

SECTION 4
SUBMITTAL REQUIREMENTS AND AUTOCAD™ STANDARDS

4.0 SUBMITTAL REQUIREMENTS AND AUTOCAD™ STANDARDS

The Developer or Developer's Engineer submits appropriate plan check fees to Customer Service as specified in the Cost Letter, Customer Service shall forward the receipt to Engineering and SBMWD shall open a Work Order (WO) for plan checking by either in-house staff or an outside consultant. All plan checking documents shall be filed in the WO file including checked documents, supporting documents, notes, memorandums, records of communications, fire flows, and plan check fee receipts. SBMWD/consultant shall use the Plan Check Status Sheet attached in Appendix 'J' to track plan check progress. The Status Sheet shall be placed at the beginning of the plan check CO file.

4.1 PLAN SUBMITTALS

SBMWD shall request the following items upon receipt of water system improvement plans for checking:

4.1.1 PROGRESS PLAN SUBMITTAL

General Requirements

All plans submitted to SBMWD for review will meet the minimum requirements identified herein, and additional requirements may be established by SBMWD. For development projects, applicant shall be allowed a maximum of three (3) plan checks prior to final signature by SBMWD. If more than three (3) plan checks are necessary, additional fees will be required from the Developer to complete the plan checking. For SBMWD capital projects, Engineer shall submit plans at 50 percent, 90 percent and 100 percent (pre-final) submittals for review.

- A. Two (2) copies of the approved Hydraulic System Analysis Report.
- B. A legal map or legal property description to be served.

- C. One (1) set of the water system improvement full size plans and two (2) sets half-size plans. The only acceptable full-size dimensions of the submitted drawings shall be 22" x 34" with a scale of 1" = 40' and a vertical profile scale of 1" = 4' and half-size drawings shall be 11" x 17" with a true half scale (i.e., 1" = 80' and 1" = 8'). AutoCAD files shall be submitted in accordance with requirements set forth in Appendix K.
- D. One (1) copy of Precise Grading Plans (11" x 17").
- E. One (1) copy of Street Improvement Plans (11" x 17").
- F. One (1) copy of Sewer Improvement Plans (11" x 17").
- G. One (1) copy of Plumbing Plot Plans (11" x 17").
- H. One (1) copy of Tentative or Recorded Tract Map.
- I. One (1) copy of all survey field notes and electronic data files.
- J. Two (2) copies of easement documents to be granted to SBMWD.
- K. One (1) copy of the fire flow letter.
- L. One (1) copy of the soils report.
- M. Standard Specifications Special Conditions (any necessary changes or additions/deletions to SBMWD's Water Standard Specifications).
- N. Calculations.
- O. Supplementary Conditions to Greenbook, Part 1, General Provisions (Changes to SBMWD's Standard Front End Documents).

P. Bid Proposal.

Paragraphs 'N' through 'P' apply to non-developer projects (i.e., SBMWD Consultants only for Specifications) unless required of Developer by SBMWD. Additional submittal requirements can be found in Appendix 'K', SBMWD AutoCAD™ Standards.

For subsequent reviews of progress submittals, SBMWD shall receive:

- Previous redlined plans and documents.
- Two copies of revised plans.
- Two copies of revised easement documents.
- All other requested information.

Once SBMWD has completed the plan checking process, SBMWD shall request the final submittal with the final easement documents and tract map. SBMWD shall process documents for Developer-Installed Agreement execution where necessary. SBMWD shall update the project Cost Letter and confirm that all fees and deposits as defined in the Cost Letter, have been paid. Approved Mylars shall be signed by SBMWD and released to the Developer for reproduction. The original Mylars together with one (1) set of full-size construction plans and one (1) set of half-size (11" x 17") plans shall be returned to SBMWD with a pdf file of the signed approved plans.

4.1.2 FINAL SUBMITTAL

All final plans submitted to SBMWD shall consist of the following:

- A. One (1) full size (22" x 34") set of signed Mylars with a wet-stamped cover sheet for SBMWD approval and signature.
- B. Six (6) half-size (11" x 17") bond copies, signed and sealed with the covers wet-stamped including SBMWD approval signature.

- C. Electronic submittal shall take place after SBMWD approval and signature and shall include the following:
 - 1. Construction Plans (22" x 34") - One (1) pdf file.
 - 2. Construction Plans (11" x 17") - one (1) pdf file.
 - 3. Specifications
 - a. Technical Specifications and Special Conditions to the Water Standard Specifications and the Supplementary Conditions - One (1) pdf file.
 - b. Bid Proposal - One (1) pdf file.
 - 4. Calculations - One (1) pdf file.
 - 5. Construction plans in AutoCAD™ 2000i format or later version.
 - 6. Engineer's Estimate of Probable Cost - One (1) pdf file.
 - a. Estimate excluding SBMWD supplied materials.
 - b. Estimate including SBMWD supplied materials.
 - 7. Material List - Materials to be pre-purchased by SBMWD - One (1) Excel Spreadsheet file.
- D. One (1) hard copy set of the Standard Specifications Special Conditions, signed and sealed.
- E. One (1) hard copy set of the Calculations, signed and sealed.
- F. One (1) hard copy set of the Bid Proposal.

