

**MEMORANDUM**

**TO** Plan Reviewers and Design Professionals

**SUBJECT** Design Phase Submittal Requirements and Plan Review Guidelines

**FROM** Capital Programs Design & Construction

**Attachments:**

Design Phase Submittal Requirements and Plan Review Guidelines

Example: Design Team Responses and Back Check

Example: Markup Summary

## **Design Phase Submittal Requirements and Plan Review Guidelines**

### Drawing and Specification Design Phase Submittal Requirements

#### **1. Drawing Submittals**

- The file size for any single PDF submitted must not exceed 500 MB or 250 sheets. Each volume must include a sheet index.
- Sheet dimensions must not exceed ARCH D (24 x 36") or ANSI E (34 x 48").
- All layers must be flattened in the authoring program prior to export and submittal.
- Scanned documents are not acceptable.
- Document text must be fully readable/selectable and OCR compatible.
- Each sheet must be bookmarked and labeled with sheet number and title.
- Title blocks must be consistent across all disciplines with space provided for the Design Professional's and Fire Marshal's stamp.++69

#### **2. Specification Submittals**

- Must be fully readable/selectable and OCR compatible.
- Files that exceed 500 pages must be split into numbered volumes with a Table of Contents in each.
- Division titles must be bookmarked including specification section number and name.

### Design Phase Plan Review Guidelines

#### **1. Bluebeam Revu**

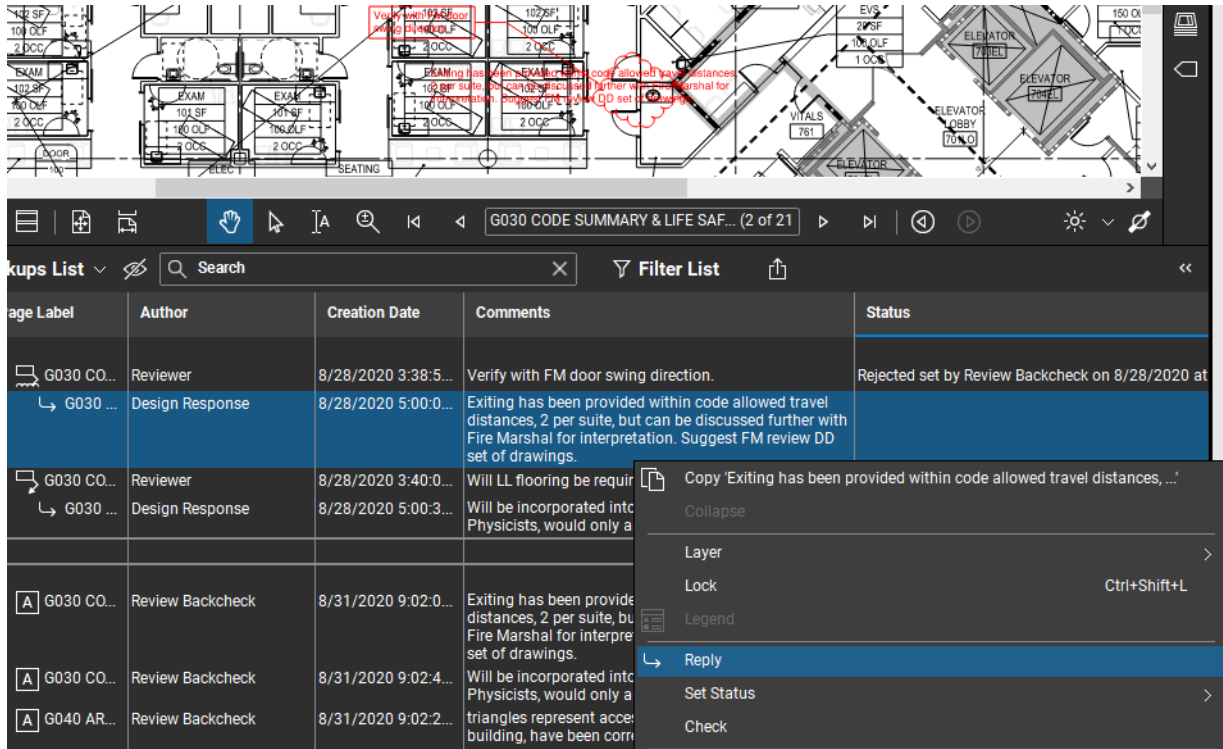
- Capital Programs hosts Bluebeam sessions on its own server. The DP and its consultants must install and create an account on the cpbbeam.capnet.ucla.edu server. (See attached: How to Install BlueBeam Client.pdf)
- Bluebeam Revu Sessions will be used to document all University drawing and specification submittal review comments and Design Professional (DP) responses at each design phase milestone (SD, 50% DD, 100% DD, 50% CD, 100% CD & 100% CD Backcheck).

