CHANGES TO THIS SECTION:

<table>
<thead>
<tr>
<th>REVISION DATE</th>
<th>SUMMARY OF CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/12/09</td>
<td>Pre-bid meetings and city review (page 12)</td>
</tr>
<tr>
<td>3/12/09</td>
<td>Construction meetings, job site visits, record drawing updates (page 14)</td>
</tr>
<tr>
<td>5/27/09</td>
<td>Inclusion of furnishings plans in construction drawings (page 7, 9)</td>
</tr>
<tr>
<td>10/26/09</td>
<td>Substantial Completion Inspection requirements (page 14)</td>
</tr>
<tr>
<td>10/28/09</td>
<td>Schematic Design Document requirements (page 1)</td>
</tr>
<tr>
<td>10/28/09</td>
<td>Design Development Document requirements (page 7)</td>
</tr>
<tr>
<td>10/28/09</td>
<td>Revit requirements (pages 1, 7, 9, 10, 15)</td>
</tr>
<tr>
<td>2/16/10</td>
<td>Building energy simulation requirements (page 1, paragraph 1.4 A)</td>
</tr>
<tr>
<td>4/15/10</td>
<td>Construction Documents cost estimate delivery time (page 10)</td>
</tr>
<tr>
<td>4/15/10</td>
<td>Construction Documents drawing requirements (pages 10-11)</td>
</tr>
<tr>
<td>4/15/10</td>
<td>Construction Documents specification completion (page 11, paragraph I.9)</td>
</tr>
<tr>
<td>12/1/10</td>
<td>Clarification of final record drawing requirements (pgs. 15-16, para. 5.12)</td>
</tr>
<tr>
<td>3/29/11</td>
<td>Final specification in PDF format required (page 16, paragraph 5.12B)</td>
</tr>
</tbody>
</table>
### TABLE OF CONTENTS:

1.0 Schematic Design ......................................................................................................... 1
   1.1 Payment ................................................................................................................. 1
   1.2 Building Codes and Related Recommendations ....................................................... 1
   1.3 Acoustic Consultation ............................................................................................ 1
   1.4 Energy and Environmental Design ......................................................................... 1
   1.5 Design Meetings .................................................................................................... 1
   1.6 Schematic Plan Review Requirements .................................................................... 1
       A. General ................................................................................................................ 2
       B. Floor Plan Drawings ......................................................................................... 2
       C. Elevations and Sections .................................................................................... 2
       D. Site Plan ............................................................................................................. 2
       E. Presentation Drawings ...................................................................................... 3
       F. Specification Outline ......................................................................................... 3
       G. Cost Estimate .................................................................................................. 3
       H. Floor Area Comparison .................................................................................... 3
       I. Design Criteria ................................................................................................. 3

2.0 Design Development ..................................................................................................... 7
   2.1 Payment ................................................................................................................. 7
   2.2 Furnishings Plans for OIT ...................................................................................... 7
   2.3 Design Development Plan Review Requirements ................................................... 7
       A. General ............................................................................................................. 7
       B. Local Authority Review .................................................................................... 7
       C. Rendering and Model Requirements ................................................................ 8
       D. Mechanical and Electrical .............................................................................. 8
       E. Specifications .................................................................................................. 8
       F. Cost Estimate ................................................................................................ 8
       G. Site Plan .......................................................................................................... 8
       H. Floor Area Comparison .................................................................................... 8
       I. Design Criteria ................................................................................................. 8

3.0 Construction Documents .............................................................................................. 9
   3.1 Payment ................................................................................................................. 9
   3.2 Room Identification Numbers and Door Signs ...................................................... 9
   3.3 Construction Documents Plan Review Requirements .............................................. 9
       A. General ............................................................................................................. 9
       B. Floor Area Comparison .................................................................................... 9
       C. Structural Design Information ........................................................................ 9
       D. Furniture Plans .............................................................................................. 10
       E. Cost Estimate ................................................................................................ 10
       F. Not-in-Contract List ......................................................................................... 10
       G. Design Criteria .............................................................................................. 10
       H. Drawings ....................................................................................................... 10
       I. Specifications ................................................................................................. 11
4.0 Bidding – Architect’s Responsibility ................................................................. 13
4.1 Pre-bid Meeting ................................................................................................ 13
4.2 Distribution of Plans and Specifications ....................................................... 13
4.3 Addenda ......................................................................................................... 13
4.4 Substitutions .................................................................................................. 13
4.5 BYU Office of Information Technology Coordination .................................. 13

