

8.6 Required Consultant Document Submission

8.6.1 Responsibilities

The PM is responsible for organizing the prime consultant's, sub-consultant's and construction manager's document submissions through the course of the project. At the project start, the PM will notify all team members of the following:

- project name
- project number (BAS/IMP/CRO#) which must be in the project email subject line
- drawing submission requirements including all reports and assessments
- the holdback noted in the Client/Architect Agreement Supplementary Conditions that will not be released until record documents are submitted to UCalgary in a format acceptable to the University

All milestone packages prior to substantial completion shall be submitted to the PM.

The prime consultant is responsible for gathering all required documents from all sub-consultants and coordinating with the contractor. The submittal package must be coordinated and complete.

Sub-consultants include, but are not limited to structural, mechanical, electrical, civil, landscape and specialty consultants.

The RMO is the "gatekeeper" of all project documents. The RMO may return project documents if they are not in compliance with University standards.

Contact RMO (copy PM and related personnel) for any record document enquiries.

Submit record documents after substantial completion directly to RMO.

University room numbers are assigned by the University's signage coordinator within Campus Architecture (CA). Early in the design development (DD) phase, the PM will require floor plans of the prime consultant for the purpose of numbering rooms.

8.6.2 Submittal Packages

Generally the university reviews documents at the completion of schematic design (SD), design development (DD) and agreed-upon milestones through the contract documents (CD) phase. The PM is responsible for coordinating and communicating the following packages.

- Submit all documents in PDF format.
- Submit survey drawings in DWG format.

