

REQUEST FOR PROPOSALS

FOR

THREE ANNUAL ENGINEERING SURVEYS
2020, 2021 and 2022

AT

BATTERY PARKING GARAGE
56 GREENWICH STREET NEW YORK, NY

Solicited By: LAZ Parking
New York & New Jersey,
LLC 333 West 39th Street
Suite 602 New York, NY
10018

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Section One: Introduction

LAZ Parking New York & New Jersey LLC

LAZ Parking is now accepting proposals for three Annual Engineering Surveys for 2020, 2021 and 2022 at the Battery Parking Garage.

LAZ offers opportunities for firms through a public solicitation known as a "Request for Proposals" (RFP). LAZ's objective in issuing an RFP is to publicly offer and promote specified competitive bids or proposals. The goal of the RFP process is to attract strong and viable proposals.

LAZ's selection criteria include the financial strength, demonstrated management expertise, business plan and track record of the Consultant, as well as the bid or offer. The RFP, therefore, requires the completion of an extensive application.

The *Contractor's Qualification Statement* (CQS) must be filled out completely; an incomplete CQS will be returned and may disqualify a proposal.

LAZ Parking ("LAZ") is requesting proposals from recognized experts in the design and/or maintenance of parking garage structures to perform a physical inspection and risk assessment investigation related to the following:

- Fire and life-safety issues
- ADA compliance
- Structural integrity

Each of the three Annual Engineering Surveys should also include the following:

- A ten year Master Plan of capital upgrades
- An in-depth garage maintenance manual for the Battery Parking Garage ("BPG").

Proposals are expected to demonstrate the Consultants understanding of the Garage project and outline plans to address the specific tasks detailed herein. The Consultant will be required to demonstrate a level of expertise that will assure LAZ that it is fully capable of delivering all submittals on schedule and within budget.

It is understood that certain specialized tasks may need to be subcontracted to other professional engineering firms, but it is the intent of this RFP that the prime Consultant: 1) will be responsible for the coordination and performance of all required elements of the project; and 2) will prepare a coherent and organized synthesis of all findings so that the annual surveys will document the garage conditions over time and provide the necessary information to plan required capital repairs. Three successive calendar year surveys are required with the first to be completed by August of 2020.

I. Work location

The BPG is an eight level, 2,055 space parking facility located at the Manhattan end of the Brooklyn Battery Tunnel, north of Morris Street between Greenwich Street and West Street. The facility is comprised of the original structure, opened on July 1, 1950, and the addition, built over the tunnel's approach plaza and completed on February 1, 1968. The facility includes office areas, elevators, retail spaces, parking spaces and a Brooklyn Battery Tunnel emergency garage. The BBT emergency garage is outside the scope of this project.

II. Description of existing conditions

An extensive BPG rehabilitation/reconstruction project was completed in 2017. This project addressed the structural, mechanical electrical, ADA, safety, etc. concerns and deficiencies noted in the 2012 Annual Engineering Survey. Additional work done was: roof replacement on garage addition upper and lower roofs; structural steel repairs & painting on perimeter steel trusses; spalled concrete and crack repairs on original garage facade, parking level ceilings and various miscellaneous locations; Road surface repairs and replacement on garage roof deck; Additionally, a full scale elevator car replacement project was completed on all five (5) of the garage passenger elevators. Consultants should anticipate minimal involvement with the elevators.



Section Two: Request For Proposals - Rules & Regulations

The Property: This RFP booklet is accompanied by the *Scope of Work* to be performed at the Battery Parking Garage.

Due Date: Each proposal must contain three (3) copies of all Submission Documents described on the next page. The proposal must be delivered in a sealed envelope to LAZ's New York office on or before June 29 at 5:00 pm, (the "Deadline"). Envelopes must be addressed as follows:

LAZ Parking NY/NJ LLC
Attn: Salik Syed
Battery Parking Engineering Survey
333 West 39th Street Suite 602
New York, NY 10018

Submission Requirements: Proposals must include the following:

1. A complete *Contractor's Qualification Statement*.
2. Fully-executed *Bid Guarantee*.
3. Proposed Contract.
4. A description of the method of work.
5. A description of the time to complete the work.
6. A proposal of the cost of the work.
7. A proposal of the cost of the three annual engineering surveys maintaining over a three (3) year period.

