



Summary of Changes to the 2017 Project Procedure Manual (PPM)

Note: This summary of changes is for general information only and is not meant to be a full and complete presentation of all revisions made to the 2017 Project Procedure Manual. The primary intent is to capture in broad terms the nature and scope of the changes and should not be relied upon to identify each and every word or editing change.

SECTION	CHANGE
General Comments	
	<ul style="list-style-type: none"> • DGS is now utilizing e-Builder Enterprise Software ('e-Builder') during all phases of design, procurement, award, and construction administration for various aspects of project management, communication and document transfer. Multiple sections of the PPM have been revised to reflect the use of e-Builder including, but not limited to, the following ways: <ul style="list-style-type: none"> ○ Design phase submissions will be made in e-Builder ○ Submissions will be reviewed/approved in e-Builder ○ Proprietary Products/Systems requests will be processed in e-Builder ○ Coal Fuel Non-Use Justification will be processed in e-Builder ○ Invoices and work orders will be processed in e-Builder ○ Bidding will be handled through e-Builder ○ Construction Submittals will be processed in e-Builder ○ Contractors will download construction documents from e-Builder ○ Standard DGS documents, e-Builder training guides and Exhibits (in Word, Excel, AutoCAD or PDF format) can be reviewed and downloaded from e-Builder. Refer to Project "z - Standard Documentation & Training – PADGS" in e-Builder. • Site civil design work is moved forward in the design submission process so now the design development submission must include the minimum information required for the local municipality's "Subdivision and Land Development Ordinances – Final Plan Submission" • Preparation of the Project Manual is moved forward in the design submission process now starting in the schematic design submission • The Design Professional now decides when the documents are complete and ready to be submitted to the Department of Labor & Industry for code review and issuance of the building permit • Submission review conferences can now be held via video conferencing or at the Project site or at DGS's office at the discretion of the Design Manager
Preface	
	Note added providing the location of all documentation in e-Builder
Table of Contents	
Chapter 3	Added Section 303 "Utility Services"

Chapter 4	Added Section 403 “Utility Services”
Chapter 7	<ul style="list-style-type: none"> • Added Section 703 “Utility Services” • Added Section 705 “Pre-Bidding Check” • Deleted Chapter 14 “DGS Specification Requirements” and moved pertinent information into Chapter 9 “Project Manual”
Chapter 9	Removed Section “Instructions on Division 1 – General Requirements”
Chapter 10	Moved Civil and Structural into separate Sections (1002 and 1003)
Chapter 11	Removed Sections “Documents” and “Distribution”
Chapter 13	<ul style="list-style-type: none"> • Added Section 1311 “Coal Fuel Non-Use Justification” • Added Sections 1319 “Furniture, Fixtures and Equipment (FF&E)” • Removed Sections “Preparation of Bidding Documents” and “Preparation of Standard Drawings and Project Manuals”
Project Information Exhibits	
Section C	<ul style="list-style-type: none"> • Added Exhibit C2A “Programming/Schematic Design Submission Checklist” • Added Exhibit C6 “Release for Bidding Checklist” • Added Exhibit C7 “Bid Prep Checklist”
Section D	Removed former Exhibit D3 “List of Drawings”
Section E	<ul style="list-style-type: none"> • Exhibit E2: DGS approval block revised to require the Design Manager’s signature (in lieu of the Director’s). • Added Exhibit E4B “Standard Sheet Title Block Multi-Discipline Drawing” • Added Exhibit E6 “Subdivision/Land Development Plan Signature Block”
Section F	<ul style="list-style-type: none"> • Added Exhibit F4 “List of Utility Approvals – Status Report” • Removed Exhibits “Boiler System Test Report”, “Receipt for Test Boring Result Drawings”, “Using Agency Design Submission Approval Form”, and “Exceptions to L&I Special Inspections” • Revised name and renumbered Exhibit F7 “Sample Addendum”
Section G	Divided Instructions for Geotechnical Services and Sample RFP into Exhibit G1 (PC) “Pre-Construction Geotechnical Services and Sample RFP” and Exhibit G1 (CS) “Construction Stage Geotechnical Quality Assurance Services and Sample RFP”
Chapter 1 – Project Administration	
Paragraph 100.4	<ul style="list-style-type: none"> • Paragraph added to describe the modernization of Public Works including the following changes: <ul style="list-style-type: none"> ○ “Bureau of Engineering and Architecture” (BEA) is now “Bureau of Pre-Construction” (BOPC) ○ “Bureau of Professional Selections and Administrative Services” (BPSAS) is now “Bidding Support and Contract Award Division” (under BOPC) ○ “Project Coordinator” is now “Design Manager” ○ Utilization of e-Builder software • Also, while not specifically referenced in this paragraph, “Using Agency” has been changed to “Client Agency”
Section 102	Section revised to reflect changes to the organization of Public Works.

