

**REVISIONS TO THE "POLICIES AND PROCEDURES  
GOVERNING DESIGN CONSULTANT CONTRACTS," DATED NOVEMBER, 1981**

I. **CHAPTER II - GENERAL REQUIREMENTS:**

A. **Paragraph L. ASSIGNMENT OF CONTRACT AND CLAIMS, Page II-5:**

1. The title shall be changed to **ASSIGNMENT OF MONIES DUE.**
2. Change the word "Section" to "Chapter."

B. **Paragraph N. OWNERSHIP OF DESIGNS AND PLANS, Page II-6:**

Delete the second sentence in its entirety and add the following:

"The State will assume any responsibilities for changes made to the original contract documents."

C. **Add Paragraphs P, Q, R, S and T (Page II-6):**

1. P. **ASBESTOS-CONTAINING MATERIALS AND EQUIPMENT**

The use of asbestos-containing materials and equipment is prohibited under this contract. The Consultant shall insure that all materials and equipment specified under this contract are asbestos-free.

2. Q. **CONSULTANT USE OF PREMISES**

**Asbestos**

The Consultant shall review the asbestos survey reports on file at DAGS Project Management Branch or Quality Control Branch and insure that he fully understands their contents as to whether and where there may be asbestos-containing materials (ACM) in the building(s) in which he will be working.

The Consultant shall inform his employees, sub-consultants and all other persons engaged in the project of the presence (as applicable) of asbestos in the existing buildings at the job site in accordance with the requirements of Chapter 110, Article 12-110-2(f)(1)(B) of the Occupational Safety and Health Standards, State of Hawaii.

## Lead

The Consultant shall review the lead-testing data on file in the Division of Public Works and insure that he fully understands where lead-containing paints have been identified, that the testing was for design purposes only, and that the results do not satisfy any of the requirements of Chapter 12-148.

When the project includes paint to be disturbed that was applied prior to 1980, it can be assumed to contain lead unless major demolition and/or repainting work is involved.

The Consultant shall inform his employees, sub-contractors and all other persons engaged in the project that lead-containing paints are present in the existing building at the job site. Follow the requirements of Title 12 (Department of Labor and Industrial Relations), Subtitle 8 (Division of Occupational Safety and Health), Chapter 148 (Lead Exposure in Construction), Hawaii Administrative Rules.

In the event the Consultant, his subconsultant(s) and/or other persons he engages in the project must work in any building or buildings on the site other than the one(s) designated in the project, he shall request copies of the asbestos survey report(s) and lead-testing report(s) for such building or buildings from the Division of Public Works and use them to notify his people as indicated above.

### 3. R. TOXIC PRODUCTS SPECIFICATION

The Consultant shall inform DAGS whenever toxic products are specified. The Consultant shall specify all precautions for toxic products.

4. S. CADD DOCUMENTS (for new buildings and major renovation)

Delivery Requirement

Provide computer-generated drawing files created and readable by AUTOCAD Latest Release. Files shall be in "\*.DWG" format and shall run on an IBM-PC compatible computer. Files IGES or DXF format or others are not acceptable. Files shall be delivered on high density 3-1/2-inch double-sided diskettes. For larger projects, provide CD-ROM.

Layering Requirement

Layering, symbols and nomenclature shall be in accordance with the publication prepared by the Task Force on CAD Layer Guidelines entitled "CAD Layer Guidelines."

Acceptance Period

The Consultant stands by the accuracy of the sealed drawings that accompany the submittal. Because data stored on electronic media can deteriorate undetected or can be modified without the Consultant's knowledge, the State agrees that the Consultant will not be held liable for the completeness or correctness of the electronic media beyond the 60-day Acceptance Period following delivery of the electronic files.

The electronic files shall be submitted to the State for a 60-day Acceptance Period. During this period, the State may review and examine these files; any errors detected during this time will be corrected by the Consultant as part of the basic agreement. Any changes requested after the 60-day Acceptance Period will be considered additional services. Design errors/omissions are not subject to the 60-day Acceptance Period deadline and the electronic files shall be corrected at no additional cost.