Proposal Bid: If the Consultant selected for an award fails to execute a signed contract on the basis of the terms submitted in the proposal, LAZ can cancel or withdraw the notice of award without further obligation.



Withdrawal Of Proposals:

After the deadline, proposals shall be considered an offer and may not be withdrawn until at least 90 days after the deadline as specified.

Site Visit:

June 15th, 2019 at 1:00 PM. Meet in the lobby of the Battery Parking Garage at 70 Greenwich Street in lower Manhattan. All questions are due by 5 pm June 22nd, 2019.

All participants are required to have a N-95 mask on during the walkthrough.

All Consultants are encouraged to attend, and may bring a project engineer familiar with the scope of work.

Selection Criteria:

LAZ shall consider the following criteria in evaluating proposals:

- 8. Business Experience:** Appropriateness will be evaluated on the basis of length of experience and areas and levels of responsibilities.
- 9. Financial Qualifications:** The creditworthiness of the Consultant will be evaluated to assure LAZ that the Consultant can handle the scope of work in a timely manner.

10. Cost of Three Annual Engineering Surveys

Conditions:

- 1. A confidentiality agreement will be required for receipt of all plans which shall remain the exclusive property of MTA/TBTA.
- 2. Once submitted, a proposal becomes the property of LAZ and constitutes an offer by the Consultant that may not be revoked until the 90th day after the deadline, and thereafter only in writing. No proposal shall be deemed granted and no rights whatsoever shall accrue to the Consultant or any other person against LAZ or any affiliate or subsidiary thereof, nor shall there be deemed to be an executed contract for any project unless and until a fully executed contract is delivered to the consultant.
- 11. Insurance:** Please see the section of this booklet entitled "Type of Insurance Required by the Successful Bidder" for all insurance requirements.
- 12. Termination:** LAZ reserves the right to terminate the



Contract.

Non-Discrimination: LAZ will not discriminate against any person on the basis of race, creed, color, national origin, sex, age, handicap or marital status in accepting, reviewing, and evaluating proposals.



Section Three: Type of Insurance Required by the Successful Bidder

I. Insurance. Consultant shall maintain, at its sole expense:

- A. Workers' Compensation Insurance including Employer's Liability. Such insurance shall fully comply with the Worker's Compensation law(s) of the state(s) in which operations or work related to this Agreement is to be performed.
- A. Commercial General Liability Insurance including Products/Completed Operations coverage and Contractual Liability coverage, with a Combined Single Limit of at least \$2,000,000 per Occurrence for Bodily Injury and Property Damage. Such insurance shall (1) be underwritten by insurers acceptable to LAZ; (2) name LAZ Parking New York/New Jersey LLC., Metropolitan Transportation Authority, Metropolitan Transportation Authority Bridges And Tunnels, City and State of New York and their subsidiaries and their officers, directors and employees as additional insureds (the "Insured's") for the full policy limit; (3) provide for a waiver of subrogation with respect to any additional insured's; (4) specifically state the indemnification agreement of this contract is insured as a contractual obligation for the insurer; and (5) provide that the insurer shall give LAZ at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any adverse change, or any cancellation or non-renewal of such insurance and that any adverse change, cancellation or non-renewal shall not apply to the interest of the additional insured for sixty (60) days following receipt of such notice.
- B. Automobile Liability Insurance with a Combined Single Limit of at least \$1,000,000 per occurrence for bodily Injury and Property Damage. Such insurance shall be (1) underwritten by insurers acceptable to LAZ; (2) name the Insured; (3) apply to any automobile; and (4) provide that the insurer will provide LAZ with at least sixty (60) days advance written notice, by certified mail, return receipt requested, of any cancellation or non-renewal of such insurance. Such notice to be given by certified mail, return receipt requested to the address(es) herein below set forth.

The Consultant will provide LAZ with a Certificate of Insurance evidencing the maintenance of the insurance required above. The Certificate of Insurance shall (1) show the total limit of liability of all policies; (2) reference this contract on the Certificate of Insurance; and (3) be signed by an authorized representative of the insurance carrier.