Section 103	Section revised to reflect how various correspondence will be handled in e-Builder
Paragraph 104.1	Paragraph added regarding the Professional meeting with the Client Agency
Section 105	Section revised to describe the procedures for invoices and additional services. A Small Diverse Business Utilization Report (SDBUR) is required monthly for invoice processing.
Paragraph 105.7	Paragraph added regarding disputes and references the new Article 14 of the General Conditions to the Agreement for Professional Services.
Paragraph 110.4	Language added to have Base Bid No. 1 be 90% to 95% of the Base Construction Amount (was previously 80% to 85%)
Paragraph 113.2	Language revised to require Client Agency approval after all design submissions
Section 114	Section revised to include new and altered terms and definitions
Chapter 2 – General Information	
Paragraph 202.4	Language revised to have attendance at zoning hearing meetings included in basic services
Paragraph 202.5	Language revised to have attendance at land development hearings and all additional required documentation included in basic services
Paragraph 205.2	Language revised to have all proprietary product requests be initiated by the Client Agency
Paragraph 206.1	Language revised to eliminate the exception to multiple prime contracts for projects under \$25,000. Capital projects will be \$300,000 or more
Chapter 3 – Programming Submission	
Paragraph 301.1	Language added for providing an overall project schedule as part of the submission
Section 303	Section added for addressing utility services during the programming stage
Chapter 4 – Schematic Design Submission	
Paragraph 401.1	Language added for providing the following as part of the submission: <ul style="list-style-type: none"> ○ Project manual draft of the coversheet, table of contents, and one (1) technical specification section ○ Preliminary stormwater report ○ Overall project schedule ○ Project photographs
Paragraph 401.2	Language added to define the type of civil site plans required
Paragraph 401.4	Language added for providing typical wall sections
Paragraph 402.1	Language added for providing the following regulatory submissions as part of the schematic design submission: <ul style="list-style-type: none"> ○ Zoning variance or special exception requests ○ Conditional use requests ○ Land development/subdivision preliminary submission
Section 403	Section added for addressing utility services during the schematic design stage

Chapter 5 – Design Development Submission	
Paragraph 501.1	<ul style="list-style-type: none"> • Language revised for providing a full draft of the project manual as part of the submission (in lieu of outline specifications) • Language added for providing the following as part of the design development submission: <ul style="list-style-type: none"> ○ Subsurface utility investigation report (when applicable) ○ Final stormwater report ○ Final erosion and sedimentation control report ○ Updated overall project schedule
Paragraph 501.2	Language revised to define the type of civil site plans required
Paragraph 501.7	Language revised to define the project manual requirements
Section 503	Section revised for addressing utility services during the design development stage
Paragraph 504.8	Paragraph added for submitting documents to the Department of Labor & Industry
Chapter 6 – Interim Construction Documents Submission	
Paragraph 601.1	Language added for providing an updated overall project schedule as part of the submission
Paragraph 603.6	Paragraph added for submitting documents to the Department of Labor & Industry
Chapter 7 – Construction Documents Submission	
Paragraph 701.1	Language added for providing the following as part of the construction documents submission: <ul style="list-style-type: none"> ○ Minutes from meeting with Construction Regional Director ○ Land title/lease confirmation drawing ○ Submittals register ○ Copies of all previous project drawings obtained from the client agency, the institution, and/or DGS that were used for design
Paragraph 701.2	Paragraph added describing the submittals register
Section 703	Section added for addressing utility services during the construction documents stage
Section 705	Section added outlining the pre-bidding check procedures
Chapter 8 – Drawings	
Paragraph 800.4	Paragraph added regarding supplemental drawings during construction
Paragraph 800.8	Paragraph added outlining the Professional’s responsibility for reviewing their own documents prior to each submission
Paragraph 801.2	Language added for listing drawings common to all contracts (i.e. code drawings) separately
Paragraph 801.3	Language added requiring the “drawn by” and “checked by” boxes be filled in with the names/initials of different people
Paragraph 801.6	Paragraph added describing the format of AutoCAD drawing files
Paragraph 801.7	Paragraph added requiring the Department’s standard signature block be included on subdivision/land development drawings