5. T. ERRORS AND OMISSION INSURANCE

The amount of coverage per occurrence shall not be less than 50% of the project's construction cost estimates, but need not exceed \$1.0 million. Asbestos removal projects are exempt.

Repair and maintenance or alteration projects less than \$200,000 are also exempt. Deductible amount shall be a reasonable amount.

The insurance policy shall be in force for the entire design and construction period (Contract Completion Notice); however, not to exceed one year beyond the original contract time.

II. CHAPTER III - ADMINISTRATION:

- A. Delete Paragraph B.2.d. (Page III-2) - TOPOGRAPHIC SURVEY in its entirety.
- B. Delete Paragraph B.2.e. (Page III-2) - BORINGS AND SUBSURFACE INVESTIGATION REPORT in its entirety.

III. CHAPTER IV - SCOPE OF CONSULTANT SERVICES:

A. Section B. Scope for Various Stages:

- 1. Paragraph 1 (Page IV-1) - Project Development Report (PDR) Stage: NOT-IN-CONTRACT unless specifically included in the scope of work.
- 2. Paragraph 2 (Page IV-1) - Complex Development Report (CDR) Stage: NOT-IN-CONTRACT unless specifically included in the scope of work.

B. Section C. Detailed Scope for Design Stage:

- 1. Under 1 - Phase I - Schematic Design Phase
  - a. Add to Paragraph 1.b. - OBJECTIVES (Page IV-3)
    - "(3) Coordination Meeting
      - (a) The Consultant and sub-consultants shall participate in meetings with the user agency and DAGS to finalize the requirements for the project at the Schematic Design Phase.
      - (b) The Consultant shall prepare single-line, freehand sketches of the project based on current requirements and discussions with the user and DAGS.

(4) After completion of the freehand sketches, the Consultant and sub-consultants shall participate in intensive meetings with the user and DAGS to finalize the project requirements. The Consultant shall facilitate the meetings and, with his sub-consultants, prepare the required sketches and obtain the necessary information to finalize the project requirements."

b. Add the following to Paragraph 1.c.(2), Page IV-4:

- "!
- ! Fire protection coverage and requirements.
- ! Analysis of parking requirements.
- ! Major handicap requirements.
- ! Water development, electrical, sewer and other utility charges.
- ! Major civil cost (on site and off site)."

c. Add the following Paragraph 1.c.(9), Page IV-5:

"(9) Additional requirements

Provide topographic and boundary survey as required.

Provide soils investigation as required.

Show all existing and new easements required for utilities.

Note extraordinary noise and dust control and estimated cost.

Verify land ownership and indicate possible associated problems.

Verify right-of-entry requirements.

Verify public facilities map of the Development Plan.

Indicate major Land Use Ordinance requirements such as: height, setback, buildable area, zoning and special district regulations.

Specify any waiver and variance requirements."

d. Delete Paragraph 1.d., Page IV-5, PRESENTATION MEETING, in its entirety.

e. Delete Paragraph 1.f., APPROVALS, in its entirety and add the following:

"f. APPROVALS

The schematic plans and documents shall be approved by the participants of the schematic plan phase meetings. The Consultant shall not proceed into the Preliminary Design Phase without these approvals."

2. Under 3 - Phase III - Final Design Phase

a. Add Paragraph 3.b.(3), Page IV-10:

"(3) That the Building Permit is expeditiously processed to assure that proper approvals are obtained prior to the issuance of the Notice to Proceed. Building Permit application process should be initiated upon completion/approval of the pre-final documents."

b. Under Paragraph 3.e., Page IV-10, after "9 sets of prints of all drawings," add "3 sets of prints of all drawings for processing of building permit."

c. Under Paragraph 3.f., Page IV-11, add:

"One (1) set of high density 3-1/2" double-sided diskettes in WordPerfect of final specifications condensed into the minimum number of diskettes.