NOTIFICATION LIST OF CERTIFICATE OF INSURANCE POLICY

II. Notice. Any notice to be served pursuant to this contract shall be delivered by either (i) personal delivery or (ii) U.S. Certified Mail, Return Receipt Requested, postage pre-paid, addressed as follows:

If to LAZ Parking:

LAZ Parking New York/New Jersey LLC.
333 West 39th Street Suite 602
New York, NY 10018
Attn: Salik Syed, Senior Facilities Manager

With a copy to:

LAZ Parking LLC.
15 Lewis Street, 5th Floor
Hartford, CT 06103
Attn: Laura Gorman, Insurance Compliance and Contract Administrator

And:

Metropolitan Transportation Authority
2 Broadway, 21st Floor
New York, NY 10004
Attention: Director, Risk Management



Section four: Contractor's Qualification Statement

SUBMITTED TO:	SUBMITTED BY:								
Firm: <table border="1" style="width: 475px; height: 130px;"><tr><td style="height: 30px;"></td></tr><tr><td style="height: 30px;"></td></tr><tr><td style="height: 30px;"></td></tr><tr><td style="height: 30px;"></td></tr></table>					<table border="0"><tr><td style="border-bottom: 1px solid black; width: 240px;"></td></tr><tr><td>Address: </td></tr><tr><td>City: </td></tr><tr><td>State : </td></tr></table>		Address: 	City: 	State :
Address: 									
City: 									
State : 									

PROJECT: Zip:

Phone:

HAS FIRM EVER WORKED FOR THIS OWNER ON OTHER PROJECTS? Yes ☐ No ☐

TYPE OF FIRM:

<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual	<input type="checkbox"/> Other (provide explanation)
<input type="checkbox"/> Closed Shop	<input type="checkbox"/> Open Shop	<input type="checkbox"/> Minority Business Enterprise	
		<input type="checkbox"/> Woman Owned Business Enterprise	

Type of MBEWBE certification:

If your organization is a corporation, answer the following:

Date of incorporation:

State of incorporation:

President's name:

Vice-president's name(s):

Secretary's name:

Treasurer's name:

If your organization is a partnership, answer the following:

Date of organization:

Type of partnership (if applicable):

Name(s) of general partner(s):

If your organization is individually owned, answer the following:

Date of organization:

Name of Owner:

Years in business as Contractor under present firm name:

Under what other or former names has your organization operated?

Number of Employees: Office: Field:



TYPE OF WORK:

Structural Restoration
Waterproofing/Roofing
General Construction

☐

Masonry Restoration

☐

Other

☐

(Please specify)

PROJECT MANAGERS, FIELD SUPERINTENDENTS AND CONSTRUCTION EXPERIENCE:

Name:	Title	Yrs w/ Firm	Yrs Experience
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(use explanations section for additional space if needed)

OFFICERS, PARTNERS OR OWNERS AND CONSTRUCTION EXPERIENCE:

Name:	Title	Yrs w/ Firm	Yrs Experience
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FIVE LARGEST STRUCTURAL RESTORATION AND WATERPOOFING PROJECTS COMPLETED IN LAST FIVE YEARS:

Project	Owner's Representative & Phone Number	Contract Amount
---------	---------------------------------------	-----------------

		\$
		\$
		\$
		\$
		\$

FIVE LARGEST PROJECTS COMPLETED IN LAST FIVE YEARS:

Project	Owner's Representative & Phone Number	Contract Amount
---------	---------------------------------------	-----------------

		\$
		\$
		\$
		\$
		\$

Average annual billing for last five years: \$



Last year's billing: \$
Last year's billing for structural concrete repairs and waterproofing: \$
Average annual billing for structural concrete repairs and waterproofing: \$

MAJOR PROJECTS UNDER CONTRACT:

Project	% Complete & Completion Date	Arch/Engr	Contract Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total projects under contract: (including those not listed above)			\$

CURRENT PROJECTS ON WHICH FIRM IS A CANDIDATE FOR CONTRACT AWARD:

HAS FIRM EVER FAILED TO COMPLETE A CONTRACT? Yes ☐ No ☐

HAS ANY OFFICER, PARTNER OR OWNER OF FIRM EVER BEEN AN OFFICER, PARTNER OR OWNER OF ANOTHER FIRM WHEN IT FAILED TO COMPLETE A CONTRACT? Yes ☐ No ☐

