
A&E Responsibilities

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Introduction:

There are certain aspects of all projects we consider to be your responsibility including those listed below. Following the list are descriptions of some of the items. The descriptions are what we would expect if the project is rather large scale and we are aware that the descriptions do not apply in total for each project. How much of the description of applies in what specific manner will be outlined in the Scope or by written communication from the Project Manager. 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. Establishment of Lead Designer

One individual from your firm should be designated as Lead Designer. We expect the Lead Designer to be fully cognizant of the requirements of the A&E Contract, performance schedule, and contents of this publication. Your A&E Lead Designer will work directly with the PM.

2. Project Communication

We expect you to take the lead in communicating to us project status, questions, problematic situations, etc. The Program, RFP, and/or contract may delineate a minimum communication frequency and means (e-mail, telephone, etc). Bear in mind that this is only a minimum frequency. Additional communication, when needed, is encouraged.

All communication will go through the PM or as directed by the PM. Instructions or requests from a University faculty or staff member not directly approved by the Project Manager will not be valid. When you receive a verbal direction from a member of the PM team, it is always best to follow it up with e-mail to the PM. To avoid confusion, reduce all verbal communication to written format within 10 business days from verbal correspondence.

3. Pre-Design Conference

A pre-design conference chaired by the PM will be held at the University to introduce all team members and to familiarize the team with the design process and project.

The meeting will include:

- A. Outlining the design process
- B. Team Introductions
- C. Discussing team objectives
- D. Discussing project goals and objectives
- E. Developing the schedule of events
- F. Gathering available organizational, site, and other existing information; discussing the unique aspects of the project
- G. Determining initial site investigative work
- H. Familiarizing the team with the site.

4. Meeting Minutes and Transcripts

We expect you to prepare minutes of all conferences, meetings and telephone conversations in connection with the project. You need to distribute copies of the minutes to all parties in attendance and the PM (even if the PM was not in attendance). A copy of all minutes should be inserted in the Design File.

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5. Professional Quality Work in Preparing the Deliverables

We will review your work to the extent necessary to assure compliance with University standards and applicable codes. *We will not undertake a detailed technical review of your work.* It is your responsibility to ensure code compliance, completeness, and correctness of the design, cost estimate, and all engineering concepts and details of the work. This responsibility includes the coordination of the various architectural, civil, structural, mechanical, electrical, and other subdivisions with each other and with the specifications.

Since University employed design professionals will review submittals; you should expect a more thorough review than that given by a 'typical' client. Even so, the University's review, approval or acceptance of, and payment for the design services cannot be construed as a waiver of any rights under the design agreement.

If the PM determines that a design submittal is unacceptable, a re-submittal will be required. If that were to happen, we expect you to send representatives to meet with the PM at the University at no additional cost to the University to resolve the problems with the design.

6. Maintenance of Project Scope, Schedule, and Budget

Scope: We expect you to design the project in line with the Scope, Limitations, and Project Description in the Program. In general, the scope may not be exceeded without written approval of the PM; however, minor deviations in the scope of supporting items may be made to suit field conditions. The A&E's responsibility is directly to the PM and any deviation from the scope must be brought to the attention of the PM. During the progress of the work, the A&E may expect minor changes in criteria within the general scope of the project and should make necessary adjustments accordingly. Major changes in the Scope will necessitate appropriate modification to the A&E agreement.

Schedule: The schedule for, and required number of, design submissions will be established either in the Program, the RFP, or at the pre-design meeting. *Meeting established submittal schedules is essential* since late submissions may jeopardize project funding, construction contract award, or user need dates. Please submit the required number of copies directly to the PM.

Budget: You are responsible for designing the project so we can award a construction contract within the Budget using customary contracting procedures. You may need to structure the construction contract documents so as to have a base bid low enough to maximize chances of awarding the construction contract. That being said, the design still needs to include all essential features necessary to satisfy the project requirements and to provide a complete and usable facility.

It should be stressed that University construction budgets are a fixed maximum. For this reason it is imperative that throughout the design process attempts are made to keep the developing design within budget. At the completion of each phase of design, an estimate will be prepared and, in the event the estimate exceeds the budget, modifications to the design will be made prior to authorization to proceed to the next phase of design. In addition, projects estimated to be within budget, but also within a reasonable margin of error, will be expected to have alternate proposals defined to assure the bidding process will yield an acceptable bid.

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7. Seismic Restraint Information

The A/E shall make a determination as to which, if any, non-structural components require seismic restraints and shall state this determination on the construction drawings. Where seismic restraints are required for mechanical components, the Seismic Hazard Level (SHL) shall be determined in accordance with the SMACNA Seismic Restraint Manual (latest version adopted by the State of Indiana). The SHL, as well as standard seismic restraint details and notes, shall be provided on the mechanical construction drawings.

8. State Plan Review Submittal

Many projects require submittal to the Office of the State Building Commissioner for plan release. When this is the case the current form will be sent electronically to the A&E with the owner information provided. You will complete the form and submit a hard copy with signatures and a check covering the applicable fees to the PM. Our PM will then secure the owner's signature and send the package to the State Office.

9. IDEM Drinking Water Construction Permit

AE firm shall complete all required permit forms for IDEM's Drinking Water Construction Permit program.

10. Contractor Submittal Review

In general, we handle construction contract administration and construction inspection through our construction department. You are expected to review and process shop drawings. The Project manager may request that you attend the pre-bid meeting and regularly scheduled construction progress meetings so as to quickly resolve questions and conflicts, and to be available for consultation when called on by the construction inspector.

Typically, contractor submittals are sent directly to you for review. When the submittals are returned after processing, the submittals are forwarded to the Purdue University Construction Department.

Cover Letter:

A transmittal or cover letter referencing the appropriate Division and Sections should accompany each submittal. The transmittal letter should include:

1. Project title/FPIN Number
2. Quantity of each Submittal item
3. Division/Section number of each Submittal item
4. Description of each Submittal item
5. Status of each Submittal item; Approved, Approved as Noted, or Reject and Resubmit
6. Notes area identifying the reason for Approved as Noted, or Reject and Resubmit

Shop Drawings with the same Division/Section number can be submitted at one time under the same cover letter.

Shop Drawings with the same Division, but different Section, need to be submitted separately with separate cover letters.

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Submittal Log:

A submittal log should be issued shortly before Construction to facilitate processing.

Endorsement Stamp:

You are required to endorse contractor submittals as being in compliance, or not in compliance by means of a notation on the face of the submission. The signature should be that of a registered architect or engineer as appropriate for the item being reviewed. No particular format is prescribed, but a notation similar to one of the following should be noted on each copy:

- NO EXCEPTIONS TAKEN - Recommend Acceptance
- RECOMMEND ACCEPTANCE WITH CORRECTIONS NOTED.
- RESUBMITTAL REQUIRED - Returned For Noted Corrections
- REJECTED - See Remarks

Rejected Shop Drawings are to be sent directly back to the Contractor. A copy of the transmittal letter concerning the Rejected Shop Drawing is to be sent to Purdue for our records.

11. Attend Pre and Post Bid Meetings

In general, we handle construction contract administration and construction inspection through our construction department. We do expect you to attend the pre-bid meeting and regularly scheduled construction progress meetings, to review and process shop drawings, to quickly resolve questions and conflicts, and to be available for consultation when called on by the construction inspector.