

From: [Burnham, Nicolle](#)
To: [Amanda Wolf](#)
Cc: [Sanderfer, Larissa](#); [Downtown West Project](#)
Subject: FW: 35% Submittal
Date: Friday, February 26, 2021 3:23:24 PM
Attachments: [Turnkey Project Process and Submittal Requirements.pdf](#)

Amanda-

Please see attached in response to your question about submittal requirements for 35% design. I think that issue is addressed in the attached.

-Nicolle

From: Fatolahzadeh, Tala <Tala.Fatolahzadeh@sanjoseca.gov>
Sent: Friday, February 26, 2021 3:09 PM
To: Burnham, Nicolle <nicolle.burnham@sanjoseca.gov>
Cc: Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>
Subject: 35% Submittal

Hey Nicolle,

Just following up from your question yesterday. I'm resending our turnkey procedure guidelines that outline some of our expectations for 35% (as well as all the other submittal stages). Hope this helps!

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Turnkey Project Process and Submittal Requirements

Updated: November 5, 2019

Overview:

The following document outlines the design review and inspection process, and submittal requirements for Turnkey projects. This document is intended to provide a guideline and may change or be updated at any point during the design and construction process.

Design Kick-off Meeting:

After the Turnkey Parkland Agreement has been recorded by the County Clerk's Office, please contact the Department Public Works (DPW) Project Manager to schedule a Design Kick-off Meeting. The purpose of this meeting is to provide the Developer with an introduction of the Public Works team and submittal process, as well as provide the Public Works standard templates, details and boilerplate specifications to be incorporated into the construction documentation submittals.

During the Design Kick-off Meeting, the developer and designers shall be prepared to provide and present the following information:

- Master Plan exhibit and overview presentation of the project
- Preliminary Cost Estimate
- Design and Construction Schedule
- SWPPP/C.3 Stormwater requirements

Design Submittal Distribution and Routing:

There will be a *minimum* of four design submittal review stages: 35%, 65%, 95% and Bid Submittal. Additional submittals may be required prior to final approval, as determined by the DPW Project Manager. Once the Bid Submittal is approved and signed off by the Director of Public Works, the Developer shall submit a final Approved Construction Document Submittal.

Each 35%/65%/95% submittal shall contain the following:

- Nine (9) full size sets of construction drawings
- Five (5) sets of technical specifications
- Two (2) sets of each supplemental documentation (unless otherwise specified)
- PDF copy of all submittal documents listed above to be emailed to Public Works Project Manager

Bid Submittal shall contain the following:

- One (1) wet signed full size set of construction drawings
- One (1) wet signed set of technical specifications
- One (1) set of any updated supplemental documentation

- PDF copy of all submittal documents listed above to be emailed to Public Works Project Manager

Approved Construction Document submittal shall contain the following:

- Six (6) full size sets of approved construction drawings
- Three (3) half size sets of approved construction drawings
- Six (6) bound, covered sets of approved technical specifications
- PDF copy of final approved construction drawings and technical specifications to be emailed to Public Works Project Manager

Route all submittals to:

City of San Jose Department of Public Works
ATTN: [Public Works Project Manager Name]
200 East Santa Clara Street, 6th Floor
San Jose, CA 95113

The City's Public Works Department Project Manager will internally route the submittal sets to the appropriate parties within the City for review.

Design Review Timeline:

Once a completed submittal set has been received by the Public Works Project Manager, **allow a minimum of three weeks for the City to complete their review of each submittal**. After three weeks, the City's Public Works Department Project Manager will send the Developer and the Developer's Consultant Team all City review comments of the submittal package. A review meeting may be scheduled, if needed or desired by the Developer, to review the comments and answer any questions. The Developer or Developer's consultant shall provide meeting minutes after each review meeting to the Public Works Project Manager.

Design Submittal Requirements

Note: Placeholder (i.e. "incomplete") sheets for construction drawings are acceptable where noted ONLY when project scoping is still in flux.

35% Submittal Set

- Construction Drawings set
 - Shall include the following sheets *at a minimum*:
 - Cover Sheet
 - General Notes, Abbreviations, Legends, etc.
 - BMP standards
 - Grading Plan (placeholder acceptable)
 - Drainage Plan (placeholder acceptable)
 - Utility Plan (placeholder acceptable)
 - Site Construction Plan/Materials Plan/Callout Plan
 - Layout Plan (placeholder acceptable)

- Construction Details, including details for specialty items such as park signs, structures, art features, etc. (placeholder acceptable)
 - Planting Plan and Details
 - Irrigation Plan and Details (placeholder acceptable)
 - Electrical Plan and Details, if applicable (placeholder acceptable)
 - Architectural Plans and Details, if applicable (placeholder acceptable)
 - Structural Plans and Details, if applicable (placeholder acceptable)
- Technical Specifications set
 - Shall include the Table of Contents *at a minimum*
- Supplemental Documentation
 - Shall include the following *at a minimum*:
 - Cut Sheets/Imagery of proposed materials, play equipment, art features, site furnishings, etc.
 - 35% Cost Estimate