5.0 Construction – Architect’s Responsibility ...................................................... 14
5.1 Architect’s Agreement .................................................................................... 14
5.2 Building Permit .............................................................................................. 14
5.3 Substitution of Materials During Construction ............................................. 14
5.4 Job Instruction Form ..................................................................................... 14
5.5 Change Order Form ..................................................................................... 14
5.6 Shop Drawings .............................................................................................. 14
5.7 Weekly Construction Coordination Meetings ................................................. 15
5.8 Job Site Visits ............................................................................................... 15
5.9 Inspections—Substantial Completion ........................................................... 15
5.10 Payment ....................................................................................................... 15
5.11 Color Approvals ........................................................................................... 15
5.12 Record Drawings ........................................................................................ 15
1.0 SCHEMATIC DESIGN

A. The architect shall prepare schematic drawings and outline specifications in accordance with the facilities program requirements or in consultation with the owner. In order to develop the most functional schematic plan, the architect will typically develop several design solutions to review with the owner. At the completion of the schematic phase, the drawings and outline specification will be reviewed as described below.

1.1 Payment

A. Payment of architect's fees will be made in accordance with the architect's agreement. Request for this payment should be submitted on forms furnished by the owner. (See p. 5). These forms are available in electronic format from BYU Facilities Planning.

1.2 Building Codes and Related Recommendations

A. Plans and specifications shall comply with all applicable building codes as outlined in the current addition of the UTAH UNIFORM BUILDING STANDARD ACT RULES, latest addition.

1.3 Acoustical Consultation

A. The architect shall obtain the services of an acoustical consultant on projects involving auditorium acoustics, unusual sound or vibration isolation, or other related issues. This consultant shall meet the approval of the owner. Additional fee requirements will be negotiated. Mechanical rooms should be located so as to isolate sound and vibrations from offices and classrooms.

1.4 Energy and Environmental Design

A. Building projects involving heating and/or cooling shall be designed to minimize energy consumption and shall have maximum operating efficiency. The architect and the engineers shall present energy saving proposals in the schematic presentations. Other environmentally responsible concepts and ideas are to be discussed during the design process. A computer generated energy simulation model is to be provided that will create a representation of the anticipated energy consumption of the building. This can be done using any energy simulation software allowed by LEED.

1.5 Design Meetings

A. Frequent consultation meetings (usually weekly) with the owner during the schematic phase of the work are essential. The architect is responsible to take minutes and distribute them by email or at the next meeting. This procedure should also be followed for Design Development and Construction Document meetings of the design process.

1.6 Schematic Plan Review Requirements

A. General

1. An electronic copy (AutoCAD or Revit as required by the BYU publication, Building Information Modeling (BIM) Guidelines and Standards for Architects and Engineers, dated 15DEC10) and printed drawings and outline specifications will be required for review, the cost of which will be paid by the owner. Please verify with the owner the number of copies
of full and half-sized sets that will be needed. Also, contact the owner to obtain information for the owner’s contracted printing company or as noted in the Architect’s Agreement. Each drawing shall be titled with the project name, architect's and engineer's names, sheet numbers and date of submittal.

2. The owner’s representatives including designers, engineers, users and all persons directly concerned will review the schematic submittal drawings and outline specifications. The architect and engineers will be invited to a review meeting to be set by the owner at which time they will be given copies of comments and suggested changes to be made to the plans and specifications. This critique will contain a compliance column for the architect to state compliance or to give reasons for not complying. This must be completed and returned to the owner's Project Representative as soon as possible.

3. Before commencing design development drawings the architect, electrical, mechanical and structural engineers shall meet with the engineers of the owner to determine jointly the best electrical, mechanical and structural systems for the proposed building. This meeting could take place as part of the schematic plan review meeting. The architect is responsible for reviewing plans and specifications with Provo City personnel to ensure that all applicable codes and ordinances are complied with. During the schematic drawing phase, the architect should visit with city personnel and review the proposed facilities. Provo City Community Development can be reached at 801-852-6400.

