# GENERAL PROJECT REQUIREMENTS

## INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>A.2</td>
<td>CODES COMPLIANCE (VERIFY CITY REQUIREMENTS)</td>
<td>5</td>
</tr>
<tr>
<td>A.3</td>
<td>SPECIAL SUBSURFACE AND LAND CONDITIONS</td>
<td>6</td>
</tr>
<tr>
<td>A.4</td>
<td>SUBSURFACE INVESTIGATIONS</td>
<td>7</td>
</tr>
<tr>
<td>A.5</td>
<td>TRAFFIC CONSULTANTS</td>
<td>7</td>
</tr>
<tr>
<td>A.6</td>
<td>PROJECT APPROVALS</td>
<td>7</td>
</tr>
<tr>
<td>A.7</td>
<td>RELEASE OF PROJECT INFORMATION TO THE NEWS MEDIA</td>
<td>8</td>
</tr>
<tr>
<td>A.8</td>
<td>PROJECT PUBLICATION</td>
<td>8</td>
</tr>
<tr>
<td>A.9</td>
<td>ROOM NUMBERS</td>
<td>8</td>
</tr>
<tr>
<td>A.10</td>
<td>MINUTES OF THE MEETING</td>
<td>8</td>
</tr>
<tr>
<td>A.11</td>
<td>BOND INSPECTION</td>
<td>9</td>
</tr>
<tr>
<td>A.12</td>
<td>PROJECT SUBMISSION REQUIREMENTS</td>
<td>9</td>
</tr>
<tr>
<td>A.13</td>
<td>CONSTRUCTION REQUIREMENTS</td>
<td>13</td>
</tr>
<tr>
<td>A.14</td>
<td>RESPONSIBILITIES OF THE PROJECT MANAGER AND THE PROFESSIONAL</td>
<td>14</td>
</tr>
<tr>
<td>A.15</td>
<td>PROJECT ALLOCATION</td>
<td>14</td>
</tr>
<tr>
<td>A.16</td>
<td>SCHEDULE</td>
<td>15</td>
</tr>
<tr>
<td>A.17</td>
<td>BASE BIDS AND ALTERNATES</td>
<td>15</td>
</tr>
</tbody>
</table>
DIVISION A
GENERAL PROJECT REQUIREMENTS

A.1 INTRODUCTION

A. This Instruction to the Professional Design Manual is for the Professionals to use as a guide in the development and preparation of Contract Documents for construction and renovation projects assigned by the University’s Division of Facilities Management. Deviations from these standards will be discussed with the University’s Project Manager and prior approval will be required before making such deviations. The term “Professional” used throughout this manual refers to the registered Architects and Engineers performing design work for the University.

The practices and procedures that are incorporated herein follow closely the American Institute of Architects (AIA), “Architect’s Handbook of Professional Practice” and the Construction Specifications Institute’s standards for the preparation of documents.

Unless specifically stated otherwise, reference to specific products and manufacturers is included only to establish a standard of quality. Products of other manufacturers which are of equal quality and perform identical functions will be considered for use. The University does not represent or endorse any specific manufacturer or product referred to in these documents.

From time to time these standards will require revisions and additions. Professionals will verify that their copies contain the latest revisions and requirement changes prior to proceeding with the project design.

The provisions of this Manual are applicable to University of Pittsburgh facilities whether owned or leased. Provisions of the Manual apply to both new and existing construction. Facilities covered by this document include all types of buildings and their contents, structures (whether considered temporary or permanent), mobile and stationary equipment, and outside storage.

The term “Project Manager” refers to the Facilities Management staff person assigned to a particular project. The term “User” refers to the University Department, School, person or persons that will use the spaces or facility designed under a specific project.

B. Duties of the Project Manager:

The University’s Project Manager acts as a liaison between the Professional and the User and/or other University entities involved in the project. The University’s Project Manager provides a one-person contact for the Professional so as to promote program and budget control. The Professional is thereby discouraged from contacting the User and/or any other University entities for the purpose of discussing the project, without the knowledge of the University’s Project Manager.