HAS FIRM HAD ANY SUB-CONTRACTOR FAIL TO COMPLETE A CONTRACT IN LAST FIVE YEARS? Yes ☐ No ☐

ARE THERE ANY JUDGMENTS, CLAIMS, ARBITRATION PROCEEDING OR SUITS PENDING OR OUTSTANDING AGAINST FIRM OR ITS OFFICERS? Yes ☐ No ☐

HAS FIRM BEEN A PARTY TO ANY LAWSUITS IN LAST FIVE YEARS? Yes ☐ No ☐

(if answer to any of above questions is yes, provide explanation)

REFERENCES:

Banks:

Account Numbers:

Agent Phone Number

Insurance Company:



Bonding Company: _____

Suppliers: _____

Other: _____

FINANCIAL STATEMENT:

C.P.A. Firm: _____

Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items: assets, debts, and unencumbered net worth.

Is the attached financial statement for the identical organization named on page one? Yes ☐ No ☐

If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidary).

THE ANSWERS TO THE FOREGOING QUESTIONS AND ALL STATEMENTS HEREIN CONTAINED ARE TRUE AND CORRECT

Firm:

By: _____ Signature: _____

Title: _____ Date: _____

Battery Parking Garage – Annual Engineering Survey RFP
Section Four: Contractor's Qualification Statement
Page 5



The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

State of _____ County of _____

_____ being duly sworn, deposes and says that he is of
and that the answers to the foregoing questions and all statements therein are true and correct.

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Public)

My commission expires:



Bid Guarantee

The information in this proposal is correct to the best information, knowledge and belief of the undersigned.

Contractor

Signature

Title

Witness

Address

State of _____, County of _____.

On this _____ day of _____, 20__ before me personally known who did depose and say that he of _____, The Corporation/Partnership/Individual described in and which executed the foregoing instrument and that such instrument is duly on behalf of

Notary Public

Section Five: Exhibit A - Scope of Work

The scope of work shall include any necessary archival investigation, field inspections and investigations, report preparation and submission and attendance at meetings, as noted below:

I. Archival Investigation

As-built plans and specifications are available for review and can be obtained from the Engineering Information Center located at 2 Broadway, 22nd Floor, New York, NY 10004, open between the hours of 9:00 AM to 3:00 PM, Monday to Friday. Access is granted to these files in accordance with the Authority's Security Procedures (submission and approval of a signed Confidentiality Agreement). Appointments can be made by filing the "Visitor Appointment Request Form" which can be found on the internet at: <http://www.mta.info/bandt/html/forms.html> or by calling **(646) 252-7807** and **(646) 252-7853**.

II. Field Inspections

Complete hands-on inspection of the BPG Facility will be required. The preliminary report outline is to be submitted during the inspection phase.

III. Report Preparation

Preliminary (70% completion), a pre-final (95% completion) and final reports will be required. Inspection report submissions for the second and third year will be limited to the 95% and final versions. Six (6) copies of each report along with one electronic copy prepared in Microsoft Word will be required for each submittal.

IV. Requirements and Schedule

Work on this contract will begin upon notice of award which will be contingent upon receipt of an executed confidentiality agreement, proof of insurance and execution of a contract. The Consultant's (or sub-consultant's) staff performing tasks must possess a valid Professional Engineer's License in the State of New York. The duration of the project is three years with the below tasks 1 through Task 4 to be completed within three months of notice of award. Task 5 should be completed in accordance with Local Law 11 requirements. Tasks 6 and 7 are to be completed at one-year intervals after completion of task 4, or as directed by LAZ. Describe in the proposal, the approach to be followed for each Task. Contractor must perform the work of this Contract in accordance with the prevailing applicable laws, rules and regulations of Governing Agencies having jurisdiction.

