



CAPITAL PROJECT SUBMITTAL GUIDE

Submit to Design & Construction Submittal Receiving (D&CSR):

(representing Records, Mike Brown, Design Review, and C&I)

1. Transmittal (include U of I project number, project name, submittal phase).
2. Link to PSC sharefile site with submittals in folders named by submittal # (per PSR and RPMLD – see next page):
 - a. Project Manual (single combined pdf, individual pdfs, individual native files)
 - b. Drawings (single combined pdf, individual pdfs, individual unbound cad files, native files)
 - c. All other docs (single combined pdf, individual native files)

fandssubmittalrev@mx.uillinois.edu (digital equivalent of D&CSR)

First Name: F&S
Last Name: UIUC
Company: UIUC

3. If Record set – wait till all digitals are approved, then print and bind full size drawings and send to:

Design & Construction Submittal Receiving
117 PPSB (MC-800)
Facilities & Services
University of Illinois
1501 S. Oak St.
Champaign, IL 61820

Details:

Submittal requirements come from:

1. RPMLD document – created custom for each project and obtained from your Project Manager.
2. PSR – <https://docs.fs.illinois.edu/wp-content/uploads/2023/04/projectsubmittalrequirements.pdf>
3. (excerpts on following pages).
4. Facility Standards – incorporated into your Project Manual.

Product Samples:

Most will be sent only upon request, with the exception of building exterior or interior finish samples (always send). Samples go to the construction site trailer or office.

O&MS:

1. Digital only, with the exception of paper copies still needed for Elevator O&Ms or other Divisions as stated in the Facility Standards, per section. See 01 78 23 (3.3, A, 4 – last page) and Exhibit 01 33 23 – 01 for details and exceptions (such as for Elevator work).
2. Digital copies must be **searchable, bookmarked, and with cover page and table of contents, and have initial view set to show bookmarks.** (See Facility Standards Exhibit 01 33 23-01 for details.)
3. Submit to fandsshopdrawrev@mx.uillinois.edu

Summary of changes since January 2023

1. **Paper requirement for Record Project Manual dropped.** NOTE: Paper for Record Drawings still in place.
2. **CAD version** acceptable changed from 2017 to 2019.

Questions? Contact D&CSR at fandssubmittalrev@mx.uillinois.edu

Updated 7/29/2024

Required Phases & Minimum List of Deliverables (RPMLD)

- 00 – Updated Minimum List of Deliverables
- 01 – Construction Cost Estimate
- 02 – Project Schedule
- 03 – Responses to Comments
- 04a – Basis of Design (BOD) / Conceptualizations / Studies
- 04b – Project Applicable Information / Calculations [see p. 2 for list of items in this folder]
- 05a – Exterior & Interior Finishes Binder / Finishes Boards
- 05b – Furniture, Fixtures, and Equipment Binder
- 06 – Project Manual
- 07a – Drawings
- 07b – Building Information Model (BIM)
- 08 – Design Presentations
- 09 – Illinois State Historic Preservation Office (ISHPO)
- 10 – Log of Plan Holders
- 11 – Addenda (to Project Manual and Drawings)
- 12 – PreBid Meeting
- 13 – Written Analysis of Award of Construction Contract
- 20 – Results of PSC Construction Reviews
- 22 – Written Description of Delays
- 23 – Construction Information / Changes
- 24 – On-site Inspection / Observation Reports
- 25 – Results of Construction Inspection / Survey / Testing
- 26 – List of Systems / Items to Commission
- 27 – Certificate of Substantial Completion
- 28 – Punch List
- 30 – Operation & Maintenance and Systems Manuals
- 31 – LEED Certification / Documentation
- 32 – Final Approved Contractor Submittals with Log
- 33 – Contractor As-Built Drawings and Project Manual
- 40 – Post Construction Activities Log
- 41 – Log of Equipment with Settings Different than Manufacturer's Recommendations
- 42 – Post Construction Report

Folder Structure:

xx_Submittal
native (native = the software type the file is created in, like Excel)
pdf

Example:

