



Seattle Parks & Recreation

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CONSTRUCTION DOCUMENTS INTERNAL REVIEW PROCESS

This document describes the procedure for distribution and review of Contract Documents for all projects processed through the Parks Planning and Development, including the Proview Technical Review (ProTech) process that involves Parks Facilities Maintenance, Resources, and Operations staff. The following steps are required for each review cycle, unless specifically waived by the Park Engineer.

1. **General:** Construction Documents (“CD’s”), aka plans and specifications, are to be reviewed by *Engineering, Design & Technical Services (EDTS)* and the *Proview Tech Review Stakeholders (PVT)* at both the 60-65% and 90-95% completion levels. CD’s receive a final review at the near-100% level of completion by EDTS and *Contract and Purchasing Services Division (CPCS)*, which is the division of the Seattle Department of Finance and Administrative Services that oversees all Public Works contracting by the City. After that final review, a Bid Set is created for purposes of competitive bidding.
2. **Level of Completion:** **60-65% CDs** are defined as **60-65% complete for all elements** (all sheets and spec sections) of the design. This includes but is not limited to at least 60-65% of the landscape and irrigation designs. **90-95% CDs** are defined as **90-95% complete in all aspects** including incorporation of 60-65% comments with written responses. **Near-100%** is defined as all technical design elements fully complete with all prior comments fully incorporated, and any remaining issues are minor or administrative in nature. If CDs do not meet these basic milestones for completeness (as determined by Facility Maintenance Manager, Parks Resource Manager, Construction Manager, and the Park Engineer) then the project will not be reviewed and will be sent back to the PM to be completed to the required level and resubmitted.
3. **Provision of Construction Documents by Designer:** The Designer must provide the Project Manager with six (6) full printed sets of CDs, accompanied by electronic versions of all CDs.
 - a. Electronic versions must be provided on a compact disk, DVD disk, or flash drive. Emails are acceptable provided the total sum of the file sizes does not exceed 10MB.
 - b. Electronic versions of plans/drawings must be provided in PDF format.
 - c. Electronic files of specifications must be provided in MS Word document format, with “track changes” feature enabled.
 - d. Plans/drawings intended for the district staff may be reduced to half size if readable at that scale. For larger projects such as Community Centers and buildings, the plans and specs can be limited to only those sheets that apply to the elements to be reviewed by the district staff (e.g, Layout/Grading, Drainage, Landscape and Irrigation Systems).
 - e. Westbridge staff must always be provided complete, full-size plan sets.
4. **Required Notification for Project Review**
 - a. **Intake Approval by EDTS Coordinator:** The PM must fill out a Review Intake Form (available in the Project Forms Workbook) and submit it along with the CDs to the Assistant Capital Projects Coordinator in EDTS, who will review the submittal to ensure it meets all

required criteria for level of completion. If it meets the criteria, the EDTS Coordinator will notify remaining EDTS staff of the Project's readiness for review, including a deadline for completion of the review. If it does not meet the criteria, the EDTS Coordinator will reject the CD package and explain to the PM the remaining work necessary to meet the criteria. Failure to address comments submitted in a prior review cycle will be automatic grounds for rejecting a CD package. If a Project is rejected, it may not be resubmitted for review until it meets the required criteria.

- b. **ProTech Review Participants:** After the EDTS Coordinator approves intake for review of the Project, the Project Manager (PM) must schedule a PVT review session by arrangement with the PVT Coordinator. The PM must then send an email notification, advising all Parks stakeholders that the CDs will be distributed for review and the date of the scheduled PVT review. When making this notification, the PM must attach the standard form used to provide Review Comments (available in the Forms Workbook). This email notification must be sent to the following individuals, at minimum:

- PDD Construction Manager
- Park Engineer
- Landscape Architect assigned to the District
- Facility Maintenance Manager
- Park Resource (District) Crew Chief
- Assistant Facilities Maintenance Supervisors
- PVT Coordinator
- Park Resource Manager
- Natural Resources Manager
- Environmental Stewardship Manager

The above individuals must attend the PVT review session and/or delegate attendance to subordinate staff at their discretion, except attendance by at least one person from EDTS is required. If unable to attend, ALL written comments must be submitted to the PVT coordinator 24 hours PRIOR to ProView Tech, for compilation.

