CHANGES TO THIS SECTION: (General revision May 2009)

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1.0 GENERAL

A. This document has been developed for architects and engineers who provide services for Brigham Young University. Requirements, suggestions and recommendations contained herein are the product of many years of experience by university planning, construction and maintenance personnel. Where these instructions apply, strict compliance is expected.

1.1 Services to be Performed by the Owner

A. Owner’s Responsibilities (see Architects Agreement, a separate document):

1. To prepare and to furnish to the Architect a written facilities program showing the general nature, size, accommodations, and such other requirements as may be necessary to enable the Architect to indicate the same on the architectural drawings. This program shall incorporate Owner’s Instructions to Architects, found at: http://plantwo.byu.edu/planweb/iae.html.

2. To pay the cost of an accurate site survey, soil tests, test borings or other special engineering as may be required by the Owner or the Architect with approval of the Owner.

3. To give thorough consideration to all sketches, estimates, construction document drawings, specifications, proposals and other documents submitted by the Architect, and to inform the Architect of decisions within a reasonable time so as not to interrupt or delay the work of the Architect.

4. To set up and conduct necessary meetings and plan reviews involving personnel of Brigham Young University and the Architect.

5. To provide information developed by the Owner’s Landscape Architect, Interior Designers, Office of Information Technology and special Consultants in a timely manner, such that this Owner-provided information can be coordinated with the Architect’s plans.

6. To designate a Project Representative, who shall be an employee of the Owner, and with whom the Architect shall interface throughout the term of this agreement.

1.2 Key BYU Project Design/Construction Contact Information

A. Construction Department 422-5506

B. Facilities Planning Department
   Department Secretary 422-5504
   Director and Assistant Dir. of Facilities Planning 422-5504
   Project Programming 422-5404
   Project Coordinators 422-5404
   Civil Engineer 422-5552
   Interior Designer 422-5556
   CAD Manager 422-5540

C. Utilities Engineering (Mechanical and Electrical) 422-5505
1.3 Services to be Performed by the Architect

A. The Architect agrees to perform all necessary professional services in connection with design, engineering and construction. (See also the Architect’s Agreement, a separate document). Principles are expected to be directly involved from the beginning of the project to completion. The architect is to obtain the approval of the Owner when selecting engineers.

1. After receiving the Owner's facilities program, to visit the site with the Owner's Project Representative (unless released from this requirement by written instructions) in order to familiarize itself with all governing site conditions.

2. To familiarize itself with and be bound by the Owner’s requirements set forth in Brigham Young University Instructions to Architects and Engineers found at: http://plantwo.byu.edu/planweb/iae.html.

3. To attend such meetings with the Owner's Project Representative as may be requisite to a complete understanding of this project. The Architect is to take minutes at these meetings and distribute them for review.

4. At all times during the conduct of this work, to permit the drawings under preparation to be reviewed by the Owner or its Project Representative.

5. All work or services required to be performed by the Architect pursuant to this agreement shall be accomplished with due diligence, and according to the standards customary to the architectural profession.

6. To coordinate elements of its plans to facilitate landscape features; sprinkler system water supplies and electrical requirements for controllers etc. as required by the landscape and sprinkler plans developed by the Owner’s Landscape Architect.

7. To coordinate elements of its plans to provide for the needs of any Consultants employed by the Owner. The Architect will coordinate the plans such that electrical and lighting plans; mechanical and plumbing plans will not conflict with the Consultants’ plans, and provide the necessary electrical supplies, plumbing connections etc., in the locations required by the consultants’ plans.

8. To coordinate elements of the plans during design development to facilitate the plans developed by the Owner’s Interior Designers and the Office of Information Technology such that data outlets and electrical outlets are properly located and partitions placed to properly accommodate the elements of these plans.

9. To ensure that all applicable building, construction, health, seismic, and other codes are complied with and that all municipal, state or other authorities having jurisdiction over the building, documents or other aspects of the project have been consulted by the Architect or his designee and have reviewed their documents, given their proper approvals, or issued any needed permits, etc.