

## Foreword

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### Introduction:

This publication, the **Purdue University Consultant's Handbook** (referred to as the Handbook) is a joint effort of the Office of the University Architect and the Engineering, Utilities and Construction Department.

This Handbook is designed to inform Architectural & Engineering (A&E) firms of the administrative and technical nuances involved in providing professional services to Purdue University. Though the contents of the Handbook may not necessarily be part of the professional agreement the Handbook should be thoroughly reviewed prior to submission of a proposal for professional services and be referred to throughout the execution of the A&E contract.

### Use of Handbook:

The Handbook is not a contract and does not have the legal qualifications and language found in a contract; however certain sections within the Handbook may be referenced into the agreement.

The Handbook presents cost-effective applications that satisfy the University's Program requirements and are efficient to operate and maintain. Questions regarding and suggestions for improving the information in the Handbook are encouraged and should be addressed to the Project Manager.

The information in the Handbook is not meant to replace professional design analyses and do not relieve the A&E of any professional or contractual responsibility. Consultants are expected to conduct independent evaluations and to discuss recommendations with the Project Manager and associated professional staff.

Similarly, the specifications in the Handbook are to be considered "guide" specifications that cover specific areas where we have had problems. We expect you to have discussions with our project manager and senior engineering staff as to how you will incorporate these specifications.

The Director of Project Management must approve any deviations from the Handbook.

### Types of Projects:

In general, there are two broad categories of projects for which we contract professional services:

1. Construction: Consulting services related to the design, construction, maintenance, alteration, or repair of facilities. This type of project typically requires the production of Construction Documents (CD's).
2. Research: Consulting services related to planning, investigation, study, and project development for existing or proposed facilities. This type of project typically requires a presentation involving written, photographic, and graphical material.

For the most part the information in the Handbook is geared to the first of the two types.

### Publication:

Since our standards are continually being updated and developed this Handbook is a "living" document, being updated regularly. Upon entering into an agreement with the University you may be issued a CD of the Handbook in an unedited format. This copy will remain with the project documentation for reference.