

Chapter 4 – Submission Phase Guidelines

4.5 FINAL SUBMISSION PHASE

*What is the **PURPOSE** of the Final Submission?*

The Final Submission is the last opportunity for the Consultant/Designer to incorporate and respond to any project review comments. All inconsistent direction, uncoordinated documents, or additional clarification should be resolved or incorporated in the construction documents and cost estimates finalized during this phase of the project.

*What is the Final Submission **STRUCTURE**?*

The Final Submission Phase begins when the funding Client Agency provides formal approval along with form AC340 DOB Authorization to Advertise (DOCCS projects only require formal approval, the AC340 DOB Authorization to Advertise is not required).

The Office of Project Control (OPC) notifies the OGS Project Manager (PM) utilizing BDC-203 Notice of Client Approval and DOB Authorization to Advertise.

The Consultant/Designer has **three (3) weeks** from the Authorization to Advertise date to either deliver the Final Submission or request the PM to forecast the Final Submission date with OPC. When forecasted, OPC sends a forecast letter to the Client Agency.

The Final Submission Phase ends when the PM delivers all required documents to OPC by the forecasted date.

*What are the Final Submission **FEATURES**?*

The Final Documents Submission includes sealed construction documents, estimates, Schedule of Submittals (SOS), incorporation of review comments into the construction documents, responses to review comments, and completion of supporting documents as described in this chapter.

Consultant/Designer RESPONSIBILITIES

C1 Responses to Review Comments

- C1.1** The Consultant/Designer shall review comments made at the 100% Submission, respond to all review comments, and forward all responses to the PM and the Initiator. Comments will be generated using [BDC 35.3 - Document Review Form](#) and [BDC 35.2 Field Check Review / Response](#)

Form. Incorporate comments into the construction documents and provide a detailed response / explanation to each comment noted on the BDC forms. Discuss questionable comments and comments creating scope change with the PM. Comments may be generated by the following sources:

- a. Client
 - b. OGS Team Leader (TL)
 - c. OGS Project Manager (PM)
 - d. Design Reviewers
 - e. Division of Construction
 - i. Pre-Construction Services Unit (PSU) - constructability review
 - ii. Field staff - field check
- C1.2** A 100% Resubmission or a draft electronic final may be required by the PM to assure comments have been incorporated before sealed mylars are submitted.
- C1.3** Submit electronic PDF final documents (drawings and specifications) for OGS's back check and verification of Consultant/Designer responses and compliance.
- C1.4** Responses to review comments and PDF final document submission / back check acceptance should be completed prior to the final payment request for the corresponding work order for the phase of work.

C2 Drawings

- C2.1** Refer to the DPM Chapter 5 Technical Documents which includes Chapter 5.1 General Information and [Chapter 5.3 Project Drawings](#)
- C2.2** Drawings must be complete and include all required information for a contractor to perform a bid take-off. Project scope must be clearly shown or indicated.
 - a. A licensed New York State Registered Architect, Registered Landscape Architect or Professional Engineer's stamp and signature are required on each mylar drawing including asbestos abatement and other hazardous materials mitigation design drawings.
 - b. Mark all drawings title blocks with the final submission date in the "Bid Document" place holder. This date may be the Client approval letter date. Delete all references to previous submission milestones and dates.
- C2.3** Submit Final Drawings on mylar sheets.
- C2.4** Submit all electronic drawings (AutoCAD, current version) version to the PM.
 - a. Every drawing sheet shall have its own separate electronic drawing file. Make sure to include all reference and resource files necessary for the plotted drawing to be reproduced.
 - b. Coordinate drawing number and title description according to the sheet title and drawing index. Do not include other information such as initials, dates, etc. in the naming convention

C3 Project Manual

- C3.1** Refer to the DPM Chapter 5 Technical Documents which includes Chapter 5.1 General Information and [Chapter 5.2 for Project Manuals.](#)
- C3.2** Document 000101 Title Page (Cover) – delete 100% Submission marks.