One (1) set of high density 3-1/2" double-sided diskettes or CD disk in a format that AUTOCAD Latest Release can utilize such as Auto Sketch for new buildings and major renovation or as requested."

3. Under 4 - Phase IV - Bidding Phase

Delete Paragraph 4.a.(1), Page IV-12, and add the following:

"(1) Continue all work necessary for obtaining the building permit. The portion of the work to walk through the building permit to the various departments may be performed as a reimbursable expense or by negotiated lump sum agreed-upon price."

4. Under 5 - Phase V - Construction Phase

Add Paragraph 5.b.(11), Page IV-15:

"(11) Provide record drawings for design changes incorporated onto the AUTOCAD system. Final record tracings shall also be submitted. If AUTOCAD system is not required, the design changes shall be incorporated onto the original tracings. All changes that occur during construction shall be marked on the record tracings by the contractor."

IV. CHAPTER V - CONSULTANT FEES:

A. Section B. Computing Fees:

Paragraph 2 (Page V-2) - Multiple of Direct Personal Expense, the following modifications shall be made:

1. Delete "b" in its entirety and add the following:

"The fee is then computed by multiplying the Direct Personal Expense with a multiplier factor of 3.0 plus taxes."

2. Delete "c" in its entirety and add the following:

"The actual hourly rates (direct salary rates) shall not exceed the DIRECT SALARY RATES - MAXIMUM HOURLY RATES (Rev. 01/11) for the respective positions as described in the POSITION DESCRIPTION FOR PROFESSIONAL SERVICES CONTRACTS (Rev. 7/06) on the following pages:"

## DIRECT SALARY RATES - MAXIMUM HOURLY RATES

### Department of Accounting & General Services Division of Public Works

**A. ARCHITECTURAL POSITIONS:**

	<u>07/01/13- 06/30/14</u>	<u>07/01/14- 06/30/15</u>	<u>07/01/15- 06/30/16</u>
Clerical/Word Processor	\$22.00	\$23.20	\$23.70
Drafting Tech/CAD Operator I	\$21.50	\$21.75	\$22.20
Drafting Tech/CAD Operator II	\$25.00	\$25.50	\$26.00
Drafting Tech/CAD Operator III	\$29.00	\$29.50	\$30.10
Drafting Tech/CAD Operator IV	\$34.40	\$35.00	\$35.70
Drafting Tech/CAD Operator V	\$37.20	\$38.25	\$39.00
Drafting Tech/CAD Operator VI	\$38.70	\$39.72	\$40.50
Architect I	\$28.50	\$31.60	\$32.20
Architect II	\$30.70	\$33.60	\$34.30
Architect III	\$35.50	\$37.00	\$37.70
Licensed Architect	\$42.00	\$42.80	\$43.70
Senior Architect	\$46.20	\$47.40	\$48.30
Associate Architect	\$51.10	\$53.00	\$54.10
Principal Architect	\$60.30	\$66.25	\$67.60
Principal Architect in Charge	\$67.90	\$72.40	\$73.80

**B. ENGINEERING POSITIONS:**

	<u>07/01/13- 06/30/14</u>	<u>07/01/14- 06/30/15</u>	<u>07/01/15- 06/30/16</u>
Clerical/Word Processor	\$22.00	\$23.20	\$23.70
Drafting Tech/CAD Operator I	\$21.50	\$21.75	\$22.20
Drafting Tech/CAD Operator II	\$25.00	\$25.50	\$26.00
Drafting Tech/CAD Operator III	\$29.00	\$29.50	\$30.10
Drafting Tech/CAD Operator IV	\$34.40	\$35.00	\$35.70
Drafting Tech/CAD Operator V	\$37.20	\$38.25	\$39.00
Drafting Tech/CAD Operator VI	\$38.70	\$39.72	\$40.50
Engineer I	\$28.50	\$31.60	\$32.20
Engineer II	\$30.70	\$33.60	\$34.30
Engineer III	\$35.50	\$37.00	\$37.70
Engineer IV (Licensed)	\$42.00	\$42.80	\$43.70
Engineer V (Licensed)	\$46.20	\$47.40	\$48.30
Engineer VI (Licensed)	\$51.10	\$53.00	\$54.10
Engineer VII (Licensed)	\$60.30	\$66.25	\$67.60
Engineer VIII (Licensed)	\$67.90	\$72.40	\$73.80

