SECTION 1.2, ORIENTATION for DESIGN BUILD DELIVERY METHOD

1.2.0 THE UNIVERSITY OF MISSOURI

1.2.0.1 The University of Missouri System (UM) is made up of four campuses: University of Missouri-Columbia (MU), University of Missouri-St. Louis (UMSL), University of Missouri-Kansas City (UMKC), and Missouri University of Science and Technology (S&T). Each campus has a separate administration. Design and construction projects are typically funded and administered by the local campus administration.

1.2.0.2 The campus assigns a Project Manager (PM) for each project.

1.2.0.3 The University Board of Curators shall approve the architectural and engineering consultant/contractor fees, the project budget, funding and scope of work for projects with a total project cost of $5,000,000 or more, or on debt financed projects, before the design of the project is started. This does not include the pre-design programming and planning to develop estimated project cost, scope of work, and justification. The University Board of Curators shall also approve the architectural and engineering consultant/contractor when the fees are greater than $500,000. Additional approvals may be required if scope or budget changes significantly. The PM will inform the Contractor/Consultant what approvals are necessary and what approval support is required.

1.2.1 DESIGN DUTIES OF THE CONTRACTOR

1.2.1.1 The Design Duties of the Contractor are stated in Article 3.18 of the General Conditions of the Contract for Construction (Design-Build). This document, The Consultant/contractor Procedures and Design Guidelines, are referenced in Article 3.18 and supplement those requirements.

1.2.1.2 The Contractor shall perform or furnish all Design and related Services comprising the Work, and all fees, charges and other costs and expenses relating to these Services are included in the Contract Sum.

1.2.2 DESIGN PROCESS AND APPROVAL

1.2.2.1 Project Management

1.2.2.1.1 The University's Project Manager [PM] is the Owner's Representative during the design of the project. All instructions and approvals come to the Contractor/Consultant from the PM. Services rendered but not requested by the PM will not be compensated.

1.2.2.1.2 The PM manages the total project budget and requires the consultant/contractor to manage the construction budget.

1.2.2.1.3 The PM will manage internal University approvals and instruct the consultant/contractor accordingly.

1.2.2.1.4 The consultant/contractor should insist on timely owner provided information and approvals. The University asks the contractor to notify the PM of owner related delays before the schedule is jeopardized.

1.2.2.1.5 The consultant/contractor must notify the PM immediately if the consultant/contractor believes additional services are being requested by the University. This also applies to abandoned work. A fee must be negotiated and the agreement adjusted immediately.

1.2.2.1.6 The University may hire an Owner's Technical Consultant to assist the Owner in the execution of the project.

1.2.2.1.7 The University may hire an independent code consultant to audit the design and assist the University in its role as the Authority Having Jurisdiction. The University may also hire other consultants as necessary.

1.2.2.2 Meetings and Stakeholders

1.2.2.2.1 University projects normally involve many academic, student, and service groups as stakeholders in a project. The PM arranges for and coordinates the consultant/contractor's contact with these groups. Meetings are scheduled by the PM's office.

1.2.2.2.2 Campus Facilities Management organizations provide numerous and varied services at each campus. The PM will arrange for and coordinate the consultant/contractor's contact with these groups.

1.2.2.2.3 Meeting minutes are kept by the consultant/contractor and reviewed by the PM before issue. Meeting minutes should be issued to all participants within five working days.

1.2.2.2.4 The University asks the consultant/contractor to respect the University's time and conduct effective, productive meetings. The consultant/contractor should review meeting agendas with the PM in advance.

1.2.2.3 Submittals

1.2.2.3.1 The work may be completed in several packages or phases. Each package shall meet the requirements of this manual as well as General Conditions of the Construction Contract (Design-Build) Article 3.18.

1.2.2.3.2 The consultant/contractor is responsible for providing timely and complete submittals. The University will review the consultant/contractor's work for program conformance. Incomplete and/or poor quality submittals waste University and consultant/contractor time. The PM is authorized to reject incomplete submittals.

1.2.2.3.3 The consultant/contractor is responsible for the management and performance of their sub-consultants/sub-contractors. Delay of a sub-

consultant/contractor's part of a submittal is considered an incomplete submittal from the consultant/contractor.

1.2.2.3.4 Delay of a project due to incomplete submittals is the responsibility of the consultant/contractor.

1.2.2.3.5 Detailed submittal requirements are described in Section II.

1.2.2.3.6 The consultant/contractor will allow two weeks of University review time between submittal of review documents and the review meeting. The University considers the milestone achieved only when the review is complete and accepted by the owner.

1.2.2.4 Electronic Documents

1.2.2.4.1 The University requires electronic files of design drawings to interface with campus facilities management software. The consultant/contractor should coordinate the format and media with the PM. All contract documents and studies shall be furnished to the University in an electronic format, in addition to a hard copy format.

1.2.2.4.2 Each review submittal will be provided in PDF format to the campus PM. The PM may elect to print review sets from the PDF file provided. Electronic versions provided shall be identical to any printed or plotted versions provided by the consultant/contractor.

1.2.2.4.3 The Project Manual will be submitted as one file per volume of project manual to be printed and bound with a direct correlation between electronic files and printed volume. Bookmarks will be set in the file for title page, table of contents, 1.A, Special Conditions, 1.E.1 – 1.F, 1.H , and each numbered technical specification section.

1.2.2.4.4 Drawings shall be submitted as one file per drawing volume to be printed and bound. Bookmarks shall be set for each sheet of the drawings by drawing designation, i.e. sheet number.

1.2.3 CONSTRUCTION

1.2.3.1 Once the contract is awarded, the **Owner's Representative** is no longer the PM. The construction project manager (CPM) is now the Owner's Representative. All instructions and approvals come to the consultant/contractor from the CPM.

1.2.3.2 **Communications** during construction, including letters, memos, directives, etc., flow through the CPM. The CPM will review communications with the consultant/contractor at the pre-construction meeting.

1.2.3.3 The consultant/contractor must prepare a final **punch list**, by room, system, or area, and send to the owner's representative. The consultant/contractor must field verify completion of punch list.

1.2.3.4 The CPM will schedule the **final inspection**. The consultant/contractor and owner must inspect the work, system by system and room by room, if appropriate, making a record of deficiencies or corrections required to fully comply with the contract documents.

1.2.3.5 The University will not make final fee payment until all outstanding items, including the **Record Drawings** in the format required by the University, have been received.