- C3.3** Document 000105 Certification Page(s) - a New York State Registered Architect, Registered Landscape Architect, or Professional Engineer's stamp and signature is required. An Asbestos Designer's name, signature, DOL license number and firm's name is also required on the Certification page when asbestos is included in the project scope.
- C3.4** Consultant/Designers shall submit all the individual section files in electronic format (Microsoft Word, current version) to the PM. All yellow highlighted text should be deleted from the edited specification.
- C3.5** Submit electronic specifications using proper electronic file names for each specification section and description according to the Table of Contents. Conform to OGS File Name convention. Do not include naming information such as initials and dates.
- C3.6** Use specification numbering and titles to align with the OGS Electronic Contractor Payment (ECP) system. Only use unique numbers and titles when approved by the TL/BUL.
- C3.7** Include all specification sections including Bidding Requirements, Contracting Requirements and Appendix documents. See Chapter 5.2 Project Manual and 000110 Table Of Contents Edit Version For Project Specification to determine who has ownership of which specification section. Coordinate with the PM.
- C3.8** Provide hard copy Final Project Manuals only when requested by the PM.
- C3.9** Include LEED Project Checklist, Asbestos Report, Geotechnical Report (when applicable)

C4 Schedule of Submittals (SOS)

- C4.1** One of the purposes of the SOS is to ensure that all items required by the work are included in the form. Therefore, the Consultant/Designer shall thoroughly edit the document to reflect the project specifications, add items not listed, and delete items that do not pertain to the project.
- C4.2** Consultant/Designers for each trade shall edit the SOS per their respective specification division and sections.
- C4.3** The SOS form and instructions are available on the OGS Web Page under Design & Construction / Consultants: Master Specifications.
- C4.4** When editing the SOS carefully follow the instructions to the Consultant/Designer on the Cover sheet. After the SOS tab is populated, delete all Division tabs (Div.X).
- C4.5** Indicate critical submittals and long lead items using the appropriate SOS column (column F). Critical submittals are those submittals considered vital to the timely progression of the contract schedule and include long lead items. D&C will allow the contractor to be paid for critical submittals after they have been approved. See Long Lead Items document that can be used as a tool to assist in the identification of critical submittals.
- C4.6** Coordinate with the PM/EIC's approval, which team members shall receive and review specific submittals (column E) using the OGS Field Office (F), OGS Field Office / Albany Office (F/O) and Consultant / Designer (D) designations on the form. Usually, the Field Office will approve Division 01 tab (pre-filled) and Closeout / Turnover items from specifications which needs to be confirmed by the EIC. The EIC may have field staff resources available to review other submittals as agreed upon.

- C4.7** SOS's are required by OGS D&C to be used to generate the electronic Submittals Website Log. Therefore, the accuracy of this document is paramount in order to efficiently run the submittal process during the construction phase.
- C4.8** Include the completed SOS in the Project Manual(s) Appendix.
- C4.9** Update the SOS as required after the Construction Duration Meeting is held and after addenda has been issued.

C5 Estimate

- C5.1** Final Submission estimates are used by OGS both as a basis upon which to evaluate bids and as a tool to assist with contractor payments during construction. Any single or sole source allowances (vendor quotes for items such as fire alarm systems, building management systems, etc.) must have OSC approval as part of the Final Submission. The Final Estimates should no longer include any Design Development Contingencies. Non-material factors that impact the Construction Value of a job, including temporary services, phasing, shift work should be included in the Total Estimated Construction Value.
- C5.2** The Final Estimates include complete itemized quantities for materials based on the construction documents.
- C5.3** Refer to the DPM [Chapter 6 Cost Control](#).
- C5.4** Estimate Forms:
 - a. OGS in-house Designers shall use [BDC 50 - Request for Estimate](#) when requesting OGS Cost Control to provide the estimate.
 - b. Consultant/Designers shall use [BDC 178 - Consultant Estimate Forms](#).

C6 Code Compliance

- C6.1** [BDC 402.10 - Code Compliance Review Checklist](#)
Resubmit an electronic copy to PM if the form was revised from the 100% Submission.
- C6.2** [BDC 401 - Design Compliance Certificate](#)
Submit a signed and sealed hard copy for the project's primary contract to the PM.
- C6.3** [BDC 403 - Design Compliance Certificate \(Trades\)](#)
Submit signed and sealed hard copies for each of the project's secondary trade contracts (when trades are included) to the PM.
- C6.4** BDC 406 – Summary of Special Inspections
Ensure that the form was edited and accepted by the PM.
- C6.5** BDC 406.1 – Statement of Special Inspections
Ensure that the form was edited for the project, accepted by the PM and included in the Project Manual Appendix when the BDC 406 requires one.
- C6.6** BDC 401.1 - Waiver of Construction Permit
Use in lieu of the BDC 401 for projects NOT requiring a construction permit. Submit a signed hard copy to the PM.

