PHYSICAL FACILITIES

2020 Consultant’s Handbook
Division 00 Procurement
2200 Supplementary Instructions - Consultant Responsibilities

1 Establishment of Project Manager
1.1 One individual should be designated as Project Manager to work directly with the PM.
1.2 The Project Manager is to be fully cognizant of the requirements of the A/E Contract, performance schedule, and contents of this publication.

2 Project Communication
2.1 Though the Program, RFP, and/or contract may delineate a minimum communication frequency and method additional communication regarding the project status, questions, problematic situations, etc. is encouraged.
2.2 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. Verbal direction from a team member should be promptly followed by an email to the PM.
2.3 The consultant is responsible for meeting minutes and transcripts preparation and distribution.

3 Pre-Design Conference
3.1 A pre-design conference chaired by the PM may be held at the University to introduce all team members and to familiarize the team with the design process and project. The meeting may include:
   - Outlining the design process
   - Team Introductions
   - Discussing team objectives
   - Discussing project goals and objectives
   - Developing the schedule of events
   - Gathering available organizational, site, and other existing information; discussing the unique aspects of the project
   - Determining initial site investigative work
   - Familiarizing the team with the site

4 Maintenance of Project Scope, Schedule, and Budget
4.1 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.

4.2 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.
4.3 Meeting submittal schedules is essential since late submissions may jeopardize project funding, construction contract award, or user need dates.
4.4 Contract documents must include all essential features necessary to satisfy the project requirements and to provide a complete and usable facility, as well as have a base bid low enough to award the construction contract.
4.5 At the completion of each phase of design, an estimate will be prepared and, in the event the estimate, within a reasonable margin of error, exceeds the budget, modifications to the design will be made prior to authorization to proceed to the next phase of design.

5 State Plan Review Submittal
5.1 When required, an initiated copy of the current State Release Form with the owner information will be provided to the A/E. The completed form and a check covering the applicable fees will be returned to the PM to secure the owner’s signature.
5.2 The A/E manager will send the package to the State Office.

6 Drawings
6.1 Drawings are to be complete, accurate, and explicit with all elements of the work properly coordinated to eliminate conflicts between disciplines or between drawings and specifications.
6.2 Duplication of information on the drawings and in the specifications should be avoided.

7 Specifications
7.1 Owner supplied specifications are for reference purposes to assist in design document development. The A/E is responsible for appropriate use, customization, and application of these specifications to the particular project.
8 Contractor Submittal Review

8.1 The A/E is expected to review and process shop drawings. Reviewed submittals are to be forwarded to the appropriate University personnel.

8.2 The A/E is expected to attend appropriate pre-bid and regularly scheduled construction progress meetings so as to quickly resolve questions and conflicts.

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

- PID Number
- Quantity of each Submittal item
- Division/Section number of each Submittal item
- Description of each Submittal item
- Status of each Submittal item; Approved, Approved as Noted, or Reject and Resubmit
- Notes area identifying the reason for Approved as Noted, or Reject and Resubmit

8.4 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.

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

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

8.7 A submittal log should be developed and, if required, issued shortly before Construction to facilitate processing.