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## **PLANNING AND ENGINEERING GUIDELINES & STANDARDS (PEGS)**

### **SUPPLEMENT NUMBER: PEGS-22-005**

**July 1, 2022**

#### **VOLUME 1, AIRPORTAL - CHAPTER 6, ASSET MANAGEMENT**

Chapter 6, Asset Management, Section 6.2 Asset Data Collection and Delivery (COBie Data) for Projects

Chapter 6, Asset Management, Appendix 1G – Specification 010013X, Asset Management Requirements for Non-BIM Projects

Chapter 6, Asset Management, Appendix 1I – Standard Forms

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Effective immediately, the following modification shall be made to the MDOT MAA 2022 PEGS Manual:

#### **Volume 1, AIRPortal - Chapter 6, Asset Management, Section 6.2 Asset Data Collection and Delivery (COBie Data) for Projects (NEW)**

1. Add new Section 6.2 – Asset Data Collection and Delivery (COBie Data) for Projects (attachment 1).

#### **Volume 1, AIRPortal - Chapter 6, Asset Management, Appendix 1G – Standard Specifications, Specification 010013X, Asset Management Requirements for Non-BIM Projects**

1. Add new Specification 010013X, Asset Management Requirements for Non-BIM Projects (attachment 2).

#### **Volume 1, AIRPortal - Chapter 6, Asset Management, Appendix 1I – Standard Forms (NEW)**

1. Add new form Demolished/Abandoned in Place Assets (attachment 3).
2. Add new form Relocated/Re-Purposed Assets (attachment 3).

Consultants listed herein are required to distribute this PEGS standard supplement to their respective staff and subconsultants.

If you believe this standard supplement conflicts with any other codes or regulations or if you should have any questions regarding this matter, please contact the Section Manager, GIS & Engineering Technology Section at (410) 859-7768.

PEGS Supplement: PEGS-22-005


VOLUME 1, AIRPORTAL - CHAPTER 6, ASSET MANAGEMENT


Chapter 6, Asset Management, Section 6.2 Asset Data Collection and Delivery (COBie Data) for Projects


Chapter 6, Asset Management, Appendix 1G – Specification 010013X, Asset Management Requirements for Non-BIM Projects

Chapter 6, Asset Management, Appendix 1I – Standard Forms

Page 2

  
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#### DISTRIBUTION

Attachments:

1. Volume 1, Section 6.2
2. Volume 1, Appendix 1G – Specification 010013X
3. Volume 1, Appendix 1I – Standard Forms
  - A. Demolished /Abandoned in Place Assets
  - B. Relocated/Re-Purposed Assets

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**ATTACHMENT 1**  
**V1, SECTION 6.2**

## 6.2 Asset Data Collection and Delivery (COBie Data) for Projects

This standard applies to all design and construction projects at BWI Marshall and Martin State Airports to include both Building Information Modeling (BIM) and non-BIM projects. *Note: Consultants preparing BIM deliverables must deliver asset data in accordance with PEGS Volume 1, Chapter 5 BIM Standards.*

The purpose of this standard is to ensure that all design and construction projects include the delivery of asset data in conformance with the MDOT MAA's Strategic Asset Management Plan (SAMP). MDOT MAA relies on an IBM Maximo system to manage its asset inventory and maintenance operations. An important component of the SAMP is to collect and maintain quality asset information for:

- system preservation,
- safety and security,
- quality of service, and
- decision making

MDOT MAA requires that asset data be delivered using the Construction to Operations Building information exchange (COBie) data format. COBie is an international standard for building data exchange and is widely used for Facility Management (FM). The COBie process includes Design, Build, and Operate modules to help transform paper documents into electronic storage tools. For the purpose of this standard, COBie is used to capture building construction handover information via standardized spreadsheet templates that can be imported into MDOT MAA's asset management system (i.e., Maximo).

For any project involving the addition of assets required to be tracked within Maximo, consultants and contractors are required to collect accurate and complete asset data information as needed to modify/update the MDOT MAA's Maximo asset management system. The MDOT MAA-provided COBie templates shall be used for collecting such asset data. **Note:** *The provided COBie Templates and Examples are representative forms and may not address all required COBie data. As every project is unique, it is incumbent upon the consultants and contractors to adjust the MDOT MAA-provided templates for project-specific assets in coordination with and approved by MDOT MAA GIS & Engineering Technology Section's (GETS) Asset Management Manager (AMM).*

For both BIM and non-BIM projects, the population of COBie data is an iterative process that starts with the consultant developing the initial COBie spreadsheets (based on the PEGS COBie templates during the design phase and in close coordination with the MAA's GETS Asset Management Manager (AMM)). On a routine basis (frequency to be based upon the complexity of the project and as directed by the AMM) the consultant shall meet with the AMM to coordinate the collection and assembly of COBie data. As a minimum, the asset management data must be submitted to AMM at 60%, 100%, Bid, Conformed, and Record submissions. Each design submittal shall include all required fields (including data to be entered by the consultant and placeholders for data to be entered by both the Owner and the Contractor). Fields to be entered by the consultant shall be populated to the extent that can be determined at each stage of design and agreed to by the AMM. Upon approval of the Conformed submission, the

COBie submittal shall be turned over to the contractor for further population.