B. Floor Plan Drawings

1. Floor plan drawings should be in accordance with the program requirements and should have rooms identified by the program document facility number and name for reference.

C. Elevations and Sections

1. Schematic elevations and sections should be sufficient to indicate the scope of size, shape and volume.

D. Site Plan

1. A site plan should show the general shape of the proposed building and location of adjacent buildings, streets, sidewalks, parking lots, utilities, etc. Questions regarding site issues and survey information should be directed to the BYU Civil Engineer.

2. Site plans shall include the following information where applicable:

   a. An appropriate scale
   b. A north arrow
   c. Existing land contours with elevations
   d. Campus coordinates
   e. Outline of existing buildings
   f. Location of existing trees
   g. Outline of existing roads, sidewalks, curbs and gutters
   h. Location and pertinent data about existing wells, springs, ditches, canals, culverts, water mains, sanitary sewers, storm sewers, gas lines, electrical power lines, both buried and overhead, etc.
   i. Location of proposed roads, sidewalks, curbs and gutters
   j. Location of proposed buildings or additions
   k. Proposed land contours with elevations
E. Presentation Drawings

1. One set of presentation drawings, including site plans, floor plans, elevations and sections should be submitted to the owner in electronic format.

F. Specification Outline

1. An outline specification, in broad scope, should be prepared to indicate general architectural, mechanical and electrical requirements. This may not be required for some projects, depending on the size and scope. The architect should consult with the owner.

G. Cost Estimate

1. A cost estimate based on area, volume or other unit cost should be prepared and submitted. Costs are to include items listed on the room description pages of the program requirements under the line “Requirements by Contractor”. To this the owner will add estimated not-in-contract costs to obtain a total project cost estimate. (See page 6 for format).

H. Floor Area Comparison

1. For each schematic plan review submittal, include a square foot comparison showing the program document square feet compared to the schematic drawing square feet for each room. An example of how this comparison may be set up is shown on page 4.

I. Design Criteria

1. The following design criteria are to be included on the cover sheet of the schematic drawings:

   a. Occupancy
   b. All applicable building codes by name and year issued
   c. Construction type
   d. Gross Square Footage by Floor
   e. Total Gross Square Footage
PROGRAM FLOOR AREA COMPARISON

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARY**

Program total net sq. ft. ................................................................. ___________

Drawing total net sq. ft. ................................................................. ___________

Over or under program net sq. ft. ..................................................... ___________

Program total gross sq. ft. ............................................................... ___________

Drawing total gross sq. ft. ............................................................... ___________

Over or under gross sq. ft. ............................................................... ___________
## ARCHITECT’S REQUEST FOR PAYMENT

### PROJECT

**PROJECT NAME**: 

**PROJECT NO.**:  

**INSTITUTION**: Brigham Young University  

**CITY/STATE**:  

---

### Period of Performance

**Period of Performance for this Request**

**Work Completed**

---

### TOTAL FEE COMPUTATIONS

<table>
<thead>
<tr>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee as per Architectural Agreement</td>
<td>$(1)</td>
</tr>
<tr>
<td>Fee Adjustment to Agreement</td>
<td>$(2)</td>
</tr>
<tr>
<td>Revised Architectural Agreement Total</td>
<td>$(3)</td>
</tr>
<tr>
<td>Extras Prior to this request</td>
<td>$(4)</td>
</tr>
<tr>
<td>Extras This Request</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$(5)</td>
</tr>
<tr>
<td><strong>Total Adjustment Fee Including Extras. This request</strong></td>
<td>$(6)</td>
</tr>
</tbody>
</table>

---

### EARNED FEE*

<table>
<thead>
<tr>
<th>Phase</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schematic Phase</td>
<td>$</td>
</tr>
<tr>
<td>Design Development Phase</td>
<td>$</td>
</tr>
<tr>
<td>Construction Documents Phase</td>
<td>$</td>
</tr>
<tr>
<td>Construction Phase</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

*Calculation Based on Line 3  

<table>
<thead>
<tr>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Earned Fee (Lines 4+5+7)</td>
<td>$(8)</td>
</tr>
<tr>
<td><strong>Total Previous Payments</strong></td>
<td>$(9)</td>
</tr>
</tbody>
</table>