**NOTE:**

1. The rates shown are the MAXIMUM rates that will be allowed by the Division of Public Works.
2. Invoices shall be based on the actual rates paid by each respective firm (up to the maximum).
3. Overhead Multiplier Factor shall be a standard 3.0 factor plus taxes.

(Rev. 07/14)



# **POSITION DESCRIPTIONS FOR PROFESSIONAL SERVICES CONTRACTS**

Department of Accounting & General Services  
Division of Public Works

## **CLERICAL**

Competent staff with three or more years experience in clerical, word processing or secretarial work. Performs skilled word processing and supervises and participates in performing highly complex clerical work.

## **DRAFTING TECHNICIAN/CAD OPERATOR I**

Entry level with high school drafting/CAD training or other appropriate experience. Performs simple routine drafting work under close supervision. (Junior Drafting Technician/CAD Operator)

## **DRAFTING TECHNICIAN/CAD OPERATOR II**

Entry level with minimum of two years formal education in this field or equivalent work experience at Drafting Technician/CAD Operator I level. Has sufficient proficiency to create simple drawings quickly and more complex drawings within an acceptable time under close supervision. (Junior Drafting Technician/CAD Operator)

## **DRAFTING TECHNICIAN/CAD OPERATOR III**

Experienced Drafting Technician/CAD Operator with minimum of two years experience at Drafting Technician/CAD Operator II level. Able to perform routine drafting/CAD assignments and moderately difficult tasks such as detail drawings under general supervision. (Drafting Technician/CAD Operator)

## **DRAFTING TECHNICIAN/CAD OPERATOR IV**

Experienced Drafting Technician/CAD Operator with minimum of two years experience at Drafting Technician/CAD Operator III level. Able to perform non-routine and complex drafting assignments that require the application of standardized drawing techniques. Works independently with occasional advice from supervisor. (Drafting Technician/CAD Operator)

## **DRAFTING TECHNICIAN/CAD OPERATOR V**

Experienced Drafting Technician/CAD Operator with minimum of eight years experience including two years experience at Drafting Technician/CAD Operator IV level. Able to perform non-routine complex drafting work. At this level, the individual is expected to know the specialized techniques, terminology, practices and regulatory issues of the specialized area such as civil engineering, architecture, etc. Works independently and may direct the efforts of less experienced Drafting Technicians/CAD Operators. (Senior Drafting Technician/CAD Operator)

### DRAFTING TECHNICIAN/CAD OPERATOR VI

Experienced Drafting Technician/CAD Operator with minimum of ten years experience. Able to perform the work described at Drafting Technician/CAD Operator V level and is mainly involved in the graphic presentation of the drawings with minimum supervision from the architect or engineer. Usually coordinates the work activities of a group of drafters with varying levels of capability. (Senior Drafting/CAD Supervisor)

### ARCHITECT I & ENGINEER I

Entry level of professional work requiring a bachelor=s degree in architecture or engineering and no work experience, or the equivalent to a degree in appropriate education and work experience. Work is closely supervised and is derived from specific and detailed instructions as to required tasks and results expected.

### ARCHITECT II & ENGINEER II

Minimum of one year experience at Architect I or Engineer I level or related experience, or a master of science degree. Able to perform, under immediate or general supervision, routine architectural or engineering work requiring application of standard techniques, procedures, and criteria utilizing previous experience and limited independent judgment.

### ARCHITECT III & ENGINEER III

Minimum of one year experience at Architect II or Engineer II level or related experience, or a PH.D. degree. Able to perform, under general supervision, work of substantial difficulty and responsibility requiring professional training, previous experience and independent judgment.

