 6” x 6” X 4” box on a terminal strip. The fire alarm system remote outputs (monitor points) shall be terminated on the left side of the terminal strip. Termination’s shall be labeled indicating function. Provisioning of the fire alarm system for (2) additional remote outputs, all conduit and wiring between the fire alarm system and the demarcation point, and equipment at the demarcation shall be specified in the design documents.

### 2206.7 Code Compliance

All fire alarm systems designs shall be compliant with National, State and Local codes. Under no circumstance shall the Consultant's specification and project requirements allow the contractor to make connections to existing equipment without direct supervision by the DIA Life Safety Team.

### 2206.8 Testing

Equipment shall be installed and pretested prior to request for Denver Fire Department testing. Five working days notice shall be provided to the DIA Life Safety Team and the Denver Fire Department for
testing. The request for testing shall include itemization of devices and systems to be tested in the format as required by the Denver Fire Department. The Consultant shall be present at tests.

SECTION 2207 - VOICE PAGING SYSTEM (VPS)

2207.1 System Description

The voice paging system at DIA is a fully functional system which is utilized for passenger and emergency paging. The system is only located within contiguous facilities specifically the Terminal building, Concourses A, B and C, the AGTS tunnel and the Airport Office Building. The system provides coverage throughout all public and non-public (back of house) areas of the facilities identified above.

The system is comprised a four (4) computer controlled distributed headends interconnected by fiber optic cables. Remote amplification and processing equipment racks distribute paging signals via a 70.7 volt medium and are located throughout all of the contiguous facilities. The system electronics are manufactured by Innovative Electronic Designs “IED”. All expansions to the system shall utilize equipment manufactured by IED which is of the same type or fully compatible with installed equipment at DIA. DIA has standardized on all other system components including speakers, backboxes, speaker grills etc. The Consultant when specifying these components shall observe those manufacturers with whom DIA has standardized.

2207.2 System Expansion

The system provides emergency paging to all areas of the airport. Therefore, design modifications and new construction areas must be evaluated for proper coverage. When coverage deficiencies for both general and emergency sources are identified, it shall be the responsibility of the design Consultant to design and specify a functional extension of the VPS to ensure adequate coverage of general and emergency pages.

Expansion of the system can take several forms including:

A. Where additional speakers only are required, and a branch speaker circuit has sufficient capacity to absorb additional speakers without comprising spare capacity and headroom adjustments, addition of additional speakers to an existing circuit shall be permitted.

B. Where insufficient capacity is not available as described above and a new speaker circuit is required, the Consultant’s design shall include all facilities including conduit, wiring and electronic equipment to satisfy the requirements.

C. The addition of paging stations. If additional paging station(s) are required, the Consultant’s design shall include conduit and wire from the proposed station location(s) to the nearest VPS equipment room. In addition, the paging station shall be specified and supporting electronics components when spare capacity is not available shall be included in the Consultant’s design.

In support of the Consultant’s design activities, DIA maintains a comprehensive set of as-built documentation, which upon request will be made available to the Consultant for review in the development of the VPS design.

2207.3 Site Investigation

All VPS system programming and maintenance is conducted by DIA Maintenance. Prior to design work the Consultant shall request a meeting with the Maintenance Division through the project manager. A comprehensive site investigation of the area shall be conducted. During the site investigation the Consultant shall determine

A. Available circuit capacity in the design area (if applicable).

B. Requirements for paging stations

C. New speaker circuit requirements (if required)
D. New paging zone requirements (if required)
E. Additional hardware (processing, amplification and miscellaneous equipment if required)
F. Points of interface

The Consultant shall be required to design and specify a complete extension of the existing VPS system. Included in the Consultants design shall be all conduit, terminal cabinets, wire and paging system hardware and components which match existing equipment types used throughout the facility. Where connections to existing circuits and equipment is required, all work shall be coordinated with DIA Maintenance. Under no circumstance shall the Consultants specification and project requirements allow the contractor to make connections to existing equipment without direct supervision by DIA Maintenance. When the final system connections are completed, the DIA Maintenance Division shall make any necessary programming and balancing adjustments.

Where the Consultants work is within a tenant area, DIA permits the use of standalone background music systems. Standalone systems however must be interfaced to the DIA paging system such that in the event of an emergency page situation the DIA system has priority override capabilities. To achieve this goal, when tenant areas are equipped with standalone systems they must be equipped with a 600 ohm balanced input for audio and a control (mute) input. The source for these signals are provided by DIA and are located throughout the contiguous facilities. The project requirements shall include all conduit and wiring between the standalone system and the DIA interface point. Actual location of the nearest interface point shall be determined during the site investigation. DIA will not provide general paging audio to a standalone system.

SECTION 2208 - PUBLIC AFFAIRS TELEVISION SYSTEM (PATV)

2208.1 System Description

The Public Affairs television system is a 600 Mhz subsplit bi-directional broadband system. The system distributes video through the contiguous facilities at DIA. Telecommunications Company Inc. “TCI” provides subscriber services over this system as well as select channels allocated for DIA services. Passive devices (8 port taps) are located in the majority of Communications and electronic system equipment throughout the contiguous facilities. No additions or modifications to the PATV system shall be permitted to accommodate a design requirements. The only interface to the system permitted is the addition of a new television outlet within a space.

When a Consultants design scope identifies a requirement for a television outlet, the Consultants design shall include conduit and pull string between the nearest equipment room containing a passive device and the outlet(s) location. Wiring and outlet commissioning shall be arranged between the tenant / occupant and DIA.

SECTION 2209 - PUBLIC AFFAIRS TELEVISION SYSTEM (PATV)

2209.1 2207.1 System Description

The Public Affairs television system is a 600 Mhz forward pass broadband system operating over fiber optic and .500 hardline cable. The system distributes video signals throughout the contiguous and remote facilities at DIA. Telecommunications Company Inc. “TCI” provides subscriber services over this system. In addition, DIA originated services are distributed over select channels allocated for DIA services. Passive devices (8 port taps) are located in the majority of Communications and electronic system equipment rooms throughout all contiguous facilities and several remote facilities. No additions or modifications to the PATV system shall be permitted to accommodate a design requirement. The only interface permitted to the system is the addition of a new television outlet (conduit and outlet box) within a space. Refer to conduit requirements below.

A. When a Consultants design scope identifies a requirement for the addition of a television outlet, the Consultants design shall include conduit and pull string between the nearest equipment room containing a passive device and the outlet(s) location. Wiring and outlet commissioning shall be arranged between the tenant / occupant and DIA.
B. All conduits specified for the installation of PATV facilities shall comply with the following requirements.

1. Conduit size: 1" minimum
2. Outlet box size: 4" square X 2-1/2 " deep equipped with a 2 gang device ring
3. Looping between PATV outlets shall not be permitted
4. Gathering of PATV conduits to an intermediate (Large) box and extending a single larger conduit to the nearest communications room containing a passive device shall not be permitted.
5. When a conduit is extended to an existing cable tray it shall be secured (clamped) and properly bonded to the tray system
6. All conduit ends shall be equipped with a plastic bushing
7. Where new cable tray is specified in a Consultant's design, its type size and configuration shall comply to the requirements as indicated in the electrical specification __________
8. Proper sealing of all openings (penetrations) created or resulting from the installation of PATV conduits
9. DIA's cable tray system is subdivided into segments, where services are subdivided by service type and signal level. In those cases where extension PATV facilities which include a cable tray segment between the outlet and the serving communications room, the Consultant shall be mindful of and coordinate the conduit termination requirements into the proper cable tray segment to ensure code, signal level and service type compliance.
10. Installation of a conduit to the cable tray system shall be made so as not to interfere with the future installation of cabling systems.

SECTION 2210 - PARKING AND GROUND TRANSPORTATION AUTOMATIC REVENUE CONTROL SYSTEM (PGTS)

2210.1 System Description
The Parking and Ground Transportation Automatic Revenue Control System consists of several individual elements which when integrated comprise a fully functional system. The elements which make up this system include:

A. The public parking revenue control system.
B. License Plate Inventory (LPI) system
C. Access control system for employee parking
D. Automatic Vehicle Identification System (AVI)

The public parking revenue control system. The public parking revenue control system is a distributed PC based system. Review Requirements with Project Manager

SECTION 2211 - FLIGHT AND BAGGAGE INFORMATION DISPLAY SYSTEM (FIDS / BIDS)

2211.1 System Description
The Flight and Baggage Information display system at DIA is a distributed PC based system which provides flight schedule and baggage location text information to video monitors throughout the terminal and concourses. The system signals are distributed throughout the facilities on the FDDI network and are 802.3 compliant network. Signals between the system servers and the data to video converters “DVC’s”
utilize RS422 signal protocol. After conversion to a video format at the DVC’s which are located within the FIDS / BIDS display kiosks, coaxial cables are extended to the individual display monitors.

DIA has in place a service and maintenance agreement which is utilized in the day to day system maintenance, the implementation of system configuration changes and system expansions. Therefore when a Consultants scope includes the addition to, deletion of, or modification to the existing system, the Consultants scope is limited to the specification of the correct physical characteristics and facilities in support of the installation of equipment and facilities by others. The Consultant shall be responsible for the correct specification and configuration of Kiosks and millwork, communications conduit systems, electrical provisions and cooling and ventilation requirements.

Because the FIDS / BIDS system utilizes the PWCS system and infrastructure as the transportation media for system signals, all conduit and infrastructure components specified for the FIDS / BIDS system shall be typical to those requirements identified below for the PWCS system.

SECTION 2212 - PREMISE WIRING AND COMMUNICATIONS SYSTEM (PWCS)

2212.1 System Description
The Premise Wiring Communications System at Denver International Airport is a universal structured wiring system consisting of multiple cable types which are service location oriented and transmission electronics including SONET, FDDI and 802.3 compliant networks. The PWCS utilizes Category 5 Unshielded Twisted Pair “UTP”, Category 5 Shielded twisted pairs “STP”, single and multimode fiber optic strands, Composite category 5 STP/UTP copper and fiber optic cable construction types and coaxial cable for broadband video applications. All cables are extended to their end locations via conduit or cable trays. All structured wiring system cables are terminated on universal wall plates which support modular connectivity of all cable types identified above.

All cabling additions (provisioning (configuration) and installation of) to the existing infrastructure to satisfy all local, site and inter-building connectivity requirements must be performed by the DIA’s PWCS Maintenance Contractor. The PWCS Contractor for DIA is US West. A tenant requiring cable installation is directed to contact the Help Desk at _________ to order services.

2212.2 Addition of Telecommunications facilities
Where a Consultants scope requires the addition of telecommunications outlets as part of a design, the Consultants scope shall include the following elements.

A. Locating and specifying the outlet locations and quantities
B. Specification of conduit and outlet box size with pull string (refer to conduit requirements below)
C. Extension of outlet conduit to the nearest communications room or cable tray providing access to the nearest communications room. Note: This room may vary depending upon the available resources within the nearest communications room. The Consultant is required to coordinate with DIA Planning and Development to establish the proper conduit termination location.
D. Proper sealing of all openings (penetrations) created or resulting from the installation of telecommunications conduits.

2212.3 Conduit Requirements for Electronic and Telecommunications Systems
Conduit Specifications for the installation of Electronic Systems and Conduit Specifications for the installation of telecommunications systems. The following describes the minimum requirements for conduit sizing and configuration to be utilized in the installation of telecommunications facilities.

2212.4 Telecommunications Outlet
A. Telecommunications outlet. (Voice / Data / Fiber and Television). Definition: This telecommunications outlet is wall mounted, typically at the same height as an electrical outlet and serves desktop devices.

B. Conduit size: 1” minimum

C. Outlet box size: 4-11/16” X 2-1/2 " deep equipped with a 2 gang device ring. This conduit shall be extended to the nearest telecommunications cable tray. Where tray is not present, the addition of tray shall be required or extension of the conduit to the nearest Intermediate Distribution Frame (IFD) (Communications Room)

D. Junction boxes in a conduit run shall be a minimum of 6” square

E. Looping between telecommunications outlets shall not be permitted

F. Gathering of telecommunications conduits to an intermediate (Large) box and extending a single larger conduit to the nearest communications room shall not be permitted unless submitted to and approved by DIA telecommunications.

G. When a conduit is extended to an existing cable tray it shall be secured (clamped) and properly bonded (grounded) to the tray system

H. All conduit ends shall be equipped with a plastic bushing

I. Where new cable tray is specified in a Consultants design, its type size and configuration shall comply to the requirements as indicated in the electrical specification for cable trays, 16114.

J. DIA’s cable tray system which is utilized for telecommunications is subdivided into segments, where services are subdivided by service type and signal level. In those cases where telecommunications facilities which include a cable tray segment between the outlet and the serving telecommunications room, the Consultant shall be mindful of and coordinate the conduit termination requirements into the proper cable tray segment to ensure code, signal level and service type compliance.

K. Installation of a conduit to the cable tray system shall be made so as not to interfere with the future installation of cabling systems.

L. All conduit installation shall comply with NEC for number of bends (in degrees) between pull boxes and distances between pull boxes.

M. Telecommunications conduits may contain fiber optic cable therefore the specified bending radius of a telecommunications conduit shall be 2” ID minimum.

N. Any deviation from the above requirements are not acceptable without written approval of the DIA telecommunication department.

2212.5 Telecommunications Outlet – Wall Mounted Telephones:

A. Wall mounted telephones. Definition: This outlet typically serves above counter single line sets, courtesy phones and serves as the rough-in for pay stations. Typical mounting height is 54”AFF. In all cases the final height’s must be coordinated with the architect based upon function.

1. Conduit size: 3/4” minimum

2. Outlet box size: Single Gang X 1-7/8 D with a single gang device ring. This conduit shall be extended to the nearest telecommunications cable tray. Where tray is not present, the addition of tray shall / may be required or extension of the conduit to the nearest Intermediate Distribution Frame (IFD) (Communications Room)

3. Junction boxes in a conduit run shall be a minimum of 4” square
4. All of the requirements as indicated in items d – k above in "Telecommunications Outlet" shall apply to wall mounted telephone outlets.

5. Wall mounted telephone outlets will not receive fiber optic cable therefore the minimum bending radius required in item 1, l. above does not apply.

2212.6 Modular Furniture

Communications feeds to modular furniture assemblies. Because of the varying connection configurations of modular furniture and the quantities of units which may be fed from a single communications source point, a standard physical interface is not provided. The Consultant when specifying / designing spaces which contain modular furniture shall be required to initiate a coordination meeting with DIA telecommunications to develop an interface which supports the connectivity requirements of the space.

2212.7 Building Service Conduits:

A. Conduit size: 4” minimum
B. Conduit quantity: TBD depending on the size and functionality of the facility. The Contractor shall be required coordinate with DIA telecommunications to establish the exact quantities of telecommunications service conduits required.
C. Bending radius
D. Pull boxes
E. Distance between pull boxes
F. Burial Depth

2212.8 Ductbank Systems:

A. Conduit size: 4” minimum
B. Conduit quantity: To be determined depending on the size and functionality of the facility. The Contractor shall be required coordinate with DIA telecommunications to establish the exact quantities of telecommunications service conduits required.
C. Burial Depth:
D. Marker tape
E. Ground
F. Conduit bending radius

2212.9 Manholes:

As-built documentation for all systems: All as-built documentation shall be in compliance with the requirements identified in Division 1 specifications section 01720. In addition to those requirements all CADD deliverables shall be formatted as required per the DIA CADD standards document which is provided as Attachment 1 to this document.

SECTION 2213 - RADIO FREQUENCY SITE / OPERATIONAL STANDARDS

2213.1 General Technical Standards

These technical standards, as may be amended from time to time by the Manager of Aviation, are intended to apply to all cases where transmission of signals of any type are contemplated by the Licensee or Tenant. There is no intent whatsoever to limit the scope of application of this section to Radio Technologies presently known or available. Denver International Airport (DIA) reserves the right to review any and all proposed technologies and to reject any or all proposed installations if, in its own judgment, a proposed Tenant’s use or activity would limit, restrict, interfere with, prevent or otherwise damage any
present or proposed telecommunications use by DIA or Tenants. These standards are intended to include all of the known electromagnetic radiation spectrum. Technologies not contemplated at the date of this instrument and including non-radio frequency bands (e.g. lightwave, infra-red, laser, etc.) are all subject to DIA's approval and must be demonstrated to be free of all harmful interference and to pose no threat to people or equipment or activities of DIA and its other tenants. DIA may, at its discretion, require testing of Tenant's equipment to determine compliance with these standards, or to determine a source of interference.

**2213.2 Operational Standards**

**A. Pre-Installation Standards:** All users shall furnish the following to the DIA Site Manager prior to installation of any equipment:

1. Executed Lease, License Agreement or Site Access Permit.
2. Copy of FCC license, construction permit or application as appropriate.
3. Accurate block diagrams showing operating frequencies, all system and interface components (active or passive with gains and losses in dB, along with power levels.)
4. Antenna type and mounting arrangements. DIA shall determine the equipment location for all potential tenants.
5. Payment of all costs associated with any “IM” interference study or co-site interference study as may be required by the Manager of Aviation or his designated representative.

An intermodulation (“IM”) interference study shall be required at the discretion of DIA before execution of a lease. In such cases the IM study will be performed by DIA or its approved Consultant. Results of the IM study will determine whether a potential transmitter is allowed on the site, or whether additional interference protection devices are required.

Tenant will make no alterations, changes or modifications to the installation in terms of number of transmitters, type of equipment, antennas or antenna height, frequencies used, power output of transmitters or to alter any other technical parameters without written approval from DIA.

**B. Tenant Maintenance:** Tenant’s equipment on the Property shall be properly maintained in accordance with the manufacturer’s specifications in such a manner as to prevent it from becoming a source of interference or from becoming a safety hazard.

**C. Identification Tags:** Tenant’s equipment cabinets and/or relay rack shall have visible identification labels attached which show the Tenant’s corporate identity, the licensee’s name, address, call sign, frequency and telephone number of person and organization responsible for maintenance work.

**D. Disputes Between Tenants:** DIA will be the final authority between Tenants in the interpretation of these Technical Requirements. DIA has final authority with respect to technical parameters, including equipment placement, antenna location, as well as installation workmanship. DIA's recommendations shall be binding.

**E. Building Regulations:** All areas in and around Tenant's equipment and work area shall be kept clean and neat at all times. In addition, exterior areas on the Property including roads and parking lots shall be kept clean. Each Tenant’s trash and other unused materials shall be removed immediately from the property and not stored on the premises in any manner.

1. Tools, test equipment and work materials shall be stored only in areas approved by DIA. It shall be the Tenant's responsibility to secure stored materials against theft and
vandalism. All stored material other than small tools and parts are to be tagged with owner's name.

2. Food and drink will be permitted on the premises however, all trash related to same shall be removed. Care shall be taken not to spill or litter equipment on the premises with food or drink.

3. No alcoholic beverages shall be taken on the premises by Tenant, its agents or employees.

4. Tenants shall not use or permit the use of the premises for lodging or sleeping.

5. Smoking, open flame or welding will not be permitted inside the building.

6. Tenants shall not allow or authorize entry into the premises for any purpose whatever, to any person not performing maintenance work for the Tenant without prior permission of DIA.

7. In the event any Tenant falls to comply with all building regulations, DIA shall have the right, after due written warning, to cancel Tenant's Lease, and require his equipment to be removed from the building and tower.