C7 Agency Specific Standards and Requirements

- C7.1** Ensure all agency specific standards and requirements are met. See DPM Chapter 9.7 Agency Specific Standards and Requirements
- C7.2** Complete [BDC 188 – Operating Impact Statement](#)
(Required for DOCCS projects when energy or water usage is impacted)
- C8 SWPPP** (when applicable)
 - C8.1** Ensure that the SWPPP Construction and Maintenance Manual and the Notice of Intent (NOI) are complete and forward to the PM. See Chapter 9.11.2 SWPPP. Include Contractor’s certification statement in the Project Manual Appendix.
- C9 Approved Allowance Justification Memo** (when applicable)
 - C10.1** Ensure allowance cost and justification has been completed and accepted by the PM, CADM and OSC. File documents in the Estimate / Allowances folder.

OGS Project Manager RESPONSIBILITIES

P1 Review Comments

- P1.1** Coordinate all review comments and forward them to the appropriate Consultant/Designers. PM and Consultant/Designer shall review comments and determine whether comments are appropriate for incorporation into the bid documents.
- P1.2** Ensure that Consultant/Designer responses and explanation to all comments are received prior to Final Submission.
- P1.3** Forward responses to Clients comments when they are received.
- P1.4** The PM shall determine if a 100% Resubmission or a draft electronic final is required to ensure that comments have been incorporated before sealed mylars are submitted.
- P1.5** File the Consultant/Designer responses within the BDC 35.3 Document Review / Response Form and the BDC 35.2 Field Check Review / Response Form in the ReviewComments project file folder (projects initiated prior to August 2015 or in the 100Pct / Responses folder (projects initiated after August 2015). Send the responses to the originator and notify the Preconstruction Services Unit (PSU) that they have been completed and filed. The PSU will log the completion date into DCNet (constructability review and field check only) and forward responses to initiators and Regional Office.
- P1.6** Prior to bid processing, DCNet will be checked by OPC for completed responses and explanations. If responses / explanations have not been completed, OPC will not permit the project to move forward unless waived by the Quality Manager or the Director of Design with a BUL remark in DCNet stating the reason for the waiver.

P2 Drawings

- P2.1** Ensure that all electronic drawings (AutoCAD, current version) are received and properly filed in the trade designated CAD file folder structure. Ensure that every final drawing sheet should have its own separate electronic drawing file. Ensure that all reference and resource files necessary are included for the plotted drawing to be reproduced.

P3 Project Manual

- P3.1** Organize and coordinate the electronic specifications into trade designations in the SpecDevelopment project folder.
- P3.2** Ensure that the BDC 406.1 Statement of Special Inspections (when required by BDC 406) is properly edited and included in the Project Manual Appendix.
- P3.3** Ensure that the 000105 Certification Page is stamped and signed. Ensure that the Asbestos Designer field indicates name, DOL license number and signature (when applicable) on the 000105 Certification Page for Consultant projects. Submit hard copies to OPC for filing in the RecordCorrespondence folder (projects initiated prior to August 2015) or filed in the 23_CodePermits folder (projects initiated after August 2015).
- P3.4** Ensure that all specification sections including Bidding Requirements, Contracting Requirements and Appendix documents. See Chapter 5.2 Project Manual and 000110 Table Of Contents Edit Version For Project Specification to determine who has ownership of which specification section. Coordinate with the Consultant/Designer.
- P3.5** File final specifications in the 42_FinalSpecs folder.

P4 Schedule of Submittals (SOS)

- P4.1** Ensure that the SOS has been properly edited, completed by the Consultant/Designers (all trades) and included in the Project Manual(s) Appendix.
- Ensure that critical submittals and long lead items (column F) have been identified and marked accordingly
 - Ensure that the SOS tab is populated and that all Division tabs (Div. X) are deleted.
 - Ensure that the reviewer option selections (Send to – column E) is marked accordingly with either F, F/O or D designations.
 - Ensure that addenda effecting submittals is addressed in the SOS.
 - File the SOS Excel document in the SpecDevelopment / SOS folder (projects initiated prior to August 2015) or in the 36_SpecDevelopment / SOS folder (projects initiated after August 2015).
- P4.2** The PM/EIC shall review the **edited** SOS and routing of submittals prior to the **distribution of the Final Submission**. Submit the final SOS Excel documents to Submittals Exchange® prior to project award.
- P4.3** The PM/TL will confirm critical submittals identified by the Consultant/Designer which will be incorporated into the contractor's approved detailed estimate. The PM or TL should discuss critical submittals with the EIC and contractor to ensure that the focus is on selecting submittals that will progress the work. The PM or TL should bring the critical submittals to the attention of Cost Control for inclusion in the detailed

estimate. Critical submittals are those submittals considered vital to the timely progression of the contract schedule and include long lead items. D&C will allow the contractor to be paid for critical submittals after they have been approved.

