



PROJECT DESIGN & REVIEW PROCEDURES:

Seattle Parks & Recreation (SPR) has defined six separate “levels” or “phases”, to describe the level of completion achieved in the project design and review (ProView & ProView Tech) process of any given project. The following are guidelines the Consultant must follow for the design and review of projects for Seattle Parks & Recreation. In order for any design to successfully achieve a particular phase of design & review completion, the following criteria must be met:

SCHEMATIC DESIGN – Requires [Proview Review](#)

Provide sketches, drawings, and other documentation as required and requested, to convey the following information for the entire approved project scope:

- Depict all required elements such as field layouts, paths, building location, parking, access, etc., including orientation and approximate dimensions;
- Show relationships between required elements such as parking and access;
- Selection of building mechanical, structural, HVAC and other systems;
- Listing of suggested materials, finishes and landscape design concepts;
- Description of permits and schedule for various timelines involved;
- Realistic schedule for subsequent design and construction;
- Provide estimate of probable Construction Contract Amount (CCA).

DESIGN DEVELOPMENT- Requires [Proview Review](#)

Provide drawings and other documentation as required and requested, to convey the following information for the entire approved project scope:

- Designer’s annotated responses to schematic review comments (accept, clarify, or out of project scope);
- Drawing table of contents/index listed on cover page of preliminary drawing package;
- Drawings include internal building room layouts and dimensioned rooms, cross sections, building elevations, structural systems, mechanical systems and layout;
- Civil site work layouts;
- Outline of specifications;
- Identification of the basic materials being used for the construction;
- Play elements defined, including location and size;
- Verify estimate of probable construction costs per established CCA.

60-65% CONSTRUCTION DOCUMENTS – Require [Proview Technical Review](#)

Provide drawings and other documentation as required and requested, to convey the following information for the entire approved project scope:

- Completed “Intake Form for Construction Plans Review”, verifying CD package meets quality requirements described in form.
- Designer’s annotated responses to Design Development review comments;
- Drawings include details of building, most of the interior elevations, window and door locations, building materials, selection of mechanical and electrical equipment;
- Layout of ducting, lighting and similar features shown and coordinated;
- Layout of site elements including sewer and waterline locations and electrical and communication feeds to the building or within the site;
- Landscaping plans to show plant selections and defined location of planting beds, curbs and walks and parking layouts with ADA access defined;
- Almost all technical specifications are complete;
- Calculations for structural, mechanical and electrical designs submitted;
- Underground utilities including electrical, sewer, storm drainage, and irrigation systems are designed to at least 65% levels so that technical reviews can be accomplished;
- Draft Environmental Project Information Form (PIF) has been prepared;
- Provide detailed estimate of probable construction costs per established CCA, using CSI format for presentation of estimate.

90-95% CONSTRUCTION DOCUMENTS – Require [Proview Technical Review](#)

Provide drawings and other documentation as required and requested, to convey the following information for the entire approved project scope:

- Completed “Intake Form for Construction Plans Review”, verifying CD package meets quality requirements described in form.
- Designer’s annotated responses to 60-65% CD review comments;
- Documents ready for construction with few exceptions;
- Final coordination between specifications and drawings, and among disciplines, has been completed by the designer;
- All elevations have been checked for utility inverts and ADA requirements;
- All materials are identified and included in specifications;
- All required CSC plans have been developed;
- Underground utilities including electrical, sewer, storm drainage, and irrigation systems are designed to at least 95% levels so that technical reviews can be accomplished;
- Environmental Project Information Form (PIF) has been finalized and provided to Environmental Analyst staff for review;

- Provide final detailed construction costs estimate, demonstrating estimate is within the agreed CCA, using CSI format for presentation of estimate;
- The Parks Project Manager confirms the method of bidding, either Regular Bid or Job Order Contract at the phase and the final “boiler Plate” is prepared accordingly.

NEAR-100% CONSTRUCTION DOCUMENTS – Require [Engineering & CPCS Review](#)

Provide drawings and other documentation as required and requested to convey the following information for the entire approved project scope:

- Completed “Intake Form for Construction Plans Review”, verifying CD package meets quality requirements described in form.
- Completed “Request to Review Bid Documents” form is provided for CPCS review, verifying CD package meets requirements described on CPCS form.
- Designer’s annotated responses to 90-95% CD review comments;
- Designer has completed all revisions to plans and specifications. The drawings and specifications must reflect all comments from all prior reviews or the designer has explained why they were not included in the final package;
- SPR provides the Division 00 & 01 boiler plate sections, with Division 00 being prepared by the Parks Engineer’s staff and Division 01 being prepared by the Project Manager with input by the Consultant as required;
- The Contract Documents are stamped by all Consultants and all Subconsultants;
- Environmental Project Information Form (PIF) has been reviewed and signed by Environmental Analyst staff, with all their comments incorporated appropriately in CD package;
- PCSD sends their review comments to the Project Manager and Parks Engineer for the final corrections which are either completed by the Parks Engineer, the Project Manager or in some instances the Consultant depending on the level of correction needed;

BID SET CONSTRUCTION DOCUMENTS – Require [Park Engineer & CPCS Approval](#)

Provide drawings and other documentation as required and requested to convey the following information for the entire approved project scope:

- Completed “Intake Form for Construction Plans Review”, verifying CD package meets quality requirements described in form.
- Completed “Request to Review Bid Documents” form is provided for CPCS review, verifying CD package meets requirements described on CPCS form.
- Designer’s annotated responses to near-100% CD review comments;
- Designer, PM, and/or Park Engineer’s staff have completed all revisions to plans and specifications, including CPCS feedback. The drawings and specifications must reflect all comments from all prior reviews or explanation provided as to why they were not included in the Bid Set;
- The Contract Documents are stamped and signed by all the Consultants and all the Sub-consultants;

- The Contract Documents are reviewed and signed by the Park Engineer and sent to the Department of Finance & Administrative Services (DFAS), Purchasing & Contracting Services Division (PCSD) for their review;
- The project Manager sends annotated responses and corrections to PCSD comments back to PCSD for their approval and signing of the Contract Documents;
- The Contract Documents are sent to the eBid system for posting to their Website and bidding purposes.

END OF SECTION