G. One (1) hard copy set of the Engineer's Estimate of Probable Cost.

H. One (1) set of the Materials List.

4.1.3 CONFORMED DOCUMENTS SUBMITTAL

All SBMWD Specification to be bid by the SBMWD shall incorporate all changes made by Addendum in the bidding phase into a conformed set of plans and specifications. The SBMWD shall provide the Addendums to the Engineer of Record to incorporate all design plan and specification changes into the final approved set of plans and specification used during the bid process.

The Engineer of Record shall submit the following as a conformed set of plans:

- One set of the Technical Specifications with the "conformed" block on the cover sheet, signed and sealed by the Engineer of Record.
- A single pdf file of the signed, conformed construction plans.
- A single pdf file of the signed conformed technical specifications.

4.1.4 RECORD DRAWING SUBMITTAL

All record drawings submitted to the SBMWD shall consist of the following:

- A. Copy of redlined developer's plans.
- B. One (1) bond copy of plans with redlined corrections clearly delineated with all field revisions shown in bold.
- C. One (1) electronic copy of the entire record drawing base map and external references at a scale of 1" = 80 feet.

- D. One (1) electronic copy of the entire plan set in pdf format (11 x 17 and 22 x 34) and AutoCAD™ drawing format (11 x 17 and 22 x 34).
- E. All sheets shall contain the "As-Built" block shown in Appendix 'K' and signed and sealed by the Engineer of Record.

4.2 PLAN REVIEW

SBMWD will use the following documents for review of the plans:

- Department Water System Improvement Check Lists attached in Appendix 'L'.
- CO Files.
- State of California, Health and Safety Code, Title 22.
- File copy of the distribution and gate book sheets.
- Current Department Standard Drawings (see SBMWD Water Standard Specifications and Drawings for Construction of Domestic Water Systems, latest edition).
- Current Department Water Standard Specifications (see SBMWD Water Standard Specifications and Drawings for Construction of Domestic Water Systems, latest edition).

4.3 AUTOCAD STANDARDS

4.3.1 WATER PLAN DRAWING SUBMITTAL REQUIREMENTS

All water plan drawings shall meet the requirements for AutoCAD™ standards as listed in Appendix 'K'. Any water plans submitted not meeting the AutoCAD™ standard requirements listed in Appendix 'K' will immediately be rejected and sent back to the Engineer. SBMWD's Standard Drawing electronic files and pen tables will be given to the Engineer upon request. Plan checklists have been provided in Appendix 'L' for use during plan preparation.

The following are the minimum requirements for drawings submitted to SBMWD:

1. Project (Drawing) name
2. Engineer's name
3. Engineer's P.E. stamp with signature (required only on final drawings)
4. General Notes
5. Legend
6. North arrow(s)
7. Scale(s) (horizontal and vertical)
8. Signature block for SBMWD signature.
9. Vicinity map.
10. 22" x 34" sheets (oversized drawings will not be accepted).
11. Profiles will be provided for all mains being installed in an unimproved area and for all mains 4-inches and larger in diameter.
12. Benchmark data and identification of a tie between existing or proposed survey monuments and the submitted easement documents.
13. Curve data on deflected water mains.
14. Driveway locations.
15. Rights-of-ways, easement, and property lines.
16. Street names and right-of-way dimensions.

17. All existing mains including size and material type, laterals, valves, hydrants, etc. show all existing mains with dashed lines.
18. All proposed mains, stubs, valves, bends, reducers, etc., dimensioned from existing stationary markers (street light, sign, hydrant, etc.), and surveyed controls (street intersections, centerlines, property lines, etc.).
19. Proposed services.
20. All new mains shall be drawn true to scale with no break lines.
21. Layout should show the adjacent area and the relationship between the new facilities and the existing facilities, (i.e., surface grading, etc.).
22. Identify all other utilities, existing and proposed (i.e., gas, sewer, etc.). Identify and pothole all critical utility crossings and connection points.
23. Locate all existing or proposed obstructions such as utility vaults, catch basins, traffic islands, etc.
24. Quantity estimates.
25. Fire flow requirements and location of all existing fire hydrants supporting the project.
26. Fire Department approval.
27. Notes as required by these Standards.