---

### ACCOUNTING BALANCE

<table>
<thead>
<tr>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAYMENT DUE THIS REQUEST (8 MINUS 9)</strong></td>
<td>$</td>
</tr>
<tr>
<td>Previous Payment Plus this Request (9 + 10)</td>
<td>$(11)</td>
</tr>
<tr>
<td>Unpaid Balance of Adjusted Contract Amount (6 minus 11)</td>
<td>$(12)</td>
</tr>
</tbody>
</table>

---

### FOR INSTITUTIONAL USE ONLY

**PAY TO:**

---

**PROJECT CHARGE CODE**: 

---

**APPROVALS**: 

---

**Drawing originals received [ ]**

(Prior to final payment)
## CONSTRUCTION PROJECTS COST SUMMARY

**PROJECT NAME:**

**PROJECT W.O. NUMBER:**

**DATE:**

**PHASE:** (Schematic, DD, or Constr. Doc.)

### GENERAL CONTRACT COSTS (provide detail on separate sheet if necessary)
- **Site work**
- **Architectural**
- **Mechanical**
- **Electrical**

**TOTAL CONTRACT**

### NOT-IN-CONTRACT COSTS (to be completed by the owner)
- **Architect & Engineer’s Fee**
- **Printing**
  - **Sub-Total 320**
- **Administrative (Miscellaneous)**
- **Fire Protection**
- **Contract Interest**
- **Permits**
- **Special tests**
- **Soils test**
  - **Sub Total 390**
- **BYU Shop Assistance**
  - **Air Conditioning**
  - **Custodial**
  - **Director’s Office**
  - **Furnishings**
  - **Heating Plant**
  - **IT Services**
  - **Inspections**
  - **Locksmith**
  - **Moving**
  - **Paint and Signs**
  - **Roof Repair**
  - **Shops Assistance**
  - **Site Development**
  - **Upholstery**
  - **Other:**
  - **Sub-Total 310**

**TOTAL N.I.C. COSTS**

**TOTAL PROJECT**

**SOURCE(S) OF FUNDING:**

**AVAILABLE:**
2.0 DESIGN DEVELOPMENT

A. Following review of the Schematic Design Documents and upon the owner’s satisfaction with the documents, the architect will be given written approval to proceed with the Design Development Documents. After written approval has been received, the architect shall prepare design development drawings and outline specifications in accordance with the approved schematic documents and the Owner’s facilities program document including plans, sections, elevations, outline specifications and a plot plan with suggested layouts for walks, drives, parking, planted areas, etc.

2.1 Payment

A. The design development phase payment is due after the architect receives approval of design development drawings, in accordance with the architect's agreement. Request for this payment should be submitted on forms furnished by the owner (available in electronic format). See sample, p. 5.

2.2 Furnishings Plans for the BYU Office of Information Technology

A. Following the Schematic Drawing plan review (described above), the BYU Interior Design Section of the Planning Department will prepare a furnishings plan which will be given to the Office of Information Technology for them to plan the wiring of conduit for telephone and data outlets. The architect is to provide an electronic copy of the building floor plans to be used for this purpose. Empty conduit is to be installed typically in 3 walls in offices, one at least of which will be activated according to the furniture plan. The OIT wiring diagram and furnishings plan will be submitted to the architect and electrical engineer for incorporation into their construction drawing plan review submission. The architect/engineers will provide a separate layer on the CAD system, showing telephone and network wiring.

2.3 Design Development Plan Review Requirements

A. General

1. An electronic copy (AutoCAD or Revit) and printed drawings and specifications will be required for review, the cost of which will be paid by the owner. Please verify with the owner the number of copies of full and half-sized sets that will be needed. Also, contact the owner to obtain information for the owner's contracted printing company. Each drawing shall be titled with the project name, architect's and engineer's names, sheet numbers and date of submittal.

2. Design Development drawings and specifications will be carefully studied and reviewed by the owner's designers, engineers, users and all persons directly concerned with the project. These reviewers will provide written comments for the project architects and engineers to be discussed in a plan review meeting to be set by the owner. These comment pages will contain a compliance column for the architect to state compliance or to give reason for not complying. This must be completed and returned to the owner's Project Representative as soon as possible.

