

SPECIAL PROJECTS TEAM - INTEGRATED PROJECT DELIVERY PROCESS

Kick Off meeting/ Phone call to determine if the project qualifies for the **BIM/IPD Process**

PRELIMINARY MEETING
 Required information from customer:

- Agenda
- Project overview, 3D model (LOD 100 or 200)
- Contact list for the Project Team
- Tentative permit dates, Project documents submission dates, Future model update submittal dates
- SPT use of Mega Project hourly plan review charge per Building- Development Ordinance
- All parties including the owner, design team and contractor should be present for the preliminary meeting

Follow Up:

- Upload Meeting Minutes to EPM
- Meeting minutes must list the projected number of Permits and Deliverables and the tentative submittal dates.

UMBRELLA PERMIT SUBMISSION TO EPM PER NC LAW AND ADMIN CODE SECTION 106.2.3.1

- On-Schedule Application
- Appendix B and Life Safety Plans (as complete as possible, produced on a drawing sheet in PDF format)
- Building Permit Application
- Address Verification form
- Scoping Letter (overall scope of the project per trade)
- Phasing Plan if needed (Construction and Delivery along with Appendix B life-safety plans and building permit application for each phase)
- Any reference documents in PDF format
- Demo Permit application/ documents if needed
- Other agencies application forms
- Site/Civil package along with a copy of the approved Site/Civil set from City/County Land Development as a reference
- Sheet index (Appendix B sheet, Life Safety Plans and Site/Civil sheets should be listed on the sheet index)
- Letter of Authorization

Note: 100% site/civil drawings are required to be submitted and approved at Umbrella Permit Submission

ITERATION (Deliverable or Model Update)

- Upload RTAP application along with scoping letter to the EPM system, Check lead times for coordination
- Review time estimated based on the scoping letter, scoping letter must clearly identify the nature of submittal and should give a detailed description of the deviation to the base model.
- Review dates established based on plans submittal date, review dates must be accepted on EPM or it will be cancelled by the system
- Review files (2d and 3d DWFX files) uploaded to BIM360DOCS (Minimum LOD 300), Min. 48 hrs. prior to review dates
- Latest approved Site/Civil drawings (in PDF format) should be uploaded to EPM for the first iteration submittal.
- Letter of authorization
- Sheet Index

Note: If sheet index is not uploaded at the same time RTAP application is being submitted to EPM, email copy of the scoping letter to the SPT Coordinator

PLAN REVIEW
Review parameters limited to the scoping letter

COMMENTS?

- Model update/ Deliverable closed
- Review comments entered into EPM
- Review Files retained in the BIM360 DOCS cloud
- Review times will be billed based on the review time for the current iteration scope and per Building- Development Ordinance for Mega Projects

Comments will be assigned as Issues on 2d sheets and 3D model in BIM360DOCS

Project placed on interactive status in EPM once all trades/agencies have completed the review

Revised drawings and model uploaded to BIM360DOCS, Revised sheet index uploaded to EPM, Reviewers check for compliance

COMMENTS?

Project Complete?

Project Closeout:

- **Validation review** is initiated with request for final inspection and submitting the final RTAP application to EPM
- All Sheet Indexes from previous iterations will be checked against all the final documents saved for retention
- All validation drawings must be submitted in PDF format to EPM, 3D model in DWFX format uploaded to BIM360DOCS
- Validation Document (letter) if needed – this letter should list all deviations from the model and be signed by all parties involved including the owner, developer, seal holders and contractor.
- Code Officials verify Validation Documents
- Final project completion statement entered in EPM
- Project archived for retention

CO issued

Legend:

Deliverable – the first review of phases or components of a project that need approval prior to construction.

Model Updates- consists of changes to a model or drawing that have been previously approved and is requiring a plan review.

Iteration – a cyclical process consisting of model updates or deliverables that facilitates the review of projects.

Field Comments – Any revision requested by inspector.

Owner/ Contractor Comments - Any revisions requested by owner or contractor.

DWFX Files – Design Web Format (DWF) 2D or 3D files extracted from BIM files that contains design data.

BIM360DOCS – a cloud service offered by Autodesk and used by Mecklenburg County to upload and review the files.

Validation Review – final check of documents to ensure model and construction drawings match the building, prior to issuing the Certificate of Occupancy (CO).