P5 Electronic Contractor Payments (ECP)

- P5.1** Ensure that the ECP input into DCNet is done prior to award of contracts. Forward to Cost Control by using send button. Ensure that the specification numbering and titles align with the ECP System. This system streamlines the process of construction contractor payments, to reduce errors and to reduce the level of effort required by EIC's and OGS CADM. The ECP System shall be used for standard lump-sum 40,000 series, Q and M projects. The framework for ECP is the ECP Project Manual, which is created by the PM during this phase. See [Electronic Contractor Payments \(ECP\)](#) for more information.
- P5.2** Ensure that addenda effecting the ECP is addressed.

P6 Code Compliance

- P6.1** [BDC 402.10 - Code Compliance Review Checklist](#)
Ensure that the form was submitted or revised. Ensure that the document is emailed to OPC to file in the RecordCorrespondence folder (projects initiated prior to August 2015) or filed by the PM in the 41_FinalDocProcessing folder (projects initiated after August 2015).
- P6.2** [BDC 401 - Design Compliance Certificate](#)
Ensure that form is signed and sealed for the project's primary contract. Submit original hard copy to OPC for filing in RecordCorrespondence folder (projects prior to August 2015) or filing in the 23_CodePermits folder (projects initiated after August 2015).
- P6.3** [BDC 403 - Design Compliance Certificate \(Trades\)](#)
Ensure that form is signed and sealed copies provided for each of the project's secondary trade contracts (when trades are included). Submit original hard copies to OPC for filing either in RecordCorrespondence folder (projects initiated prior to August 2015) or filing in the 23_CodePermits folder (projects initiated after August 2015).
- P6.4** [BDC 401.1 - Waiver of Construction Permit](#)
Ensure usage in lieu of the BDC 401 for projects NOT requiring a construction permit. Filed in RecordCorrespondence folder (projects prior to August 2015) or filed by PM in the 41_FinalDocProcessing folder (projects after August 2015).
- P6.5** Ensure that the BDC 406 and BDC 406.1 are edited and filed in the Construction / InspectionReports folder (projects initiated prior to August 2015) or in the 41_FinalDocProcessing project folder (projects initiated after August 2015).

P7 BDC 201 Bidding and Contract Documents Transmittal

- P7.1** Complete BDC 201. Ensure that any restricted work periods are listed, specific cash allowances are listed (including allowance justifications and

approvals, drawing count listed, etc. Division of Construction must sign off on construction duration and restricted work periods.

P7.2 Submit the hard copy for OPC to file in the 21_RecordCorrespondence folder.

P8 BDC 203 Notice of Approval and Authorization to Advertise

P8.1 Complete BDC 203 checklist provided by OPC.

P8.2 Email the completed document to OPC to file in RecordCorrespondence folder (projects initiated prior to August 2015) or PM to file in the 41_FinalDocProcessing project folder (projects initiated after August 2015).

P9 Final Letter

P9.1 Ensure that the PM's draft Final Letter (DCNet/Letters/Division of Design Letters) is saved in the Correspondence / FinalContractProcessing folder (projects initiated prior to August 2015) or in the 41_FinalDocProcessing folder (projects initiated after August 2015).

P10 Project Scope

P10.1 The PM shall update DCNet project scope using language directed to the contractor community. The PM shall ensure all Clients' defined project scope has been included.

P11 Consultant Evaluation

P11.1 Back Check: Complete the Consultant Evaluation if it was not completed at the 100% Submission Phase.

P12 Agency Specific Standards

P12.1 See DPM Chapter 9.7 Agency Specific Standards and Requirements Discuss agency standards and compliance with the Consultant/Designer.

P12.2 Ensure all client requirements have been met and the project is in compliance with agency standards.

P12.3 BDC 188 – Operating Impact Statement (DOCCS projects - when applicable). Ensure that BDC 188 is included when energy or water usage is impacted. File document in the 34_DesCalcs folder (projects initiated after August 2015).