B. Local Authority Review

1. The architect will be responsible for reviewing the design development plans and specifications with all authorities having jurisdiction (Utah State and Provo City
Departments including the Design Review Committee, Utah County Health Department, etc.) to be sure the project details conform to local ordinances and codes. The architect should contact the Provo City Community Development Department for city requirements for Project Plan Approval, etc, as required. The owner will pay fees.

C. Rendering and Model Requirements

1. The design development drawing submittal shall include floor plans, elevations, sections, and outline specifications, with a cost estimate, a site plan, and an area comparison accompanied by a letter of transmittal. For some projects a colored perspective rendering or a model will be required. The architect should discuss this requirement with the owner. If required, this should be submitted during the design development drawing plan review.

D. Mechanical and Electrical

1. Mechanical and electrical drawings showing system components and locations shall be submitted. The plan review meeting will require a detailed review of these and Office of Information Technology (OIT) requirements.

E. Specifications

1. The specification shall describe the general type of material and equipment for each trade classification. Several copies (consult with the owner) of the specification shall be provided for the plan review.

F. Cost Estimate

1. A cost estimate of the building construction is to be submitted with the specification. To this the owner will add estimated not-in-contract costs to make a total estimated project cost (see page 6 for a listing of costs to be included).

G. Site Plan

1. The design development drawing site plan shall include the data developed in the approved schematic drawing site plan with additional information and refinements.

H. Floor Area Comparison

1. A square foot comparison shall be included, showing footage recommended for each facility in the owner’s building program compared to the design development drawing square footages. An example of how this comparison may be set up is shown on p. 4.

I. Design Criteria

1. The following design criteria are to be included on the cover sheet of the design development drawings:
   a. All applicable building codes by name and year issued;
   b. Construction Type;
   c. Occupancy;
   d. Gross Square Footage by Floor;
   e. Total Gross Square Footage;
3.0 CONSTRUCTION DOCUMENTS

A. After receiving written approval of design development documents, the architect is authorized to proceed with the preparation construction documents. Requirements noted herein and in the architect’s agreement shall be complied with.

3.1 Payment

A. Construction document phase payment of the architect's fee will be made in accordance with provisions of the architect's agreement. Plan review comment responses must be received prior to payment. Request for this payment should be submitted on forms furnished by the owner. (See p. 5).

3.2 Room Identification Numbers and Door Signs

A. In order to identify rooms, control keys and maintain doors and locks, a system of door numbering has been developed by the owner. The owner will manufacture and install room identification signs and should be consulted with on this matter.

B. During the preparation of construction drawings, the architect is to provide the owner with electronic (AutoCAD or Revit) floor plans. The owner will indicate a number for each door and room. The University will use these numbers for official identification, keying and signage purposes. These numbers shall be used on the completed construction drawings for room identification.

3.3 Construction Documents Plan Review Requirements

A General

1. Upon 100% completion of construction documents and specifications, the architect shall submit an electronic copy (AutoCAD or Revit) and printed drawings and specifications for review, the cost of which will be paid by the owner. A final set of comments with a compliance column will be prepared by the owner’s representatives, followed by a review of each comment in a plan review meeting. After corrections have been made, the required number of contract documents (contact BYU Construction at 422-5506) should be produced and delivered to the owner for distribution to contractors in preparation for bidding. The owner will also require several half-sized sets for the owner’s internal use. Please verify with the owner the number of copies of full and half-sized sets that will be needed. Also, contact the owner to obtain information for the owner’s contracted printing company (See Architects Agreement).

B. Floor Area Comparison

1. A floor area comparison shall be included with the construction drawing submittal showing footage recommended for each facility in the owner's building program compared to the construction drawing square footages for each room. An example of how this comparison may be set up is shown on p. 4.

C. Structural Design Information

1. The following structural design information shall be shown on the drawings:
a. Gravity and lateral load resisting structural systems and their connections
b. Allowable floor and roof loads
c. Wind and seismic design criteria

D. Furniture Plans

1. Construction documents are to include furniture plans as approved by the BYU Interior Design Department.

E. Cost Estimate

1. Estimates for the project are to be delivered to the Owner for review within one week from the submittal date. (See p. 6 for format). This is anticipated to be at the beginning of the plan review meeting or sooner. The owner will add costs for not-in-contract items (furniture, carpet, landscaping and sprinkling permits, inspection, architects fees, telephones, moving, etc.) to make a total estimated project cost.

