Smithsonian Institution
Office of Facilities Engineering and Operations

PROJECT DELIVERABLES FORMAT
July 31, 2005
# TABLE OF CONTENTS

1. **PROJECT DELIVERABLES FORMAT** ........................................................................................................... 2
   1.1. ELECTRONIC DELIVERABLES ........................................................................................................... 2
   1.2. PHOTOGRAPHS ................................................................................................................................. 2
   1.3. FORMAT OF THE DESIGN SUBMISSION DELIVERABLES .......................................................... 2

2. **PREPARATION AND SUBMISSION OF DELIVERABLES** ................................................................. 6
   2.1. GENERAL ........................................................................................................................................... 6
   2.2. PLANNING AND DESIGN REPORT SUBMISSIONS ......................................................................... 6
   2.3. PRESENTATION SUBMISSIONS .......................................................................................................... 7
   2.4. PROJECT MANAGEMENT DOCUMENTS ............................................................................................. 8
   2.5. CONFIDENTIALITY OF DATA .......................................................................................................... 8
1. PROJECT DELIVERABLES FORMAT

1.1. ELECTRONIC DELIVERABLES

In addition to the requirements in the Special Conditions for Architect/Engineer Services, provide electronic deliverables in the following formats and a separate Adobe PDF file for each submission. The current versions shall be determined by the COTR.

- Schedule: Microsoft Project
- Specifications: Microsoft Word
- Spreadsheets: Microsoft Excel
- Reports and Presentations: Microsoft Word, Microsoft PowerPoint
- Construction Drawings: AutoCAD 2004 files for each sheet

1.2. PHOTOGRAPHICS

Photographic submittals shall be in JPG format and copied on a CD-neatly labeled with project name, OFEO project number and date. A brief description of the photographic event shall be provided for each image with an index.

1.3. FORMAT OF THE DESIGN SUBMISSION DELIVERABLES

1.3.1 Drawings: Drawing format shall comply with the requirements of OFEO CADD Guidelines accessible at http://www.ofeo.si.edu/ae_center/index.asp

The A/E shall provide to the COTR-A/E drawing deliverables as specified in the SOW.

1.3.2 Specifications:

(1) Specification Format: The A/E shall use a current, professionally recognized specification system, such as “MasterSpec,” or similar as approved by Smithsonian Institution.

(2) Paper: Letter size, white bond paper which does not have a watermark.

(3) Font Style: Minion or Times Roman or approved similar; 11 point minimum size, 12 point preferred.

(4) Printing of Specifications: Original, unbound specifications shall be laser-printed (letter-quality) on one side of the page only, "portrait" orientation. Margins shall be adequate to permit binding. Specifications shall be produced in Microsoft Word format. The A/E shall submit to the COTR-A/E a copy
of the Specifications on computer media with the 100% Bid Documents. Photocopy printing of the specifications shall be double-sided. The first page of each section shall appear on the right-hand side of the specifications manual. Front and back covers shall be white or gray heavy stock. Binding shall be GBC plastic comb, ACCO, or approved similar.

(5) Cover Sheet for Final Specifications: The cover sheet for the Final Specifications will be provided by Smithsonian (see Standard OFEO Specification Cover Sheet accessible at http://www.ofeo.si.edu/ae_center/index.asp. If the project is very large and the specifications must be bound into more than one volume, the volumes shall be divided logically between CSI Divisions. Each volume shall have its own Cover Sheet and display in large font its appropriate designation “VOLUME ONE OF THREE”, “VOLUME TWO OF THREE”, VOLUME THREE OF THREE”, etc., as well as the CSI Divisions it contains.

(6) Page Identification and Numbering: The OFEO project number and overall document page number and count shall be indicated in the upper right corner (header) of each page. For Example:

<table>
<thead>
<tr>
<th>Date of Submission</th>
<th>OFEO Project No. 905000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase or % Complete</td>
<td>Page 7 of 218</td>
</tr>
</tbody>
</table>

The specification section shall appear in the footer (the section page number is optional):

| 01000-6 |

At the conclusion of each specification section, a typed note shall be centered in all capital letters indicating the end of the section. For Example:

| END OF SECTION 01000 |
The Table of Contents shall be treated as an independent section and shall be included in the total page count. For Example:

<table>
<thead>
<tr>
<th>OFEO Project No. 905000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 1 of 218</td>
</tr>
</tbody>
</table>

END OF TABLE OF CONTENTS

TOC - iv

[NOTE: OFEO is aware of the technical difficulties involved in providing dual, independent numbering systems, i.e. an overall page count in the header and a sectional page count in the footer. Therefore, provision of the sectional page count in the footer is optional. The overall page count of the entire specification book in the header is an OCon requirement and is mandatory.]