### LICENSED ARCHITECT IV & ENGINEER IV

Minimum of two years experience at Architect III or Engineer III level or related experience or is a licensed professional. Able to plan and conduct work requiring independent judgment in the evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. May supervise a few architects or engineers and technicians on assigned work.

### SENIOR ARCHITECT & ENGINEER V

Licensed professional Architect or Engineer with sound and diversified knowledge of architectural or engineering principles and practices, or a minimum of three years at Architect IV or Engineer IV level. Makes decisions independently on problems and methods with supervision and guidance generally related to overall objectives, critical issues, new concepts, and policy matters. In larger firms, supervises, coordinates and reviews the work of a small staff of architects or engineers and technicians.

### ASSOCIATE ARCHITECT & ENGINEER VI

Licensed professional Architect or Engineer with full responsibility of interpreting, organizing, executing and coordinating assignments, or a minimum of three years at Senior Architect or Engineer V level. Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits. In large firms, plans, organizes and supervises the work of a staff of architects or engineers and technicians.

**PRINCIPAL ARCHITECT & ENGINEER VII**

Licensed professional Architect or Engineer with demonstrated creativity, foresight and mature architectural or engineering judgment in anticipating and solving unprecedented problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse architectural or engineering activities. Handles managerial and executive functions in small and moderate-sized firms.

**PRINCIPAL ARCHITECT IN CHARGE & ENGINEER VIII**

Licensed professional Architect or Engineer with technical and administrative responsibilities. The administrative and professional head of a large architectural or engineering firm with full authority and responsibility of conceiving and executing all the planning, programming and functions of the organization.

(Rev. 7/06)

B. Add the following paragraphs:

- "3. The Engineer may require sufficient breakdown of all fees to evaluate the basis of the fee.
4. The Consultant should submit a scope of work describing the items of work included in the fee proposal. In addition, a construction cost estimate of the scope of work should be submitted to validate the fee proposal."

C. Section D. Special Consideration for Off-Island Assignments

Paragraphs 1, 2, 3 and 4, Page V-2 to V-3 - delete in its entirety and add:

- "1. For projects located on islands other than where the Consultant resides, travel expenses to that island are allowed provided he has the prior approval of the Project Coordinator. These trips shall generally be limited to site visitations and meeting with user agencies/DAGS and other governmental review agencies. Costs for coordination meeting between subconsultants and prime will not be allowed.

For projects on a Neighbor Island with the prime Consultant residing on that island, travel cost to Oahu is not allowed unless the trip is made at the request of DAGS and he has prior approval of the Project Coordinator.

If prime Consultant selects subconsultant who resides on another island, the travel expense of the subconsultant for site visitation is allowed if approved as above.

Travel costs for coordination meetings between prime and subconsultants are not allowed as a reimbursable expense.

The following allowable costs are:

- a. Air transportation - shall be based on the coach fare available at the time of travel. Reservations shall be made no later than seven (7) days prior to departure to take advantage of best cost.
- b. Ground transportation - shall be based on sub-compact rates unless number of occupants dictate otherwise. Every effort shall be made to get best rates. Insurance coverage shall not be a reimbursable expense.

- c. Hotel and food - per diem shall be governed by the rules and regulations, etc. governing Unit 13 employees, except that no per diem will be allowed for leaving and returning on the same day.
  - d. Lost time due to air travel - has been predetermined. Verify with your Project Coordinator. In the event Consultant's time is also considered reimbursable, the number of hours shall not exceed eight hours including lost time.
  - e. Long-distance phone calls.
  - f. Postage.
2. No special compensation for Consultants on the same island or branch office on the same island as the project.
  3. These additional costs will normally be paid for as reimbursable expenses; however, additional cost items may be included as part of the lump sum fee.
  4. Upon completion of the travel, the Consultant shall submit cost for approval and subsequently submit for payment prior to the next payment request. Any request for travel expense submitted more than six months after travel date shall not be accepted."

