**Document Upload to Printer by Design Professional**

***Notes to Design Professional for submitting print-ready documents to the Owner’s printing vendor:***

1. **Review Documents:**
	1. **Design Professional** can submit Plans and Project Manuals to the Printer in either color, black and white, or gray scale. These are for internal review only. NOTE: Documents will be printed in gray scale – if color has been used, be advised that line weight issues and loss of information may occur.
	2. Per article 2.8.3. Design Standards Section I – Orientation - Drawing sets shall be no more than 100 sheets per volume, unless otherwise directed by Owner. **Design Professional** shall number each volume prior to submitting to printer.
	3. Per article 2.8.7 Design Standards Section I – Orientation – **Design Professional** must submit drawings to printer scaled full-size and half-size. Printer is not responsible for scaling drawings.
	4. Project Manual shall be no more than 400 sheets (400 pages single-sided, 800 pages double-sided). **Design Professional** shall number each volume prior to submitting to printer.
	5. Letter of Transmittal will be sent to Printer by Owner.
	6. Plan Holders’ List will be sent to Printer by Owner.
	7. Plan Holders’ List updates must be communicated with Owner (D&C Project Support), never to Printer.
	8. **Printer** will email Design Professional, Project Manager, and Project Support upon receipt of upload (expected within 30 minutes of Design Professional upload).
	9. **Printer** will send electronic notification upon issue of review documents.
2. **Bid Documents:**
	1. Plans and Project Manual(s) shall have all Seals prior to uploading. Signatures will be obtained via DocuSign after Bid Opening.
	2. Plans shall be submitted to the Printer in **gray scale**.
	3. Photos included in the documents shall be submitted to the Printer in **gray scale.**
	4. Project manual shall be submitted to the Printer in black and white.
	5. Per article 2.8.3. Design Standards Section I – Orientation - Drawing sets shall be no more than 100 sheets per volume, unless otherwise directed by Owner. **Design Professional** shall number each volume prior to submitting to printer.
	6. Per article 2.8.7 Design Standards Section I – Orientation – **Design Professional** must submit drawings to printer scaled full-size or half-size. Printer is not responsible for scaling drawings.
	7. Project Manual shall be no more than 400 sheets (400 pages single-sided, 800 pages double-sided). **Design Professional** shall number each volume prior to submitting to printer.
	8. Letter of Transmittal will be sent to Printer by Owner.
	9. Plan holders’ List updates must be communicated with Owner (D&C Project Support), never to Printer.
	10. **Printer** will email Design Professional, Project Manager, and Project Support upon receipt of upload (expected within 30 minutes of Design Professional upload).
	11. **Printer** will send electronic notification upon issue of Bid Documents.
3. **Addendum Documents:**
	1. **Design Professional** drafts Addendum and sends to D&C for review (Project Manager and Project Support) (time requirement: one week prior to bid date).
	2. After D&C review, Project Manager sends changes or approval to Project Support.
		1. If Changes: Project Manager emails Design Professional with revisions, **Design Professional** returns updates to D&C for review.
		2. If Approved: Project Support prepares the Letter of Transmittal and notes the Special Instructions (e.g. in-hands date) and emails approved Addendum, Letter of Transmittal, and Special Instructions to **Design Professional**.
	3. **Design Professional** promptly (should be within 60 minutes of receipt) uploads Addendum and Letter of Transmittal to Printer, including the in-hands date and delivery method (e.g. fax, next-day air) in the Special Instructions field at upload (must be to Printer before 9 am to be issued same day). Plans must be submitted in **gray scale**. Addendum shall have all Seals prior to uploading. Signatures will be obtained via DocuSign after Bid Opening.
	4. **Printer** will email Design Professional, Project Manager, and Project Support upon receipt of upload (expected within 30 minutes of Design Professional upload).
	5. **Printer** will send electronic notification upon issue of Addendum.