#### **2. Plan Review Process**

- Initial Submittal University Plan Review: +/- 2 weeks
  - Initial DP Responses and Comment Review Meeting: University & DP to reach concurrence and document response to unresolved issues.
- Next Phase Submittal: DP responds to University comments on previous submittal (e.g. SD) **AND** submits next design phase submittal for University Plan Review (e.g. 50% DD). Responses must include specific location of change in next (e.g. 50% DD) submittal.
- University Plan Reviewer compares current submittal (e.g. 50% DD) to prior phase document (e.g. SD). If comment is addressed in current submittal, University Reviewer sets Status on prior submittal to "Completed". If prior phase comment has not been addressed, University Reviewer sets Status to "Rejected". If applicable, "Rejected" comments are repeated on current submittal.
- The DP must demonstrate that all University comments at each design phase have been satisfactorily resolved and appropriately documented. (See attached: DP Response and Back check)

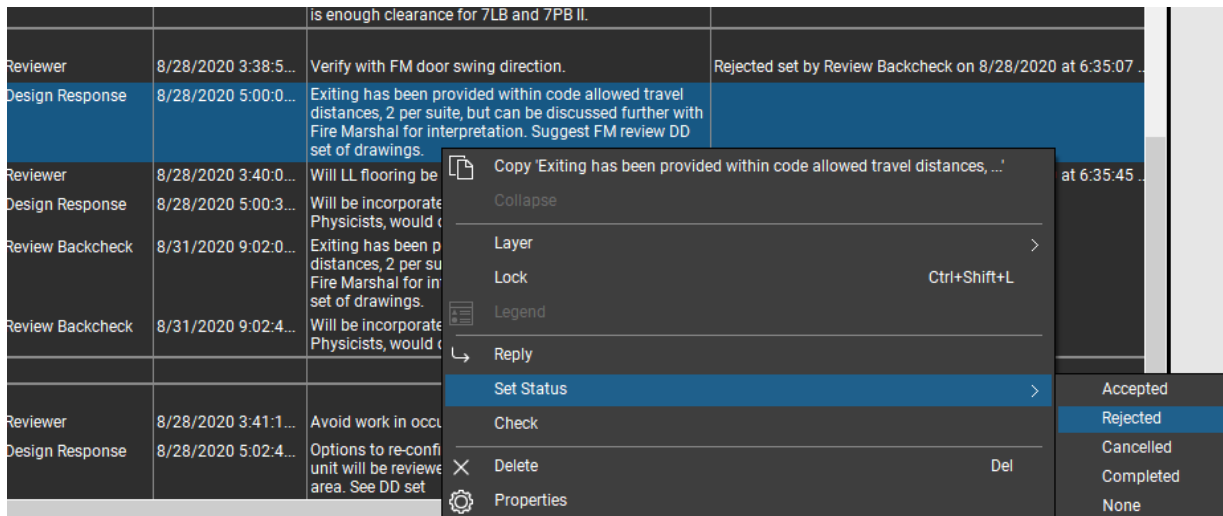
### Design Team Responses

Design Team will respond to comments using the “Reply” tool so that comments and responses remain linked. Responses applied to the drawing must also be added using the “Reply” tool.