06_ProjectManual
native
pdf

07a_Drawings
native
pdf

4b Project Applicable Information / Calcs

1. Soil Borings and Soils Report (geotechnical report)
2. Results of existing exterior envelope material tests or strengths (i.e. brick and mortar tests, pull tests of existing mechanical fasteners, etc...)
3. Results of any existing structural materials tests or verification / scans of structure layout.
4. Stormwater Runoff Rate Calculation/Model Results and Water Detention
5. NOT USED
6. Hazardous Materials (asbestos, lead, mold, PCBs, wastes, chemicals, etc.) surveys, testing, plans, recommendations, etc.
7. Permits (EPA, IEPA (stormwater and SWPPP), Federal, State, Local, F&S, etc.) and permit requirement deliverables (such as required inspection reports)
8. Safety & Compliance / Environmental - Checklist (submit via PM, include courtesy copy in submittal)
9. IDNR Consultation (EcoCAT and results)
10. Results of Environmental Impact Assessments or Statements
11. Results of Archeological Field Reports or Assessments
12. Occupancy calculations between existing and proposed; breaking down the FTE
13. LEED Version (v4) Prerequisites Narrative
14. LEED Minimum Silver or better Registration (>10,000 sqft and/or Capital Projects >= \$5million; Major renovations or New Construction)
15. LEED Project Checklist - (previously referred to as LEED Scorecard)
16. Excel files of all equipment schedules for all disciplines.
17. Summary of floor analysis for required strengthening (for new walls, materials, mechanical equipment change in use).
18. Summary of lateral force resisting systems (for new tributary load or compromising of existing system).
19. Hydraulic Analysis for water and waste - ** calculations available upon request
20. Hydraulic Analysis for fire protection - ** calculations available upon request
21. Energy Model (per ASHRAE 90.1, version from 2013)
22. Life Cycle Cost Analysis for selected systems (for projects exceeding 25,000 SF)
23. Energy Budget
24. Utilities Peak Load Estimates
25. Chilled Water Capacity Charge form
26. Energy Standards – proof of compliance (also via COMCheck Software – ELEC and MECH)
27. Harmonic Analysis Report for VFDs (N/A till construction)
28. Results of Emergency Generator Load Calculation - ** calculations available upon request
29. Results of Transformer Load Calculation -** calculations available upon request
30. Results of Short-Circuit (Fault) Analysis of Building Electrical System- ** calculations available upon request
31. Extensions of Primary Electrical Distribution-** calculations available upon request
32. Results of Proposed Lighting Power Density Calculation (output from COMcheck software or similar) showing Compliance with Energy Codes and Standards -** calculations available upon request
33. Results of Point-by-Point Exterior Lighting Calculations Showing Compliance with IESNA Recommendations
34. Results of Point-by-Point Interior Lighting Calculations for Each Typical Space
35. Extensions of Primary Building Automation Systems
36. CUSTOM ROW - OPTIONAL CLIENT ITEM
37. CUSTOM ROW - OPTIONAL CLIENT ITEM

PSR "06 – Project Manual" digital submission requirements:

1. Deliverable Identification Information – Cover:
 - a. University Project Number
 - b. University Project Name
 - c. Building Name and Number, or Utility Name
 - d. Project Submittal Phase. (Note: At the Bidding Phasing, set shall be marked "BID SET" or "ISSUED FOR BIDDING". Do not submit a set labeled 100% CD.)
 - e. Submittal Date
 - f. If used, University logo in compliance with the Illinois Identity Standards, Graphic Standards Manual, Campus Logo Guidelines
 - g. "Volume #" (if split into multiple volumes)
 - h. Seals & Signatures required for BID SET ONLY – If all disciplines do not fit on the cover, may move to second page.
 - i. Professionally licensed disciplines shall provide a seal, signature, expiration, company and applicable specification sections.
 - ii. Non-licensed disciplines shall list Person of Responsible Charge / Designer of Record, applicable certifications with expiration, company, and applicable specification sections.

2. Deliverable Identification Information – Individual Pages: (footer, or appropriate location)
 - a. Project Title as appears in PRZM (or as approved by the Board of Trustees)
 - b. University Project Number
 - c. Project Submittal Phase
 - d. Submittal Date
 - e. If used, University logo in compliance with the Illinois Identity Standards, Graphic Standards Manual, Campus Logo Guidelines

3. Deliverable – Arrangement – Sections:
 - a. All specification sections in the Project Manual shall follow the Construction Specification Institute's numbering system (<http://www.csinet.org/numbersandtitles>) and the University of Illinois' "Facility Standards" (<http://www.fs.illinois.edu/resources/facilities-standards>).

4. Format – Electronic:
 - a. DD = Digital Download Folder Structure

If multiple Deliverables are submitted in one transmittal, each Deliverable shall have its own folder named by Deliverable Number and Name (such as "06_ProjectManual"), with two subfolders:

 - "Native"
 - "PDF"

There shall not be any further subfolders within the "Native" and "PDF" folders.

Summary of Changes by Discipline (beyond corrections from comments) & Checklist of Required Submittals to be individual files and not combined with Project Manual.

 - b. File Types
 - "Native" = 1 set of files in their native file type such as Microsoft Word (*.docx), Microsoft Excel (*.xlsx), Microsoft PowerPoint (*.pptx), JPEG, GIF, TIFF, etc. compatible with the currently supported version.
 - "PDF" = 1 collated pdf file of entire deliverable, and
1 set of individual pdf files, saved 1 file per Specification Section, Chapter, etc. All pdf files shall be rotated to the correct direction.
All pdf files shall be searchable.