V. CHAPTER VI - PLANNING AND DESIGN POLICIES:

A. Section B. D.A.G.S. Department Policies:

5. Earthquake Forces

Under Paragraph 5 (Page VI-2), delete in its entirety and add the following:

"All facilities shall be designed in accordance with the code unless the user chooses to designate his building an 'Essential Facility' in accordance with UBC."

6. Energy-Conserving Design Features

Under Paragraph 6 (Page VI-2), add the following paragraph:

"The Consultant shall prepare the necessary requirements for obtaining rebate in accordance with the Commercial and Industrial Energy Efficiency Programs (HECO)."

B. Section C. State Requirements, Section D. County Requirements and Section E. Federal Requirements:

Delete Page VI-3 in its entirety and substitute with the following:

"C. STATE REQUIREMENTS

1. State Public Health Regulations.
2. State Occupational Safety and Health Law.
3. Act 308/93, Section 103-50, HRS, Relating to Persons with Disabilities, effective for projects with bid opening date after January 1, 1994. [Use latest edition of the Americans with Disabilities Act (ADA) Accessibility Guidelines, 36 C.F.R. Pt. 1191]
4. Children's Design Guidelines: Specifications contain modifications and/or additions to those sections of the ADA Architectural Guidelines, 36 C.F.R. Pt. 1191. These specifications have been developed for use in achieving accessibility for children with disabilities, effective for projects with bid opening dates after January 1, 1994.
5. Chapter 321, HRS, relating to Safety Glazing of Glass.
6. Department of Labor and Industrial Relations: Elevator, Escalator, Dumbwaiter Installation requirements.
7. Department of Labor and Industrial Relations: Boiler Code.
8. Department of Health: Chapter 62, Wastewater Systems, effective December 10, 1988, as amended.
9. Department of Health/EPA: Regulations governing Underground Storage Tanks containing petroleum or hazardous chemicals.
10. Department of Commerce and Consumer Affairs: Chapter 82, Professional Engineers, Architects and Surveyors, September 16, 1992, as amended.
11. Department of Transportation: Standard Specifications for Road and Bridge Construction.

12. University of Hawaii: Long Range Development Plan as amended.
13. State of Hawaii: General Plan and Land Use Plan.
14. State of Hawaii: Conservation District Land Use.
15. Department of Health/EPA: Chapter 55, Water Pollution Control, effective October 23, 1992. [National Pollutant Discharge Elimination System (NPDES)]/Federal Water Pollution Control Act (33 U.S.C./251 et. seq.) as amended.
16. Department of Health/EPA: Chapter 60, Air Pollution Control, as amended/Federal Clean Air Act 1970 (42 U.S.C. 1857 et. seq.) as amended.
17. Administrative Directive No. 94-06 - Energy Management and Efficiency Program for State Facilities dated November 1, 1994, for Maui and Kauai counties only until they adopt appropriate ordinances. Hawaii and Oahu counties shall conform to the county ordinances only.

D. COUNTY REQUIREMENTS (The following list is based on the City and County of Honolulu requirements; however, similar ordinances, etc. of other counties shall be adhered to.)

1. County's building, plumbing and electrical codes.
2. Grading and soil erosion and sedimentation control ordinances.
3. Land Use Ordinance, as amended.
4. Fire Department: Rules and regulations.
5. Department of Public Works: Policies and criteria.
6. Division of Sewers: Industrial waste requirements.
7. Board of Water Supply: Fire protection and backflow protection requirements.
8. Energy Conservation in Building Code.
9. Shoreline Management requirements.

E. FEDERAL REQUIREMENTS

1. Federal funded projects:

DPW will inform Consultant as to what Federal requirements will be applicable for projects funded by Federal funds.

2. Consultant shall comply with all Federal regulations such as those related to off-shore construction, hazardous waste disposal, sewage systems, air quality, EPA regulations, flood plains, tsunami zones, etc.