65% Submittal Set

- Construction Document set
 - Shall include *completed* set of all necessary construction document sheets, including but not limited to:
 - Cover Sheet
 - General Notes, Abbreviations, Legends, etc.
 - BMP standards
 - Grading Plan
 - Drainage Plan with C.3 Stormwater calculations
 - Utility Plan
 - Site Construction Plan/Materials Plan/Callout Plan
 - Layout Plan
 - Construction Details, including details for specialty items such as park signs, structures, art features, etc.
 - Planting Plan and Details
 - Irrigation Plan and Details
 - Electrical Plan and Details, if applicable
 - Architectural Plans and Details, if applicable
 - Structural Plans and Details, if applicable
- Technical Specifications set
 - Shall include *completed* set of specifications for the project, **with “track changes” shown**
- Supplemental Documentation
 - Shall include the following *at a minimum*:
 - Response to City comments on the 35% submittal set
 - Cut Sheets/Imagery of proposed materials, play equipment, art features, etc.
 - Updated Cost Estimate
 - Geotechnical Report, if applicable
 - Soils Report, if applicable

- Structural Calculations, if applicable
- Photometrics Plan, if applicable

95% Submittal Set

- Construction Document set
 - Shall include updated completed set of all necessary construction document sheets, including but not limited to:
 - Cover Sheet
 - General Notes, Abbreviations, Legends, etc.
 - BMP standards
 - Grading Plan
 - Drainage Plan with C.3 Stormwater calculations
 - Utility Plan
 - Site Construction Plan/Materials Plan/Callout Plan
 - Layout Plan
 - Construction Details, including details for specialty items such as park signs, structures, art features, etc.
 - Planting Plan and Details
 - Irrigation Plan and Details
 - Electrical Plan and Details, if applicable
 - Architectural Plans and Details, if applicable
 - Structural Plans and Details, if applicable
- Technical Specifications set
 - Shall include updated complete set of specifications for the project, **with “track changes” shown**
- Supplemental Documentation shall include the following *at a minimum*:
 - Response to City comments on the 65% submittal set
 - City of San Jose Structural Short Form
 - Updated Cut Sheets/Imagery of proposed materials, play equipment, art features, etc., if applicable
 - Updated Cost Estimate
 - Updated Geotechnical Report, if applicable
 - Updated Soils Report, if applicable
 - Updated Structural Calculations, if applicable
 - Updated Photometrics Plan, if applicable

Bid Submittal Set

- Construction Document set
 - Shall include wet signed complete set of all necessary construction document sheets.
- Technical Specifications set
 - Shall include wet signed complete set of specifications for the project
- Supplemental Documentation shall include the following *at a minimum*:
 - Response to City comments on the 95% submittal set
 - Updated Cost Estimate

- Updated City of San Jose Structural Short Form, if applicable
- Updated Cut Sheets/Imagery of proposed materials, play equipment, art features, etc., if applicable
- Updated Geotechnical Report, if applicable
- Updated Soils Report, if applicable
- Updated Structural Calculations, if applicable
- Updated Photometrics Plan, if applicable

Construction Document Approval:

Once the Bid Submittal set has been approved by the City's review parties, the Public Works Project Manager will coordinate internally for approval and signature by the Director of Public Works. **Please allow 1-2 weeks for approval.**

Construction Kick-off Meeting:

Once the Bid Submittal set has been approved by the Director of Public Works and the Developer has established a Contractor for construction, the Developer shall coordinate with the Public Works Project Manager to schedule a construction kick-off meeting. The purpose of this meeting is to provide the Developer and the Developer's construction team with an introduction of the Public Works construction management/inspection team, as well as outline the process and expectations during construction for submittals, RFIs, inspections, etc.

During the Construction Kick-off Meeting, please be prepared to provide and present the following:

- Overview presentation of the construction project
- Construction Schedule

Construction Completion and Acceptance:

The project's approved construction documents along with the City of San Jose Standard Specifications will outline the construction process. Once the Developer's Contractor considers construction of the Turnkey has reached Substantial Completion per Section 1-1.425 of the City of San Jose Standard Specifications, the Developer's Contractor will coordinate with the Public Works Project Manager to schedule a Punch List Walk. The Developer's Contractor shall be responsible for keeping record of the punch list items and notifying the Public Works Project Manager when items have been completed. When the punch list items have been finished and the maintenance period is completed, the City will issue the Contractor a "Certificate of Substantial Completion" per Section 7-1.166 of the Standard Specifications and "Relief From Maintenance and Responsibility" per Section 7-1.15 of the Standard Specifications.

The Developer will coordinate with the City of San Jose Parks, Recreation, and Neighborhood Services Department and the Real Estate Department to handle the turnover process of the turnkey to the City.

Once all Turnkey Parkland Agreement requirements have been met and the Turnkey has been completed and accepted, the Public Works Department will issue the Developer a "Notice of Completion" recorded by the County Clerk's office, documenting the City's final acceptance of the Turnkey.

Example Turnkey Project Timeline:

Task	Timeline
Design Kick-off Meeting	1 Day
<i>35% Construction Document Development</i>	<i>3 Weeks**</i>
35% Submittal City Review	3 Weeks
<i>65% Construction Document Development</i>	<i>3 Weeks**</i>
65% Submittal City Review	3 Weeks
<i>95% Construction Document Development</i>	<i>3 Weeks**</i>
95% Submittal City Review	3 Weeks
<i>Bid Submittal Document Development</i>	<i>3 Weeks**</i>
Bid Submittal City Review	2 Weeks
Director of Public Works Review and Approval	2 Weeks
Design Completion	Approx. 25 Weeks**
Construction Kick-Off Meeting	1 Day
<i>Construction</i>	<i>24-36 weeks**</i>
<i>Turnkey Turnover and City Acceptance</i>	<i>4 weeks**</i>
Turnkey Project Completion	Approx. 53-64 weeks**

***Timeline is approximate for tasks that are dependent on the Developer's schedule.*