 - c. File Naming – All files shall be named by section. There shall be no additional prefixes or suffixes.
Example = "26 28 00"

PSR “07 – Drawings” digital submittal requirements:

1. **Deliverable Identification Information – Title Block:** Required, but not limited to:
 - a. University Project Number
 - b. University Project Name
 - c. Building Name and Number, or Utility Name
 - d. Project Submittal Phase
 (Note 1: The bid set shall be marked “BID SET” or “ISSUED FOR BIDDING”. Do not submit a set labeled 100% CD.)
 (Note 2: A label such as a “Record Drawing” stamp on the cover sheet is not acceptable. Each drawing shall have the Phase indicated in the Revision block.)
 - e. Drawing Title
 - f. Drawing Number. Use the following table to assign the appropriate Discipline Designator (required). (Table is in preferred sheet order.)

Discipline Designator	Discipline Description
G	General
C	Civil (Survey Mapping, Utilities, Soil Borings, Geotechnical, Grading, Site, Roadway, Irrigation)
L	Landscape
A	Architectural (including Interiors)
S	Structural
FP	Fire Protection
P	Plumbing
H	Heating
V	Ventilation
HV	Mechanical (use for smaller projects only)
TC	Temperature Control
E	Electrical
T	Telecommunications
AV	Audio/Visual
ASB	Asbestos
LBP	Lead Paint
HZ	Hazardous Materials (other)
D	Demolition (added after the respective Discipline Designator)
EQP	Equipment

- g. Revision Number, Date, and Description (Note: a “Record Drawing” stamp on the cover sheet is not acceptable. Each drawing should have the Phase indicated in the Revision block.)
 - h. If used, University logo in compliance with the Illinois Identity Standards, Graphic Standards Manual, Campus Logo Guidelines.
 - i. Seals and signatures required for BID SET ONLY:
 - i. Required for all disciplines / sheets. Professionally licensed disciplines information shall include a seal, signature, expiration, and company. Non-licensed disciplines information shall include Person of Responsible Charge / Designer of Record, applicable certifications with expiration, and company name. Placement – Once on cover with sheets listed per person, or on each individual sheet.
 - ii. Paper – needs required information from above and wet, scanned or digital signature.
 - iii. Pdf – needs required information from above and signature image by professionally licensed seals.
 - iv. CAD – needs professionally licensed seal image or name of Person of Responsible Charge / Designer of Record, applicable certification with expiration date, and company name
 - j. In compliance with the “CAD Standards”.
2. **Format – Paper:**
 - a. Bound (sets shall not be submitted loose, nor with single corner staples, bare metal ACCO-style fasteners, or post bindings)
 - b. In volumes of no more than 100 sheets per volume.

3. Format – Electronic:

a. DD = Digital Download Folder Structure

If multiple Deliverable are submitted in one transmittal, each Deliverable shall have its own folder named by Deliverable Number and Name (such as "07a_Drawings" or "07b_BIM"), with two subfolders:

"Native"

"PDF"

There shall not be any further subfolders within the "Native" and "PDF" folders except to denote multiple volumes in accordance with the paper set, if desired.

b. File Types

"Native" =

CAD: Always required: A complete set of unbound CAD drawings in *.dwg format packaged (using eTransmit) compatible with the University's current version (See Part 2, item I), to include all linked files and attachments; and including, but not limited to:

- Extraneous objects beyond the drawing extents in "model space" shall be removed.
- Blocks shall not be exploded.
- Drawings shall be purged.
- Drawings shall be zoomed out to display entire sheet or model.
- Non-pertinent reference (x-refs/links) files shall be removed from the drawing file.
- All necessary files shall be included with the CAD file/BIM model, including, but not limited to, xrefs/links, fonts, hatch, line types, and plot styles (.ctb, .pcs and .stb).

BIM: Also, if required by contract: BIM composite model in native *.rvt format packaged using a built-in tool or plugin compatible with eTransmit, purged, compatible with Autodesk Revit 2017 or earlier, and to include all linked files and attachments. See also the "University of Illinois Building Information Modeling (BIM) Requirements for Professional Services Consultants" (UIBIM) and the project's specific "BIM Execution Plan" (BEP).

GIS: Also/or, if required by contract or project type: Geographic Information System (GIS) files shall be delivered in accordance with "Part 4: GIS STANDARDS" for details.

"PDF" = 1 collated pdf file of entire deliverable with all drawings in order, AND
1 set of individual pdf files, saved 1 file per sheet.
All pdf files shall be rotated to the correct direction.
All pdf files shall be searchable.

c. File Naming

All files shall be named by sheet.

There shall be no additional prefixes or suffixes, with the only exception being the addition of a prefix that allows the files to sort in the same order as the drawing index.

For example: "G-1.pdf" or "001_G-1.pdf"

CAD files with multiple layout tabs shall have the tabs named the same as the drawing(s) contained on the tab, representing the individual sheet or range of sheets included in the CAD file.

BIM files shall be named in accordance with the UIBIM, Appendix B, Part 3 Modeling Plan, Section C Modeling Standards, Item 1 File and Layer Naming.