8. DIA reserves the right to amend this document. Tenant shall cooperate fully with DIA in regards to all of the above, as well as to future rules and regulations pertaining to the Property

2213.3 Site Technical Standards for Radio Installations DIA

A. Posting of Information: The following information must be posted on or near your cabinet:

1. Copy of FCC license

2. Identifier Card with the following information:
   a. Transmit and receive frequencies
   b. Type of emission
   c. Authorized output power & ERP
   d. Antenna model number
   e. Transmission line model number and type
   f. Name of licensee
   g. Name and telephone number of responsible technician or engineer

Identifier cards will be furnished by DIA. They must be attached as soon as received. Unidentified equipment will be considered unauthorized and will be removed immediately.

B. Changes: Notify DIA immediately in writing of any approved changes to frequencies, antennas, equipment configuration, etc. Update the identification card accordingly.

C. Mobile Radio & Paging Transmitters: As a minimum, each transmitter shall employ a dual stage isolator followed by a single cavity bandpass filter. All transmitters must have external harmonic (low pass) filters. Low pass filters will attenuate the second harmonic by at least 60 dB and the third harmonic by at least 50 dB. The following minimum specifications apply:

30-76 MHz
  Isolators - minimum of 60 dB
  TX cavity - minimum of 20 dB rejection at + 1 MHz

130-174 MHz
  Dual Stage Isolators - minimum of 60 dB
  TX cavity - minimum of 25 dB rejection at + 1 MHz
406-512 MHz
  Dual Stage Isolators - minimum of 60 dB
  TX cavity - minimum of 25 dB rejection at + 1 MHz
851-940 MHz
  Dual Stage Isolators - minimum of 60 dB
  Tx cavity - minimum of 20 dB rejection at + 5 MHz

Cellular, PCS, and 220 MHz combiners: These systems required special consideration. Please submit your plans to the Telecommunications Committee.

**Explanation.** The bandpass filter should follow the isolator because ferrite isolators are nonlinear and can create harmonics. Please note that most bandpass cavity filters will pass odd harmonics of the tuned frequency, so an external lowpass filter is required. Transmitter combiners will be considered on a case-by-case basis. Please provide all combiner technical information to the site manager.

### 2213.4 Additional Protective Devices May Be Required

The above specifications are minimum requirements. Additional protective devices may be required based upon evaluation of the following additional information:

A. Theoretical TX mixes, particularly second and third order mixes
B. Antenna location and type
C. Combiner/multicoupler configurations
D. Transmitter Specifications
E. Receiver specifications
F. Historical problems
G. Transmitter to transmitter isolation
H. Transmitter to antenna isolation
I. Transmitter to receiver isolation
J. Calculated and measured level of IM products
K. Transmitter output power
L. Transmitter ERP
M. Spectrum analyzer measurements
N. VSWR measurements
O. Existing cavity selectivity
P. Antenna to Antenna proximity

### 2213.5 Mobile Radio Receivers

Denver International Airport has high RF levels in all mobile radio bands. Your receiver amplifier must be robust to work in this environment. Ensure that the receiver has good IM rejection, high compression point and high third order intercept. If interference is encountered and we find the receiver is not performing to state-of-the-art, we may require receiver improvements before we force changes to other tenant equipment or configurations.

Filters are required for mobile radio receivers. Single receivers must employ a minimum of a single cavity bandpass filter with a rejection curve corresponding to 1 dB insertion loss or better. Additional filter isolation may be required in special cases. Receiver multicouplers must use a bandpass filter prior to the multicoupler.
2213.6 Antennas
Select antennas designed to minimize passive intermodulation generation. Unless the antenna is configured for simplex or duplex operation, transmit and receive antennas should be separated vertically on the tower or other support structure. If the tower is owned by DIA, we will designate antenna locations. Antennas must be DC grounded to the tower.

2213.7 Transmission Lines
Coaxial cable should be grounded at the top and the bottom of the run with an Andrew ground kit or approved equivalent. Please ensure that ground conductors run straight down with no sharp bends (bends increase the impedance of the line; low impedance is required for good lightning protection). We also require that the line be marked so we can identify it later. We require bands of colored electrical tape at the bottom, middle and top of the run (similar to a resistor color code). Install a Polyphasor (or equivalent) coaxial surge arrestor at the bulkhead. All exterior transmission lines must have solid outer conductors. Receive and transmit lines should be separated by at least one foot from cabinet to antenna.

2213.8 Connectors
Connectors are often sources of RF leakage and passive intermodulation. UHF connectors (PL259) are not allowed. 7/16 DIN connectors should be used at 800 MHz and above, but N connectors are authorized at 800 MHz. Connectors using dissimilar metal contacts or ferrous materials (e.g., nickel plating) are not allowed. The preferred connector uses a silver plated body with gold plated inner conductor. Brass bodies and silver or brass inner conductors are also authorized.

2213.9 Grounding- General
Equipment grounding and bonding should be accomplished in accordance with Mil Std 188-124 and Military Handbook 419. Contact the consulting engineer for guidance on grounding and bonding at your particular facility.

2213.10 Shielding
RF interference can get directly into the electronics of a receiver or transmitter. Cabinet shielding must be in place and maintained to the manufacturer’s specifications.

2213.11 Power Limits
Cellular, ESMR, and licensed PCS/PCN facilities operating at cell sites on DIA property shall limit their effective radiated power (defined as antenna input power times the gain of the transmitting antenna in dB relative to a dipole) to 25 Watts per RF channel (for wideband systems, such as CDMA, this power limit applies to the equivalent RMS power over the entire band occupied by the CDMA RF channel).

2213.12 Installation/Construction Standards
Installations shall be accomplished in a professional manner, by qualified technical personnel, and are subject to the approval of DIA prior to rendering any system operational.

2213.13 Cabinets
All RF devices including duplexers, isolators, cavities and switches, etc. shall be located inside grounded cabinets. Properly shielded devices may be mounted on grounded relay racks with permission of DIA. The Cabinets shall comply with the following as a minimum:

A. All cabinets must be bonded together and to the ground system with at least #6 copper wire or 1” copper strap.
B. All doors must be on and closed.
C. All non-original holes larger than 1” must be covered with copper screen or solid metal plates.
D. Cabinets will be spaced with no less than 2' of front and back clearance for maintenance access, unless a cabinet does not require rear access.

E. Cabinets may be fastened to the concrete floor with hardware through the bottom of the cabinet if desired by the Tenant.

2213.14 Cabling

A. All antenna cables must be jacketed Heliax (or equivalent). No kinked or cracked cable will be permitted. No single-braided cable will be permitted. Antenna cables must be tagged at building entry and exit with a weatherproof tag identifying tenant. An additional tag is required in the equipment room if the building entry/exit point is not in the equipment room. Any unused cable must be terminated.

B. All antenna transmission lines shall be grounded at tower top and bottom, and at the building entrance with appropriate grounding kits.

C. All coax shall be individually attached to the tower legs or wave-guide hangers. This location will be assigned by DIA. Attachment of coax will be by insulated stainless steel clamps and hangers or ultraviolet-stabilized nylon ties spaced a maximum of three feet apart.

D. All transmit interconnecting cables/jumpers must be solid copper outer conductor (superflex or equivalent), or double-braided silver (RG/9 or equivalent).

E. All receiver intercabling must be 100% shielded coax or double-shielded silver cable.

F. All rooftop cable must be run on antenna mounting structure.

G. All inside cable must be run in troughs where provided.

H. All AC line cords must be 3 conductor with grounding plugs.

I. Where no troughs or cable trays exist, all cable must be tied at 3’ or closer intervals.

J. Power and phone line cables shall be protected by grommets where they enter cabinets. Cable shall not be wrapped with black tape.

K. Lightning protection must be provided for antenna, power and control lines.

L. Cable between an equipment cabinet and building exit must be an uninterrupted, continuous length without splices or adapters.

2213.15 Connectors

A. Connectors must be 50 ohm type, including chassis/bulkhead connectors. No UHF connectors will be allowed.

B. Connectors must be properly fabricated (soldered if applicable) if field installed.

C. Connectors must be taped and coated with a sealing agent at least 4" onto jacket if exposed to weather.

D. Male pins must be proper length. Female contacts may not be spread.

E. Connectors must be plier tight as opposed to hand tight.

F. Connectors must be silver plated or brass.

G. Connectors must be electrically and mechanically equivalent to OEM connectors.

2213.16 Antennas and Mounts

Tenant may not weld antenna mounts to tower. All antenna mounts or supporting structures will be stainless steel or hot-dipped galvanized steel. Any hot dipped galvanized pipes or brackets that have been field cut must be sprayed with a minimum of two coats of cold galvanizing paint or stainless steel
Manually enclosed antennas should be fiberglass enclosed. Exposed metal antennas will not be permitted on the site unless treated by chromate conversion (irridite). All antennas that become corroded or damaged must be replaced in a timely fashion.

2213.17 Prevention of Passive Intermodulation

To help prevent passive intermodulation, the following practices shall be followed at DIA sites:

A. At 800 MHz and above, use 7/16 DIN connectors instead of Type N (for new systems).
B. All connectors should be non-ferrous (no nickel).
C. Silver plated bodies with gold plated inner conductors are best.
D. Do not use “UHF” connectors (PL259) at any frequency.
E. All coaxial cables should be solid shield (e.g., Heliax™, Flexwell™ or equivalent).
F. Transmission lines should be grounded at the top and bottom of each run.
G. Ensure that all bonds are clean, tight, free of corrosion, and have no dissimilar metals.
H. Bonds should have large surface areas. Sharp points are sources of IM.
I. Separate transmit lines from receive lines as much as possible.
J. Use antennas designed to preclude passive intermodulation.

2211.4.6 RF Distribution Interface: Tenants will be responsible for equipment necessary to interface with the RF Distribution System (RFDS). Input to the RFDS downlink (base-to-mobile) is a type N connection with a maximum input of +20 dBm per carrier. Output of the RFDS uplink (mobile-to-base) will provide -86 dBm (or greater) per carrier via type N connection. The -86 dBm level is the worst case figure based on a 1 Watt mobile in the defined areas of coverage.

Installations requiring the RFDS connections to couple signals from antenna lines must provide adequate isolation between the RFDS and antennas. Downlink couplers must have a minimum directivity of 20 dB. Uplink coupling or summing devices must have 20 dB minimum port-to-port isolation.

2213.18 Procedures for Adding New or Modifying Existing Systems at DIA

Users who propose to add channels to an existing radio system, to change the configuration of an existing radio system, or to construct new radio systems at DIA must file a formal application with the Denver International Airport (DIA) Telecommunications Committee to do so. The application should contain, at a minimum, the following information.

2213.19 Application for System Operation at DIA

A. Frequency Band and Specific Frequencies: The applicant must specify the frequency band or bands within which the system will operate, as well as the specific Transmit and Receive frequencies to be used.
B. The applicant must specify either the actual transmitter output power which will be used, or the transmitter power (if any) and effective radiated power specified in its FCC license for the proposed facility.
C. Transmission Line and Antenna Information: The applicant must specify the type and length of transmission line to be used and the type of connectors which will be used. The transmission line can be specified as a specific manufacturer’s type number, or generically (e.g. “1/2 inch solid outer conductor foam dielectric line”). Antenna type (omnidirectional or directional), manufacturer and model number and gain relative to a dipole should be specified for both transmitting and receiving antennas. Directional antennas should include the orientation of the pattern maximum lobe.
D. Modulation/Multiple Access Method: The applicant must specify the type of modulation used in the system (e.g. AM, SSB, FM, ACSSB, CDMA, TDMA, etc.). For digital modulation techniques, such as TDMA and CDMA, the channel bandwidth occupied by the system should also be specified.

E. Coverage Requirements: The application must contain a general description of the coverage area required for the system to distinguish between systems which require wide area coverage over much of the airport and systems which require coverage only in limited areas, such as in the immediate vicinity of the Concourses.

1. The applicant must - include requirements for “underground” coverage, if any, so that the addition of the proposed system to the Radio Frequency Distribution System (RFDS) can be evaluated.

2. Proposed TX/RX Sites: The application should include a description of the site or sites requested for transmitting and receiving antennas. In cases where specific antenna mounting locations are available at a site (e.g. on a tower at the antenna farm or on the roof of a building), the specific mounting location and methods will be specified by DIA, based on the results the interference study performed on the applicant’s system.

F. Description of Methods to be Used to Comply with DIA Technical Standards

The applicant shall describe isolators, filters, and other additional equipment to be installed to assure compliance with DIA installation and technical standards.

2213.20 Assuring Compliance with Site Standards and DIA Architectural & Engineering Standards

Each application shall be reviewed to assure that is complies with DIA radio system installation and site standards, as well as any DIA Architecture, Engineering, or other standards which apply to the system.

2213.21 Co-Site Interference Study To Assure Lack Of Interference From New Users

New systems, or changes to existing systems (such as physical reconfiguration or the addition of new channels) will be evaluated to determine their potential to cause interference to existing systems at DIA. The scope of this analysis will vary, depending upon the type and complexity of the new system being installed. The installation of a new simplex VHF air-to-ground system would be relatively simple to evaluate, while the installation of a new multi-channel trunked system would be more involved.

2213.22 Testing and Inspection

New or changed systems will be inspected by a DIA representative after installation to assure that they comply with installation and technical standards, and tested to demonstrate proper operation of filters and other protective devices installed in the system.

A. Interference Definition: Interference is not based solely on degradation of the radio frequency performance of existing systems. Interference will normally be based upon the requirements embodied in the FCC’s Rules and on the voice quality standards for long distance telephone lines contained in the Bell System Practices. These standards provide a consistent and well defined means of evaluating the degradation of the audio quality over a voice channel, whether it be a wire channel or a radio channel.

B. 3rd Party Evaluation of Interference Complaints: A dispute regarding the cause or resolution of specific interference problems, the interference complaint may be evaluated by an independent third party who is competent to evaluate the potential causes of the interference and the measures required for its resolution.

C. Procedures for Modification of Existing Systems: If the channel capacity at a proposed site (or sites) is limited by potential interference considerations, physical space limitations, or radio frequency radiation exposure limits, some means of evaluating different distributions...
of channel capacity among the various service providers operating at the site must be used to assure that capacity is distributed equitably.

1. Capacity limitations for each provider operating at a particular transmitter/receiver site may be imposed by:
   a. Non-Ionizing Electromagnetic Radiation limits
   b. Physical space limitations for antennas or base station equipment
   c. Potential for interference from additional users or from additional channels
   d. Requirements for maintenance of space for future users

2. Providers may be required to submit verifiable traffic data demonstrating a need for increased capacity before a request for more “space” at a site is evaluated. DIA may collect this type of information on a regular basis from the providers, since it will provide a “picture” of wireless traffic patterns at the airport as well as a means of evaluating requests for additional capacity.

END OF CHAPTER 22
CHAPTER 23
SIGNAGE AND GRAPHICS DRAWINGS

SECTION 2301 - GENERAL

2301.1 General Design Requirements
Signs shall comply with all Federal, Stat and local codes and DIA agency requirements.

A. Public Area Signage: Each Project Manager must submit all project required signage to the DIA Signage Project Manager at 30%, 60% and 95% contract document (drawings and specifications) reviews. Approval of signage is required prior to the completion of Construction or Procurement documents.

B. Non-Public Area Signage: Non-public area signage is signage viewed only by employees and regulatory officials. This signage shall be submitted to the Signage Project Manager for design and message review and coordination.

C. Regulatory Signage: Regulatory signage is typically signage that is required by applicable codes and regulatory agencies. Regulatory signage shall be submitted to the Signage Project Manager for design and message review and coordination prior to fabrication.

D. Dynamic FIDS and BIDS monitors are addressed in Chapter 22, Section 2209. Static signage is addressed in Manual 7, Signage and Graphics.

2301.2 Design Requirements
Refer to DIA Design Standards Manual (DSM) 7 for detailed requirements of Signage Design, Details and Specifications.

2301.3 Sign Construction
Signs that frequently change must be made of local readily available materials. All message changes must be streamlined in order to update changes overnight if necessary. Signs that historically change most frequently at DIA are tenant listings and parking signs.

2301.4 Flexibility
Frequently updated sign must be easily maintained and not require sole sourced parts. Include, “spare” panels for frequently revised sign faces for DIA Graphic Shop use. Spare panels allow the changes to be made in the shop and changed out in the field. Unique custom signs are not acceptable.

SECTION 2302 - DRAWINGS

2302.1 Content
The drawings illustrate and provide all necessary sign information relative to the size, form, location and arrangement of the static and dynamic signage components and systems. The following shall be included in the static and dynamic signage and graphics drawings where applicable. Tracing or copies of manufactured drawings is copyright infringement and is not acceptable.

A. Manufacturer locations of materials, assemblies, products and accessories
B. Size, thickness and significant dimensions of all signage elements
C. Gauges, except for prefabricated and assembled units
D. Details of specially fabricated connections
E. Relationship of adjacent dissimilar materials
F. Soil boring or test pit logs including locations for foundations supporting exterior signs
G. Sign location plans shall present all necessary information of all signage system components. Drawings shall indicate at a minimum front and back panel designations, sign type and unique sign numbers.

2302.2 Static and Dynamic

Signage and Graphics Drawings are divided into two sections identified as “Static Signage” and “Dynamic Signage”. All static signs are required to have a unique sign number identified on all location plans.

2302.3 Static Signage Drawings

Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project.

Refer to Design Standards Manual (DSM) volume 12 – section 404.1.6.5 Sheets.

2302.4 Dynamic Signage Drawings

Construction documents are divided into specific groups per National CAD Standards (NCS). The group number shall always remain the same no matter how large the project.

Refer to Design Standards Manual (DSM) volume 12 – section 404.1.6.5 Sheets.

2302.5 Plan drawings shall present the following minimum information

A. North direction arrow.
B. Floor elevation and/or identifier.
C. Cross reference symbols or notations to sign types, details and other related signage information drawings so these drawing elements can be readily located

2302.6 Minimum Requirements

Sign location plans shall present the following minimum information:

A. Unique sign number & sign type symbol
B. Front panel designation
C. Back panel designation
D. Sign type

2302.7 Sections and Interior Elevations

Sections and interior elevation drawings show typical sign elevations and their relationship, size, mounting dimensions and location to interior architectural elements.

2302.8 Details

Detail drawings for both static and dynamic signage showing sign unit elevations, mounting conditions, sizes, graphic layouts and construction details of each sign and display unit type.

2302.9 Continuation

Drawings shall indicate, where applicable, any continuation from one drawing to another and where plans and system layouts are continued on another drawing. The location of the drawing on which the continuation appears must be noted at the point of break in the plans.

SECTION 2303 - STRUCTURAL REQUIREMENTS
Structural requirements shall be designed by a licensed Colorado Structural Engineer. Structural Drawings shall conform to Chapter 17. The Structural Engineer shall:

A. Confirm existing structure can support anticipated signage loads.
B. Verify imposed loads on signs including seismic, wind, thermal, and impact. For signs designed to be free standing in interior public spaces, the load shall be a minimum of the load required for handrails or guardrails and inclusive of seismic, maintenance and thermal loads. See Denver Zoning for wind loads of exterior signs. In open terrain, use “Exposure C” unless otherwise directed in writing by the Signage Project Manager.
C. Design foundations, beam supports, and attachments
D. Document and verify the design accommodates thermal movement from heat sources.

SECTION 2304 - MECHANICAL REQUIREMENTS

For sign assemblies not provided by the sign manufacturer, include necessary Mechanical requirements designed by a licensed Colorado Mechanical Engineer. Mechanical Drawings shall conform to Chapter 18 and 19. The Mechanical Engineer shall:

A. Confirm heat loads developed by internal and external lighting
B. Design ventilation systems both active and passive
C. Document and verify heat loads contributed to the surrounding space.
D. Design any modifications required to Fire Protection systems.