It is the Professional’s responsibility to insure that all requirements discussed in this Manual are incorporated in the Contract Documents, unless specifically waived by the University’s Project Manager. The Professional must therefore familiarize himself/herself with the contents of this Manual, and insure that his/her Consultants are also familiar with its requirements.

Professionals performing work under contract with the Pennsylvania Department of General Services (DGS): Whenever a conflict arises between the DGS requirements and requirements of this manual, the DGS requirements prevail.
C. Policy for selection of Design Professionals for University of Pittsburgh Facility Projects:

1. Purpose:
   a. To select firms with the best potential to achieve a high-quality design on schedule and within budget.
   b. To assure an equitable distribution of work to qualified Pennsylvania firms.

2. Procedures:
   a. The procedures to be used to select Professionals will vary, depending on the fund source and estimated construction cost or design fee. The amount of contracts for professional services will be on a maximum, not-to-exceed basis. Professionals must attach time rates to their proposals. Proposals will not be processed as contracts by Facilities Management Administration, unless the fee is structured as stated above.
   b. State-funded Projects:

      Professionals for State-funded projects are selected by the State Selections Committee of the Department of General Services (DGS) under the regulations of Act 45.

   c. University-funded Projects:

      Professionals will be selected from a Professional Selections List that contains the names, experience and qualifications of those firms that have expressed interest in working for the University Office of Facilities Management. Qualified design firms that have not had recent contracts with the University and qualified minority or women-owned firms are strongly encouraged to express interest.

   d. Construction Cost Under $1 million (Design Fee under $75,000):

      These projects usually involve building renovations, additions, utilities replacement or extension, interiors and furnishings, feasibility, environmental and planning studies, or similar work. The Office of Facilities Management will review the qualifications of at least three (3) firms and recommend the final selection. Depending on the nature of the project, the procedures for larger projects may be used if appropriate.

   e. Construction Cost Over $1 million (Design fee over $75,000):

      These projects usually involve new buildings, large additions or renovations to existing facilities, major upgrading of utility systems and master planning. Facilities Management will assemble a multi-disciplinary Selection Advisory Committee comprised of University architects, engineers, and representatives appointed by the facility User.

      A short list of firms with previous experience in the type of project under consideration will be developed from the Professional Selection List. If other qualified firms are available, firms currently under contract may be omitted from the short list in order to achieve a more equitable work distribution.
A scope of work and evaluation criteria for the project will also be developed in conjunction with the User. (The criteria in Appendix One may be used as a general guide.) Short-listed firms will be given the scope of work and evaluation criteria and will be invited to submit qualifications statements that address the specific design skills and experience required for the project.

The Selection Advisory Committee will evaluate these qualification statements according to the established criteria, normally using a numerical method of scoring. The relative weight or importance of each criterion will be set before scoring begins to make the process more objective. The scores of Committee members will then be averaged to determine which firms should be invited for interviews.

After interviewing the firms, the Selection Advisory Committee will develop a priority ranking. This ranking and the Committee comments, if any, will be the criteria Facilities Management will use to select the Professional.

If the Scope of the Project is well defined, Facilities Management may solicit fee proposals from the firms to be interviewed. The Professional selection will not be based on fees alone, but will consider both professional qualifications and previous experience in relation to proposed fees. Facilities Management may further negotiate the Professional fees before a contract is awarded.

D. Policy for Selection of Design Professionals Sample Evaluation Criteria:

1. Planning and Feasibility Studies:

   Ability to define User needs and to establish functional relationships, to recommend funding priorities and project phasing, to estimate costs early in the design process, and to communicate design alternatives with schematic sketches.

2. Site Planning:

   Ability to analyze site conditions and develop creative design solutions, considering topography and drainage, soils, tree preservation and landscaping, wetlands and environmental issues, historic or archeological features, utility sources and capacities, parking, pedestrian circulation, open spaces, density, scale, views, and spatial relationships.

