

Procedure for Completion of the Digital Materials Submittal Form

- A. General. All developers undertaking public improvement projects within the City of Olathe are required to complete the Digital Materials Submittal Forms in Lieu of submitting hard copy shop drawing and engineering data per General Provisions Section GP06 – Shop Drawings and Engineering Data. The Contractor is responsible for the submission and maintenance of the form throughout the life of the project.

Each type of project will require a separate submittal form:

1. Sanitary Sewer
2. Storm Sewer
3. Streets
4. Water

- B. Form Completion. Steps for completion are listed below:

1. Contractor can locate the appropriate forms from the City of Olathe website web site. <http://www.olatheks.org/PublicWorks/Forms>
2. Contractor shall download files from website by Clicking on the desired spreadsheet and selecting “Save As”.
3. All Materials Submission Checklists shall be named as the City project number. File. Rename the file by typing in the project name. Example:12345.xls
4. Save the file to your computer by selecting your target destination.
5. Each document contains multiple tabs for different portions of the project. For example, at the bottom of file the Sanitary Sewer checklist contains tabs for Sanitary Sewer Lines and Sanitary Sewer Manholes. All applicable tabs will need to be filled out prior to submission.
6. Contractor shall fill in the materials information for all empty fields in the spreadsheet tabs. All fields requiring user entry have been highlighted in yellow.
7. If two or more selections are needed for a specific item then they are defined as Exceptions. For example, if one piece of sanitary sewer pipe is made out of ductile iron and the remaining is PVC. You would need to fill out the exceptions tab for the ductile iron pipe.
8. As a majority of the segments are PVC, PVC would be filled out in the “Sanitary Sewer pipe” Tab. In the case of exceptions, the applicable Exceptions Tab will be used in the spreadsheet. Using the pipe example above, the exceptions would be documented in the “Sanitary Sewer Pipe Exceptions.” Tab of the spreadsheet. The ID box must be filled in for the line segment that is ductile iron pipe.

9. A unique ID is required for each exception. In the spreadsheet these will be entered in the applicable "ID Numbers:" field. Multiple IDs may be entered on the same sheet.

Point features (valves, manholes, etc) may use their unique plan reference (example- MH A-3) or their stationing as their unique ID.

Line segments should be identified based upon their callout sections separated by the word "to" (example- 000.0to100.0). In the instance of duplicate stationing for separate line sections, the following example should be applied.

Line 1 and Line 2 share common stationing-

- a. Line 1 ID = (000.0to100.0_1)
- b. Line 2 ID = (000.0to100.0_2)

10. After filling in the empty fields, the contractor shall confirm their selection by clicking on the "Check Box" column for the materials they have selected to utilize on the project. Click on the appropriate circle and your selection will be made. Ensure that all selections coincide with the typed information and the correct materials are selected prior to submitting the spreadsheet to the City.
11. The comments field should be utilized for requesting "or equal" approval or if the contractor requests use of a specific material not in our specifications for a particular project.
12. The Status and Date fields are for City of Olathe staff use. Contractor does not need to fill these out.
13. Contractor shall save excel spreadsheet.
14. Contractor shall print and sign each tab in the spreadsheet.
15. Contractor shall submit hardcopy of forms to Public Works.
16. Contractor shall submit electronic copy of the spreadsheets to Public Works via the City's FTP site.

All forms will be placed in the detailed FTP directory under the pertinent classification folder. A folder containing the project number as the name will be used to store the submission. If one does not exist then the submitting party will create it.

Detailed instructions for connecting to the City of Olathe FTP Site may be found on the City website (<http://www.olatheks.org/PublicWorks/Forms>) under the Digital Material Submissions category.

17. City of Olathe will review and approve forms. If forms are not filled out properly, Contractor will be notified to resubmit forms to Public Works.

18. Contractor must have forms approved prior to the notice to proceed being issued.
19. Contractor shall maintain a copy of the form throughout construction.
20. Contractor shall obtain approval from the City Project Inspector for any field changes in material usage.
21. If field changes occur, contractor shall submit revised form at the end of the project to Public Works for review and approval.
22. An electronic and hard copy signed form indicating the materials used in the field must be submitted and approved by the City prior to the Project Completion Certificate being issued.