

# City of Wenatchee

## Record Drawing Policy



### Introduction

The City of Wenatchee requires construction record documentation before project closeout and acceptance. Developers, engineers and contractors need to be aware of the following requirements in order to satisfy this documentation requirement. Good on-site records must be maintained to ensure accuracy.

The following Construction Record Drawing requirements are intended to provide a minimum guide to the surveyor, engineer of record, and construction supervisors and should be used along with good engineering practices. These requirements should complement, but do not supersede any other City construction or plan requirements.

*"The City is moving towards an all-electronic record drawing system and expanding GIS services to match"*



1. 22"x 34" PDF As-built with redlines
2. CAD .DWG File
3. Esri GIS Shapefile or Geodatabase
4. CD, DVD or FTP

### Record Drawing Requirements

Plan preparers should review this information prior to beginning and submitting any drawings to the City to ensure that the eventual record drawing format, datum and content will meet City standards. You will have 30 days to complete this process from the date that you are notified to submit record drawings.

The City of Wenatchee uses *Washington State APWA General Special Provisions (GSP) (March 8, 2013) section 1-05.18* to define basic requirements for Record Drawings. These are the requirements for the "Gold Set" of record drawings.

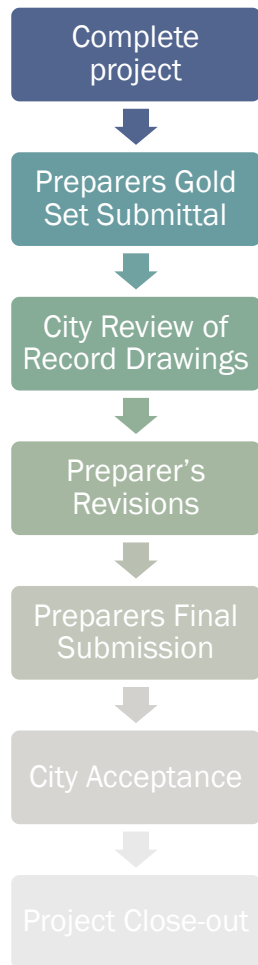
When the City Inspector determines that the project is substantially complete, you, henceforth referred to as *The Preparer*, will be notified to initiate the Record Drawing process. Please refer to the Digital Record Drawing Submittal Requirements for submittal expectations and drawing requirements.

See CAD Drafting \ GIS Requirements for Record Drawing Submittals for additional requirements.

### Ways to Submit

<b>Mailing:</b> City of Wenatchee Public Works Attn: Engineering Division 1350 McKittrick Street Wenatchee, WA 98801	<b>FTP:</b> Contact GIS Division for FTP URL <a href="mailto:GISDepartment@WenatcheeWa.gov">GISDepartment@WenatcheeWa.gov</a> (509) 888-3237
<b>Walk-in:</b> City of Wenatchee Public Services Center 1350 McKittrick Street Wenatchee, WA 98801	<b>Questions:</b> <u>Development:</u> Record Drawing Coordinator (509) 888-3200. <u>Capital Improvements:</u> Contact your City of Wenatchee project manager.

## Submittal Process



### INITIAL ACCEPTANCE

The Engineering Division compares the certified As-Built information against the accepted construction drawings. Initial acceptance will be issued only if:

- information demonstrates that the construction is in compliance with design intent.
- record drawings are certified by both a Registered Washington Professional Engineer and Surveyor.

The City will not accept printed materials.  
All records MUST BE in electronic format.

## Digital Submittal Requirements

### Phase I - City Review

#### Development and Capital Improvement Projects with New Infrastructure:

- Completed "Digital Submittal Checklist"
- 1 composite DWG file (AutoCAD Civil 3D 2018 or earlier) using City of Wenatchee CAD template, 22"x34"
- PDF "Gold Set" of plans (original contractor's "red-line" mark-up)  
Note: Submit a standalone PDF for each Record Drawing plan sheet
- Label CD\DVD, PDF, GIS, and DWG(s) (and all related files) named:
  - City Project number (YYXX format), or
  - Development Project per Civil Permit number (YYYY-XXX format), or
  - City Permit number in (YYYY-XXX format)
- Statements of Substantial Compliance, signed & dated
- Certified statement of full project cost using Public Works Cost Statement
- Original signed City of Wenatchee Easement Form, signed and recorded
- The Deed of Conveyance for all project improvements which are to be accepted by the City for maintenance

#### Capital Improvement Projects (CIP):

- Completed "Digital Submittal Checklist"
- DWG files (AutoCAD Civil 3D 2018 or earlier), 1- DWG file per discipline (e.g. water utility, pavement, storm utility)
- PDF "Gold Set" of plans (original contractor's "red-line" mark-up)  
Note: Submit standalone PDF for each Record Drawing plan sheet
- Label CD\DVD, PDF, GIS and DWG (and all related files) named:
  - City Project number (YYXX format)

Comments or recommendations for changes or corrections from both the Engineering Division and GIS Division will be provided and returned to the preparer.

The Preparer will have 30 days to address comments.

### Phase II - Final Submittal

The preparer will be notified that the record drawings are ready to be certified for final approval. The final record drawing submittal includes the following:

- 1 full size PDF, 22" x 34"
- 1 digital CAD file, prepared according to the Digital Submittal Checklist, Specific Feature Requirements and CAD Drafting \ GIS Requirements for Record Drawing Submittals.
- Digital export of DWG file into GIS format, or Vector GIS file(s) (shapefile or geodatabase (preferred)) with fully populated attributes, prepared according to the Digital Submittal Checklist, Specific Feature Requirements and CAD Drafting \ GIS Requirements.

All applicable elements listed on Specific Feature Requirements must be populated in the appropriate Feature Attribute Table as well as in clouded call-outs in the DWG.

### New Policy and Guidance for CAD, GIS and Surveying

1. Digital Submittal Checklist
2. Specific Feature Requirements
3. CAD Drafting & GIS Requirements for Record Drawing Submittals
4. Surveying Guidance

