1 Introduction
1.1 This publication, *Consultant’s Handbook*, is designed as a concise and easily referenced handbook to outline the administrative and technical nuances involved in providing professional services to Purdue University.

1.2 This publication is referenced as both “the Guidelines” and “the Handbook”. The two terms are synonymous and can be used interchangeably.

1.3 Familiarity with the Handbook is recommended prior to submission of a proposal for professional services and is to be referred to throughout the execution of the A/E contract.

1.4 Questions regarding and suggestions for improving the information in the Handbook are encouraged and should be addressed to the PM.

1.5 The information in the Handbook are not meant to replace professional design analyses and does not relieve the A/E of any professional or contractual responsibility. Consultants are expected to conduct independent evaluations and to discuss recommendations with the PM and associated professional staff.

1.6 Deviations from the materials or methods identified in the Handbook are to be submitted in writing to the PM for approval by the appropriate senior staff member prior to any such material or method being presented at any design meeting.

1.7 Upon entering into an agreement with the University you will be issued a copy of the Handbook. This copy will remain with the project documentation for reference.

2 Proprietary Items
2.1 Purdue provides for open competition to the extent reasonable on products and materials.

2.2 Use of brand names in the specifications is acceptable, but a statement should be included to indicate that this is for establishment of a general level of quality and is not intended to limit competition.

2.3 “No substitute” statements are permissible with justification.

3 Design Process
3.1 Designs must achieve an appropriate balance of quality, durability, reliability, adaptability, sustainability, and economy. The relative weights of these attributes may vary depending upon the project requirements.

3.2 All facilities should be designed for visual compatibility and context within the appropriate neighborhood of campus.

3.3 Professional due diligence, ingenuity and expertise is expected to be used to investigate various designs and develop the best approach for all elements of the project.

4 Equipment and Materials
4.1 Equipment and materials specified in the design should be carefully explored with life safety, cost, and long-term goals (projected life of facility, equipment, and systems) in mind.

4.2 Discussion with University staff on equipment and material options should begin early in the design process to allow for informed decisions in line with University experience.

5 Expectations of Design
5.1 Design of facilities and infrastructure should strive for optimum value at lowest cost. Facility use, expected design life, and life cycle cost should be considered in this evaluation.

5.2 Drawings and specification requirements must be clear, concise, and thoroughly detailed and coordinated.

5.3 Existing conditions must be adequately shown on the drawings and described in the specifications. Where existing conditions cannot be readily determined, A/E shall advise PM as to the risk associated with unknown conditions and recommend if pre-design investigation or testing is warranted.