F. Not-in-Contract List

1. The architect shall submit a list to the owner of all work that will not be included in the contract at the time of the construction document review.

G. Design Criteria

1. The following design criteria are to be included on the cover sheet of the working drawings:
   
   a. All applicable building codes by name and year issued;
   b. Construction Type;
   c. Occupancy;
   d. Gross Square Footage by Floor;
   e. Total Gross Square Footage;

H. Drawings

1. The documentation required by the Architects Agreement shall be provided to the Owner in hardcopies as directed by Agreement as well as a Revit building information model. In addition to floor plans, elevations, sections, details, etc., and according industry professional practice requirements, the 100% review set of the construction documents shall include the following:

   a. Title page with name of project, project number, name of architect and engineers and with date of signing. Signatures (approvals) must be obtained before documents are put out to bid. Contact the Planning Department Project Representative to obtain approvals and project numbers, including the BYU work order number.
   b. Site development drawings showing grade changes, retaining walls, drainage structures, parking, walks, etc. Include a coordinated site lighting/landscaping plan. Drawings shall have a complete utility plan including all site utility work as well as the existing site utilities shown to remain and shall be fully coordinated. A site topography and horizontal control plan shall be included.
c. Drawings showing all Revit generated structural, mechanical, plumbing, electrical, furnishings and equipment as well as other building systems, with BIM clash detection completed.
d. Each sheet of drawings shall have the project name, project number, work order number, architect's name, architect's/engineer's stamp, sheet number and date. No other references shall be noted.
e. Permanent BYU room numbers to be assigned by the owner shall be used (see paragraph 3.2 above).
f. Reference plans for landscape design are to be included in the 100% review set.
g. Information provided by BYU Office of Information Technology shall be included in the 100% review set.
h. The code review, exiting plan, etc, shall be included.
i. Per the Agreement, the ownership of the BIM model is by BYU.
j. The building permanent name, as provided by BYU, shall be used on construction documents.

I. Specifications

1. Open specifications with the contractor's multiple choice are the policy of the owner. This means that the contractor is given three or more manufacturers to choose from except for owner approved proprietary items. Any of these manufacturers would be acceptable to the owner; however, the contractor MUST base his bid on one of the manufacturers. The specified material or methods must be clearly stated (including all technical data, descriptions, manufacturers' names, catalog numbers, etc.) so that a contractor will have a complete understanding as to what he is required to bid on. The "or equal" or "approved equal" phrases SHALL NOT be used, as it is a constant source of contention. The owner will approve the list of multiple-choice items during the construction documents plan review.


3. To expedite supervision and inspection, it is recommended that different colors of paper be used for major divisions: blue for mechanical, yellow for electrical, etc.

4. A general index in the specification shall list all parts and divisions in the document.

5. Supplementary conditions will be added to the general conditions when necessary. It will be the architect's responsibility to include them if necessary. Trade classifications shall be so written that each may be bid separately. Do not print two major trade classifications on any one sheet.

6. The term "base bid" shall be understood to include all work contained in the contract documents, excluding any substitutes. The contractor shall bid on only those materials, equipment and methods that are contained in the contract documents. Except for a few proprietary items, the contract documents are prepared to give the contractor a multiple choice of manufacturers. The contract will be awarded on the basis of base bid, and alternates accepted. The method for bidding substitutes is included in the owner's Instructions to Bidders (contact the BYU Construction Department).
7. Approvals during the bidding period of items not listed in the contract documents will be done only by addenda, which may be written by the architect, the engineers and/or the owner. The architect and the engineers do not have any authorization to approve any materials in any other way.

8. Forms and printed instructions listed below are to be included in the specification document. Copies in sufficient number are available from the owner upon request.

   Campus Plan               Sales Tax Exemption Certificate
   Invitation to Bid         General Conditions Table of Contents
   Notice to Bidders         --General Conditions
   Form of Proposal          --Supplementary Conditions
   Instruction to Bidders    Monthly Progress Estimate
   Forms of Contracts

9. The specifications shall be fully completed with decisions made and coordinated.
4.0 BIDDING—ARCHITECT'S RESPONSIBILITY

A. Information about the BYU bidding procedure is contained in Standard Contract Requirements (contact the BYU Construction Department).