3. Architectural and Interior Design:

   Ability to understand program requirements and functional relationships and to develop functional designs of high aesthetic quality that reflect program requirements and site conditions.

4. Energy and Life Cycle Costs:

   Ability to analyze energy and product alternatives and to design facilities with low energy, maintenance, and operating costs, without significantly increasing initial costs.
5. Schedule and Cost Consciousness:

Ability to develop economical design solutions, to design projects on schedule and within budget, to make accurate cost estimates, and to avoid costly change orders caused by errors and omissions in design documents.

6. Project Management Concept:

Ability to manage design of projects of similar complexity and scale, to coordinate the work of all required disciplines, and to communicate design alternatives to building users.

7. Specialized Experience:

Prior experience with planning studies or the design of sites, buildings, interior spaces, utility systems, environmental and code related studies, with functions similar to those proposed for the project under consideration.

A.2 CODES COMPLIANCE

A. The Professional will be responsible for incorporating the most restrictive requirements of the applicable local, state, and federal standards and codes into each project design. The Professional will include a statement outlining the basic code requirements applicable to the project and will include a listing of codes enforced by the local authority having jurisdiction.

B. It is the intent of the University to establish uniform criteria for all campuses. Toward this effort, the University applies the latest editions of the BOCA National Codes, as adopted by the City of Pittsburgh, to all project designs. The Professional will identify any conflicts between University requirements and local requirements during the preliminary phase of the project. Conflicts should be resolved prior to preparation of construction documents.

C. Contract Documents will state that electrical installations will comply with requirements of the National Electrical Code, latest edition.

D. Concept and final design analyses will address provisions pertaining to fire protection and life safety as required by this manual. Fire protection provisions will be summarized and submitted as a separate analysis. Where applicable, the following fire protection provisions must be delineated:

1. Type of construction (including interior finish materials).
2. Classification of occupancy.
3. Building separation or exposure protection.
4. Fire protection criteria (this manual and pertinent standards and codes).
5. Location of fire-rated walls including fire-rated doors and dampers with identification as applicable (fire walls, fire partitions, and smoke partitions, with their fire-resistive ratings).
6. Life safety provisions (exit travel distances, exit widths based on the capacity and occupant load, number, type, exit signs and lighting).
7. Automatic extinguishing systems (identification of sprinkler areas and areas protected by other automatic suppression systems).

8. Water supplies.

9. Smoke control system: Smoke compartments and the requirements for smoke dampers, smoke detectors, and smoke partitions will be provided. The smoke control system will be delineated by schematic diagram, when applicable, indicating the operations of the normal HVAC mode and the smoke removal mode.

10. Fire alarm system (the type of alarm system and location of the fire alarm equipment, and fire zones).

11. Fire detection system (the type of detection system and location of detectors, and fire zones).

12. Location of fire extinguisher cabinets and fire hose standpipes.

13. Interior finish ratings.

E. The University is required by its property insurance carrier to comply with the provisions of the National Fire Codes as published by the National Fire Protection Association. Further, the insurer provides specific design criteria which may exceed the minimum standards established by the applicable codes utilized by the Authority having Jurisdiction. The Professional will determine the requirements of the insurance carrier during preliminary design. Where there are conflicts between the applicable codes, the Project Manager will secure the interpretations and approvals of appropriate University personnel.

F. University projects will be designed to comply with the Americans with Disabilities Guidelines and local accessibility criteria.

A.3 SPECIAL SUBSURFACE AND LAND CONDITIONS

A. The University’s campuses present a variety of subsurface conditions that must be taken into consideration when designing new buildings and/or utility systems. The Professional is urged to request from the University the conduct of subsurface investigations during the schematic stages of design in order to identify conditions, such as:

1. Oakland Campus: The Upper Campus area contains a larger number of abandoned coal mines. The Professional will obtain from the City, records of the locations of these mines and design the buildings accordingly.

   Some areas of the Campus may also have high water tables due to underground streams.

2. Greensburg Campus: The Greensburg Campus is bisected by a creek that floods heavily in the spring. Buildings in this Campus will be located above the 100 year flood plain.