F. OTHER REQUIREMENTS

Other applicable requirements required by any governmental regulation provided requirements applicable at the appropriate design stage."

VI. APPENDIX I - FINAL WORKING DRAWINGS (CONTRACT PLANS):

A. QUALITY OF SHEETS

Delete the requirements in their entirety and substitute the following:

"The quality of acceptable material shall be:

- a. For new buildings and major renovation (greater than 50%) and related sitework and major site improvements, use the following:
- (1) Mylar with a thickness of .003" or linen with water-resistant quality.
  - (2) Photographic Fixed Line mylar emulsion reverse.
- b. For minor renovation (less than 50%) and related sitework and minor site improvements, use 1000H paper."



**B. STANDARD DIVISION OF PUBLIC WORKS TITLE BLOCK**

Delete in its entirety and substitute with the following:

**GUIDELINES FOR  
PREPARATION OF TITLE SHEET**

1/ APPROVALS:

COMPTROLLER DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES STATE OF HAWAII	DATE
---	------

PUBLIC WORKS ADMINISTRATOR DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES STATE OF HAWAII	DATE
--	------

3/

REVISION NO.	SYM.	DESCRIPTION	SHT. OF	DATE	APPROVED: STATE PUBLIC WORKS ADMINISTRATOR
		DEPT. OF ACCOUNTING & GENERAL SERVICES DIVISION OF PUBLIC WORKS STATE OF HAWAII			
		4/(REGISTRATION STAMP) NO. XXXX HAWAII, U.S.A.			
		4/(FACILITY) 4/(TITLE OF PROJECT)			
		4/(TOWN)	4/(ISLAND)	HAWAII	
		4/(SHEET DESCRIPTION)			
		4/(FIRM NAME)		DAGS JOB NO.	DRAWING NO.
		DESIGNED BY: 4/(INITIALS)	CHECKED BY: 4/(INITIALS)	4/(NUMBER)	4/(LETTER-NUMBER)
		DRAWN BY: 4/(INITIALS)	APPROVED BY: 4/(INITIALS)	DATE 5/ (MONTH, YEAR)	SHEET 4/(NUMBER)
		SCALE: 4/(SCALE)			
		OF SHTS			

6/ (COORDINATOR'S INITIALS)

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION

4/ (SIGNATURE)

SIGNATURE

4/ (EXPIRATION DATE)

EXPIRATION DATE OF THE LICENSE

FILE \_\_\_\_\_ DRAWER \_\_\_\_\_ FOLDER \_\_\_\_\_

(Rev. 7/06)

NOTES TO CONSULTANT

*Notes printed in italics, brackets and footnotes are instructions only and should not be included on the drawings.*

- <sup>1/</sup> Locate approval signatures above the title block on the first sheet only. Other approvals - ask Project Coordinator.*
- <sup>2/</sup> (Not used)*
- <sup>3/</sup> Provide 12" blank space above top of title block.*
- <sup>4/</sup> Insert applicable wording, numbers, initials, signatures, registration stamp, scales, etc. where parentheses and underlining are shown throughout this appendix.*
- <sup>5/</sup> This date must be consistent with the date shown on the specifications' title page.*
- <sup>6/</sup> Insert Project Coordinator's initials on the first sheet only.*

(Rev. 7/06)

C. Add the following:

"GUIDELINES FOR PREPARATION OF POST CONTRACT DRAWINGS AND ADDENDA," dated (Rev. 7/06).