4.1 Pre-bid Meeting

A. The architect is to attend the pre-bid meeting with the bidders and owner’s Project Representatives which will be scheduled by the owner. The purpose of this meeting is to review the project including the schedule and answer any questions the bidders may have.

4.2 Distribution of Plans and Specifications

A. The architect will supply the number of plans and specifications required by the contract to the owner for distribution by the owner (contact the BYU Construction Department). The architect is also responsible for submitting the contract documents to Provo City, applying for the building permit and incorporating requirements from the city review into the documents after reviewing them with the owner.

4.3 Addenda

A. During the bidding period, any and all additional instructions, clarifications, interpretations or modifications shall be made by written addenda prepared by the architect, the engineers and/or the owner and signed by the owner's Project Representative.

B. Either the owner or the architect, as agreed upon by the two, shall deliver addenda.

C. If addenda are delivered in person, the deliverer shall receive a signed receipt. If mailed, it shall be mailed by the fastest delivery method, and it shall be sent by certified mail with a signed receipt requested. If faxed, the accompanying receipt is to be signed and returned. If emailed, the receipt will be attached and must be faxed or emailed back.

D. No one is authorized to make any clarifications, interpretations, modifications or give any instructions to the bidders during the bidding period except by written addenda as described above.

4.4 Substitutions

(See Standard Contract Requirements which is available from the owner).

4.5 BYU Office of Information Technology Coordination

A. Following the project bid opening, an electronic copy of the construction documents from the architect/engineers showing the telephone and network wiring will be given to the BYU Office of Information Technology (OIT), along with furnishings layouts from the BYU Interiors Section. This will enable OIT to merge these drawings, which will aid them in numbering outlets, etc., for their internal operations. Full construction drawing plan sets shall also be made available for OIT following the bid opening.
5.0 CONSTRUCTION - ARCHITECT'S RESPONSIBILITY

5.1 Architect's Agreement

A. The architect shall coordinate his services with the owner's Project Representative during the construction stage of the project. All conditions of the architect's agreement shall be complied with.

5.2 Building Permit

A. The architect is to submit the contract documents to Provo City to qualify for the building permit and then incorporate the requirements from the city review into the documents after reviewing them with the owner. It is the owner's responsibility to pay for the building permit. It is also the owner’s responsibility (contact the BYU Construction Department) to deliver the completed plans and specifications to the city/county as required for the building permit.

5.3 Substitution of Materials During Construction

A. Approval of materials not listed in the contract documents (including addenda) will be granted only under extenuating circumstances. The architect or the engineers shall not authorize a change independently, without the owner's approval. Authorized changes must be described in a Change Order or a Job Instruction (see form samples below). Architects and engineers are asked to refrain from corresponding directly with the contractor by letter. All communication shall come through the owner's Project Representative.

5.4 Job Instruction Form

A. The Job Instruction form (see form sample below) is used to transmit information and request prices. Under special circumstances, it can also be used to authorize construction changes, if followed by an approved Change Order Form. The architect is responsible to write the job instructions. The use of the Job Instruction Form is mandatory for the purposes listed above. All forms should be numbered consecutively, beginning with number one for each project. When properly filled out and signed by the owner's Project Representative, the Job Instruction Form will be given to the contractor, who will sign all copies and keep the original. The owner as indicated on the form will distribute the remaining copies.

5.5 Change Order Form

A. The Change Order Form (see form sample below) is used to authorize a change that may increase or decrease the contract amount. The owner is responsible to write change orders. It is mandatory that this form is used and that all blanks be filled in accurately. Each Change Order Form must be numbered consecutively, beginning with number one for each project. After necessary approvals and signatures are obtained, all copies of the Change Order Form should be returned to the owner, who will then make the necessary distribution, including to the contractor, authorizing him to proceed with the change.