   On the lower parts of this Campus, the water table is very high. Professionals are discouraged from designing basements in these areas.
3. **Bradford Campus:** The Bradford Campus is located adjacent to a creek that presents heavy floods. Buildings in this Campus will be located above the 100 year flood plain.

   The water table is very high in most areas of the Campus. Professionals are discouraged from designing buildings with basements.

   A large part of this Campus property may be identified as being “wetlands” by the Corps of Engineers. Professionals will be responsible to insure that new buildings do not disturb the wetlands areas.

4. **Johnstown Campus:** Soils with expansive characteristics have been found in some areas of this Campus.

A.4 **SUBSURFACE INVESTIGATIONS**

   A. The Professional will request proposals from at least two (2) soils consultants for the provision of services related to subsurface investigations. The Professional will be required to prepare the scope of work and drawings showing the location and proposed depth of test borings.

   B. Upon University approval of the Soils Consultant proposal, the Professional will enter into a contract with the Consultant for the soils investigation services.

   C. At the completion of the soils investigation work, the Professional will invoice the University for the Soils Consultant services plus 10% for administration of the Contract. For more detailed information on this subject, refer to Division E of this Manual: Instructions to Professionals Regarding Subsurface and Related Site Investigations.

A.5 **TRAFFIC CONSULTANTS**

   Should the University or the Department of City Planning require the services of a Traffic Consultant, the University will provide these services at no cost to the Professional.

A.6 **PROJECT APPROVALS**

   A. City Planning and Community approvals:

      1. New University buildings and additions to existing buildings on the Oakland Campus must be approved by the City Planning Commission and Department of City Planning.

      2. When appropriate, the University Office of Facilities Management will schedule meetings with community groups and the Department of City Planning. The Professional is discouraged from arranging any meetings without University participation. Regional Campus projects will be reviewed with the appropriate community groups and governing bodies for approvals.

      3. The Professional’s time and presentation materials (except as listed below) required for these presentations, are considered part of the Basic Services of his/her Contract. Should special presentation materials (such as models and renderings) be required, the Professional will submit to the University and obtain approval of a proposal for these additional services before performing the work.
B. University Approvals:

1. From time to time, the Professional may be required to make a presentation of the project to the Board of Trustees, the Chancellor and/or other University Committees as required to obtain approvals. The Professional's time and materials required for these presentations are considered part of the Basic Service of this Contract.

A.7 RELEASE OF PROJECT INFORMATION TO THE NEWS MEDIA

A. Release of information relative to the project to the News Media, will be coordinated by the Office of University Relations in cooperation with the Professional and the University's Project Manager. The Office of the University Relations will produce and update press releases, in order to insure the accuracy of the information. The Professional, without prior approval of the University’s Project Manager, will not release project information during design and construction of the building.

B. The Professionals are not authorized to use the name “University of Pittsburgh” in brochures, press releases, or advertising without prior written approval from the Office of University Relations.

A.8 PROJECT PUBLICATION

The Professional may be asked by the University to write a piece of approximately 600 words containing a description of the project and design philosophy and process. This piece will serve as the basis for articles about the project, to be published in the University Journals, together with photographs, renderings, plans, etc.

A.9 ROOM NUMBERS

The Professional, during the DESIGN DEVELOPMENT PHASE of the project, will submit to the University, building floor plans showing rooms to be provided in the project. The University will assign room numbers to areas of the building in accordance with established procedures. The Professionals will incorporate the final room numbering system information into the project documents. (See “Drawing Standards” page F.7.)

A.10 MINUTES OF THE MEETING

A. As part of the Contract's Basic Services, it is the Professional’s responsibility to write minutes of meetings conducted during the planning and design stages of the project. Three (3) copies of the meeting minutes will be provided to the Project Manager.