(7) Division Format: The Construction Specifications Institute (CSI) format shall be used in preparing technical specifications.

(8) Deliverables: The A/E shall provide specifications to the COTR-A/E as specified in the SOW in addition to the requirement of providing electronic copies of all submissions.

1.3.3 Construction Cost Estimates

(1) Format: spreadsheet on letter size, white bond paper.

(2) Deliverables: The A/E shall provide cost estimates to the COTR-A/E as specified in the SOW in addition to the requirement of providing electronic copies of all submissions.

1.3.4 Construction Time Schedule

(1) Format: bar-chart on letter size, legal size, or tabloid size white bond paper.

(2) Deliverables: The A/E shall provide construction time schedules to the COTR-A/E as specified in the SOW in addition to the requirement of providing electronic copies of all submissions.
1.3.5 **Construction Submittal And Sample Schedule/Log**

(1) Format: letter size, white bond paper, stapled or bound, with cover sheet(s). Schedule/Log shall include the following information: Quantity/Line No., SECTION ###### - Name, Subsection No. and Name, Submittal Sections (A, B, C, etc), Page No. (see example below)

50 SECTION 02502 – Utility Marking, Submittals 1.2. B. Samples, Page 02502-1

51 SECTION 02502 – Utility Marking, Submittals 1.2. C. Certification, Page 02502-1

(2) Deliverables: The A/E shall provide the Construction Submittal And Sample Schedule/Log to the COTR-A/E as specified in the SOW in addition to the requirement of providing electronic copies of all submissions.

1.3.6 **Supporting Materials**

(1) Format: letter size, white bond paper, stapled or bound, with cover sheet(s). Analyses and calculations may be bound together in one volume if separated by divider sheets or may be bound separately according to discipline. All pages shall be consecutively numbered and the OFEO project number shall appear in the upper right hand corner of each sheet.

(2) Deliverables: The A/E shall provide supporting materials to the COTR-A/E as specified in the SOW in addition to the requirement of providing electronic copies of all submissions.

Previously submitted, unchanged materials need not be resubmitted for the following deliverable submission. Only revised documents need be resubmitted.

1.3.7 **Other Procurement Packages**

Drawings, specifications, and cost estimates for items designed in conjunction with the building infrastructure, but to be procured separately from the building construction shall be submitted in formats similar to those described above; quantities as required in the SOW.
2. **PREPARATION AND SUBMISSION OF DELIVERABLES**

2.1. **GENERAL**

2.1.1. General note on paper sizes: Submissions shall be prepared on current, readily available standard paper sizes. Use of any non-standard paper or media sizes must by approved in writing by COTR – A/E after consultation with OEDC archivist. For purposes of this document, the following definitions hold:

   a. **Letter Size** = 216mm x 279mm (8-1/2" x 11")
      OR 210mm x 297mm (ISO A4 size)

   b. **Legal Size** = 216mm x 356mm (8-1/2" x 14")

   c. **Tabloid Size** = 279mm x 432mm (11" x 17")

2.2. **PLANNING AND DESIGN REPORT SUBMISSIONS**

2.2.1. **General:** The following guidelines shall be followed for A/E submissions of report-type format, including, but not limited to, pre-design reports, planning documents, master plans, feasibility studies, narrative existing conditions reports, concept studies / schematics reports, etc. The SOW may also contain specific requirements.

2.2.2. **Paper:** Letter size, white bond paper which does not have a watermark; fold-out tables, charts, maps, drawings, and other graphics are permitted as long as they are limited to one "Z" fold each and a maximum size of 279mm x 432mm (11" x 17").

2.2.3. **Font Style:** Minion, Times Roman or approved similar; 11 point minimum size, 12 point preferred.

2.2.4. **Printing and Binding:** Preliminary Draft, Draft, and Preliminary Final Reports shall be laser-printed (letter-quality) text produced using software compatible with PCs using MS Windows Operating System and in the current version in use by OFEO of Microsoft Word; high quality, black and white photocopies, double-sided printing; heavy stock front and back covers; GBC plastic comb bindings or approved similar.

2.2.5. **Final Reports:** Provide two (2) camera-ready "originals" in notebook ring binders. All sheets shall be single-sided. Original color or black-and-white photographs should be securely fastened in their appropriate positions within the text. Provide high-quality color and/or black-and-white reproductions (in specified quantities) of the final report as described above for the draft.
reports or in the SOW in addition to the requirement of providing electronic copies of all submissions.

2.2.6. **Content and Quantities:** Report content shall be as described in the SOW or agency submission guidelines (such as for NCPC, CFA, ACHP submissions. Provide reports in the quantities required in the SOW.