SECTION 2305 - ELECTRICAL REQUIREMENTS

Electrical requirements shall be designed by a licensed Colorado Electrical Engineer. Electrical Drawings shall conform to Chapter 21. The Electrical Engineer shall:

A. Establish Load Studies for points of connection for new services
B. Design raceways, panels, transformers to support the installation
C. Design Electrical systems within the Sign and assure application for UL listing prior to Bid Advertisement.

2305.2 BUILDING / STRUCTURE (Exterior) NUMBERING

Each building or structure shall have at least one sign located on the exterior structure. The sign shall be a building number based on criteria provided by the DIA CADD standards. Review of the building and site plan must be completed with the Denver Fire Department to confirm location and quantity of the sign(s). Contact the Project Manager for assignment of the building identifier number. Reference Chapter 25, Paragraphs 2505.3 and 2505.4.

END OF CHAPTER 23
CHAPTER 24
SPECIALTY SYSTEMS

SECTION 2401 - GENERAL REQUIREMENTS

SECTION 2402 - BAGGAGE AND MATERIAL HANDLING SYSTEMS
Design criteria shall be provided by the City.

SECTION 2403 - AIRCRAFT SUPPORT SYSTEMS – PASSENGER LOADING BRIDGES, PC AIR, 400 HERTZ
Design criteria shall be provided by the City.

SECTION 2404 - PEOPLE MOVERS - TRAINS
Design criteria shall be provided by the City.

END OF CHAPTER 24
SECTION 2501 - GENERAL

As of 2011 all projects shall be done using Autodesk Revit and Civil 3D. Refer to Design Standards Manual 12 for detailed procedures and requirements.

SECTION 2502 - LEGACY PROJECTS

In some instances, Autodesk Revit and Civil 3D may not be required by the DIA Project Manager. Refer to 2010 DSM 1, chapter 25 for specific CAD requirements.
CHAPTER 26
SURVEYS

SECTION 2601 - GENERAL

2601.1 General
This Section covers the procedures and accuracy requirements for survey services for layout of work and field measurement of work quantities to be determined by surveys. Prior to beginning any field survey work, the Consultant shall meet with the DIA Survey Office to coordinate survey and reporting requirements.

2601.2 Notice of survey
Before commencing any layout of work and surveys, the Consultant shall give the City forty-eight (48) hours written advance notice so that the City may witness such work.

2601.3 Field Measurements
Field Measurements shall be performed by the Consultant to verify existing conditions unless this activity is specifically excluded from the Consultant's Scope of Work. Field Measurements generally fall into two categories:

A. As-built Measurements of Vertical Work: Provide field verification of measurements of existing facilities to verify and or create accurate as-built drawings to be used for Project base data. These measurements may be completed using standard reel-tape instruments.

B. Field verification of Horizontal Work: As-built measurement for items that will be hidden or visible including all civil, mechanical, electrical, control work and all utilities that are placed in concrete, earth or behind walls shall be made by and under the direction of a Colorado licensed surveyor while the work is exposed and the measurements submitted to the City. Unless noted otherwise the measurements shall show the final location within +/- 3 inches of their actual vertical and horizontal location based upon DIA grid coordinates and sea level elevations. Items located within or 5 feet beyond a building shall be referenced to building column lines and finish floor elevations. Special attention shall be paid to items requiring service, sensors, and items with moving parts, access points and locations of junctions, elevation changes and directional changes. Survey notes must be supplied to the City prior to covering up the work being covered up or the work shall be considered defective.

SECTION 2602 - SITE WORK SURVEYS

A. The City will locate at the Work site all reference points shown on the Contract Drawings by coordinates and/or elevation. The Consultant must accurately transfer the survey control information to the points of application to insure that all elements of the Work are correctly located.

B. Requests by the Consultant to relocate survey reference points must be made 96 hours prior to when the point will be disturbed in order to permit the City to accomplish such surveys on normal working days.

C. Any Work, which the Consultant begins before reference points have been provided, may be rejected. Should the original reference points which the City provided be obliterated or dislodged by operations which the Consultant controls, the City will replace them and charge the Consultant for the re-survey. The cost of these re-surveys will be determined by multiplying the hourly equivalent of the salaries and fringe benefits paid to the survey personnel actually involved in the re-survey by the hours expended in doing that re-survey plus material and equipment costs.

SECTION 2603 - PRESERVATION OF PERMANENT LAND SURVEY CONTROL MARKERS
Throughout the Work site there exists an extensive system of benchmarks and monuments installed for the purpose of maintaining a land survey control grid. If any element of this system must be moved to accommodate the Consultant's work, the City will do so at no expense to the Consultant if written notice is given 96 hours prior to when the benchmark or monument must be moved. However, if the Consultant destroys or obliterates any such monument or bench mark before the City can establish a reference system to permit replacement of the bench mark or monument, the Consultant shall notify the City in writing and shall be required to pay the City for all labor, materials, and equipment costs of replacing these monuments and bench marks.

SECTION 2604 - REFERENCE AND COORDINATE POINTS

2604.1 Protection

Protect and preserve reference points, Denver International Airport (DIA) grid control points and benchmarks. Coordinates shown on the drawings are based upon the DIA coordinate system unless noted otherwise.

2604.2 Damaged or Destroyed Points

Report damaged or destroyed reference points, DIA grid coordinate points and benchmarks to the City.

A. The City will reestablish damaged, moved, altered, or destroyed reference bench marks and coordinate points.
B. If reference, coordinate points, or benchmarks are damaged, moved, altered, or destroyed by Consultant, the City's cost of reestablishing such points shall be borne by Consultant.
C. City will not be responsible for any increased costs or delays to the Consultant relating to reference points, DIA grid control points, or benchmarks which are damaged, moved, altered, or destroyed by Consultant or its subcontractors, suppliers, agents, or employees or other Consultants working on the site.

2604.3 Errors

Report promptly alleged errors in reference points, DIA grid control points, or benchmarks to the City.

A. Discontinue use of reference points, DIA grid control points, or benchmarks alleged to be in error until accuracy of points can be verified or as directed.
B. Claims for extra compensation for alteration or reconstruction allegedly due to errors in reference points, DIA grid control points, or benchmarks will not be allowed unless original reference points DIA grid points and bench marks still exist or substantiating evidence proving error is furnished by Consultant, and unless Consultant has reported such errors to the City as specified herein before.

2604.4 Limitations of existing information

The following are limitations and additional information on reference point, DIA grid control points, and benchmarks.

A. The use of Control Monuments for construction surveying, other than those shown on the Contract Drawings or furnished by or accepted by the City is prohibited. Use of other monuments is at the Consultant's sole risk.
B. Elevations are based upon mean sea level datum from NOAA-NGS benchmark "R392" elevation 5271.518 feet.
C. The DIA benchmark and coordinate point data as listed on the contract drawings or listed in the specification are the only approved coordinate points and benchmarks for construction surveying.
D. The basis of bearing of the grid system is NGS control points "Adams" and "King" per the North American Datum of 1927.

SECTION 2605 - CONSTRUCTION LINES AND GRADES
2605.1 Reference Points
Reference DIA coordinate points and benchmarks shall be provided by DIA. Other control points and benchmarks may be provided to the Consultant at the discretion of the City.

2605.2 Preservation of Points
The Consultant shall carefully preserve such points and shall be held responsible therefore. If it becomes necessary for the Consultant to remove or disturb a reference or DIA grid coordinate point or benchmark he shall notify the City before removing or disturbing said point. If, in the opinion of the City, stakes, monuments, marks or points are carelessly or willfully disturbed by the Consultant, the cost of replacing such stakes, monuments, marks or points shall be charged against the Consultant and shall be deducted from payment for the Work.

2605.3 Consultant Surveys
The Consultant shall make surveys and layouts, as necessary, to delineate the work. The Consultant shall make the surveys for the proper performance of the Work. As a part of such surveys, the Consultant shall furnish, establish and maintain in good order survey control points, which may be required for the completion of the Consultant's work, subject to the acceptance of the City as to their location, sufficiency and adequacy. However such acceptance by the City shall not relieve the Consultant of his responsibility for the accuracy of his survey work. The Consultant shall be responsible for any lines, grades, or measurements which do not comply with specified or proper tolerances, or which are otherwise defective, and for any resultant defects in the Work. The Consultant will be required to conduct re-surveys or check surveys to correct errors indicated by review of the field notebooks.

2605.4 Quality Assurance
The City shall have the right to check surveys and layouts made by the Consultant prior to accepting any of the Work. The Consultant shall give advance notice of not less than forty-eight (48) hours to the City to enable such checking prior to placing any Work. The Consultant shall furnish assistance as may be required for checking purposes when so requested by the City. The City may draw the Consultant's attention to errors or omissions in lines or grades, but the failure to point out such errors or omissions shall not give the Consultant any right or claim nor shall in any way relieve the Consultant of his obligations according to the terms of the Consultant's Contract.

2605.5 Quality Control
The Consultant shall furnish skilled labor, instrument platforms, ladders and such other temporary structures, as may be necessary for making and maintaining points and lines in connection with the surveys required. The Consultant's instruments and other survey equipment shall be accurate, suitable for the surveys required in accordance with recognized professional standards, and in proper condition and adjustment at all times. Surveys shall be performed under the direct supervision of a Colorado licensed surveyor.

2605.6 Field Notes
The Consultant shall record surveys in field notebooks. Copies of the original pages of such records shall be furnished to the City at intervals required by the City. Each field notebook shall be furnished to the City when filled or completed. Field notes shall be kept in the form and style shown in the book "Surveying Theory and Practice" by Davis, Foote, Anderson and Mikhail. At the option of the City, electronic data collectors and copies of downloaded data on to disk. The data shall be in MS DOS ASCII format and may be used to supplement field books.

Whichever method of note taking the Consultant starts with, he must use the same method throughout the contract duration. If the City finds errors in the field notes he will return them to the Consultant for correction and resubmission. This review does not relieve the Consultant from the responsibility of maintaining accurate survey data.
SECTION 2606 - SURVEYING ACCURACY AND TOLERANCES IN SETTING SURVEY, LAYOUT AND QUANTITY CALCULATION STAKES

2606.1 Accuracy
Control traverse field surveys and computations shall be performed to an accuracy and precision of at least 1:40,000.

2606.2 Tolerances
The tolerances generally applicable in setting survey stakes shall be as set forth below. Such tolerances shall not supersede stricter tolerances required by the Drawings or Specifications, and shall not otherwise relieve the Consultant of responsibility for measurements in compliance therewith. Tolerances in setting survey stakes shall be as follows:

<table>
<thead>
<tr>
<th>Kind of Survey Stake or Mark</th>
<th>Distance</th>
<th>Tolerance on Error in Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Markers on hubs and monuments on centerline and offset centerlines:</td>
<td>1:20,000</td>
<td>0.01 ft 10 sec.</td>
</tr>
<tr>
<td>Intermediate stake or marks on centerline and offset centerlines:</td>
<td>1:5,000 0.05 ft</td>
<td>1 min.</td>
</tr>
<tr>
<td>Grade Stakes or Marks for: Excavation and backfill; slope stakes</td>
<td>+/-0.10 ft</td>
<td></td>
</tr>
</tbody>
</table>

Steel reinforcement and formed concrete ACI and AISC specified tolerance. If none described then the tolerance is +/- 0.02 ft.

END OF CHAPTER 26
CHAPTER 27
TESTING AGENCY REPORTS

SECTION 2701 - GENERAL

2701.1 Testing Requirements

Unless specifically excluded in Consultant's Contract, the Consultant shall provide testing services and analysis in the locations and quantity to satisfy data and analysis information required in order the Consultant can provide complete and accurate design.

A. These surveys and testing programs shall include but not be limited to all soils tests and any other investigations of surface or subsurface conditions, which would be required to design the Projects. The scope of such surveys, tests and investigations shall be submitted to the City for its review and acceptance before the surveys or investigations are commenced. The scope shall include Consultant's consideration of information, which the City has provided such as topographic maps, site preparations drawings, and the results of available soils investigations. All surveys shall conform to the DIA Grid established by the City and shall be coordinated with the DIA Survey Office. The Consultant shall perform any and all surveys and soils investigations required by any governmental agencies, regulatory bodies and authorities having jurisdiction before they will issue construction acceptances for any Project. The Consultant shall be solely responsible for contact and coordination with all utility companies for establishment of utility locations prior to site investigations.

2701.2 Testing Agency

Laboratory and field-testing will be conducted by an independent testing laboratory retained by the Consultant. The City beyond the minimum requirements of the Contract Documents may request additional testing.

SECTION 2702 - TESTING AGENCY

2702.1 General

The Consultant shall employ the services of an independent testing agency. Prior to performing any tests, the Consultant shall submit the following information to the City:

A. Evidence of license to operate as a commercial testing laboratory.
B. Evidence that the laboratory has been inspected by AMRL or CCRL within the last three years. Copies of the inspection(s) along with documentation showing correction of deficiencies (if any). AMRL or CCRL reference sample program test results shall be submitted from the previous two (2) years.
C. Affidavit of compliance with applicable national certification and/or accreditation program stating that the laboratory actually performing the work is qualified to perform the tests and work in accordance with the technical requirements required by the contract specifications.
D. Name, registration number and engineering discipline of the Registered Professional Engineer (Colorado) in charge of the laboratory. The engineer shall be a full time employee of the laboratory and have a minimum of five (5) years of experience in construction materials testing.
E. Evidence that the laboratory and field technicians are qualified for performing the work. Qualifications can be demonstrated through certification by NICET, ACI, NRMCA, PCA, AWS, ASNT or a degree in a related engineering field with construction field experience.
F. A list of testing equipment proposed for each test procedure.
G. A copy of the certification and latest calibration data for all laboratory and field equipment to be used for this project verifying their conformance to national standards.
H. Estimated number of each type of test.
2702.2 Control of Measuring and Test Equipment

The Testing Laboratory shall select his measuring and test equipment in such a manner as to provide proper type, range, accuracy, calibration and tolerance for determining compliance with specified requirements. Measuring and test devices shall be calibrated, adjusted, and maintained a prescribed intervals prior to use, based upon equipment stability and other conditions affecting measurement. Provisions shall be made for the proper handling and storage of equipment. Calibration shall be accomplished using certified standards that have a known traceable relationship to the National Institute of Standards and Technology. Every calibrated measuring and test device shall shown the current status, date of last calibration, and the due date for the next calibration. Calibration records shall be maintained as quality records and shall be made available for inspection upon the Residents Engineer's request.

2702.3 Surveillance of Inspections

When the laws, ordinances, rules, regulations, or orders of any public agency having jurisdiction, require the City's surveillance of inspections or tests, the Consultant shall notify the City of the place, date and time forty-eight (48) hours prior to the inspection/test operation.

2702.4 Retain tested materials and data

The Consultant shall be responsible for maintaining tested materials and testing data until Final Completion of the Project or Construction Contract, or at such time as the City notifies the Consultant in writing. Tests and tested materials shall be available at time of Bid and during the Bidding process for review by proposers.

SECTION 2703 - SOILS TESTING PRECAUTIONS

2703.1 General

Comply with the requirements of 2701 and 2702 above. A Colorado Licensed Surveyor shall layout and locate all test pit locations for soils tests. 30 days prior to beginning soils test, submit a geometry study showing vertical clearance and lighting requirements for DIA Planning and DIA Operations review. Include information in Chapter 28 required for assessment of any Operational interference.

2703.2 Protection Of Property And Work In Progress

The Consultant shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury, or loss to:

A. Property at the Work site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction; and
B. The Consultant shall give all notices and comply with all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the safety of property or its protection from damage, injury, or loss and further, shall cooperate and keep the City and other contractors informed of all of the Consultant's precautions for the protection of the Work.
C. If any of the Consultant's operations destroy or damage any real or personal property, public or private, the Consultant shall promptly repair or replace such property before the City will accept the Work performed under this Contract. This paragraph applies unless written release is provided by Airport Legal Services.

2703.3 Protection of Municipal and Public Service System

Before any Work is started, the Consultant shall communicate with all governmental agencies and private entities which have jurisdiction over municipal or other public service systems which might be affected by the Work. After Work is begun, the Consultant shall perform in a manner designed to reduce to a minimum the potential for disrupting the operations of municipal and other service systems. In particular,
when a municipal or other public service system can be affected by work done by the Consultant, the Consultant is required to contact the agency responsible for operation of that system for instructions on how best to proceed.

**2703.4 Protection of Drainage Ways**

The Consultant shall be responsible for the preservation and protection of storm water collection systems and drainage ways, which may be affected by the Consultant’s work. This municipal service system is operated by the Wastewater Management Division, and the Consultant is required to notify the Director of the Wastewater Management Division and City when the Work may diminish the system's capabilities or may redirect water flows. This notification process does not, however, relieve the Consultant of the responsibility for damage to persons and property, which may result from changes to that system caused by the Consultant's operations.

**2703.5 Protection of the Environment**

The Consultant shall comply with the following:

A. The Consultant shall comply with all applicable federal, state and local environmental protection rules, laws and regulations and accept responsibility for compliance with all environmental quality standards, limitations and permit requirements promulgated there under, including but not limited to the City's noise control ordinance, federal and state air quality standards for fugitive dust control, prevention of surface and groundwater contamination and hazardous and other waste disposal practices and procedures.

B. If the City, as owner, is determined by any federal, state or local government agency, department, board or commission, or in any judicial proceeding to have violated any such environmental protection rules, laws or regulations as a result of the Consultant's acts or omissions, the Consultant agrees to indemnify and hold harmless the City from any and all prosecutions, payment of any and all fines or penalties, and the cost of abatement and remediation.

**2703.6 Hazardous and Explosive Materials**

The Consultant shall exercise the utmost care and caution if the storage or use of hazardous materials required for the performance of the Work. Activities related to the purchase, storage, use, removal, treatment, and disposal of such hazardous materials shall at all times be the sole responsibility of the Contract and shall be supervised and carried out by personnel properly qualified to perform such activities. However, in no circumstances shall activities requiring the purchase, storage, use, removal, treatment or disposal of hazardous materials be started without first notifying the City in writing of the proposed activity and receiving the City's written acceptance of that action. The use and storage of explosives will not be allowed on site.

**2703.7 Archeological and Historical Discoveries**

The Consultant is required to inform the City of any evidence which might suggest to a lay person that archaeological, historical materials or human remains may be present in the Work area. Upon making such a discovery, the Consultant shall do whatever is necessary to avoid disturbing that Work area. This could require that the Consultant's activities be redirected or stopped until the City determines how to proceed.

**SECTION 2704 - DOCUMENTATION**

**2704.1 Submittal**

The Consultant shall submit reports of testing and testing analysis to the City.

**2704.2 Document Control**
All records and documents, which are quality related shall be prepared, identified, and maintained by the Consultant and shall be submitted to the City. Records shall be protected from damage, deterioration, or loss. Retention time for all quality records shall be not less than three (3) years from date of final payment.

