



## **Bulletin 20**

# **Storefront and Structural Shop Drawings**

### **Submittal, Review and Approval Process**

#### **1. Structural Review for Master Permit**

The following procedures shall govern the submittal, review and approval of documents for all structural framing and structural light gauge framing at the storefront envelope (including walls and ceilings with exterior exposure):

- a. Structural design, product data, NOA, and calculations are required and shall be prepared for all structural steel and light gauge framing and must be included in the Permit set submitted to NV5 and the City of Miami (CoM).
- b. All steel and light gauge structural drawings shall be prepared and sealed by a Florida Structural Engineer on every sheet of drawings, product approvals, and on the cover page of all calculations.
- c. Tenant Architect will include steel and light gauge structural drawings in the Permit Set and submit to e-Builder for NV5 review. Tenant Architect will also deliver a hard copy to NV5.
- d. At any time before submission to CoM, the Tenant must take a completed permit application to Christina Rabasa in the Tenant Coordinator (TC) office at 799 Brickell Plaza 6th floor, Miami 33131 to have the permit application signed by the Owner.
- e. NV5 will notify Tenant Architect that Permit Plans are approved or that corrections needed.
- f. Once the permit set has NV5 electronic approval, the Tenant Architect must provide three sets of signed and sealed permit documents to Christina Rabasa <crabasa@swireprops.com> in the TC office where it will be routed to NV5 for signature. One of the three sets will be kept in the TC office.
- g. Per prior agreement between Tenant and Landlord, the assigned Expediter will submit two full sets of the permit package and the permit application (step d. above) to the Building Department.
- h. See Bulletin 14 for additional information about the permit process.

#### **2. Storefront Shop Drawing and Permit Process**

- a. A separate storefront permit is required.
- b. Tenant Architect or Contractor shall upload electronic copies of storefront shop drawings, product data, and all related NOA to e-Builder using 8.5 x 11 format with content per the attached requirements letter from IBA, dated August 2, 2016.
- c. Create a folder on e-Builder titled "Storefront Shop Drawings" for the uploaded files.
- d. IBA and NV5 will review the shop drawings and advise the Tenant Architect or Contractor of approval, or if revisions and a resubmittal is required.
- e. Any time before submission to CoM, the Tenant must take a completed permit application to Christina Rabasa in the Tenant Coordinator (TC) office at 799 Brickell Plaza 6th floor, Miami 33131 to have the permit application signed by the Owner.

- f. Once the shop drawings have electronic approval from IBA and NV5 on e-Builder, the Tenant Architect or Contractor must prepare three shop drawing submittal packages consisting of signed and sealed shop drawings and related documents and submit these to Christina Rabasa <crabasa@swireprops.com> in the TC office where they will be routed to NV5 and IBA for signature. One of the three sets will be kept in the TC office.
- g. If the Tenant is using a Private Provider (NV5 or other), the shop drawing submittal package must be submitted to CoM with a completed Form B (see attached Form B).
- h. Please remember the following:
  - 1. The permit application must be completely filled in.
  - 2. Have the Tenant Contractor sign as Qualifier.
  - 3. In the top right corner clearly print the Tenant name and Space number.
  - 4. Attach the Tenant Contractor business card.
  - 5. Include a self-addressed stamped envelope,

Or

Include instructions and contact information for pick up.

August 2, 2016

Ms. Graciela Escalante

Senior Project Manager

Swire Properties

799 Brickell Plaza, Suite 802

Miami, Florida 33131

**Subject: Brickell Citi Centre**  
Portal Tenants Shop Drawings Submittal Requirements.

Dear Ms. Escalante:

Based in our meeting with Swire Properties and SIMON Management, in regards to the portal tenants space exterior enclosure required documentation for the shop drawings submittal; IBA recommends the following documents be included in the submittal for the each Tenant Unit for review.

#### 1.0 ACTION SUBMITTALS

- A. Contractor to submit a complete and coordinated package for the project via e-builder. Then SWIRE will forward copies of the first submittal documents to the Glass and Glazing Consultant. The Consultant will critique and issue comments in writing or on the shop drawings to the Architect for incorporation into his review. Any additional reviews resubmittals needed for a complete and coordinate package shall continue at the Contractor's expense and Owner's discretion until the package has been completely reviewed and approved.
- B. Submit shop drawings showing floor plans, elevations, sections, full-sized details with dimensions and overall sizes of all framing members. Details to include, but not limited to, construction of adjacent work, air and vapor seals with adjacent construction, water management system, component anchorage and locations, anchoring methods, shim methods and materials, hardware and installation details. Elevations to include approved design pressures for each location of use. Shop drawings to be signed by Professional Engineer registered in the State of Florida.
- C. Structural calculations prepared by a Professional Engineer registered in the State of Florida to include:
  1. Conformance with ASCE 7 and Design pressures approved for this project and as defined in the Wind Tunnel Study.
  2. Section properties of framing members;
    - a. Analysis of framing members;
    - b. Fastener and anchoring analysis;
    - c. Analysis of glazing in accordance with ASTM E 1300 and the Florida Building Code.
    - d. Analysis of stress in structural silicone, if applicable.

e. Analysis of the effects from building movements.

D. Product data sheets for all accessory items, such as but not limited to:

1. Glazing
2. Coatings (both finish coatings and dissimilar materials coatings)
3. Anchorage and fasteners
4. Weather-stripping, gaskets, and weather pads.
5. Hardware
6. Flashing

E. Product approvals

1. Miami-Dade County Notice of Acceptance (NOA), or a State of Florida Product Approval Document (PAD), in compliance with Rule 61G20-3.