- A. Task 1- Kick-Off Meeting/Administrative Procedures:** Attend kick-off meeting to discuss issues related to field investigation, (access, duration, schedule of activities, special access, etc.) Submit names, qualifications, and titles of proposed consultant-team members.
- B. Task 2- Field Investigation/Preliminary Report:** Perform field investigation and submit report outline and preliminary report. The preliminary report will include a summary as well as subcontractor reports which may be included as supporting exhibits. Individual specialist reports without a synthesizing summary are not acceptable. The investigation will cover the following items:

1. **Electrical/Mechanical**

- a. Electrical service, power distribution and panel boards
- b. Lighting
- c. Emergency generator
- d. Fire alarm system
- e. Security system
- f. HVAC equipment (Cooling tower, controls, piping, ductwork, etc.)
- g. Plumbing equipment (floor drains, roof drains, sump pumps, toilet fixtures and hose bibs)
- h. Fire protection system (piping, fittings, valves, hoses, insulation, heat tracing, etc.)

2. **Architectural, Structural and Civil**

- a) Structural framing (slabs, beams, walls, elevator shafts, columns, etc.)
- b) Facade
- c) Stairwells (hand rail, treads, etc.)
- d) Sidewalks
- e) Striping and signage (inside and outside)
- f) Parking areas (stall sizes, layout, ADA accessibility to/from elevator and cashier areas, surface conditions, clearances)
- g) Posted speed limit and traffic control provisions (sight distances, warning signs, etc.)
- h) Waterproofing membrane applied to structural slab driving surfaces
- i) Roofing and flashing
- j) Local Law 11 inspection
- k) Proper working order of all ADA components for toilet rooms, elevators, building access, etc.
- l) Drainage

3. **Environmental**

- a) Storage and disposal of hazardous waste materials
- b) Underground and above ground gasoline storage tanks have all been decommissioned (This fact should be noted in report.)
- c) Lead based paint (any concerns related to peeling paint should be reviewed)
- d) Asbestos containing materials (any suspect materials should be noted, but none are expected.)
- e) Waste management practices (storage, disposal, manifesting, etc.)

4. **Maintenance**

- a. Review the maintenance program for the Battery Parking Garage, as prepared by LAZ. Recommend any modification to help TBTA to operate the facility in accordance with best industry practice related to customer service, safety and to cost-effectively maximize service life of the structure. Any maintenance procedures that are considered for implementation and are judged not to be cost effective shall also be reported. References to be considered in this review include the most recent edition of the

National Parking Association, Parking Garage Maintenance Manual, as well as other appropriate industry standard publications.

5. Master Plan

- a. Forecast the need for capital and major maintenance construction for all aspects of the Battery Parking Garage for a period of ten years. Garage signage needs, system upgrade/replacement, structural repair/replacement should be considered as part of this plan.

6. Report: A report will be prepared to include the following:

- a) Narrative description of all observed deficient conditions.
- b) Listing of all deficient conditions including rating, photographs where appropriate and repair recommendations along with cost estimates. Definitions of terms to be used in describing the condition of inspected elements of the building are attached hereto.
- c) A set of plans (11"X17") developed from electronic drawings provided by the consultant identifying the location(s) of any conditions noted in the report. One electronic copy of these plans prepared in Microstation V8i.
- d) An unmarked set of the plans described above for use by LAZ for documenting the location of observed problems, planned work, etc.
- e) A new maintenance manual will be attached as an appendix to this submittal. Suggested formats for any maintenance checklists or other tracking tools will be included. Discussion of the advantages and disadvantages of implementing this plan will be part of the task 3 review meeting.
- f) A Master Plan will be attached as an appendix to this submittal.
- g) The bound report including a table of contents is to be organized in an orderly sequence and fully indexed. Each page will bear the title, page number and date of issue.

C. Task 3- Progress Review Meeting/Field Investigation/Pre-Final Report

Attend progress review meeting, address any LAZ or TBTA questions and concerns, revise preliminary report as needed, schedule any needed follow-up inspection and submit pre-final report.

D. Task 4- Progress Review Meeting/Field Investigation/Final Report

Attend progress review meeting, address any LAZ or TBTA questions and concerns, and revise pre final report as needed, schedule any needed follow-up inspection and submit final report.

E. Task 5- Local Law 11 Inspection (initial and follow-up if required) and related filing and documentation.

F. Task 6-

1. Annual Kick-Off Meeting/Field Investigation/Preliminary Report for 2021

Attend kick-off meeting to discuss issues related to field investigation, (access, duration, schedule of activities, special access, etc.) Perform field investigation and submit preliminary annual report.