2704.3 Test results

Test results shall be submitted to the City after completion of inspections/tests and prior to incorporation of the item(s) into the Work unless the test or inspection must be done after installation. Field density and moisture tests shall be reported in draft form immediately at the test site with typed final test results given with 48 hours. If the DIA inspector is not present for the actual test, the draft results shall be given to the City at the end of the shift. All other inspection and test results shall be submitted within forty-eight (48) hours of the inspection or test. Test reports shall include worksheets showing any and all calculations used in obtaining the test results. All test results must be reviewed and signed by a registered licensed engineer in the state of Colorado. The signature represents that the test procedures used are in strict conformance with the applicable testing standard, the calculated data are true and accurate, the tools and equipment used were in calibration, the sample was not contaminated and the persons running the test were qualified.

In addition, the testing laboratory shall prepare and submit to the City a Monthly Summary Report each month, which summarizes the activities and results for the quality control tests and inspections conducted during that period. The Monthly Summary Report shall consist of both graphics and text and at a minimum shall identify all test types, test locations, testers, test results, any calculations used, specifications, whether the test passed or failed, and the material supplier, installer and Consultant. Material performance trends shall include a statistical evaluation of each type of test, results of which shall be clearly stated in an overview for each Monthly Report. The Monthly Report shall be submitted per Chapter 32 requirements.

2704.4 Records

Records (reports) of inspection and test activities are quality records and shall be maintained, in a manner that provides integrity of item identification, acceptability, and trace-ability. Reports shall identify the following:

A. Consultant's name
B. Contract number and title
C. Testing Laboratory Name
D. Name of item(s) inspected/tested including a physical description and as applicable, model and make.
E. Quantity of items
F. Inspection/test procedure used. If national standards are used, any deviation from these standards.
G. Date the sample(s) was taken and the date the test was made.
H. Where tests were performed including environmental condition where applicable.
I. Name of inspector/tester.
J. Observations/comments.
K. Specified requirements in the contract that the item must meet.
L. Acceptability.
M. Deviations/nonconformance.
N. Corrective Action.
O. Evaluation of results.
P. Signature of authorized evaluator.
Q. Where the material was installed.

END OF CHAPTER 27
SECTION 2801 - OVERVIEW

2801.1 Purpose
The purposes of the Planning Study are (1) to verify compliance with approved airport development plans and criteria, (2) to insure operational and safety needs are met during construction, and (3) to allow adequate coordination with FAA and DIA Operations during the design process. The Study should initially be completed as part of Design Analysis and Schematic Design and updated as may be required during the other phases of the design process. While the Airport Layout Plan Review and Supporting Studies are not part of the Issue for Bid Documents, restrictions/limitations and other controls on the design and construction equipment, which may result from these Studies, shall be incorporated in the Bid Documents.

2801.2 FAA Contact and Coordination
The Consultant shall not contact the FAA directly unless directed in writing by the City or a representative of the DIA Maintenance and Engineering Division. The Consultant, at the direction of the City, shall assist the Department of Aviation to establish and maintain coordination of the project with the FAA Airport District throughout the Consultant’s contract duration. This will insure early resolution of issues and smooth and timely FAA acceptances of construction. All such coordination shall be through the City and include representatives of the Department of Aviation.

2801.3 FAA Review and Acceptance
The DIA Maintenance and Engineering Division shall submit documents provided by the Consultant to the FAA for review at the initial stage of the design process. These documents shall be provided by the Consultant consistent with the requirements contained in this Chapter and other direction as provided by the City. Submittal of the documents DOES NOT assure acceptance. Building and or Construction envelopes, project phasing, contractor staging, construction equipment erection and use, building materials, geometry of construction, geometry of operation, and other elements may require design changes to meet acceptance of the FAA prior to moving forward with any design.

2801.4 FAA Review Period
The Consultant shall allow in the design schedule 80 calendar days for FAA review and comment period. The Consultant may proceed with design phases of work pending completion of FAA review subject to written authorization from the City.

SECTION 2802 - DATA BASE AND RESOURCES

2802.1 Airport Layout Plan (ALP)
DIA Maintenance and Engineering may provide CADD files of the ALP or portions of the ALP as may be appropriate for the Consultant’s use in the development of the required Planning Study.

2802.2 DIA Datum Base and Stationing
DIA Maintenance and Engineering may on written request from the Consultant provide plan drawings with locations of pre-established Bench Mark stations and associated data. The Consultant shall allow two weeks after requesting this information for delivery of the stationing.

2802.3 Stationing within Project Limits
The Consultant shall be responsible for establishment of survey points and verification of horizontal and vertical locates within the proposed Project Limits as well as verification of inverts and elevations of adjacent systems. Refer to Chapter 26 for further information on surveying.

SECTION 2803 - SUBMITTAL REQUIREMENTS

2803.1 General

The Planning Study is a separate, stand alone submittal package required during all phases of design. This submittal is to be included in the Design Analysis Reports, and shall also be submitted separately to the DIA Maintenance and Engineering Assistant Deputy Director – Planning. Throughout the design process, the Consultant shall provide geometric studies and documentation to assist the DIA Maintenance and Engineering Division in assuring that all design elements comply with FAA requirements and agreed-upon criteria. The initial submittal during the Design Analysis Phase should establish the envelope and construction operations envelope, including construction site lighting, permanent site lighting, crane sizes, etc. Submittal of the package in subsequent phases is to assure compliance with approved parameters. The Consultant shall in subsequent submittals note any deviations from the initially set and approved parameters.

Such studies and documentation shall include, but not be limited to, full site plans with all paving, contours, buildings and structures depicted and exterior elevation drawings of those identified items along with limitations (as surveyed) resulting from FAR Part 77 imaginary surfaces and Control Tower lines of sight. All features of these building and structures, such as corners, parapets, or appurtenances; any mounted antennae, aerial masts or other structures projecting into space above the building mass; all ground-mounted antennae, aerial masts or other structures projecting into space above the building mass; all ground-mounted antennae, aerial masts or other free-standing structures; and all exterior lighting, whether building mounted or ground mounted, must be uniquely identified by Northing and Easting based on the Airport Grid and elevations based on the Datum Base.

The elevation(s) at grade and at the highest point for the building mass and each identified feature must be depicted on the site plans and exterior elevation drawings in feet above mean sea level (MSL). Due to the potential interference, these items may pose to the safe and efficient use of airspace above and around the structures, the Consultant must warrant the accuracy of such submitted data.

Latitude and longitude of the proposed improvements must be provided in order for the FAA to evaluate the proposal. The coordinates’ source must if it is based upon the 1927 or the 1983 North American Datum. This information is typically found on the USGS 7 ½” quad map.

2803.2 Submittal Content

The Consultant may extract drawings or sketches developed for submittal in the various design phases for use in the submittal. Mark-up and annotation of the documents may be included as part of the submittal. The Consultant shall submit plan drawings/tabulations/explanations to the City. Prior to the submittal(s) the Consultant shall meet with the City to review the submittal requirements. In some cases, subject to acceptance of the City, drawings and other portions of the submittal elements may be combined to simplify the submittal. Each submittal shall be organized and presented as follows:

A. Summary statement: Summarize the overall project indicating the present stage or phase of the design, the general height above grade and location of the project. Include a letter size ALP drawing indicating the location and limits of the project.

B. Plan Drawings of Constructed Work: Horizontal and vertical controls of planned elements (including comparisons with Control Tower lines of sight and FAR Part 77 imaginary surfaces). Dimensioned drawings prepared for the design documents will be prepared conforming to the intent of the Airport Layout Plan and all applicable DIA Design Standards. Paving limits shall be specifically identified. Drawings shall include plan geometry stations identified by Northing and Easting based on the Airport Grid. For all vertical work, elevations based on DIA Datum Base shall be indicated at horizontally identified locations.
C. Plan Drawings of Constructed Work Lighting: Annotation of item (2) above indicating exterior lighting elements and photometric diagrams. Type and color of lighting shall be identified.

D. Plan Drawings of Constructed Work Emissions: Annotation of item (2) above indicating calculated emissions and or plumes that may be emitted by the constructed facility. Include locations, extent and weather conditions anticipated. This shall include but not be limited to cooling tower equipment, wash facilities, restaurant hoods, soil stacks, emergency generator exhausts, etc.

E. Plan Drawings of Constructed Work Traffic Impact: Annotation of item (2) above indicating existing traffic loads and anticipated contributed loads of traffic created by the planned use or operation of the project. This shall include but not be limited to aircraft movement, ground service operations, delivery services, refuse storage and service, automobile movement, emergency access and staging areas for emergency vehicles.

F. Plan Drawings of Construction Phasing: Annotation of item (1) above indicating XYZ dimensioned limits of construction, construction staging, haul routes, stockpiling locations and vertical envelopes of construction equipment. Include photometric diagrams and heights of lighting required during construction. Provide notation of required access points and notation of areas of work in restricted areas and means of access to the restricted areas.

G. Elevation Drawings: Provide elevations of the facility keyed to large-scale plan drawings. Indicate the types of materials to be used for project and the radio opacity of the materials and indicated the types of control of glare from reflected sunlight on project.

H. Operations Phasing Drawings: As applicable, the concept for phasing and related maintenance of aircraft and/or vehicular traffic (landside and airside) in conformance with established safety criteria for operations during construction. Note that FAA review may result in limitations on Contractor equipment sizes, placements, temporary lighting, and other elements. Any restrictions shall be transcribed by the Consultant onto the Construction Document Phasing and Staging Plans.

I. Utility Location Plans and Protection: As applicable, the location of FAA facilities (including power and communications lines), which may be impacted by construction activities.

J. Calculations: Provide calculations used in establishing each of the above items. Station points used in calculations shall be keyed to locations noted in drawings.

K. CADD of drawings containing in the submittal. Disks shall be placed in paper jacket with directory(s) of files and descriptions of files keyed to drawings submitted.

The Consultant shall be responsible to insure, by field surveys engineering studies, etc., that the plan drawings remain consistent with the evolving design and verify that agreed-upon criteria is maintained by the final bid documents.

SECTION 2804 - SUBMITTAL FORMAT

2804.1 Binding

The Consultant shall submit each submittal in letter size format bound in 3-ring binders with the jacket edge and front labeled as follows:

A. Submittal Title (Planning Study) and Sequence Number

B. Date of Submittal

C. Project Title and Number

D. Consultant Name, and Consultant Contract Number (or Tenant Name and Tenant Project Number)
2804.2 Organization
Each submittal shall be organized and presented in the order of paragraph 2803.2 above.

2804.3 Drawings
Drawings larger than letter size drawings shall be folded and placed in vinyl jackets within each respective section of the submittal. Drawings 11 x 17 may be folded and 3-hole punched.

2804.4 Quantity
Submit three (3) complete copies to the City at each Phase of Design.

SECTION 2805 - SUPPORTING STUDIES
At the request of the City, the Consultant may be requested (under a separate authorization) to provide additional focused planning studies and/or analysis directly related to the project beyond those normally required for the design process and related coordination. The purposes for these supporting studies may include documentation for grants, additional justification, design refinement, etc.

SECTION 2806 - INCORPORATION INTO BID AND CONSTRUCTION DOCUMENTS
During the development of the Construction Documents, unless otherwise determined by the City, the Consultant shall provide all necessary information required by the Department of Aviation for submittal of Form 7460-1s (“Notice to Proposed Construction”) to the Federal Aviation Administration for acceptance of both the constructed project and temporary construction equipment (cranes, etc.) and material stockpiles. Subject to compliance of the design to previous submittal and FAA review comments, the Form 7460-1s review and acceptance period shall be 60 days. The submittal of the form shall therefore take place at least 80 days prior to advertisement of any construction contract to perform work. If the Project is a City Project, the submittal of the form shall take place 80 days prior to Bid of the Work.

The completed Bid Documents shall depict any limitations with regard to allowable heights, construction lighting, horizontal locations, and construction equipment and/or stockpile/staging area restrictions. In the event time frames and duration of occupation of vertical envelopes are limited, such restrictions shall be so documented in the Construction documents by the Consultant.

END OF CHAPTER 28
SECTION 2901 - COMPLIANCE

2901.1 Consultant Responsibility

The Consultant shall be responsible for ensuring that all designs at the time the Issue for Bid are complete, are compliant with all building code regulatory requirements. Design and construction shall be based on the latest edition of the referenced codes, including additions and revisions thereto in effect at the time of project bidding, unless specifically indicated otherwise.

The Consultant shall schedule a series of project familiarization meetings with applicable Building Code and Fire Prevention Officials to review project development. The Consultant and all applicable subconsultants shall attend these meetings to discuss code issues and design direction.

The Consultant shall submit documents in a timely manner to all required review agencies in order to ensure that permits are available at time of Bid Advertisement. This shall include intergovernmental agreements, acceptances to tap water and sewer lines. The Designer is responsible for submitting the specifications and drawings to the City's Building Inspection Division for the Division's plan review and receiving acceptances thereon sufficient to allow the Contractor to obtain the necessary building permits so as to cause no delay.

2901.2 Compliance

The codes contain specific references which define the Engineer of Record's responsibility for reviewing of contractor submittal for compliance to the code, establishing construction acceptance criteria, special inspections requirements and procedures and the engineer's review of contractor engineered items. As a requirement of its contract responsibilities, the Consultant is responsible for the development of all code-required items, which are directed by the applicable Project regulations and codes and reviewing of all contractor submittals for compliance to the building codes applicable to the Project.

2901.3 Variances

All requests for code and compliance variances must be accepted by the City prior to requesting a formal variance any code agency.

SECTION 2902 - AGENCIES

The following is a partial listing of agencies that have jurisdiction over projects at DIA:

2902.1 Building Code

All design and construction work shall be governed by the Building Code for the City and County of Denver, latest edition, which is based upon the Uniform Code of the International Conference of Building Officials. Particular attention shall be directed to Chapter 59 of this Code, which addresses the Construction of Airport Buildings and Structures. DENVER BUILDING INSPECTION DIVISION: Review and acceptance of all construction documents for compliance to the Denver Building Code.

City and County of Denver
Community Planning and Development Agency
Building Inspection Division
201 West Colfax Avenue, Department 205
Denver, Colorado 80202

2902.2 Denver Fire Department
Review and acceptance of plans for compliance with the Denver Fire Department's requirements as it applies to the Denver International Airport.

Denver Fire Department
201 West Colfax Avenue, Department 205
Denver, Colorado 80204

2902.3 Department Of Health & Hospitals

The enforcement of the Denver Health Code, latest edition, is under the jurisdiction of:

City and County of Denver
Department of Environment Health
201 West Colfax Avenue, Department 1009
Denver, Colorado 80204

2902.4 Wastewater Management Division

Review and acceptance of plans for compliance with Chapter 56 of the Revised Municipal Code and enforcement of the Rules and Regulations Governing Sewer Charges and Fees and Management of Wastewater.

City and County of Denver
Department of Public Works
Wastewater Management Division
2000 West 3rd
Denver, Colorado 80223

2902.5 Denver Zoning Administration

Review and acceptance of plans for compliance with the Denver Zoning Ordinance as it applies to Denver International Airport.

City and County of Denver
Denver Zoning Administration
201 West Colfax Avenue, Department 205
Denver, Colorado 80202

2902.6 FAA Requirements

Design and construction shall be in accordance with the requirements of the Federal Aviation Administration Design Standards criteria, as set forth in applicable FAA advisory circulars. The Consultant shall submit FAA submittals to DIA Maintenance and Engineering, not directly to the FAA. The following Federal Aviation Administration Standards govern the height and location, with respect to runways and taxiways, of all Denver International Airport structures:

A. FAR Part 77, "Objects Affecting Navigable Airspace"
B. AC 150/5300-13, "Airport Design"
C. AC 150/5370-2D, "Operational Safety on Airports During Construction"
D. AC 70/7460-1K, "Obstruction Marking and Lighting"

2902.7 U.S. Customs Service (USCS)
The Customs Service, Department of the Treasury, is authorized to control the entrance and clearance of aircraft arriving in and departing from the United States and to inspect the crews, passenger, baggage, stores and cargo carried thereon (Tariff Act of 1930 and Section 1109 of the Federal Aviation Act of 1958). Customs enforces some 400 different laws for forty other agencies in protecting the borders of the United States.

Commissioner of Customs  
U.S. Customs Service  
1301 Constitution Avenue N.W.  
Washington, D.C. 20229  
Attention: Chief, Space Management Branch  
(202) 566-5471

2902.8 Immigration & Naturalization Service (INS)

The Immigration and Naturalization Service, Department of Justice, examines all persons arriving in the United States to determine their admissibility under the provisions of the Immigration and Nationality Act (66 Statute 163). Section 239 of the Act (Title 8, U.S. Code 1229) and Part 239, Title 8, Code of Federal Regulations, pertain specifically to aircraft and airports of entry.

Associate Commissioner, Management  
Immigration and Naturalization Services  
425 I Street N.W.  
Washington, D.C. 20536  
Attention: Chief, Facilities & Engineering Branch  
(202) 633-4448

2902.9 Public Health Service (PHS)

The Assistant Secretary for Health, Department of Health and Human Services, is authorized to make and enforce such regulations as in his judgment are necessary to prevent the introduction, transmission or spread of communicable diseases from foreign countries into the United States or its possessions (Section 361, Public Law 410, 78th Congress).

Director, Division of Quarantine  
Public Health Service  
Center for Prevention Services  
Centers for Disease Control  
Atlanta, Georgia 30333  
Attention: Chief, Program Operations Branch  
(404) 639-2574

2902.10 Animal & Plant Health Inspection Service (APHIS)

APHIS provides inspection services for all aircraft, crew, passengers, stores and cargo arriving from foreign countries into the United States, its territories and possessions or departing from Hawaii, Puerto Rico, and the U.S. Virgin Islands destined for the U.S. mainland. The purpose is to protect American agriculture by preventing the introduction of injurious plant and animal pests and diseases not previously known to occur in the United States (Plant and Animal Quarantine Acts - 21 U.S. Code 111, 7 U.S. Code 151 et seq.).

Plant Protection & Quarantine Programs  
Animal & Plant Health Inspection Service  
Federal Building  
Hyattsville, Maryland 20782  
Attention: Chief, Port Operations  (301) 436-8295

END OF CHAPTER 29
CHAPTER 30
CONSTRUCTION COST ESTIMATES

SECTION 3001 - GENERAL

The Consultant shall submit a verifiable cost estimate for completing the construction of each Project or Task based on total area, unit prices or other appropriate units and alternate designs, in accordance with instructions received from the City and in a format as required by the City. Cost estimates shall include but not be limited to the costs of permitting, mobilization, general conditions, Division 1, technical specifications and drawings, bonding, and insurance.

The Consultant shall routinely notify the City when changes occur which have the potential of affecting the Project Budget. Cost trends are not official changes but reflect potential cost impacts if action is not taken.

SECTION 3002 - SCHEDULE OF VALUES

The Work specified in this Section consists of preparing and submitting "The Schedule" which shall include a Schedule of Values and a Schedule of Material Allowances. The schedule of values will be built upon a breakdown of the Work using specification sections and milestones. The work also includes the preparing and submitting of updated copies of "The Schedule", if the schedules are affected design changes or delays in issue of documents for Bid.

Identify items in the Schedule of Values and Schedule of Material Allowances with the Specification Section numbers, Specification Section title, and the bid item number used for the Schedule of Prices and Quantities.

