



Johnson County, KS Facilities Management Department Standards for Delivery of Electronic Document Information

Construction and Project Documentation Delivery:

As described below, all design information and its associated documentation will become property of Johnson County. This information will be provided to the County in the form of AutoCAD (latest release) drawing files of the complete construction document set. In addition, any bid addenda drawings are also to be provided in this format. The written text of the project specifications is to be provided as Microsoft Word (latest release) files. Additionally, the entire set of Contract Documents shall be delivered in .pdf format at a minimum of 300 dpi at full size. Each drawing sheet shall be an individual file, titled to match the drawings sheet number. Each specification section shall be an individual file, titled to match the appropriate section. All other items that become part of the contract documents are to be provided in a similar manner, including but not limited to Architect's Supplemental Instructions (ASI), Requests for Information (RFI), Proposal Requests (PR) and Construction Change Orders (CO), Construction Change Directives (CCD) and Contractor Payment Applications. All of the contract documents listed are to be in AIA standard formats. Electronic information will be transmitted to the County in CD ROM format, compatible Microsoft Office products and AutoCAD as described above.

Ownership of Project Design and Documentation:

Upon payment in full to the Architect/Engineer for any services performed, the Owner shall have title to, own, and have the right to use for its purposes, without additional compensation to the Architect/Engineer, all Plans, Drawings and Specifications (at whatever stage of development) furnished to the Owner by the Architect/Engineer. In addition to the Plans, Drawings and Specifications furnished to the Owner, as part of Basic Services, a complete set of revised electronic Drawings and Specifications for the Project shall be provided. Such electronic Drawings and Specifications will not contain any reference to the Architect/Engineer. The Owner agrees that it will not sell, license or (except on its own projects) otherwise permit the use of such Plans, Drawings and Specifications or any prints made thereof. The Architect/Engineer shall have no responsibility to the Owner incident to the Owner's use of such Plans, Drawings and Specifications; and, to the extent permitted by law, the Owner agrees to indemnify and hold the Architect/Engineer harmless from and against any judgments against the Architect which result directly from the Owner's use of such Plans, Drawings and Specifications. The Architect/Engineer shall immediately notify the Owner, in writing, of any such claim asserted against the Architect/Engineer.

Due to the potential that the information contained on the CD ROM can be copied and modified by the Owner, or Owner's consultants, unintentionally or otherwise, the Architect shall remove all indications of its ownership, professional corporation name, and/or involvement from all documents contained within each file. The exception to this is the Adobe pdf file delivery requirements which should appear exactly the same as the project documents of record, including the A/E of Record professional seal, if applicable. For record purposes, the Architect shall keep an identical copy of all record CDs on file. Owner recognizes that use of such electronic media will be at the Owner's sole risk and without any liability, risk or legal exposure to the Architect. To the extent permitted by law, the Owner agrees to indemnify and hold the Architect harmless from and against any judgments against the Architect which result from the Owner's use of such electronic media. The Architect shall immediately notify the Owner in writing of any such claim asserted against the Architect.

DELIVERABLES TO OWNER:

At each review phase and including 100% construction documents

- (3) two full size sets of drawings
- (1) one half size set of drawings
- (4) full sets of specifications
- (3) full sets of cost information
- (1) cd rom with all above items in latest versions of AutoCAD (.dwg files including all x-referenced files), Microsoft Word and Microsoft Excel.
- (1) cd rom with each drawing sheet printed separately (as a separate file formatted as .dwf.) Each individually titled to match their sheet name in drawing set (e.g. A1.3.dwf)
- (1) cd rom with each drawing sheet included separately as an Adobe pdf file.



At Substantial Completion – As-Built sets

As-Builts are to be incorporated into the AutoCAD, Microsoft Word and Microsoft Excel Files, for complete digital documentation of the construction at its completion.

After As-Builts are completed, see document entitled, “Standards for CAFM/CAD Polylines and Room Finish Schedules” (CAFM Standards) for instructions on required polylines, Operation and Maintenance manuals, equipment documentation, etc.

- (2) sets of operations and maintenance manuals
- (3) two full size sets of drawings
- (1) one half size set of drawings
- (4) full sets of specifications
- (3) full sets of cost information
- (1) cd rom with all above items in latest versions of AutoCAD (.dwg files including all x-referenced files), Microsoft Word and Microsoft Excel.
- (1) cd rom with each drawing sheet printed separately (as a separate file formatted as .dwf.) Each individually titled to match their sheet name in drawing set (e.g. A1.3.dwf)
- (1) cd rom with each drawing sheet included separately as an Adobe pdf file.