1. The Minutes will contain the following information:

   a. Date of the Meeting and Date of issue of the Minutes.
   b. Project Name and Number.
   c. Purpose of the Meeting.
   d. Persons in attendance.
   e. Issues discussed at the Meeting and resolution of these items.
f. At the end of the Meeting Minutes, the Professional will list the necessary
Follow-up Tasks as a consequence of the meetings discussions. Each
"task" will state the person responsible, the nature of the "task" and the
date by which it needs to be completed, in order not to delay the project.

Follow-up Tasks: (Example)

1. The University’s Project Manager will provide to the Professional a
clarification of the Security Standards by 7/15/02.

2. The Professional will provide to the University’s Project Manager for
approval, a set of the latest electrical drawings by 7/20/02.

3. The User will review the latest plans and return to the University's
Project Manager with comments by 8/02/02.

A.11 BOND INSPECTION

A. The Professional will be required to specify a one (1) year Bond Inspection. If doing site
observation, the Professional will be asked to attend the inspection meeting.

B. The Bond Inspection will be arranged through the University's Project Manager. The
bond inspection will be scheduled prior to the end of the tenth (10th) month, and the
review competed before the end of the eleventh (11th) month.

C. The Contractor will be given written notice of defective material and/or workmanship and
be required to correct all deficiencies within ten (10) calendar days.

A.12 PROJECT SUBMISSION REQUIREMENTS

A. The following project submission requirements will be required for major renovations,
additions, and new structures:

1. Schematic Phase/Professional's Requirements:

Up to three (3) distinctly different concepts may be presented to the University
before proceeding with final schematic documents. These concepts are to
communicate site, functional, and massing relationships. The concepts may be
presented in diagrammatic form. There should also be included with each
concept, the approximate net assignable to gross area efficiency factors.

The University will select from the above three (3) schematics the one (1)
considered most appropriate, with changes as required. After introducing the
required changes, the Professional will submit to the University the following
information, as applicable:

a. Site Plan

b. Site Survey

c. Soil boring data and Consultant’s foundation recommendation (as
detailed in the Professional Design Manual)

d. Structural plan showing proposed bay arrangement
e. Schematic floor plans:
   1) New work, all floor levels
   2) Remodeled areas of existing structures, including demolition

f. Exterior elevations. At least one (1) of them will be color rendered

g. Diagrammatic building sections

h. Typical wall section to show materials, relationships, construction intent

i. Preliminary one-line HVAC duct layouts and/or preliminary mechanical piping diagram

j. Preliminary Mechanical Equipment Room layout (major equipment only)

k. Preliminary one-line electrical distribution diagrams

l. Preliminary design and construction schedule in bar-chart form

m. Program Phase report (description attached)

n. Comparison chart showing Space Program space allocation and actual assignable

B. Program Phase Report: As the schematic design progresses and based on in-depth discussions with the User and the University’s Project Manager, the Professional will expand on the Space Program to fully explain and document the following:

1. Limits of the property and site condition (survey and test borings may be required).

2. Traffic/circulation requirements within and without the building. Building services required.

3. Investigation into available utilities.

4. Required relationships of spaces to other spaces.

5. Required use, occupancy, utility services, etc. for all spaces. This information to be recorded in the Facilities Management Room Data Sheet.


All of the above will be submitted to the University's Project Manager in a written PROGRAM PHASE REPORT that will accompany the Schematic Phase Submission.

C. Design Development Submission/Professional’s Requirements: The Professional will submit the following information to the University in the Design Development Submission:

1. Site Survey

2. Site Plan:
   a. Final contours/grading
b. Paving, sidewalks, curb, fences, parking, and other site improvements (showing location and overall dimensions)

3. Foundation Plans:
   a. Footing and foundation sizes, reinforcing, elevations
   b. Below grade concrete wall thickness
   c. Waterproofing, damproofing, drainage-standard details

4. Structural Framing Plans, including:
   a. Horizontal and vertical member size, sample reinforcing
   b. Typical floor and roof
   c. Typical exterior wall
   d. Lateral bracing methods
   e. Fireproofing of the structure-NFPA designation
   f. Design live and dead loads tabulated for all floors, areas, and roofs

