

REVISIONS			
NO.	DESCRIPTION	DATE	BY

PROJECT DOCUMENTS

PROJECT MGR:	T. BRADSHAW
DESIGNER:	N/A
DRAWN BY:	T. BRADSHAW
CHECKED BY:	J. SARTAIN
SCALE:	N.T.S.
DATE:	02-01-01



APPROVED BY: _____ DATE: _____

DIRECTOR
HOUSTON AIRPORT SYSTEM

PROJECT NO.	N/A
C.I.P. NO.	N/A
H.A.S. NO.	DM-04
SHEET NO.	1 OF 1



REVIEW SETS ARE ISSUED BY THE DESIGN CONSULTANT TO THE HOUSTON AIRPORT SYSTEM PROJECT MANAGER FOR REVIEW COMMENTS AT VARIOUS STAGES OF THE DESIGN PHASE. NORMALLY THESE REVIEWS ARE AT THE 35%, 60%, 90% AND 100% COMPLETION STAGES.



FINAL DESIGN ORIGINALS ARE PRODUCED BY THE DESIGN CONSULTANT AFTER ALL REVIEWS HAVE BEEN COMPLETED AND THE DRAWINGS MEET THE REQUIREMENTS OF THE HOUSTON AIRPORT SYSTEM. THE DESIGN CONSULTANT AT THIS POINT WILL PLOT NEW ORIGINALS FOR THE RESPONSIBLE CONSULTING ENGINEER AND/OR ARCHITECT TO SIGN AND SEAL. THE SIGNED AND SEALED ORIGINALS ARE THEN DELIVERED TO THE HOUSTON AIRPORT SYSTEM FOR FINAL SIGNATURE APPROVAL FROM THE APPROPRIATE DIVISION MANAGER. THE APPROVED FINAL DESIGN ORIGINALS ARE THEN RETURNED TO THE DESIGN CONSULTANT TO PRODUCE BLUELINE COPIES FOR "BID SETS" AND "PERMIT SETS".



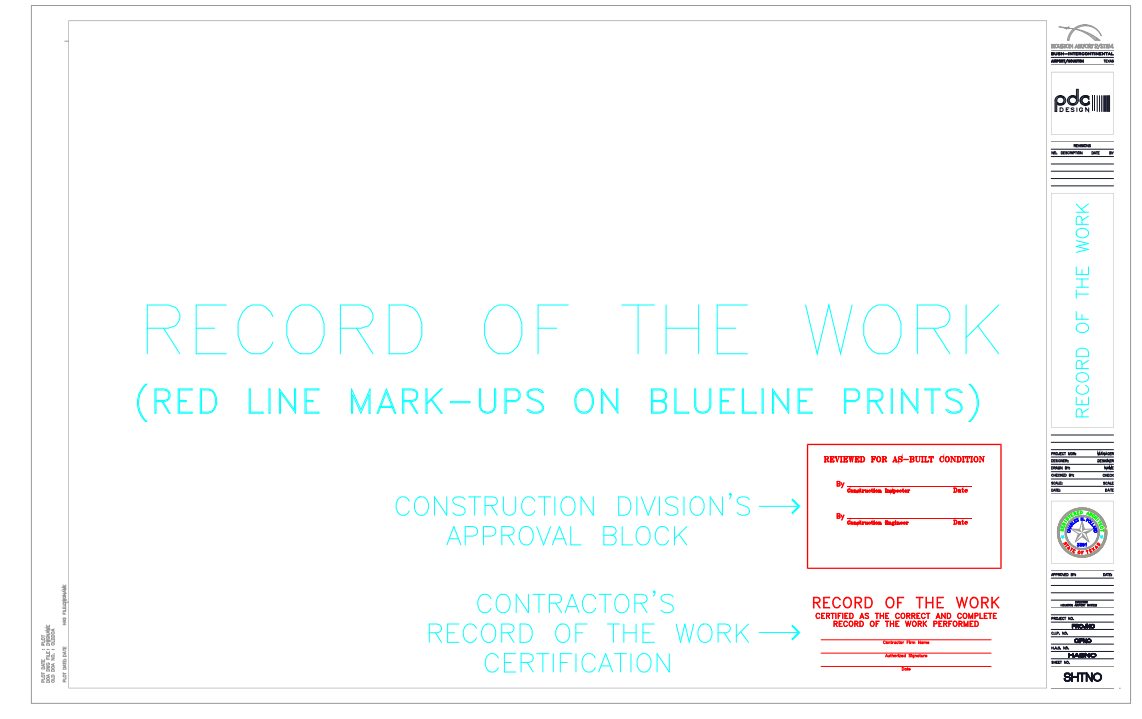
BID SETS ARE ISSUED TO PERSPECTIVE BIDDERS UPON REQUEST. THESE SETS ARE USED BY THE CONSTRUCTION CONTRACTOR TO PREPARE A BID FOR THE CONSTRUCTION PROJECT. THE BID SETS AND ANY ADDENDUM ARE ISSUED AND RECORDED BY THE PRIME DESIGN CONSULTANT.