Breakdown of the items used in "The Schedule" shall include costs as follows:

A. Product Cost
B. Delivered cost of product with taxes paid.
C. Total installation cost, with overhead and profit.
D. Breakdown costs of each lump sum item with a list of products and major operations
E. Each unit price item, as listed in the bid Schedule of Prices and Quantities
F. Material allowances
G. Testing

SECTION 3003 - PRELIMINARY COST ESTIMATE

The Consultant shall prepare a preliminary Construction Cost Estimate for each design and construction alternative for each Project in a format established by the City, which shall include a complete list of bid and proposal items. The Estimates shall be based on total area, unit prices or other appropriate units, and shall include itemization of each building system. The Consultant shall assure that in all estimates the Part I Contract requirements have been incorporated in the estimates. The Consultant shall include a comparison of the Consultant's Estimate with the Construction Budget for each Project and make detailed recommendations for conformance with the Construction Budget.

SECTION 3004 - SCHEMATIC DESIGN ESTIMATE

The Consultant shall prepare a preliminary Construction Cost Estimate for each design and construction alternative for each Project in a format established by the City, which shall include a complete list of bid and proposal items. The Estimates shall be based on total area, unit prices or other appropriate units, and shall include itemization of each building system. The Consultant shall assure that in all estimates the Part I Contract requirements have been incorporated in the estimates. The Consultant shall include a
comparison of the Consultant's Estimate with the Construction Budget for each Project and make detailed recommendations for conformance with the Construction Budget.

SECTION 3005 - DESIGN DEVELOPMENT

The Consultant shall prepare a Preliminary Construction Cost Estimate for each Project, in a format established by the City, which includes a complete list of bid items. Preliminary quantities, units, unit prices and appropriate totals shall be included in the Consultant's Estimate along with a comparison of the Estimate with the Construction Budget for that Project. If the City notifies the Consultant that more than one (1) construction contract or design/build contract is required to construct the Project, Consultant shall prepare a separate bid list and cost estimate for each construction contract and design/build contract. If the Consultant's Cost Estimate exceeds the Construction Budget (for any Project) the Consultant shall recommend to the City and City appropriate measures to reduce costs so that the amount set forth in each contract's Construction Budget is not exceeded. The Consultant will implement all changes required by the City and the Project.

SECTION 3006 - CONSTRUCTION DOCUMENT ESTIMATE

The Consultant shall prepare a Final Cost Estimate for completing each Project which includes a complete list of bid and RFP items with correct final quantities, estimated unit prices, construction labor man-hours, extensions and totals for each. If more than one construction contract or design/build contract is required to complete any of the Projects the Consultant shall prepare a separate Cost Estimate for each contract. Final Cost Estimates shall include sufficient verifiable backup data to allow the City to perform a detailed review and verification of the Consultant's Estimate.

SECTION 3007 - CHANGE AND SUBSTITUTION COST ESTIMATES

During the Bid and Evaluation and during the Construction Administration phases, the Consultant shall prepare cost estimates for changes and/or substitution requests initiated by the Consultant, City, or Contractor.

SECTION 3008 - SUBMITTAL FORMAT

Submittals shall be prepared in letter size (8.5x11). Each page of each cost estimate shall identify the following: Consultant Name and Contract Number, City Construction Contract or Package Number, Date, Construction Contract tracking item (CN, CCR, RFI, CD, etc.)

END OF CHAPTER 30
CHAPTER 31
CONSTRUCTION SCHEDULE

SECTION 3101 - GENERAL

The Consultant shall provide the City with Construction Schedule for each Project. The schedule data and information shall be prepared and submitted in accordance with the following requirements. The Construction Schedule is an integral part of the Design process and serves to edify the design. Staging, Sequencing, Work Constraints, and submittal requirements contained in the technical specifications must be coordinated and integrated into the construction schedule. In some cases, the City and or Tenants may require completion, sequencing, or work activities during given time frames. The Consultant is responsible for delivery of a design that can be completed and that has been coordinated to assure that work can be prosecuted in given time frames. Incomplete and poorly coordinated documents may result in project delays.

SECTION 3102 - SCHEDULE REQUIREMENTS

The Consultant shall prepare for each Project a detailed Construction Schedule in graphic, Critical Path Method (CPM) precedence diagram and bar chart format.

The Schedule shall show construction phasing and sequencing, the number of days required to complete major construction activities and the number of days required to complete each construction contract.

A. Identify any work that will be performed by others which could affect the Contractors’ ability to meet the Schedule in any way including work items or milestones that affect or are affected by the City, other Contractor's work, utilities, and other third parties;

B. Identify any important interrelationships or dependencies between major construction, design, procurement and tenant supplied systems and activities performed by others and Program Milestones.

C. Identify and show all significant work tasks including planning, mobilization, shop submittals and acceptances, procurement, fabrication, and construction. Testing and inspection. The schedule shall list major data submittals required by the Contract. The total Contract Time including project milestones shall be identified and incorporated in the Construction Contract Documents.

D. Work items shall be identified in accordance with the anticipated Bid Form units, prices, tasks, and or CSI UniFormat® division classifications. The order, sequence, and interdependence of all significant work items including construction; procurement, fabrication, testing, start up, and inspection and delivery of critical or special materials and equipment; submittals and acceptances of critical samples, shop drawings, procedures, or other documents that could have a schedule impact. The work items shall be sorted by float, early start, subcontractor, or other sorts mutually agreed to. The schedule shall also show the logic ties of successor and predecessor work items.

E. SUBMITTAL FORMAT Schedule shall be submitted electronically in PDF format.

END OF CHAPTER 31
SECTION 3201 - GENERAL

3201.1 General Information and Requirements

This Chapter addresses the minimum requirements for submittal of Construction or RFP Documents during the progress of Design and Construction. Unless otherwise stated in the Consultant’s Contract or approved task, as a minimum, the Consultant shall deliver the following submittals to the City. The Consultant shall submit to the City progress review submittals of Design and Contract Documents, Cost Estimates, Design-Build Phasing Plans and Schedules. These submittals shall contain the information which the City requires to monitor the Consultant's progress and to monitor compliance with the applicable DIA Design Standards, the Master Schedule and Master Budget. The City will provide the Consultant with its written comments, recommendations, instructions and assistance after it has reviewed these submittals.

3201.2 Submittal Certification

Each required submittal shall be accompanied by written certification by the Design Contract Signatory that the submittal is complete and in compliance with the Contract and DIA Design Standards. The Consultant is solely responsible for completion and coordination of work by sub-Consultants. Any deviation shall be so noted in the certification and shall be accompanied by a copy of the written authorization of deviation by the City.

3201.3 Consultant Design Quality Control Program

The Consultant shall have in place a quality control program. Quality controls are those actions taken to maintain a level of quality in the work product that is consistent with the project objectives and client requirements. The Consultant’s Principal shall, stamp and sign as reviewed and approved as complying with contract requirements, prior to submission to the City. Preliminary submittals shall be noted as Preliminary. Licensing stamp and signature shall be required on submittals to the following: Government Agencies, DIA for bid set, record set.

A. City Review: Submittal documents will be reviewed by the City and City for conformance to requirements of the Contract Drawings and Specifications. Review of a separate item will not constitute review of an assembly in which the item functions. The City will withhold acceptance of submittals, which depend on other submittals not yet submitted. Review and acceptance will not relieve Consultant from his responsibility for accuracy of submittals, for conformity of submittal document to requirements of Contract Drawings and Specifications, for compatibility of described product with contiguous products and the rest of the system, or for protection and completion of the Contract in accordance with the Contract Drawings and Specifications. The Consultant is responsible for the interdisciplinary coordination and communication within their design contracts and with other Consultants with whom their work may interface.

B. Consultant Design Standards Monitoring: The Consultant shall monitor and review all of the documents for design integrity and compliance to the appropriate Design Standards criteria, codes, and standards.

3201.4 Review by DIA

Review and comments by DIA do not relieve the Consultant from liabilities of providing complete design services and is not an acceptance of any errors or omissions that may be contained in the documents. Review by DIA shall NOT be construed by the Consultant as replacing the Consultants Quality Control Program. Submittals by the Consultant must be reviewed by the Consultant and corrected PRIOR to submittal to DIA.

The City and the City reserve the right to reject any submittals described below when the City determines they do not adequately represent the required level of completion, do not include all relevant design
disciplines, systems, approved tenant requirements or do not include all the required documents. Partial or incomplete submittals will be accepted by the City for review purposes only when the City requires them for a specific purpose or has otherwise authorized their submittal. Such partial submittals to the City shall not relieve the Consultant of its commitments to meet Schedule and Budget requirements contained in the Agreement.

3201.5 Schedule of Review of Submittals by DIA
Review time frames shall be consistent with the agreed upon or Contract design schedule. If no time frames for review are stated, the Consultant shall assume the DIA review will be forwarded to the Consultant 14 working days after delivery to the City. In the event the submittal is not accepted, the City shall include specific reasons for the rejection and the Consultant shall commit to a date for re-submittal after the necessary corrections, instructions or changes have been incorporated. If the rejection resulted in part from the Consultant's failure to comply with the terms of the Consultants Contract or authorized Task, the Consultant shall also provide at no cost to the City its plan for recovering any time lost caused by the rejection. During this review period, the Consultant will continue with any other work required by this Agreement unless it is notified specifically to the contrary by the City in writing.

3201.6 DIA review format
Review comments will be returned to the Consultant in the form of written comments and or mark-up of documents.

3201.7 Consultant Response to Reviews
After the City has provided the Consultant with its review of the a submittal, the Consultant shall provide the City with a written reply which states the Consultant's disposition, resolution or action to be taken on each of the City's or approved tenant's comments, instructions or recommendations. The Consultant shall submit its reply to the City within seven (7) calendar days after it receives the City's comments unless a different period of time is specifically provided in the Agreement or as approved by the DIA Project Manager.

Responses shall be in the same format that comments were presented to the Consultant. If a letter of comments is provided, then a letter of response is required. Responses to PDF comments shall be made using the “Reply” feature of each individual comment. The original PDF with comment replies shall be returned to the DIA Project Manager in the timeframe defined above. In no case mixed formats (letter response to PDF comments) be used unless approved by the DIA Project Manager.

3201.8 Submittal to Code Agencies
The Consultant is solely responsible for acquiring acceptance from review agencies. The Consultant shall identify in its design schedule submittal its scheduled submittals to code agencies to ensure that at the time of Bid Advertisement the documents are in compliance with all required code agency requirements.

SECTION 3202 - TYPED SUBMITTALS – SPECIFICATIONS, TABLES, ESTIMATES, DESIGN ANALYSIS

3202.1 Format
All typed submittals shall be in hard copy form and in Microsoft Word for Windows 2000® or other previously authorized format. These electronic submittals shall be on CD-ROM or DVD. Each disc must be labeled clearly according to DIA guidelines. As a minimum, each diskette shall be labeled with the Construction Project Number and Title, Design Contract Number, disc number, and date of submittal. The files shall not be protected. Files shall contain the text, illustrations, tables, schedules and exhibits contained in the document. Package the submittal in a PAPER jacket pocket including a hard copy of the diskette directory(s). The files shall contain the illustrations, tables and exhibits contained in the document.

3202.2 Specifications
The Consultant shall use the uniform format established in these standards for all Reports, Contract Documents and Technical Specifications. Technical Specifications and Reports shall be provided on reproducible copy and in Microsoft Word for Windows 2000® format unless otherwise specified in the Consultant Contract. Electronic submittal shall be on CD-ROM or DVD disc clearly labeled according to City guidelines. Files shall not contain macro language, nor shall files be protected. Package the submittal in a PAPER jacket pocket including a hard copy of the diskette directory(s). The files shall contain the illustrations, tables and exhibits contained in the document.

Specification(s) magnetic files organized, as one document with sections shall include a hard copy directory of the sections with the correlative title of the sections within the doc. file.

3202.3 Data and Product Cut Sheets

The Consultant shall submit copies of specifications that incorporate behind each specification section sheets cut sheets, product data sheets and back-up materials for the items specified in the respective section. Cut sheets and product date shall identify system or item performance criteria, size, weight, and color. If color selection is requested of the City, original Manufacturer Color samples shall be included. Selected products shall be marked or noted in BLACK in order to facilitate reproduction. This submittal shall be provided at the 60% Construction Document Submittal and at the 100% Construction Document Submittal. Each Specification volume shall be submitted in 3-ring binders and labeled per standard requirements. For minimum submittal requirements and quantities, see Table 32-1.

SECTION 3203 - SUBMITTAL FORMAT - DRAWINGS

Drawings shall be submitted in the format and size as required by the City. The Consultant shall prior to submittal contact the City in writing prior to each submittal for clarification of the drawing size to be submitted (full size, half size, or reduced size).

SECTION 3204 - BUILDING INFORMATION MANAGEMENT (REVIT) / CADD SUBMITTAL REQUIREMENTS

3204.1 Submittal Schedule

Consultants are required to submit drawings in AutoCAD Release 2000 .DWG or utilizing the BIM platform format three times. Submittals shall be scheduled per Table 32-1. Submittal requirements shall be addressed in the Consultant Contract. If not addressed in the Consultant’s contract, the submittal schedule in Chapter 32 of this Manual 1 shall apply. Prior to fee proposal, the Consultant shall ascertain if the project is to be executed in AutoCAD or Revit, if the Request for Proposal does not specifically identify the project engineering data system.

3204.2 Electronic Submittal Requirements

All CADD submittals must conform to the following media requirements. The submittals and media are non-returnable. Drawings must be in .DWG file format and delivered on CD-ROM or DVD disc.

3204.3 Labeling of Media

Consultants must label all magnetic media with the following information: Consultant Name and Contract Number, DIA Project Number, Submittal Date, Submittal Level, and contact phone number. Additionally, a hardcopy file list on 8.5” X 11” or 14.5” X 11” paper must accompany the tape when submitted.

SECTION 3205 - PDF SUBMITTAL REQUIREMENTS

3205.1 Specifications

In addition to other formats required, Specifications shall be submitted as a single PDF file. The file shall be an Adobe Acrobat, PDF file version 6 or later containing all pages in each submittal. This PDF file shall contain all pages rotated to correct orientation. The PDF file shall be delivered to DIA in the unlocked, security-free state. All sections shall have a bookmark. All bookmarks shall be subdivided by discipline and specification number-title (see example below). As much as it is possible, documents shall be directly
converted to .PDF format. Scanning of files to .PDF is acceptable only with written permission DIA Project Manager. Additionally, all pages within or printed from the .PDF file must match the pages submitted. Single PDF files of each separate spec section are only acceptable with written permission of the DIA Project Manager.

Example: Spec bookmark

3205.2 Drawings
In addition to other formats required an Adobe Acrobat, PDF file version 6 or later containing all sheets in each submittal or Volume submitted together with the CADD files at each submittal level. This .PDF file shall contain all sheets rotated to correct orientation and plotted to full extents for to-scale printing. The .PDF file shall have and be delivered to DIA in the unlocked state. All bookmarks shall be subdivided by discipline and drawing number-title for drawings (see example below). As much as it is possible, be directly converted to .PDF format. Scanning of files to .PDF is acceptable only with written permission DIA Project Manager. Additionally, all sheets within or printed from the .PDF file must match the drawings submitted. Single PDF files of each separate drawing are only acceptable with written permission of the DIA Project Manager.

Example: Drawing bookmark

3205.3 Reports
In addition to other formats required, reports shall be submitted as a single PDF file. The file shall be an Adobe Acrobat, PDF file version 6 or later containing all pages in each submittal. This PDF file shall contain all pages rotated to correct orientation. The PDF file shall have and be delivered to DIA in the unlocked, security-free state. All sections shall have a bookmark. All bookmarks shall be subdivided by chapter/title and subchapter numbers/headings. As much as it is possible, documents shall be directly converted to .PDF format. Scanning of files to .PDF is acceptable only with written permission DIA Project Manager. Additionally, all pages within or printed from the .PDF file must match the pages submitted.

3205.4 Calculations

In addition to other formats required, calculations shall be submitted as a single PDF file. The file shall be an Adobe Acrobat, PDF file version 6 or later containing all pages in each submittal. This PDF file shall contain all pages rotated to correct orientation. The PDF file shall be delivered to DIA in the unlocked, security-free state. All sections shall have a bookmark. All bookmarks shall be subdivided by discipline and equipment/system number-title. As much as it is possible, documents shall be directly converted to .PDF format. Scanning of files to .PDF is acceptable only with written permission DIA Project Manager. Additionally, all pages within or printed from the .PDF file must match the pages submitted.

3205.5 PDF Document Package Development

A sample guide has been developed to illustrate the requirements for preparation of the Issue for Construction document packages for bidding purposes. The PDF SAMPLE GUIDE FOR SUBMITTAL PREPARATION illustrates the minimum requirements for formatting a document package for presentation / delivery of submittal / document package review, etc. The introductory page was drafted utilizing HyperText Markup Language but Microsoft Publisher® may be used to develop the introductory page maintaining all functionality of the guide’s introductory page. For projects which contain and require the release of Security Sensitive Information (SSI), special release of information instructions must be utilized. The SSI PDF SAMPLE GUIDE FOR SUBMITTAL PREPARATION disc must follow the same release protocols. Contact the DIA Planning and Development Division, Manager of Design to obtain a copy of this disc.

SECTION 3206 - DESIGN ANALYSIS / PROGRAMMING PHASE

3206.1 General

The Consultant shall deliver its complete Design Analysis to the City in accordance with the Project Schedule accepted by the City. This submittal shall include all of the requirements set forth in Chapter 3 Design Analysis Programming.

3206.2 Review by DIA

After the submittal has been made, the Consultant shall present it to and discuss it with the City at a meeting scheduled by the City. The City will then submit comments, instructions and requirements on the submittal to the Consultant within fourteen (14) calendar days after the meeting. The Consultant shall have seven (7) calendar days to incorporate the City's comments and requirements into the Design Analysis and resubmit it to the City.

3206.3 Minimum Submittal Requirements and Quantities

For minimum submittal requirements and quantities, see Table 32-1. Specifications shall be submitted in the Redline format (refer to section 1110.8).

SECTION 3207 - SCHEMATIC DESIGN PHASE

3207.1 General

The Consultant shall deliver schematic design documents to the City in accordance with the Project Schedule accepted by the City. This submittal shall include all of the requirements set forth in Chapter 4 Schematic Design. The Consultant shall schedule a meeting with the City to review its preliminary Schematic Design in accordance with the individual Project schedules accepted by the City. At this
preliminary review meeting, the Consultant shall present drawings and documents in sufficient detail to illustrate concepts, issues, problems and proposed solutions.

3207.2 Review by DIA

The Consultant shall schedule a meeting with the City to review its preliminary Schematic Design in accordance with the individual Project schedules accepted by the City. At this preliminary review meeting, the Consultant shall present drawings and documents in sufficient detail to illustrate concepts, issues, problems and proposed solutions.

Final Schematic Design Review: The Consultant shall schedule a final review of its Schematic Design Documents with the City within the time frame identified in the accepted design schedule. The Consultant shall present the documents.

After this submittal has been delivered and presented at the Final Review meeting, the City and Deputy Director will then have a minimum fourteen (14) calendar days to provide the Consultant with their written acceptance or rejection and any written comments, instructions and information requirements they may have. In the event the submittal is not accepted, the City shall include specific reasons for the rejection and the Consultant shall commit to a date for resubmitting the Schematic Design Documents after the necessary corrections, instructions or changes have been incorporated. If the rejection resulted in part from the Consultant's failure to comply with the terms of this Agreement, the Consultant shall also provide at no cost to the City its plan for recovering any time lost caused by the rejection. During this review period, the Consultant will continue with any other work required by this Agreement unless it is notified specifically to the contrary by the City in writing.

3207.3 Minimum Submittal Requirements and Quantities

For minimum submittal requirements and quantities, see Table 32-1. Specifications shall be submitted in the Redline format (refer to section 1110.8).