P13 SWPPP (when applicable)

P13.1 Obtain the client's signature on the NOI and transmit the signed NOI to DEC. Insert a copy of the completed NOI and the DEC Acknowledgement Letter into the SWPPP Construction and Maintenance Manual.

P14 Energy Efficiency (EO88) Sustainable Design

P14.1 Ensure compliance with Chapter [9.5 Energy Efficiency \(EO88\) Sustainable Design](#).

- P14.2** Ensure that the [LEED Project Checklist](#) (when applicable) or [Green Design Table for Small Projects](#) has been completed. File document in the 34_DesCalcs folder (projects initiated after August 2015).
- P14.3** Ensure that LEED Checklist is included in section 018113 of the Project Manual. File the document in the 34_DesCalcs folder (projects initiated after August 2015).

- P15 Construction Acceleration Incentive - CAI** (when applicable)

 - P15.1** Complete BDC 40 Construction Acceleration Incentive Approval. Need BUL, Cost Control and Director of Construction input and approvals. File completed form in the 37_Estimates folder. Submit hard copy to OPC for filing in
 - P15.2** Include 007305 Supplementary Conditions – Construction Acceleration / Liquidated Damages and related backup material.
 - P15.3** Include CAI information in the Advertisement for Bids.
 - P15.4** Coordinate 011000 Summary of the Work to include durations and definitions that complement the 007305 Supplementary Conditions.

- P16 Final Estimate**

 - P16.1** BDC 178 Consultant Estimate Excel document is filed in the Estimate folder (projects initiated prior to August 2015) or filed in the 37_Estimate folder (projects initiated after August 2015) and labeled as the final estimate. Ensure that all revisions are included and that design development contingencies are removed from the final estimate.
 - P16.2** Submit Estimate Summary page hard copy to OPC.
 - P16.3** Best Practice: Review final estimate with Cost Control prior to filing into the project folder.

- P17 Approved Allowance Justification Memo** (when applicable)

 - P17.1** Ensure allowance cost and justification has been completed and accepted by CADM and OSC. Ensure documents are filed in the Estimate / Allowance folder (projects initiated prior to August 2015) or filed in the 37_Estimate Allowance folder (projects initiated after August 2015).

P18 Distribution of the Final Submission

P18.1 The PM/TL transmits the following to OPC for bid processing:

FINAL SUBMISSION DISTRIBUTION LIST	
Item:	to OPC
Final Documents - Drawings (stamped mylars)	Original
BDC 201 Transmittal Form OPC files scanned copy in 21_RecordCorrespondence folder	Original
BDC 401 - Design Compliance Certificate OPC files hard copy and scanned copy in 23_CodePermits folder	Original
BDC 403 - Design Compliance Certificate (Trades) OPC files hard copy and scanned copy in 23_CodePermits folder	Original
00105 Certification Page(s) OPC files hard copies and scanned copies in 23_CodePermits folder	Original
Final Documents - Project Manual (electronic) PM files in 42_FinalSpecs folder (projects initiated after August 2015)	In folder
Draft Final Letter (DCNet/Letters/Division of Design Letters) PM files in 41_FinalDocProcessing folder (projects initiated after August 2015)	In folder
Final Estimate BDC 178 (consultant) or BDC 177 (in-house) Summary Page PM files Summary Page in 41_FinalDocProcessing folder (projects initiated after August 2015) PM files the final workbook in 37_Estimates folders (projects initiated after August 2015)	In folder
BDC 203 Notice of Approval and Authorization to Advertise PM emails to OPC (projects initiated prior to August 2015) PM files in 41_FinalDocProcessing folder (projects initiated after August 2015)	In folder
BDC 406 and BDC 406.1 Special Inspections Forms (406.1 when required by 406) PM files in Construction / InspectionReports folder (projects prior to August 2015) PM files in 41_FinalDocProcessing folder (projects initiated after August 2015)	In folder
BDC 402.10 Code Compliance Review Checklist PM files in 41_FinalDocProcessing folder (projects initiated after August 2015)	In folder
Schedule of Submittals (SOS) PM emails Excel document link to EIC and AS	-
When applicable submit the following:	
BDC 401.1 - Waiver of Construction Permit PM files in 41_FinalDocProcessing folder (projects initiated after August 2015)	In folder
BDC 40 Construction Acceleration Incentive Approval and 007305 Supplementary Conditions – Construction Acceleration/Liquidated Damages OPC files in 21_RecordCorrespondence folder (projects initiated after August 2015)	Original
Approved Allowance Justification Memo PM files in 41_FinalDocProcessing folder (projects initiated after August 2015)	In folder
BDC 188 – Operating Impact Statement (DOCCS projects) PM files in 41_FinalDocProcessing folder (projects initiated after August 2015)	In folder

What are the **COMMON ERRORS**?

