Appendix to CSMP for RFP No 676-2015

Project submittals requirements for quantities and formats by category:

Document Description	Version	Paper Copies	Unit / General Format	Searchable pdf file	Electronic native file
Minutes of Meetings	all	none		1	1
Technical Plans/ Memorandums/ Reports	for review	5	Sets / Bound	1	1
	final	7	Sets / Bound	1	1
Technical Specifications/Design Criteria/Lists etc.	for review	5	Sets / Collated - Fastened	1	
Drawings	draft	5	Sets 11"x17"/ Collated - Fastened	1	
	final	7	Sets 11"x17"/ Collated - Fastened	1	1
	Contractor package	5	Full size sets	1	
Schedules or other documents with City required specific electronic file format (i.e. Asset Data Schedule)	for review/final	none	as per applicable Item above	1	1
Bid Opportunity/RFP Documents	for review	5	Sets / Collated - Fastened	1	1
Bid Opportunity/RFP Drawings			Sets 11"x17"/ Collated - Fastened	1	
Bid Opportunity/RFP Documents	final	7	Sets / Collated - Fastened	1	1
Bid Opportunity/RFP Drawings			Sets 11"x17"/ Collated - Fastened	1	
Contractual documents for which wet signature is required.	original	1	Original	1	
Other Contract Administration documents	review/final	none		1	
Consultant Progress Invoices	final	1	Set	1	
Bid Opportunity Progress Estimates	final	3	Sets / Collated	1	
Commissioning Handover Package	final	1	Sets / Collated - Fastened	1	
As Built Drawings	review	6	Sets 11"x17"/ Collated - Fastened	1	
		1	Full Size Set - Collated - Unbound		
	final	1	Mylar Full Size Set	1	+1-Autocad
		1	Full Size Set of the Marked-Up Drawing(s)		
Contractor Submittals (i.e. Shop Drawings)	review	none	Sets / Collated - Fastened	1	
	final	2	Sets / Collated - Fastened	1	
Operation Manuals	review	1	Sets in Ring Binders	1	
	final	6	Sets in Ring Binders	1	

Note: Prior to any issue, the Consultant should refer to section -3.2 Documentation Submission Requirements- of document -CD CP-PL 01 Consultant Services Management Plan (Minimum Requirements)-, in particular:

- Prior to any submission the Consultant shall confirm with the City Project Manager the required format(s) and quantities of the submission.