3207.4 Schematic Design Submittal

The objectives of the pre-design programming and schematic design are to define the project criteria, formulate the design philosophy, and to develop design solutions, including alternate schemes for the project. During programming the A/E shall provide the Client data and documentation that will assist in establishing validity of the overall program, schedule, limitations, and other requirements that serve as the basis in the development of the schematic design and identifying issues that may require adjustments to the program. During the schematic design effort, the A/E shall develop a design solution to the program and alternative schemes and associated site development plans.

These drawings and/or models shall illustrate the general scope, compatibility with FAA Part 77 guidelines, scale, and relationship of project components for conceptual or schematic approval by the Client. The schematic design submittal shall include information that is sufficient in detail to define and quantify system requirements and interrelationships, and shall comprise drawings, list of specification sections, cost estimates, and Design Reports for alternative design solutions as required by the SOW.

A. Drawings:

1. The schematic design submittal drawings shall define site, utility, and floor layouts; floor and building heights and elevations; structural and mechanical systems; overall electrical, utility, and other system requirements; and provide overall dimensions of major systems and elements. The submittal will normally include the following drawings for each alternative:
   - Cover Sheet, Drawing Index
   - Survey of existing conditions
   - Site Layout, Civil and Utility Plans and requirements
   - Floor Plans
   - Architectural Sections and Elevations
• Structural Drawings, Soil Analysis if available
• MEP Drawings
• Perspective Sketches and Study Models.

2. At the end of the schematics design stage, upon selection of accepted alternatives, the A/E shall provide to the Client a list of expected construction document drawings.

B. Specifications: The A/E shall prepare a list of proposed Construction Specifications Institute (CSI) Specification Sections that will eventually be incorporated into the Construction Documents and furnish a brief outline description of all major systems selected by each discipline.

C. Cost Estimates: The schematic cost estimate will be used to validate the project budget. The cost estimates for the schematic submittal shall be conceptual in nature, based on systems and unit costs of the work developed. Allowances may be applied to work that is known, but not yet detailed. The estimate submitted at this stage of the work need not be in CSI format.

D. Calculations: By the completion of the schematic design the A/E shall size major systems for disciplines, determine total load requirements, and shall furnish all calculations for the establishment of those quantities.

E. Design Report: The Design Report shall address all major design characteristics; summarize all major design issues, confirm project criteria, design assumptions, field findings. Provide floor area calculations, spatial and functional relationships, and describe how the design meets or differs from the requirements of the SOW. In the Design Report the A/E shall include a description of all systems for each discipline and specialty contractors/suppliers, including analysis of those and alternative system attributes. The Design Report shall provide information on the preliminary geotechnical report and data. As part of the Design Report the A/E shall explain building code requirements and compliance issues and provide a Building Code Analysis and an Egress Analysis of all structures covered by the IBC and Denver Amendments. As a minimum, the analyses shall state the type of construction; use group; occupancy load for all parts of the building; live load for each floor; any special stipulations, conditions, and/or modifications to the IBC and a schematic diagram indicating corridors, exits, and maximum travel distances to the outside of the building. The Code Analysis shall contain the analyses for all disciplines, included but not limited to architectural, structural, plumbing, EMCS and electrical.

F. Schedule: As part of this submittal, the A/E shall update the design schedule and provide a broad scope construction schedule defining overall construction times and phasing requirements.

SECTION 3208 - DESIGN DEVELOPMENT

3208.1 Design Development

The Consultant shall deliver its complete Design Analysis to the City in accordance with the Project Schedule accepted by the City. This submittal shall include all of the requirements set forth in Chapter 5 Design Development.

3208.2 Review by DIA

The Consultant shall schedule a meeting with the City to review its preliminary Design Development in accordance with the City accepted design schedule. At this preliminary review meeting, the Consultant shall present drawings and documents in sufficient detail to establish and describe the size, scope, character and other important features of the Projects.

The Consultant shall schedule a final review of its Design Development Documents with the City and present the Documents described in the Standards to the City and the City at this meeting. For the Design Development Documents submittal, the Consultant shall provide 6 copies of the following documents to the City: Design Development Drawings, Outline Technical Specifications, Preliminary

After this submittal has been delivered and presented at the Final Review meeting, the City and Deputy Director will then have a minimum fourteen (14) calendar days to provide the Consultant with their written acceptance or rejection and any written comments, instructions and information requirements they may have. In the event the submittal is not accepted, the City and City shall include specific reasons for the rejection and the Consultant shall commit to a date for resubmitting the Design Development Documents after the necessary corrections or changes have been incorporated. If the rejection resulted in part from the Consultant’s failure to comply with the terms of this Agreement, the Consultant shall also provide at no cost to the City its plan for recovering any time lost caused by the rejection. During this review period, the Consultant will continue with any of the work required by this Agreement unless it is notified specifically to the contrary by the City in writing.

3208.3 Minimum Submittal Requirements and Quantities
For minimum submittal requirements and quantities, see Table 32-1.

SECTION 3209 - CONTRACT DOCUMENTS PHASE 30% SUBMITTAL

3209.1 General
The Consultant shall be required to prepare a minimum of three submittals in the Contract Documents phase, a 30% submittal, a 60% submittal and a Final Review Submittal, unless otherwise required by the Prime Agreement. Each submittal shall be comprised of those elements of the documents begun in the preliminary design and additional documents/reports as necessary or requested.

3209.2 30% Submittal
The “%” does not mean 30% of the drawings. EACH drawing required for the Construction Document package shall be 30% complete, including but not limited to title block, backgrounds annotations, object placements, annotations, key note development, key plan development, schedules if approved by City, etc. This submittal is a step beyond the typical “cartoon” or “mock-up” of a package. All CADD layering, annotation and line systems shall be in place. This submittal shall be reviewed and commented on by the City for:

A. Compliance with CADD Standards (See Chapter 25)
B. Compliance with DIA Standards
C. Compliance with Contract Document requirements

3209.3 Minimum Submittal Requirements and Quantities
For minimum submittal requirements and quantities, see Table 32-1.

3209.4 Construction Documents 30% Submittal
The objective of this phase is to refine the elements defined and information gained during programming and schematic design to define the final details, sizes, connections, material selections, and to resolve inter-disciplinary relationships. By the conclusion of design development, the A/E shall have developed all data required for the preparation of the Contract Documents. The design development submittal shall include drawings, specifications, calculations, schedules, and the Design Report to the following levels of completeness.

A. Drawings:
   1. The design development drawings shall be in the final format of the Contract Documents and shall be presented in corresponding scale across all disciplines. Dimensioning shall be sufficient to define sizes of details, material thickness, equipment and fixture sizes, etc. The submittal generally comprises the following drawings:
• Cover Sheet, List of Drawings, Legends and General Notes
• Site Surveys and Boring Location Plans
• Civil, Landscaping, and Utilities Plans, and Details and Schedules
• Measured Drawings of Existing Conditions and Demolition Plans
• Architectural Plans
• Architectural Sections
• Typical Wall Sections
• Reflected Ceiling Plans
• Interior Elevations
• Typical Architectural Details
• Architectural Schedules
• Structural Plans
• Structural Sections
• Structural Details
• Structural Schedules
• Mechanical Plans
• Riser Diagrams
• Mechanical Isometrics
• Mechanical Details
• Mechanical Schedules
• Building Management and Automation Systems
• Plumbing Plans
• Plumbing Riser Diagrams
• Plumbing Details
• Plumbing Schedules
• Electrical Site Plans
• Electrical Floor Plans
• Electrical Schedules
• Fire Alarm and Fire Protection Drawings
• Public Address System
• Baggage Handling Systems
• Special Systems - including, but not limited to;
  o Master Clock System
  o Security System (ACAM, CCTV)
  o Automated External Defibrillator (AED) Cabinet Monitoring System
  o Multi-User Flight Information Systems (MUFIDS)
  o Common Use Terminal Equipment (CUTE)
MANUAL 1: STANDARDS AND CRITERIA  
CHAPTER 32 - SUBMITTALS

- Premise Distribution System
- Information Network Infrastructure Design
- Telecommunication Room Design
- UPS Requirements to Support Special Systems
- Blue Light Emergency Telephones (BL-ETELs)
- Fire Fighter Emergency Telephones (FFETs)
- 800 MHz Emergency Radio Supplemental Radiating System (SRS)
- CATV
- Furniture, Fixture and Equipment Layout and Design
- Color Selections
- Other systems as required

2. If applicable, the design development submittal should also include drawings, specifications, and calculations of specialty subconsultant's work, such as baggage handling system, interior designer, acoustical and lighting consultants, etc. The A/E shall furnish a revised and detailed list of drawings required for the Construction Documents.

B. Specifications: The Design Development Submittal shall include an Outline Specification of all applicable sections, and shall be developed using the most recent edition of the MASTERSPEC© format.

C. Cost Estimate: The Cost Estimate at the Design Development submittal will be used to verify compliance with the Authorized Construction Budget. The cost estimate for the design development submittal shall include actual quantities and the unit costs for the major portions of the work developed. Approximate quantities and unit costs shall be developed for work not clearly defined. Allowances may be applied for work that is known, but not yet detailed. The construction cost contingency at this level should not exceed 15%. A section of the estimate shall include a budget reconciliation detailing major variances between the total amount of the current construction estimate and that of the schematic submittal.

D. Calculations: The calculations shall be sufficiently detailed to quantify individual elements of the systems defined during design development. Calculations shall be given for determination of sizes, grade/quality of materials, sizing and location of details and equipment. (Such as, wall/floor thickness, column/beam/ connection sizes, equipment sizes, spatial requirements, etc.).

E. Design Analysis Report: The Design Report shall be updated to address how the information gained from the schematic design review and comments has been carefully coordinated, cross-referenced and incorporated into the design development documents; how the design development documents address further developments in design characteristics; code compliance issues; and description of how the design meets or differs from the requirements of the SOW. The Design Report shall discuss the characteristics of selected materials, equipment and fixtures, and considered alternates. The Design Report also should identify issues that may have a long-term effect on the execution of the work, such as long-lead delivery items and other critical activities.

F. Schedule: In addition to an updated design schedule, the A/E shall finalize the construction document production schedule and also formulate and outline the anticipated construction schedule, including phasing of the work.

SECTION 3210 - CONTRACT DOCUMENTS PHASE 60% SUBMITTAL

3210.1 General
An In-Progress Submittal of the Contract Documents shall be scheduled by the Consultant when the Contract Documents are approximately 60% complete. If the City determines that major items of work have been omitted in this submittal, the City may reject the submittal.

3210.2 Review by DIA

The City will schedule a meeting no later than fourteen (14) calendar days after the In-progress Submittal is received to review and discuss its comments with the Consultant and to resolve any issues, which are identified. All of the City's and approved tenant's written comments and requirements shall either be incorporated in the Contract Documents or addressed in some other appropriate written manner satisfactory to the City within fourteen (14) calendar days after they are received. During this review period the Consultant shall continue with any other work required unless is notified specifically to the contrary by the City in writing.

3210.3 Minimum Submittal Requirements and Quantities

For minimum submittal requirements and quantities, see Table 32-1.

3210.4 Construction Documents 60% Submittal

Upon receipt of Client comments and approval of the Design Development submittal, the A/E shall commence with preparation of the Construction Documents. The objective of the construction document phase is to refine and further develop the information attained during design development that provides detailed information for the execution of the work. The Construction Documents comprise drawings, specifications, and contractual information that define in detail all materials, quantities, systems, interrelationships, work methods and limitations, and contractual requirements for the execution of the project. The Construction Documents must be completely coordinated with the Solicitation Provisions, Special Provisions, and Contract Provisions of the Client. The Construction Documents will usually be submitted for review and approval in stages at 60%, 90%, and 100% of completion. The requirements for these submittals and their levels of completion are described below. The 60% submittal shall represent the continuation of the 30% submittal, incorporating 30% review comments, and shall be in the final format of the Construction Documents. The 60% submittal, as a minimum, shall comprise the following documents:

A. Drawings: The drawings shall include all required sheets of the final construction working drawings defined by the drawing list, each at least to the 60% level of completion, with sufficient information included for the preparation of a detailed cost estimate.

B. Specifications: The specifications shall be in the final format in the most recent edition of the MASTERSPEC© format and shall address all applicable subdivisions, and shall contain adequate technical information to supplement the drawings to quantify sizes, capacities, and quality grade, strength, workmanship finishes, and other characteristics of applicable materials and equipment. Provide a list of Sole-Source items included in the design document and provide Sole-Source Justifications for all items not on the pre-approved list.

C. Cost Estimate: The cost estimate for the Construction Documents submittal shall include accurate quantities and material and labor unit costs for the major portions of the work developed to date and will be used to verify the compliance with the Authorized Construction Budget. A limited number of items may require approximate quantities and the unit costs or allowances. The construction cost contingency at this level should not exceed 10%. A section of the estimate shall include a budget reconciliation detailing major variances between the total amount of the current construction estimate and that of the design development submittal.

D. Calculations: The A/E shall furnish calculations for all disciplines that are necessary to determine the final requirements and configuration of all parts of all systems required for the execution of all construction work.

E. Design Analysis Report: The Design Report shall address how the information gained from the design development review has been carefully coordinated, cross-referenced, and incorporated into the Construction Documents, how the Construction Documents address further developments in design characteristics, code compliance issues, and description of
how the design meets or differs from the requirements of the SOW. The Design Report shall be in its final format and shall include, as a minimum, the following data:

- Executive Summary
- Existing Site Conditions
- Utilities
- Contractor Access and Facilities
- Potential Coordination Conflicts/Phasing Issues
- Overall Design Philosophy And Criteria By Disciplines
- Floor Area Calculation And Allocations
- Material Descriptions And Properties
- Equipment Description And Properties
- Coordination Of Maintenance And Operational Issues
- Code Report And Compliance Issues

F. Schedule: The A/E shall furnish a revised design schedule and updated probable construction schedule, including consideration of all major systems and long-lead items. The probable construction schedule shall contain a level of detail necessary to identify individual portions of the work. An electronic medium of a compressed back up shall be provided on CD with each submittal.

G. Spare Parts and Long Lead Items List: During the 60% submittal phase, the A/E shall evaluate the requirements for spare parts and long lead items by identifying the spare parts and their quantities. The A/E is required to coordinate the spare parts requirements with Engineering & Maintenance at each respective airport and to prepare specifications to accomplish these goals. Provide a list of all items that may be required to be purchased in advance by the Client or the contractor to meet the construction schedule.

SECTION 3211 - CONTRACT DOCUMENTS PHASE 90% SUBMITTAL

3211.1 General

An In-Progress Submittal of the Contract Documents shall be scheduled by the Consultant when the Contract Documents are approximately 90% complete or substantially complete. If the City determines that major items of work have been omitted in this submittal, the City may reject the submittal. The Consultant shall provide a separate written report addressing comments and direction provided the Consultant by the City after the 60% submittal.

3211.2 Review by DIA

The City will schedule a meeting no later than fourteen (14) calendar days after the In-progress Submittal is received to review and discuss its comments with the Consultant and to resolve any issues, which are identified. All of the City's and approved tenant's written comments and requirements shall either be incorporated in the Contract Documents or addressed in some other appropriate written manner satisfactory to the City within fourteen (14) calendar days after they are received. During this review period the Consultant shall continue with any other work required unless is notified specifically to the contrary by the City in writing.

3211.3 Minimum Submittal Requirements and Quantities

For minimum submittal requirements and quantities, see Table 32-1.

3211.4 Construction Documents 90% Submittal:
The 90% submittal shall incorporate the comments and information gained from the 60% submittal and is a comprehensive and complete pre-final construction contract document, suitable for public procurement and construction. The documents shall essentially be 100% complete, pending any work for only minor corrections to resolve discrepancies discovered during the final review and for the incorporation of final Client comments.

A. Drawings: The drawing set shall include all required construction working-drawing sheets completed to practically 100% level of completion. Specifications: Specifications shall be complete, comprehensive, and fully coordinated with the working drawings between disciplines and with the Contract and Special Provisions. A/E shall coordinate with the MA-440 to ensure the Contract and Special Provisions are projects specific. The specifications shall include the following contract requirements:
   - Supplemental Conditions
   - Division 01: General Requirements
   - Division 02 through Division 16: All other Technical Specification Sections

B. Cost Estimate: The Cost Estimate at the 90% submittal. The Construction Cost Estimate accompanying the 90% submittal shall consist of a detailed line item estimate that shall include accurate unit costs and final quantities and will be used to verify compliance with the Authorized Construction Budget. No contingency and minimal allowances should be required. This estimate shall be of sufficient detail to adequately analyze the Contractor's Proposal Documents prior to contract award. A section of the Cost Estimate shall include a budget reconciliation detailing major variances between the total amount of the final proposal document estimate and that of the last estimate submittal.

C. Calculations: All calculations shall be finalized; incorporating all resolved comments and corrections of the 60% submittal.

D. Design Analysis Report: The Design Report shall be finalized by carefully coordinating, cross referencing and incorporating all resolved comments and corrections of the 60% submittal and the contents of all previously submitted Design Reports and revised to reflect the final design.

E. Schedule: The A/E shall furnish a finalized probable construction schedule for the overall times of procurement, fabrication, delivery, and installation of various systems of the projects, including consideration for phasing the construction work. The finalized probable construction schedule shall contain a level of detail consistent with the requirements of the Construction Specification Section 01320 as edited by the A/E and included in the Construction Documents. An electronic medium of a compressed back up shall be provided on CD with each submittal. As part of the 90% submittal the A/E shall include a draft of the schedule of construction submittals that lists all items, by specification section, that the construction contractor will have to submit for review and approval during the execution of the work. The A/E shall also provide a record "as executed" design schedule, indicating all significant changes from the original design schedule agreed upon at the NTP.

F. Spare Parts and Long Lead Items List: At the 90% submittal phase, the A/E shall have finalized the requirements for spare parts and long lead items. Construction Documents 100(% Submittal

SECTION 3212 - CONTRACT DOCUMENTS PHASE FINAL SUBMITTAL (100%)

3212.1 General
This submittal shall include all of the requirements set forth in Chapter 6 Contract Documents.

3212.2 Review by DIA:
Final Review Meeting - The Consultant shall schedule a meeting to review these documents with the City. This meeting must be scheduled no later than thirty (30) calendar days prior to the date shown in
the Master Schedule for completing these documents for each Project. The Consultant shall resubmit the In-Progress Submittal with all omissions corrected as instructed by the City.

The City will schedule a meeting no later than fourteen (14) calendar days after the Final Review meeting referred to above to discuss the City's and City's questions, comments or requirements and to resolve and disagreements between the parties. Prior to this meeting, the City and City shall provide the Consultant with their comments, requirements, approved tenant comments and specific instructions on data or information that they require be incorporated into the RFP or Contract Documents or other deliverables.

A. Certification: The Consultant shall Certify in writing that all of the RFP or Contract Documents are in conformance with the DIA Design Standards, all code agency requirements and that the documents are complete. This certification will be forwarded to the FAA for acceptance when A.I.P. funding is to be used for the Projects. On federal funded projects these Documents will be submitted to the appropriate federal agency for review.

B. Documents: Comply with requirements of the DIA Design Standards. All Contract and RFP Documents shall be complete. All design, drafting, coordination, dimensioning and cross references shall be complete, all agency plan comments shall be resolved, and the City's, City's and approved tenant's comments from all previous reviews must be incorporated into the Documents or otherwise addressed to the satisfaction of the City and City. It is necessary that drawings be signed and stamped for this submittal.