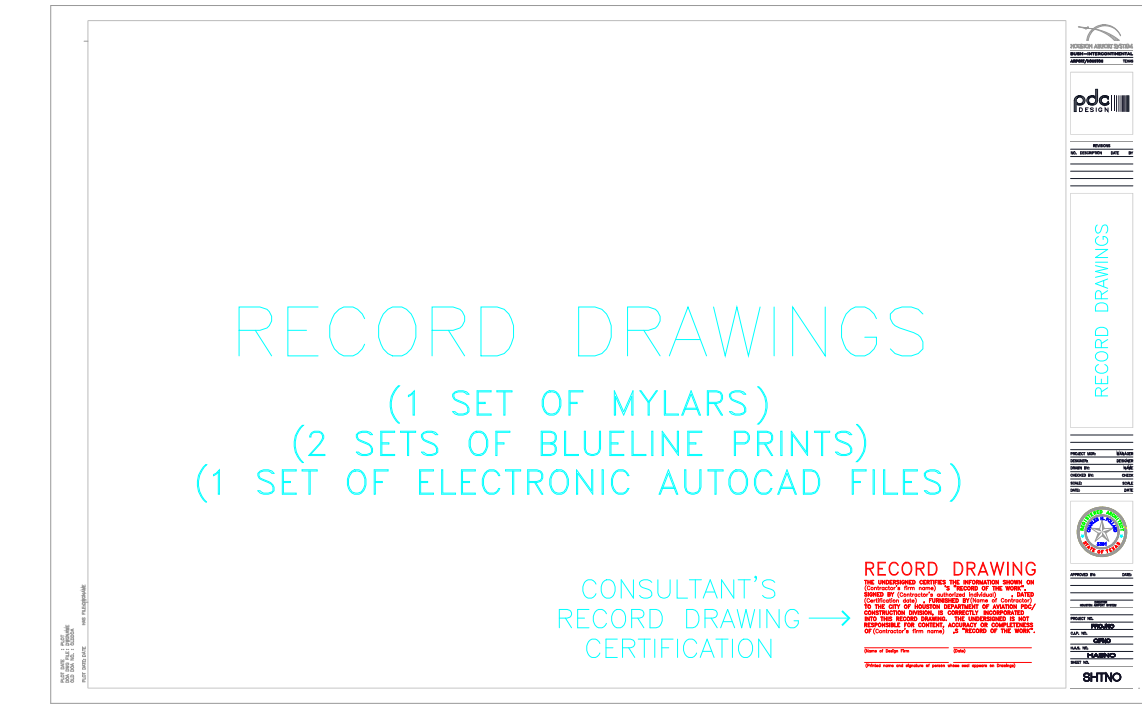
PERMIT SETS (2) ARE SUBMITTED BY THE DESIGN CONSULTANT TO THE PLANS REVIEW SECTION OF PUBLIC WORKS FOR PERMIT APPROVAL. WHEN THE PLANS ARE APPROVED THEY ARE ISSUED TO THE CONSTRUCTION CONTRACTOR TO OBTAIN THE ACTUAL PERMIT. THE APPROVED PERMIT SETS STAY WITH THE CONTRACTOR ON THE CONSTRUCTION SITE THROUGH THE DURATION OF THE CONSTRUCTION PROJECT.



