

**SPECIAL SPECIFICATION**

**SECTION 01701S**

**AS-BUILT DRAWING PROCESS**

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**CONSTRUCTION SPECIAL SPECIFICATION  
SECTION 01701S**

**AS-BUILT DRAWING PROCESS**

**PART 1 - GENERAL**

**1.01 DESCRIPTION OF WORK**

Section Includes: Administrative and procedural requirements for as-built process required for construction contractor to follow.

**1.02 RECORD DOCUMENT SUBMITTALS**

- A. Record As-Built Drawings: General Contractor shall maintain on-site a set of as-built Contract Drawings, in Contractor field office
1. Changes to Drawings, including those that involve only narrative, shall be clearly and neatly marked in red pen or pencil, and should be noted on appropriate drawings. Changes to the Contract Drawings include:
    - a. Changes to material or equipment for substitutions approved through Sandia National Laboratories' (SNL) submittal process.
    - b. Shop drawing information.
    - c. RFIs and Change Order information.
    - d. Changes made by the Inspector to accommodate field conditions.
    - e. All construction changes.
  2. General Contractor shall note each entry with a notation referencing source of information (Example: RFI #94, CO #3, or field notes of name).
    - a. As-built record drawings shall be updated no less frequently than once per week.

- b. Verification of current as-built record drawing status is included in the monthly payment approval process that shall be noted in the inspector's log notes.
    - c. Individual(s) responsible for the verification of the as-built process shall be identified to the Sandia Delegated Representative (SDR).
  3. The contractor shall submit all GPS Support Request Logs completed in a manner acceptable to the SDR for each pay request period, but in any event, no less than once a month along with the contractor redline drawings.
  4. Contractor shall submit current as-built red-lined drawings for the work completed (since the last pay request and submittal) as an attachment to each new pay request, but in any event, no less than once a month.
- B. Utility Position Survey Requirements : General Contractor shall coordinate a Utility Position Survey for all new work with SNL GPS Technicians prior to backfilling.
  1. Coordination shall include:
    - a. Initiating GPS Support Requests a minimum of two hours prior to the planned backfill activities through the GPS Support pager: 505-530-4477 during standard hours. The GPS Support Request hours are from 7:00 a.m. to 3:00 p.m. on all regularly scheduled working days. GPS Support Requests must be received prior to 3:00 p.m. each regular scheduled working day, or support will not be available until a period of time within the first regular business hour for the next regular scheduled working day. This time period will begin at 7:30 a.m. for purposes of this contract. GPS Support will be provided during all standard working hours daily for each request received prior to 3:00 p.m. Support Requests during non-standard hours must be made in advance through the SDR allowing SNL adequate time to schedule on call GPS Support.

Scheduling Requirements:

- (1) GPS Support Request for Non-Standard hours during weekend activities must be made no later than noon on the Wednesday prior to the planned weekend work.
- (2) GPS Support Request for Non-Standard hours during the regular work week shall be made no later than noon on the day prior to the planned Non-Standard working hours.

- (3) GPS Support Requests for Non-Standard hours during a scheduled holiday or weekend that is immediately proceed or preceded by a holiday must be requested a minimum of two weeks in advance.
  - b. SNL GPS Technician shall be responsible for responding to all GPS Support Pages as they are received. SNL GPS Technician will respond to each pager request by contacting the number received on the pager system to coordinate Utility Position Survey with the Contractor's representative.
  - c. Alternatively the Contractor may schedule Utility Position Survey's during regular hours in advance with the SNL GPS Technicians. The GPS Support Log shall be maintained by the contractor at all times regardless of advanced scheduling.
  - d. The contractor shall include backfilling actives in the two week look ahead schedule to allow SNL to anticipate workload.
  - e. The contractor shall keep an active GPS Support Request Log to document all GPS Support Requests. This log shall be reviewed at regular intervals by the SDR and discussed during construction meetings to assure that the appropriate coordination is occurring. The GPS Support Request Log is Attachment A to this specification.
  - f. The contractor may use the attached log or develop their own log incorporating the information requested on the attached log.
  - g. The SDR and the Contractor may agree to modify the support process as reasonable to both parties to improve coordination for the overall benefit of the project at the contractor's request.
2. The penalties for backfilling prior to Coordination of the Utility Position Survey shall be:
    - a. Excavate all or portions of the utility that was backfield prior to surveying allowing SNL to obtain the appropriate utility position data.

To include but not limited to: fittings, other appurtenances, changes in direction, changes in elevations, points of connection.

- b. The Contractor will not be accountable for further coordination of the Utility Position Survey if the SNL GPS Technician is non-responsive. Non-Responsive shall be considered as:
  - (1) Contractor receives no response to GPS Support Pages within the allotted 2 hour time period.
  - (2) GPS Technician does not complete the support request within the allotted 2 hour time period, or within the time frame agreed upon in advance such as support requests during non-standard hours, or support activities that have been prearranged.
  - (3) The Contractor must document the coordination efforts made by:

Completing the GPS Support Request Log documenting the location of the of stretch of utility where SNL was non-responsive. SNL will cross reference the GPS Support Request Pager Log to verify all “non-responsive” claims.

Notifying the SDR (project manager?) of the circumstances involved for each occurrence the contractor considers as non-responsive and the action taken by the contractor.
  - (4) SNL reserves the right to charge the contractor for GPS standby time during non-standard hours if the construction progress is not sufficiently complete at the time the GPS Technician arrives to record the Utility Position Survey as requested. The contractor shall notify the appropriate SNL GPS Technician of delays in advance to avoid standby time as feasible.
- 3. The SNL GPS Technician shall perform all work in accordance with the Prime Contractors approved safety plan and Specification 01065. All personal protective equipment and barricading policies shall be complied with. The contractor must provide the SNL GPS Technician safe and reasonable access to the newly constructed utilities. Caution shall be taken due to heavy equipment and uneven surfaces.
- C. Utilities exposed during trenching and excavation operations that vary from the construction drawing shall be documented on the as-built drawing by the Contractor. The Contractor shall request a Utility Position Survey for such

utilities and mark the information on the as-built drawings. The Contractor shall also be responsible for logging the request on the GPS Support Request Log.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

## GPS Support Request Log

**Project Name:** \_\_\_\_\_ **Project Number:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Superintendent:** \_\_\_\_\_

**Utilize the GPS Support Pager “505-530-4477” for all Support Requests Prior to Backfilling All Utilities**

Contractor shall allow SNL 2 hours to respond to the support request prior to backfilling any new utility that has not been surveyed. Contractor is responsible for keeping log updated which will be verified by the Construction Observer and crossed checked with the SNL GPS Pager Support Request Log prior to project invoicing.

Identify the flowing for each GPS Request:

Date	Time	Utility	Construction Drawing Sequence #'s	Station to Station	Did GPS Technician Respond? (yes or no)	Contractor's Representative Signature	Date	GPS Technicians Signature	Date

**Construction Observer Approval:** \_\_\_\_\_ **Date** \_\_\_\_\_

**SDR Approval:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Project Manager Approval:** \_\_\_\_\_ **Date** \_\_\_\_\_

A copy of the completed logs shall be submitted along with the current as-built red-lined drawings for the work completed (since the last pay request and submittal) as an attachment to each new pay request, but in any event, no less than once a month..