

# **CAD Community & Related Workflows**

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## OVERVIEW - SECTION 3.0

The DW CAD Community refers to Denver Water (DW) employees (contract & permanent) who use AutoCAD applications to perform their job duties. Members (End-Users) are required to have a basic understanding of DW's CAD Standards and have attended some form of software training scheduled by DW's CAD Management team. CAD Community members include employees who work in various Divisions and/or Sections of DW; however the majority of members work within the Engineering Division.

The Engineering Division is organized into Sections, groups of employees who perform similar engineering tasks. This document places focus on the CAD procedures and processes used by members of the CAD Community who belong to various Sections within the Engineering Division.

Engineering Sections referenced in this manual are defined below:

- a. Survey
- b. Design Drafting = Capital Projects
- c. Distribution = Distribution Engineering
- d. Property Management
- e. Asset Recording Group

Related, up-to-date Engineering Workflows can be found on DW's SharePoint sites.

## ENGINEERING DIVISION SECTIONS

- **Survey** is responsible for providing land surveying, aerial photography control, and mapping services related to new and existing Denver Water facilities, properties, right-of-ways, and easements.
- **Programs and Projects / Design Drafting** is responsible for providing Engineering services related to new and existing Denver Water facilities. These services include Capital Projects, scheduling, budgeting, the control of assigned projects, and coordination with other divisions, sections and outside agencies as well.
- **Construction Management** is responsible for providing contract administration support related to construction projects involving new or existing Denver Water facilities and the inspection of construction contracts awarded by the Engineering Division. This group ensures that projects are constructed in compliance with Denver Water's Capital Projects Construction Standards (CPCS) and project-specific contract documents.
- **Distribution Engineering** is responsible for the design of proposed projects, plan review, and the as-built drawings for all main installations 20-inch and smaller in the Denver Water contract area.
- **Distribution Inspection** is responsible for the inspection and testing of 20-inch and smaller mains, firelines, and domestic services 3-inch and larger in the Denver Water contract area. The inspection services extends to Denver Total Service, Read & Bill and Master Meter contract areas. This group ensures projects are constructed in accordance with the DW Engineering Standards.
- **Property Management** is responsible for easement acquisitions, plan reviews, land sales and exchanges and license agreements on Denver Water's operating and non-operating properties. They also oversee recreation activities for operating and non-operating properties including leases, agreements and studies.
- **Asset Recording** is responsible for activities related to the GIS database, the creation and maintenance of Maximo records related to each facility, and providing assistance to other sections regarding the use of spatial data.

## ENGINEERING WORKFLOWS

For the most up-to-date project workflows visit OMS Connect for Denver Water's Capital Projects Procedure Manual (CPPM). The Engineering Dashboard can also be utilized to find workflows for smaller Distribution piping.