THIS SET OF DOCUMENTS IS ISSUED TO THE SELECTED CONTRACTOR IN ACCORDANCE WITH PARAGRAPH 2.3.2 OF DOCUMENTS 00700-GEN. CONDITIONS IN THE PROJECT MANUAL. THIS SET OF DOCUMENTS SHALL BE AS UP TO DATE AS POSSIBLE PRIOR TO ISSUE.



THIS SET OF DOCUMENTS IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR, AND IS TO BE PREPARED AND MAINTAINED BY THE CONTRACTOR IN ACCORDANCE WITH PARAGRAPH 3.14 OF DOCUMENTS 00700-GEN. CONDITIONS AND PARAGRAPH 1.08 OF DOCUMENTS 01770-CONTRACT CLOSEOUT CONTAINED IN THE PROJECT MANUAL. AS PART OF THE CONTRACT CLOSEOUT THE COMPLETED "RECORD OF THE WORK" DOCUMENTS WILL BE DELIVERED TO THE PDC/CONSTRUCTION DIVISION OFFICE, FOR FINAL REVIEW BY THE CONSTRUCTION DIVISION'S PROJECT MANAGER AND PROJECT INSPECTOR. WHEN THE DOCUMENTS HAVE MET THE APPROVAL OF THE PROJECT MANAGER AND PROJECT INSPECTOR, EACH DOCUMENT WILL BE STAMPED WITH AN APPROVAL BLOCK (IN RED INK) AND SIGNED-OFF BY THE PROJECT MANAGER AND PROJECT INSPECTOR IN THE SPACE PROVIDED. THE APPROVED "RECORD OF THE WORK" DOCUMENTS ARE THEN FORWARDED TO THE APPROPRIATE DIVISION MANAGER IN THE CIVIL PROJECTS DIVISION OR DESIGN DIVISION OF PDC. THE DIVISION MANAGER OR THIER DESIGNEE THEN FORWARDS THE DOCUMENTS TO THE DESIGN CONSULTANT FOR PREPARING THE FINAL "RECORD DRAWINGS".



RECORD DRAWINGS ARE PREPARED BY THE DESIGN CONSULTANT FROM THE INFORMATION PROVIDED ON THE "RECORD OF THE WORK" DOCUMENTS. RECORD DRAWINGS ARE TO BE PREPARED AND CERTIFIED AS DESCRIBED IN PARAGRAPH 1.15 OF DOCUMENTS 0000C IN THE INSTRUCTIONS TO DESIGNER. WHEN THE RECORD DRAWINGS ARE COMPLETE THE DESIGN CONSULTANT SHALL PROVIDE THE DESIGN DIV. OR THE CIVIL PROJECTS DIV. OF PDC WITH ONE (1) SET OF MYLAR ORIGINALS, TWO (2) SETS OF BLUELINE PRINTS AND ONE (1) SET OF ELECTRONIC FILES IN AUTOCAD REL. 14 OR REL. 2000. AFTER REVIEW AND APPROVAL BY THE PROJECT MANAGER IN THE DESIGN DIVISION OR THE CIVIL PROJECTS DIVISION THE RECORD DRAWING MYLARS, PRINTS AND ELECTRONIC FILES WILL BE FORWARDED TO THE SR. ENGR. TECH. IN THE CADD SECTION OF THE DESIGN DIVISION. THE DOCUMENTS AND ELECTRONIC FILES WILL THEN BE LOGGED IN AND FILED AS FOLLOWS: MYLAR ORIGINALS SENT TO DEPT. OF CAPITAL PROJECTS FILE ROOM AT 611 WALKER, ONE SET OF PRINTS SENT TO THE APPROPRIATE AIRPORT MANAGER, ONE SET OF PRINTS RETAINED IN THE DESIGN DIVISION FILE ROOM AND THE ELECTRONIC FILE KEPT IN THE DESIGN DIVISION OFFICE.