C. Specifications: Comply with Chapter 11 requirements including the submittal of the Data & Product Submittal. Part I and Part II Specifications shall be complete. They will be in final draft format and shall be submitted in loose-leaf binders. The specifications shall include all the City and City comments and approved tenant comments from all previous reviews or otherwise address them to the satisfaction of the City and the City.

D. Final Bid Items: The final bid items list or RFP items list shall be submitted complete with unit prices extended and totaled and with sufficient verifiable back-up data in a form acceptable to the City to allow the City to review and verify the Consultant's estimated unit prices.

E. Soils Report(s): The Consultant shall bind separately soils investigations performed by the Consultant to establish design criteria for the project. This report shall be issued as an Information Attachment to the Bid Documents.

### 3212.3 Construction Documents 100% Submittal

Final Submittal: The final submittal of the 100% construction Contract Documents shall incorporate all Client comments developed by the 90% review, with all outstanding actions resolved. Deliverables shall include the following documents:

A. A/E annotated responses to the design review comments from the 90% submittal.

B. Final Drawings

C. Final Specifications

D. Final Cost Estimate

E. Final Calculations

F. Final Design Analysis Report

G. Final Construction Schedule, including phasing considerations

H. Spare Parts and Long Lead Items List: At the 100% submittal phase, the A/E of record shall have finalized the requirements for spare parts and long lead items.

I. An original letter signed and sealed by the A/E and addressed to the Client providing a list of the "Special Inspections" required by the USBC for the proposed work.
J. An original letter signed and sealed by the A/E of Record and addressed to the Client certifying that the design as submitted is in accordance with prevailing and applicable codes. Letter shall include a list of such codes used in the design.

K. An original letter signed and sealed by the A/E of Record and addressed to the Client for the temporary Support of Excavation System (SOE) when applicable.

L. A complete list of all drawings submitted for final code review.

M. The final construction submittal schedule, listing all submittals required of the Contractor by specification section.

3212.4 Final Construction Documents:
The final Construction Documents shall be comprehensive, clear and suitable for the purposes of procurement, contracting and construction, and shall incorporate the final, Client-approved Solicitation Provisions, Contract Provisions, Special Provisions, Conditions of the Contract and General Requirements.

3212.5 Certification Requirements:
Final Construction Documents, including drawings, specifications, and calculations shall be sealed and signed by the appropriate Professional Registered Architect or Engineer-of-Record. Plans and specifications prepared for asbestos abatement, hazardous materials remediation, wetland delineation or other environmental activities shall be signed and sealed in accordance with Federal and State regulations.

SECTION 3213 - SUBMITTALS CONCURRENT TO FINAL CONTRACT DOCUMENT SUBMITTAL

3213.1 Agency and Utilities, Applications and Permits:

A. Identify all design or construction related governmental permits, licenses or other acceptances which are required to complete each Project.

B. Prepare and submit to the City technical data and information required to prepare any federal grant application and any State of Colorado or federal permit application. These submittals shall include the number of copies of Contract Drawings and Specifications, which any State of Colorado, utilities and/or regulatory bodies require in connection with their review and acceptance of the individual applications. The City shall submit these applications to the appropriate agency, utility and/or department.

C. During all phases of work, prepare and submit technical data and information to all government agencies, regulatory bodies and public utilities necessary to obtain the required permits or acceptances to design and construct each Project. A copy of this information shall be sent to the City. The Consultant shall either (1) obtain, on behalf of the City, and deliver to the City and the City's Building Inspection Division prior to publication of the Notice for Invitation to Bid the permits and acceptances described above, or (2) confirm that these permits and acceptances have been obtained and all other requirements including the Building Division requirements have been satisfied by delivery to the City, a letter signed by the Building Division and other authorized representatives of each government agency or regulatory body stating that the necessary building and other permits are ready to be issued to successful proposers for each construction contract. The Consultant shall not be responsible for paying any construction permit fee unless the Consultant is performing Construction work or the activities of the Consultant during testing require code agency reviews and permits.

D. The Consultant shall also during the Bidding and Construction Phases of this Agreement submit to the government department, agency, regulatory body and/or public utilities technical data or information contained in addenda, change requests (CR), change directives (CDs) and/or change orders (COs) which those agencies, departments, regulatory bodies or utilities need to issue any new or modified permits or acceptances and
shall obtain those permits and acceptances on behalf of the City and deliver them to the Building Division.

E. Incorporate in the Contract Documents submitted all revisions necessary to obtain the governmental permits and licenses or other acceptances.

F. Document all discussions relating to permits, licenses and acceptances with City, State and Federal agencies, regulatory bodies, departments and with public utilities. Within 24 hours of meetings or discussions, provide the City with copies of all meeting minutes and all serialized correspondence sent to and received from such agencies, departments, and public utilities relating to permits or acceptances, including copies of the permits, licenses, and acceptances.

SECTION 3214 - OTHER IN PROGRESS SUBMITTALS

The City may require in-progress submittals at any time during the term of this Agreement. These submittals may be required to address specific questions or issues related to matters such as interface problems or other issues associated with work performed by other Consultants, tenants, design-build contractors and contractors, and any special problem areas which are identified by the City or the City. The City shall provide the Consultant with its requirements for in-progress submittals with reasonable advance notice to allow the Consultant to schedule and prepare the submittal.

SECTION 3215 - BUILDING DEPARTMENT DOCUMENT REVIEW SUBMITTAL

3215.1 Building Department Review

Upon completion of the Final Review Submittal and the City's and Deputy Director's written acceptance of this submittal, the Consultant shall complete the Contact Documents and bind them so they are ready for distribution to Building Department for Plan Review. The Contract Documents shall be completed, reviewed, checked, signed and sealed by the Consultant. The City's comments, the City's comments and approved tenant comments from previous reviews shall be incorporated in the Contract Documents and all outstanding issues shall be resolved to the satisfaction of the City.

The Consultant shall then schedule a meeting with the DIA Project Manager for Document Review by the Assistant Deputy Manager of Aviation. Upon review the Consultant will receive a letter of payment for plan review to accompany the Plan Review Documents. The Consultant shall deliver these documents to the Building Department for review and notify the DIA Project Manager of the Building Department Log Number and provide a weekly update of the review status. The Consultant shall address all Building Department issues at no additional cost to the project.

Immediately after acceptance by the Building Department, the Consultant shall prepare the BID Documents as indicated in the section below.

SECTION 3216 - BID OR RFP DOCUMENT SUBMITTAL

3216.1 Bid and RFP Document Submittal

Upon completion of the Final Review Submittal, the City's and Deputy Director's written acceptance of this submittal and approval of the Building Department Review, the Consultant shall complete the Contact Documents and bind them so they are ready for distribution to prospective bidders and/or proposers. The Contract Documents shall be completed, reviewed, checked, signed and sealed by the Consultant. The City's comments, the City's comments and approved tenant comments from previous reviews shall be incorporated in the Contract or RFP Documents and all outstanding issues shall be resolved to the satisfaction of the City and City. The Consultant shall then, no later than seven (7) calendar days prior to when Notice of Invitation for Bids or Proposals is advertised, deliver three (3) sets of the finalized and bound Contract Documents to the City for final conformance review and acceptance. The size of the drawings (half size or full size) shall be verified with the City prior to production. Immediately after acceptance by the City, the Consultant shall prepare the following number of Contract Documents as indicated in Table 32-1.
The Consultant shall prepare additional sets of Contract Documents for sale and distribution per direction from the City.

3216.2 Minimum Submittal Requirements and Quantities
For minimum submittal requirements and quantities, see Table 32-1.

SECTION 3217 - ISSUE FOR CONSTRUCTION SUBMITTALS

3217.1 General
Within fourteen (14) calendar days after bids or proposals are opened, the Consultant shall incorporate or bind in all addenda issued by the City during the bidding or RFP process into the Construction or RFP Contract Documents as directed by the City.

3217.2 Minimum Submittal Requirements and Quantities
For minimum submittal requirements and quantities, see Table 32-1.

SECTION 3218 - RECORD DOCUMENT SUBMITTAL

3218.1 General
Submit in compliance with Chapter 9.

3218.2 Minimum Submittal Requirements and Quantities
For minimum submittal requirements and quantities, see Table 32-1.
## TABLE 32-1
### MINIMUM SUBMITTAL REQUIREMENTS AND QUANTITIES

This table indicates the quantities of sets of design and construction documents to be submitted during each phase.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Soils Report</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cost/Schedule Analysis</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>PDF File</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Specifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard Copy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cut Sheets / Spec. Set</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original electronic file</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stamped &amp; Sealed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDF File</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Drawings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard Copy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mylar 8 Mil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-Half Size Drawings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CADD/GIS model - original electronic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Navisworks model</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Planning Study</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Composite Drawings</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Stamped &amp; Sealed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDF File</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>See Requirements of Each Phase</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard Copy</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Bid Evaluation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cert. of Compliance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDF File</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Electronic Disc (CD-ROM or DVD-ROM)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Containing all above electronic files</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**END OF CHAPTER 32**
CHAPTER 33
QUALITY CONTROL PLAN

SECTION 3301 - GENERAL

3301.1 General Information and Requirements

The Consultant shall develop, implement and regularly utilize a document Quality Control Plan (QCP) for the project contract documents. The objective of the QCP is to achieve the following objectives for the production of the contract documents:

A. The design is capable of being constructed with minimal / critical design modifications.
B. The drawings and specifications accurately define the work to be performed.
C. The drawings and specifications are produced without negligent errors or omissions.
D. Drawings and specifications conform to the DIA Design Standards Manual-I.
E. Construction can be accomplished in accordance with drawings and specifications and will result in a functional system (s) that meeting the Owner's intended use.

The contract documents Quality Control Plan established herein is to provide a consistent framework for review and communication between the architectural / engineering team disciplines. This framework is not intended to describe the full extent of the Consultant’s quality control efforts or the complete development of a checklist specific to the project. The Consultant shall review this checklist and matching it's level of detail, develop a similar checklist of applicable systems, materials, procedures etc of the project which are necessary for the complete development and proper functioning of the project and which are not identified in the checklist. These additional systems, materials, procedures, etc shall be defined during the programming phase of the project and the quality control checklist developed accordingly.

During the design development phase the Consultant shall start the document quality control checklist process. As a minimum, each successive submittal during the design development and construction documents phases shall contain a completed Quality Control Checklist. The submittal shall provide evidence that a formal process of verification of quality, accuracy and coordination of the project contract documents was taken place within the context of the Consultant’s overall quality assurance process.

SECTION 3302 - QUALITY CONTROL PLAN

3302.1 General

The Consultant is responsible for making sure that each project discipline establishes and adheres to a quality control plan. The Consultant shall actively monitor each disciplines use of the plans procedures and that the checklist is being utilized to monitor the development of the document packages. Each member of the project team is responsible for the finished quality of all designs and documents produced by them.

As a minimum, the Consultant's quality control plan shall achieve the following:

A. All disciplines define their QC approach detailed form
B. Complete and thorough information is shown, checked and reviewed
C. Contents are without negligent errors and omissions
D. CADD Standards conforms to the Design Standards Manual 1, Standards and Criteria
E. Drawings and Specifications conform to the Design Standards Manual 1, Standards and Criteria
F. Conflicts between documents; whether between different discipline drawings, electronic media, or between the plans and specifications; minimized.
H. The contract documents quality control plan provides evidence that the Consultant / subconsultants will check the quality, accuracy and coordination of the project's contract documents. All documents will be checked using a formal procedure.

3302.2 Quality Control Checklist

The following quality control checklist is provided to establish a minimum level of thoroughness for the development of a project specific document quality control checklist. The Consultant shall review this checklist and based upon the specifics of the project, modify this checklist to meet the specific need for document quality control for its design. The quality control checklist is to be submitted with each design development and construction document submittal as defined in this Design Standards Manual 1 – Standards and Criteria.
## Quality Control Checklist

<table>
<thead>
<tr>
<th>Check list Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL ITEMS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Consultant name shown on the drawings and is the same as that used on the specifications and the Owner/Architect agreement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Verify the name and location of project corresponds with plans. Include ALP with Project identified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Verify Bidding / Bidder requirements with DIA Project Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Verify that the unit price bidding is clear, if applicable.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Verify alternate bidding is clear.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Verify insurance requirements with Owner.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Verify legal conditions of Project Manual, i.e., General Conditions, Contract, Bond, Insurance, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Verify that the zoning application has been submitted and the project approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Geo-Tech recommendations were followed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Independent testing lab reports results immediately to Contractor.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Rain water will be collected and divert to appropriate storm water systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Civil field engineering, staking in the Contract or performed by others.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Uniform Building Code Special Inspections - who performs what?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Identify below grade waterproofing location and limits material.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Identify below grade water drainage is directed to appropriate storm water drainage systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Crack control - control joints located for all conditions; expansion joints located and waterproofed. Note: building not air conditioned, i.e., schools closed during summer must have additional crack control.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Skylight and window wall; Consultant used, engineered, waterproofed and expansion provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Structural connection engineered to develop member loads.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Through the wall flashing provided with weeps.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Concealed gutters waterproofed and expansion provided; connected to roof drains.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. OSHA requirements are identified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Retaining walls; miscellaneous site items are engineered.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Controls, fire alarm, HVAC are coordinated, installation and performance.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Roof drains, routed, located, detailed and overflow provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Verify roof and floor engineered for vapor protection, prevent mildew.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. General Conditions of Contract documents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Verify underpinning - support of existing structure during demolition and construction.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Verify exterior platforms, aprons are sloped to drain substructure, waterproofed and flashed. Provided control and expansion joints.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Machinery vibration, air and noise control are defined and accounted for.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Verify site service condition with the different utilities, i.e., gas, water, electric, telephone, cable, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADMINISTRATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Verify coversheet information and spelling corresponds to Project Manual.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Verify stamping and signing by professionals of the different disciplines.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Verify Index Sheet corresponds to drawings and titles.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Verify Abbreviations and Symbols correspond with abbreviations and symbols in the documents.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CIVIL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Verify existing conditions, i.e., surveys, topographies, zoning, utilities, easements, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Verify that existing to remain power/ telephone conduits, drainage inlets, manholes, valve boxes, street signs, cathodic protection, etc. do not interfere with new site improvements or landscaping.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Verify that new power/ telephone utilities, grease traps, fuel tanks, etc., do not interfere with new site improvements, existing conditions or landscaping.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Verify site limits of construction, i.e., clearing, grading, landscaping, utilities, building, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Verify profile sheets with utilities, building, topography, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Verify civil specification coordination with plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Verify demolition disposal, borrow sites, waste is clear for disposition and coordinated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LANDSCAPE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Verify that the sprinklers, lighting, hardscape, etc. correspond with the site limits, including the building and civil plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Verify that the maintenance and landscape is coordinated in the Project Manual.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ARCHITECTURAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### MANUAL 1: STANDARDS AND CRITERIA

#### CHAPTER 33 - QUALITY CONTROL PLAN

<table>
<thead>
<tr>
<th>Check list Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verify site property lines and existing conditions match with survey or civil.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Verify building location meets all setback requirements, zoning codes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Verify building limits match with civil, plumbing and electrical on site plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Verify locations of columns, bearing walls, grid lines and overall building dimensions match structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Verify locations of expansion joints, all floors, match with structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Demolition to remove is clear vs. what remains</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Verify building elevations match floor plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Verify building sections match elevations, plans and structure.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Verify building plans match lines, with structural, mechanical, plumbing and electrical.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Verify structural member locations are commensurate with architectural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Verify elevation points with structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Verify chases match with structural, mechanical, plumbing and electrical.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Verify section and detail callouts are proper and cross-referenced.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Verify large-scale plans and sections match small-scale plans and sections.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Verify reflected ceiling plans with architectural, mechanical and electrical plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Verify Room Finish Schedule information matches plans, elevation, sections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Verify door schedule information matches plans, elevations, fire rating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Verify cabinets or millwork will fit in available space.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Verify flashing through the wall and weep holes where water may penetrate the outer material.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Verify flashing material, gauges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Verify fire rated walls and ceiling match with fire and smoke dampers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Verify miscellaneous metals detailed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Verify equipment room or areas are commensurate with mechanical, electrical or plumbing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Verify the limits, types and details of waterproofing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Verify the limits, types and sizes of insulation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Verify the limits, types and details of roofing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Verify skylight structures with the structural</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28. Verify skylight expansion and weeps are provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29. Verify masonry expansion and crack control is provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30. Verify floor and wall tile expansion and crack control is provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31. Verify walls, partitions and window walls are not inadvertently loaded through deflection.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32. Verify that all miscellaneous items, i.e., stairs, stud walls, catwalks are engineered.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. Verify all window walls, expansions and weeps are provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. Verify all handicapped requirements coordinate with plumbing and electrical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. Verify architectural space requirements are commensurate with ductwork, conduit, piping, light fixtures and other recesses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Verify architectural space requirements are commensurate with elevators, escalators and other equipment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Verify dew point in walls, roof and provide vapor barrier as required.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Verify concealed gutters are properly detailed, drained, waterproofed and expansion provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Verify grading around perimeter of building with Civil.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STRUCTURAL

1. Verify that the design load conditions meet or exceed the Building Codes and the Design Standards. |     |    |     |
2. Verify that Geo-Tech Consultant recommendations were followed without deviation. |     |    |     |
3. Verify that column grid lines and column orientation on the structural and architectural drawings match. |     |    |     |
4. Verify that load bearing walls and column locations match with the architectural drawings. |     |    |     |
5. Verify that slab elevations match the architectural drawings. |     |    |     |
6. Verify that depressed or raised slabs are indicated and match the architectural drawings. |     |    |     |
7. Verify that the limits of slabs on the structural drawings match with the architectural drawings. |     |    |     |
8. Verify that the expansion joints through the building on structural drawings match with the architectural drawings. |     |    |     |
9. Verify footing depths and coverage with existing final grades. |     |    |     |
10. Verify that foundation piers, footings, grade beams are coordinated with the Schedules. |     |    |     |
11. Verify footing and pier locations with new and existing utilities, trenches, tanks for location. |     |    |     |
12. Verify underpinning - support of existing structure during demolition where required. |     |    |     |
13. Verify foundation wall elevations with the architectural drawings. |     |    |     |
14. Verify that the location of floor and roof framing column lines and column orientation match the foundation plan column lines and column orientation. |     |    |     |
15. Verify that the structural perimeter floor and roof lines matches the architectural drawings. |     |    |     |
16. Verify that the Section and Detail callouts are proper and cross-referenced. |     |    |     |
17. Verify that the columns, beams and slabs are listed in Schedules and are coordinated. |     |    |     |
18. Verify that the column length, beam and joist depths match with the architectural drawings. |     |    |     |
19. Verify that the structural dimensions match the architectural drawings. |     |    |     |
20. Verify that the drawing notes do not conflict with the specifications. |     |    |     |
21. Verify that the exterior platforms, decks and patios which are sloped to drain match the architectural |     |    |     |
<table>
<thead>
<tr>
<th>Check list Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verify the architectural construction and rustication joints.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Verify the structural openings with architectural, mechanical electrical and plumbing drawings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Verify the structural joist and beam location with water closets, floor urinals, floor drains and chases.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Verify the structural design roof and floors for the superimposed loads, including the HVAC, boilers, glass walls, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Verify cambers, drifts and deflections with the architectural drawings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Verify the concentrated load points on joists by other disciplines, i.e., large water lines or fire main lines.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Verify that horizontal and vertical bracings, ladders, stairs and framing do not interfere with doorways, piping, ductwork, electrical, equipment, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MECHANICAL**