Paragraph 802.1	Language added for numbering drawings common to all contracts
Paragraph 804.5	Paragraph added regarding the use of land development drawings as construction documents
Paragraph 804.6	Paragraph added regarding code analysis drawings
Chapter 9 – Project Manual	
Paragraph 900.3	Paragraph added requiring a draft of the coversheet, table of contents, and one (1) technical specification section be included in the schematic design submission
Paragraph 900.4	Language revised for providing a full draft of the project manual (in lieu of outline specifications) with the DD submission.
Paragraph 901.2	<ul style="list-style-type: none"> • Language revised describing the information to be included in the specification footer. • Deleted language requiring the project manual to be color coded by contract
Paragraph 902.1	Language revised to reduce the number of front end documents required to be provided by the Professional
Paragraph 902.2	Language added describing additional information on Division 1 sections
Paragraph 902.4	Paragraph added requiring copies of all permits be included in an appendix to the project manual
Paragraph 903.1	Language added to provide a signature near or across the Professional's seal
Paragraphs 903.4, 903.5, & 903.6	Language revised to have DGS upload certain front end documents directly to e-Builder (in lieu of issuing to the Professional to insert into the project manual)
Paragraph 903.7	Deleted paragraph requiring a list of drawings be included in the project manual
Paragraph 905.5	Paragraph added regarding product specifications including the designation of a basis of design product and noting "or equal as approved by the Professional"
Paragraph 905.7	Paragraph added for specifying pre-installation meetings for specialized or critical items, materials or equipment.
Paragraph 906.3	Paragraph relocated from former Chapter 14
Section 907	Section relocated from former Chapter 14
Section 908	Section added regarding drilled piers
Sections 909 - 918	Sections relocated from former Chapter 14
Chapter 10 – DGS Standard Design Practices	
Paragraph 1000.6	Paragraph added regarding each prime contractor's responsibility relating to final equipment connections (relocated from Section 1001)
Paragraph 1001.11	Paragraph added regarding signage being included in the project as part of basic services
Paragraph 1001.12	Paragraph added regarding bollards
Paragraph 1001.13	Paragraph added regarding interior design being part of basic services

Paragraph 1003.1	Language added/revised relating to structural systems that can be delegated to the manufacturer or contractor for design
Paragraph 1004.8	Paragraph added regarding HVAC water treatment equipment
Paragraph 1004.9	Paragraph added regarding cooling tower design
Paragraph 1006.4	Paragraph added regarding IT/data/telecom systems
Paragraph 1007.1	Language revised requiring an elevator design consultant for all vertical transportation designs
Chapter 11 – Construction Procurement	
Paragraph 1103.1	Language revised changing the term “bulletin” to “addendum”
Section 1104	Language revised describing the process of opening bids electronically
Chapter 12 – Construction Contract Administration	
Paragraph 1201.1	Language added requiring the Professional to perform site visits as needed
Paragraph 1201.7	Language added to identify that all construction contractor extensions of time will be issued through the change order review and approval process.
Paragraph 1202.2	Language added noting the submittal register will be maintained in e-Builder
Paragraph 1202.4	Language added requiring the Professional to maintain a set of record drawings during construction.
Paragraph 1205.2	Language revised changing the term “pre-claim hearing” to “field dispute review meeting”
Paragraph 1205.3	Paragraph added describing claim conferences as the second step in the contractor dispute process
Paragraph 1206.1	Language revised changing the term “Department of L&I As-Built Record Drawings” to “Department of L&I Plan Revision Submission”
Paragraph 1206.2	Language added regarding record drawings
Chapter 13 – Miscellaneous Instructions	
Section 1302	Language revised relating to utility requirements
Paragraph 1304.1	Language added regarding the Professional’s responsibilities in relation to the construction manager
Section 1305	Language revised to separate Pre-Construction Geotechnical Services from Construction Stage Geotechnical Services
Paragraph 1305.3	Language added for using Geotechnical Engineers located close to the project site
Paragraph 1310.2	Paragraph added noting the Bureau of Pre-Construction will determine if a fuel feasibility study is required
Section 1311	Language added regarding the documentation required for the coal non-use justification
Paragraph 1313.1	Language revised to indicate DGS will participate in the space planning process
Section 1319	Section added regarding fixtures, furniture, and equipment (FF&E)