

Project Directory

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette.

PURPOSE OF DOCUMENT:	Provides contact information related to specific project.		
CROSS-REFERENCE TO FACILITIES MANUAL:	[I]:4.5.5		
CONTENTS:	Project Directory form		
FOR USE WITH:	Design Build Contract Documents		
COMPLETED BY:	✓ Filling in	Adding Text	No Data Required
ITS USE IS:	✓ Required	Optional	

Completion Instructions:

1. Notes, suggested text, instructions and other information is formatted using the following methods:
 - Hidden text within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
 - Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.
 - Suggested text is shaded in gray without brackets (see Modifications and Additions below.)
2. Insert required information/text in appropriate areas.

Modifications and Additions:

None

Comments:

None

PROJECT DIRECTORY

Project Name:	{The official name for the project.}
Project Number:	{Facility Reference Number}
Location:	{Name of Facility}
University:	The Regents of the University of California
University's Representative:	{Contact person or firm, address, telephone number, and facsimile number.}
All bidding inquiries shall be directed only to:	{Contact person or firm, address, telephone number, and facsimile number.}
University's Consultants:	{Name of firm and address for each consultant used e.g., outside construction management firm, testing laboratories.}
University's Representative's Consultants:	{Name of firm and address for each consultant used – e.g., structural, civil, mechanical, and electrical engineers; and testing laboratories.}
Address for Stop Notices:	{Address}
Address for Demand for Arbitration:	Western Case Management Center 6795 N. Palm Avenue, 2nd Floor Fresno, CA 93704

A copy of the Demand for Arbitration must be sent to:

University of California
Office of the General Counsel
1111 Franklin Street, 8th Floor
Oakland, California 94607-5200