<table>
<thead>
<tr>
<th>Check list Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mechanical plans match architectural and reflected ceiling plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. HVAC ducts are commensurate with architectural space and not in conflict with conduit, piping, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Mechanical equipment fits architectural space with room for access, safety and maintenance.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Verify mechanical openings match architectural and structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Verify mechanical motor sizes match electrical schedules.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Verify thermostat locations are not placed over dimmer controls.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Verify building pressure will allow exterior doors to close.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Verify equipment schedules correspond to a manufacturer and Project Manual.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Verify mechanical requirements to special equipment, i.e., kitchen, elevator, telephone, transformer, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Verify fire damper location in ceiling and firewalls.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Verify vibration, air and noise control for mechanical.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLUMBING**

<table>
<thead>
<tr>
<th>Check list Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verify plumbing plans match architectural, mechanical and structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Verify plumbing fixtures match plumbing schedules and architectural locations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Verify site piping limits interface with building piping.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Verify roof drain locations with roof plan.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Verify subsurface drains located and detailed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Verify roof drain overflows are provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Verify piping chase location matches architectural and structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Verify all cold (chilled) and hot water piping is insulated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Verify piping is commensurate with architectural space and not in conflict with conduit, duct and structure.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Verify sprinkler head locations with room and reflected ceiling plan.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Verify piping openings match architectural and structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Verify plumbing equipment and piping requirements with structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Verify plumbing equipment schedules correspond to a manufacturer in specification.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Verify floor drains match architectural and kitchen equipment plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Verify site water and gas service requirements with supplying utility.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Verify floor openings, i.e., drains, water closets, etc. do not conflict with structural beams, joists or trusses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Verify limits and confines where piping may be run.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ELECTRICAL**

<table>
<thead>
<tr>
<th>Check list Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verify electrical plans match architectural, mechanical, plumbing and structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Verify location of light fixtures, speakers, etc. match with reflected ceiling plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Verify equipment have electrical connections, i.e., mechanical motors, heat strips, etc., architectural, overhead doors, stoves, dishwashers, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Verify location of panelboards, transformers, with architectural, mechanical and plumbing plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Verify conduit chase locations match architectural and structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Verify conduit and light fixtures are commensurate with architectural space and not in conflict with duct, piping or structure.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Verify electrical equipment structural requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Verify electrical equipment room fit architectural space with clearance for safety and maintenance.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Verify electrical Hp, voltage, phasing for all motors, lights and heating match mechanical and architectural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Verify fixtures, speakers, clocks, etc., schedules correspond to a manufacturer and Project Manual.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Verify light fixture spacing and location to eliminate dark spots.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Verify location of duplex outlets, telephone, fire alarms, clock outlets, etc. with architectural millwork and finishes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Verify the limits and confines of where conduits may be run.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Verify site electrical and telephone service requirements with supplying utility.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPECIFICATIONS**

<table>
<thead>
<tr>
<th>Check list Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Verify the name and location of project corresponds with plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check list Item</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
</tr>
<tr>
<td>3 Verify bidding requirements with Owner.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Verify Finish Schedule items are specified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Verify unit price bidding is clear.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Verify alternate bidding is clear.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Verify items of equipment are specified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Verify that all specification sections are in the index and that cross-referenced specification sections exist.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Verify insurance requirements with Owner.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Verify legal conditions of Project Manual, i.e., General Conditions, Contract, Bond, Insurance, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Verify specified items exist in the project.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Architectural Quality Assurance Checklist**

<table>
<thead>
<tr>
<th>Check List Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Drawing organization cartoon set</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Project specific CAD manual (as required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Organization of drawings - all disciplines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Drawing numbering system and organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Code research/analysis covering the following areas:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Construction type; occupancy type.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Travel distances.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Exit widths and location.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Stair widths and location.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Handicapped requirements:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Toilet stall dimensions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Toilet turn arounds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Toilet entrance doors and circulation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Toilet fixtures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Toilet mirrors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Drinking fountains</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Stairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Hand and guardrails</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Ramps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Elevator access to upper floors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Handicapped fixture count</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. Elevator controls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Requirements for Rated Construction:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Wall ratings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Floor ratings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Door ratings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Structural frame ratings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Chase/shaft ratings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Room Ratings:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Janitor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Storage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Mechanical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Stairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Trash rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Boiler rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Exit ways</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Electrical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Smoke partitions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Area separation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. High-rise requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. Stair Requirements:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Stair nosings and tread/riser dimensions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Stair run distance between landings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Hand and guard rail heights and spacings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Drinking fountain count.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N. Toilet fixtures count.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O. Trash chute requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P. Trash room hose bib and sprinklers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q. Health code requirements:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Kitchens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R. Material/product cut sheets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. Project manual</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Check List Item

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 List of major materials and systems (SD).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Outline specification (products only)(DD).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Technical specification (full CSI format)(CD).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 General conditions (CD).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### T. Plans

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Proper scale for project and phase.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Proper dimensioning techniques are included.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Proper referencing - no duplication techniques included.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Extent of materials within a space are identified and limits defined.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Paving joints in additive materials to structure are located over structural.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Plans are coordinated between disciplines.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Column numbers correlate between disciplines.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Rated partitions are identified (either here or on a separate plan).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Partition types are identified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 All spaces are assigned room numbers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Plumbing fixture locations are coordinated with plumbing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Floor drains and clean-outs are shown and coordinated with plumbing. Finish is appropriate for project.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Double drains are provided at cast or set exterior paving materials.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Chases located above beams are sufficient in size to allow MEP items to pass beams.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 All doors and framed openings are assigned door numbers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Openings scheduled (windows and relites).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Floor elevations are called out (based on a 0.00 ref. Elev.).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Casework is scheduled.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Millwork elevations are referenced.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Proper depressions for inset tile, stone applications, etc. are provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 North arrow and graphic scale.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Match lines as indicated.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### U. Roofs

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sloped as required for system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Roof drain locations in relationship to beams and cambers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Provisions for emergency overflow drain system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Window wall/building skin maintenance davit system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Roof walk locations and materials for window/building skin and mechanical equipment access.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Guard rails if roof is accessible to public.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Roofing material control joint spacing and locations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Roof details referenced.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Expansion joint interface with parapet and other intersecting structures.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Roofing and flashing material indicated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Insulation type and value indicated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Quantity of roof drains is adequate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Blocking at insulation perimeter and roof expansions/ control joints.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Cant material indicated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Curb and flashing heights.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Roof penetration structures, i.e., skylight support walls are structurally sound.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Roof penetrations are flashed in accordance with NRCA and are minimum of 2'-0&quot; from adjacent vertical elements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 North arrows are provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Slopes are defined with spot elevation or percentage slope from a control elevation.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### V. Reflected Ceilings

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Room numbers are provided for all spaces and correspond to floor plans.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Proper referencing techniques are included.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Extent of materials within a space are identified and limits defined (dimensioned if necessary).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Lighting fixture locations are coordinated with electrical.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Mechanical diffuser locations are coordinated with mechanical.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Column grids and numbers are indicated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Electrical items on ceilings are shown, i.e., smoke detectors and speakers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Softit materials and other non-scheduled exterior materials are called out.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Location of control and expansion joints are shown.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Partitions above ceilings are indicated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Rated ceilings are indicated when more than one material/rating is scheduled within a space.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Show direction of directional ceiling system, i.e., linear metal/wood systems and rectangular lay-in.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Locate access panels.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Location of sprinkler heads when location is aesthetically a concern.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check List Item</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
<td>-----</td>
</tr>
<tr>
<td>15 Extent of soffit or ceiling thermal or special acoustical treatment is indicated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Type of ceilings used are appropriate:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Wet areas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Circulation and assembly areas (type)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Office and similar areas (type)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Toilets - accessibility to valves</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Rated assemblies - do they meet code?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Ceiling mounted mechanical, electrical and plumbing devices - show and dimension locations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Diffusers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Return air grilles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Slot diffusers - coordinate length shown with length provided by mechanical.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Ceiling shapes, sizes and proportions at drywall are appropriate (rectangles; with 1 x 2 ratio preferred).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Soffit perimeter drip joints.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Ceiling height changes shown and detailed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Condition at soffit and wall perimeters (thermal and seismic movement).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Exterior ceiling material types are noted and extent is clear.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Details are referenced for all conditions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Extent of existing conditions are clear.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Equipment, catwalks, etc. above ceilings are shown. (May require separate plan.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 Underside of stairs are shown (not treads).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27 Toilet fixtures, counters and doors are not shown (if shown, they are &quot;screened&quot;).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 Skylights pattern is shown.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 Furring or closure panels above casework/millwork are shown.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Match line references as indicated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 North arrow and graphic scale.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

V. Exterior Elevations

1 Show column lines and numbers.                                                  |     |    |     |
2 Reference building sections.                                                    |     |    |     |
3 Reference large scale typical bays if applicable.                              |     |    |     |
4 Show extent of materials.                                                       |     |    |     |
5 Call out typical materials on exterior elevations or large scale elevations, whichever is applicable. |     |    |     |
6 Call out floor elevations (based on a 0.00 reference or established by DIA).   |     |    |     |
7 Reference individual details to show the extent of materials and construction assembly if not covered with plan or section references - do not duplicate information. |     |    |     |
8 If elevations are used for scheduling openings, then glass types and references should be provided if a typical bay condition or conditions system cannot be used. |     |    |     |
9 Building expansion joints are shown.                                            |     |    |     |

W. Building Sections

1 Referenced to details if scale is adequate.                                    |     |    |     |
2 References to larger scale wall sections if building section scale is smaller than 1/4 inch to a foot. |     |    |     |
3 Floor elevations (based on a 0.00 reference or established by DIA).            |     |    |     |
4 Column lines.                                                                  |     |    |     |
5 Typical materials called out - do not duplicate information shown elsewhere.   |     |    |     |

X. Large Scale Wall Sections

1 Reference to details.                                                          |     |    |     |
2 Dimensions.                                                                  |     |    |     |
3 Typical materials not covered by details are identified - do not duplicate information shown elsewhere. |     |    |     |
4 If large scale elevations relating to wall sections are provided, call out materials. |     |    |     |
5 Extent of thermal and acoustical insulation is shown.                          |     |    |     |

Y. Interior Elevations

1 Elevations are only shown to reflect extent of more than one material on a wall and for location of products - both architectural and engineering. |     |    |     |
2 Typical mounting heights for devices and toilet room accessories.              |     |    |     |
3 Elevations of millwork scheduled.                                             |     |    |     |
4 Casework that is scheduled is elevated on casework schedule.                  |     |    |     |
5 Details of pertinent items are referenced.                                    |     |    |     |
6 Dimensions showing extent of materials is provided.                           |     |    |     |
7 Detail references for complicated wall construction are shown if not referenced from other documents or scheduled in wall type schedule. |     |    |     |

Z. Interior Partition Construction

1 Masonry:                                                                      |     |    |     |
   a. Spacing of control joints                                                  |     |    |     |
   b. Reinforcing - vertical and horizontal                                      |     |    |     |
   c. Control joint materials in rated walls                                     |     |    |     |
<table>
<thead>
<tr>
<th>Check List Item</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. Clearance around building structural frame</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Bracing at head of wall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Wall spans vertical and horizontal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Thickness required for span</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Thickness and block material related to code requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Lintel and precast for openings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Header block provisions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Metal studs with gypsum board:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Stud spacing - specifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Sizes relative to span</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Basic detail assembly of support system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Wall Details and corner protection details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Location of control joints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Type of finish wall panels relative to location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Type of gypsum board relative to locations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Wall rating locations and construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Wall acoustical locations and construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AA. Partition Type Schedule</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Combination of wall composition and extent of wall heights, i.e., closes to ceiling, above ceiling or to bottom of structure.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Rating of wall construction (if not called out elsewhere in the documents).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Wall types meet code requirements - specifically at chases.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BB. Door Type Schedules</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Elevation of all door types, i.e., single leaf, double leaf and with or without panels.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Ratings only (if not on door schedule; do not duplicate).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 STC rating only (if not on door schedule; do not duplicate).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Style sizes if not specified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Louver location and detail reference.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Louver sizes (if not scheduled in the door schedule).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Door materials.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CC. Window/Opening Schedules</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Schedule provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Dimensions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Glass type.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Code compliance of glass types.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Detail references.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DD. Door and Room Finish Schedules</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 All rooms, alcoves, vestibules and similar spaces are scheduled.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 All doors and cased openings receiving frames and/or hardware are scheduled.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Fire ratings of doors in minutes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 STC rating of doors.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Door types.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Reference to door and frame type schedule within documents.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 All door head, jamb and sills are properly referenced.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Frame materials are scheduled.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Glass types are scheduled and in compliance with code and project usage.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EE. Door/Window Frame Type, Schedule</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Materials are called out.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Dimensions are shown.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FF. Glazing Schedule</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Referenced on windows and doors.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Specifies type and thickness of glass (also construction of insulating glass).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GG. Details</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Material usage is appropriate for projects budget, location and needs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Details address waterproofing and removal of water.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Exposed sub-structures are sloped 1/4 inch per foot.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Drainage mat is provided under terrace paving.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Proper sealant material for use is specified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Thermal and seismic movement is considered in details.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Material joints, i.e., flashing, spacing and method has to be addressed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Extent of thermal and acoustical insulation is shown.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Insulation is always located on the exterior side of structural slabs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Vapor retarders are shown.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Intake louvers are drained.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Cavity construction with sealant in the exterior skin has the sealant vented and weeped.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Check List Item

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Details are organized in categories of location, i.e., exterior versus interior, and materials, i.e., precast versus stucco.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>14</td>
<td>Fully adhered single ply systems if used.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>15</td>
<td>Details are dimensioned to face of structure or center line of building grid - not both.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>16</td>
<td>Details do not duplicate information provided by other disciplines, i.e., structure edge of slab to column grid line.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>17</td>
<td>Building expansion joint size, configuration and locations are coordinated with structure.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>18</td>
<td>Edge of slabs - all conditions are coordinated with structure.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>19</td>
<td>Toilets, mechanical, elevator equipment rooms and other areas requiring acoustical treatment are provided with appropriate sound deadening and absorbing materials.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>20</td>
<td>Exterior door sill change in elevations are coordinated structure.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>21</td>
<td>Overhead doors have system to support door hoods.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>22</td>
<td>Sliding fire doors have access to reset doors.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>23</td>
<td>Schedule dimensions correspond with schedule dimension locations (i.e., doors and windows).</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>24</td>
<td>Schedule dimension locations are identified in details or door/window frame details.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>25</td>
<td>Rodstock is provided behind all sealant.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>26</td>
<td>Means to retain rodstock is provided.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>27</td>
<td>Below slab thermal insulation is provided in northern climates.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>28</td>
<td>Bollards or other protection details are shown.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>29</td>
<td>Sun control is provided - especially in middle eastern, tropical and south western project locations.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>30</td>
<td>Details are constructable.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### HH. Material Usage

1. **Exterior walls - masonry:**
   - a. Reinforcing - vertical and horizontal has been provided. | ☐ | ☐ | ☐ |
   - b. Cavity width | ☐ | ☐ | ☐ |
   - c. Cavity waterproofing and dampproofing has been provided. | ☐ | ☐ | ☐ |
   - d. Locations of brick expansion joints and block control have been shown. | ☐ | ☐ | ☐ |
   - e. Exterior sealer – block | ☐ | ☐ | ☐ |
   - f. Tie system | ☐ | ☐ | ☐ |
   - g. Ledger angle material finish and spacing | ☐ | ☐ | ☐ |
   - h. Type of base wall head and jamb/end termination waterproofing | ☐ | ☐ | ☐ |
   - i. Weep holes or rope weeps sizes and spacing (check specification) | ☐ | ☐ | ☐ |
   - j. Coursing - vertical and horizontal | ☐ | ☐ | ☐ |
   - k. Code requirements on thickness | ☐ | ☐ | ☐ |
   - l. Location of building expansion joint | ☐ | ☐ | ☐ |
   - m. Locate mechanical, electrical, plumbing items | ☐ | ☐ | ☐ |
   - n. Structural design of walls for code and local conditions | ☐ | ☐ | ☐ |
   - o. Openings course out vertically and horizontally | ☐ | ☐ | ☐ |
   - p. Clearance around building structural line | ☐ | ☐ | ☐ |
   - q. Parapet construction reinforcing/thru wall flashing | ☐ | ☐ | ☐ |

2. **Metal panels:**
   - a. Design of support system | ☐ | ☐ | ☐ |
   - b. Size of panels match industries standard | ☐ | ☐ | ☐ |
   - c. Integration with other materials and systems | ☐ | ☐ | ☐ |
   - d. Finish | ☐ | ☐ | ☐ |
   - e. Joint system | ☐ | ☐ | ☐ |
   - f. Trim of panels | ☐ | ☐ | ☐ |
   - g. Detailing of system at all conditions | ☐ | ☐ | ☐ |
   - h. Spacing and detailing of panel joints color can affect allowable lengths | ☐ | ☐ | ☐ |
   - i. Interior finish if exposed | ☐ | ☐ | ☐ |
   - j. Locations of building expansion joints | ☐ | ☐ | ☐ |
   - k. Sizing of support system, erection tolerance and deflection | ☐ | ☐ | ☐ |
   - l. Locate mechanical, electrical, plumbing items | ☐ | ☐ | ☐ |

3. **Architectural concrete:**
   - a. Tie hole locations and spacings | ☐ | ☐ | ☐ |
   - b. Samples prepared using local or desired materials | ☐ | ☐ | ☐ |
   - c. Formwork | ☐ | ☐ | ☐ |
   - d. Sealer | ☐ | ☐ | ☐ |
   - e. Tie hole method of finish - expressed or filled | ☐ | ☐ | ☐ |
   - f. Post tension pull point locations and details | ☐ | ☐ | ☐ |
   - g. Column form | ☐ | ☐ | ☐ |
   - h. Sample of sandblasting or other finishing technique desired | ☐ | ☐ | ☐ |
   - i. Locations and spacing of rustication joints in relationship to form material size limitations | ☐ | ☐ | ☐ |
   - j. Configurations of rustication joints | ☐ | ☐ | ☐ |

4. **EFIS**
   - a. Type and finish | ☐ | ☐ | ☐ |
### Check List Item

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Location and spacing of control joints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Location of building expansion joints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Support system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Lath type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Location of light fixtures and other mechanical, plumbing equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Thermal protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Control joint and subframe detailing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5 Precast concrete - faced and unfaced:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Facing thickness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Bond breaker between precast and facing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Size of facing material related to material limitations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Spacing and width of joints between panels to allow for thermal movement, construction and fabrication tolerances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Anchor material for facing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Thickness of precast in relationship to span, loading and availability of structure for horizontal loading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Provisions for structural support of precast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Configuration constructability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Ability to ship and erect specified panel sizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Method of application of insulation and interior finish materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Samples reflecting desired mix and finish</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 Window/Curtain walls:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Frame size in relationship to span</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Secondary support member use and locations where span exceeds frame limitations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Glass size - material manufacturing limitations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Location of safety glass related to code requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Frame and glass wind loaded design parameters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Seismic design considerations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Intervention treatment relatea to glass type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Weep hole locations and spacings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Integration with surrounding materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Quantity of glazing related to project energy requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Window washing system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. Window details</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF CHAPTER 33