5. Exterior walls elevations, all planes

6. Typical wall sections

7. Typical roofing detail

8. Floor plans, all levels and roofs
   a. Partition type identification
   b. Smoke and fire compartmentation
   c. Built-ins and fixed equipment

9. Room finish and door schedule for typical areas/spaces

10. Plumbing work:
    a. Plans
    b. Fixture schedule, locations
    c. Waste and vent riser diagram with types locations and key sizes
    d. Water piping, locations

11. Roof drainage system, locations

12. Fire Protection Systems
13. Mechanical Systems:
   a. Equipment schedule, locations, sizes, types
   b. Chilled, condenser, hot water steam and condensate piping systems.
   c. Equipment connections and supports

14. Power distribution:
   a. Power distribution equipment schedule, locations
   b. Feeder sizes
   c. Emergency generator size, location
   d. Uninterruptible power supply equipment size and location (if required)
   e. Grounding-Standard detail

15. Interior Lighting and Power plans and details:
   a. Fixture and switch locations with identification
   b. Typical receptacle and power outlet locations
   c. Special requirements noted

16. Motor control schedule with starter and circuit sizing

17. Communications and alarm systems

18. Outline specifications -- all trades

19. Construction cost estimate

20. Description of proposed Alternates and Cost Estimates for each

21. Area comparisons between Space Program and actual plans and net/gross area ratio

D. 1. Interior Design/Furniture and Equipment: As part of the basic contract for design services, the Design Professional is responsible for selecting and specifying interior and exterior finishes and materials. He/she is also responsible for color and texture selection for these materials and for preparing color boards for University’s approval. Refer to Section C.2.

2. As part of the basic services, the Design Professional is also responsible for providing layout of furniture and/or equipment within rooms, ONLY FOR THE PURPOSE OF ASSURING THAT THE SPACE DESIGNED WILL ACCOMMODATE THE REQUIRED FURNITURE/EQUIPMENT NEEDS.

3. The Design Professional is NOT responsible under his/her basic design contract, for detailed layout of furniture plans, selection of furniture fabrics and colors or specifying the furniture and equipment. Should the above functions be required
and depending on the size and complexity of the project, an Interiors Professional may be hired to perform these tasks.

E. Interior Design/Furniture and Equipment:

1. Preliminary Evaluation of Furniture and Equipment Needs: As soon as a project is assigned to him/her, the University’s Project Manager will meet with the User in order to make a cursory evaluation of the furniture needs. Depending on the size and scope of the project, this evaluation could involve meeting with all the persons who will be moving and compiling a general list of the existing furniture they plan to reuse and the pieces they need. The University’s Project Manager will also evaluate the general condition of the exiting furniture for budgetary purposes.

2. Estimating furniture and furnishing allocation: The following costs must be considered when estimating the furniture/furnishing allocation for a project.
   a. Cost of new furniture
   b. Painting/refinishing of existing furniture
   c. Re-upholstering of existing furniture
   d. Assembly/disassembly of desks, landscape partitions and other furniture
   e. Furniture cleaning
   f. Cleaning of existing drapes
   g. Provision of new drapes and blinds
   h. Professional fee for Interiors Professional (usually 10% of furniture budget)
   i. Unusual needs, such as special filing systems, etc.
   j. Contingency of at least 10%

3. Equipment: In general, equipment such as computers, printers, typewriters, copiers, coffee makers, microwave ovens, Audio-visual equipment, etc. are to be purchased by the department. Equipment such as fumehoods, refrigerators, chalkboards, tackboards, fixed projection screens, etc. is purchased with project funds.

A.13 CONSTRUCTION REQUIREMENTS

A. During construction, the Design Professionals are responsible for the following services:

1. Administration of job meetings: this will include recording and distribution of Minutes of the Meeting.

2. Review, approve, and keep logs of the shop drawings, including warranties required at the end of a job. Inspect materials, equipment, workmanship for conformance to drawings, specifications, addendums, schedules, regulations, codes and applicable standards.

