

# Letter of Design Review

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## 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 electronic media.

<b>PURPOSE OF DOCUMENT:</b>	Letter acknowledging University's completion of design review for a design phase.			
<b>CROSS-REFERENCE TO FACILITIES MANUAL:</b>	None			
<b>CONTENTS:</b>	Letter of Design Review			
<b>FOR USE WITH:</b>	Design Build Contract Documents			
<b>COMPLETED BY:</b>	✓	Filling in	Adding Text	No Data Required
<b>ITS USE IS:</b>	✓	Required	Optional	

**NOTE:** To use the electronic file of this document, you must go to the "Tools" pull down menu in Microsoft Word, select "Options," select the "View" tab, and then put a check in the box "Hidden text." Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

### 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 Modification and Additions below.)

### Modifications and Additions:

None

### Comments:

None

## **Letter of Design Review**

{Date}

{Design Builder Name}  
{Design Builder Address}

The University of California has completed its design review of {phase as listed in the Exhibit} phase for the {Project Name} Project. Since the review is now complete, you should proceed with your selection of Subcontractors for this scope, if you have not already done so.

Per the General Conditions, you must provide the University's Representative with an updated "Expanded List of Subcontractors" within thirty calendar days from the date of this letter. Failure to identify Subcontractors will represent a commitment to perform the applicable work with your own forces.

Should you have any questions related to this letter, please direct them to the University's Representative, {Name}.

Sincerely,

{Campus Contract Administrator}