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## Owner Responsibilities

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Last Update: July 1, 2005

### Introduction:

The following list includes items for which we typically assume responsibility. Of course the responsibilities listed in this section are not inclusive and do not remove the obligation for both the University and the A&E to adhere to the terms of the contract.

#### 1. **A&E Agreement**

Once your proposal has been accepted we will develop and send to you an A&E agreement covering your work on this project.

#### 2. **General Conditions and front end documents**

During preparation of Construction Documents, the Project Manager will forward to you a "Front End Packet". A single copy of this packet will be delivered in both hard copy and electronic file. The hard copy will be marked up to indicate modifications you are expected to make that are unique to the specific project.

Several inserts will be included with this packet, most of which will be bound into the specification booklet. Some items, however, will be inserted loose. These include bid forms that may only be required by potential prime bidders. Only one copy of each form will be provided and the A&E will be expected to duplicate all forms as required.

The Bid Form 96 (revised 2000) and the Standard Questionnaires and Financial Statement for Bidders (Form 96-A, revised 1949) will also be provided and should be duplicated by the A&E for inclusion in the bid packet, at least for potential prime bidders. It should be noted that the Form 96-A is required of all prime bidders.

In general the Front End Documents will include:

##### Bidding Documents:

- Advertisement for bids
- Wage rates
- Instructions to bidders
- Suggested check list for bids
- Parking permit letter (West Lafayette Campus)
- Bid Form (Form 96) (inserted loose)
- Bid Form inserted instructions
- Bid Form Insert
- Minority Business Enterprise Program form
- Standard questionnaire and financial statement for bidders (Form 96A) (inserted loose)
- Combination Bid Bond & Bond For Construction
- Principal subcontractor questionnaire
- Subcontractor and material questionnaire

##### Contract Forms:

- Agreement
- Certificate of Insurance (ACORD 25 FORM)
- Contract Change Order
- Construction Invoice-Voucher
- Statement to be submitted with the Construction Invoice-Voucher
- Breakdown of Application for Payment
- Contractor's Affidavit, Waiver of Lien, Certification and Guarantee

#### 3. **Architectural Program**

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4. **Scope of Design Services**
5. **Establishing project budget and schedule (if not included in the Program)**
6. **Site survey**

When you begin design we will furnish to you, if applicable, electronic (native Intergraph Microstation but translated to AutoCAD compatible if requested) and paper copies of the most recent site plan and utility maps for the projected building location.

Once the extent of construction is clearly established, we will arrange for a new site engineering survey. Engineering surveys will include soil borings and analysis. This survey will be supplied to you for use in the design process and inclusion in the CD's.

You will still, however, be required to investigate the existing conditions for undocumented construction.
7. **Soils Borings and Foundation Analysis**

As a general rule all testing of soil, backfill, compaction, asphalt, concrete steel and masonry will be contracted by Purdue. Larger projects should have a separate "testing" specification to allow for separate bid package.
8. **Landscape Guidelines**

When landscaping materials are part of a project we typically furnish and install lawn sprinklers, plant materials, and site furnishings (benches, bicycle racks, etc.). You need to show any required topsoil and sleeves under sidewalks and roadways for owner furnished irrigation. Description of landscaping requirements for this project will be provided in the Program.
9. **Purdue University Consultants Handbook**
10. **Hazardous materials testing and coordination for removal**

We typically conduct a thorough survey of the project area prior to your development of the CD's. The PM will review this survey with you at which time we expect you to make us aware of any questionable materials that you suspect we may have missed. Removal of lead, asbestos, and other hazardous materials will typically be the responsibility of the University.
11. **The coordination of distribution of drawings for in-house reviews**
12. **Coordination of in-house reviews**
13. **Coordination of User/Occupant reviews**
14. **Coordination of Interior Design related needs**
15. **Coordination of User/Occupant moves**
16. **Coordination of University Approval Committee reviews**
17. **Temperature control diagrams (West Lafayette Campus)**

For West Lafayette Campus projects, when you submit the schematic design (at about 50%) you need to include HVAC schematics (single line drawings are adequate). We will design the Temperature Control diagrams for the HVAC systems you submit. These control diagrams and DDC system drawings will be returned to you for inclusion in the CD's.

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**18. Mechanical and Electrical equipment nomenclature**

When you submit the schematic design (at about 50%) you need to include a list of mechanical and electrical equipment. We will assign the corresponding alphanumeric nomenclature for this equipment to be included in the CD's.

**19. Final Room Numbers**

The construction documents will use room numbers assigned by the A&E. Unused space should be provided on the room finish schedule (and, if possible, on the floor plans) for University assigned room numbers to be added.

**20. Room Key Schedule, Cylinders & Keys**

When you submit the schematic design (at about 50%) you need to include a copy of the 'final' floor plan. We will develop a key schedule that the PM will forward to you. This key schedule is typically developed after construction has begun. We will also supply all the cylinders and keys to the contractor for installation.

**21. Loose furniture and equipment**

In general, loose equipment, furniture, window coverings, and occasionally carpet will be furnished and installed by the Owner for each project. Equipment and furniture is considered loose when it has no permanent connection to a utility or the structure. The PM will review with you the specific equipment that we will supply and the utility requirements for all loose equipment so appropriate notes can be made on the drawings.

Equipment is considered fixed when it is permanently attached to the structure or 'hard' connected to a utility. Fixed equipment will usually be furnished and installed by the Contractor. In the event that equipment is to be owner furnished, it will be specifically described in the Program. The A&E will be responsible to see that all utility requirements for the equipment are included in the bid documents.

**22. Building information access - all design phases**

**23. Access to existing building systems information archive (blueprints, specifications, etc.)**