### University Reviewer Back Check

University Plan Reviewer compares current submittal (e.g. DD) to prior submittal (e.g. SD). If SD comment is resolved, Reviewer sets Status on SD document to “Completed”. If not, Reviewer sets Status to “Rejected” and if applicable, repeats comment on DD document.



## BackCheckedSample\_SD\_Drawings\_.pdf Markup Summary

Markup	Page Label	Author	Creation Date	Comments	Status
	A201 OVERALL FLOOR PLAN LEVEL 07 (1)				
	A201 OVERALL FLOOR PLAN LEVEL 07	Reviewer	8/25/2020 11:20:01 PM	Possible plumbing conflicts with structural beam below. This applies to all plumbing along the perimeter of exterior wall typ.	Completed set by Reviewer Backcheck on 8/26/2020 at 12:27:33 PM
	A201 OVERALL FLOOR PLAN LEVEL 07	DesignResponse	8/25/2020 11:23:18 PM	restroom reconfigured	
	E201 ELECTRICAL FLOOR PLAN LEVEL 07 (1)				
	E201 ELECTRICAL FLOOR PLAN LEVEL 07	Reviewer	8/26/2020 10:50:27 AM	Are the yellow blocks clearance zones for wall panels or floor mounted pieces of equipment? I think the former, but please confirm acceptable clearances exist between 7LB and 7PB II	Completed set by Reviewer Backcheck on 8/26/2020 at 12:26:41 PM
	E201 ELECTRICAL FLOOR PLAN LEVEL 07	DesignResponse	8/26/2020 10:50:55 AM	Yes, the blocks are clearance for wall panels and there is enough clearance for 7LB and 7PB II.	
	G030 CODE SUMMARY & LIFE SAFETY PLAN LEVEL 07 (2)				
	G030 CODE SUMMARY & LIFE SAFETY PLAN LEVEL 07	Reviewer	8/26/2020 12:11:23 PM	Verify with FM door swing direction.	Rejected set by Reviewer Backcheck on 8/26/2020 at 12:25:08 PM
	G030 CODE SUMMARY & LIFE SAFETY PLAN LEVEL 07	Design Response	8/26/2020 12:13:13 PM	Exiting has been provided within code allowed travel distances, 2 per suite, but can be discussed further with Fire Marshal for interpretation. Suggest FM review DD set of drawings.	
	G030 CODE SUMMARY & LIFE SAFETY PLAN LEVEL 07	Reviewer	8/26/2020 12:20:57 PM	Will LL flooring be required?	Rejected set by Reviewer Backcheck on 8/26/2020 at 12:25:40 PM
	G030 CODE SUMMARY & LIFE SAFETY PLAN LEVEL 07	Design Response	8/26/2020 12:22:38 PM	Will be incorporated into further discussions with Physicists, would only apply to restrooms, if applicale	
	G040 ARCHITECTURAL SITE AND PARKING ACCESSIBILITY (1)				
	G040 ARCHITECTURAL SITE AND PARKING ACCESSIBILITY	Reviewer	8/25/2020 10:57:49 PM	What are the symbols for?	Completed set by Reviewer Backcheck on 8/26/2020 at 12:26:15 PM
	G040 ARCHITECTURAL SITE AND PARKING ACCESSIBILITY	DesignResponse	8/25/2020 11:00:06 PM	triangles represent accessible entrances into the building, have been corrected on the DD package	
	M203 MECHANICAL FLOOR PLAN LEVEL 07 - OPTION 2 (1)				
	M203 MECHANICAL FLOOR PLAN LEVEL 07 - OPTION 2	Reviewer	8/26/2020 12:06:23 PM	Avoid work in occupied cardiology area	Completed set by Reviewer Backcheck on 8/26/2020 at 12:27:11 PM
	M203 MECHANICAL FLOOR PLAN LEVEL 07 - OPTION 2	Design Response	8/26/2020 12:08:39 PM	Options to re-configure the unit and re-orientate the unit will be reviewed to avoid the work in Cardiology area. See DD set	