5. **Distribution of Construction Documents:** The Project Manager must deliver the CD's as follows:
- 1 Set – Deliver directly to EDTS Coordinator for intake consideration. If approved for intake, the EDTS Coordinator will enter the project onto the "White Board" and notify EDTS reviewers via email that the project is ready for review along with the deadline.
 - 3 Sets – Physically deliver to the PVT Coordinator at the Westbridge Shops
 - 1 Set – Physically deliver to the Park Resource Manager, unless specifically declined.
 - 1 Set – Physically deliver to the Park Resource (District) Crew Chief, unless specifically declined.
 - Electronic Sets – Send to all of the above, and in addition, to the Natural Resources Manager and Environmental Stewardship Manager.
6. **Proview Technical Review:** Construction Documents must be delivered per Item 5 above no later than 3:30 PM Monday (or 3:30 PM Tuesday, if Monday is a holiday or furlough day) of the week prior to the scheduled review session (i.e., 9 days prior). PVT reviews are scheduled and CD's reviewed at Westbridge on Wednesdays starting at 9:00 AM.
7. **Engineering, Design, & Technical Services Review:** The EDTS Landscape Architects will review all projects that contain landscape, irrigation, play areas, and other site design elements. The Landscape Architects are assigned to maintenance districts as follows:
- Pam Alspaugh (South)
 - Bronwen Carpenter (North)

➤ Shwu-jen Hwang (Central).

The EDTS Architect and Engineers will review all building projects and anything that has structural or engineering related elements (such as walls and bridges). The Construction Manager and his staff will review all projects for TESC, sewer, drainage, paving, and related elements for constructability issues.

8. **Review Comments:** All review participants who have comments must provide them in writing and submit them to the PM electronically. Verbal comments are not acceptable. Shops and District staff may forward their comments to the PVT Coordinator no later than 3:30 PM the day after the scheduled PVT meeting. The PVT Coordinator must compile any comments received and forward them to the PM. EDTS staff may provide their comments directly to the PM. Review comments must be entered on the standard review comment form provided with the PVT notification (see Item 3 above). The CDs can also have redlined and color post-it comments affixed; however, such comments must also be documented on the comment form so they won't be lost or overlooked. All comments are due to the PM no later than 3:30 PM three business days after the scheduled PVT meeting. In general, the minimum period for review and provision of comments is 10 working days, but reviewers may request additional time if reasonably justified. Failure to provide comments or request additional review time may be construed as the reviewer being satisfied with the CDs. The PM will compile all comments within a single document, provide the compiled comments to the Designer, and ensure the comments are filed in the project directory on the U-drive and via E-Builder.
9. **Designer Response:** After each review phase, the Designer must review and respond to each and every comment from all Parks staff, revising CD's in accordance with each comment response. Requested variances from Parks Standards must be directed to and approved by the Park Engineer. Comments must be completely addressed in the next CD package. If for any reason a comment is not fully incorporated, the Designer must provide an explanation. The Designer's response to review comments shall be provided by updating the compiled review comments document to indicate how each review comment was incorporated in the next CD submittal. The updated (with responses) comments document must be provided with the next CD submittal.
10. **Extra Review Cycles: No major comments should be received after the 90-95% review.** If unusual circumstances, or if a significant scope or design change occurs at or after the 90-95% Review, an additional review cycle may be added. The decision to do so must be at the discretion of the Park Engineer, in consultation with the Facility Maintenance Manager and Park Resource Manager.
11. **Near-100% Review:** After the 90-95% CD review process is complete, the Designer must incorporate/respond to review comments, complete the near-100% CD package, and return the near-100% CDs to the PM. The PM must then:
 - a. Provide the Designer's 90-95% review comment response document electronically to the PVT stakeholders for their final review. PVT stakeholders will be provided a minimum 3-day turnaround for response or comment. Lack of response may be construed as approval of the CDs, but it is preferred that the stakeholder indicates he/she has no further comments. If responses or comments are received after the 3-day deadline, they may or may not be incorporated in the CD's at the discretion of the Park Engineer.

- b. Submit CDs to EDTS and the Park Engineer for final review. EDTS staff will conduct a final review of the documents for completeness and correctness. If not already complete, the EDTS Coordinator will prepare Division 0 sections at that time.
 - c. Submit CD's, including Division 0, to CPCS, accompanied by the CPCS "Request to Review" form (available in the Forms Workbook) for their administrative review. CPCS will endeavor to complete their review within 10 working days.
12. **Bid Set:** After City Purchasing & Contracting Services and EDTS staff (including Park Engineer) completes their review of the near-100% CDs, the PM will work with the EDTS Coordinator and Consultant to incorporate final corrections. The Consultant must provide stamped, signed final drawings and specifications. The Park Engineer will then sign the Bid Set CDs, and the PM will deliver the entire package to CPCS. Once CPCS has signed off on the package, the EDTS Coordinator will arrange for electronic scanning of the Bid Set and post it electronically on [e-Bid](#), and CPCS will post an ad announcing the bid opportunity in the Daily Journal of Commerce.