5.6 Shop Drawings

A. The architect, engineers and owner will review all shop drawings for conformance to contract documents. After the submittals have been reviewed by the Architect/Engineer, and after all corrections are made, the Architect shall deliver three (3) complete sets of submittals stamped “Approved” to the BYU Construction Department. (Also see Standard Contract requirements, Section 9).
5.7 Weekly Construction Coordination Meetings

A. The architect is expected to attend the weekly construction coordination meetings and is responsible to take minutes and distribute them by email or at the next meeting. He is to keep a Job Instruction and Change Order log which are to be reviewed at each construction meeting. He is to keep a Request for Information Log (RFI) and Submittal Log. Turnaround of RFI’s should happen within 7 working days and within 14 working days for submittals. He should also conduct the weekly construction meetings with emphasis on the current project schedule, a projected 3 week schedule of activities, and current and new items of discussion with a date initiated and who has responsibility for action.

5.8 Job Site Visits

A. The architect is to visit the job site regularly and observe the construction. He is to write field reports itemizing his observations and submit them to the BYU Project Coordinator and Manager. He also obtains and distributes field reports from consulting engineers.

5.9 Inspections—Substantial Completion

A. The architect is to keep a list of correction items and provide copies to the owner’s Project Representative, contractor and engineers. At the substantial completion inspection, unless the work is rejected, the architect may execute a Certificate of Substantial Completion (AIA Document G704, latest version) which will be signed by the architect, owner and contractor. After inspection, the architect will furnish a final list of items to be corrected. The architect, owner and contractor will decide how much time is to be allowed for completion of the items.

B. Prior to ceiling installation, the architect is to insist on an “above ceiling” punch list.

5.10 Payment

A. Monthly payment requests shall be submitted on forms available from the owner and in accordance with the Architect’s Agreement

5.11 Color Approvals

A. A color board showing all visible contractor-provided finishes shall be prepared and presented to the owner for approval. Approval will be given by a job instruction prepared by the architect. This color board shall be coordinated with another color board to be prepared by the owner that will show not-in-contract items.

B. Materials and color approvals are the responsibility of the Facilities Planning Department.

5.12 Record Drawings

A. The contractor shall provide and keep up-to-date a complete record set of prints which shall be corrected daily to show change from the original drawings and specifications, the size and kind of equipment, runs of all pipes, etc. Record drawings should be reviewed monthly by the architect to confirm that they are being kept up to date and he should also verify that consultants are doing the same. The architect will furnish prints for this purpose. This set of drawings shall be kept on the work site and shall be used only as a record set. Upon completion of the work, the set of record drawings shall be turned over to the architect. The architect and engineers shall then correct the original drawings.
B. At the completion of the project, the record drawings, the cost thereof to be borne by the architect, shall be delivered with a letter of transmittal to the BYU Project Representative within 90 days of the completion of the project and prior to final payment to the architect. The architect is to provide an electronic copy of all drawings in either AutoCAD DWG or DXF format or Autodesk Revit format (latest versions) as requested by the owner. The architect shall submit a PDF copy of the project specification. The architect shall also submit with the record drawings, an electronic file of the fire sprinkling system record drawings. No paper copies of any of these record drawings should be provided to the owner; only electronic copies are required.
JOB INSTRUCTION
BRIGHAM YOUNG UNIVERSITY
Department of Physical Plant
Provo, Utah

Project Name:          Job Instruction No.:  
Project No.:           Date:  
Requested by:          SF Contract No.:  

This authorizes         to provide a price/credit

to make the following change(s):

Remarks and reason for change(s):

Distribution:  
1. Contractor  Contractor's Representative
2. Construction Supervisor
3. Architect  Director of Construction
4. File
CHANGE ORDER
BRIGHAM YOUNG UNIVERSITY
DEPARTMENT OF PHYSICAL PLANT
PROVO, UTAH

Project: Change Order No:
Project No. Change Order Date:
Contract Date: Requested by:
Completion Date: Revised Completion Date:
Contractor: Contract No.
Address:

You are hereby authorized to make the following change(s):

PRICE $

REASON:

REFERENCE:

The undersigned hereby proposes and agrees to furnish any and all labor, material equipment, etc., in strict accordance with the requirements of the original contract documents, except as specifically noted above, required in connection with the above proposed change, for the lump sum of $ extra, $ credits.

Total Amount of Change Order No. $
Original Contract Price $ 
Total of Prior Change Orders $ 
Total Contract Price to Date $

Approval:

Contractor

DISTRIBUTION:
1. Owner's Representative
2. Contractor
3. Architect
4. Accounting

May 2009