

12 October 2000

MEMORANDUM

From: Code CI4 (04)

To: Distribution

Subj: A/E SUBMITTAL REQUIREMENTS POLICY

1. Beginning FY01, the Engineering and Design Division will fully implement the process improvements and requirements affecting the review of A/E design submittals and A/E Electronic Solicitations (ESOL). These requirements were presented at the LANTDIV A/E two-day Seminar in April 2000, and are referenced in the updated Appendix A and the recently updated Professional Services Guide. The purpose of this memo is to provide guidance and policy on acceptance and review of A/E submittals. Project Managers and AIC/EICs please take note, since submittal requirements have been significantly revised.

2. Two major changes occur at the Final Submittal and will be implemented as follows:

- Back-check of the A/E's final submittal – Implemented 1 October 2000
- Electronic submittal and electronic signature of A/E final documents – Implemented on all new A/E contracts and contract modifications after 1 June 2000

3. In order for these initiatives to be successful the following requirements must be upheld:

General Submittal Requirements

- All submittals will continue to be processed through the Project Manager and then Code CI4A1 (04A1). Please avoid any “backdoor” submittals.
- Submittals must include all components and be in proper format as required by the A/E's contract for the appropriate submittal stage, including the following items that have often trailed the initial submittal: Comment responses, CAD files, cost estimate and disc, and all specification items. An incomplete submittal will not be reviewed nor stored in the Engineering and Design Division while waiting on missing components. Instead, it will be returned to the Project Manager, or if absent, the Team Leader.
- Submittal must be technically complete commensurate to the submittal stage.
- As directed in the return-to-A/E letter, the A/E is responsible to resolve all comments in which there is disagreement by direct contact with the reviewer within two weeks of receipt of comments.

Prefinal Submittal

- General Submittal Requirements above apply.
- A resubmittal will be requested only if:
 - a. Submittal is not complete enough to review per discipline review guidance.
 - b. Submittal is incomplete or incorrect to such a degree that comments cannot sufficiently cover the items to correct or complete the submittal for solicitation.

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- Resubmittal will be requested only with approval by CI4A and coordinated with PM to determine execution and schedule impacts.
- Interim unsatisfactory letter to A/E will be required for all prefinal returns that require a resubmittal.

Final Submittal

- General Submittal Requirements above apply.
- ESOL Submittal Requirements will be strictly enforced.
- Reviewers will back-check comments to assure A/E compliance. A detailed submittal review will not be provided. AIC/EIC will consolidate only those comments that require an amendment.
- Back-check, CI4 (04) signature, and solicitation release from CI4 (04) is targeted to be complete in three days.
- Project Manager shall obtain Sat-To and Authority to Advertise in advance to take advantage of the three day target. Projects without Sat-To and/or Authority to Advertise will be shelved.

4. This is a major process improvement to improve our Command Execution timeframe. By reducing review time at Final and taking advantage of electronic submissions, the A/E should have more time to spend on design. Additional design time and clear and consistent expectations of submittal requirements will lead to a high quality, complete submittal. Please help us communicate these requirements to the A/E community.

W. H. CRONE P.E.
Director
Engineering and Design Division

Point of Contact for this memorandum: Steve Geusic

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CI all, MLA all, MLB all, AQ

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