<b>Asset Management Coordination Process</b>			
	Description	Teams	Project Phase
1	Meet with the MAA Asset Management Manager (include MAA BIM Manager if a BIM project) This meeting is to discuss project scope and schedule, and establish COBie template framework, expectations, and team meeting intervals as required by AMM	AMM + A/E	Upon Task NTP
2	Periodic meetings with the AMM (include MAA BIM Manager if a BIM project), at minimum at each submittal stage depending on the complexity of the project, as determined by AMM	AMM + A/E	As required by AMM
3	Submit populated Asset Data Cobie Spreadsheet to AMM	A/E	60%
4	Submit as designed populated Asset Data Cobie Spreadsheet to AMM and AIRPortal ADM	A/E	90% or 100%
5	Submit populated as-bid Asset Data COBie Spreadsheet to AMM and AIRPortal ADM	A/E	Bid
6	Submit populated conformed Asset Data COBie Spreadsheet to AMM and AIRPortal ADM	A/E	Conformed
7	Meet with the MAA Asset Management Manager (include MAA BIM Manager if a BIM project) This meeting is to discuss project scope and schedule, and establish COBie template framework, expectations, and team meeting intervals as required by AMM	AMM + A/E + CMI + Contractor	Upon Contract NTP
8	Periodic meetings with the AMM to review progress in populating the COBie spreadsheet (include MAA BIM Manager if a BIM project). Meeting interval will depend on the duration and complexity of the project, as determined by AMM	AMM + A/E + CMI + Contractor	As required by AMM
9	Submit populated as constructed Asset Data COBie Spreadsheet to AMM prior to final construction walkthrough/commissioning	Contractor + CMI	Final Walkthrough/Commissioning
10	Submit final as-constructed Asset Data COBie Spreadsheet to the A/E and AMM for final review	Contractor + CMI	As-Build
11	Submit final as-build Asset Data COBie Spreadsheet as part of Record set to AMM and AIRPortal ADM	A/E	Record

Project requirements shall dictate how COBie data is to be collected/entered/transferred:

1. For projects required to comply with MDOT MAA's BIM standard, complete asset management data shall be populated within the BIM model. Regardless of whether the information is available at the time of design, BIM elements shall be initially configured by the consultant with the full complement of attributes required and in the proper data format. After the Conformed BIM Model is transferred from the consultant to the contractor, the contractor shall be responsible for continued data population throughout the construction phase. At the end of the project, the asset data from the contractor's BIM model will be merged with the consultant's Record Model. Contractor-supplied

asset data shall be checked for accuracy and completeness by the consultant and AMM prior to merging with the Record Model. Any needed corrections shall be addressed by the contractor prior to final walkthrough and commissioning. Once the contractor-supplied data is transferred to the Record Model, the consultant shall export the asset data to COBie spreadsheets and deliver to the AMM for import into the Maximo system.

2. For Non-BIM projects, COBie data shall be collected and manually entered in the COBie spreadsheets created for the project. Such spreadsheets shall be initially populated (with Owner-supplied data and details known at the end of the design) by the consultant and then transferred to the contractor for additional manual data entry. Contractor-supplied draft COBie spreadsheets shall be delivered at the end of the project and checked for accuracy and completeness by the consultant and AMM. Any needed corrections shall be addressed by the contractor prior to final walkthrough and commissioning. Once approved, the COBie spreadsheets shall be delivered to AMM as part of the close-out submittals for import into the Maximo system.

Consultants are required to include the MDOT MAA's Standard Technical Specifications for Asset Data Collection and Delivery (COBie Data) as provided in PEGS in all construction contracts. Such Technical Specifications shall be tailored for the specific project requirements. The construction documents shall also include the consultant's COBie spreadsheets, partially populated with the Owner/consultant-provided asset data, which shall accompany the Standard Technical Specifications so that bidders are made aware of the requirements and the extent of remaining data to be provided by the contractor.