3. Review and approve of Request for Payments and preparation for Change Orders. Change Orders will be handled as required. All changes, whether there is a cost involved or not, must have a Change Proposal Request (CPR) form
prepared and approved (sample will be given), keep log of CPR’s for Change Orders approved or denied.

4. Provide complete Record drawings to the University based on the information provided by individual contractor’s As-Built drawings. Type to be determined: Plotted vellum or mylar (not diazo mylar) and disk if available.

5. Issue punch list of items that require completion before contract can be finalized.

6. Provide the University with gross and net square footage of renovated or new space.

7. The Professional must attend a meeting ten (10) months after the final completion date for a one year bond/warranty inspection. The Professional must issue a punch list if required after this inspection.

8. The Professional must be available throughout the entire project for consultation.

A.14 RESPONSIBILITIES OF THE PROJECT MANAGER AND THE PROFESSIONAL

A. At the beginning of the project, the University will assign a Project Manager who will work with the Professional during the design stage of the project. The function of the Project Manager is to act as a liaison between the Professional and other University personnel, including the Users, Telecommunications, Health and Safety, Engineering, and any other University Offices that need to be involved in the project.

B. THE PROFESSIONAL, AS WELL AS HIS/HER CONSULTANTS, ARE STRONGLY DISCOURAGED FROM CONTACTING ANY OTHER UNIVERSITY REPRESENTATIVES, UNLESS SPECIFICALLY AUTHORIZED BY THE PROJECT MANAGER.

C. It is the Project Manager’s responsibility to INFORM the Professional of the University’s needs, standards, and requirements. This information will be reflected in Minutes of the Meetings, the Professional Standards Manual, the Room Data Sheets, etc. HOWEVER, IT IS THE PROFESSIONAL’S RESPONSIBILITY TO INSURE THAT THESE NEEDS, STANDARDS, AND REQUIREMENTS ARE INCORPORATED IN THE CONTRACT DOCUMENTS.

D. The Project Manager will review the project documents as required to keep the Users informed of the general status of the project. THE PROJECT MANAGER IS NEITHER RESPONSIBLE FOR COMPLIANCE WITH CODES, NOR FOR DOCUMENTS COORDINATION. IF, UPON SUBMISSION OF DOCUMENTS TO THE PROJECT MANAGER, IT COMES TO HIS/HER ATTENTION THAT THE CONTRACT DOCUMENTS ARE POORLY COORDINATED OR INCOMPLETE, THE PROJECT MANAGER WILL RETURN THE DOCUMENTS TO THE PROFESSIONAL AND WILL DECLARE THE SUBMISSION INVALID FOR THE PURPOSE OF PAYMENT AND/OR COMPLIANCE WITH THE ESTABLISHED PROJECT SCHEDULES.

A.15 PROJECT ALLOCATION

It is the Professional’s responsibility to design the project within the established Project Construction Allocation. It is also the Professional’s responsibility to inform the Project Manager IMMEDIATELY, when the project is no longer within the allocation. At this point, it will be the Project Manager’s responsibility to work with the Users in identifying cuts in the program and/or additional funding for the project. The Professional will not proceed
until he/she is informed by the Project Manager of the available options to bring the project within budget.

A.16 SCHEDULE

It is the Professional's responsibility to inform the Project Manager IMMEDIATELY if the established Project Schedule cannot be met.

A.17 BASE BIDS AND ALTERNATES

A. As a general rule, the Professional will NOT include Alternates on his/her contract documents, unless specifically authorized by the Project Manager. Projects will include a minimum of at least two (2) Base Bids and a maximum of six (6) Base Bids.

B. Base Bid No. 1 will include all work specified in the Contract Documents. This Base Bid should be estimated at about 10% over the estimated Construction Allocation.

C. Base Bid No. 2 should include most of the items in Base Bid No. 1, except that some items may be deleted. All other Base Bids will follow the same format, deleting items from the previous Base Bid. The last Base Bid should be estimated at approximately 10% BELOW the Construction Allocation.

END OF DIVISION