

CIP RECORD DRAWING SUBMITTAL PROCESS

START OF DESIGN

The Consultant will be sent the Record Drawing Requirements.

PRIOR TO 30% DESIGN SUBMITTAL

The City will provide the Consultant with record drawing numbers for the project. The Consultant will then submit the following for GIS to do an intake review:

- CD with one composite DWG file (AutoCAD 2013 or earlier)
- Completed “Digital Submittal Checklist” (Appendix A of the Record Drawing Requirements)
- One full size set of prints, 22” x 34”

PROJECT CLOSEOUT

The project manager and inspector will review the construction markups on the Inspector’s plan set and the set provided by the Contractor. Once satisfied that all changes have been noted the PM will send the marked up plan set to the Consultant.

The Consultant will use the marked up plan set to update their project CAD file per the City of Redmond’s Record Drawing Requirements. When complete the Consultant will submit the following to the City for GIS review:

- CD with one composite DWG file (AutoCAD 2013 or earlier)
- Completed “Digital Submittal Checklist” (Appendix A of the Record Drawing Requirements)
- One full size set of prints, 22” x 34”

Comments or recommendations for changes or corrections will be provided and returned to the Consultant. The Consultant will make corrections and resubmit the digital CAD file, Digital Submittal Checklist and/or a set of revised prints. This process will continue until all comments have been addressed.

FINAL RECORD DRAWING SUBMITTAL PROCESS

When the record drawings are approved by GIS, the Consultant will be notified that the record drawings are ready to be certified for final approval. The PM will require, at a minimum, the final record drawing submittal to include the following:

- One full size set of prints, 22” x 34” Mylars
- One full size sets of prints, 22” x 34”
- Three half size bond set of prints, 11” x 17”
- One PDF set of plans on a CD (this can be included in the initial submittal but must be revised and resubmitted if the initial submittal is denied)

RECORD DRAWING SUBMITTAL ADDRESS

Mailing:

Public Works Construction/MS: 1NPW
City of Redmond
P.O. Box 97010
Redmond, WA 98073-9710

Walk-in:

Public Works Construction
1st floor Redmond City Hall
15670 NE 85th Street
Redmond, WA 98052

If you have any questions please call Record Drawings Coordinator at 425-556-2491.

HOW TO SUCCEED WITH YOUR SUBMITTALS

The record drawings must include the following features, which are commonly missed, as required by the Record Drawing Requirements document:

- The horizontal datum on the cover sheet must read “Washington State Plane North, NAD 83 (91-HARN)”.
- The vertical datum on the cover sheet must read “NAVD 88”.
- The CAD file and the plans must match.
- Have the Record Drawing Index on first page of the drawing set.
- Record Drawing numbers are in sequential order on each sheet.
- Have the certified professional stamp with signature and date on each sheet.
- Have “Record Drawings” or “As-Built” labeled on each sheet.
- Manhole numbers on the Wastewater Plan sheets and Wastewater Profile Sheets must match.
- Have the As-built Certificate Block on all sheets, signed by an engineer.