COBie data population shall continue throughout the construction phase. Much of the data to be entered into the COBie spreadsheets can only be determined following the formal submittal and review process and, in some cases, only after the assets are delivered to site, e.g., serial numbers. Following award, the contractor shall be responsible to adjust the COBie documents as required to support the awarded solution. Throughout the project, the contractor shall populate the COBie documents with data from approved/installed equipment.

As dictated by the Standard Technical Specifications for Asset Data Collection and Delivery (COBie Data), the consultant shall participate in routine meetings with the AMM and the contractor to review the status of the COBie data population. The consultant shall review progress submissions for accuracy and completeness.

Upon final acceptance of a construction project, the contractor is responsible for delivering the completed COBie spreadsheets to the consultant and AMM for review. The consultant shall review the populated COBie spreadsheet for completeness and accuracy and submit the final COBie spreadsheets via AIRPortal Document Manager (ADM) to MDOT MAA along with as-built documents/models.

The quantities and types of COBie spreadsheets to be submitted shall be dictated by the nature and extent of the project. The examples and templates provided in PEGS Volume 1, Appendix 1F-3 are intended only to establish the organization of data and level of detail required. It shall be the consultant's responsibility to identify, develop, and initially populate all required COBie spreadsheets to be issued to the contractor for further population.

The required types of assets and the extent of data to be delivered are identified in

MDOT\_MAABxP\_Part2 LODMatrix\_Attributes Parameters. This document includes four tables:

1. Section 1 - MDOT-MAA BIM Execution Plan LOD Matrix: *Relevant to this standard when the project utilizes BIM standards.*
2. Section 1.1, Table 23 – Asset Attributes: provides a detailed matrix of required asset data to be provided for asset types currently being tracked within Maximo. Rows are sorted using the OmniClass Table 23 Construction Classification System to align with more traditional A/E organization.
3. Section 1.2: Omniclass Table 23 Asset Attribute Definitions: This table provides a data cross-walk between the Omniclass attributes/groups and COBie tabs/columns. The Table also provides recommendations concerning who is to provide the data (e.g., Owner, A/E, Contractor, etc.)
4. Section 2: Revit-Maximo Parameter List - *Relevant to this standard when the project utilizes BIM standards.*

The above tables provided under MDOT\_MAABxP\_Part2 LODMatrix\_Attributes Parameters should be edited for the unique nature and complexity of each project. In the event that the project introduces new asset types that are not currently installed at BWI Marshall or MTN and, therefore, are not currently tracked within Maximo, the consultant shall consult with AMM to determine if such assets are to be added to the COBie deliverables. If it is agreed that such assets are to be added, the consultant will coordinate with the AMM to determine the specific attributes to be included in the COBie submission.

Section 1.1, Table 23 establishes a baseline of assets and data that MDOT MAA requires to be tracked within Maximo. Depending upon the specific asset type, this may include, but is not necessarily limited to, the following attributes:

- |                                    |                         |
|------------------------------------|-------------------------|
| • Asset ID (as noted in the field) | • Year manufactured     |
| • Asset type                       | • Installation date     |
| • Description                      | • Purchase price/cost   |
| • Manufacturer                     | • Expected service life |
| • Model number                     | • Warranty number       |
| • Serial number                    | • Warranty expiration   |

All assets to be demolished or relocated under a given project must be logged and reported as a separate close-out submittal but are not required to be included in the COBie submission. Demolished/relocated assets shall be identified by existing/new locations, equipment type, asset tag number, make, model, etc., as required for MDOT MAA to uniquely identify the existing asset within its Maximo system.

The following spreadsheet templates shall be utilized to document demolished and relocated assets:

- Demolished/Abandoned-in-Place Assets
- Removed/Repurposed Assets



The above spreadsheets shall be initially populated by the consultant and then transferred to the contractor for additional data entry. At the end of the project, the spreadsheets shall be verified by the consultant and delivered to AMM concurrent with the close-out submittals. A final draft of the Contractor's Demolished Assets and Relocated Asset submittals shall be required prior to the final walkthrough and commissioning. MDOT MAA asset management staff shall utilize the spreadsheets to document changes within the Maximo system.

**ATTACHMENT 2**

**V1, APPENDIX 1G - SPECIFICATION 010013X**

## SECTION 010013X ASSET MANAGEMENT DATA COLLECTION FOR NON-BIM CONSTRUCTION PROJECTS

### PART 1 - GENERAL

#### 1.1 DESCRIPTION AND INFORMATION

- A. The work to be performed under this Section includes, but is not limited to, the furnishing of all materials, labor, tools, equipment, services, and incidentals required to collect, maintain, and transfer Asset Management information in accordance with the requirements stated herein.