2. Annual Review Meeting/Field Investigation/Final Report for 2021

Attend progress review meeting, address any LAZ questions and concerns, revise preliminary report as needed, schedule any needed follow-up inspection and submit final annual report.

G. Task 7-

1. Annual Kick-Off Meeting/Field Investigation/Preliminary Report for 2022

Attend kick-off meeting to discuss issues related to field investigation, (access, duration, schedule of activities, special access, etc.) Perform field investigation and submit preliminary annual report.

2. Annual Review Meeting/Field Investigation/Final Report for 2022

Attend progress review meeting, address any LAZ questions and concerns, revise preliminary report as needed, schedule any needed follow-up inspection and submit final annual report.

V. Cost Proposal

Provide a man-hour chart with proposed hours broken down by task, discipline, and employee title and employee affiliation (if a subcontractor to Consultant). The cost proposal shall indicate maximum cost per task, hourly rates (projected to project midpoint) per title, overhead rates, profit rates and totals per task for each of the three annual surveys with a Grand Total of all three. If the Consultant plans on using subcontractors, each subcontractor's proposal shall be summarized and included in the contractor's overall cost proposal. Reasonable costs for consumable items, reproduction costs, travel expenses and environmental testing are reimbursable, but should be identified along with estimated amounts in a separate section from the professional services proposal.

VI. Definitions

Terms to describe the condition of a building's electrical, mechanical, environmental, architectural, structural and civil systems or elements are listed and defined below. When the term is applied to an overall system, it does not mean that some element of the system may not be in a different condition.

Condition Rating

"Excellent"	Element is in "as new" condition.
"Good"	Element is sound and performing its functions, although it shows signs of use and may require some minor repairs, mostly "routine".
"Fair"	Element is still performing adequately at this time but needs "priority" and/or "routine" repairs to prevent further deterioration and to restore it to good condition.
"Poor"	Element cannot be relied upon to continue to perform its original function without "immediate" and/or "priority repairs".

Terms used to describe the priority of recommended repairs are defined below:

"Immediate"	Required "immediate" action including possible closing of the structure or areas affected for safety reasons until interim remedial measures, such as shoring or removal of potentially unsafe structures (or elements), can be implemented. These closing or interim remedial actions, if any, always require immediate action upon discovery.
"Priority"	Conditions for which no immediate action may be required, or for which immediate action has been completed, but for which further investigations, design and implementation or interim or long-term repairs should be undertaken on a priority basis, i.e. taking precedence over all other scheduled work.
"Routine"	Conditions requiring further investigation or remedial work which can be undertaken as part of a schedule maintenance program, other scheduled project or routine facility maintenance depending on the action required.

Section Six: Exhibit B - Standard format for architectural shop drawing submissions

- I. **Deficiencies in the garage, if any, are to be recorded as revisions on the CAD plans provided and submitted to LAZ Parking. The format for revisions is set forth later in this document.**

Initial Submission


The Consultant, following execution of a confidentiality agreement, is required to prepare shop drawing submissions according to the following format and to provide the Information called for below:

3. Format -blue or black line prints on a white background.
The preferred shop drawing size is 24" x 36".
4. Copies -six (6) copies are to be submitted.
5. Location Plan -the first page of the submission must include a key map or location plan of the premises (see Exhibit "A"). In many cases LAZ Parking can provide a floor plan to accurately locate the premises.
6. Electronic copy of plan revisions in Microstation V8i.

II. Revisions

To avoid confusion as to which revision is being submitted for review, the following format must be used in all revisions:

1. A revision box In reverse order (from the bottom up) should be drawn near the title box of each sheet. The revision box should consist of three columns: revision number, item being revised and revision date.

	Power Feed Diagram, D AJC Support Detail, E	09-10-91
	Sprinkler Layout, B Signage, 2	08-25-91
	Electric Raiser Diagram, 3 Elevation, 4	08-02-91
	Storefront, B	07-10-91

3. A circle should be drawn around each detail being revised. Revisions 1, 2, 3 etc. should be, marked next to each applicable circle. With each subsequent submission, all previous circles are to be erased. However, revision numbers should remain.

Detail	Revision number
Being	(Do not erase numbers after reviews)
Revised	Circle on the back of original

1. Any revision not presented in the required format will not be considered an official submission and will not be reviewed.