

## **CAD/BIM COMPLIANCE REVIEW SUBMISSION INTAKE FORM**

Submit form to: [DesignQuality@portseattle.org](mailto:DesignQuality@portseattle.org)

1. Complete form, all fields are required. An incomplete form will be returned to submitter.
2. Package files for submission. Reference provided standard and note the below reminders.
3. Please include a link to the file package in the form below (Network, Sharepoint, Autodesk Construction Cloud).
4. A member of the Quality Team will reach out to discuss response time frame.

### **SUBMISSION PACKAGE REQUIREMENTS**

#### **CAD PROJECT SUBMITTALS:**

- All CAD and CAD support files, all disciplines, in **ONE FOLDER**, no sub-folders allowed.
- Combined PDF of all drawing sheets in exact order of set assembly (printed to full size).
- Individual PDF sheets of each drawing sheet (printed to full size).
- File names for drawing sheets and their matching PDF should be identical:

STIA2601A-101.dwg <-> STIA2601A-101.pdf (no sub-discipline designator used)  
or  
STIA2601AD101.dwg <-> STIA2601AD101.pdf (sub-discipline designator in use)

#### **BIM PROJECT SUBMITTALS:**

- PDF & file naming requirements are the same as CAD above. BIM project milestone submittals must be submitted in Autodesk Construction Cloud via the specific requirements outlined in the project's Digital Project Execution Plan (DPxP). Include this form with Submittal Transmittal. Any questions or requests for assistance should be directed to the Port's BIM Quality Team at [CollabDesignTech@portseattle.org](mailto:CollabDesignTech@portseattle.org).

### **PORT PROJECT INFORMATION**

*This information is required and necessary for project record documentation and tracking.*

Project Title (of record in EDMS):	
Project Tracking Number (PTN#):	
Work Project (WP) #:	
Master Contract (MC) #:	
Port Project Manager (Last, First):	
Port Construction Manager (Last, First):	
Submitter Name (Last, First):	
Date of Submission:	
Milestone of Submission:	
Preferred Response Date:	
Next Milestone (if <100%):	
Contract Close Date (if >100%):	
CAD or BIM?	
# of DWG Sheet Files:	
# of Individual PDF Files:	
# of Combined PDF Files:	
Link to Submission Package Files:	

*Right-click on blue box > select "edit action" > paste link in hyper-link box > click OK*



P.O. Box 1209  
Seattle, WA 98111-1209  
Tel: 787-3000

[www.portseattle.org](http://www.portseattle.org)

**APPROVED VARIANCES**

*Please list any exemptions to the CAD or BIM standards that were approved by the Port of Seattle's Design Quality team.*

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**DESIGN QUALITY TEAM USE ONLY**

*Complete the below and file this form and response correspondence in the EDMS project record.*

Review Status:	
Reviewer Name:	
Action Requested:	
Target Response Date:	
Date Review Completed:	

**AS BUILT/RECORD DRAWING SUBMISSIONS ONLY**

Ready to Archive:	YES	NO	
Archive Complete:	YES	NO	PDF ONLY
Redlines Received:	YES	NO	
Final O&M's Received:	YES	NO	
Final Guide Spec Received:	YES	NO	

Reviewer Comments:	
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