#### 1.2 REFERENCED STANDARDS AND DOCUMENTS

- A. All work related to this specification shall be in accordance with the latest standards and references, including but not limited to:
  - 1. National BIM Standard (NBIMS) – United States™ Version 3 – specifically Chapter 4 Information Exchange Standards, Section 4.2 COBie – Version 2.4
  - 2. Conformed COBie (new assets) and Removed/Relocated Asset Worksheets (supplied by Engineer)
  - 3. Conformed MDOT\_MAABxP\_Part2 LODMatrix\_Attributes Parameters Tables (supplied by Engineer) *Note: REVIT requirements within these tables are not applicable to this Specification.*

#### 1.3 ASSET MANAGEMENT DATA COLLECTION WORKFLOW

**NOTE TO ENGINEER** – Engineer shall add to this section as required for items specific to the project.

- A. The following describes the requirements for identifying, collecting and documenting asset information over the course of the project.
- B. Bid Phase
  - 1. During the design phase of the project, the Engineer shall develop COBie and other asset tracking spreadsheets to identify the specific asset data to be captured for the project. To the extent that such information is known before the construction contract is awarded, the Engineer shall populate the spreadsheets with Owner and Engineer-provided data. During the bid phase, Offerors shall have an opportunity to review the documents to understand the extent of data still to be collected and the associated responsibilities for data entry. Questions concerning the work shall be resolved via the formal question and answer process established by the Solicitation. Any required clarifications or adjustments to the documents shall be addressed by addendum and formalized by the Engineer in the Conformed Documents.

## C. Construction Phase

1. Documenting New Assets: Following contract award, the Conformed COBie documents shall be turned over to the Contractor for its use in preparing required asset management deliverables. The Contractor and its subcontractors shall continue COBie data population throughout the construction phase. Much of the data to be entered into the COBie spreadsheets can only be determined following the formal submittal and review process and, in some cases (e.g., serial numbers), only after the assets have been delivered to site and installed. The Contractor shall:
  - a. Adjust/complete the COBie documents as required to reflect the submitted/formally approved product data submittals.
  - b. Adjust/complete the COBie documents to address any formal design changes (e.g., Requests for Information, Design Clarifications, etc.).
  - c. On a regularly scheduled basis (frequency identified elsewhere in this section), Contractor shall meet with the Engineer and MDOT MAA's Asset Management Manager (AMM) to review the status of the COBie data population. Progress submittals shall be provided in advance of such meetings. Completeness and accuracy of the submissions shall be reviewed and discussed at the progress meetings. MDOT MAA reserves the right to collect progress submittals and to upload the data to the MAA MDOT's Maximo Test Environment to ensure data populates correctly. Any deficiencies or demonstrated data load failures must be addressed as part of the subsequent COBie progress submission.
  - d. As a condition of Final Acceptance, the Contractor shall deliver the completed COBie spreadsheets to the Engineer and the AMM for final review and approval.
  - e. The approved COBie spreadsheets shall be submitted by the Contractor as part of the final close-out submittals.
2. Documenting Removed/Relocated Assets: MDOT MAA standard spreadsheets shall be utilized to collect data on removed/relocated assets. The Engineer shall initially populate such spreadsheets and shall turn over to the contractor as part of the Conformed Documents. The Contractor shall complete the forms with all remaining data required to log and report assets that are demolished or relocated under this contract. Demolished/relocated assets shall be identified by existing/new locations, equipment type, asset tag number, make, model, etc., as required for MDOT MAA to uniquely identify the existing assets within its Maximo system and adjust status accordingly. The final spreadsheets shall be delivered to the Engineer concurrent with the close-out submittals and prior to the final walkthrough and commissioning.

## 1.4 PROGRESS & AS-BUILT ASSET DATA

- A. Additional requirements to Standard Provisions for Construction Contracts Volume 2, SP-8.08-Record Drawings/As-Built Drawings.

**NOTE TO ENGINEER – Engineer shall coordinate with MDOT MAA Asset Manager after each Construction Coordination meeting or as required by the MDOT MAA Asset Manager and when as-builts are submitted.**

- B. The Contractor shall supply monthly information updates to the project COBie and removed/relocated spreadsheets. These updates shall include any changes to assets resulting from design changes, contract modifications, etc., to reflect as-installed and as-built conditions. If issues are found, the Contractor shall complete the corrections and return the submission to the Engineer within ten (10) calendar days.
- C. Asset Management Coordination Process shall be as outlined below.

