

PART X - -PRIVATE DEVELOPMENTS: SUBMITTING SHOP DRAWINGS, CUT SHEETS AND REVISIONS AND "AS-BUILT" DRAWINGS

A. Submittals and Shop Drawings

1. To ensure that the specified products are furnished and installed in accordance with design intent, procedures have been established for advance submittal of design data and for its review and approval or rejection by the Developer's Engineer.
2. The term "shop drawings" as used herein includes fabrication, erection and installation, layout, and setting drawings, list or schedules of materials and equipment; manufacturer's standard drawings, descriptive literature, catalogues and brochures, performance and test data; and all other drawings and descriptive data pertaining to materials, equipment, and methods of construction as may be required to show that the materials, equipment, or systems, and the positions thereof, conform to the Contract requirements.
3. Contractor shall be required to check and verify all field measurements and shall submit for review, with such promptness as to cause no delay in his own work or in that of any other contractor or subcontractor, all shop or setting drawings and schedules required for the work of the various trades. Shop drawings shall be prepared at the Contractor's expense and shall be sent to the office of the Developer's Engineer.
4. Shop drawings shall be submitted to the Developer's Engineer, including manufacturers' literature, brochures, catalog cuts, design calculations, and other pertinent printed matter or data.
5. After the Developer's Engineer or Architect has performed his review of shop drawings, he will stamp five sets and he will submit them to the City of Redwood City for review. The City will return three copies of the drawings with appropriate designation: approval, conditional approval, or disapproval.
6. When shop drawings and/or other submittals are required to be revised or corrected and resubmitted, as directed, Contractor shall make such revisions and/or corrections and resubmit the drawings or other material in the same manner as specified in Paragraph 4 above.
7. The Developer's Engineer and the City will review and return shop drawings with reasonable promptness, so as not to cause any delay in the work.

B. Cut Sheets

1. One day prior to starting work on the grading, underground utilities, curb and gutter, the Developer's Engineer must submit "Cut sheets" to the City Engineer.
2. Cut sheets shall show the proposed grade, the existing grade, and the amount of cut or fill for each grade stake to be set on the job.

C. Revisions to Approved Sheets

1. Plans will have been thoroughly checked by the City and/or its authorized representative, but such checking and/or approval does not relieve the developer from his responsibility to correct errors, omissions or make changes required by special conditions.
2. Any change made to a set of plans after they have been signed will require documented revision. These changes will be reviewed and signed by the City Engineer prior to the installation of the improvements.
3. All areas covered by the proposed change shall be enclosed in a numbered "bubble" or "cloud". Refer to Attachment "H" for correct nomenclature for making revisions.
4. All sheets affected by the proposed revision shall be included in the set submitted for checking.

D. Addition of New Sheets

1. If a proposed revision requires the addition of a new sheet, it shall be added to the back of the existing sheet, the new sheet numbered with a suffix "B", and the original sheet renumbered with the suffix "A".
2. When a new drawing is added, all other sheets directly affected by it shall refer to the new drawing (i.e., cross reference).
3. If an existing drawing is being completely revised, the existing sheet will be marked "Void - Replaced by Sheet # ____ -B. This shall be noted as a revision on the voided sheet.
 - a. The revised drawing number shall have the suffix "B" and the original drawing number shall have the suffix "A".
 - b. The drawing being voided shall have a large "X" put through the middle of the drawing, except for the title block area.
 - i. The "X" is not to go through the title block.
 - ii. There shall be no bubbles added to a sheet being voided.

E. Record Drawings

It should be noted that if the above revision procedures have been followed, the plans will already reflect "As-Built" conditions, and only Note 5. on the following page would pertain.

1. Before final approval of the project plans, it shall be the applicant's responsibility to make arrangements with the design engineer for the preparation and submittal of the Record Drawings. The applicant shall submit evidence that such arrangements have been made with the City Engineer.
2. The engineer shall perform sufficient field work to verify that the Record Drawings are in substantial compliance with the field conditions.
3. The Record Drawings shall be the original tracings, or permanent mylar reproductions of the original tracings, good quality, showing the engineer's certificate in accordance with Attachment "C", along with his signature.
4. Indicate "As-Built" changes as a revision to the drawings as described above with a "Cloud", a Numbered Note, and "'As-Built' Conditions Noted" shown in the Revision Block.
5. If no changes occurred, simply write "Record Drawings" in the Revision Block.