

MINETA SAN JOSE INTERNATIONAL AIRPORT
ELECTRONIC DOCUMENTATION DATA SUBMITTAL SPECIFICATION

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1.0 INTRODUCTION

The following introductory sections (scope, purpose, and reference documents) will help the reader understand this technical document and its overall relationship to Mineta San José International (SJC) Airport Configuration Management (ACM) and Airport Integrated Mapping System (AIMS). This document is part of the overall SJC-ACM-AIMS-2001 Electronic Data Submittals Specifications Document, which contains additional introductory information such as background, acronyms, definitions, and a related documentation listing. This -2010 document was prepared by the Carter & Burgess (C&B) Consulting Team. If you have any questions, please call Lysée Moyaert of SJC at (408) 501-7712, or David Tamir or Behzad Mohammadi of C&B at (818) 784-7585.

1.1 Purpose

This technical document establishes the specification for electronic documentation submittals to SJC. This specification is necessary to ensure efficient Electronic Data Interchange (EDI) between SJC and its consultants, contractors, and local, state, and federal government agencies including city, police, FBI, state DOT, FAA, and TSA. The purpose of this document is to provide basic submittal instructions for electronic documentation deliverables produced and submitted by SJC's consultants and contractors. Developed primarily for the architectural, engineering, and construction disciplines, this specification is designed to enforce commonality amongst data required throughout the lifecycle of SJC's airport facilities. These electronic documentation submittals will be linked with SJC's AIMS repository containing airport asset spatial and attribute data. These electronic documentation submittals are critical to supporting the airport's infrastructure throughout its lifecycle beginning with planning, design and construction, and extending through operations and maintenance, until eventual refurbishment or demolition and remediation of the site.

1.2 Scope

This specification applies to planning, environmental, AEC, and various other projects and other documentation submittals. This specification addresses electronic documentation other than raw CADD data, GIS data, survey data, addressing data, and metadata. **Electronic documentation data files are considered herein to be project studies, reports, condition assessments, specifications, photos, schedules, scanned record drawings and schematics, Operation and Maintenance (O&M) manuals, etc.**

1.3 Reference Documents

The following documents are referenced herein:

SJC-ACM-AIMS-2001	Electronic Data Submittal Specifications
SJC-ACM-AIMS-2100	Electronic Documentation Data Standard
SJC-ACM-AIMS-2600	Metadata Standard
SJC-ACM-AIMS-3210	Electronic Documentation Data Standard Compliance QC/QA Procedures

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2.0 REQUIREMENTS FOR ELECTRONIC DOCUMENTATION DATA SUBMITTALS

This specification applies to electronic documentation submittals from planning, environmental, AEC, and various other projects, and to any other documentation submittals relevant to AIMS. Electronic documentation data files are considered herein to be project studies, reports, condition assessments, specifications, photos, schedules, scanned record drawings and schematics, Operation and Maintenance (O&M) manuals, etc. The following are requirements which apply to such electronic documentation data submittals. These requirements address submittal milestones, file formats, data standards, metadata, media and compression, QC/QA, and conditional contract payment clause.

2.1 Submittal Milestones

Electronic documentation shall be submitted to SJC for review in a phased manner, with submittal milestones occurring at the 30% (draft detailed outline), 65% (draft), 95% (final draft), and 100% (final submittal). Each of the phased electronic submittals shall be distributed to the designated SJC Project Manager.

95% electronic submittals shall be distributed to the AIMS Manager for EDI standards compliance testing. The 100% electronic submittals shall also be submitted to the AIMS Manager for final review to ensure compliance to SJC's standards and submittal process. The final submittal shall be given to the AIMS manager for linking to the AIMS database.

2.2 File Formats

An electronic documentation submittal may be a data file in its native software application format, or a raster image file. Acceptable electronic documentation file formats for each of these categories are as follows.

2.2.1 Native Software Application Data Files

Native software application data files include word-processing, spreadsheets, databases, graphs, schematics, schedules, presentations, desktop publishing, graphics, etc. Acceptable native software documentation file formats are limited to Microsoft Word (.doc), Microsoft Excel (.xls), Microsoft Access (.mdb), Microsoft Powerpoint (.ppt), Microsoft Project (.mpp), Microsoft Visio (.vsd), and Adobe Photoshop (.psd). File formats shall be compatible with Microsoft Windows 2000. Any deviations from these required formats are to be specified on a case by case basis by special written direction from SJC.

Highly complex compound documents with extensive embedding and linking shall be submitted in Adobe PDF file format. Where appropriate, the submitting agency shall also supply SJC with the embedded and linked files as separate files in their native format.

2.2.2 Raster Image Files

Raster image files include: photos, graphics, and scanned documents (e.g., signed record drawings, signed ALPs, signed agreements and contracts, warranties, other legal records, and any other documents not available in their native electronic format).

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All documents that include an executed signature shall be provided as scanned images in Tagged Image File Format (TIFF) with Group 4 Compression. Acceptable image file formats include TIFF (.tif), Portable Document Format (.pdf), and Graphic Interchange Format (.gif). Scanned documents shall adhere to the resolution and other requirements specified in SJC-ACM-AIMS-2100, *Electronic Documentation Data Standards*.

Large format scanned drawings (B-size and above) shall not be electronically bound as a multi-page TIFF. Other multiple page scanned image documents shall generally be provided as multi-page TIFF files. In some cases, vendor documents and certified drawings require individual sheet numbers and shall not be electronically bound.

2.3 Data Standards

Electronic documentation submittals, addressed by this specification, shall adhere to the data standards set forth in document SJC-ACM-AIMS-2100, *Electronic Documentation Data Standard*.

2.4 Metadata

Electronic documentation submittals shall include a metadata file describing the submitted documentation file(s). The metadata file shall comply with the appropriate metadata standard details specified in document SJC-ACM-AIMS-2600, *Metadata Standard*. A metadata template in Microsoft Excel format is available by request. . The completed metadata template shall be included on the same media along with the electronic data file itself. Each electronic documentation file submitted to SJC requires a separate corresponding metadata file.

2.5 Media and Compression

Electronic documentation submittals are to be written to a Recordable Compact Disc (CD-R). Files are to be placed on the CD-R uncompressed, and delivered in a standard jewel case. Both the CD-R and case must be labeled appropriately, listing project name, submitted data type(s), submittal date, submitting data developer organization, and point of contact information.

2.6 Quality Control & Quality Assurance (QC/QA)

QC/QA of electronic documentation deliverables shall employ the procedures set forth in document SJC-ACM-AIMS-3210, *Electronic Documentation Data Standards Compliance QC/QA Procedures*. QC/QA shall be performed by the developer of the electronic documentation. Acceptance QA will also be performed by SJC or its authorized representative.

2.7 Conditional Contract Payment Clause

SJC shall perform QA testing throughout the submittal process. The consultant/contractor shall receive a pass/fail notification from the AIMS Manager per submittal. The purpose of multiple

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QA testing is to minimize the possibility of errors and costly re-work at the end of any given project. SJC's ultimate goal is to ensure that the final deliverable conforms at the time of final submittal.

Should the consultant/contractor fail the QA testing of the 100% Submittal (final draft) deliverables, they will receive two more opportunities to correct errors. Failure to comply with SJC's published Standards and Submittal requirements shall result in a penalty on the consultant/contractor. This penalty shall be defined by the project agreement/contract.