<b>Asset Management Coordination Process</b>			
	Description	Teams	Project Phase
1	Meet with the MAA Asset Management Manager (include MAA BIM Manager if a BIM project) This meeting is to discuss project scope and schedule, and establish COBie template framework, expectations, and team meeting intervals as required by AMM	AMM + A/E + CMI + Contractor	Upon Contract NTP
2	Periodic meetings with the AMM to review progress in populating the COBie spreadsheet (include MAA BIM Manager if a BIM project). Meeting interval will depend on the duration and complexity of the project, as determined by AMM	AMM + A/E + CMI + Contractor	As required by AMM
3	Submit populated as constructed Asset Data COBie Spreadsheet to AMM prior to final construction walkthrough/commissioning	Contractor + CMI	Final Walkthrough/ Commissioning
4	Submit final as-constructed Asset Data COBie Spreadsheet to the A/E and AMM for final review	Contractor + CMI	As-Build
5	Submit final as-build Asset Data COBie Spreadsheet as part of Record set to AMM and AIRPortal ADM	A/E	Record

## PART 2 - PRODUCTS AND REQUIREMENTS

**NOTE TO ENGINEER – Engineer may add to this section as required for items related/unique to the project.**

## PART 3 - EXECUTION

**NOTE TO ENGINEER – Engineer may add to this section as required for items related/unique to the project.**

### 3.1 ASSET MANAGEMENT DELIVERABLES

- A. As-built Asset Management Documents shall conform to SECTION 8 of the Standard Provisions.
- B. Deliverables Required During Construction Phase

**NOTE TO ENGINEER – Engineer shall coordinate with MDOT MAA Asset Manager to determine the frequency of progress submissions/meetings required for the project and adjust the below accordingly.**

1. Monthly submission of updated new assets (COBie), removed assets, and relocated assets documents, to include work performed during the previous 30-day period.
2. Submissions shall be submitted in advance of the monthly meetings (time frame to be established in coordination with the Engineer) to allow time for review by the AMM and Engineer.
3. A complete final draft of the Contractor's submittals shall be required prior to the final walkthrough and commissioning.

C. Project Deliverables Required at Project Closeout

1. Contractor shall submit As-Built asset data submissions within 14 calendar days of notification of substantial completion.
2. The Engineer and AMM shall have 14 calendar days to review the documents and issue comments.
3. Upon receipt of Engineer's comments, the Contractor shall complete revisions to the As-Built asset data documents and resubmit within 14 calendar days. This review and revision process shall repeat until all comments are addressed and the model is approved.
4. Final submission of the asset data documents shall be delivered to the Engineer concurrent with the close-out submittals.

## PART 4 - MEASUREMENT

### 4.1 METHOD OF MEASUREMENT

- A. No separate measurement will be made for the work required under this item.

## PART 5 - PAYMENT

### 5.1 BASIS OF PAYMENT

- A. No separate payment will be made for work under this item. All costs incurred thereby shall be considered incidental to the item for which it applies, including furnishing all supervision, labor, equipment, tools, materials, and any other incidentals necessary to complete this item in accordance with these specifications.

**END OF SECTION 010013X**

**ATTACHMENT 3**  
**V1, APPENDIX 1I – STANDARD FORMS**



MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND AVIATION ADMINISTRATION

DEMOLISHED/ABANDONED IN PLACE ASSETS									
Construction Contract No:									
Construction Task Number (if Applicable)									
Construction Title									
Design Task No.									
Design Task/Subtask Title									
Airport									
ITEM #	DESCRIPTION OF EXISTING ASSET	LOCATION			MAXIMO ASSET ID*	ASSET TAG #*	EXISTING MAXIMO LONG DESCRIPTION*	DISPOSITION	REMARKS
		BUILDING	FLOOR	ROOM #					
1									
2									
3									
4									
5									
6									
7									
8									
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\* Indicated fiels to be provided from existing Maximo system based upon descriptions provided.

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND AVIATION ADMINISTRATION**

RELOCATED/RE-PURPOSED ASSETS													
Construction Contract No:								Design Task No.					
Construction Task Number (if Applicable)								Design Task/Subtask Title					
Construction Title								Airport					
ITEM #	DESCRIPTION OF EXISTING ASSET	EXISTING ASSET/LOCATION						NEW ASSET/LOCATION				REMARKS	
		LOCATION			MAXIMO ASSET ID*	ASSET TAG #*	EXISTING MAXIMO LONG DESCRIPTION*	REASON FOR MOVE	LOCATION				NEW MAXIMO DESCRIPTION*
BUILDING	FLOOR	ROOM #	BUILDING	FLOOR					ROOM #				
1													
2													
3													
4													
5													
6													
7													
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\* Indicated fiels to be provided from existing Maximo system based upon descriptions provided.