2.3. **PRESENTATION SUBMISSIONS**

All presentation boards, drawings, charts, models, and other materials become the property of the Smithsonian Institution. [Reference the “Rights of Data” clause in the Architect/Engineer Contract Clauses.] Specific formats, quantities, and other requirements modifying the following generic guidelines below are detailed in the SOW in addition to the requirement of providing electronic copies of all submissions. The A/E shall specifically identify fees and other direct costs for presentations in the A/E fee proposal.

2.3.1. **Professional Renderings:** Provision of graphic, pictorial representations of a proposed project in various media, usually perspective and/or axonometric views. Upon specific request of the Smithsonian, the A/E shall provide two color or black and white professional renderings, dry-mounted on foam-core or illustration boards, maximum size 914mm x 1219mm (36” x 48”) or as otherwise stated in the SOW. Professional renderings may require matte, frame, and glass.

2.3.2. **Presentation Drawings and Sketches:** Upon specific request of the Smithsonian, the A/E shall prepare various design sketches of plans, elevations, sections interior and exterior perspective views, or other diagrams, dry-mounted on foam-core or illustration boards, maximum size 914mm x 1219mm (36” x 48”) or as otherwise stated in the SOW. All drawings and boards in a presentation should be high quality and consistent in size and format. The graphics should fill the space on the board and should be clearly readable when viewed at a distance of approximately 5 meters (16 feet). See Summary of Submission Guidelines for NCPC and CFA at [http://www.ofeo.si.edu/ae_center/index.asp](http://www.ofeo.si.edu/ae_center/index.asp)

2.3.3. **Models:** Provision of three-dimensional representations of a proposed project or site in various media, level of detail may range from volumetric study models to complex interior/exterior models. Upon specific request of the Smithsonian, the A/E shall prepare a light-weight, easily transportable scale model. A scale model shall reflect the conditions of the vicinity, site, and design criteria and shall be sized a maximum of 914mm x 1219mm (36” x 48”) or as otherwise stated in the SOW. The models may be retained in the A/E office during the course of design, but shall be available for the Smithsonian's use upon request and delivered to the SI at the close of the project.
2.3.4. **Photographs and Slides:** All color / black & white photographs (including negatives) and slides of presentation items, existing conditions, or other subjects used during the course of design shall be provided to the SI. All photographic deliverables shall be submitted in duplicate and shall be appropriately labeled (with project name, OFEO Project No., subject, A/E name, date. They may be retained in the A/E office throughout the course of design and must be submitted to the SI at the end of the project.

2.4. **PROJECT MANAGEMENT DOCUMENTS**

The following documents are required of **all** A/E Contracts for planning, pre-design, design, post-design, and other services, unless directed otherwise. See Section 1.1 and 2.3.

2.4.1. **Detailed Time Schedule:**

   a. **Format:** Letter, legal or tabloid size white bond paper.
   b. **Deliverables:** 2 hard copies and electronic file

2.4.2. **Periodic Progress Report:**

   a. **Format:** Letter, legal or tabloid (11’ x 17”) size, white bond paper, stapled, with cover or first sheet on A/E letterhead.
   b. **Deliverables:** 2 hard copies and electronic file

2.4.3. **Recording of Minutes:**

   a. **Format:** Letter size, white bond paper, stapled, with cover or first sheet on A/E letterhead.
   b. **Deliverables:** 2 hard copies and electronic file

2.4.4. **Meeting Agenda:**

   a. **Format:** Letter size, white bond paper, stapled, with cover or first sheet on A/E letterhead.
   b. **Deliverables:** 1 hard copy per expected meeting attendee and electronic file.

2.5. **CONFIDENTIALITY OF DATA**

All information related to a project or to any Smithsonian Institution facility made available to, or developed by the Architect-Engineer including: site plans, building plans, sections, details, specifications; calculations; security systems information; and other data gathered from existing conditions surveys or from Smithsonian Institution records shall remain the exclusive property of the Smithsonian and must be kept strictly confidential. Dissemination of these materials to persons other than the consultants who are part of the Architect-Engineer project team is strictly prohibited. The Architect-Engineer shall report any requests
for this or any similar information made by individuals or organizations that are not members of the project team promptly to the OFEO Design Manager. Requests will be reviewed by the OFEO Design Manager on a case-by-case basis and may refer to the Office of the General Counsel for determination. The OFEO Design Manager will convey determinations to the Architect-Engineer in writing. The Architect-Engineer must anticipate any perceived need to share information with sub-consultants in sufficiently time to avoid project delays. Failure to do so will not be considered a valid reason for an extension of the completion time.

END OF DOCUMENT