## GUIDELINES FOR PREPARATION OF POST-CONTRACT DRAWINGS AND ADDENDA

POST ADD-1 7/	△ A1	CLARIFICATION ONLY 3/	(NO) OF 4/ (NO)	(DATE) 5/	6/
(PCD-1) 1/	△ U	(DESCRIPTION OF POST- CONTRACT DRAWING) 3/	(NO) OF 4/ (NO)	(DATE) 5/	6/
(ADD-1) 2/	△ A1	(DESCRIPTION OF ADDENDUM) 3/	(NO) OF 4/ (NO)	(DATE) 5/	6/
REVISION NO.	SYM	DESCRIPTION	SHT ___ OF ___	DATE	APPROVED: PUBLIC WORKS ADMINISTRATOR
		DEPT. OF ACCOUNTING AND GENERAL SERVICES DIVISION OF PUBLIC WORKS STATE OF HAWAII			
				DAGS JOB NO.	DRAWING NO.
		DESIGNED BY:	CHECKED BY:	_____	_____
		DRAWN BY:	APPROVED BY:	DATE	SHEET
		SCALE:	_____	_____	OF _____ SHTS

FILE \_\_\_\_\_ DRAWER \_\_\_\_\_ FOLDER \_\_\_\_\_

(Rev. 7/06)

## NOTES TO CONSULTANT

*Notes printed in italics, brackets and footnotes are instructions only and should not be included on the drawing(s).*

*Clearly label and explain all change(s) on the drawing(s). Indicate change(s) on the drawing(s) with a heavy cloud effect and associated symbol/revision number on the back of the drawing(s). Drawing(s) with excessive changes should be replaced in its entirety to avoid confusion.*

- <sup>1/</sup> *Insert PCD-1 and delta symbol for post-contract drawing(s). PCD number and delta symbol number should be the same.*
- <sup>2/</sup> *Insert ADD-1 and delta with A1 symbol for addendum(s). Numbers should be the same.*
- <sup>3/</sup> *Describe change(s) made for each affected sheet.*
- <sup>4/</sup> *Insert sheet number and total number of sheet(s) associated with the addendum or post-contract drawing.*
- <sup>5/</sup> *Insert date of addendum or post-contract drawing. This date must be consistent with the date on title page of the addendum or post-contract drawing specifications.*
- <sup>6/</sup> *Leave first sheet=s approval block blank for each addendum or post-contract drawing. Cross out approval block for all subsequent sheet(s).*
- <sup>7/</sup> *Insert POST ADD-1 and delta with A1 symbol for addendum sketches. Number should be the same. These shall include addendum sketches and clarification only and shall be issued at the beginning of the project.*

## ADDITIONAL COMMENTS

1. POST ADD-1 and 2 can be combined; however, must be distinguished by the appropriate delta symbol No. 1 or 2.
2. For projects requiring CAD drawings, the PCD can be printed on vellum; however, the final as-built submittal shall be on mylar.
3. Each PCD should be printed separately.
4. Consultant should maintain the tracings for projects done on CAD until the as-built is submitted in accordance with the General Specifications, Section 01770.

(Rev. 7/06)

D. FINAL WORKING DRAWINGS (REQUIREMENTS)

Under 2. CIVIL DRAWINGS, add Paragraph e:

"e. Plot Plans and Data Sheet

The purpose of this sheet is to provide a current updated plot plan and data sheet for each campus or facility. The plot plans and data sheets shall be provided by the State, if available.

Examples of items to be covered are:

Civil

1. Listing of codes and dates of codes
2. Parking
  - required
  - existing
  - proposed
3. Fire flow
  - required
  - existing
  - proposed
4. Handicap Accessibility Codes and date(s)

Architectural

1. Codes to be followed - with dates
2. Zoning, Special Management Areas, Special Design Districts
3. Land Use designation
4. Mass building height
5. Setback
6. Handicap Accessibility Codes and dates of codes

### Electrical

1. Power requirements
2. Lighting levels
3. Fire alarm

### Mechanical

1. Codes to be followed - with dates
2. Toilet/lavatory/urinal  
required  
existing  
proposed

### Structural

1. Codes to be followed - with dates
2. Seismic zone
3. Wind speed
4. Design loads"

## VII. APPENDIX II - PROJECT SPECIFICATIONS:

### D.P.W. Policies and Procedures:

Under PERFORMANCE SPECIFICATIONS - Delete sentence in its entirety and add the following:

"Should not be used wherever possible. Discuss with project coordinator prior to using."