

Chapter Seven

CLOSE-OUT AND RECORD DOCUMENTS

7.01 RECORD DRAWINGS, INFORMATION, AND INSTRUCTIONS

- A. **The Contractor is to provide** project data binders and marked-up project Record Documents in accordance with the Construction Contract Documents.
- B. **The Designer has similar contractual obligations** to provide final Record Documents in accordance with paragraph 2-1-38 of the Terms and Conditions SBC-6a.
- C. **Final Billing shall not be submitted until all close out documents have been submitted and reviewed by RPA staff to determine accuracy and completeness.**
- D. **As a requirement of Basic Services, Designer shall furnish the following Record Documents** to Owner's Project Manager, updated through project completion and conforming to the project as finally constructed, reflecting all changes caused by addenda, change orders & other modifications, and observed changes, unless the Owner specifically exempts certain portions. Verify project requirements with the Project Manager. **All documents shall be indexed as listed below and submitted in a 3-ring binder.**

List of Record Documents:

- 1. **Corrected Record Drawings**, on erasable Mylar transparencies suitable for reproduction.
 - 2. **SBC-25 form**, complete and updated.
 - 3. **Contractor's final application** and certificate for payment.
 - 4. **Addenda and Change Orders**; sequentially, including attachments. Oversize sheets, such as drawings, may be marked to correspond to the applicable addenda or change order, and inserted at the end of the Corrected Record Drawings.
 - 5. **Project Manual**, corrected (marked-up) including:
 - a. **Table of Contents and lists of drawings** updated to reflect changes by addenda and modifications.
 - b. **Conditions**, including AIA documents.
 - c. **Specifications**, updated to reflect changes by addenda and modifications.
 - 6. **Sustainable Design Guidelines Checklist / Tracking forms completed.**
- E. **As an Additional Service, Designer shall furnish Record Documents on special media** in the order listed above, in accordance with the requirements of Part 7.02, and by the following procedures:
- 1. **Production costs are reimbursed; however**, the Designer should check with the Contracting Agency to confirm the extent of basic Record Documents desired, as listed above. If the basic requirements are reduced, the reasonably attributed savings shall be credited to the production costs.
 - 2. Use the services of a firm engaged regularly in production of the type involved.
 - 3. **Use updated documents that reflect the as-built conditions** of the project. Files in electronic format are ideal, or use best hardcopy only if electronic format is not available or not feasible to use.



A. Microfilm Specifications:

1. Media Format:

- a. **Furnish one (1) complete 35mm negative image** (dark background, light lines).
- b. The Original shall be record quality, silver negative, fully processed film. Image background density of the original camera negative shall be in the 1.1 to 1.35 range as measured with a densitometer. Resolution of the original camera negative shall be a minimum of 112 lines per millimeter as measured by exposing the National Bureau of Standard's Microscopy Resolution Test Chart at the beginning and end of each roll of the microfilm.

2. Procedure:

- a. **At the start of the filming** of drawings, shoot a frame of a flat Architect's scale and Engineer's scale to establish the scale of reduction of drawings.
- b. The Project Manual, and other small size documents may be grouped "eight up" for filming, similar to "Scan".

B. Compact Disk Specifications:

1. Media Format:

- a. **Furnish three (3) complete renditions** in electronic format on CD-R.
- b. CD-R media shall be of highest quality, utilizing phthalocyanine dye and gold reflective layer in the manufacturing process. CD-R's manufactured with cyanine dye and aluminum reflective layer are not acceptable.

2. Storage, View and Retrieval Requirements:

- a. Files shall be saved in their native file format and contained in a single database.
- b. Database shall be self-contained on the CD-R with all required software to search, view and retrieve all files contained in the database without necessitating the use of additional software.
- c. Database shall have the capability for password protection.
- d. Retrieved files must be able to be launched from the CD back into the software application that created the file, or into another compatible application to allow for revisions to be created.
- e. Retrieved files shall be capable of being copied as a saved file in the native file format - the original archived copy cannot be moved or changed.

3. Database Software:

- a. Approved Products:
 - 1. **"Alchemy"**, latest version.
Accu Image, LLC
2807 Biloxi Avenue
Nashville, Tennessee 37204
Phone: (615) 242-7226
 - 2. **"Laserfiche"**, latest version.
Ideas on Paper, Inc.
1306 10th Avenue North
Nashville, Tennessee 37208
Phone: (615) 259-7474
Toll Free: 1-888-750-8223
- b. Other software meeting the above requirements may be submitted to RPA for approval.
- c. Check with RPA for known vendors able to provide the required services.

CHAPTER 7 END