1. Inconsistent product and terminology exist between the Drawings and Specifications.
2. Estimate not updated to reflect review comments and/or is not in a usable format.
3. Estimates not updated to remove Design Development Contingencies.
4. Drawings and Specifications do not consistently display the formal approval date provided by the PM.
5. Supporting certificates and forms are not included with the Final Submission.
6. Review comments are not fully incorporated from the 100% Submission. Review responses are not completed by Consultant/Designers.
7. Asbestos Designer's (where applicable) signature and DOL number is missing from the governing trade's specification Certification Page 000105.
8. Inconsistent drawing numbering and titles among specifications, drawings, and associated phase forms.
9. Electronic file names for each Project Manual specification section are different from the standard OGS electronic file name.
10. SOS is not edited or missing.
11. Microsoft Word track edited changes feature is printed on Final Submission specifications. Turn off this feature to avoid this problem.
12. Yellow highlighted text in the specifications is printed on Final Submission. Delete this text.
13. The BDC 401 Design Compliance Certification signature for the Permit Issuance Recommendation needs to be signed by a State employee of OGS D&C meeting the requirements of Licensed Professional or Certified CEO.

What **TOOLS & RESOURCES** are available?

1. BDC 402.10 Construction Permit Document Review Checklist
2. [Agency Specific Standards and Requirements](#)
3. Architectural Document Checklist
4. Mechanical Document Checklist (reserved)
5. Site Document Checklist (reserved)
6. Electrical Document Checklist (reserved)
7. Document Checklist (reserved)
8. Standards Checklist (reserved)

What happens **NEXT**?

Once Final Documents are completed, OPC begins the bid processing tasks, including establishing a bid date, preparation of the final specification front-end document (as indicated as inserted by OPC in the DPM Chapter 5.2 Project Manual), scheduling the required pre-bid visits, advertising the job, scanning documents, and printing full contract bid documents for sale and distribution to prospective bidders.

Consultant/Designer(s) shall be prepared to respond to bidder questionnaires submitted by plan purchasers via the OGS Web / Contract Awards Office and PM. Consultant/Designer(s)

and the PM shall prepare addenda as required. See Chapter 7 Bid Phase for more information.

The PM shall coordinate the Design / Construction Pre-Construction Meeting to include D&C field staff and Consultant Designers. See Chapters 7.1 and 7.6 for more information.

Revision History:

<i>Rev</i>	<i>Date</i>	<i>Description</i>	<i>Reviewed by:</i>	<i>Approved by:</i>
0	06/14/12	Last revised date		
1	06/01/13	Minor changes and added Revision History	Parnett	Larkin
2	08/05/13	Clarified Consultant/Designer and PM responsibilities. SOS's required for all projects.	Parnett	Dostie
3	09/04/13	Minor changes	Parnett	Dostie
4	01/30/14	Added P4.3	Parnett	Parnett
5	03/06/14	Added SOS into Final Distribution table	Parnett	Parnett
6	05/22/14	Revised What Happens Next? Section.	Parnett	Parnett
7	09/22/14	Revised section P1.6 and SOS sections to coincide with 100% Submission Phase requirements.	Parnett	Parnett
8	10/09/14	Updated the SOS sections P4.1 and C4. Added ECP section P5.2	Parnett	Parnett
9	10/23/14	Updated asbestos designer requirements C3.3 and P3.3	Parnett	Parnett
10	12/02/14	Revised item P16.1	Parnett	Parnett
11	04/08/15	Added P6.5	Parnett	Parnett
12	04/13/15	Revised references from "hidden text" to "yellow highlighted text"	Parnett	Parnett
13	7/2/15	Revised P1.2, P1.6 and C1.1 requiring explanations to review comments	Parnett	Parnett
14	10/17/15	Various revisions for instructions for project file folder structure and SOS requirements item C4.8	Parnett	Parnett
15	10/27/15	Added C1.3 and modified C1.4 and P6.4	Parnett	Parnett
16	11/13/15	Modified C1.4	Parnett	Parnett
17	12/23/15	Minor revisions to C4.2 and P4.2	Parnett	Parnett