F. Installation instructions

1. Provide Product Manufacturer's written installation instructions. Installation instructions are to include pre-installation requirements, such as transportation, material and product storage.

G. Samples for initial selection

1. For typical frame members, provide one 12 inch long section in the specified finish to SIMON. If finish involves color and texture variations, include sample sets consisting of two or more units showing the full range of variations expected.

H. Samples for verification

1. SIMON Management or SWIRE Properties reserves the right to require additional Samples that show fabrication techniques, workmanship, and design of aluminum-framed entrances, hardware, and accessories.

## 1.1 INFORMATION SUBMITTALS

I. Sealant manufacturer

1. Prior to construction, Contractor to provide Sealant Manufacturer's written review and acceptance of the sealant details indicated in the Shop Drawings. Review to include, but not limited to, the appropriateness of the proposed product application and compatibility of the proposed product to surrounding substrates.
2. Prior to installation, Contractor to provide Sealant Manufacturer's written adhesion test results and the Sealant Manufacturer's written interpretation of the test results as well as recommendations for installation. Adhesion and compatibility tests to be performed by the Sealant Manufacturer – or their authorized representative – on all substrates adjacent to their product prior to installation.

3. During installation, Contractor to provide the Sealant Manufacturer's periodic written adhesion test results and the Sealant Manufacturer's written interpretation of the test results, as well as their recommendations for installation. Adhesion and compatibility tests to be performed by the Sealant Manufacturer – or their authorized representative – on all substrates adjacent to their product prior to installation. The frequency of the adhesion tests to be in strict accordance with the Sealant Manufacturer's requirements for warranty.

J. Glazing

1. Contractor to provide the Glazing Manufacturer's written review and acceptance of the glazing details indicated in the shop drawings. Review to include, but not limited to, the appropriateness of the proposed product application, compatibility of the proposed product to surrounding substrates and comments regarding the Aluminum-framed Window Wall system to prevent standing water at the laminated or insulated glass edge, if this condition is required by the Glass Manufacturer.

K. Installer

1. Provide written statement of installers' qualification in support of 5 years' installation experience of glazing systems.

1.2 WARRANTIES

- A. Prior to installation, provide copies of warranties for all products and accessories with intent to warrant.

1.3 CLOSE-OUT SUBMITTALS

A. Operation and maintenance manual

1. Provide Product Manufacturer's operation and maintenance manual for Owner transfer for each installed system. Manual shall detail the repair, removal and installation procedures for replaceable accessory items, such as weather-stripping, glass and gaskets. Manual shall include maintenance requirements, frequency of maintenance and procedures for maintaining the product from substantial completion of the project to the product's anticipated end-of service life.

B. Warranties

1. At substantial completion of the project, provide executed warranties by the manufacturer agreeing to repair or replace defective components or workmanship for five (5) years from date of Substantial Completion.

Please do not hesitate to call me at 305-525-6110 should you have any questions or concerns regarding above items.

Respectfully submitted by,

Javier Hernandez  
Project Consultant  
IBA Consultants, Inc.

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# Structural Shop Drawings & Calculations

Submittal, Review and Approval Process - Brickell City Centre

**The following procedures shall govern the submittal, review and approval of structural shop drawings for all structural framing and structural light gauge framing at the storefront weather envelope (walls and ceilings with exterior exposure):**

1. Structural shop drawings shall be prepared for all structural steel and light gauge framing required for the project.
2. All structural steel and light gauge structural shop drawings shall be prepared and sealed by a Florida Structural Engineer on every sheet of drawings and on the cover page of all calculations.
3. Tenant Contractor shall obtain stamped approval from Tenant Improvement Structural Engineer of Record, for all shop drawings and calculations.
4. Tenant Contractor shall provide three paper copies of signed/sealed structural shop drawings and calculations with SEOR shop drawing approval stamp from Tenant Improvement Structural Engineer of Record delivered to Field Tenant Coordination Office located at 799 Brickell Plaza, 6<sup>th</sup> Floor, Miami, FL 33131 Attn: Greg Knobloch.
5. Shop Drawings will be reviewed by NV5, who will notify Tenant Contractor of corrections needed, or that the approved shop drawings are ready to pick up. If corrections are needed, repeat above steps until approval is received. Approved drawings will be returned to Contractor with City of Miami Form B (attached).
6. Tenant Contractor shall submit NV5 approved shop drawings and calculations with Form B to City of Miami.



*Form B*  
**Private Provider**

**PLAN COMPLIANCE AFFIDAVIT**

*Florida Statutes §553.791(6) Rev. 10-01-2014*

Project Name / Address:

Plan number:

Folio number:

Revision o Shop Drawing o Master permit number:

Private Provider Firm:

Address:

Telephone: — — — — — Fax:

Email: —

I HEREBY CERTIFY that to the best of my knowledge and belief, the plans submitted for the above referenced project were reviewed according to, and are in compliance with, the Florida Building Code and all local amendments thereto, either by myself or by the affiant identified below, who is duly authorized to perform plans review pursuant to Section 553.791, Florida Statutes, and holds the appropriate license or certificate:

Private Provider: r 1

Florida License No.

L J

Seal/Signature/Date

Name of person reviewing the plans (if applicable):

Florida License/Registration/Certification numbers:

Discipline and Plan Sheets covered by this affidavit:

Signature of reviewer: — — — — — Date: — — — — —

SWORN AND SUBSCRIBED before me by — — — — — being personally known to me ( ) or having produced as identification and who being fully sworn and cautioned, states that the foregoing is true and correct to the best of his/her knowledge and belief.

Signature of Notary

Print Name

Date

Notary Public: NOTARY PUBLIC STAMP BELOW

My Commission Expires: — — — — —